



DoW INSTRUCTION 1315.18

MILITARY PERSONNEL ASSIGNMENT POLICY

Originating Component: Office of the Under Secretary of War for Personnel and Readiness

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Approved 5/18/2026 by: Anthony J. Tata, Under Secretary of War for Personnel and Readiness

Purpose: In accordance with the authority in DoD Directive 5124.02, this issuance establishes policy and assigns responsibilities for the assignment and reassignment of Service members to a new permanent duty station (PDS).

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to OSW, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of War, the Defense Agencies, the DoW Field Activities, and all other organizational entities within the DoW (referred to collectively in this issuance as the “DoW Components”).

1.2. POLICY.

a. In accordance with the policy in DoD Instruction (DoDI) 1350.02, the Military Services make assignments for all Service members without regard to race, color, national origin, religion, sex (including pregnancy), or sexual orientation, consistent with requirements for physical capabilities. Additionally, the Military Services make assignments for all Service members without regard to age or marital status. This applies equally to both permanent change of station and temporary duty assignment actions. This does not apply to unit moves. Exceptions include:

- (1) The religious practice of chaplains.
- (2) Marital status for dual military couples.
- (3) Cases where status of forces agreement protections are not extended to same sex spouses.

b. The primary considerations in reassigning a Service member are the Service member’s current qualifications and ability to fill a valid mission requirement. A secondary consideration is achieving co-location of dual military couples. The Military Services may consider other factors (e.g., spouse employment, spouse and child educational activities, volunteer activities, and circumstances that minimize personnel turbulence) when in line with mission requirements and Service member career development. Exceptions include:

(1) When necessary to relieve a Service member or dependent’s personal hardship because a dependent needs access to specialized medical treatment or educational services, in accordance with DoDIs 1315.19 and 1342.12.

(2) When otherwise required by law in instances in which a prohibited conflict of interest may exist between a Service member’s official duties and a family member’s employment.

c. Service members who are convicted of sexual assault are not reassigned and are processed for administrative separation for misconduct, in accordance with DoDIs 1332.14 and 1332.30.

d. Service members or their adult dependents (age 18 years and older) who file an official unrestricted report of sexual assault may request an expedited transfer pursuant to Volume 1 of DoDI 6495.02. Procedures for doing so are in Enclosure 5, Volume 1 of DoDI 6495.02.

e. Service members who report being a victim of domestic violence may request an expedited transfer pursuant to DoDI 6400.06.

SECTION 2: RESPONSIBILITIES

2.1. ASW(M&RA).

Under the authority, direction, and control of the Under Secretary of War for Personnel and Readiness, the ASW(M&RA) develops, maintains, and updates this issuance and Volumes 1 and 2 of DoW Manual 1315.21.

2.2. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES.

Under the authority, direction, and control of the Director of Administration and Management, the Director, Washington Headquarters Services:

- a. Assigns, reassigns, and releases Service members to and from OSW, the supported Defense Agencies, and the supported DoW Field Activities.
- b. Ensures records and information established and created in accordance with this issuance are retained in accordance with DoDI 5015.02 and DoW Component records management disposition schedules.

GLOSSARY

G.1. ACRONYMS.

| ACRONYM | MEANING |
|-----------|---|
| ASW(M&RA) | Assistant Secretary of War for Manpower and Reserve Affairs |
| DoDI | DoD instruction |
| DoW | Department of War |
| DoWI | DoW instruction |
| OSW | Office of the Secretary of War |
| PDS | permanent duty station |

G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

| TERM | DEFINITION |
|------------------------------|---|
| dependent | Defined in Section 401 of Title 37, United States Code. For the purpose of this issuance, military couples are not considered dependents of each other. |
| domestic violence | Defined in DoDI 6400.06. |
| dual military couples | Service members married to each other, both of whom are on active duty in any of the Military Services. They cannot be dependents of each other. |
| Military Services | The Army, the Navy, the Marine Corps, the Air Force, the Space Force, and the Coast Guard. |

| TERM | DEFINITION |
|---------------------------|--|
| PDS | <p>The installation of duty or official duty station of a Service member or invitational traveler, including a ship for the purpose of personal travel and transportation of the Service member's unaccompanied baggage located on board the ship.</p> <p>If applicable, the home port of a ship or a ship-based staff to which a Service member is assigned or attached for duty other than temporary duty is the PDS for dependent's transportation, transportation of household goods, mobile homes or privately owned vehicles, continental United States cost of living allowance, and geography-based station allowances and overseas housing allowance.</p> |
| religious practice | Defined in DoDI 1300.17. |
| sex | An individual's immutable biological classification as either male or female. |
| sexual assault | Defined in Volume 1 of DoDI 6495.02. |
| temporary duty | Travel to one or more places away from a PDS to perform duties for a period of time and, on completion of assignment, return or proceed to a PDS. |
| unit move | The synchronized relocation of a designated military organization to another duty location. |

REFERENCES

- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008, as amended
- DoD Instruction 1300.17, “Religious Liberty in the Military Services,” September 1, 2020
- DoD Instruction 1315.19, “Exceptional Family Member Program,” June 23, 2023
- DoD Instruction 1332.14, “Enlisted Administrative Separations,” August 1, 2024
- DoD Instruction 1332.30, “Commissioned Officer Administration Separations,” May 11, 2018, as amended
- DoD Instruction 1342.12, “Provision of Early Intervention and Special Education Services to Eligible DoD Dependents,” June 17, 2015
- DoD Instruction 1350.02, “DoD Military Equal Opportunity Program,” September 4, 2020, as amended
- DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
- DoD Instruction 6400.06, “DoD Coordinated Community Response to Domestic Abuse Involving DoD Military and Certain Affiliated Personnel,” December 15, 2021, as amended
- DoD Instruction 6495.02, Volume 1, “Adult Sexual Assault Prevention and Response: Program Procedures,” March 28, 2013, as amended
- DoW Manual 1315.21, Volume 1, “Military Personnel Assignments: Procedures and Requirements,” May 21, 2026
- DoW Manual 1315.21, Volume 2, “Military Personnel Assignments: Overseas Duty and Dependent Travel,” May 21, 2026
- United States Code, Title 37, Section 401