1. Purpose. To identify the staff corps of the Navy pursuant to the authority contained in reference (a) and to provide guidelines concerning staff corps commissions.

2. Cancellation. SECNAVINST 1301.4A.

3. Applicability. The provisions of this instruction are applicable to the Department of the Navy (DON).

4. Background. Reference (a) provides that the Secretary of the Navy (SECNAV) may establish staff corps of the Navy in addition to the Medical Corps, the Dental Corps, the Judge Advocate General’s Corps, and the Chaplain Corps. It further provides that the SECNAV may designate commissioned officers in, and assign members to, any such staff corps, and provide for the appointment of a chief of any staff corps.

5. Policy. Staff corps of the Navy, established by the SECNAV, shall meet DON mission objectives by providing for the administration and accomplishment of selected functions best performed by specialists in professions requiring specialized education, training, and experience.

6. Establishment of Navy Staff Corps. Pursuant to reference (a), the following staff corps are established for the Navy:
a. The Medical Corps;
b. The Supply Corps;
c. The Chaplain Corps;
d. The Civil Engineer Corps;
e. The Judge Advocate General’s Corps;
f. The Dental Corps;
g. The Medical Service Corps;
h. The Nurse Corps.

7. Responsibilities. The SECNAV shall designate individuals for appointment in and assignment to each of the Navy’s staff corps. The appointment of staff corps officers and their placement on the Navy's active-duty list or reserve active-status list shall follow the procedures contained in references (b) and (c). The SECNAV shall appoint a chief of each corps, except for the chiefs of the Chaplain Corps, the Judge Advocate General's Corps, and the Surgeon General of the Navy. The SECNAV shall recommend officers for appointment as the Chief of Chaplains, the Judge Advocate General of the Navy, and the Surgeon General of the Navy, per references (d), (e), and (f), respectively. The Chief of the Dental Corps will be detailed, per reference (g). The SECNAV will recommend or appoint the chiefs of each staff corps and the Surgeon General and Deputy Surgeon General of the Navy based on the recommendations of the Chief of Naval Operations.

8. Internal Controls. In accordance with reference (h), the establishment and use of internal controls and accounting procedures are mandated to ensure: effectiveness and efficiency of operations; reliability of financial reporting; and compliance with applicable laws and regulations. Additionally, as part of the annual Manager’s Internal Control Program (MICP) report, the Navy will provide the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) with copies of the sections of their reports that are relevant to the staff corps of the Navy. The reports will include summary
descriptions of internal controls used, their sufficiency, and any identified weaknesses or deficiencies.

9. Records Management

   a. Records created as a result of this instruction, regardless of media and format, must be maintained and dispositioned according to the records disposition schedule found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

10. Reports. The requirement contained in paragraph 8 is exempt from information collection control, per Part IV, paragraph 7n of reference (i).

   [Signature]

   GREGORY J. SLAVONIC
   Assistant Secretary of the Navy
   (Manpower and Reserve Affairs)

Distribution:
Electronic only, via Department of the Navy Issuances Web site https://www.secnav.navy.mil/doni/