

MILPERSMAN 1306-1200

LIMITED DUTY (LIMDU)

Responsible Office	EPMAC DET TMU	DSN	678-1602
		COM	(504) 678-1602
		FAX	678-5126

References	(a) SECNAVINST 1850.4E (b) BUMEDINST 1300.2 (c) EPMACINST 5000.3E (d) NAVMED P-117, Manual of the Medical Department (e) Uniform Code of Military Justice (UCMJ)
-------------------	--

1. **Purpose.** This article and the sub articles listed below standardize procedures for the assignment, accountability, follow-up care, and disposition of enlisted personnel to or from a limited duty (LIMDU) status for medical reasons.

Topic	See MILPERSMAN
Limited Duty (LIMDU) Availability Procedures and Assignment Policy	1306-1202
Accountability of Personnel on Limited Duty (LIMDU)	1306-1204
Limited Duty (LIMDU) Follow-up Care	1306-1206
Disposition and Accounting of Personnel upon Completion of Limited Duty (LIMDU)	1306-1208
Nuclear Trained and Submarine Personnel on Limited Duty (LIMDU)	1306-1210

2. **Definitions**

a. **Light Duty.** Presumes frequent provider/patient interaction to determine whether return to full duty status or more intensive therapeutic intervention is appropriate in any given case; therefore, light duty will be ordered in periods not to exceed 30 days to ensure appropriate patient clinical oversight. Consecutive light duty for any "new condition" up to

90 days may be ordered by the provider (in maximum 30-day periods), **but in no case will light duty exceed 90 consecutive days, inclusive of any convalescent leave periods.**

b. **Limited Duty (LIMDU).** The assignment of a member in a duty status for a specified time, following a medical board action, with certain medical limitations/restrictions concerning the duties the member may perform. LIMDU is divided into two separate categories as follows:

(1) **Temporary Limited Duty (TLD).** A member is assigned in a TLD status when a medical officer expects the member to be able to return to duty (RTD) in a reasonable period of time. TLD is authorized locally, in increments of 6 months with a 12-month maximum, by the convening authority (CA) responsible for the military treatment facility (MTF) initiating TLD. Navy Personnel Command (NAVPERSCOM), Disability Retirement/Limited Duty Branch (PERS-4821) will perform a departmental review of all cases that require additional TLD in excess of 12 months. The maximum total TLD authorized is 12 months unless otherwise approved by NAVPERSCOM (PERS-4821).

(2) **Permanent Limited Duty (PLD) (L5).** Assignment authorized by NAVPERSCOM (PERS-4821) to be in a PLD status to complete 20 years active service day-for-day, or remain on active duty until a specific date. Only members who have been found "unfit for continued Naval Service" by the Physical Evaluation Board (PEB) may request PLD per reference (a). Members approved for PLD will be placed in a FOR DUTY LIMDU (ACC 105) status with a projected rotation date (PRD) that corresponds with the approved PLD date. Once placed in a PLD status, the member may remain at the current command or be assigned to a valid billet per manning control authority (MCA) priorities based on needs of the Navy. Assignment will be made to an area where the required medical care is available and shall remain in that area for the remainder of the member's Naval Service.

c. **LIMDU Coordinator.** Every command, Personnel Support Activity Detachment (PERSUPP DET) or personnel office, and MTF servicing a LIMDU population is required to appoint, in writing, a single point of contact (POC) to act as the command LIMDU coordinator. Close liaison between parent command, PERSUPP DET, and medical LIMDU coordinators is critical to ensure accurate accounting, tracking, medical treatment, and expeditious

movement of LIMDU personnel through the transient pipeline. LIMDU coordinators shall not be in a TLD status.

d. **Assignment Screening.** Short and concise medical screening to specifically review a member's medical condition and determine if a member is worldwide assignable (WWA).

e. **Operational Screening (Sea Duty Screening).** After a LIMDU member is able to RTD, completes assignment screening, and is in receipt of PCS orders to an operational command (Type Duty Code "2" or "4"), member must complete an operational screening per reference (b), and MILPERSMAN 1300-800.

f. **Abbreviated Medical Evaluation Board Report (AMEBR).** A brief summary of the member's medical condition, limitations, and expected RTD date used to place a member on TLD.

g. **Dictated Medical Evaluation Board Report (MEBR).** As opposed to the AMEBR, this detailed summary of the member's medical condition(s) is dictated by the attending physician and is used to request additional LIMDU in excess of 12 months or for a referral to the PEB.

h. **Return to Duty (RTD).** At any time during a period of LIMDU, upon determination that the member's medical condition has been resolved, the member may be returned to duty (RTD) from the TLD status by the cognizant MTF.

3. **Command Responsibilities.** All commands will do the following:

a. **Designate, in writing, a LIMDU coordinator to track and monitor personnel assigned TLD, and maintain close liaison with LIMDU coordinators at PERSUPP DET and the MTF.** Personnel currently on TLD shall not be assigned as LIMDU coordinators.

b. Comply with all requirements regarding the management of LIMDU personnel outlined in this manual, reference (c), and all associated relevant instructions.

c. **Ensure LIMDU personnel physically report to the PERSUPP DET, or their personnel office/PASS liaison representative if the servicing PERSUPP DET is located outside the geographical area.**

d. For personnel under orders who are subsequently placed on LIMDU, submit naval messages to Assignment Control Authority (ACA) (Info COMNAVPERSCOM (PERS-4821)) requesting order cancellation.

e. Ensure LIMDU personnel report for all scheduled appointments and remain available for all follow-up care. LIMDU personnel will not be reassigned TAD outside the geographic area of the primary care provider. Coordinate the scheduling of appointments with LIMDU personnel and cognizant MTF per MILPERSMAN 1306-1206. Providers can return members from a TLD status at any time during a period of TLD. Ensure regular leave (other than emergency leave) does not conflict with any scheduled medical appointments.

f. Notify PERSUPP DET within 24 hours of any change in a member's TLD status.

g. Ensure a case file is created and maintained for each member on TLD. The case file will contain:

- PEB findings
- PEB Medical Board Cover Sheet
- NAVPERSCOM (PERS-4821) message recommending forward case to PEB, or approving/denying additional TLD
- Copy of NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks
- Initial Medical Board Cover Sheet

h. At the commencement of a LIMDU period, the member will be counseled on the responsibility to report to all scheduled appointments and that failure to report to scheduled appointments may constitute a violation of UCMJ, article 86 (failure to go to appointed place of duty) and article 92 (failure to obey a lawful order), and that immediate disciplinary action may be warranted. This counseling will be annotated by a NAVPERS 1070/613 entry. Exhibit 1 refers.

i. Investigate instances where members fail to report for scheduled appointments and initiate disciplinary action where appropriate.

j. Ensure completion of assignment screening within 15 days for LIMDU personnel able to RTD who were ordered in as ACC 105,

or were placed on LIMDU while serving on shore duty and are within 9 months of their PRD. Forward completed assignment screening to PERSUPP DET within 24 hours of completion.

k. Submit naval message to NAVPERSCOM (PERS-40BB), Bureau of Medicine and Surgery (BUMED) (M3F/M3M), and the ACA (Info COMNAVPERSCOM (PERS-4821); PERSUPP DET; and Enlisted Placement Management Center Detachment, Transient Monitoring Unit (EPMAC DET TMU)) for all personnel who were able to RTD during the assignment screening, but are assignment limited per MILPERSMAN 1300-801. This assignment limited message (MILPERSMAN 1300-801, Exhibit 1) must be submitted no later than 15 days after the assignment screening. No message is required for personnel who are able to RTD during the assignment screening and are WWA.

l. For geographically separated units, contact should be via teleconference or video teleconference if physical travel to LIMDU coordinators meetings is not feasible.

m. Submit assignment limited tracer message, if results are not received from NAVPERSCOM (PERS-40BB) within 30 days from the date of the original message. MILPERSMAN 1306-1208, Exhibit 3 refers.

4. **PERSUPP DET/Personnel Office Responsibilities.** The servicing PERSUPP DET or personnel office shall do the following:

a. Designate, in writing, a LIMDU coordinator to track and monitor personnel assigned to LIMDU. LIMDU coordinators shall not be in a TLD status.

b. Comply with all requirements regarding the management of LIMDU personnel outlined in this manual, reference (c), and all associated relevant instructions.

c. Make appropriate Navy Standard Integrated Personnel System (NSIPS) entries for all personnel gained in or changed to LIMDU ACC 105.

d. Print out a new LIMDU ADHOC report every Monday, annotate updates and changes onto this report throughout the week as they occur, and input appropriate changes into NSIPS Transient Tracking Panels by the end of each week.

e. Maintain close liaison with parent command LIMDU coordinators and MTF LIMDU coordinators.

f. Request copy of initial AMEBR/MEBR, Departmental Review Cover Sheet, or PEB Cover Sheet. MILPERSMAN 1306-1202, Exhibit 1 refers.

g. Submit a Monthly Status Update of LIMDU Personnel message no later than the 10th of each month (negative reports are required). MILPERSMAN 1306-1204, Exhibits 1 and 2 refer.

h. Submit assignment screening tracer message, if results not received from parent command within 15 days from the date a member is able to RTD. MILPERSMAN 1306-1206, Exhibit 1, Weekly Request for LIMDU or Assignment Screening Status refers.

i. Submit YJ availability and associated tracer actions upon completion of assignment screening, regardless of results. This availability will include one of the following remarks:

(1) WORLD WIDE ASSIGNABLE.

(2) ASSIGNMENT LIMITED. (Requires NAVPERSCOM (PERS-40BB) direction.)

j. Verify PRDs for all personnel on LIMDU and submit PRD correction request via the Monthly Status Update of LIMDU Personnel message for those personnel with incorrect PRD's. MILPERSMAN 1306-1204, Exhibit 1 refers.

(1) Request PRD adjustments if PRD does not equal LIMDU PRD for those personnel ordered in as ACC 105.

(2) Request PRD adjustments for those personnel placed on LIMDU while attached to shore as ACC 105 whose current PRD is less than their LIMDU PRD.

(3) Request PRD adjustments for those personnel approved for, but not adjusted by NAVPERSCOM (PERS-4821), for additional LIMDU greater than the second locally approved 6-month period.

k. For personnel assigned to shore duty, change ACC to 105, and track the status of personnel awaiting final disposition by PEB.

l. Track the status of personnel awaiting final disposition of departmental review.

m. Ensure a case file is created and maintained for each member on TLD. The case file will be maintained in chronological order as follows:

Top to bottom:

- PEB findings
- PEB Medical Board Cover Sheet
- NAVPERSCOM (PERS-4821) message recommending forward case to PEB, or approving/denying additional TLD
- Initial Medical Board Cover Sheet
- NAVPERS 1070/613
- NSIPS panel reflecting date of TLD (effective date)

n. Attend a monthly LIMDU meeting with the MTF and commands with LIMDU personnel assigned. Provide a current copy of the latest LIMDU ADHOC report for review and discussion to each LIMDU coordinator at the meeting.

o. The LIMDU coordinator is responsible for generating the following messages:

(1) **Monthly Status Update of LIMDU Personnel**, MILPERSMAN 1306-1204, Exhibit 1. Due on the 10th of each month.

(2) **Request Copy of AMEBR/MEBR, Departmental Review Cover Sheet, OR PEB Cover Sheet**, MILPERSMAN 1306-1202, Exhibit 1. Due weekly, as required.

(3) **Weekly Request for LIMDU or Assignment Screening Status**, MILPERSMAN 1306-1206, Exhibit 1. Due weekly, as required.

5. **Naval MTF Responsibilities**. The MTF shall do the following:

a. Designate, in writing, a LIMDU coordinator per reference (d), chapter 18.

b. Support all requirements regarding the management of LIMDU personnel outlined in this manual, reference (c), and all associated relevant instructions.

c. Assist parent command LIMDU coordinators and TLD personnel in acquiring appointments on a priority basis.

d. LIMDU coordinators at MTFs will hold monthly meetings with area LIMDU coordinators to review and discuss potential problems and analyze existing processes. For geographically separated units, contact should be via teleconference or videoteleconference if physical travel to meetings is not feasible.

e. Maintain case files for TLD personnel separately to assist in identification and processing.

f. Per NAVMED P-117, chapter 18 advise NAVPERSCOM (PERS-4821), BUMED (M3M31), EPMAC DET TMU, the member's parent command, and the servicing PERSUPP DET or personnel office via a weekly message of the status of all LIMDU personnel that had their status changed during the previous week. This message shall be released each Friday. MILPERSMAN 1306-1206, Exhibit 2 is a sample of a **Weekly LIMDU Follow-up Disposition** message. It is the responsibility of the cognizant MTF to ensure results of all follow-up care held the previous week are included on this message.

g. The primary care provider will make a RTD determination recommending additional TLD, PEB, etc., no later than 30 days prior to the expiration of TLD.

h. One of the following actions is completed prior to the end of the member's TLD period:

(1) The member is able to RTD.

(2) AMEBR recommends a second 6-month period of TLD.
(Not to exceed 12 months consecutively.)

(3) MEBR is submitted to NAVPERSCOM (PERS-4821) for departmental review requesting an additional TLD.

(4) MEBR is referred to PEB for a fitness determination.

i. Establish local procedures to ensure the member reports to the Patient Administration Office immediately upon being recommended for placement on, extension of, or removal from LIMDU.

6. **Member Responsibilities**. Members assigned to TLD will do the following:

a. At the commencement of a LIMDU period, the member will be required to sign a NAVPERS 1070/613 acknowledging the responsibility to report to all scheduled appointments, and that failure to report to scheduled appointments may constitute a violation of the UCMJ, article 86 (failure to go to appointed place of duty) and article 92 (failure to obey a lawful order). Additionally, member will acknowledge that missing scheduled appointments may result in disciplinary action.

b. Ensure a medical TLD appointment is attended no later than 30 days prior to the expiration of the LIMDU period. Report to the medical board section of the MTF Patient Administration Office at least 30 minutes prior to the appointment with all appropriate medical records.

c. Advise Patient Administration Office immediately upon being recommended for placement on extension of, or removal from LIMDU.

d. Ensure leave (other than emergency) is coordinated with LIMDU coordinator and does not conflict or coincide with medical appointments.

7. **Forms**

a. NAVMED 6100/1 (Rev. 9-04), Medical Board Report Cover Sheet. A medical administrative document that reports on the present state of health of a member and provides a considered clinical opinion regarding a member's physical fitness for duty.

b. NAVMED 6100/5 (Rev. 9-04), Abbreviated Limited Duty Medical Board Report. An abbreviated report is used to assign members to TLD who have an uncomplicated injury/illness. NAVMED 6100/5 will be utilized for **first and second 6-month periods** of LIMDU, departmental review processing, and PEB processing.

EXHIBIT 1

LIMITED DUTY

E-32

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION

DATE: _____

_____ I UNDERSTAND THAT I AM ASSIGNED TO THIS COMMAND IN A LIMITED DUTY STATUS, AND THAT MY INITIAL LIMITED DUTY PRD IS _____.

_____ I AM AWARE AND UNDERSTAND THAT THE FOLLOWING PERSONNEL ARE ASSIGNED AS MY LIMITED DUTY COORDINATORS:

- _____ COMMAND LIMITED DUTY COORDINATOR
- _____ PERSUPP DET LIMITED DUTY COORDINATOR
- _____ MTF LIMITED DUTY COORDINATOR

_____ I CERTIFY THAT I HAVE BEEN BRIEFED AND UNDERSTAND THE RESPONSIBILITIES PERTAINING TO MY LIMITED DUTY ASSIGNMENT AS FOLLOWS:

- A. BE PERSONALLY RESPONSIBLE IN ADHERING TO MEDICAL ADVICE AND PROMOTE REHABILITATION DURING THE LIMDU PERIOD.
- B. STRICTLY COMPLY WITH THE PROCEDURES DIRECTED BY THE PERSUPP DET OR PERSONNEL OFFICE AND THE MTF FOR FOLLOW-UP PROCESSING.
- C. COORDINATE WITH THE MTF AND REPORT FOR FOLLOW-UP CARE AS SCHEDULED. RESCHEDULING OF MEDICAL APPOINTMENTS FOR PERSONAL CONVENIENCE IS STRICTLY PROHIBITED.
- D. ENSURE A MEDICAL APPOINTMENT IS SCHEDULED AND ATTENDED NO LATER THAN 30 DAYS PRIOR TO THE EXPIRATION OF LIMDU PRD. REPORT TO THE MEDICAL BOARD SECTION OF THE MTF'S PATIENT ADMINISTRATION OFFICE AT LEAST 30 MINUTES PRIOR TO THE APPOINTMENT, WITH ALL APPROPRIATE MEDICAL RECORDS. AT THE TIME OF THE APPOINTMENT, REQUEST ATTENDING PHYSICIAN MAKE A DETERMINATION OF LIMITED DUTY STATUS.
- E. WITHIN 24 HOURS, ADVISE THE MTF'S PATIENT ADMINISTRATION OFFICE, PARENT COMMAND, AND PERSUPP DET LIMDU COORDINATOR OF ANY CHANGE IN LIMDU STATUS.

_____ I FURTHER UNDERSTAND THAT I MUST SCHEDULE ALL FOLLOW-UP APPOINTMENTS WITH THE MTF. THE CENTRAL APPOINTMENT PHONE NUMBER IS: _____. FAILURE TO REPORT FOR AN APPOINTMENT MAY RESULT IN DISCIPLINARY ACTION.

_____ I UNDERSTAND THAT I MAY BE FOUND ABLE TO RETURN TO DUTY AT ANY TIME DURING MY PERIOD OF LIMDU. I ACKNOWLEDGE THAT I MUST REPORT TO PERSUPP DET WITHIN 24 HOURS OF ANY CHANGE IN MY LIMDU STATUS. ADDITIONALLY, I HAVE BEEN ADVISED THAT **I MUST COMPLETE AN ASSIGNMENT SCREENING WITHIN 15 DAYS OF BEING ABLE TO RETURN TO DUTY.**

WITNESSED: _____

MEMBER'S SIGNATURE

NAME (LAST, FIRST MI)	SSN	BRANCH/CLASS
-----------------------	-----	--------------

EXHIBIT 1

LIMITED DUTY

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6991

E-32

SHIP OR STATION

_____ I UNDERSTAND THAT A DETERMINATION OF "ASSIGNMENT LIMITED" DURING THE ASSIGNMENT SCREENING PROCESS, FOLLOWING A FINDING OF BEING ABLE TO RETURN TO DUTY, MAY ULTIMATELY LEAD TO A NAVY PERSONNEL COMMAND (NAVPERSCOM) DIRECTION OF **SEPARATION FROM ACTIVE DUTY**.

_____ I UNDERSTAND THAT I AM REQUIRED TO **HAND-CARRY ALL LEAVE REQUESTS TO THE COMMAND LIMITED DUTY COORDINATOR** FOR SIGNATURE.

_____ MY EAOS IS _____. IF IT EXPIRES PRIOR TO COMPLETION OF MY LIMITED DUTY, I WILL REPORT TO THE PERSUPP DET LIMITED DUTY COORDINATOR 30 DAYS PRIOR TO EXPIRATION OF EAOS FOR CORRECTIVE ACTION, AND SUBMIT I.D. CARD APPLICATIONS FOR MYSELF AND MY FAMILY MEMBERS. FAILURE TO COMPLY MAY RESULT IN A SUSPENSION OF PAY AND ALLOWANCES.

_____ I UNDERSTAND THAT I MUST PROVIDE MY PERSUPP DET LIMITED DUTY COORDINATOR, WITHIN 24 HOURS, ALL CHANGES IN MY LIMITED DUTY STATUS, WORKING LOCATION, WORK PHONE, OR HOME PHONE.

_____ PER MILPERSMAN 1306-1200 AND NAVMED 6100/5, ABBREVIATED LIMITED DUTY MEDICAL BOARD REPORT, I SHOULD NOT PARTICIPATE IN ANY PHYSICAL ACTIVITY THAT COULD FURTHER AGGRAVATE THE INJURY FOR WHICH I AM CURRENTLY ON LIMITED DUTY. WHILE ON LIMITED DUTY, IF I DESIRE TO PARTICIPATE IN LIMITED PHYSICAL EXERCISE/SPORTS, WRITTEN CONSENT FROM MY ATTENDING PHYSICIAN IS REQUIRED. INJURIES THAT ARE SUSTAINED WITHOUT WRITTEN PERMISSION MAY RESULT IN DISCIPLINARY ACTION.

MEMBER'S SIGNATURE

WITNESSED: _____

NAME (LAST, FIRST MI)	SSN	BRANCH/CLASS