

# How do I contact my detailer?

## When should I contact my detailer?

- You should start to think about your next set of orders about 12 months prior to your PRD. You should contact us 9-12 months prior to your PRD.

## Do I need to work orders through my XO?

- It depends on your Command. I recommend you talk to your XO prior to contacting us and ask.

## What should I tell the detailer?

- You should put your Name, squadron and PRD in the subject line of your emails.
- If you know what you want to do for your next tour, great, let us know and we can explore that option for you. Ideally, we would like you to tell us your career goals and give us a realistic list of preferences for your next duty.

## What if I don't know what I want to do?

- This is very common; you are taking the first step by doing your homework on this website.
- Engage your Chain of Command and peers. Ask what people have done, and what they did or didn't like about that tour. Beware, everyone has the best intentions of passing on good gouge, but the helicopter community is changing so fast with new airframes, missions, and homeport shifts, good gouge one day may not be true now. For example, DH screen rates for HSL/HSM and HS/HSC are changing each year until those communities are complete with their transition. The path to DH and Command may not be the same as it was 5 years ago.
- Understand how we will write your next set of orders. This decision will be based on three main factors. 1- The needs of the navy, 2 – Your career progression, 3 – Your Preferences.
- Needs of the Navy: There are jobs, which keep the NAE and the Navy healthy that need to be filled. GSAs are the #1 priority followed by operational and Training squadrons. (see a complete list under FAQs) Sometimes other jobs work their way up the priority, like a Station SAR or Overseas staff. Typically for 1<sup>st</sup> tour JOs, the priority is production tours (HTs, VTS, FRS, WWS, VX-1, NSAWC)
- Your Career Progression: It's our job to give you the opportunity to make your next career milestone. We will look at your career timing (read more in FAQs), recent screen board data for your next 2 career milestones, and current community trends.
- Your Preferences: This is your chance to tell us what you want. Do you have a family member enrolled in the EFM program? Do you have a military spouse? Do you want to live in a specific geographic location, and are willing to put that desire over your career progression? We will consider your input.

## What are my basic big picture career options?

- Typically, most people fall into 1 of 3 categories:
  1. I know for sure I want to be a DH, then a CO, help me get there.
  2. I know for sure I want to do something else, either in the Navy, or something on the outside, help me do that.
  3. I'm not sure what I want to do long term, I want to explore options that will keep me in competition for my next career milestone.

## When should I expect a response?

- We make every effort to respond to email and phone calls with in three business days. Due to the high volume of incoming traffic this might not always be possible.
- If you receive an "Out of Office" reply, please be patient and we will respond as soon as possible. We understand that your next set of orders are your top priority, they are ours as well. We work on from the nearest PRD rollers out, so if your PRD is 9 months away, we will take care of those 1 month away first, and we will get to you.
- Repeated attempts when you have received an "Out of Office" are not necessary and actually slow down our response time.

## What if I have written or called the detailer, it's been a few weeks, and I haven't heard anything?

- In this case, you should try again. Under normal circumstances, we get back to you as soon as we can. There are the rare circumstances when an Email or phone message gets misplaced. **If it's been 3 weeks and you haven't heard from us, please try again.**