

## MILPERSMAN 1070

### PERSONNEL RECORDS

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	<b>Phone:</b>	DSN COM	882-3407 (901) 874-3407
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1. In this Chapter. This chapter covers the following topics:

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## MILPERSMAN 1070-010

### SECURITY OF PERSONNEL RECORDS

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM (901)	874-3406/3407
			FAX	882-2664/2743

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<b>Governing Directives</b>	SECNAVINST 5211.5D
	SECNAVINST 5720.42F

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#### 1. Security of Information

a. Personnel records are designated "For Official Use Only" and information shall be divulged from these official personnel records only under SECNAVINSTs 5211.5D and 5720.42E. In any area where these directives conflict, SECNAVINST 5211.5D will apply. The personnel records shall be safeguarded against loss and against access by unauthorized persons.

b. The personnel records are the property of the United States Government and not of the member concerned. Entries are made only with proper authorization.

**MILPERSMAN 1070-020**

**OFFICER PERMANENT PERSONNEL RECORD**

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

<b>Governing Directives</b>	BUPERSINST 1070.27
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1. **Policy**

a. The permanent personnel record is maintained by Navy Personnel Command (NAVPERSCOM) in Electronic Military Personnel Records System (EMPRS).

b. Documents that reflect an officer's character, professional qualifications, fitness for service, performance of duties, entitlements, and affect or influence a member's career and benefits, will be filed therein in accordance with BUPERSINST 1070.27.

2. **Record Format**

a. Documents filed in the officer permanent personnel record are placed in 1 of 18 categories based on type of information in document. Each category is assigned a unique field code to allow grouping, or control of access to, documents by type. When printed to microfiche, documents are printed on one of six microfiche. The following outlines categories of documents filed on each microfiche.

(1) **Fiche No. 1 (Exhibit 1)**

<b>Field Codes</b>	<b>Categories</b>
01	Assignment Officer Code (AOC) (currently not used)
02	photograph, most recent one
03	fitness reports
04	decorations, medals, and awards

(2) **Fiche No. 2 (Exhibit 2)**

<b>Field Codes</b>	<b>Categories</b>
05	educational data/transcripts
06	qualifications
07	letters of appointments and promotions
08	reserve status
09	service determination, separation, and retirement
10	miscellaneous professional history

(3) **Fiche No. 3 (Exhibit 3)**

<b>Field Codes</b>	<b>Categories</b>
11	security investigations and clearances
12	emergency data
13	record changes
14	personal background data
15	miscellaneous personal data

(4) **Fiche No. 4 (Exhibit 4)**

<b>Field Codes</b>	<b>Categories</b>
16	orders

(5) **Fiche No. 5 (Exhibit 5)**

<b>Field Codes</b>	<b>Categories</b>
17	privileged information, adverse material, family advocacy program, medical boards, physical evaluation boards, prisoner of war (POW) data, etc.

(6) **Fiche No. 6 (Exhibit 6)**

<b>Field Codes</b>	<b>Categories</b>
18	enlisted record for officer with prior enlisted service

b. When allotted space for any given field on any fiche is filled, a trailer fiche in same format as basic fiche is created. Trailer fiche is identified as 1T01, 1T02, etc., which indicates it is first, second, or subsequent trailer to officer Fiche 1.

3. **Updating Permanent Personnel Record**

a. Documents shall be submitted to Navy Personnel Command (PERS-313C) for filing in permanent personnel record in accordance with BUPERSINST 1070.27.

b. Do not submit "nice to have" or "nonessential supporting documentation." Documents submitted which do not meet retention guidelines of BUPERSINST 1070.27 will be destroyed.

4. **Record Corrections/Changes**

a. An official document submitted to NAVPERSCOM for filing in permanent personnel record becomes property of Department of Navy (DON). Except for administrative or clerical errors, documents filed in permanent personnel record may not be removed or changed except by authorization of Secretary of Navy.

(1) Administrative or clerical errors may be corrected in accordance with MILPERSMAN 1070-210, or in accordance with regulation governing original document.

(2) Documents found in permanent personnel record that are not legible may be replaced by submitting clean readable documents, under a cover letter, to NAVPERSCOM (PERS-313D).

(3) Other requests for correction or removal of documents should be submitted to Board for Correction of Naval Records in accordance with MILPERSMAN 1000-150.

b. A document may be amended or supplemented by correspondence forwarded via official channels.

5. **Record Access/Review**

a. Access to record is normally limited to

(1) officer concerned,

(2) an agent or representative authorized in writing by officer,

(3) CHNAVPERS

(4) NAVPERSCOM,

(5) personnel who are required to review military service records in performance of their official duties,

(6) duly convened boards of DON,

(7) courts-martial, and

(8) as directed by a court order signed by a judge.

b. The detailing function is strictly the responsibility of NAVPERSCOM. Offices or activities shall not review records of those officers nominated for assignments or in connection with the detailing process, unless specifically approved by CHNAVPERS, NAVPERSCOM, or Assistant Commander, Navy Personnel Command (ACNPC) for Distribution NAVPERSCOM (PERS-4).

6. **Documents for Selection Board Review**

a. Documents in following categories are provided to selection boards:

(1) **For active duty officers** - Field Codes 01 through 10, and, if it exists, 17 (Fiche 1, 2, and, if it exists, 5)

(2) **For United States Naval Reserve (USNR) (inactive) and Training and Administration of the Reserves (TAR) officers** - Field Codes 01 through 10, 16, and, if it exists, 17 (Fiche 1, 2, 4, and, if it exists, 5)

b. If requested, Field Codes 11 through 14 (Fiche 3) may be provided to boards for determination of medical status.

**OFFICER FICHE FORMATS  
 FICHE 1  
 PHOTOGRAPH, FITNESS REPORTS, AND AWARDS**

INDIVIDUAL SSN  
 INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

	121 33 4444			1			□□□□□□□□□□□□□□						
	SMITH, JOHN Q												
<b>A</b>	*1	2	3	<b>FITNESS REPORT FORMS, CONTINUATIONS</b>									
<b>B</b>	<b>PHOTO</b>			<b>AND ATTACHED MATERIAL</b>									
<b>C</b>													
<b>D</b>													
<b>E</b>													
<b>F</b>	71	<b>MEDALS / AWARDS / CITATIONS</b>											
<b>G</b>													

\*NOT USED

PHOTOGRAPH

FITNESS REPORTS, including approved administrative change requests, supplementary materials, letters of exception, and officer statements.

MEDALS/AWARDS - personal awards, unit awards.

**FICHE 2**  
**PROFESSIONAL HISTORY**

INDIVIDUAL SSN  
 INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

	121 33 4444	2	□□□□□□□□□□□□□□									
	SMITH, JOHN Q											
<b>A</b>	<b>1</b>		EDUCATIONAL DATA									
<b>B</b>	<b>15</b>		QUALIFICATIONS DATA									
<b>C</b>	<b>29</b>		APPOINTMENTS / PROMOTIONS									
<b>D</b>												
<b>E</b>	<b>57</b>		RESERVE STATUS									
<b>F</b>	<b>71</b>		SERVICE DETERMINATION / SEPARATION / RETIREMENT									
<b>G</b>	<b>85</b>		MISCELLANEOUS PROFESSIONAL HISTORY DATA									

EDUCATIONAL DATA - college transcripts, diplomas, military correspondence courses.

QUALIFICATIONS - initial designator or designator change.

APPOINTMENTS/PROMOTIONS - acceptance and oath of office, appointment to Navy or Naval Reserve, correction of appointment, appointment/commission.

RESERVE STATUS - USNR appointment, reserve officer performance record.

SERVICE DETERMINATION/SEAPARATION/RETIREMENT - statement of service, separation documents, certificate of release or discharge from active duty (DD214).

MISCELLANEOUS PROFESSIONAL HISTORY DATA - service agreements, NROTC disenrollment/termination, drug and alcohol abuse statement of understanding, humanitarian asignment.

**FICHE 3  
 PERSONAL DATA**

INDIVIDUAL SSN  
 INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

	121 33 4444 SMITH, JOHN Q	3	□□□□□□□□□□□□□□
<b>A</b>	<b>1</b>	<b>SECURITY INVESTIGATIONS, CLEARANCES PERSONAL HISTORIC STATEMENTS</b>	
<b>B</b>			
<b>C</b>	<b>29</b>	<b>EMERGENCY DATA</b>	
<b>D</b>	<b>43</b>	<b>RECORD CHANGES</b>	
<b>E</b>	<b>57</b>	<b>PERSONAL BACKGROUND DATA</b>	
<b>F</b>			
<b>G</b>	<b>85</b>	<b>MISCELLANEOUS PERSONAL DATA</b>	

SECURITY/PERSONAL HISTORY - security investigations, clearances, personal history statements, classified information nondisclosure agreement, personnel reliability screen program.

EMERGENCY DATA - record of emergency data.

RECORD CHANGES - social security number and name changes.

PERSONAL BACKGROUND DATA - report of home of record, casualty or death documents.

MISCELLANEOUS PERSONAL DATA - medical reports, physical examination, servicemen's group life insurance election.

**FICHE 4**  
**ORDERS**

INDIVIDUAL SSN  
 INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

	121 33 4444 SMITH, JOHN Q			4			□□□□□□□□□□□□□□						
<b>A</b>	<b>1</b>		<b>ORDERS</b>										
<b>B</b>													
<b>C</b>													
<b>D</b>													
<b>E</b>													
<b>F</b>													
<b>G</b>													

ORDERS - new appointment, first duty, inactive duty, active duty for training, recall to active duty, and separation orders.

**FICHE 5  
 PRIVILEGED INFORMATION**

INDIVIDUAL SSN  
 INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

	121 33 4444		5							□□□□□□□□□□□□□□				
	SMITH, JOHN Q													
<b>A</b>	<b>1</b>		PRIVILEGED INFORMATION / POW DATA / MEDICAL BOARD											
<b>B</b>														
<b>C</b>														
<b>D</b>														
<b>E</b>														
<b>F</b>														
<b>G</b>														

Fiche 5 is used only if there is correspondence, which is derogatory in nature, or correspondence reflecting various board decisions, including medical boards which become a matter of official record.

PRIVILEGED INFORMATION - non-judicial punishment letters, administrative/punitive letters, detachment for cause, medical board cover sheet and case file.

**FICHE 6  
 ENLISTED RECORD**

INDIVIDUAL SSN  
 INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

121 33 4444 SMITH, JOHN Q													
6													
□□□□□□□□□□□□□□													
<b>A</b>	<b>1</b>		<b>ENLISTED RECORD</b>										
<b>B</b>													
<b>C</b>													
<b>D</b>													
<b>E</b>													
<b>F</b>													
<b>G</b>													

Fiche 6 was prepared only for those officers who served as enlisted members for two or more years and whose officer record was established during the initial conversion process from paper records from 1974 to 1977. Enlisted documents for officers who completed less than two years of enlisted service are distributed in the appropriate subject matter area of the officer fiche.

## MILPERSMAN 1070-030

### CREATING THE OFFICER PERMANENT PERSONNEL RECORD

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

#### 1. Policy

a. The activity that delivers the officer appointment will forward documents listed below to Navy Personnel Command (NAVPERSCOM) (PERS-854) with the "original" NAVPERS 1000/4, Officer Appointment Acceptance and Oath of Office (or an equivalent certificate) after it is signed and witnessed. After receiving and validating NAVPERS 1000/4, NAVPERSCOM (PERS-854) will forward the documents to NAVPERSCOM (PERS-313C1) to create the officer permanent personnel record.

b. A copy of each document will be provided to newly commissioned officers. They will be advised to maintain copies of service record documents in their personal files, and to hand-carry them to their first duty station in case there are problems establishing new accounts.

c. An officer record will not be created for an officer candidate or Naval Academy/Naval Reserve Officer Training Corps (NROTC) midshipman who is disenrolled from training and not commissioned. Refer to MILPERSMAN 1070-090, 1070-100, 1070-120, and 1070-130 for information on creating and/or disposition of enlisted records.

2. **Documents Used to Create Record.** The following original or first copy documents, as applicable, are used to create the permanent personnel record:

Title	Form Number
Officer Appointment Acceptance and Oath of Office (Original)	NAVPERS 1000/4
College transcripts	No Form No.
Program Service Agreements (OCS, AOC, NUCPOC, NFOC, OSAM, JAGC, Nurse Corps, etc.) (Original)	Various Form Nos.
NROTC Scholarship/Non-Scholarship Service Agreements (Original)	CNET 1533/38, 1533/83, or 1110/3
Enlistment/Reenlistment Document - Armed Forces of the United States and Annex(es) (Original)	DD 4
Administrative Remarks (Originals)	NAVPERS 1070/613
Certificate of Release or Discharge from Active Duty (Copy No. 2)	DD 214
Montgomery GI Bill Act of 1984 (Original)	DD 2366
Notice of Basic Eligibility (NOBE) (Original)	DD 2384-1
Statement of Understanding Selected Reserve Educational Assistance Program (Original)	OPNAV 1780/1
Drug and Alcohol Abuse Statement of Understanding (Original)	OPNAV 5350/1 or equivalent NAVCRUIT form
Record of Emergency Data (Original) (Used for new accessions by Military Entrance Processing Station or recruiting service in lieu of NAVPERS 1070/602. Must be replaced by NAVPERS 1070/602 when required by MILPERSMAN 1070-270.)	DD 93
Dependency Application/Record of Emergency Data (Part II) (Original)	NAVPERS 1070/602
Department of the Navy Central Adjudication Facility (DON CAF) Security Determinations	No Form No.
Classified Information Nondisclosure Agreement (Original)	SF 312
NROTC Education Cost Record (Original)	CNET 1533/50
Officer's Report of Home of Record and Place from which Ordered to a Tour of Active Duty (Original)	NAVPERS 1070/74
Report of Medical Examination (Copy)	DD 2808 (Replaced SF 88)
Report of Medical History (Copy)	DD 2807-1 (Replaced SF 93)

**NOTE:** All documents listed may not apply to all officers. For officers receiving permanent appointments, ensure the enlisted service record is closed and transferred per MILPERSMAN 1070-130.

3. **Where to Send Documents.** Mail documents to:

NAVY PERSONNEL COMMAND (PERS-854)  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-8540

4. **How to Send Documents**

a. Securely fasten documents in a single complete group for each officer with NAVPERS 1000/4 on top. Documents for several officers may be sent in a single mailing envelope or container.

b. Mark the mailing envelope "OFFICER APPOINTMENT - DO NOT OPEN IN MAIL ROOM."

5. **Interservice Transfer.** In the case of interservice transfers, Assistant Commander Navy Personnel Command (ACNPC) for Personnel Progression, Performance and Security (NAVPERSCOM (PERS-8)) and ACNPC for Naval Reserve Personnel Management (NAVPERSCOM (PERS-9)) may provide additional documents from the losing service's officer record. These documents include performance, awards, educational, special qualifications, and military service information for inclusion in the officer permanent personnel record.

## MILPERSMAN 1070-080

### ENLISTED PERMANENT PERSONNEL RECORD

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

1. **Policy**. The enlisted permanent personnel record contains documents which reflect on the character, performance, professional qualifications, and fitness of the member. The permanent personnel record is maintained in the Electronic Military Personnel Records System (EMPRS) at Navy Personnel Command (NAVPERSCOM).

#### 2. **Record Format**

a. Documents filed in the enlisted permanent personnel record are placed in one of 16 categories based on the type of information in the document. Each category is assigned a unique field code which allows us to group, or control access to, documents by type. When printed to microfiche, documents are printed on one of six microfiche. The following outlines the categories of documents filed on each microfiche.

##### (1) **Fiche 1E (Exhibit 1)**

<b>Field Codes</b>	<b>Categories</b>
30	procurement, enlistment/reenlistment data
31	classification and assignment
32	administrative remarks
33	separation and retirement
34	miscellaneous professional service history

##### (2) **Fiche 2E (Exhibit 2)**

<b>Field Codes</b>	<b>Categories</b>
35	enlisted performance data
36	training and education
37	decorations, medals, and awards
38	adverse information

(3) **Fiche 3E (Exhibit 3)**

<b>Field Codes</b>	<b>Categories</b>
39	emergency data/beneficiary slips
40	record changes
41	security clearances and investigations
42	security miscellaneous
43	medical data
44	out of service inquiries/response
45	miscellaneous personal data

b. When the allotted space for any given field on any fiche is filled, a trailer fiche, in the same format as the basic fiche, is created. The trailer fiche is identified as 1ET01, 1ET02, etc., which indicates it is the first, second, or subsequent trailer to enlisted fiche 1.

3. **Record Update**. The enlisted permanent personnel record is updated when a member reenlists or is separated in accordance with MILPERSMAN 1070-120 and 1070-130. Do not submit new or updated service record documents during a member's current enlistment unless immediate submission is directed by the requiring instruction, i.e., MILPERSMAN 1070-270, 1070-300, 1070-310, 1070-320, or SECNAVINST 1650.1, etc.

4. **Record Corrections/Changes**

a. An official document submitted to NAVPERSCOM for filing in the permanent personnel record becomes the property of the Department of Navy (DON). Except for administrative or clerical errors, documents filed in the permanent personnel record may not be removed or changed except by authorization of the Secretary of the Navy.

(1) Administrative or clerical errors may be corrected when correcting the Field Service Record in accordance with MILPERSMAN 1070-210, or in accordance with the regulation requiring the original document.

(2) Documents found in the permanent personnel record that are not legible may be replaced by submitting clean readable documents, under a cover letter, to NAVPERSCOM (PERS-313D).

(3) Other requests for correction or removal of documents should be submitted to the Board for Correction of Naval Records (BCNR) in accordance with MILPERSMAN 1000-150.

b. A document may be amended or supplemented by correspondence forwarded via official channels.

5. **Record Review/ Access**

a. Access to the record is normally limited to the member concerned, an agent or representative authorized in writing by the member, NAVPERSCOM, personnel who are required to review military service records in the performance of their official duties, duly convened boards of the DON, courts-martial, and as directed by a court order signed by a judge.

b. Official actions do not include the review of records of those members nominated for assignments in the detailing process unless specifically approved by Chief of Naval Personnel, NAVPERSCOM, or the Assistant Commander, Navy Personnel Command for Distribution, NAVPERSCOM (PERS-4).

6. **Documents for Selection Board Review.** Documents in field codes 30 through 38 (Fiche 1E and 2E) are provided to selection boards.

ENLISTED FICHE FORMATS

FICHE 1E  
 PROFESSIONAL SERVICE HISTORY

INDIVIDUAL SSN  
 INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

	101 23 6644	1E	□□□□□□□□□□□□								
	JONES, FRANK K										
A	1	PROCUREMENT									
B	15	CLASSIFICATION / ASSIGNMENT									
C	29	ADMINISTRATIVE REMARKS									
D											
E	57	SEPARATION / RETIRMENT									
F											
G	85	MISCELLANEOUS PROFESSIONAL SERVICE HISTORY									

PROCUREMENT - enlistment/reenlistment document, record of military processing-Armed Forces of the United States, immediate reenlistment contracts, agreement to recall/extend, education eligibility, statements of understanding, service agreements.

CLASSIFICATION/ASSIGNMENT - history of assignment, request for voluntary recall to active duty, miscellaneous correspondence on classification and assignment.

ADMINISTRATIVE REMARKS - NAVPERS 1070/613 entries, except crossing the equator, order of blue nose, clothing allowances, leave balances, and training which is documented on the NAVPERS 1070/604.

SEPARATION/RETIREMENT - certificate of release or discharge from active duty (DD 214), statements of service, release/discharge correspondence, retirement points statement.

MISCELLANEOUS PROFESSIONAL SERVICE - drug and alcohol abuse statement of understanding, agreement to remain on active duty, contingent transfer to standby reserves.

**FICHE 2E**  
**PERFORMANCE EVALUATION AND TRAINING DATA**

INDIVIDUAL SSN  
 INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

	101 23 6644		2E		□□□□□□□□□□□□□□								
	JONES, FRANK K												
<b>A</b>	<b>1</b>	<b>ENLISTED PERFORMANCE DATA</b>											
<b>B</b>													
<b>C</b>													
<b>D</b>	<b>43</b>	<b>TRAINING / EDUCATION</b>											
<b>E</b>	<b>57</b>	<b>AWARDS / MEDALS / CITATIONS</b>											
<b>F</b>	<b>71</b>	<b>ADVERSE INFORMATION</b>											
<b>G</b>													

ENLISTED PERFORMANCE DATA - counseling record, enlisted evaluations memorandum entries, supplemental evaluation entries.

TRAINING/EDUCATION - NAVPERS 1070/604, correspondence course completion, language proficiency, college transcript and diploma, special application to BOOST/EEAP/ECP,

AWARDS/MEDALS/CITATIONS - personal awards, Battle "E", unit award, sailor of the year.

ADVERSE INFORMATION - unauthorized absence, court memorandum, incident/complaint report, drug and alcohol abuse report, civil conviction/probation report, case files.

**FICHE 3E  
 PERSONAL DATA**

INDIVIDUAL SSN  
 INDIVIDUAL'S NAME

FICHE TYPE NUMBER

BAR CODE

	101 23 6644 JONES, FRANK K	3E	□□□□□□□□□□□□□□
A	1	RECORD OF EMERGENCY DATA/BENEFICIARY SLIPS	
B	15	RECORD CHANGES	
C	29	SECURITY CLEARANCES / INVESTIGATIONS	
D	43	SECURITY MISCELLANEOUS	
E	57	MEDICAL DATA	
F	71	OUT OF SERVICE INQUIRIES/RESPONSES	
G	85	MISCELLANEOUS PERSONAL DATA	

RECORD OF EMERGENCY DATA/BENEFICIARY SLIPS - dependent application/record of emergency data.

RECORD CHANGES - correction of navy records by BCNR, social security number and name changes.

SECURITY CLEARANCES/INVESTIGATIONS - classified information nondisclosure agreement, security termination statement, security clearances.

MEDICAL DATA - medical examination report, medical history report, medical board examination finding, medical board physical evaluation board hearing, limited duty assignment approval (medical board).

MISCELLANEOUS PERSONAL DATA - clinical record report (medical board), consultation sheet (medical board), limited duty assignment (medical).

## MILPERSMAN 1070-090

### CREATING THE ENLISTED PERMANENT PERSONNEL RECORD

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

<b>Governing Directive</b>	NAVCRUITCOMINST 1131.2B
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1. **Records Creation**. The service record custodian will send the required documents described below to Chief of Naval Personnel to create or reinstate the permanent personnel record when

<b>a member</b>	<ul style="list-style-type: none"> <li>• completes recruit training,</li> <li>• completes Navy Veteran/Other Service Veteran (NAVET/OSVET) indoctrination,</li> <li>• enters the Naval Academy Preparatory School (NAPS), or</li> <li>• enters or returns to duty in the Navy or Naval Reserve.</li> </ul>
<b>a recruit or NAVET/OSVET, before completing training or indoctrination</b>	<ul style="list-style-type: none"> <li>• is declared a deserter,</li> <li>• is discharged with an entry level separation, or</li> <li>• dies.</li> </ul>
<b>an officer candidate or Naval Academy midshipman</b>	<ul style="list-style-type: none"> <li>• is disenrolled from training and retained in naval service as an enlisted member,</li> <li>• is discharged with an entry level separation, or</li> <li>• dies.</li> </ul>

**2. Documents for Member who Completes Recruit Training or NAVET/OSVET Indoctrination.** Send the following documents:

DD 4	Enlistment/Reenlistment Document - Armed Forces of the United States	Original. Print "NAVET/OSVET", as appropriate, between the perforation holes on page 1 (cancelled 9-96).  Annex(es).  Original(s) in alphabetical order.
DD 2366	Montgomery GI Bill (MGIB) Act of 1984 (MGIB)	Original, when applicable.
DD 2384-1	Notice of Basic Eligibility(NOBE)	Original
OPNAV 1780/1	Statement of Understanding - Selected Reserve Educational Assistance Program	Original
NAVPERS 1070/621	Agreement to Extend Enlistment	Original, when applicable.
NAVPERS 1070/604	Enlisted Qualifications History	Original
OPNAV 5350/1	Drug and Alcohol Abuse Statement of Understanding	Original
DD 93	Record of Emergency Data	First page, second copy, if applicable.
NAVPERS 1070/602	Dependency Application/Record of Emergency Data (Part II)	Original, if applicable.
SF 88	Report of Medical Examination	Original
SF 93	Report of Medical History	Original

**3. Documents for Recruit or NAVET/OSVET Deserter.** If a recruit or NAVET/OSVET is declared a deserter, send a copy of the following documents in addition to the documents listed above:

NAVPERS 1070/606	Record of Unauthorized Absence	
NAVPERS 1070/613	Administrative Remarks	Declaration of desertion message entry.

4. **Documents for Recruit or NAVET/ OSVET Discharged with Entry Level Separation.** If a recruit or NAVET/OSVET is discharged with an entry level separation, send a copy of the following documents in addition to the documents listed under "Completes Recruit Training or NAVET/OSVET Indoctrination:"

NAVPERS 1070/613	Administrative Remarks	Original
DD 214	Certificate of Release or Discharge from Active Duty	Copy No. 2
NAVCOMPT 3067	Detaching (Departing) Endorsement to Orders	Part 5
	Aptitude Board's Report or other documentation authorizing discharge without prior approval of Chief of Naval Personnel.	
NAVPERS 1070/609	Enlisted Performance Record (current for periods through December 1995)	Original, if applicable.

5. **Documents for NAPS Candidate, Except Fleet Personnel.** When candidates, except fleet personnel, enter the NAPS, send the following documents:

DD 4	Enlisted/Reenlistment Document, Armed Forces of the United States	Original
Annexes	When applicable	
NAVPERS 1070/613	Administrative Remarks	Original  Only for entries provided with Naval Academy letter of selection.
DD 1966	Record of Military Processing - Armed Forces of the United States	Original
OPNAV 5350/1	Drugs and Alcohol Abuse Statement of Understanding	Original
DD 93	Record of Emergency Data	First page, second copy, or, as appropriate.
NAVPERS 1070/602	Dependency, Application/Record of Emergency Data (Part II).	Original

6. **How to Send the Documents**

a. Securely fasten the documents into a single, complete group for only one member. Several groups may be sent in a single mailing envelope or container to:

**Navy Personnel Command  
PERS-313C1  
5720 Integrity Drive  
Millington, TN 38055-3130**

b. Mark the mailing envelope "DO NOT OPEN IN MAIL ROOM."

## MILPERSMAN 1070-100

### ENLISTED FIELD SERVICE RECORD

<b>Responsible Office</b>	NAVPERSCOM	Phone:	DSN	882-3406/3407
	(PERS-313C)		COM	(901) 874-3406/3407
			FAX	882-2664/2743

1. **Policy.** The NAVPERS 1070/600, U.S. Navy Enlisted (Field) Service Record (FSR) is maintained for each current enlisted member of the Navy or Naval Reserve. The FSR is available to assist the commanding officer in making daily personnel decisions.

2. **General Filing Information**

a. The documents listed in the "Filing Order" below are authorized to be filed in the FSR. Not all of the documents listed apply to all members.

b. Additional documents deemed necessary by the command may also be filed on the left side of the FSR above the separator, latest date on top.

**Rule:** Birth certificates, marriage licenses, divorce decrees, wills, or other documents of a personal nature are not filed in the FSR.

3. **Record Entries.** Entries are made only by those expressly authorized by the commanding officer and on the date of the event.

4. **Enlisted FSR for Member With Temporary Appointment as an Officer.** When an enlisted member is serving under a temporary appointment in warrant or commissioned grade, i.e., "dual status," they have both an enlisted and an officer record. Both records will be maintained and updated as required. Advancements, change in ratings, change of duty stations, etc., will be reported in the enlisted FSR on the NAVPERS 1070/604, Enlisted Qualifications History; NAVPERS 1070/605, History of Assignments; or NAVPERS 1070/613, Administrative Remarks, as appropriate.

5. **Filing Order**. Documents are filed on the side and in the sequence with item "1" on top as follows:

<b>RIGHT SIDE</b>		
1	NAVPERS 1070/613	Administrative Remarks
2	NAVPERS 1070/609	Enlisted Performance Record (current for periods through December 1995), if present in FSR
3	NAVPERS 1070/607	Court Memorandum
4	NAVPERS 1070/606	Record of Unauthorized Absence
5	NAVPERS 1070/605	History of Assignments
6	NAVPERS 1070/604	Enlisted Qualifications History
7	NAVPERS 1070/602	Dependency Application/Record of Emergency Data and/or DD 93, Record of Emergency Data
8	SGLV 8286	Servicemen's Group Life Insurance Election and Certification
9	DD 2746	Ready Reserve Mobilization Income Insurance Certificate
10	NAVCOMPT 3072	Dependency Status Action
11	OPNAV 1740/1	Navy Dependent Care Certificate
12	NAVPERS 1070/622	Agreement to Recall or Extend Active Duty
13	NAVPERS 1070/621	Agreement to Extend Enlistment
14	NAVPERS 1070/601	Immediate Reenlistment Contract
15	DD 4	Enlistment/Reenlistment Document - Armed Forces of the United States, with Annex(es), when applicable

LEFT SIDE		
1	OPNAV 5510/415	Record Identifier for Personal Reliability Program (supersedes NAVPERS 5510/1)
2	NAVPERS 5510/1	Record Identifier for Personal Reliability Program (canceled/replaced by OPNAV 5510/415) (if present in FSR)
3	OPNAV 5211/9	Record of Disclosure, Privacy Act of 1974
4	OPNAV 5510/414	Personnel Reliability Program Screening and Evaluation Record (supersedes NAVPERS 5510/3)
5	NAVPERS 5510/3	Personnel Reliability Program Screening and Evaluation Record (canceled/replaced by OPNAV 5510/414) (if present in FSR)
6	OPNAV 5520/20	Certificate of Personnel Security Investigation, Clearance and Access
7		Current permanent change of station orders and endorsements
8	OPNAV 5350/1	Drug and Alcohol Abuse Statement of Understanding
9	DD 2366	Montgomery GI Bill (MGIB) Act of 1984
10	OPNAV 1780/1	Statement of Understanding - Selected Reserve Educational Assistance Program
11	DD 2384-1	Notification of Basic Eligibility
12	SF 86	Questionnaire for National Security Positions
13	DD 398-2	Personnel Security Questionnaire (National Agency Checklist) (Canceled 2-96)
14	DD 1879	Request for Personal Security Investigation (PSI) (if PSI is pending)
15	DD 398	Personnel Security Questionnaire (BI/SBI) (Canceled)
16	NAVPERS 1070/877	Statement of Service
17	DD 1966	Record of Military Processing - Armed Forces of the United States (canceled 9-96)
18	NAVCRUIT 1133/7	USN Alcohol and Drug Abuse Screening Certificate, (canceled 4-91) Annex "A" to DD 1966 (if present in FSR)
19	NAVCRUIT 1133/53	Enlistment Statement of Understanding

<b>SEPARATOR</b>		
20	NAVPERS 1070/617	Career Performance Data Separator.  Group like documents together as listed below. Maintain each category in chronological order with the most recent on top.
a.		All personal and unit awards, citations, letters of commendation and appreciation.
b.	NAVPERS 1610/2	Fitness Report and Counseling Record (E-7 - 0-6) (supersedes NAVPERS 1616/24)
c.	NAVPERS 1616/26	Evaluation Report and Counseling Record (E-1 - E-6) (supersedes NAVPERS 1616/24)
d.	NAVPERS 1616/24	Enlisted Performance Evaluation Report (if present in FSR)
e.	NAVPERS 1070/615	Record of Discharge from the U.S. Naval Reserve (Inactive)
f.	DD 214	Certificate of Release or Discharge from Active Duty
g.	NAVPERS 1070/609	Enlisted Performance Record (certified copy) (current for periods through December 1995)
h.	NAVPERS 1070/605	History of Assignments (copy)
i.		Individual Accomplishments Report

**6. Adverse Material**

a. Adverse material shall not be filed in the FSR without first affording the member an opportunity to review the material and submit a statement concerning it.

(1) If the member chooses not to make a statement, the declination shall be made in writing and signed and dated by the member.

(2) If no statement or declination has been submitted after 15 working days after having been advised of such, the adverse material will be filed directly into the FSR with a notation to that effect.

b. The following types of adverse material may be filed without a written statement or declination from the member:

Imposition of nonjudicial punishment,
Conviction by court-martial,
Civil conviction,
Allegations of unauthorized absence, or
Any other matters to which the member concerned has previously had an opportunity to respond by submitting a statement in rebuttal.

7. **Record Maintenance Responsibility.** The FSR is maintained by the administration office that supports the member's duty station per MILPERSMAN 1000-010. The commanding officer and the individual member are jointly responsible for ensuring that the FSR is complete and contains information pertinent to the member's career.

8. **Record Review/Access.** The review or release of these records is limited to personnel who require access to the records in the performance of their official duties.

## MILPERSMAN 1070-110

### CREATING THE ENLISTED FIELD SERVICE RECORD

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM (901)	874-3406/3407
			FAX	882-2664/2743

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<b>Governing Directive</b>	NAVCRUITCOMINST 1130.8F
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1. **Records Creation.** The recruiting activity will create (open) the field service record when an individual enlists, reenlists, or is inducted in the Navy or Naval Reserve following NAVCRUITCOMINST 1130.8F.

**MILPERSMAN 1070-120**

**TRANSFER AND DISPOSITION OF ENLISTED FIELD SERVICE  
 RECORD - OPEN**

<b>Responsible Office</b>	NAVPERSCOM	Phone:	DSN	882-3406/3407
	(PERS-313C)		COM	(901) 874-3406/3407
			FAX	882-2664/2743

1. **Definition of Open FSR.** The NAVPERS 1070/600, U.S. Navy Enlisted (Field) Service Record (FSR), is open when a member maintains status in the Navy or Naval Reserve.

2. **Where/When to Transfer Open FSR.** Transfer an open FSR as follows:

<b>Transfer an open FSR to the...</b>	<b>for...</b>
next duty station	<ul style="list-style-type: none"> <li>• a member who has completed recruit training or Navy veteran/other service veteran (NAVET/OSVET) indoctrination processing;</li> <li>• a member with permanent change of station (PCS) or temporary duty (TEMDU) orders;</li> <li>• a member who has not completed an enlistment or military obligation;</li> <li>• a reserve member who is discharged from the Naval Reserve for immediate enlistment in the Navy;</li> <li>• Retired List, or the Retired List and retained on active duty; or</li> <li>• a member recalled to active duty or assigned to active duty for special work (ADSW).</li> </ul>
unit assigned	a member released from active duty, ADSW, or active duty for training (ADT), and affiliated or re-affiliated with a drill unit.

Transfer an open FSR to the...	for...
Naval Reserve Personnel Center (N31)	<ul style="list-style-type: none"> <li>• a member of the Navy released from active duty and transferred to the Naval Reserve to complete the military obligation and not affiliated with a drill unit;</li> <li>• a reserve member terminated from drilling status with a further military obligation;</li> <li>• a member transferred to the Temporary Disability Retired List (TDRL); or</li> <li>• a member transferred from inactive duty training status to the Individual Ready Reserve (IRR) or Standby Reserve.</li> </ul>
Navy Personnel Command (NAVPERSCOM) (PERS-621)	<p>a member in a missing status (including missing in action, interned or detained, and captured).</p> <p><b>NOTE:</b> Refer to MILPERSMAN 1770-030</p>
Officer in Charge, Navy Absentee Collection and Information Center	<p>a deserter from the Naval service.</p> <p><b>NOTE:</b> Refer to MILPERSMAN 1600-060.</p>

3. Process for Transferring Open FSR. To transfer an open FSR:

<b>Action</b>	
a.	Order the NAVMED 6150/10-19, Health Treatment Record (Medical/Dental) (HTR). Refer to MILPERSMAN 6150-010.
b.	Verify the FSR per MILPERSMAN 1070-200.
c.	Give the member the following documents:  (1) NAVPERS 1070/613, Administrative Remarks, following the guidance in MILPERSMAN 1070-320. "Disposition"  (2) Temporary documents applicable to the local command.
d.	For a member released from active duty, active duty for special work (ADSW), or active duty for training (ADT), and affiliated or re-affiliated with a drill unit, send the following documents to the NAVPERSCOM (PERS-313C1), to update the permanent personnel record:  (1) NAVCOMPT 3067, Detaching (Departing) Endorsement to Orders - (Officers - Enlisted). Copy.  (2) DD 214, Certificate of Release or Discharge from Active Duty. Copy No. 2.
e.	Combine the FSR, the HTR if directed by MILPERSMAN 6150-010, and the personal financial record (PFR), if applicable, as one record packet.
f.	Prepare NAVPERS 5000/64, Records Transmittal. If the command wants acknowledgment is requested from the receiving activity, prepare a self-addressed return envelope and an additional copy of NAVPERS 5000/64.
g.	Put NAVPERS 5000/64 and the record packet in an envelope and seal.
h.	Give the envelope to the member to hand-carry, or mail the envelope via first class mail no later than the day following the transfer. See "Transfer of Member Without Records" below.

4. **Transfer of Member Without Records**

a. Transfer of a member shall not be delayed pending receipt of the FSR, the HTR, or the PFR, if applicable, except at time of transfer for discharge.

b. When a member is transferred without the FSR, HTR, or PFR, if applicable, copies of action taken to obtain the record(s) shall be attached to the transfer orders. Sufficient information shall be provided to enable the receiving activity to initiate prompt action to obtain the records.

## MILPERSMAN 1070-130

### TRANSFER AND DISPOSITION OF U.S. NAVY ENLISTED SERVICE RECORD (ESR) (JACKET) - CLOSED

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<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN COM	882-3407 (901) 874-3407
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1. **Definition of Closed ESR.** NAVPERS 1070/600, U.S. Navy Enlisted Service Record (ESR) (Jacket), is closed when a member

- a. is transferred to Fleet Reserve,
  - b. is discharged,
  - c. retires, or
  - d. dies.
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2. **Where/When to Transfer Closed ESR.** Transfer a closed ESR as follows:

<b>Transfer a closed ESR to</b>	<b>For</b>
Navy Personnel Command (NAVPERSCOM) (PERS-313C1)	<ul style="list-style-type: none"><li>• a member who is discharged from recruit training or Navy veteran/other service veteran indoctrination. (Refer to MILPERSMAN 1070-090.)</li><li>• a member discharged from a voided enlistment.</li><li>• a member discharged to accept a permanent warrant or commission in Navy or Naval Reserve.</li></ul>
Naval Reserve Personnel Center (N31)	<ul style="list-style-type: none"><li>• a member discharged without immediate reenlistment.</li><li>• a member transferred to Fleet Reserve, Retired List, or Permanent Disability Retired List (PDRL), and concurrently released from active duty.</li><li>• a reserve member transferred to Retired Reserve or Naval Reserve Retired List.</li></ul>
NAVPERSCOM (PERS-621)	a deceased member.  <b>NOTE:</b> Refer to MILPERSMAN 1770-030.

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3. **Process for Transferring Closed ESR.** To transfer a closed ESR:

a. Order Health Treatment Record (HTR). Place a copy of the separation physical in the closed ESR, process the HTR per MILPERSMAN 6150-010, and make required entry on NAVPERS 1070/613, Administrative Remarks.

b. Verify the ESR per MILPERSMAN 1070-200.

c. Give member the following documents:

- (1) NAVPERS 1070/604, Enlisted Qualifications History.  
**Copy.**
- (2) NAVPERS 1070/605, History of Assignments. **Copy.**
- (3) NAVPERS 1070/606, Record of Unauthorized Absence.  
**Copy.**
- (4) NAVPERS 1070/607, Court Memorandum. **Copy.**
- (5) NAVPERS 1070/613, Administrative Remarks. Those not required for retention per MILPERSMAN 1070-320.
- (6) Documents previously forwarded to NAVPERSCOM for inclusion in the permanent personnel record; e.g., DD 4, Enlistment/Reenlistment Document - Armed Forces of the United States (Annexes), NAVPERS 1070/607.
- (7) Temporary documents applicable to local command.

d. Forward only the following documents from current enlistment in the closed ESR:

- (1) NAVPERS 1070/605. **Original.**
- (2) DD 214, Certificate of Release or Discharge from Active Duty. **Copy No. 7.**
- (3) NAVCOMPT 3067, Detaching (Departing) Endorsement to Orders - (Officers - Enlisted) Separation Orders. **Copy.**
- (4) NAVPERS 1070/615, Record of Discharge from U.S. Naval Reserve (Inactive). **Copy.**
- (5) NAVPERS 1070/609, Enlisted Performance Record. Original (if present in ESR, form was canceled August 1996).
- (6) NAVPERS 1070/604. **Original.**
- (7) NAVPERS 1616/26, Evaluation Report and Counseling Record (E-1 - E-6). (**Original**, E-4 and below reports only)
- (8) Department of the Navy Central Adjudication Facility (DONCAF) Security Determinations.

(9) OPNAV 5511/14, Security Termination Statement.

**Original.**

(10) DD 2648, Preseparation Counseling Checklist.

**Original.**

(11) SF 88 or DD 2808, Report of Medical Examination. Separation physical examination. **Copy.** Refer to MILPERSMAN 6150-010.

(12) SF 93 or DD 2807-1, Report of Medical History.

**Latest copy.** Refer to MILPERSMAN 6150-010.

**Mail the closed ESR via first class mail no later than the following day.**

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4. **Final Disposition of ESR.** Documents forwarded with the closed ESR will be used to update member's permanent personnel record.

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## MILPERSMAN 1070-140

### DISPOSITION OF ENLISTED FIELD SERVICE RECORD - IMMEDIATE REENLISTMENT

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

1. Close the Current Enlistment FSR

- a. Verify the field service record per MILPERSMAN 1070-200.
- b. Send only the following documents to the Navy Personnel Command (NAVPERSCOM) (PERS-313C1) to update the permanent personnel record.

NAVPERS FORM NUMBERS	TITLES	
1070/601	Immediate Reenlistment Contracts	Original
1070/615	Record of Discharge from the U.S. Naval Reserve (Inactive)	Original
1070/605	History of Assignments	Original
1070/613	Administrative Remarks	Original. Refer to MILPERSMAN 1070-320.
1070/609	Enlisted Performance Record (Canceled 8-96)	Original (if present in the FSR)
1616/26	Evaluation Report and Counseling Record (E1-E6)	E-4 and below only.
1070/604	Enlisted Qualifications History	Original

2. How to Send the Documents

- a. Securely fasten the documents in a single complete group. Documents for more than one member may be sent in a single mailing envelope or container.
- b. Mark the envelope "REENL - DO NOT OPEN IN MAIL ROOM."

3. **Open Reenlistment FSR.** File the following documents in the reenlistment U.S. Navy Enlisted (Field) Service Record (FSR):

<b>RIGHT SIDE (Current enlistment documents)</b>		
1	NAVPERS 1070/605	History of Assignments
2	NAVPERS 1070/604	Enlisted Qualifications History
3	NAVPERS 1070/602	Dependency Application/Record of Emergency Data and/or DD 93, Record of Emergency Data
4	SGLV 8286	Servicemen's Group Life Insurance Election and Certificate
5	NAVCOMPT 3072	Dependency Status Action
6	OPNAV 1740/1	Navy Dependent Care Certificate

<b>LEFT SIDE (Previous enlistment documents)</b>		
1	OPNAV 5510/415	Record Identifier for Personnel Reliability Program (supersedes NAVPERS 5510/1)
2	NAVPERS 5510/1	Record Identifier for Personnel Reliability Program (canceled/replaced by OPNAV 5510/415) (if present in FSR)
3	OPNAV 5211/9	Record of Disclosure, Privacy Act of 1974
4	OPNAV 5510/414	Personnel Reliability Program Screening and Evaluation Record (supersedes NAVPERS 5510/3)
5	NAVPERS 5510/3	Personnel Reliability Program Screening and Evaluation Record (canceled/replaced by OPNAV 5510/414) (if present in FSR)
6	OPNAV 5520/20	Certificate of Personnel Security Investigation, Clearance and Access (copy)
7		Current permanent change of station orders and endorsement
8	OPNAV 5350/1	Drug and Alcohol Abuse Statement of Understanding
9	DD 2366	Montgomery GI Bill (MGIB) Act of 1984
10	OPNAV 1780/1	Statement of Understanding - Selected Reserve Educational Assistance Program
11	DD 2384-1	Notification of Basic Eligibility (NOBE)
12	DD 398-2	Personnel Security Questionnaire (National Agency Checklist)
13	SF 86	Questionnaire for National Security Positions
14	NAVPERS 1070/877	Statement of Service

<b>SEPARATOR</b>		
15	NAVPERS 1070/617	Career Performance Data Separator. Group like documents together as listed below. Maintain each category in chronological order with the most recent on top.
	a.	All personal and unit awards, citations, letters of commendation and appreciation
	b.	NAVPERS 1616/24, Enlisted Performance Evaluation Report (all) (if present in FSR)
	c.	NAVPERS 1616/26, Evaluation Report and Counseling Report (E1-E6) (supersedes NAVPERS 1616/24)
	d.	NAVPERS 1610/2, Fitness Report and Counseling Record (E7-06) (supersedes NAVPERS 1616/24)
	e.	NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Inactive)
	f.	DD 214, Certificate of Release or Discharge from Active Duty
	g.	NAVPERS 1070/609, Enlisted Performance Record (certified copy) if present in FSR
	h.	NAVPERS 1070/605, History of Assignments (copy)
	i.	NAVPERS 1070/604, Enlisted Qualifications History (copy)
	j.	Individual Accomplishments Report (IRA)

## MILPERSMAN 1070-150

### REQUESTS FOR COPIES OF THE PERMANENT PERSONNEL RECORD

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

<b>References</b>	SECNAVINST 5211.5D, Department of the Navy Privacy Act (PA) Program
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#### 1. Policy

a. Permanent personnel records are protected under the Privacy Act of 1974, and access shall be in compliance with SECNAVINST 5211.5D. Copies of the permanent personnel record may be requested per this article during the period they are maintained at Navy Personnel Command (NAVPERSCOM).

b. A paper copy will be produced for seal and signature requests, and when only a few specific documents are requested. Copies will be printed on compact disk (CD) for all other official Navy requests.

c. Requests for records must be in writing, in a format approved for the type of request listed below. Telephone requests cannot be accepted.

d. On-line requests may be submitted by Active Duty and Training and Administration of Reserve (TAR) members using the established request procedures offered by the secure web site <https://www.bupersaccess.navy.mil>.

e. Routine E-Mail requests will not be approved, because they are not private and can easily be forwarded and modified beyond the control of the requestor.

#### 2. Seal and Signature Requests

a. Judge advocates may request a seal and signature copy of the complete permanent personnel record to meet official legal requirements.

b. The request must be an official naval letter or naval message. The letter must

(1) state full name and social security number (SSN) of member whose record is required;

(2) state reason for the request; and

(3) be signed by the commanding officer (CO), officer in charge (OIC), or person granted "By direction" authority.

c. Send request to:

**Navy Personnel Command  
PERS-313D  
5720 Integrity Drive  
Millington, TN 38055-3130**

### 3. Command Requests

a. **Officer Records.** A command may request documents from an officer's record when there is a need for the documents in order to discharge official duties. **Officer Fitness Reports and privileged information will not be provided.**

b. **Enlisted Records.** A command may request documents that are missing in the field service record (FSR), or a copy of the permanent record to replace a lost/destroyed FSR.

c. **Multi-member requests.** A command without access to field service records may request copies of their members' permanent personnel records on CDs to provide local commanders access to personnel information for making daily administrative and personnel decisions. **Officer Fitness Reports and privileged information will not be provided on multi-member requests.**

d. The request must be an official naval letter or naval message. The letter must

(1) state full name and SSN of member(s) whose record is required;

(2) state the reason for the request (justification for a multi-member request must include the location of field service records, and circumstances preventing their use);

(3) specify either entire record or specific documents needed; and

(4) be signed by the CO, OIC, or person granted "By direction" authority.

e. Send request to:

**Navy Personnel Command  
PERS-313  
5720 Integrity Drive  
Millington, TN 38055-3130**

**NOTE:** Do not request special handling (e.g., FedEx, overnight service), as these requests cannot be accommodated.

4. Member's Request

a. Members may request a copy of their own permanent personnel record using NAVPERS 1070/882 (Rev. 9-03), Official Military Personnel File (OMPF) Record Request. If NAVPERS 1070/882 is not available, a written request may be made. The request must include

(1) member's full name,

(2) rank or rate,

(3) SSN,

(4) military or civilian address to which the record is to be sent, and

(5) member's signature.

b. Send request to:

**Navy Personnel Command  
PERS-313  
5720 Integrity Drive  
Millington, TN 38055-3130**

c. Active Duty/TAR personnel may also request their records on-line through BUPERS ACCESS if the mailing address listed

therein is correct. Changes to the on-line address must be made through the Personnel Office/Personnel Support Detachment (PERSUPP DET).

**NOTE.** Do not request special handling (e.g., FedEx, overnight service), as these requests cannot be accommodated.

5. **Facsimile Requests**. Requests in the formats provided above may be faxed to NAVPERSCOM, Systems Operations Branch (PERS-313). The CD(s), or documents from the permanent personnel record, will be mailed.

6. **Mail-Out Request Processing**. Requests are handled on a first-in, first-served basis. Turn-around averages 10-15 days, which varies based on the number of requests received.

7. **NAVPERSCOM On-Site Pickup**

a. **Pickup by Member**. Members may obtain a copy of their own record in person at NAVPERSCOM. The record review room is located in

**Wood Hall, Building 769  
Room 109  
Naval Support Activity Mid-South  
Millington, TN**

and is open between the hours of 0800 and 1600. Members must present proper identification.

b. **Pickup by Third Party**. Members may authorize a third party to pick up their record for them. Third party requests will be honored only if the third party has a signed authorization from the member whose record is requested, and proper identification. The request must include

(1) member's full name,

(2) rank or rate,

(3) SSN,

(4) statement that member authorizes "\_\_\_\_\_"  
(third party's full name and SSN) to be the member's agent, and

(5) member's signature.

**NOTE:** The signed authorization will be honored on a one-time basis. Separate requests must be submitted each time a third party is authorized to receive a record.

8. **Other Requests**. Direct all other requests for copies of the permanent personnel record to NAVPERSCOM (PERS-313D), or call **1-(866)-U-ASK-NPC (DSN: 882-5672)** for information.

## MILPERSMAN 1070-160

### FIELD SERVICE RECORDS NOT RECEIVED

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

1. **Member Reports Without Records.** When a member reports on board without a field service record (FSR), health treatment record (HTR), or personal financial record (PFR), if applicable, every effort shall be made to locate the record(s). If the record(s) is not located:

<b>Record</b>	<b>Refer to</b>
FSR	MILPERSMAN 1070-150
HTR	NAVMEDCOMINST 6150.1, Health Care Treatment Record
	NAVMED P-117, Manual of the Medical Department
PFR	NAVSO P-309, Source Data System Procedures Manual (SDSPROMAN)
	DFAS-CL (NAVSO-P) 3050, DFAS Pay/Personnel Procedures Manual (Navy)

## MILPERSMAN 1070-170

### DOCUMENTS FILED IN THE PERMANENT PERSONNEL RECORD

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM (901)	874-3406/3407
			FAX	882-2664/2743

<b>Governing Directive</b>	BUPERSINST 1070.27
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1. **Guidelines**. BUPERSINST 1070.27 provides
  - a. lists of numbered forms and subjective material which are retained or not retained in the permanent personnel record,
  - b. guidance on how to submit documents for filing,
  - c. guidance for requesting changes to the document lists,  
and
  - d. guidance when revising or consolidating a retainable document.
2. **Privileged Information**
  - a. Adverse matter is not to be filed in a permanent personnel record or forwarded to Navy Personnel Command without first affording the member an opportunity to review and submit a statement concerning it.
    - (1) If the member chooses not to make a statement, the declination shall be made in writing and signed and dated by the member.
    - (2) If no statement or declination has been submitted after having been advised of such, the adverse material will be filed with annotation to that effect.
  - b. Types of documentation that are filed with the adverse material are
    - (1) member's statement in reply to the adverse material.

(2) where there has been a finding of guilty, extracts from the findings and recommendations of courts and boards, including statements of disciplinary action and court-martial orders or promulgating letters of general courts-martial.

c. Adverse material that does not fall under the purview of this article and can be filed in the permanent personnel record without first affording the member the opportunity to submit a statement are

(1) nonjudicial punishment which includes a punitive letter,

(2) conviction by court-martial,

(3) allegations of unauthorized absence, or

(4) any other matters on the basis for which the member was previously accorded an opportunity to submit a statement or other matter for other consideration before the record entry was made.

d. Other types of information of a highly personal nature which are filed are

(1) various board decisions which are a matter of official record.

(2) medical boards.

(3) psychiatric examinations.

## MILPERSMAN 1070-180

### OFFICER PHOTOGRAPHS

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone :	DSN	882-3406/3407
			COM (901)	874-3406/3407
			FAX	882-2664/2743

<b>Governing Directives</b>	SECNAVINST 5211.5D
	SECNAVINST 5720.42F
	OPNAVINST 5290.1A

1. **Policy**. Photographs are required for all officers of the Navy and the Naval Reserve, regardless of status
  - a. upon initial commissioning.
  - b. within 3 months after acceptance of each promotion.
2. **Privacy Act/ Freedom of Information Act**. Photographs submitted become the property of the United States Navy Department. Photographs released to other agencies outside the Department of Defense must have the written consent of the officer concerned. Officers wishing to grant general release authorization must sign NAVPERS 1070/10, Officer Photograph Submission Sheet, in the appropriate space provided, per SECNAVINSTs 5211.5D and 5720.42F.
3. **Uniform Requirements**. The uniform shall be Summer Khaki, uncovered, to provide maximum photographic clarity. Summer Whites may be used where Khakis are not authorized for summer wear; however, a significant loss of detail may occur in finished photograph.
4. **Photograph Requirements**. The photograph shall
  - a. display a full-length, three-quarter view of the member, left shoulder forward.
  - b. have a plain, flat background to provide sufficient contrast to highlight details of the uniform.
  - c. be 4 inches in width and 5 inches in height.

5. **Title Board Specifications.** A menu or hand-lettered title board shall be placed at or near the member's left foot so it is clearly readable in the finished photograph. The title board shall contain the following identifying data in 2-inch high letters:

- a. Member's last name, first and middle initial(s).
- b. Rank and Designator.
- c. Social Security Number.
- d. Date photograph was taken (day, month, year).

**Example:** JONES-ALEXANDER R M  
LCDR 1100  
123 45 6789  
22 MAR 96

6. **Photo Services.** Naval activities with an established photographic laboratory are authorized to produce photographs for this purpose per OPNAVINST 5290.1A. When an authorized Navy photographic laboratory or an alternate support facility is unavailable, any photograph which complies with the requirements will be accepted.

7. **Distribution.** Complete, and attach photograph to NAVPERS 1070/10. Carefully secure against damage in the mail and mark "PHOTOGRAPH" in the upper left hand corner of the envelope. Forward to Navy Personnel Command (PERS-313C1) for inclusion in the permanent personnel record.

## MILPERSMAN 1070-190

### SIGNATURES IN SERVICE RECORDS

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

1. **Policy**. Signatures and initials in the service record are required to ensure that entries are made by proper authority and that service records are properly maintained.

2. **Signature Authority**

a. The commanding officer, executive officer, or officer in charge signs or initials all service record documents. When activities are supported by Pay/Personnel Administrative Support System (PASS), the Commanding Officer/Officer in Charge/Petty Officer in Charge/Director, Personnel Support Activity (PERSUPPACT)/Detachment (PERSUPPDET) will administer and maintain service records per MILPERSMAN 1000-010.

b. The commanding officer may grant the personnel in the grades listed below, written "By direction" authority to sign the indicated service record documents.

(1) Commissioned officers: All service record documents.

(2) Enlisted E-5 and above and civilian GS-5 and above: All service record documents except DD4, Enlistment/Reenlistment Document - Armed Forces of the United States, and NAVPERS 1070/601, Immediate Reenlistment Contract.

3. **Signature Requirements**. Authorized individuals must personally sign or initial entries on all service record documents at the time and in the manner prescribed in this Manual or other directives governing service record administration.

4. **Signature Specifications**. Signatures and initials must be in permanent black or blue-black ink and must be legible on all copies. Below the signature, type the name, rank/rate/grade, and title of the individual signing the service record document.

5. **Use of Facsimile Signatures.** At the discretion of the commanding officer, facsimile signatures may be used for entries on the NAVPERS 1070/604, Enlisted Qualification History and accumulative entries on the NAVPERS 1070/613, Administrative Remarks. Facsimile signatures shall not be used on any other document of the service record.

## MILPERSMAN 1070-200

### VERIFICATION OF FIELD SERVICE RECORD

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM (901)	874-3406/3407
			FAX	882-2664/2743

<b>Governing Directives</b>	NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II Diary Message Reporting System Users' Manual (DMRSMAN)
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1. **Purpose.** The purpose of the verification is to ensure
  - a. the U.S. Navy Enlisted (field) Service Record (FSR) contains all required documents,
  - b. the documents are properly completed,
  - c. documents intended for Navy Personnel Command (NAVPERSCOM) or other activities are not erroneously filed in the FSR, and
  - d. misfiled documents are properly refiled.
2. **When to Verify**
  - a. The FSR shall be verified
    - (1) upon transfer of the member,
    - (2) upon arrival of the member at final destination,
    - (3) prior to disposal,
    - (4) upon immediate reenlistment of enlisted members, or
    - (5) prior to departure to active duty for training in the case of inactive enlisted naval reservists.

b. Verification may be done by an intermediate command to which a member reports for duty or instruction en route to final destination, but such verification is not required.

3. **How to Verify.** Review shall be accomplished as follows:

a. Ensure the member's records and documents contain the correct name and social security number.

b. Verify the presence of all documents required by other directives and by

(1) Officer - MILPERSMAN 1070-040.

(2) Enlisted - MILPERSMAN 1070-100.

c. Give the member the documents listed in

(1) Officer - MILPERSMAN 1070-060 or 1070-070.

(2) Enlisted - MILPERSMAN 1070-120, 1070-030, or 1070-040.

d. Interview the member to ensure that the NAVPERS 1070/602, Dependency Application/Record of Emergency Data is correct per MILPERSMAN 1070-270.

4. **How to Record Verification.** When the gain/loss entries are initialed following the guidance in MILPERSMAN 1070-290, the signer also certifies the verification of the FSR.

5. **Discrepancies/Corrections**

a. Corrections to the FSR shall be made under MILPERSMAN 1070-210.

b. Discrepancies, which have caused erroneous entries in the Manpower, Personnel and Training Information System, shall be corrected per NAVSO P-3069, DFAS-CL (NAVSO-P) 3050-2, and DMRSMAN.

**MILPERSMAN 1070-210**

**CORRECTION OF THE FIELD SERVICE RECORD**

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

<b>Governing Directives</b>	BUPERSINST 1610.10 NAVSO - 3069, Source Data Systems Procedures Manual (SDSPROMAN) DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II BUPERSINST 1900.8
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1. **Policy**

a. NAVPERS 1070/600, U.S. Navy Enlisted (Field) Service Record (Rev. 5-81) (FSR). Once information is entered on a service record page it may be corrected at the command level only under this article.

b. The use of interlineation, ditto marks, or the entry of unauthorized abbreviations, symbols, or codes is prohibited in the FSR.

2. **Corrections/Changes to Name, Social Security Number (SSN), or Citizenship.** For changes to name, SSN, or citizenship to the FSR see table:

Topic	MILPERSMAN
Name Change	1000-130
SSN Change	1000-060
Citizenship Change	1070-220

3. **Enlisted Evaluation Reports.** Removal or revision of enlisted evaluation report and counseling record will be made only under BUPERSINST 1610.10.

4. **OCR Documents**. Corrections to Optical Character Recognition (OCR) documents listed below are authorized only by sending new documents cross-referenced to the original documents following NAVSO P-3069 or DFAS-CL (NAVSO P) 3030-2.

NAVPERS 1070/602	Dependency Application/Record of Emergency Data, Part I (Rev. 7-72)
NAVPERS 1070/606	Record of Unauthorized Absence (Rev. 1-77)
NAVPERS 1070/607	Court Memorandum (Rev. 12-75)
NAVPERS 1070/621	Agreement to Extend Enlistment (Rev. 9-87)
NAVPERS 1070/622	Agreement to Recall or Extend Active Duty (Rev. 9-87)

5. **Trial by Civil Authorities**

a. The FSR will not contain any information concerning a trial by civil authorities which resulted in acquittal either at the trial or appellate level. Upon notification of acquittal, service record pages and correspondence concerning the trial will be removed from the FSR and destroyed.

b. If the service record pages contain other retainable information, new pages will be prepared with the retainable information only.

c. If copies of the service record pages or correspondence had been forwarded to Navy Personnel Command (NAVPERSCOM), notification of this action shall be sent to NAVPERSCOM (PERS-83) by official naval letter with copies of supporting documentation.

6. **DD 214, Certificate of Release or Discharge from Active Duty (Rev. 11-88)**. After DD 214 has been issued and distributed, correction of erroneous entries are made following BUPERSINST 1900.8.

7. **Other Errors**

a. When an error is discovered at the command where it was made and copies of the service record page have not been distributed, or the error is on a service record page (a copy) which is not immediately sent to NAVPERSCOM (i.e., NAVPERS 1070/604, Enlisted Qualifications History (Rev. 7-91) and NAVPERS 1070/605, History of Assignments (Rev. 10-89)):

(1)	Draw a line in black or blue-black ink through the erroneous entry.
(2)	Authorized individual, per MILPERSMAN 1070-190, initial alongside the lined-out error.
(3)	Make correct entry.
(4)	Authorized individual, initial or sign correct entry.

b. When the error is discovered at the command where it was made and the service record page has been distributed (i.e., NAVPERS 1070/613, Administrative Remarks (Rev. 10-81)):

(1)	Remove the erroneous service record entry from the service record and destroy it.
(2)	Make a corrected service record page and conspicuously label it "Corrected Copy."
(3)	File corrected copy in FSR.
(4)	Forward a corrected copy to NAVPERSCOM (PERS-313D2) by official naval letter which explains briefly the reason for the correction.

c. For corrections to NAVPERS 1070/609 (canceled) directed by Secretary of the Navy as a result of a Board of Correction of Naval Records decision only:

(1)	Tape out the entry being corrected.
(2)	Date and type in the authority for making the correction, "Authority for Correction - MILPERSMAN 1070-210."
(3)	Make a copy of the corrected NAVPERS 1070/609.
(4)	Certify the copy by an entry on the next line and file it in the service record.
(5)	Send the original NAVPERS 1070/609 to NAVPERSCOM (PERS-322).

**NOTE:** All other corrections to NAVPERS 1070/609 will be made as outlined above for errors discovered at the command where made.

d. When the error is discovered **at a command other than where the error was made and the error is not correctable under the instructions contained above**, the discrepancy will be reported by official naval letter to NAVPERSCOM (PERS-313) via the command at which the error occurred. The command at which the error occurred will endorse the letter to NAVPERSCOM giving full details, recommend corrective action, and attach substantiating documents as appropriate.

## MILPERSMAN 1070-220

### CITIZENSHIP ENTRIES IN THE ENLISTED PERSONNEL RECORD

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM (901)	874-3406/3407
			FAX	882-2664/2743

<b>Governing Directives</b>	8 U.S.C. 1101 et seq, Immigration and Nationality Act of 1952 NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) Diary Message Reporting System Users' Manual (DMRSMAN)
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#### 1. Policy

a. An enlisted member's citizenship is recorded on

(1) DD 1966, Record of Military Processing - Armed Forces of the United States; or

(2) NAVPERS 1070/601, Immediate Reenlistment Contract.

b. The naturalization certificate and other documents issued by the Immigration and Naturalization Service will not be duplicated and are to remain in the custody of the member.

2. Changes - Member's Responsibility. Each foreign national is required to take the original citizenship papers to their personnel office to report any change in citizenship status.

#### 3. Reporting Requirements

a. Submit data entries per the SDSPROMAN or DMRSMAN.

b. Make NAVPERS 1070/613, Administrative Remarks entry to substantiate the change.

## MILPERSMAN 1070-230

### DD 4, ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

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<b>Governing Directive</b>	NAVCRUITCOMINST 1130.8F
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1. **Policy**. DD 4 is the basic document which establishes a legal relationship between the U.S. Government and an enlisted member. DD 4 is designed to provide a complete and comprehensive document that specifies the terms of the agreement between the enlistee and the U.S. Government/Armed Forces in clear English to avoid recruit and/or parent misunderstanding.

2. **Preparation and Distribution**

a. Preparation and distribution shall be made by the enlisting activity per NAVCRUITCOMINST 1130.8F.

b. All signatures of enlisting officers and the member enlisting or reenlisting shall be made per MILPERSMAN 1070-190.

## MILPERSMAN 1070-240

### NAVPERS 1070/601, IMMEDIATE REENLISTMENT CONTRACT

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

<b>Governing Directives</b>	NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) Diary Message Reporting System User's Manual (DMRSMAN) DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II
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1. **Policy.** NAVPERS 1070/601 is an agreement between the U.S. Government and enlisted member who immediately reenlist or enlists in the Navy or Naval Reserve at the same activity following discharge.

2. **Preparation**

a. NAVPERS 1070/601 is a 1-page form. Activities supported by Source Data System (SDS) use a machine-produced document instead of preprinted non-SDS forms.

b. Prepare NAVPERS 1070/601 per NAVSO P-3069 or DFAS-CL (NAVSO-P) 3050-2 and MILPERSMAN 1160-030.

c. Enter signatures on original document per MILPERSMAN 1070-190.

3. **Distribution**

a. Send signed original contract to Navy Personnel Command (PERS-313C1) with other documents for the permanent personnel record per MILPERSMAN 1070-140.

b. File a copy in the enlisted field service record per MILPERSMAN 1070-100.

4. **Reporting Requirements.** Submit data entries per SDSPROMAN, DMRSMAN, or Reserve Standard Training Administration Readiness Support System.

## MILPERSMAN 1070-250

### NAVPERS 1070/621, AGREEMENT TO EXTEND ENLISTMENT

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

<b>Governing Directives</b>	NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) Diary Message Reporting System User's Manual (DMRSMAN) DFAS-CL (NAVSO P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II
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1. **Policy.** NAVPERS 1070/621 is an agreement between the U.S. Government and the enlisted member to extend the current enlistment in the Navy or Naval Reserve.

2. **Preparation**

a. NAVPERS 1070/621 is a one-page paper form. Activities supported by the Source Data System (SDS) use a machine-produced document instead of the preprinted non-SDS form.

b. Prepare NAVPERS 1070/621 per the NAVSO P-3069 or the DFAS-CL (NAVSO P) 3050-2 and MILPERSMAN 1160-040, 1001-060, and 1160-070.

c. Enter signatures on the original document per MILPERSMAN 1070-190.

3. **Distribution**

a. Send the signed original contract to Navy Personnel Command (PERS-313C1).

b. File a copy in the enlisted field service record per MILPERSMAN 1070-100.

4. **Reporting Requirements.** Submit data entries per SDSPROMAN, DMRSMAN, or Reserve Standard Training Administration Readiness Support System.

## MILPERSMAN 1070-260

### NAVPERS 1070/622, AGREEMENT TO RECALL OR EXTEND ACTIVE DUTY

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

<b>Governing Directives</b>	NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) Diary Message Reporting System Users' Manual (DMRSMAN) DFAS-CL (NAVSO P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II
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#### 1. Policy

a. NAVPERS 1070/622 is a 1-page paper form. Activities supported by the Source Data System (SDS) use a machine-produced document instead of the preprinted non-SDS form.

b. Prepare NAVPERS 1070/622 per NAVSO P-3069 or DFAS-CL (NAVSO P) 3050-2 and MILPERSMAN 1160-040, 1001-060, and 1160-070.

c. Enter signatures on the original document per MILPERSMAN 1070-190.

#### 2. Distribution

a. Send the signed original contract to the Navy Personnel Command (PERS-313C1).

b. File a copy in the enlisted field service record per MILPERSMAN 1070-100.

3. Reporting Requirements. Submit data entries per the SDSPROMAN, DMRSMAN, or Reserve Standard Training Administration Readiness Support System.

**MILPERSMAN 1070-270**

**NAVPERS 1070/602, DEPENDENCY APPLICATION/RECORD  
 OF EMERGENCY DATA AND DD 93, RECORD OF EMERGENCY  
 DATA**

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

<b>Governing Directives</b>	DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) BUPERSINST 1750.10A
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1. **Policy.** NAVPERS 1070/602 is used for both officer and enlisted members.

a. **Part I** serves as an application for dependency allowances and is used to capture military spouse data.

b. **Part II** provides an immediately accessible, up-to-date record of emergency data and is the official document used to determine the following:

(1)	Person(s) to be notified in case of emergency or death.
(2)	Person(s) to receive the death gratuity when no spouse or child exists.
(3)	Person(s) to receive unpaid pay and allowances (arrears of pay) including money accrued during a missing or captured status, unused leave, travel, per diem, transportation of family members, transportation of household goods, and savings deposits found due from Department of the Navy.
(4)	Dependents of member to receive allotment of pay if member is missing or unable to transmit funds.
(5)	Commercial insurance companies to be notified in case of death.
(6)	National Service Life Insurance, Servicemen's Group Life Insurance, and Veterans Group Life Insurance in effect.

**Rule.** DD 93, prepared at the Military Entrance Processing Stations for enlisted members required to undergo recruit training, serves the same purpose as NAVPERS 1070/602, Part II.

2. **When to Prepare.** Prepare NAVPERS 1070/602 as follows:

<b>Prepare...</b>	<b>when...</b>
Parts I and II (complete set)	a member with dependents enters or reenters the Navy or Naval Reserve.
	there is a change in dependent status or number of dependents for a member on active duty.
	a reservist is on active duty, active duty for training, or temporary active duty for more than 30 days. (See Verification below.)
Part II (partial set)	a member without dependents enters or reenters the Navy or Naval Reserve.
	a reservist is on active duty for training or temporary active duty less than 30 days. (See Verification below).
	there is a change in <ul style="list-style-type: none"> <li>• name or address of a dependent;</li> <li>• next of kin other than a dependent;</li> <li>• name or address of a beneficiary, allottee, or insurer;</li> <li>• citizenship of spouse;</li> <li>• religion; or</li> <li>• any remarks on reverse side of the form.</li> </ul>

3. **When Not Required to Prepare.** Do not prepare NAVPERS 1070/602 (complete or partial sets) when there is a change in the member's

(1)	status;
(2)	grade;
(3)	rate;
(4)	beneficiary designation on SGLV-8286, Servicemen's Group Life Insurance and Certificate (Nov 1992);
(5)	duty station; or
(6)	military spouse data.

4. **Preparation and Distribution.** Prepare and distribute per DFAS-CL (NAVSO-P) 3050-2, or NAVSO P 3069.

**Rule.** Do not send copies of birth, death, divorce, or marriage certificates to Navy Personnel Command (PERS-313C1).

5. **Verification**

a. **Active Duty.** NAVPERS 1070/602 is verified when a

(1)	member reports, permanent change of station.
(2)	member detaches, permanent change of station.
(3)	member's unit deploys.
(4)	member applies for a dependent's DD 1173, Uniformed Services Identification and Privilege Card (Mar 1961) (except when that dependent can be verified as enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) with a valid future expiration date).
(5)	member applies for Government housing.
(6)	member claims reimbursement for dependents' travel.

b. **Inactive Duty.** NAVPERS 1070/602 is verified when feasible, but in any event, upon each occasion that the member comes on active duty including active duty for training.

c. If correct, the member will so indicate by signing and dating NAVPERS 1070/602 under "Certification of Designator."

d. If incorrect, prepare a new NAVPERS 1070/602.

6. **Other Change Reporting Requirements.** Update DEERS whenever there is a change of address of a dependent.

## MILPERSMAN 1070-280

### NAVPERS 1070/604, ENLISTED QUALIFICATIONS HISTORY

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

<b>Governing Directive</b>	SECNAVINST 1650.1F
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1. **Policy.** NAVPERS 1070/604 for USN and USNR enlisted members is a chronological history of their occupational and training related qualifications and their awards and commendations.
2. **Preparation**
  - a. Enter and verify the following information on the bottom of the form:
    - (1) Members name
    - (2) Social security number
    - (3) Branch and class
  - b. Make entries as events occur. Entries will be initialed by an authorized individual per MILPERSMAN 1070-190.
  - c. Personnel Qualifications Standards (PQS) section has been approved for automation. The electronic and preprinted pages are interchanged and integrated into the form.
  - d. A new page shall be prepared whenever one section becomes filled with entries and additional entries are required in that section, except for Section 1, Educational Experience Level.
  - e. When a member immediately reenlists, prepare a new NAVPERS 1070/604 for the reenlistment U.S. Navy Enlisted (Field) Service Records (FSR).

3. How to Make Entries. Make entries as follows:

Section	Title	Description
1	Educational Experience Level (Exhibit 1)	<p>Enter in the date issued block the date the member passed the completed General Educational Development (GED) tests or all parts of the College Level Examination Program-General Examinations (CLEP-GE). In the case of partial completion of the CLEP-GE, record in section 3 the date the last test was taken and the numbers of all the test parts satisfactorily completed.</p> <p>Entries for partially completed GED batteries will not be recorded.</p> <p>Enter the state that issued diploma or certificate. Present Level of Education is the number of years of education. Enter the highest grade completed, not the one being attended.</p>
2	Classification/ASVAB Testing Qualifications (Exhibit 1)	<p>Enter test form identification, date the test was administered, and computed AFQT. Record the individual Navy Standard scores for each ASVAB subtest.</p> <p>Enter the activity name and geographical location of the activity that administered the ASVAB test/retest.</p> <p>Complete the special test scores section as necessary to record data related to one or more of the tests shown on Exhibit 1. No other test score data will be recorded in this section.</p> <ul style="list-style-type: none"> <li>• This section is to be completed by enlisted classifiers only.</li> <li>• Record test score data on the original NAVPERS 1070/604 only, never on the reproduced copies.</li> </ul>

Section	Title	Description
3	Record of Off-Duty Education/ VOC/Tech Training and Non-required Correspondence (Exhibit 1)	<p>Record the completion of Navy correspondence courses, other than those required for advancement.</p> <p>Record the completion of educational testing, i.e., CLEP, DANTES, SAT, LSAT, DSST, ACT, ACT PRP, GRE, GMAT, and NTE.</p> <p>Record formal education achieved after entry into naval service, including courses that are non-degree/diploma.</p> <p>Enter the abbreviated course or exam title, school completion date, and grade.</p>
4	Other Training Courses/ Instructions Completed (Exhibit 1)	<p>Record courses qualifying the member to operate or maintain specific types of equipment, driver improvement training and refresher courses, and short term instruction received at fleet and naval shore (field) activities which are not included in section 6.</p> <p>Enter the completion date, the type of equipment qualified to operate or maintain (AN/SAS-10, AN/USQ-6, etc.) and/or course title, duration of course, and name and location of activity where the course was conducted.</p>
5	Navy Service Schools/Military Training Courses (Exhibit 2)	<p>For each Navy school the member attends, enter the complete course title (do not abbreviate) and location of the school (abbreviated), Navy Enlisted Classification Code (NEC) earned when applicable, the date enrolled and completed, the course length, and grade.</p> <p>In MANNER OF COMPLETION, check:</p> <ul style="list-style-type: none"> <li>• "GRADUATED" if member successfully completes the course.</li> <li>• "DROPPED" if member did not successfully complete the course.</li> </ul>

Section	Title	Description
6	Correspondence Courses Required for Advancement (Exhibit 2)	<p>Record data of only those Navy courses for which completion is mandatory prior to taking the Navy-wide examination. Other Navy courses are to be entered in sections 3 and 4, as appropriate.</p> <p>For each required Navy training course or enlisted correspondence course, enter the name of the course, rate if applicable, NAVEDTRA number if any, and the course completion date.</p>
7	Navy Enlisted Classifications (Exhibit 2)	<p>Enter the NEC codes and the effective date of assignment or removal in chronological order.</p> <p><b>RULE:</b> Precede the date of entry with "R" to indicate code removal, revocation, or disqualification.</p>
8	Personnel Advancement Requirements (Exhibit 2)	<p>Record completion of mandatory training requirements to establish enlisted advancement eligibility, e.g., Military/Leadership Examination, Personnel Advancement Requirement (PAR) and Performance Test.</p> <p>Enter the training reference by abbreviated title, number, and completion date.</p>
9	Enlisted Rate/Rating (Exhibit 2)	<p>Enter the standard rate abbreviation for advancements, reductions, corrections, or changes in rate/rating in chronological order.</p> <p>Enter the effective date of the advancement, reduction, or change in rate/rating and the computation date for time in rate (TIR) eligibility for advancement to the next higher pay grade.</p>
10	Designator Record (Exhibit 2)	<p>Enter the effective date of assignment or removal in chronological order and the designation code for enlisted special qualifications.</p> <p>Enter abbreviation for qualification or revocation of qualification.</p>

Section	Title	Description
11	Awards (Exhibit 3)	<p>Record awards and commendations including personal military decorations, unit awards, campaign and service awards, marksmanship awards, good conduct awards, and military-related letters of commendation.</p> <p>Enter award name, award date or meritorious period, awarding authority and reference correspondence, and, if applicable, the number of points credited toward advancement.</p> <p>Record Good Conduct Medal or Naval Reserve reeligibility start date as a result of disciplinary action or substandard performance per SECNAVINST 1650.1F.</p> <p>Enter "Eligibility restarts for (award name), date eligibility restarts (e.g., day after date of offense), "conduct/performance," "N/A" for advancement points.</p>
12	Personnel Qualification Standards (PQS) (Exhibit 4)	<p>Enter the training reference by abbreviated title and number. Record the completion of watchstation or workstation qualifications required under the PQS Program and completion date.</p>

4. **Where to File.** NAVPERS 1070/604 shall be maintained and filed in the field service record per MILPERSMAN 1070-100.

5. **Active Duty Member Retested With ASVAB.** The enlisted classifier must complete section 2 of the current original NAVPERS 1070/604 in the member's field service record. For a special test not administered in conjunction with an ASVAB, record the special test score on the current original NAVPERS 1070/604 only.

ENLISTED QUALIFICATIONS HISTORY

1. EDUCATIONAL EXPERIENCE LEVEL

GED (HS) EQUIVALENT TEST			COLLEGE LEVEL GENERAL EXAMS		PRESENT LEVEL OF EDUCATION					
DATE ISSUED	ISSUING STATE	INIT	DATE PASSED	INIT	12	13	14	15	16	17
92JAN17	KENTUCKY	<i>HT</i>								

2. CLASSIFICATION/ASVAB TESTING QUALIFICATIONS

TEST FORM ID	DATE ADMIN.	AFQT	GS	AR	WK	PC	NO	CS	AS	MK	MC	EI	VE
A15	92APR25	35	47	45	38	54	45	49	52	52	50	59	45

ASVAB ADMINISTERED BY: MEPS, SEATTLE, WA

SPECIAL TEST SCORES

NAME	FORM	DATE	SCORE
NFQT	F	92APR27	46
DLAB		92MAY22	96

CLASSIFIER'S SIGNATURE: *J. Q. Classifier*  
J. Q. CLASSIFIER, PN1, USN

3. RECORD OF OFF-DUTY EDUCATION/VOC/TECH TRAINING AND NON-REQUIRED CORRESPONDENCE COURSES

NUMBER/TITLE OF COURSE OR TEST	SCHOOL	DATE COMPLETED	GRADE	INIT	NUMBER/TITLE OF COURSE OR TEST	SCHOOL	DATE COMPLETED	GRADE	INIT
Spanish 1	Univ. of Maryland	92Feb16	B	<i>JQR</i>					
English 101	VA State University	92Jul13	A	<i>AKL</i>					

4. OTHER TRAINING COURSES/INSTRUCTIONS COMPLETED

DATE COMPLETED	TYPE OF COURSE AND/OR INSTRUCTION	DURATION	LOCATION	INIT
92SEP30	General Shipboard Firefighting	2 days	Firefighting School, NORVA	<i>VM</i>

NAME (Last, First, Middle) DOE, JAMES JOHN	SOCIAL SECURITY NUMBER 000-00-0000	BRANCH AND CLASS USN
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5. NAVY SERVICE SCHOOLS/MILITARY TRAINING COURSES								
COURSE TITLE/SCHOOL Management and Supervision CRS SSC, NTC, Great Lakes, IL		NEC 7107	DATE ENROLLED/COMPLETED 93May07 / 93May18		COURSE TITLE/SCHOOL Central Air Data Computers NAS, North Island		NEC 7106	DATE ENROLLED/COMPLETED 94Jan07 / 94Feb15
COURSE LENGTH 2 WKS	GRADE SAT	MANNER OF COMPLETION <input checked="" type="checkbox"/> GRADUATED <input type="checkbox"/> DROPPED		INIT ABS	COURSE LENGTH 6 WKS	GRADE 85.00	MANNER OF COMPLETION <input checked="" type="checkbox"/> GRADUATED <input type="checkbox"/> DROPPED	
COURSE TITLE/SCHOOL SH "A" School FTC, Norfolk, VA		NEC 3112	DATE ENROLLED/COMPLETED 93Oct10 / 93Nov10		COURSE TITLE/SCHOOL AMFU "A" School		NEC	DATE ENROLLED/COMPLETED 94May02 / 94Jun20
COURSE LENGTH 4 WKS	GRADE 79.00	MANNER OF COMPLETION <input checked="" type="checkbox"/> GRADUATED <input type="checkbox"/> DROPPED		INIT WTD	COURSE LENGTH 26 WKS	GRADE --	MANNER OF COMPLETION <input type="checkbox"/> GRADUATED <input checked="" type="checkbox"/> DROPPED	

6. CORRESPONDENCE COURSES REQUIRED FOR ADVANCEMENT					
DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	INIT	DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	INIT
NTC AN	92JUN30	EFK			
AE3	92OCT25	WWB			
GTC PO	92NOV02	RES			
NTC AE2	92DEC20	HAH			

7. NAVY ENLISTED CLASSIFICATIONS			
PRIMARY CODE	SECONDARY CODE	DATE	INIT
0000	0000	92JUN30	HAH/HH
ETR-1510	0000	93NOV30	PSS
ST-0431	ST-0455	94MAR23	LRW

8. PERSONNEL ADVANCEMENT REQUIREMENTS		
DESCRIPTION	DATE COMPLETED	INIT
PO3, M/L	93JAN15	MAK
PAR YN3	93APR30	NAJ
PAR YN2	94MAY30	JAL

9. ENLISTED RATE/RATING			
RATE	DATE	TIME IN RATE	INIT
MSSA-MSSN	92OCT16	92OCT16	KB
MSSN-MS3	93JUL16	93JUL01	CN

10. DESIGNATOR RECORD			
DATE	DESIGNATOR	QUAL/REVOCAION	INIT
92MAR04	SS	QUAL	RAS
93SEP15	\$\$	REV	HAS

NAME (Last, First, Middle) DOE, JAMES JOHN		SOCIAL SECURITY NUMBER 000-00-0000	BRANCH AND CLASS USN
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## MILPERSMAN 1070-290

### NAVPERS 1070/605, HISTORY OF ASSIGNMENTS

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM (901)	874-3406/3407
			FAX	882-2664/2743

<b>Governing Directive</b>	NAVPERS 15909G, Enlisted Transfer Manual
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1. **Policy**. NAVPERS 1070/605 for USN and USNR enlisted members is a chronological record of duty assignments and is maintained throughout member's active and inactive duty career.

2. **Preparation**

a. Enter and verify following information on bottom of form:

(1) Member's name.

(2) Social security number.

(3) Rank/rate (on previous editions of form, enter RANK/RATE as last entry in NAME block).

b. Make entries as events occur. Entries will be initialed by an authorized individual per MILPERSMAN 1070-190.

c. For an enlisted member who immediately reenlists, send original to Navy Personnel Command (PERS-313C) with other documents for permanent personnel record, per MILPERSMAN 1070-140; place a reproduced copy on left side of field service record (FSR); and prepare a new NAVPERS 1070/605 for reenlistment FSR.

**RULE:** Number additional pages sequentially.

3. How to Make Entries. Make entries as follows: (See Exhibit 1.)

Column	Title	Description
1	Gain	Enter effective date (YYMMDD) and abbreviation that best describes gain as follows:  <b>ENL:</b> First enlistment.  <b>REENL:</b> Reenlistment.  <b>EXTENL:</b> Extension of enlistment or active duty obligation.  <b>RECAP:</b> Recalled to active duty or active duty for special work (ADSW).  <b>DUTY:</b> Received for permanent duty.  <b>DUIN:</b> Received for duty under instruction.  <b>TEMDU:</b> Received for temporary duty.  <b>TEMADD:</b> Received for temporary additional duty.  <b>ADDU:</b> Received for additional duty.  <b>IDT:</b> Received for inactive duty training.  <b>ADT/AT:</b> Received for active duty for training.
2	Activity	Enter abbreviated title and permanent location or homeport of member's duty station.  Verify and establish sea duty commencement date (SDCD) and shore duty commencement date (SHDCD) for active duty members received on board for duty per NAVPERS 15909G. Enter as follows:  <b>SDCD/SHDCD:</b> (MMYY).  Enter authorized corrections as follows:  <b>SDCD/SHDCD AUTH:</b> (fill in for changes).

Column	Title	Description
3	UIC	Enter unit identification code (UIC) for member's duty station.  <b>NOTE:</b> Change title of column from DUTIES to UIC on previous editions of this form.
4	Loss	Enter effective date (YYMMDD) and abbreviation that best describes loss as follows:  <b>TRF:</b> Transferred or detached to another activity.  <b>EXPENL:</b> Expiration of enlistment or active duty obligation including extensions for continued service.  <b>RAD:</b> Released from active duty or active duty for training (ADT/AT) and transferred to a reserve component.  <b>DISRE:</b> Discharged for immediate enlistment/reenlistment, or appointment/reappointment, or continued service.  <b>DIS:</b> Discharged.  <b>RET:</b> Transferred to Retired List (RL), Temporary Disability Retired List (TDRL), Permanent Disability Retired List (PDRL), Retired Reserve, or Fleet Reserve.  <b>TERM:</b> Dropped from rolls, or missing status.
5	Initials (Gain/ Loss)	Designated command official will verify each entry by initialing this column.  Verify <b>gain entries in GAIN subcolumn</b> and <b>loss and other entries in LOSS subcolumn</b> .  <b>RULE:</b> Initials also certify verification of FSR per MILPERSMAN 1070-200.

4. **Where to File.** NAVPERS 1070/605 shall be maintained and filed in FSR, per MILPERSMAN 1070-100.



## MILPERSMAN 1070-300

### NAVPERS 1070/606, RECORD OF UNAUTHORIZED ABSENCE

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

<b>Governing Directives</b>	NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II
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1. **Policy.** NAVPERS 1070/606 is used to record periods of unauthorized absence in excess of 24 hours and lost time due to confinement by civil authorities or sickness due to misconduct. Unauthorized absences of 24 hours or less are recorded on NAVPERS 1070/613, Administrative Remarks.

2. **Preparation and Distribution**

a. Prepare and distribute the NAVPERS 1070/606 per NAVSO P-3069 or DFAS-CL (NAVSO-P) 3050-2.

b. The original NAVPERS 1070/606 provides data for the Manpower Personnel and Training Information System (MAPTIS). After MAPTIS is updated, NAVPERS 1070/606 is filed in the member's permanent personnel record at Navy Personnel Command.

## MILPERSMAN 1070-310

### NAVPERS 1070-607, COURT MEMORANDUM

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM (901)	874-3406/3407
			FAX	882-2664/2743

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<b>Governing Directives</b>	NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II
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1. **Policy.** NAVPERS 1070/607 is used to record court-martial and nonjudicial punishment actions which affect pay. Punishment which does not affect pay, is recorded on NAVPERS 1070/613, Administrative Remarks.
2. **Preparation and Distribution.** Prepare and distribute NAVPERS 1070/607 per NAVSO P-3069 or DFAS-CL (NAVSO-P) 3050-2.

## MILPERSMAN 1070-320

### NAVPERS 1070/613, ADMINISTRATIVE REMARKS

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

1. **Policy.** NAVPERS 1070/613 services as a chronological record of significant miscellaneous entries which are not provided for elsewhere or where more detailed information may be required to clarify entries on other pages of the U.S. Navy Enlisted (Field) Service Record (FSR).

2. **Preparing the Form.** NAVPERS 1070/613 is prepared as follows:

Block	Entry
SHIP OR STATION	Enter the complete name and designation of the ship or station at which the member is serving.
Remarks area	<ul style="list-style-type: none"> <li>• One entry per page.</li> <li>• Use single spacing.</li> </ul>
NAME, SSN, BRANCH AND CLASS	Enter the member's full name, social security number, and branch and class of service.
Block in lower right corner	Enter the consecutive page number.

### 3. **Making Entries**

a. Entries shall be dated and signed by an authorized official per MILPERSMAN 1070-190.

b. Entries shall be dated and signed by the member as required by the governing directive.

c. Entries which require a copy to be forwarded immediately to Navy Personnel Command Personnel (NAVPERSCOM) must:

(1) cite the authority at the end, e.g., MILPERSMAN 0000-000, BUPERSINST 0000.00. Copies received without authority cited will not be filed in the permanent personnel record.

(2) contain only the entry concerned.

4. **Civil Conviction and Nonjudicial Punishment.**

a. The following entries are required, even if an appeal has been filed:

<b>Entry for...</b>	<b>shall include...</b>
<b>civil conviction</b> (or action taken by civil authorities which is equal to a conviction), whether it is a misdemeanor or felony, which comes to the command's attention	<ul style="list-style-type: none"><li>• date of conviction or action.</li><li>• final charge and specific action for which member was found guilty.</li><li>• court in which convicted.</li><li>• sentence of the court.</li></ul>
<b>nonjudicial punishment (NJP)</b> where pay is not affected	<ul style="list-style-type: none"><li>• date of offense.</li><li>• nature of offense (cite Uniform Code of Military Justice article).</li><li>• date of NJP.</li><li>• punishment awarded.</li></ul>

b. All entries must be dated and signed by the authorized official per MILPERSMAN 1070-190.

c. A copy of the entry shall be sent to NAVPERSCOM (PERS-313C1) for inclusion into the permanent personnel record.

d. In the event the civil conviction is overturned or the NJP appeal is granted, remove the original entry from FSR. Notify NAVPERSCOM (PERS-83) by official naval letter with copies of supporting documentation.

5. **Adverse Material.** Adverse material must be acknowledged in writing by the member, except under MILPERSMAN 1070-100.

6. **Disposition**. NAVPERS 1070/613 will be retained in the FSR until either of the following events occur:

a. **When a member transfers**, entries of a transitory nature or applicable to the local command shall be removed and given to the member. Examples of these entries are as follows:

(1)	Volunteered for special duty.
(2)	Member has read and understands regulations.
(3)	Member has attended or briefed on Navy's policies, e.g., sexual harassment, security, hazing, indoctrination, liberty.

b. **When a member immediately reenlists or when closing an FSR**, the following types of entries shall be forwarded for inclusion in the permanent personnel record following MILPERSMAN 1070-070 for officers and MILPERSMAN 1070-130 for enlisted:

(1)	Disciplinary <ul style="list-style-type: none"> <li>• Captain's mast</li> <li>• Civil conviction</li> <li>• Nonjudicial punishment</li> <li>• Unauthorized absence</li> </ul>
(2)	Enlisted performance evaluation report/adverse report
(3)	Exposure to chemicals/potential health hazard
(4)	Medals/unit commendation/Battle E/ribbons, not listed on NAVPERS 1070/604, Enlisted Qualifications History
(5)	Physical readiness standards <ul style="list-style-type: none"> <li>• Completed weight reduction program</li> <li>• Failure to meet</li> </ul>
(6)	Retain in service <ul style="list-style-type: none"> <li>• Performance/conduct deficiencies</li> </ul>
(7)	Sea duty counter/credit
(8)	Time-in-Rate date change

## MILPERSMAN 1070-330

### NAVPERS 1070/615, RECORD OF DISCHARGE FROM THE U.S. NAVAL RESERVE (INACTIVE)

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

#### 1. Policy

a. NAVPERS 1070/615 is prepared the honorable discharge of an enlisted member on inactive duty by reason of expiration of enlistment or expiration of obligated service.

b. Discharge of an enlisted member on inactive duty for any other reason is recorded on NAVPERS 1070/613, Administrative Remarks.

2. How to Complete NAVPERS 1070/615. NAVPERS 1070/615 is a three-part carbon interleaved form and shall be completed as follows: (See exhibit below.)

Item	Entry
From	Enter the title of the activity head and name of the activity effecting the discharge.
To	Enter the member's name and current address.
Paragraph 3 First Sentence	If member is recommended for reenlistment, enter dashes in the space following the word "are."  If member is not recommended for reenlistment, enter the word "not" in the space.
Signature	Enter the signature block below the text of the letter.
Record Data	Enter the member's discharge date.  Check the appropriate block indicating whether immediately reenlisted.  Enter the member's name, rate, social security number, and branch and class.

**NOTE:** For documents to be included in enclosure (3), service record page(s), see MILPERSMAN 1070-130.

3. **Distribution of NAVPERS 1070/615.** Distribute NAVPERS 1070/615 as follows:

- a. Part 1 - Deliver or forward to the member.
- b. Part 2 - File in the member's field service record (FSR) and process the FSR per MILPERSMAN 1070-130.
- c. Part 3 - Retain for recruiting or other local use

4. **How to Make NAVPERS 1070/613 Entry.** The NAVPERS 1070/613 entry shall be made as follows:

(date): Discharged this date.

Reason for discharge: (i.e., misconduct due to drug abuse)

Characterization of service: (i.e., Under Other Than Honorable Conditions)

Reentry code: (i.e., RE-4)

Discharge authority: (i.e., MILPERSMAN \_\_\_\_\_ and BUPERS 111111ZFEB94)

Home address:

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Signature of person with  
By direction authority

5. **Where to File NAVPERS 1070/613.** File in the member's FSR and process the FSR per MILPERSMAN 1070-130.

## MILPERSMAN 1070-340

### DD 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

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<b>Governing Directive</b>	BUPERSINST 1900.8
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1. **Policy.** The DD 214 is prescribed by Department of Defense for use by all military services. DD 214 is a brief, clear-cut record of a period of term of active military service which provides:

a. military service with information necessary for administrative processing and for enlistment or reenlistment determination.

b. the service member with a brief record of active service.

c. appropriate governmental agencies with an authoritative source of information which they require in the administration of Federal and state laws.

2. **Preparation and Distribution.** DD 214 shall be prepared and distributed per this manual and BUPERSINST 1900.8.

## MILPERSMAN 1070-350

### NAVPERS 1070/125 (REV. 05-78), LIMITED DUTY/WARRANT OFFICER HISTORY CARD

<b>Responsible Office</b>	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4173
			COM	(901) 874-4173
			FAX	882-2693

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1. Purpose

a. NAVPERS 1070/125 provides the Limited Duty/Warrant Officer Assignment Officer in Navy Personnel Command a synopsis of enlisted service and qualifications for each Limited Duty Officer (LDO) and Chief Warrant Officer (CWO).

b. The Assignment Officer sends NAVPERS 1070/125 to enlisted personnel selected for appointment to LDO or CWO. The individual completes the form and returns it to the Assignment Officer. One copy of NAVPERS 1070/125 shall be filed in the individual's newly opened officer service record.