PREFACE

1. **MANUAL TITLE**. Reference to this manual shall be by its title, **Naval Military Personnel Manual**, or by its short title, **MILPERSMAN**.

2. **ARTICLE NUMBERING SYSTEM**. References to articles in this manual shall be by use of their 7-digit identification number, consisting of the Standard Subject Identification Code (SSIC) and a 3-digit extension number, e.g., **5712-010**. The article numbering system permits complete identification. The first four digits identify the SSIC and the last three digits identify the article placement within the section. The article number should be spoken as though it is two separate groups of numbers, broken at the dash. Major subject groups and sections are not titled except in the Table of Contents. If an article is deleted, the article number will not be used again.

3. **REFERRING TO MILPERSMAN AND ARTICLES**. A combined reference to this manual and an article herein shall be by one of the following examples:

Naval Military Personnel Manual, Article 5712-010
MILPERSMAN 5712-010
Article 5712-010 of the Naval Military Personnel Manual

4. **NAVY DIRECTIVES SYSTEM**. Users of this manual are cautioned that proper use of the Navy Directives System is expected and essential. Information not found in this manual may be found in regulatory manuals, regulations, directives, instructions, notices, etc.

5. **EDITORIAL POLICIES**. Editorial policies used for this manual and procedures for submitting changes to it are contained in **MILPERSMAN 5215-010** herein.

6. **DISTRIBUTION**. The basic reissue of the MILPERSMAN and future changes to it will be distributed on the BUPERS Publications/Directives CD-ROM that is published quarterly and scheduled for distribution during the first month of each quarter. The current issue of the MILPERSMAN, article changes approved for the next issue of the MILPERSMAN, and distribution request information are accessible on the BUPERS CD-ROM web site listed below:

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