

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

IN REPLY REFER TO
BUPERSINST 1070.27A
PERS-313
11 Mar 2002

BUPERS INSTRUCTION 1070.27A

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)

Subj: DOCUMENT SUBMISSION GUIDELINES FOR THE ELECTRONIC
MILITARY PERSONNEL RECORDS SYSTEM (EMPRS)

Ref: (a) MILPERSMAN 1070-020
(b) MILPERSMAN 1070-080

Encl: (1) Document Submission Guidelines
(2) Military Personnel Records System Document List

1. Purpose. To provide guidance for determining which documents should be submitted to Navy Personnel Command (NAVPERSCOM) for filing in officer and enlisted permanent personnel records. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1070.27.

3. Background. NAVPERSCOM (PERS-313) controls the official personnel records of current and former members of U.S. Navy and Naval Reserve, maintaining these records in electronic format in the Electronic Military Personnel Records System (EMPRS). The permanent personnel record contains only those documents of a permanent nature, which reflect information that satisfies statutory and corporate requirements, and are essential to personnel administration. Documents that might influence a member's career and benefits are retained; others are deleted from filing.

4. Submission of Documents

a. General Guidance. References (a) and (b), and enclosures (1) and (2) contain document submission guidelines for determining which documents should be forwarded for filing in the permanent personnel record. Documents submitted which do not meet these retention guidelines will be destroyed.

b. Web-link. An expanded version of the Military Personnel Records System Retain Document List is available at <http://www.persnet.navy.mil/pers313/pers-313.htm>.

c. Submission of Documents for Direct Filing. Forward documents intended for direct filing in the permanent personnel record to the following address:

NAVY PERSONNEL COMMAND PERS 313C
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3130

Unless otherwise provided in a document's governing directive or in the Naval Military Personnel Manual (MILPERSMAN), forward documents on a daily basis or as soon as possible. Do not include letters of transmittal or explanation. If a combined mailing package is used for multiple addressees within NAVPERSCOM, clearly mark the desired destination on the enclosed documents.

d. Submission of Documents for Both Action and Filing. Certain documents may require action by NAVPERSCOM before filing in the permanent personnel record. Do not submit these documents twice. Submit the document to the appropriate action office. Upon completion of action, the action office will automatically route the document for filing in the member's record.

e. Identification of Documents. The name and social security number (SSN) are the principal personnel identifiers used throughout EMPRS. Ensure that both the member's name and SSN are on the document. If necessary, write the member's name and SSN in the top, left-hand corner. The document originator and, where possible, the individual member should verify the SSN entered on the document before forwarding to NAVPERSCOM.

f. No Duplicates. Forward only one copy of the document for the individual to whom it pertains. In the case of documents containing multiple names, submit sufficient copies to permit filing in each member's record. On each copy, underline the name and SSN to indicate the appropriate record.

g. Quality of Documents. The quality of documents submitted for filing has a direct bearing on the readability of

records. Original pages or clear, black and white copies are required for filing. Poor quality documents significantly reduce the readability of the record for selection boards, detailers, and other personnel administrators.

5. Changes to Document Lists. Only the documents listed in enclosure (2), "retained" items, are filed in permanent personnel records. Commands may propose changes to the list by forwarding recommendations to NAVPERSCOM (PERS-313C). Enclose a copy of the proposed document and justify its retention based on the guidelines contained in enclosure (1).

6. Changes to Documents. When documents listed in enclosure (2) are revised or consolidated, ensure NAVPERSCOM (PERS-313C) coordination and approval are obtained prior to distribution. Forward a copy of the new document with proposed change to NAVPERSCOM (PERS-313C) for review and concurrence.

7. Action

a. Commanding Officers (COs) shall

(1) make every effort to ensure that documents forwarded to NAVPERSCOM (PERS-313) for filing in enlisted and officer permanent personnel records meet the guidelines contained in this instruction.

(2) ensure that a copy of this instruction is available for individual use and advertise its location periodically in the Plan of the Day (POD).

b. COs of appropriate training facilities shall include the provisions of this instruction in the training curricula for personnel in administrative ratings.

G. L. HOEWING
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:
SNDL Parts 1 and 2

DOCUMENT SUBMISSION GUIDELINES

1. Information Requirements. Certain limitations exist regarding the kinds of material authorized for inclusion in the Permanent Personnel Record. The following guidelines apply in determining whether or not documents are placed in EMPRS.

a. General. To be filed in EMPRS, all documents (including numbered forms and correspondence) must meet each of the following criteria:

(1) Permanency. Must be required for permanent retention as evidence of policies, operations, procedures or other decisions.

(2) Non-duplicative. Must not duplicate information found elsewhere in the EMPRS record, or information already recorded on a field service record page, which is filed in EMPRS. For example, do not submit course completion certificates of the member's NAVPERS 1070/604, Enlisted Qualifications History entries. The NAVPERS 1070/604 already reflects the courses. Material identified as a duplicate of documents or information already in the record will be destroyed without notifying the forwarding command or individual.

(3) Single copy/single source. Must be submitted in a single copy from a single source.

(4) Essential. Must contain information essential to personnel administration. The following types of documents are nonessential; do not submit them for filing in EMPRS:

(a) "Nice to have" or nonessential supporting documentation.

(b) Documents intended solely for the purpose of verifying information available from some other source, e.g., master file automated system, field service record.

(c) Documents of a personal nature, e.g., wills, marriage licenses, birth certificates.

(d) Information that has no potential impact on a member's career.

b. Adverse Matter. Any document that reflects unfavorably upon mental, moral, or professional qualifications of an individual is adverse matter. Subject to the following rules, all relevant adverse material is filed in EMPRS.

(1) Policy

(a) Article 1122, U.S. Navy Regulations, 1990, provides that adverse material shall not appear in officer or enlisted fitness reports, performance evaluation reports, or in other related correspondence, unless the member concerned is first afforded an opportunity to submit a written statement regarding the adverse material. Should the member not desire to make a statement, the members shall state so in writing. Should the member refuse to acknowledge their rights or refuse to make a written statement documenting their decision not to make a statement, the CO shall document the refusal in writing.

(b) Adverse material on officers shall be submitted to the appropriate action office for review before it is filed in the permanent personnel record. Commands shall not submit adverse material to NAVPERSCOM (PERS-313) for direct filling in the permanent personnel record

(2) Reports, Statements, or Correspondence of a Military Nature.

(a) Correspondence containing adverse material that the member concerned has been afforded the opportunity to contest, explain, or rebut, whether at a personal hearing or by statement, will be filed without additional referral to the individual. Examples include

1. punitive letters of censure.
2. medical surveys where hospitalization is due to the member's own misconduct.
3. reports and related correspondence reflecting final approved civilian convictions.
4. reports of non-judicial punishment, courts-martial convictions, boards of inquiry, boards of review, etc.

5. relevant memoranda prepared at NAVPERSCOM resulting from official correspondence sent to and received by the member concerned, the reporting senior, or the reviewing officer.

6. relevant correspondence documenting an officer's removal from a promotion selection board report or a promotion list, and other correspondence related to the promotion process.

7. any other matter that bears or reflects on the character, performance, professional qualifications and fitness of the officer.

(b) Documents containing adverse material of an official military nature will be filed without referral to the individual concerned, if no purpose would be served by such referral. Examples include

1. denials of requests for special duty, special training, reassignment, transfer, discharge, etc.

2. requests by a commander for the reassignment of a member when such request reflects unfavorably on the individual concerned.

(c) Documents containing adverse material of an official military nature will be filed without referral to the individual concerned when the member is unavailable for comment because of misconduct. Examples include

1. reports of absentees and deserters, and related correspondence.

2. reports and correspondence relating to administrative discharge action where the member is in an unauthorized absentee status at the time or is otherwise unavailable for statement because of the member's own misconduct.

(d) Letters issued by a CO to an officer or enlisted member concerning failure(s) to meet standards of professional performance/conduct.

c. Commendatory Material. Commendatory material is any document which reflects favorably upon a member's mental, moral, or professional qualifications, and which impacts on the mission of the command or the military career of the member.

(1) Copies of personal award citations and service record entries that document a member's entitlement or eligibility to wear unit awards, campaign and service medals, non-military U.S. decorations, non-military service awards, foreign military decorations, and marksmanship awards will be filed in EMPRS.

(2) Copies of certificates or letters of appreciation/commendation will not be filed in EMPRS. These should be provided to reporting seniors to document in fitness reports and evaluations.

2. Format Requirements. Documents must meet the following format requirements:

a. Readily Identifiable. Each document submitted must contain the following:

(1) Identification. Member's name and SSN must be on each side of each succeeding page of multiple page documents.

(2) Forms. A form number and title must be preprinted on all forms and included on all local adaptations of numbered forms.

(3) Miscellaneous correspondence. A descriptive subject line and SSIC must be included on miscellaneous correspondence and messages.

b. Suitability for Filing. Each document submitted must be suitable for filing.

(1) Legibility. Clearly readable, good quality copy. Originals when possible. No less than first quality paper copies.

(2) Paper Size. Documents submitted must be no larger than 8-1/2 x 11 inches.

(3) Orientation. Right-reading in the vertical position.

(4) Paper Quality. Submit only standard paper stock or approved forms.

c. Economically Designed. Forms and correspondence must be designed for ease of use and processing economy.

(1) Content. Be brief. Reduce each document to essentials.

(2) Single-sided. Avoid using two sides when one will do.

(3) Appropriateness. Ensure every item on each page is justifiable.

(4) Design. Use good design techniques for both computer-generated and preprinted forms and correspondence.

BUPERSINST 1070.27A
 11 Mar 2002

**MILITARY PERSONNEL RECORDS SYSTEM
 DOCUMENT LIST**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
ADVERSE			
ADMINISTRATIVE LETTER: NJP/CIVIL ACTION REPORTS	LETTER	O	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA PERS-83
ADVERSE/PUNITIVE ACT COMPLETED RESULTING IN CONVICTION	LETTER	O	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA PERS-83
CIVILIAN DISCIPLINARY ACTION	VARIOUS FORMS OR LETTER	B	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA PERS-83
CIVILIAN PROBATION REPORT	VARIOUS FORMS OR LETTER	B	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA PERS-83
CIVIL CONVICTION REPORT	VARIOUS FORMS OR LETTER	B	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA PERS-83
DESERTER MSG: DECLARATION & RETURN/APPREHENSION COMPLETED ACTION	NAVAL MESSAGE	B	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA PERS-83
DESERTER/ABSENT WANTED BY ARMED FORCES	DD 553	B	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA PERS-83
NONJUDICIAL PUNISHMENT	VARIOUS FORMS	B	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA PERS-83
PUNITIVE LETTER OF REPRIMAND/CENSURE	LETTER	B	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA PERS-83. NONPUNITIVE LETTERS ISSUED AT THE SECRETARIAT
RECORD OF UNAUTHORIZED ABSENCE	NAVPERS 1070/606	E	
COURT MEMORANDUM	NAVPERS 1070/607	E	

O - OFFICER E - ENLISTED B - BOTH

**MILITARY PERSONNEL RECORDS SYSTEM
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
ADVERSE (CONT'D)			
COMPLAINT REPORT/INCIDENT	DD 1569	E	
AGREEMENTS/SERVICE DETERMINATIONS			
NROTC SCHOLARSHIP/NON-SCHOLARSHIP SERVICE AGREEMENTS	CNET 1110/3 AND 1533/83	O	
PROGRAM SERVICE AGREEMENTS (OCS, AOC, NUCPOC, NFOC, OSAM, JAGC, NURSE CORPS, HPSP, NCP, ETC.)	VARIOUS NAVCRUIT FORMS	O	
REVERSION TO PERMANENT ENLISTED STATUS	VARIOUS FORMS	O	
STATEMENT OF SERVICE	VARIOUS FORMS	B	INTERNAL NAVPERSCOM ACTION OFFICE
RETIREMENT SERVICE COMPUTATION	VARIOUS FORMS	B	INTERNAL NAVPERSCOM ACTION OFFICE
RETIREMENT DATE, DISABILITY PERCENTAGE - MSG ORDERS	VARIOUS FORMS	B	
RETIREMENT APPROVAL, MODIFICATION	VARIOUS FORMS	B	
CAREER STATUS BONUS (CSB) ELECTION	DD 2839	B	
APPOINTMENTS AND PROMOTIONS			
MERITORIOUS ADVANCEMENT	VARIOUS FORMS	B	
DELIVERY OF TEMPORARY/PERMANENT APPOINTMENT	NAVPERS 1421/7	O	

O - OFFICER E - ENLISTED B - BOTH

BUPERSINST 1070.27A
11 Mar 2002

**MILITARY PERSONNEL RECORDS SYSTEM
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
APPOINTMENTS AND PROMOTIONS			
ADJUSTMENT OF LINEAL POSITION	VARIOUS FORMS	O	
OFFICER APPOINTMENT ACCEPTANCE AND OATH OF OFFICE	NAVPERS 1000/4	O	
TRANSMITTAL AND ACCEPTANCE FORM/PERMANENT PROMOTION	NAVPERS 1426/3	O	
ASSIGNMENTS			
HISTORY OF ASSIGNMENTS	NAVPERS 1070/605	E	
APPROVED HUMANITARIAN ASSIGNMENT/TRANSFER	CASE FILE	E	PERS-40 ACTION OFFICE
BOARDS			
FIELD BOARD COVER SHEET/NAVPERSCOM LETTER TO BOARD AND FIELD BOARD. APPROVAL/DISAPPROVAL/NO FURTHER ACTION	VARIOUS FORMS	O	
CASUALTY RECORDS			
	CASE FILE	B	PERS-621 ACTION OFFICE
DECORATIONS, MEDALS AND AWARDS			
MARKSMANSHIP/SMALL ARMS QUALIFICATIONS	VARIOUS FORMS	B	OFFICER - ENTER ON ADMIN REMARKS PAGE. ENLISTED - ENTER ON AWARD RECORD
UNIT AWARDS/CAMPAIGN & SERVICE MEDALS/OTHER AUTHORIZED AWARDS	VARIOUS FORMS	B	OFFICER - ENTER ON ADMIN REMARKS PAGE. ENLISTED - ENTER ON AWARD RECORD
U.S. MILITARY DECORATION CITATION	VARIOUS FORMS	O	COPY OF CITATION

O - OFFICER E - ENLISTED B - BOTH

**MILITARY PERSONNEL RECORDS SYSTEM
 DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
DESIGNATORS/RATINGS			ENLISTED DESIGNATOR/RATING AND NAVY ENLISTED CLASSIFICATION (NEC'S) ARE RECORDED ON THE ENLISTED QUALIFICATIONS HISTORY
OFFICER DESIGNATORS - ASSIGNMENT/CHANGE/REVOCATION OF THE FOLLOWING	LETTERS	O	DOES NOT INCLUDE SUBSPECIALITY DESIGNATOR (SSPD), NAVY OFFICER BILLET CLASSIFICATION (NOBC) OR ADDITIONAL QUALIFICATION DESIGNATOR (AQD'S)
UNRESTRICTED LINE OFFICER	LETTERS	O	
GENERAL UNRESTRICTED LINE OFFICER	LETTERS	O	
SURFACE WARFARE OFFICER	LETTERS	O	
SUBMARINE WARFARE OFFICER	LETTERS	O	
SPECIAL WARFARE OFFICER	LETTERS	O	
SPECIAL OPERATIONS OFFICER	LETTERS	O	
MATERIEL PROFESSIONAL OFFICER	LETTERS	O	
AERONAUTICAL COMMUNITY OFFICER	LETTERS	O	
NAVAL AVIATOR	LETTERS	O	
NAVAL FLIGHT OFFICER	LETTERS	O	
RESTRICTED LINE OFFICER	LETTERS	O	
ENGINEERING DUTY OFFICER	LETTERS	O	
AERONAUTICAL ENGINEERING DUTY OFFICER	LETTERS	O	
AVIATION DUTY OFFICER	LETTERS	O	

O - OFFICER E - ENLISTED B - BOTH

**MILITARY PERSONNEL RECORDS SYSTEM
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
DESIGNATORS/RATINGS			
SPECIAL DUTY OFFICER	LETTERS	O	
STAFF CORPS OFFICER	LETTERS	O	
MEDICAL CORPS OFFICER	LETTERS	O	
DENTAL CORPS OFFICER	LETTERS	O	
MEDICAL SERVICE CORPS OFFICER	LETTERS	O	
JUDGE ADVOCATE GENERAL CORPS OFFICER	LETTERS	O	
NURSE CORPS OFFICER	LETTERS	O	
CHAPLAIN CORPS OFFICER	LETTERS	O	
CIVIL ENGINEER CORPS OFFICER	LETTERS	O	
LIMITED DUTY OFFICER	LETTERS	O	
CHIEF WARRANT OFFICER	LETTERS	O	
DISCHARGE/SEPARATION/RELEASE FROM ACTIVE DUTY/RETIREMENT			
ADMIN DISCHARGE/SEPARATION	CASE FILE	B	PERS-83 ACTION OFFICE: FILE ONLY THOSE THAT RESULT IN SEPARATION
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	DD 214	B	
COMMISSION TERMINATION	LETTER	O	
CORRECTION TO DD 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	DD 215	B	

O - OFFICER E - ENLISTED B - BOTH

**MILITARY PERSONNEL RECORDS SYSTEM
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
DISCHARGE/SEPARATION/RELEASE FROM ACTIVE DUTY/RETIREMENT (CONT'D)			
DISABILITY: DISCHARGE/RETIREMENT APPROVAL; WITH OR WITHOUT BENEFITS	VARIOUS FORMS	B	
DISCHARGE FROM TEMPORARY DISABILITY RETIRED LIST	VARIOUS FORMS	B	
ACCEPTANCE OF RESIGNATION FROM NAVAL RESERVE	NAVPERS 1926/1	O	PERS-9 ACTION OFFICE
HONORABLE DISCHARGE FROM U.S. NAVAL RESERVE	NAVPERS 1926/2	O	PERS-9 ACTION OFFICE
HONORABLE DISCHARGE FROM U.S. NAVAL RESERVE (HAVING TWICE FAILED SELECTION)	NAVPERS 1926/3	O	PERS-9 ACTION OFFICE
NAVY DISCHARGE REVIEW BOARD DECISION	LETTER	B	
RECORD OF DISCHARGE FROM U.S. NAVAL RESERVE	NAVPERS 1070/615	E	
EDUCATION AND TRAINING			
COLLEGE DEGREES: CERTIFICATE/DIPLOMA/TRANSCRIPT	OFFICIAL COPY	O	ENLISTED -ENTER ON ENLISTED QUALIFICATIONS HISTORY
CORRESPONDENCE COURSE COMPLETION CERTIFICATE	VARIOUS FORMS	O	ENLISTED -ENTER ON ENLISTED QUALIFICATIONS HISTORY
SERVICE SCHOOL COMPLETION CERTIFICATE/DIPLOMA	VARIOUS FORMS	O	ENLISTED -ENTER ON ENLISTED QUALIFICATIONS HISTORY
MIL/CIV TRAINING COURSE COMPLETION LETTER/CERTIFICATE	VARIOUS FORMS	O	ENLISTED -ENTER ON ENLISTED QUALIFICATIONS HISTORY
MONTGOMERY GI BILL	DD 2366	B	

O - OFFICER E - ENLISTED B - BOTH

**MILITARY PERSONNEL RECORDS SYSTEM
 DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
EDUCATION AND TRAINING			
NOTICE OF BASIC ELIGIBILITY (NOBE)	DD 2384-1	B	
NAVAL RESERVE OFFICER TRAINING CORPS (NROTC) EDUCATION COST RECORD	CNET 1533/50	O	
STATEMENT OF UNDERSTANDING SELECTED RESERVE (SELRES) EDUCATIONAL ASSISTANCE PROGRAM	OPNAV 1780/1	B	
TUITION ASSISTANCE	VARIOUS FORMS	B	
ENLISTMENT/REENLISTMENT			
AGE WAIVER	LETTER	B	
AGREEMENT TO EXTEND ENLISTMENT	NAVPERS 1070/621	E	
AGREEMENT TO RECALL OR EXTEND ACTIVE DUTY	NAVPERS 1070/622	E	
ENLISTMENT/REENLISTMENT DOCUMENT	DD 4	B	
ENLISTMENT/REENLISTMENT GUARANTEES/PROGRAM AGREEMENTS	NAVCRUIT FORMS ANNEX TO DD 4	E	
BREACH OF ENLISTMENT CONTRACT	VARIOUS FORMS	E	
ERRONEOUS ENLISTMENT	CASE FILE	E	
FRAUDULENT ENLISTMENT	CASE FILE	E	
IMMEDIATE REENLISTMENT CONTRACT	NAVPERS 1070/601	E	

O - OFFICER E - ENLISTED B - BOTH

**MILITARY PERSONNEL RECORDS SYSTEM
 DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
FITNESS REPORTS/EVALUATIONS, SUPPLEMENTS & EXPLANATION LETTERS			
FLAG OFFICER FITNESS REPORT	NAVPERS 1611/2	O	
FITNESS REPORT & COUNSELING RECORD (E7-06)	NAVPERS 1610/2	B	
FITNESS REPORT SUPPLEMENT/MEMORANDUM/LETTER, OFFICER/ENLISTED	VARIOUS FORMS	B	
EVALUATION REPORT & COUNSELING RECORD (E1-E6)	NAVPERS 1616/26	E	
INTERNAL PERS-LETTER OF EXPLANATION	LETTER	B	FILED BY NAVPERSCOM ACTION OFFICE
MEDICAL			
LIMITED DUTY ASSIGNMENT	VARIOUS FORMS	B	
MEDICAL BOARD	VARIOUS FORMS	B	
PHYSICAL DEFECTS WAIVER	VARIOUS FORMS	B	
SECNAV NOTIFICATION-PHYSICAL EVALUATION BOARD RESULTS	VARIOUS FORMS	B	
REPORT OF MEDICAL EXAMINATION	DD 2808	B	
REPORT OF MEDICAL HISTORY	DD 2807-1	B	
PHYSICAL RISK CLASSIFICATION	NAVPERSCOM LETTER	B	FILED BY NAVPERSCOM ACTION OFFICE
ORDERS			
NEW APPOINTMENTS/RECALL/ACTIVE DUTY FOR SPECIAL WORK	VARIOUS FORMS, LETTERS, NAVAL MESSAGES	O	

O - OFFICER E - ENLISTED B - BOTH

**MILITARY PERSONNEL RECORDS SYSTEM
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
ORDERS (CONT'D)			
ACTIVE DUTY FOR TRAINING (AT/ADT)	VARIOUS FORMS, LETTERS, NAVAL MESSAGES	O	
ALL SEPARATION/RETIREMENT ORDERS	VARIOUS FORMS, LETTERS, NAVAL MESSAGES	B	
PERSONAL INFORMATION			
DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA	NAVPERS 1070/602	B	
OFFICER'S REPORT OF HOME OF RECORD AND PLACE FROM WHICH ORDERED TO A TOUR OF ACTIVE DUTY	NAVPERS 1070/74	O	
RECORD OF EMERGENCY DATA	DD 93	B	
REQUEST FOR INSURANCE (SGLI)	SGLV 8285	B	
REQUEST FOR FAMILY COVERAGE (SGLI)	SGLV 8285A	B	
RESERVE COMPONENT SURVIVOR BENEFIT PLAN - ELECTION CERTIFICATE	NRPC 1772/3	B	
RESERVE COMPONENT SURVIVOR BENEFIT PLAN-CHANGE OF BENEFICIARY	NRPC 1772/3A	B	
SERVICEMEMBERS GROUP LIFE INSURANCE ELECTION AND CERTIFICATE	SGLV 8286	B	

O - OFFICER E - ENLISTED B - BOTH

**MILITARY PERSONNEL RECORDS SYSTEM
 DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
PRIVILEGED INFORMATION			
MATTERS OF INTEREST HOLDINGS ADMINISTRATIVE LETTERS	LETTER	O	PERS-834 ACTION OFFICE
DETACHMENT FOR CAUSE	LETTER	O	PERS-834 ACTION OFFICE
CONSCIENTIOUS OBJECTOR	VARIOUS FORMS	B	
DRUG DISPOSITION RECOMMENDATION	VARIOUS FORMS	B	
FAULT TRANSFER	VARIOUS FORMS	B	
OFFICER/ENLISTED PERFORMANCE EVALUATION CASES	VARIOUS FORMS	B	
REMOVAL FROM PROMOTION LIST	VARIOUS FORMS	B	
RETAIN AND WARNING/PERFORMANCE/CONDUCT	VARIOUS FORMS	B	
STANDARDS OF PERFORMANCE	VARIOUS FORMS	O	
MISCELLANEOUS PROFESSIONAL HISTORY			
ADMINISTRATIVE REMARKS	NAVPERS 1070/613	B	ONLY THOSE REQUIRED BY REGULATION TO BE FILED IN PERMANENT RECORD
COMMUNICATION SECURITY MAINTENANCE & TRAINING/EXPERIENCE RECORD	DD 1435	B	
PARENT/GUARDIAN CONSENT, DECLARATION	VARIOUS FORMS	E	
DRUG & ALCOHOL ABUSE STATEMENT OF UNDERSTANDING	OPNAV 5350/1 OR NAVCruit EQUIVALENT	B	
DRUG & ALCOHOL ABUSE REPORT	OPNAV 5350/7	B	

O - OFFICER E - ENLISTED B - BOTH

**MILITARY PERSONNEL RECORDS SYSTEM
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
MISCELLANEOUS PROFESSIONAL HISTORY (CONT'D)			
RECORD OF MILITARY PROCESSING- ARMED FORCES OF THE UNITED STATES	DD 1966	E	
U.S. NAVY ALCOHOL AND DRUG ABUSE SCREENING CERTIFICATE	NAVCRUIT 1133/65	E	
QUALIFICATIONS			
ANNUAL SAIL REPORT - MERCHANT MARINES/NAVAL RESERVES	SURFRES 1534/1	O	
ENLISTED QUALIFICATIONS HISTORY	NAVPERS 1070/604	E	
MERCHANT MARINE COAST GUARD LICENSE	VARIOUS FORMS	O	
AVIATION SERVICE GATE	NAVPERSCOM LETTER	O	
RECORD CHANGES			
BOARD FOR CORRECTIONS OF NAVY RECORDS (BCNR) DECISIONS	LETTER	B	BCNR ACTION OFFICE
NOTIFICATION OF CHANGE IN SERVICEMEMBER OFFICIAL RECORD	DD 1343	B	
RESERVE INFORMATION			
INACTIVE DUTY ORDERS	NAVRES 1326/2 AND NAVRES 1326/4	E	FILED BY NRPC ACTION OFFICE
INACTIVE DUTY TRAINING ORDERS	NAVRES 1321/2	O	
NAVAL RESERVE QUALIFICATION QUESTIONNAIRE	NRPC 1200/1	O	

O - OFFICER E - ENLISTED B - BOTH

**MILITARY PERSONNEL RECORDS SYSTEM
 DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
RESERVE INFORMATION (CONT'D)			
OFFICER APPLICATION/ORDERS FOR INACTIVE DUTY	NAVRES 1321/1	O	
RESERVE OFFICER REQUEST FOR TRANSFER/TERMINATION	NAVRES 1301/5	O	
READY RESERVE TRANSFER REQUEST/SERVICE AGREEMENT	NAVPERS 1200/1	O	
TRANSFER BETWEEN STANDBY/READY NAVAL RESERVE AUTHORIZATION	VARIOUS FORMS	O	
NAVAL RESERVE STATUS CHANGE	STATUS LETTER		PERS-9 ACTION OFFICE
CREDENTIALS/PRIVILEGING INFORMATION (MEDICAL OFFICER)	STATUS/NOTIFICATION LETTER	O	PERS-9 ACTION OFFICE
NAVAL RESERVE SCREENING QUESTIONNAIRE	NRPC 3060/2A	O	MAINTAINED FOR IRR MEMBERS FOR PROMOTIONAL SCREENING BOARDS
SECURITY			
ASSIGNMENT RESTRICTION - SECURITY REASONS	VARIOUS FORMS	B	PERS-831 ACTION OFFICE
CLASSIFIED INFORMATION - NONDISCLOSURE AGREEMENT	SF 312	B	
SECURITY TERMINATION STATEMENT	OPNAV 5511/14	B	
PERSONNEL RELIABILITY SCREENING PROGRAM	VARIOUS FORMS	B	PERS-831 ACTION OFFICE VIA CNO (NO9N2)

O - OFFICER E - ENLISTED B - BOTH