NONRESIDENT TRAINING COURSE

November 1995

Personnelman 3 & 2

NAVEDTRA 14214

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Although the words "he," "him," and "his" are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

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PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards,* NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

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Sailor's Creed

"I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all."

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INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the assignments. To submit your assignment answers via the Internet, go to:

http://courses.cnet.navy.mil

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one "scannable" answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

http://www.advancement.cnet.navy.mil

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail: n313.products@cnet.navy.mil
Phone: Comm: (850) 452-1001, Ext. 2167
DSN: 922-1001, Ext. 2167
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC (CODE 313)
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil
Phone: Toll Free: 877-264-8583
Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC (CODE N331)
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 23 points. These points will be credited to you upon your satisfactory completion of each unit as shown below:

Unit 1 – 12 points – Assignments 1 through 8

Unit 2 – 11 points – Assignments 9 through 15

(Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

COURSE OBJECTIVES

In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following topics: Dynamics of the Personnelman Rating; Navy Enlisted Occupations; Personnel Support; Correspondence and Files; Enlisted Service Records; Officer Service Records; Enlisted Distribution Report, Officer Distribution Control Report, and Diary Message Reporting System; Counseling Service Members; Advancement, Education, and Training; Commissioning Programs; Overseas Travel and Orders; Transfers and Receipts; Naval Reserve Programs, Reenlistment Incentive Programs and Separations; Leave Procedures; and Electronic Data Processing and the Source Data System.

Student Comments

Course Title: *Personnelman 3 & 2*

NAVEDTRA: 14214 **Date**: _____

We need some information about you:

Rate/Rank and Name: _____ SSN: _____ Command/Unit _____

Street Address: _____ City: _____ State/FPO: _____ Zip _____

Your comments, suggestions, etc.:

Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.

NETPDTC 1550/41 (Rev 4-00)

CHAPTER 1

DYNAMICS OF THE PERSONNELMAN RATING

The Navy Personnelman (PN), as the name implies, is someone who works in a personnel-related field and is normally assigned to a personnel office. In today's Navy, the PN carries out a broad range of duties, including typing and recordkeeping, interviewing and counseling, writing official letters and reports, and maintaining the officer and enlisted service records. These are fundamental responsibilities in the PN rating, but they are not the only ones assigned to PNs. In fact, this rating is so broad that there are many responsibilities we will not be able to cover within the scope of this training manual (TRAMAN).

SCOPE OF THIS TRAMAN

In this TRAMAN, we will focus our attention on the important duties and responsibilities that are most frequently assigned to PNs in paygrades E-4 and E-5. We will concentrate on the duties performed and the knowledge required by the Personnelman third class and second class based on the most current Navy enlisted occupational standards.

HOW TO USE THIS TRAMAN

Remember, you cannot rely solely on the information presented in this TRAMAN to accomplish your job as a PN. Remember also that the scope of the information provided in this manual is basic information you should know as you grow and progress in the PN field.

Throughout this TRAMAN, you will encounter specific terminology associated with the PN rating. As a study aid, the glossary in the back provides explanations that may help you better understand what you are reading. Use this glossary whenever you have questions concerning certain terms and/or acronyms that you may not understand.

As you read the information, keep in mind that you are responsible for keeping yourself up to date in all areas of your rating and career. At the time it was printed, this TRAMAN contained current information. However, by the time you obtain this self-study TRAMAN/NRTC training package and begin to use it, some of this information will be superseded by newer information. We advise you to keep an open mind and stay alert as to whether or not the information is the most up-to-date information you should use according to the most current official policies and practices of your rating and the Navy.

UNDERSTANDING YOUR RATING

Your duties and responsibilities will involve dealing with people and maintaining the records that represent their lives. Among all the duties and responsibilities you may encounter as a member of the PN rating, one stands out as the most important— you must be able to work and deal with people. Recordkeeping will also be an important part of your job. The importance of accurate recordkeeping throughout the Navy cannot be overemphasized. From the standpoint of the Navy, records provide a ready reference source to past events and policies and help in making future decisions. For the individual, records provide a source of reference to past accomplishments, awards, training, performance, and other important information relative to his or her naval career. Remember, a Navy member's service record represents his or her life.

As a PN, you are entrusted by the Navy to take care of its most valuable asset—its people. As you read this chapter, you may notice that most of the information will focus on your responsibility to provide good customer service to Navy people. Understanding the significance of providing good customer service is fundamental to your rating and is the most important step you can take to become a better PN. After studying the information in this chapter, you should be able to recognize the important transactions that take place in a Navy personnel office. You also should be able to identify the fundamentals of good customer service and the ways in which you, the PN, can provide the best service to the Navy's people.

THE PERSONNEL OFFICE

In many ways, the personnel office is an administrative control center within a command. Numerous pay and personnel actions that directly impact on naval personnel are performed out of this

office. For example, when a service member gets married, he or she must go to the personnel office to initiate all the necessary paper work on behalf of the new dependent. Leave papers are processed in this office. Dependent and active duty ID card applications and cards are also prepared. Furthermore, members who are reporting aboard, transferring, reenlisting, or separating from the Navy will have the appropriate documents prepared at the personnel office. The transactions that take place in the personnel office will affect nearly all areas of a Navy member's life.

The size and composition of personnel offices will vary from command to command and from ship to ship. A common characteristic of all personnel offices is that they are usually very active because of the numerous personnel transactions that continually take place. At sea, PNs will work in the personnel or ship's office. If attached to a squadron, PNs will work out of an office assigned to them by the ship's commanding officer (CO). This office is independent of the personnel and/or the ship's administrative offices. Ashore, PNs are normally assigned to personnel support activity detachments (PERSUPPDETS). The following section will give you an overview of the PERSUPPDETS.

PERSONNEL SUPPORT ACTIVITY DETACHMENTS

The PERSUPPDETS, also referred to as PSDs, are the one-stop service centers that retain and maintain the pay accounts and service records for all shore commands and activities within a specific geographical area. All active duty Navy personnel, including transients, students, and patients attached to shore activities and components, Naval Reserve activities, and joint and unified commands within a prescribed geographical area, are supported by that area's PERSUPPDETS. Figures 1-1 and 1-2 show PNs providing customer service to Navy personnel at a PERSUPPDET.

All PERSUPPDETS are supported by a personnel support activity (PSA). The PSAs are activities that manage a number of PERSUPPDETS within a geographical area. As the command in charge of these PERSUPPDETS, the PSA provides technical direction, guidance, and assistance to all commands under its authority.

The overall mission or goal of the PERSUPPDETS is to provide pay and personnel services to officer and enlisted naval personnel and passenger transportation services to all Navy-sponsored travelers; to provide commands and activities with pay, personnel, and

Figure 1-1.—PN assisting customers at a PERSUPPDET.

Figure 1-2.—Customer service area in a PERSUPPDET.

transportation management information and other related support; and to perform such other functions and tasks as directed by the PSA.

To carry out their mission, the PERSUPPDETS perform the following functions:

- Provide one-stop pay, administrative, and passenger transportation support to the individual service member, dependents, and retirees, and passenger transportation support to Navy civilians

- Provide military pay support to naval activities and/or afloat units without a disbursing officer and provide other disbursing services as applicable

- Provide pay, personnel, and transportation management information to customer commands to assist them in the effective management of personnel assigned

- Ensure the accuracy and timeliness of submission of pay, personnel, and passenger transportation data to the Bureau of Naval Personnel (BUPERS); Defense Finance and Accounting Service (DFAS)-Cleveland Center, Cleveland, Ohio; Naval Reserve Center (NAVRESCEN); and other commands as appropriate.

Essentially, these functions will touch upon the lives of all Navy personnel assigned to shore commands and activities. In the following section, let's look at a personnel office afloat.

SHIPBOARD PERSONNEL OFFICES

Let us briefly consider the makeup of shipboard personnel offices. At sea, these offices are obviously much smaller than offices ashore. When feasible, personnel offices will be located near the disbursing office. On aircraft carriers, the personnel office and the disbursing office may be combined to maximize their effectiveness. The nearness or the combination of both offices is due to the close working relationship between the PNs and the Disbursing Clerks (DKs) and the continual interchanging of information regarding personnel and pay accounts. This closeness or combination of off-ices also helps enable a more timely submission of pay documents from personnel to disbursing.

On smaller ships, most administrative and personnel functions are likely to be performed out of a single office. On larger ships, such as aircraft carriers, these duties may be carried out in several different spaces. For example, a large aircraft carrier may have a separate personnel office, an educational services office, an administrative office, and a legal office. As stated earlier, the size and composition of a personnel office will vary from one command to another and also from ship to ship.

Whether you are assigned to a personnel office afloat or ashore, you will have specific responsibilities for the appearance and efficiency of your office. In the following paragraphs, we will examine these responsibilities.

OFFICE APPEARANCE AND ARRANGEMENT

The amount of control you will have over the physical conditions in your office will vary with the location and the type of duty to which you are assigned. Aboard ship and ashore, conditions outside your control may determine the kind of office and equipment you will have. However, regardless of the conditions, you will be expected to take your share of the responsibility for the general appearance and neatness of your office. We will discuss more about the appearance of your office in the next paragraph and in the section pertaining to customer service. We want to point out your responsibilities for your office and how you should perform these duties as a routine part of your job-and not wait to be asked by your supervisor or other senior petty officers to perform them. Take the initiative yourself and carry out these duties!

NEATNESS AND CLEANLINESS

The general appearance of an office can be greatly affected by a simple practice such as putting things away from day to day. It will be one of your responsibilities to see that articles used during the day are put back where they belong. In securing your ship's personnel office for the night, you should properly secure and store all gear and supplies to prevent damage to equipment or injuries to personnel from flying objects if your ship should encounter heavy weather. If you are serving ashore, it is no different—you should still put away articles and clean up your work area before you secure for the day.

Whether your office is ashore or afloat, you should go through your correspondence basket daily to see that work does not pile up. When you handle classified documents, be especially careful. After using classified documents, make sure you store them according to the guidelines set forth in the *Department of the Navy Information and Personnel Security Program Regulation,* OPNAVINST 5510.1.

Make sure all supplies such as ink and correction fluid that may stain other materials are put away properly. Do not leave any equipment on the deck that might be damaged when the office is cleaned. Avoid accumulations of loose papers or other objects that may create a fire hazard. Desks should be dusted frequently. Do not allow dirt to build up until field day.

In putting away things others have been using or in dusting someone else's desk, use care and good judgment so that you do not lose or misplace anything. Do not disturb the arrangements they have made of their papers.

ARRANGING YOUR DESK

Your own desk is one item for which you are always responsible. Arrange it in a manner that is neat and organized. Set the example for those individuals who are less organized than yourself.

The following suggested plan is suitable if you spend most of your time typing letters or other correspondence and forms. Your work may require that you provide space for other types of supplies, but the general principle will still be applicable.

- Keep pencils, erasers, paper clips, and other small articles in shallow drawers or trays.

- Insert slanted stationery trays in one of the upper drawers. Use a separate tray for each type of stationery or form. Place the most frequently used stationery or forms at the front, with the additional trays similarly containing forms according to frequency of usage.

- Keep carbon paper in its box to keep it from curling or from soiling the stationery.

- If you keep any personal belongings such as clothes in your desk, place them in a separate drawer or in a location away from public view.

- At the end of the day, clear everything possible from the top of your desk. You should straighten any articles that remain on top of your desk and close all drawers. Make sure all classified or sensitive material is properly stored.

OFFICE ARRANGEMENT

If you have an opportunity to arrange the furniture in your office, do some advance thinking and planning before you start moving it. You should place desks so that those who work at them will have enough light without having to face the light. Avoid arranging desks so that anyone's back is to the reception area. Everyone in the office should be in a position to see and assist customers. Also make sure there is enough working space for your office co-workers to move around.

Chairs should be adjusted so that typists' feet rest firmly on the floor and chair seats are at least 12 inches below the base of the typewriters. Think of the work that has to go on regularly and place equipment where it can be used most conveniently and where work will flow in one direction rather than in a crisscross manner.

You should place tables or counters conveniently for handling supplies or assembling papers. You should place files where they are handy for those who use them, but separated as much as possible from general office traffic.

Arrange for as much privacy as possible for those who do interviewing and counseling. We will discuss more about counseling techniques in a later chapter. If testing is to be done, provide a quiet spot. If interviewing and testing of large numbers are functions of your office, special interviewing booths and testing rooms will be needed.

It should be possible to plan an arrangement that not only is convenient but also looks orderly and uncluttered. Keep things as simple as possible. Bookcases and special shelves should be used to store books, magazines, and pamphlets so that tables and desks can be used as work spaces and not as receptacles for piles of reading materials. Arrange furniture in a manner that satisfies the needs of your office and is consistent with the availability of space whether you are aboard ship or ashore.

CUSTOMER SERVICE: THE ART OF DEALING WITH PEOPLE

At the beginning of this chapter, we told you that the most important characteristic of a good PN is the ability to work and deal with people. As a PN, almost everything you do will involve dealing with people. In this section, we will tell you about the importance of providing good customer service to all individuals regardless of their status. We will describe what can happen whenever you provide good (or bad) customer service and the effects you will have on the image of your office, your rating, your command, and the Navy as a whole.

As a PN, you are one of the most important customer service representatives in the Navy. We will tell you about some of the ways in which you, the PN, can improve the customer service environment of your office so that your personnel office can effectively provide the type of customer service Navy people need and deserve. We will talk about your role as a customer service representative and the ways in which your attitude, personal appearance, and pride in your job and yourself play a big part in providing good customer service. We will also tell you about some of the pitfalls you must avoid so you can provide the type of service that your customers will need and deserve.

EFFECTS OF FACE-TO-FACE CONTACT

As a customer, have you ever waited in line only to be told when you finally reach the window, "Come back tomorrow. The person who takes care of that is not here today"? Have you ever tried to get a question answered and had the feeling that the person to whom you were talking resented being bothered? What about this situation: Have you ever walked into an office and waited and waited for service? Did you feel as though you were being ignored by office personnel who were just standing around? Did you notice that some of them realized that you were standing there waiting for service, but just looked the other way? Most importantly, have you ever acted toward a customer in an inappropriate manner, a manner that is not consistent with your professional responsibilities as a PN?

As you think about these questions, are you convinced that there were some good reasons (not excuses) for these situations to happen?

Only a wishful dreamer would expect all the Navy members to be 100 percent dedicated to their work, and only a confirmed pessimist would declare that the Navy will never be as good as it should be. There must be a point between these two extremes at which the problems and requests of naval personnel, their dependents, and Navy employees can be and should be handled correctly, promptly, and courteously; a point at which members will be satisfied with the service they receive without reducing the efficiency of those providing the service.

Providing excellent customer service is the responsibility of everyone in the Navy. A few of the

Navy's ratings, however, are involved primarily with providing services directly to personnel. These ratings include the AK, DK, DT, HM, LI, LN, MS, NC, PC, PN, RP, SH, SK, and YN. Although this chapter is intended for you, the PN, personnel in other ratings who are reading this TRAMAN can apply the same principles of providing good customer service while performing their jobs.

Think back to some recent contact you have had with one or more of the personnel service ratings. How would you rate the service you received? You are a member of one of these ratings. How do you think your service as a PN would be rated by those you have served?

Now, carry this one more step. What effect did this good or bad customer service from other people have on you? How would you respond to courteous treatment and efficient action as opposed to a "don't care" attitude?

YOUR ROLE IN THE PERSONNEL OFFICE

A customer seeking assistance in the personnel office can still be given good service even though it may be impossible for you to provide the desired results. People may ask for things or services to which they are not entitled or for which you may not have the authority to approve or grant. In these cases, providing good customer service refers to the quality of service you can provide rather than whether or not you are able to comply with all the person's wishes. When a person seeks assistance in the personnel office and you do not provide it or you give the person the "runaround," "fast shuffle," or a "Don' t bother me" response, you are relaying to this person any one of the following impressions about your attitude concerning his or her needs:

"You are not an important individual."

"Your request or problem is not important to me."

"You don't know what you are talking about; I do !"

"I don't care about your problems; I've got problems of my own."

"I have more important things to do."

"I am having a bad day today."

As a PN assigned to a personnel office, think about the kind of effect you will have on this person who is, after all, just asking for assistance. Many of the people entering the Navy do not have a clear idea of what Navy life is all about. Their perceptions have been influenced by friends, parents, movies, books, and TV programs; a sense of responsibility to their country (patriotism); the glamour of the uniform and tradition; the opportunity to travel; and the desire to make it on their own. They have all been screened and generally are the type of people the Navy wants—intelligent, healthy, and motivated. They have a lot to learn and still have much hard work and usually some growing up to do. But they have a high potential for becoming valuable Navy members who will value their roles and status in the Navy and the contributions they can make to the Navy and their country.

What happens along the way to make some Navy members count the days until they will get out? Granted, some people will never like the Navy, regardless of the changes made for their benefit. Thus, there are a large number of members who each year bid the Navy farewell. On the other hand, some of these members might have chosen the Navy as a career had it not been for the frustrations and disappointments they encountered during their first enlistment. Everyone has inconveniences and disappointments to contend with, and young sailors are not exempt from these experiences. Nevertheless, young sailors do not expect and should not have to contend with a lack of service. The same is true for all other customers.

The effect of bad service in a personnel office is much more lasting than the momentary anger or disgust felt by the recipient. You can be sure the customer will remember you if you provided him or her with bad service. You can also be sure the customer will tell his or her friends about the bad service you provided. The frustration and resentment bad service can cause will stay with that person in the form of his or her general attitude toward the Navy.

On the other hand, good service contributes to a good attitude in a person. A person who provides good customer service has qualitative and enviable personal characteristics that are indicative of that person's human relations capabilities, knowledge, interest, and concern for others. These qualities are especially important for you, the PN. By providing good service, you make friends, and you build excellent rapport between you and the customer. The Navy person who receives good service will remember you as being a professional customer service representative who is always willing and able to help. You can be sure this person will tell his or her friends about you and recommend you to them whenever they need to come to the personnel office.

In your career, the importance of providing excellent service to Navy people cannot be overstated. You should always strive to provide the best customer

service possible to Navy members, regardless of their status. Also, regardless of the status of your customer, you must always be professional.

Polishing Your Image

To be a good PN, you must look, feel, and act professional. The Navy is affected, either directly or indirectly, by the image you project. The satisfaction and gratitude resulting from a person's having received good customer service will extend beyond you, the PN, because the image you project will also extend to your command and the Navy as a whole. Therefore, the Navy benefits from the good image you have fostered.

The Navy also bears the brunt of a bad image or bad service on your part. Bad service creates an attitude of resentment in the customer toward the personnel office, the command, and the Navy. Machinery and equipment can be purchased when needed, but conscientious, dedicated people cannot. Thus, it is apparent that capable people are the Navy's most valuable asset." The Navy is constantly losing its important assets—its capable petty officers. The choice either to reenlist or leave the Navy is a personal matter, and the decision usually represents much careful thought and planning. Too often, however, the decision to leave the Navy is made by members who have been frustrated by irritating incidents and dissatisfied with the service they have received. In such cases, the Navy has lost not only the person but also, in many cases, a considerable training investment.

As a PN, you may ask, "What can I do about it?" My job can't be all that important !" Remember: When you are performing a personal service or supplying a personal need, there are no unimportant jobs! One of these days when you leave your ship or the PERSUPPDET where you work, look back at the place and say to yourself, "My job is very important. I am a significant contributor toward the overall mission of my command. I will continue to do my very best." Remember: you are an important individual! Your image should reflect your pride in your job and yourself.

Improving Service

Few changes are made just for the sake of change. There is first a recognized need, and then new procedures are developed to meet the need. This is also the first step in making improvements in the area of service. Those involved must recognize that, in all instances, the best possible service has not been provided. Regardless of how well things maybe working, there is usually room for improvement.

Recognizing the Customer's Needs

Before discussing needs, let's first consider the people who experience them. Everyone in the Navy has needs. People's problems must be often met by someone else. As a PN, you will encounter many individuals who have a variety of needs. You most likely will know the answers to many of the problems or, if not, you will know where to find them. As depicted in figure 1-3, you have the key to the

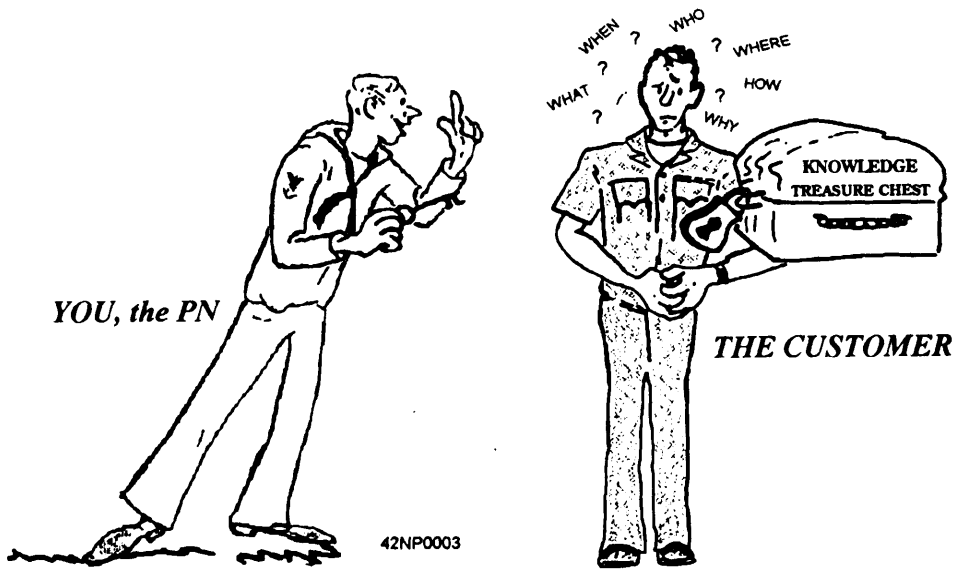


Figure 1-3.—You hold the key to the treasure chest of knowledge for good customer service.

information chest that contains the facts you need to help a person seeking assistance. Recognize that the personal service requirements are not the same for everyone. The senior petty officer will come to you for service, but, because of his or her experience, will not require the same explanations, interpretations, or advice that a younger, less experienced member requires. Since the more experienced members are aware of the services to which they are entitled, they are less likely to accept poor service. Although all members depend on others for service, the greater need probably is felt by the young men and women serving their first enlistment, or by their dependents.

It is apparent from members' comments concerning the service provided by some personnel in customer service-related fields that the service needs to improve. As a first step in determining how improvements can be made, let's analyze the following factors concerning the desires and feelings of our customers:

- They want to be regarded as individuals.
- They feel that, as persons, they are worthy of more attention than you would give to mechanical, routine duties.
- They want you to treat them equally and fairly, to be concerned with their welfare, and to be considerate of their time.
- They recognize their lack of experience and knowledge and rely on more experienced members, such as yourself, for advice and proper action in their behalf.

These examples all relay one message: Improved human relations are essential if customer service is to improve.

Improving Your Contact Skills

To have a skill is the ability to do something well as the result of talent, training, or practice, or a combination of these. A multitude of skills comes into play in your day-to-day life—the professional skills of your rating, your military skills, and the skills you use in your off-duty activities.

We are concerned here with yet another type of skill, face-to-face skills. These are skills that enable you to deal effectively with people. Basically, these skills include the ability to listen attentively, effectively use eye contact, and work with and speak to every individual as a person and not as an object.

The structure of the Navy tends to foster an impersonal attitude in its members. We go where we are sent. We do what we are told. Most of the decisions that affect our lives are made by people we never even see. This type of relationship does not involve face-to-face contact, but this is not the relationship that exists aboard ships or at shore stations. Here you are in face-to-face contact with the customer; here the relationship becomes personal.

It is because of this personal interaction that you are required to have face-to-face skills if you are to be an effective PN. People who are successful in sales prefer to work on commission because it provides a reward in proportion to their skills and efforts-the most important being their face-to-face skills. They listen to the customer to understand his or her needs; they speak to the customer in a way the customer understands; and they make every effort to make sure the customer is satisfied.

Your effectiveness as the contact point depends on how well you listen, speak, and respond to the customer's needs and how well you acquire and use face-to-face skills.

Examining Your Attitudes

Attitudes can be described as the tendency to move toward a situation or away from it; to be either positive or negative in our outlook or feelings toward a subject; or to express a like or dislike (based on habit, a previously formed opinion, or a current snap judgment) for someone or something. A good illustration of the positive-negative outlook was provided sometime ago by a television commercial for the U.S. Peace Corps. Look at the glass in figure 1-4. Do you see the filled portion or the empty portion of the glass? Do you see "what is" and resolve to make the most of it? Or, do you see and resent "what is not"?

Our attitudes cannot be measured or graded, but the effects or results of our attitudes can be. The effects of our attitudes are apparent in our actions, words, and deeds. You may have said or heard someone else say, "That person has a bad attitude." What does this mean? How was this opinion formed? Was it formed as the result of the way that person has acted toward co-workers or customers, or as a result of not having completed his or her assigned work?

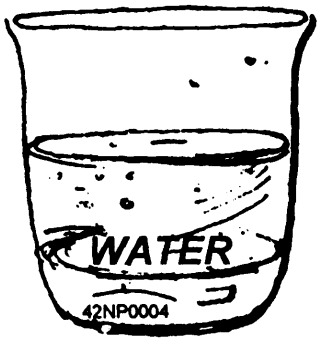


Figure 1-4.—Is the glass half empty or half full?

Let's look at some specific instances in which attitude can play a big part. Consider the situation of PN2 Boat who works in the educational services office aboard a carrier. PN2 Boat knows that PN3 Doe, who works in the personnel office and is in charge of the leave tickler, submitted canceled leave papers to the disbursing office without authorization. PN2 Boat also knows that PN3 Doe informed the DKs that the leave that was supposed to have been taken by those members was not taken, and that they should not charge these members. Contrary to what PN3 Doe told the disbursing office, PN2 Boat knows that the leave was actually taken by these members. What if PN2 Boat should say to himself "Oh well, PN3 Doe does not work for me; he is the personnel office supervisor's responsibility. Anyway, I'm short and really shouldn't care about what happens in the personnel office." What will happen as a result of PN2 Boat's attitude? First of all, the individuals who should be charged for the leave they took will not get charged, and no disciplinary action will be brought against PN3 Doe. Do you think this is dereliction of duty on the part of PN2 Boat? We think so.

Let's consider the attitude that prompted PN2 Boat not to take action. It is the same attitude demonstrated by the Mess Management Specialist (MS) who scorches the eggs; the liberty boat coxswain who drives into every wave to create lots of spray; or the Hospital Corpsman (HM) who loses your shot record. PN2 Boat did not care because he had a short-timer's attitude and was a good friend of one of the members who was supposed to have been charged leave. Also, he did not care because he was not PN3 Doe's supervisor. As for the MS, he had already eaten. In the case of the liberty boat coxswain, he was in this duty section and was going no farther than fleet landing. As for the HM, he would not end up with a sore arm from the extra shots you might have to take. These individuals were not interested in doing a good job. They were just going through the mechanics of doing a job but not taking the responsibility for doing it well.

Why are we bothering to talk about attitudes? After all, people are people, and you cannot change human nature. This is not true! Human nature is constantly changing—as attitudes change. HOW do attitudes change? First, it takes you to recognize that a need for change in attitude is desirable. Second, you have to do something about it or take appropriate action to make the change. Only you can do it. No other person can force you to change. Changing your attitude is just like setting goals for yourself; you must combine vision with action. It is just like wanting to do something, determining what needs to be done, and doing it.

No doubt you have seen a child being carried kicking and screaming into a doctor's office for a shot. The child's negative attitude is based on fear of the immediate discomfort of getting a shot. Why do adults go for their shots without kicking and screaming? An adult's positive attitude is based on the knowledge that the immediate discomfort of a shot is insignificant compared to the desirability of preventing disease. As we increase our knowledge and understanding, our outlook on life—our attitude—becomes more positive. As a PN, you can be sure your attitude will have an effect on your ability to deal with your customers.

ROLE OF THE CUSTOMER

Before we talk about the role of the customer, let's first consider the term *customer.* It is a familiar word, and all of us in the Navy are frequently considered to be customers. We often go to other offices for assistance. As customers, we always expect to be provided the very best possible service. In reality, we do not always receive the kind of service we deserve or expect from those serving behind the counter.

Your role as a customer is to be courteous, tactful, and respectful to the person providing assistance to you. When you make the person assisting you feel important, you are encouraging that person to be more aware of the expected service he or she needs to provide. If you feel that the person is not providing you with the assistance you seek or expect, it is your responsibility to bring the matter to the attention of a more senior and knowledgeable individual, such as the person's supervisor. As the customer, you should never leave an office unsatisfied. You should leave

that office feeling that you can always return, at any time, and be confident that they will provide you with the assistance you need. This is a realistic expectation.

Now, change your position from the person seeking assistance to the person behind the counter providing assistance. Just imagine how customers feel when they come to the personnel office and they do not receive the help they need or deserve. Look at figure 1-5. How would you feel if you were the person being served by an actual PN who acted just like the PN shown in this figure? It is not a good feeling, is it? Remember one thing, always put yourself in the customer's shoes. Think of how you, as a customer, would like to be treated, If you remember this, you will become a more conscientious PN and you will certainly try to provide the very best customer service possible. Take care of those who need help. If you do not have the answers, find out who does, and get the answers.

THE CUSTOMER'S FIRST IMPRESSION

Customers form first impressions about you and your office the very first time they come in for help. Therefore, it is important for you to create a positive, lasting impression. You may handle many customers in the course of a day. Remember that every customer deserves the same courteous treatment. Take care of each customer in a professional manner and move on to the next one. The fact that you must handle many customers during the course of a day may affect your mood. If you are in a bad mood, the customer will sense it and feel very uncomfortable around you. Therefore, you should learn to control your moods and your temper.

If you feel that you cannot provide the service a customer needs because you are having a bad day, get someone else who will be able to help, and excuse yourself. This is in the best interest of you and the customer.

A customer's impression of you will usually extend to the entire office. For example, if a customer has a particularly complicated problem, and you are able to help him or her solve it by looking up the applicable reference, the comment from the customer to shipmates might be, "That PN3 John Doe in the personnel office is on the ball." It is even more likely that the customer's comment will be, "That personnel office is on the ball. They solved my problem because they know what they are doing."

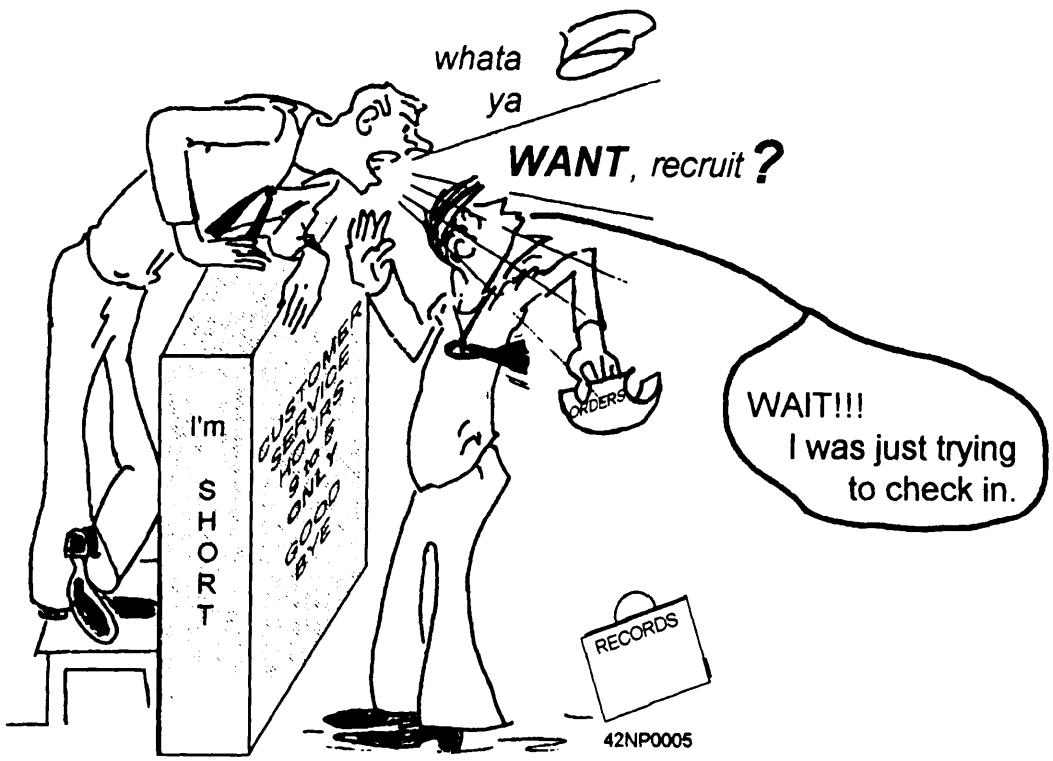


Figure 1-5.—Impolite behavior results in bad customer service.

Your Appearance

Just like your image, your appearance is the first thing the customer notices and uses to form an impression. You must look good, feel good, and act professional. You also should exhibit self-confidence in your abilities.

It goes without saying that you should be in the prescribed uniform of the day. But this by itself is not enough. You should present not only a correct but also a neat appearance. Of course, no one is expected to look neat and fresh at the end of a hard day. For example, if you are told to paint a passageway in front of the personnel office aboard the ship, or if you are told to sweep, swab, wax, and buff the deck, you are not expected to look your best. You can, however, start that way in the morning.

Appearance does not necessarily affect your professional performance, but it does indicate your attitude and your pride to the customer. Your appearance is just as important to the customer as the appearance of your desk and the general appearance of your office.

As for the appearance of your office, a neat, efficient-looking, businesslike desk and working space, such as the office of the PN depicted in figure 1-6, imply that the people working in this office are efficient and businesslike. Have you heard the expression that "A messy desk is a working desk"? This is not true! The appearance of a messy desk does not mean that an individual is working any harder than the person who has a neat desk. A messy desk or a messy office shows total disregard for its appearance and a lack of concern and professionalism on the part of the person or persons who occupy it. A messy desk or office does not impress customers; in fact, it turns them off.

How do <u>you</u> maintain <u>your</u> desk? If you display a disregard for neatness, the customer will pick up on this characteristic.

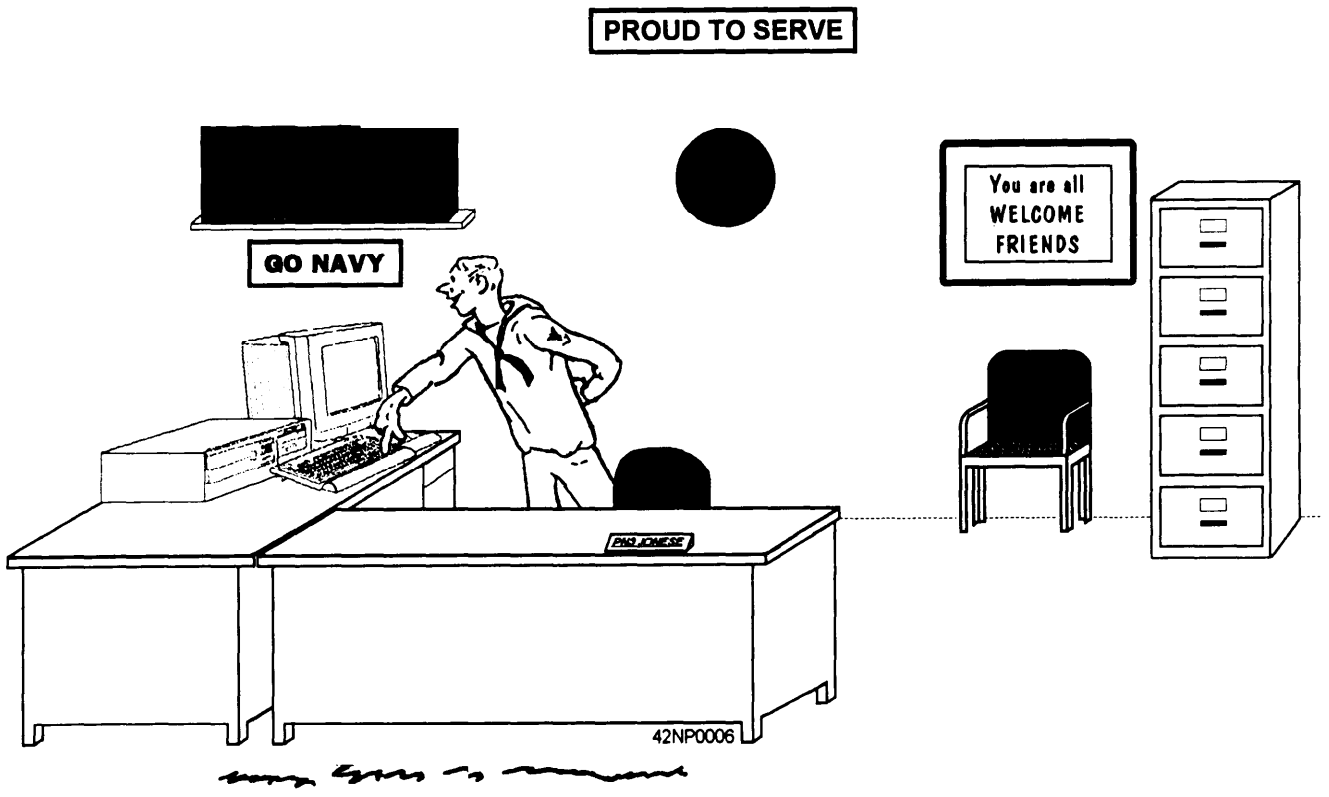


Figure 1-6.—A PN projecting a neat and clean appearance and office.

If your appearance or the appearance of your office tells the customer that you do not care about yourself or your office, then the customer has a legitimate reason for believing that the service you provide will show the same lack of concern. You should be a neat and organized individual !

Your Attitude as Customer Service Representative

We discussed attitude earlier, and it is so important in providing good customer service that we must reemphasize it once again.

The impression being formed by the customer is also the result of other evidence. The customer forms a mental picture of you from the messages you unconsciously communicate—what kind of person you are and how you view your job, your rating, the Navy, the customer, and the customer's problem. These messages consist of positive or negative attitudes such as the following.

NEGATIVE ATTITUDES	POSITIVE ATITUDES
"I wish I could get out of this rat race."	"I perform an important function by providing needed services."
"They treat me like a servant."	"I know we have a lot of work to do, but I am a member of the same team and I must do my fair share."
"I'm tired of this little dinky job."	"This routine job is boring at times, nevertheless it is an important job and I will do it to the best of my ability."
"These dumb kids don't know what they want,"	"Because of their inexperience, these young customers rely on me for assistance."

"Don't bother me!" "May I be of assistance to you?"

The customer will soon know how you feel, and you will not have to express your feelings in words. Just as in figure 1-7, your attitude will speak for itself. Your attitude toward your customers is closely related to your attitude toward your job. Your customers will quickly sense your attitude from your speech and the manner in which you conduct yourself.

What is your attitude toward your rating or your present duties? What would be the result if no one else were doing your job? Regardless of how you answered these questions, you have certainly communicated your attitude to your customers.

If you have a negative attitude toward your job, have you stopped to think and ask yourself why? It is not unusual for a person to feel that an assignment is a treadmill at times, but something can be done about it. Is the job that you have not enough to keep you busy? Do you have too much time on your hands? If this is the case, this gives you an opportunity to study for advancement, or prepare yourself for a more challenging position in your office.

Even with today's manpower shortages, there is even a greater shortage of people who are willing to do more than just the bare minimum. Be a dedicated individual and do not just do what is expected of you. You should do more! Your dedication and your efforts will eventually be recognized in the form of good evaluations, letters of appreciation, and other awards. You will also feel a sense of accomplishment and satisfaction for doing more than just your share.

Individuals in positions of authority do recognize hardworking and dedicated individuals. You may not believe that because you are probably saying to yourself, "I have worked very hard and consider myself one of the more dedicated PNs in the office, and I have yet to receive any recognition." But you must be patient because your supervisors will eventually recognize your efforts. The Navy appreciates your hard work and dedication. Keep up the good work!

ANALYZING THE CUSTOMER

We have been analyzing your actions as the customer service representative so that you may see some reasons, within yourself, why you may not be providing as good a service as you are expected to do. To do this, we have assumed that the customer was in a good mood, had trust in your ability, and was willing to accept your solution. This is not always the case.

There are several factors that often stand between you and the customer. They can complicate the customer's problem and your efforts to provide a solution. In the following paragraphs, we will take a look at some of these barriers.

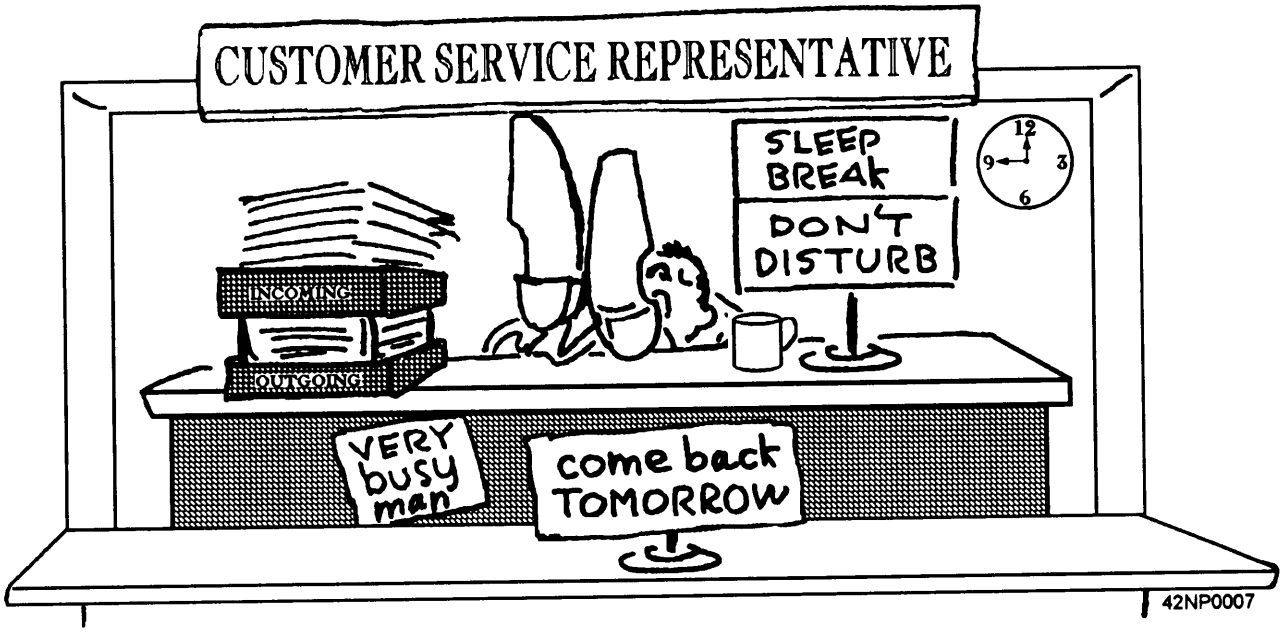


Figure 1-7.—Beware of your attitude—the customer knows what you are feeling.

State of Mind

Regardless of the nature or seriousness of the customer's problem, certain negative factors may serve to complicate it. The customer may exhibit the following behaviors:

- Be angry, worried, or frustrated
- Lack confidence in your abilities
- Be unwilling to accept anything less than the desired solution to a problem

However, if you can recognize these factors and make appropriate allowances for them, you may avoid further complicating the customer's problem.

The customer who is emotionally upset (angry, worried, or frustrated) may have difficulty in stating a problem accurately or completely. Significant information may be omitted; opinions may be confused with facts; or there may be a feeling that the information you are requesting is too personal. Usually, it will help if you can first determine the cause and target of the customer's emotional upset. What caused the anger? To whom is it directed? You may be able to sort out this information by letting the customer "unload," as depicted in figure 1-8. Leading questions should fill any blank spots.

The old adage, "The customer is always right," is not true in all situations. Personal abuse is not a "right" of the customer. But, the customer who is allowed to "blow off steam" (within reason) may then become apologetic and ready to accept your help.

When you are faced with an upset customer, remember that your purpose is to serve that customer's needs. Any other response on your part that may cause the customer to become more irritated is not appropriate. Try to calm the customer and maintain your self-composure. If you start shouting back

Figure 1-8.—Dealing with an angry customer.

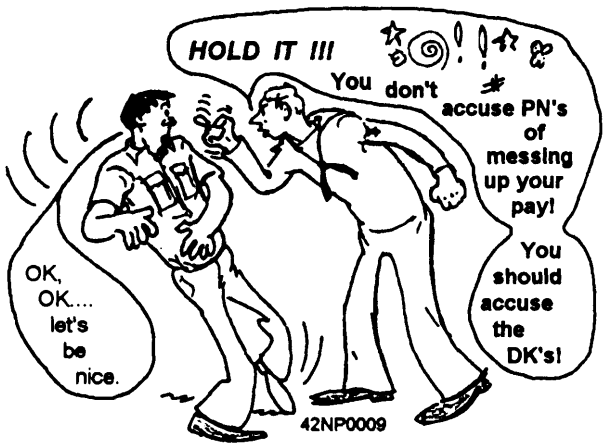


Figure 1-9.—An angry customer and an angry PN will produce a bigger problem.

because the customer has upset you, as shown in figure 1-9, you will not be able to provide the service that the customer needs. If you feel that the customer has crossed the boundaries and is being verbally abusive to you, excuse yourself and bring the problem to the attention of your supervisor. Your supervisor has more experience in dealing with angry or irritated customers and will take whatever action is necessary to resolve the customer's problem.

A calm, confident manner, as shown by the PN in figure 1-10, is the best approach. When you do not respond with anger or rudeness to a customer's emotional outburst, you have taken the first step toward solving the customer's problem, whatever its nature.

The Specific Problem

Frequently, a customer's problem will be stated in terms of the result desired. It is then up to you to identify the nature or cause of the problem and provide a satisfactory solution. It is obvious that you do not have to know all the answers. However, you must be familiar with all areas of the PN rating in order to identify specific problems and know where to find specific answers. You should always display genuine concern and professional competence as you analyze the customer's problem.

Complicated Problems

Most of the customers will have rather routine, easily identifiable problems. These problems will not present any great difficulty. However, there are exceptions. To resolve a complicated problem, both the customer and you, the PN, must have a mutual desire to achieve results and take whatever appropriate action is necessary to solve the problem. The problems you encounter that are beyond your control because of your lack of experience must be brought to the attention of a more knowledgeable individual, such as your supervisor.

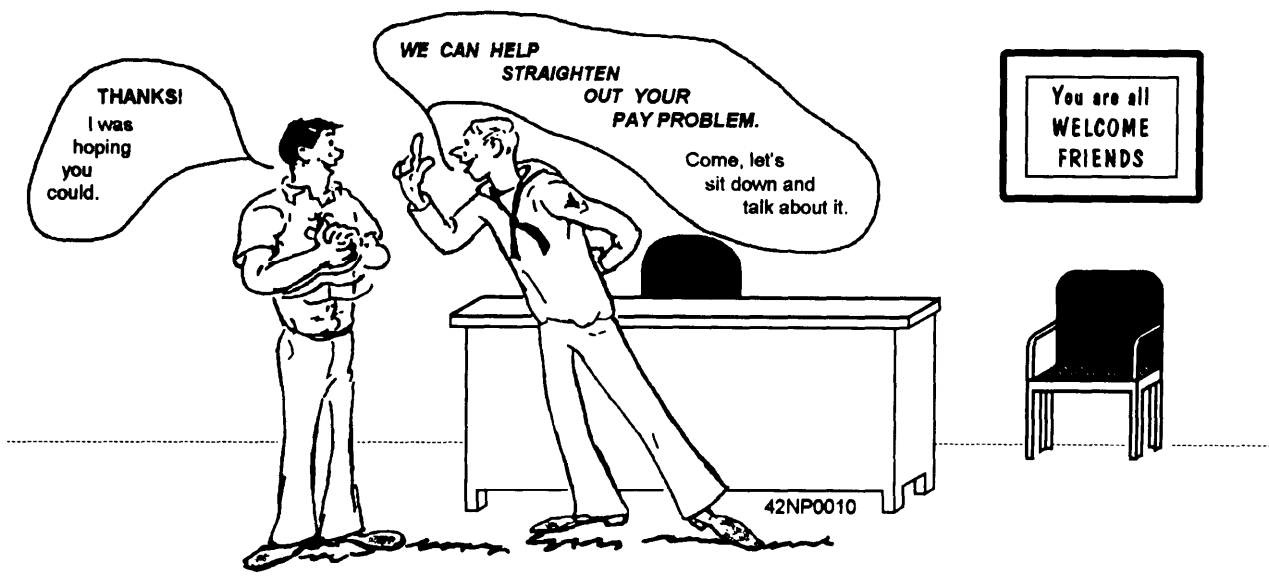


Figure 1-10.—The results of a calm, confident attitude.

Your Response

Earlier we discussed your attitudes toward customers, but we were thinking about customers in general. It is not difficult to be pleasant when you are dealing with pleasant people. It may become more difficult when the person is unpleasant.

Occasionally, you will have a customer who just seems to rub people the wrong way. No matter how hard you try, you cannot remain pleasant or friendly because of the customer's attitude or manner of speaking. In this situation, it is usually best to keep the contact as impersonal as possible. Ignore the person's manner and attitude and concentrate on the problem. It will be difficult, but it can be done.

Your performance will be viewed by the customer, your co-workers, and your supervisor. If you are to do your best work, as rated by them, you must maintain your self-control. When patience runs out and tempers flare, your ability to think and act properly is greatly reduced. Be a professional customer service representative and think before you act !

PITFALLS TO AVOID IN CUSTOMER SERVICE

In the previous section we discussed why a good attitude is important to customer satisfaction. We will now talk about some specific mistakes PNs can make in their handling of customer needs. For the most part, these mistakes will tend to result from any attitudes you project toward the customer, the customer's problem, the Navy, your job, or yourself.

LEAPING TO CONCLUSIONS

Leaping to a conclusion means that, in your opinion, you already possess sufficient facts upon which to base your judgment. As a result, you end up ignoring additional information provided by the customer. This tendency is often caused by a lack of concern for the customer and the desire to end the contact as quickly as possible. It may also occur because you normally have abetter knowledge of your field than does the customer, and you may assume that you know the customer's need before it is completely expressed.

In routine situations, you may be able to second-guess your customers' needs. This practice can even save time. Under other conditions, however, it can lead to misunderstanding. When you make this assumption, you quit listening and begin to form your response to the customer. As a result, you may miss an important part of the problem and be unable to provide correct service because of your misunderstanding.

If a customer has a vague idea as to the nature of a problem, you should not jump to conclusions. This does not help the customer. You should use tactful, skillful questioning to properly identify what the customer is trying to tell you.

Any decision that affects the customer must be made carefully—whether it is made by you or by the customer. It is your responsibility to make sure all the facts are known before the decision is made. You have surely heard the excuse, "But he told me. . . ." The customer may be misled by rumor or half-truths, and you may not be able to do anything to correct the misconception. "Look before you leap" is good advice, but you must carry it a step further—"Make sure the customer looks before you let him or her leap." It is your responsibility as a PN to listen carefully to the customer before you reach any conclusions. It is also your responsibility to give out correct information. Always find out the correct answer from the sources available. It is very frustrating to customers when they receive incorrect information. The customers do not like it, and your supervisors will not like it either because it will reflect on them. If you give out bad information, customers may blame your errors on your lack of training. Remember also that your supervisor will not like to appear incompetent.

PERSONAL REACTIONS

Occasionally, you may experience an adverse reaction to a customer—to his or her appearance, speech, or attitude. Because of your reaction, you may not be able to provide the quality of service that the customer needs or deserves. Most often, the cause of your adverse reaction will be the customer's attitude. When the customer is overbearing, cynical, or has a smart mouth, it may be difficult for you to maintain a professional manner. Nevertheless, you must remain professional. Customers who have bad attitudes are also individuals who deserve the same courtesy and respect as nice and courteous individuals.

One experience that may be difficult for you, the PN, is to try to help a customer who expresses an extreme dislike for the Navy. Do not be surprised if this customer's attitude begins to provoke a negative reaction from you. This is sometimes done unconsciously. You may not think much about your

reaction at the time, but if you are not aware of your own feelings, you may fail to provide the best service to this person. You may not really like this person, but your awareness of your own feelings can allow you to use this experience to improve your own face-to-face skills and to make sure your performance as a PN is not adversely affected by this customer's negative attitude.

You must also be aware of your feelings regarding a previous episode in which you had to deal with a difficult customer. You can be sure you will remember the customer who gave you a rough time on a previous visit. Do not let this memory affect your response when you are called upon again to serve this customer. Do not be surprised that you may feel like saying, "Sure I'll help you. I'll help you jump over the side." But, do not say it! Showing your feelings may give you some temporary gratification, but it will not solve your problems with this customer and it will have an adverse effect on your performance.

Some personal reactions you may experience will not be that strong. In fact, they may be very mild and will perhaps be caused by unconcern or lack of interest. Unfortunately, these attitudes can be just as deadly to customer satisfaction. Everyone possesses a feeling of self-worth. If you, the PN, should deny this by showing a lack of concern or interest, the customer may show the same attitude toward the Navy and its representatives as a defense.

STEREOTYPING

Stereotyping is forming a standardized oversimplified mental picture of members of a group. Stereotyping involves a fixed or general pattern that is attributed to the members of a particular group—disregarding individual, distinguishing qualities or characteristics. In stereotyping, we form mental pictures of people, things, and events according to the classification or group in which we feel they belong.

Consciously or unconsciously, we may have gone to a lot of effort to build up these stereotypes in our minds to make it easier to classify people. Some of these stereotypes may carry such labels as race, nationality, sex, religion, length of hair, and many others. Stereotyping eliminates the need for us to know the person as an individual. How convenient it is to have these ready-made niches in which we can place the person and thereby "know all about them." But what an injustice this is! This implies that the person is no different from anybody else in the same group or category. This in itself is bad enough, but it is even more offensive when that person is placed in a category that we regard as inferior, and we, in turn, reflect this opinion in our attitude toward the customer.

Study figure 1-11. Notice how this figure points out the difference between a mental picture that is a valid aid to communications (second picture) and one that is an unwarranted stereotype (third picture). Mental pictures are important because they are a quick way of conveying messages, but you must be sure they really fit the individual before you apply them. Therefore, knowing that stereotyping individuals is not consistent with the Navy's expectations, you should not stereotype individuals.

LANGUAGE BARRIERS

Communication requires more than just talking. One person alone cannot communicate. Communication involves a sender, a receiver, and a message that is understood by both individuals. The sender must first be able to select the words or visual signals that accurately cover the desired meaning and then make sure the message is fully understood by the receiver. However, all responsibility does not rest on the sender; the receiver must listen to what is being said. When interference (lack of understanding or distractions) garbles the message, the receiver should ask the sender to repeat the message or provide an explanation.

Misunderstanding information may be worse than receiving no information at all. Not understanding something can result in disappointment, frustration, a missed opportunity, or an improper action by the receiver. As a PN, you must be especially aware of this pitfall.

You will sometimes feel that you can almost see the earplugs in a customer's ears. What you are saying is just not getting through. You may tend to shrug it off and think, "I did my part. It's not my fault the customer wouldn't listen." Are you sure that you did your part? We do not think so. This customer came to you for information or advice and did not receive it. Any one of several causes, such as the following situations, could have interfered with your message:

- The customer was vague about the particulars of the problem.
- You used unfamiliar terms or slang.

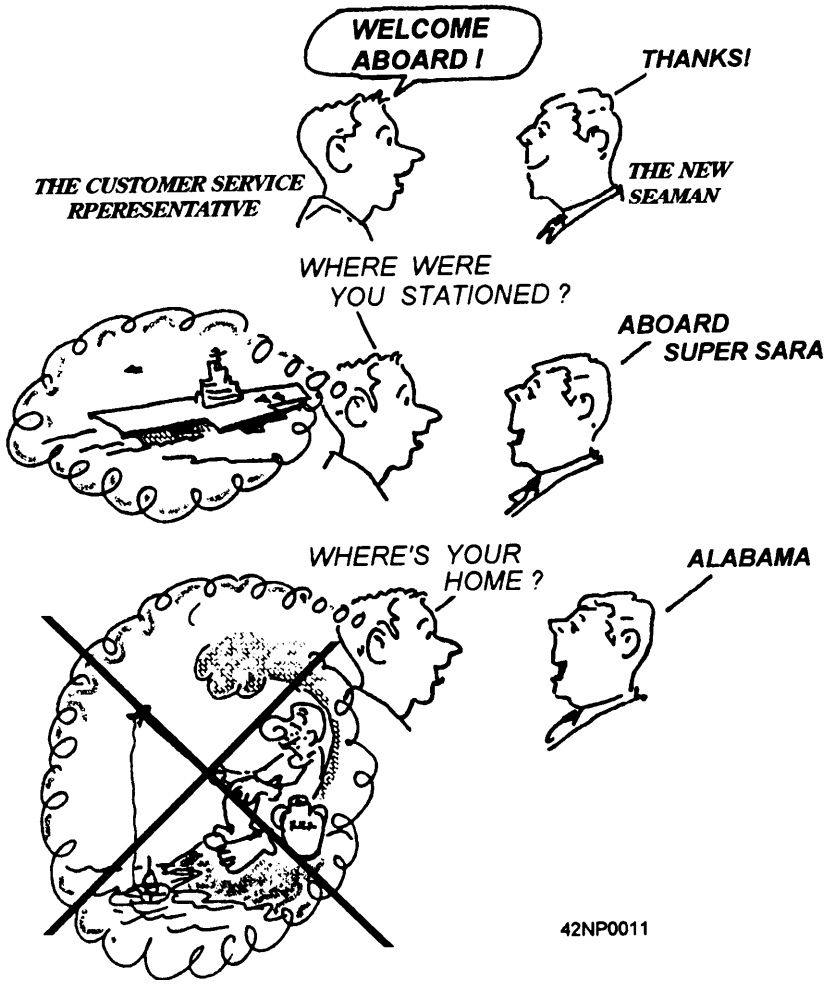


Figure 1-11.—Stereotyping individuals is not consistent with the Navy's expectations.

- Because you understood the subject so well yourself, you did not make your explanation as thorough as you should have.
- Your attitude implied that the customer or his or her problem was not important.
- Other problems were bothering the customer.
- The customer felt rushed.
- You failed to make sure the customer had understood.

Keep in mind that if the customer has a question and only you, a PN, can provide the answer because the customer's record is maintained by your office, that customer can only obtain the information from you.

There are several types of language barriers that interfere with effective communications. Some are cultural, some are physical, some are habit, and some are just intended to confuse you. The barrier may exist because of the customer, you, or both.

The first two barriers—cultural and physical—are the most difficult for the speaker to overcome. Persons, for whom English is a second language, often have difficulty with pronunciation, meaning, and sentence structure. English is considered to be one of the most difficult languages to learn (words that sound alike have completely different spellings and meanings and words with similar spelling are pronounced differently). You cannot change the English language, but there are ways you can help your customer to overcome this barrier. First, you must listen very carefully to what the customer is saying. The best way to do this is by being honestly concerned. Next, be absolutely sure you know the nature of the need or problem. Then, carefully phrase your questions so that you use relatively simple words and ask only one thing at a time. By first determining the nature of the

problem, you can then gain additional information by asking questions.

The customer who has difficulty speaking English may also have trouble understanding it. When it is apparent that the customer is having difficulty understanding, you should speak more distinctly and, in most cases, more slowly. You can usually tell by the customer's expression whether or not you are being understood.

Speech impediments, such as stuttering or lisping, can also cause misunderstanding. In cases such as these, your problem will be understanding the speaker's words rather than the speaker's choice of words.

We have been speaking of language barriers as though they exist only on the part of the customer. This is not always the case. Language barriers also exist with customer service representatives. If you have a language barrier, your first step is to be aware of it. Your next step is to make a conscious effort either to eliminate it or to compensate for it. To compensate for a language problem, try to speak slowly and give the listener time to follow and interpret what you are saying. Be sure to ask questions and encourage your customer to do the same.

Some speech patterns that interfere with understanding are not impediments but just habits. Some of these speech habits are slurred pronunciation, running words together, speaking too fast, an exaggerated drawl or brogue, and profanity. Again, these are not physical impediments or intentional barriers; they are just habits. You should analyze your own speech patterns and determine whether or not you need to improve your manner of speaking. It is possible that you may have one or more of these habits. Normally, we do not listen to our own speech, but you can obtain a reasonably accurate sample of your speaking voice if you record an informal conversation and then listen to it carefully. Speech habits are not too hard to change, but you must first be aware of the habits you need to change.

Personal reactions were discussed in a previous section, but speech habits were not listed as a cause of an adverse reaction. In some instances, speech habits may cause negative reactions. You may show an adverse reaction to the person who has difficulty speaking or understanding English, and that person may react to your inability to communicate. The person with a language or speaking problem is frequently sensitive about that problem and will interpret any exaggerated manner of speaking on your part as an attempt to demean. But, as with other factors affecting customer relations, your positive attitude is the most effective way to overcome the language barrier.

The use of words reflecting prejudice and bigotry is a major roadblock in effective communications, Prejudice and bigotry stem from ignorance, fear, and superstitions of the people who started them, and their continued use today reflects the same characteristics in the users.

It is acknowledged that everyone has prejudices of some kind. They are a part of our emotional character, but they are preconceived opinions—a prejudgment of a person—based on insufficient evidence. Prejudices are directly opposed to our constitutional concept of justice—a person is presumed innocent until judged guilty.

It takes time and effort to root out prejudices, but the results are well worth it. In the meantime, make a constant, conscious effort not to use words that create resentment and anger. Remember that there is no room for prejudice and bigotry in our Navy. Individuals who fit in this category must change their outlook on life. Otherwise, they will continue to be considered "dragging anchors."

The final barrier is most often set up by you, the PN, through the use of slang, technical terms, and acronyms that may confuse the customer. Although you will routinely use these terms and acronyms among your co-workers, your co-workers are already familiar with this language. You should remember that these words or expressions are not appropriate when your customers may not be familiar with them. If you must use technical terms, you must explain what they are as you refer to them in your conversation.

Remember that customers from other ratings are not as well informed about your rating and work as you are. Therefore, you must remember to speak to your customers in terms that they can understand. Periodically ask the customer if he or she understands. If the customer does not understand, ask your customer to tell you what he or she does not understand and repeat yourself in simpler terms, if appropriate.

RESPONDING IN KIND

You must respond to the moods of others appropriately. If the customer is friendly, you are more likely to be friendly. If the customer is angry, you may

find yourself becoming cautious and defensive. If the customer is anxious or worried, you may react by becoming vague and noncommittal. If the customer displays an impersonal attitude, you may do the same. In these situations, you have permitted the customer to set the mood for your contact. Instead of taking the initiative, or acting, you have reacted. Why? It is just human nature and you, the PN, must be aware of this.

The tendency to remain neutral and then respond to the customer's mood is a defensive measure. We tend to wait for other people to reveal their attitudes before we commit ourselves. That way, we do not waste any of our friendliness or good humor on someone not worthy of it. We hesitate to make the first move for fear that the other person will reject the move by responding negatively or not at all. The best time to influence the customer's mood is when you first acknowledge his or her presence. In this way, you are taking control of the situation and providing the best possible conditions under which you can help this person.

Hostility and anxiety will reduce the customer's ability to see a problem fully, to express it correctly, and to accept the solution objectively. If you respond with the same mood, these negative emotions escalate and your ability to deal with the problem is compromised. When the customer is emotionally upset, there are two problems: (1) the emotion and (2) the need that aroused it. Remember, there is nothing to be gained by responding in kind to the customer's mood. In fact, such a response will probably make matters worse. You should try to calm the customer by being calm yourself and show the customer by your actions that you are ready, willing, and able to handle the problem.

AMIABLE RUNAROUND

The emphasis on being friendly to the customer is a means to an end—not an end in itself. You must also provide good customer service. You do not have the choice of providing either the friendly atmosphere or the good service-you must provide both.

When a friendly, helpful atmosphere is encountered at the contact point, the customer is put at ease and may be able to state the problem more accurately. Then you are expected to take constructive action to help the customer correct his or her problem. But, some customer service representatives think that their job is to keep the customers smiling and get rid of them as soon as possible. True, the customer goes away happy, but the happy attitude will not last. Sooner or later, that customer will have to return because nothing was done about the problem. You can bet this customer will not be in a good frame of mind.

In helping people, you will discover that a considerable amount of time and effort is required to deal with some customers' problems or needs. In such instances, you may decide that it will be easier for you if you convince the customer that no action is really necessary. But this response will have an even worse effect than denying the service to the customer because you are, in fact, denying the reality of the customer's problem. If a customer requests (and is entitled to) a service, it is your responsibility to provide it. When you can say to a customer, "It is all taken care of," you are promising that person that all necessary actions have been completed. This is a good response if it is the truth. If it is not, you have done a disservice—not a service—to your customer, your office, your rating, and the Navy. Have you ever said to a customer, "Yes, everything is taken care of' when in fact it was not? If so, you should realize that this is a bad way of doing business. Remember, you should be both tactful and truthful when you deal with your customers.

PROMISE THE CUSTOMER ANYTHING

This type of service is similar to giving your poor customer the amiable runaround we just discussed. Promising the customer anything may be a method you choose to "Keep 'em smiling," but they will not be smiling long. Even you, a member of a customer service rating, have encountered a customer service representative who agreed with every statement you made, sympathized with you, promised you everything you wanted, and essentially did nothing. This sometimes develops as a result of a short-timer's attitude in which the representative may think, "Sure, I'll promise you whatever you want to hear just to get rid of you. I'll be long gone when you come back to find out why nothing has been done." This type of response may leave the customer temporarily satisfied, but it has only postponed the problem and may have complicated it because of loss of time. It is also a lousy way to do business.

As human beings, we tend to hear what we want to hear. This often leads us to expect or hope for results that are based on misunderstanding, misinterpretation of fact, rumor, or even wishful thinking. Sometimes, the results your customer wants may be impossible, or at least very difficult, for you to deliver. Be alert! This will usually tell you how the customer wants it

answered. You must decide how you will answer, Examine the following choices:

- You can give the customer the answer he or she wants to hear even though you know that it is not completely accurate. (This will certainly guarantee disappointment to the customer later on and degrade your own professional competence.)

- You can make some vague statements and let the customer interpret them as he or she likes. (This may let you off the hook because you really did not give the customer wrong information. In fact, you really did not give your customer much of anything.)

- You can give the customer the correct information or interpretation now. (This, of course, may cause some grumbling because it may not be the answer the customer wants to hear.) It will, however, be the truth and, in the long run, your customer will understand and appreciate being told the truth.

The bottom line is "anything less than the best information you can offer is unfair to the customer." A half-truth may be just as misleading and damaging as an outright lie. Future plans may be based on your "bum dope," and the morale, as well as the finances, of the customer may suffer because of it.

We have emphasized time and time again that if you do not have the answer to a customer's question, find out who does. Just because you ask another person about an answer does not mean that you are any less competent. On the other hand, it shows your concern for obtaining correct information. Remember that you are not expected to have all the answers, but you are expected to know where to find them.

The friendly attitude displayed by a customer service representative who tells half-truths or misleads customers is not friendliness at all. It is nothing more than a cover-up for the real attitude of unconcern.

GOING BEYOND YOUR REALM

If you seldom make a mistake, you may find it difficult to understand why other people frequently make more mistakes. Mistakes can result from many different situations. For example, heavy workloads, inexperienced personnel, unfamiliar situations, and carelessness can all contribute to the likelihood of errors. Errors may disappear, but they do not go away. The problem with all errors is that they must be corrected—often at some later date, at a different command, or by someone else.

When you have to correct an error that someone else made, you will be tempted to "sound off" about the person who made the mistake. But whether or not you express your feeling, you must spend the same amount of effort correcting the error. It is proper to tell your customer that a mistake was made and explain the conditions—where and when—the error was made, Although you may feel embarrassed to explain to your customer that a mistake was made by your office, you nevertheless must do this as soon as the problem is identified. Appropriate steps must be taken to correct the problem immediately. If the problem was made by another office, correct it promptly. In both cases, there is no need to "cry over spilled milk." Just correct the problem.

Another area in which we sometimes overstep our bounds is expressing criticism or disapproval of official Navy policy, command policy, and divisional procedures and instructions. You do not have to agree with all of them. In fact, discussing them among your co-workers can have positive results—a change in procedures, a better flow of information, a better understanding of policy, or the improved ability to help the customer. Expressing your adverse opinion about them to the customer, however, serves no good purpose.

When a customer requests something that must be denied because of current policy or regulations, frustration and resentment are natural reactions. If you express your disapproval or criticism of this policy or regulation, it only serves to increase the feeling of resentment or frustration in the customer. You have not helped. You have just made it harder for the customer to accept the inevitable answer. On the other hand, if you know the policy is a temporary matter, or if you have reason to believe a change is contemplated, it is permissible—in fact, it is desirable—for you to explain this so that the customer may renew the request later.

You may have some customers whose problems are only imaginary. They want to complain about their petty officers, division officers, duty assignments, working conditions, or the holes in their pants. In these situations, you must maintain a very careful balance. You should not refuse to hear them out. There should be a point, however, when you must politely tell them that you wish you could stay there and listen, but that you have some important matters to attend to.

APATHY

Look at figure 1-12. Do you see how apathy on your part can present a very discouraging prospect to your customer? There is little for a customer to do except hope when faced by someone who just does not want to be bothered. If you reflect apathy or unconcern when you respond to a customer's needs with a shrug of your shoulders or convey the message, "Who cares?" "What's your hurry?" or "What's the difference?" by your attitude, we guarantee you will provoke a negative reaction on the part of your customer.

You must keep in mind that, no matter how simple or unimportant you consider a request, the customer depends on you to provide a service. There is no provision for customers to provide their own services, even if they were able to, and there is no place else for them to go for the service. Sure, it requires a little effort on your part to answer a question or look up a reference, but that extra effort or interest is a mark of good service.

Apathy is the result of a very negative attitude you have formed toward life in general or toward your job or duty assignment. Apathy is difficult to overcome because an apathetic person has already given up. A person may become apathetic because of the following reasons:

- Sees no purpose to the job
- Has been doing the same job too long
- Sees no possibility for advancement or increased responsibility
- Is not challenged by responsibility
- Has decided against a Navy career and is just waiting for his or her enlistment to end by not being a productive member

Such a person is coasting down a dangerous path. Anyone who is in this position and does nothing to correct it is shortchanging himself or herself as well as the customer and the Navy. As a PN, you cannot afford to allow apathy to take hold of your life and your job. You can fight and conquer apathy. Do your job as a PN and do it well!

Most jobs, in or out of the Navy, involve many hours of routine work for each challenging, interesting period of work that occurs. Quite often, when we become dissatisfied with the job we have and long for another more interesting one, it is because we are looking only at the routine aspects of our jobs. The best defense against boredom in a routine job is to develop a challenge within ourselves. If the job does not challenge you, then you set the challenge. Set realistic and attainable goals. Set goals that are worthwhile—and meet them.

Even if your job is nothing more than filing correspondence in service records or typing page 4 entries, you can be the best at what you do in the office-until you can prepare yourself for and be

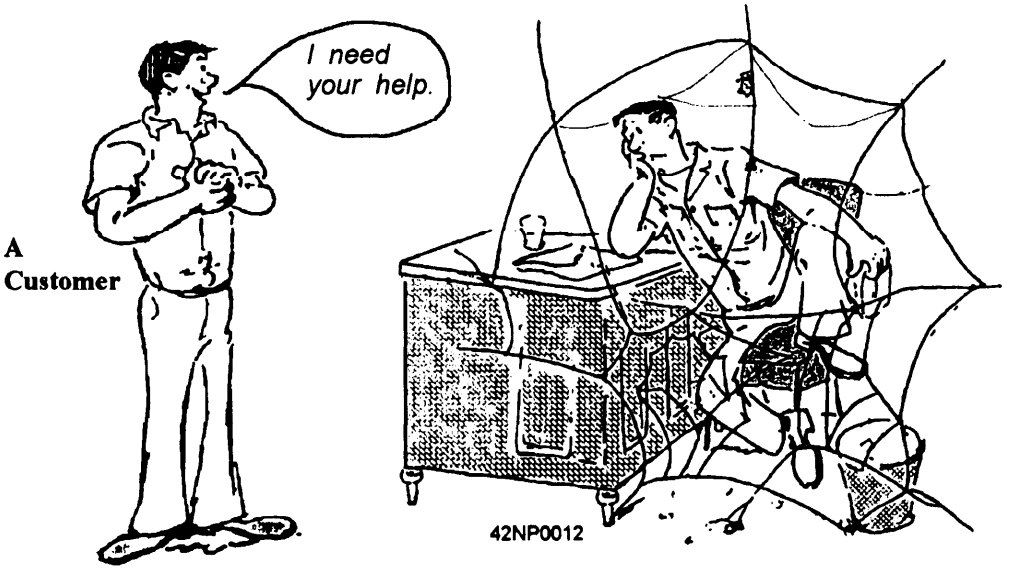


Figure 1-12.—Apathy is a deadly sin.

assigned to a job with greater responsibility where you will find more satisfaction.

IT'S THE CUSTOMER'S TIME TOO

"What's your hurry? You are not going anywhere!" This line, or variations of it, is heard often by customers. The implication is that time is a factor only for the customer service representative and never for the customer. Ordinarily, customers should be helped without having to wait an undue amount of time. There will be times when you are snowed under, but the customer can usually see this and will understand.

Several methods, such as appointments, special counter hours, or specifically designating an individual to handle certain problems or issues, can be used to speed up service and reduce waiting time. Any system that serves this purpose is valid for routine visits, but it should also be flexible enough to provide for emergency situations. Remember: any system that is used to speed up service and reduce waiting time must accomplish these goals. It must never be used as a device for limiting service.

TOO BUSY

It is Friday afternoon. Before Chief John Doe departs the ship, he tasked PN3 Door with completing some filing that has not been done in 5 days. Also, because PN3 Door does not have duty, the chief has asked him to make some page 4 entries before leaving for the weekend. Before leaving, the chief informs PN3 Door that he will be back on Sunday morning to take care of some important matters in preparation for the ship's underway period that will start on Monday morning. Just as PN3 Door is starting to make the page 4 entries, BMSN Christmas shows up asking for help. PN3 Door stops for a minute and reluctantly (and somewhat rudely) asks BMSN Christmas what he needs. BMSN Christmas tells PN3 Door that there is a chance that he may not be able to get under way with the ship on Monday morning because his wife, who is in the local Navy hospital, is having medical complications associated with an illness. The BMSN asks PN3 Door what he has to do to inform the commanding officer about his problem. PN3 Door tells him that he does not know and asks the BMSN to come back on Sunday and talk with the chief. PN3 Door says nothing more, nor does he acknowledge that the BMSN is still standing there. PN3 Door just continues to make the few remaining page 4 entries he needs to make. BMSN Christmas leaves the office very angry, frustrated, and disappointed because he was not helped by the PN3. Because PN3 Door, the only PN on board was not able to help, BMSN Christmas will have to leave his wife at the hospital on Sunday to comeback to the ship and talk with the chief.

Well, PN3 Door (that liberty hound) certainly looked very busy making the page 4 entries and was in such a hurry to go on liberty that he did not take care of BMSN Christmas's problem. Of course, taking care of BMSN Christmas was PN3 Door's responsibility.

Was this appropriate conduct? Certainly not! In this case, PN3 Door should have contacted the command duty officer or even called the chief at home. But no, he decided that his liberty was more important than taking care of the BMSN's problem.

Have you ever appeared to be too busy to take care of your shipmates? It is very possible that you have. How would you feel if you were the one who needed help and the person behind the counter was in such a hurry to go on liberty that he or she did not take care of your problem?

As a PN, you should understand that helping your shipmates is your most important job. Your shipmates depend on you. You should do everything in your power to provide them with the best customer service possible.

SUMMARY

In this chapter, we have tried to acquaint you with the general requirements of the PN rating. We have mostly described how important it is for you to provide good customer service to all individuals. We stressed that if you have a good attitude, pride in your job and in yourself, these qualities will contribute to your ability to provide good customer service. Remember, if you are providing good customer service right now, the Navy appreciates it and thanks you for your efforts. Remember also, that there is always room for improvement. The most important thing you should get out of this chapter is that you should put yourself in the customer's shoes. Ask yourself, "How do I want to be treated?" In answering this question, you will most likely say, "Well, I always want to be treated with courtesy and respect." You see, that is just how all customers want to be treated—with courtesy and respect. You should always treat customers the way you want to be treated.

CHAPTER 2

NAVY ENLISTED OCCUPATIONS

Most people think of ships when they think about the Navy. While ships are certainly a distinguishable part of the Navy, they alone do not makeup the whole Navy. The Navy is composed of thousands of men and women who perform numerous professional and occupational functions in a variety of duty stations, including ships, submarines, aircraft squadrons, and shore stations throughout the world. Before we discuss the different functions performed by our Navy personnel, let's take a brief look at what might happen when a person first enters the Navy.

Upon entering the Navy, an individual is sent to a recruit training center. From recruit training, the individual may or may not be sent to receive formal training for a particular job or rating. Whether or not an individual is sent to formal training will depend on the individual's test scores and the Navy's manning requirements. Chapter 7 of the *Enlisted Transfer Manual* (ENLTRANSMAN), NAVPERS 15909, indicates that recruits are assigned to a class A school by the Deputy, Chief of Naval Personnel (BUPERS). Based on BUPERS established standards, however, some recruits are granted an Armed Services Vocational Aptitude Battery (ASVAB) test score waiver for assignment to a class A school. So, a person's ASVAB test scores may be a significant factor in determining whether or not this person is sent to a Navy A school or assigned to on-the-job training (OJT) in one of the apprenticeship rates.

Today's Navy requires the work of many experts in many fields. In regard to enlisted personnel, the Navy consists of 70 different occupations. Keep in mind that as ratings merge, combine and/or are no longer needed, the number of occupations will decrease. These occupations are known within the Navy as ratings. As a Personnelman (PN), you belong to one of the Navy's customer service ratings. Because your customers will represent many different ratings and paygrades, you must be able to recognize and know something about each Navy enlisted rating.

In this chapter we will focus our attention on the various occupational fields that are represented by the Navy's enlisted ratings. In our discussion we will also look at the basic rating and paygrade structure for the Navy's enlisted ratings and some of the special qualifications associated with specific ratings. After reading the information in this chapter, you should be able to identify the Navy's enlisted personnel structure and recognize some characteristics and requirements of each enlisted Navy rating.

PAYGRADE STRUCTURE

According to the *Department of Defense Financial Management Regulation* (DODFMR), *Military Pay, Policy, and Procedures,* Volume 7, part A, DOD 7000.14-R, members of the U.S. Armed Forces are entitled to receive pay according to their paygrades and years of service, if they are on active duty in a pay status and not prohibited by law from receiving such pay. Many years ago, Congress passed the Uniform Services Pay Act to guarantee this entitlement by bringing the paygrade levels of all branches of the U.S. Armed Forces into alignment.

STANDARDIZATION

The Uniform Services Pay Act was the first legislative action to establish regular, consistent paygrade levels within the enlisted personnel structure, regardless of the specific branch of military service. Study figure 2-1 and compare the paygrades for enlisted members of the U.S. Navy, Marine Corps, Army, and Air Force. Notice, for example, how a Navy petty officer first class is in the same paygrade as a staff sergeant in the Marine Corps, a technical sergeant in the Air Force, and a staff sergeant in the Army. For all these personnel, the paygrade is E-6. The letter ***E*** signifies that the member is enlisted; the number 6 identifies the member's numerical step or seniority within the enlisted personnel structure.

TITLES AND ABBREVIATIONS

From your study of the basic military requirements, you will likely remember several common terms associated with the Navy's enlisted paygrade structure. For example, all Navy personnel below the grade of warrant officer are referred to as enlisted personnel. The Navy's enlisted personnel are distributed among the various levels within the enlisted paygrade structure.

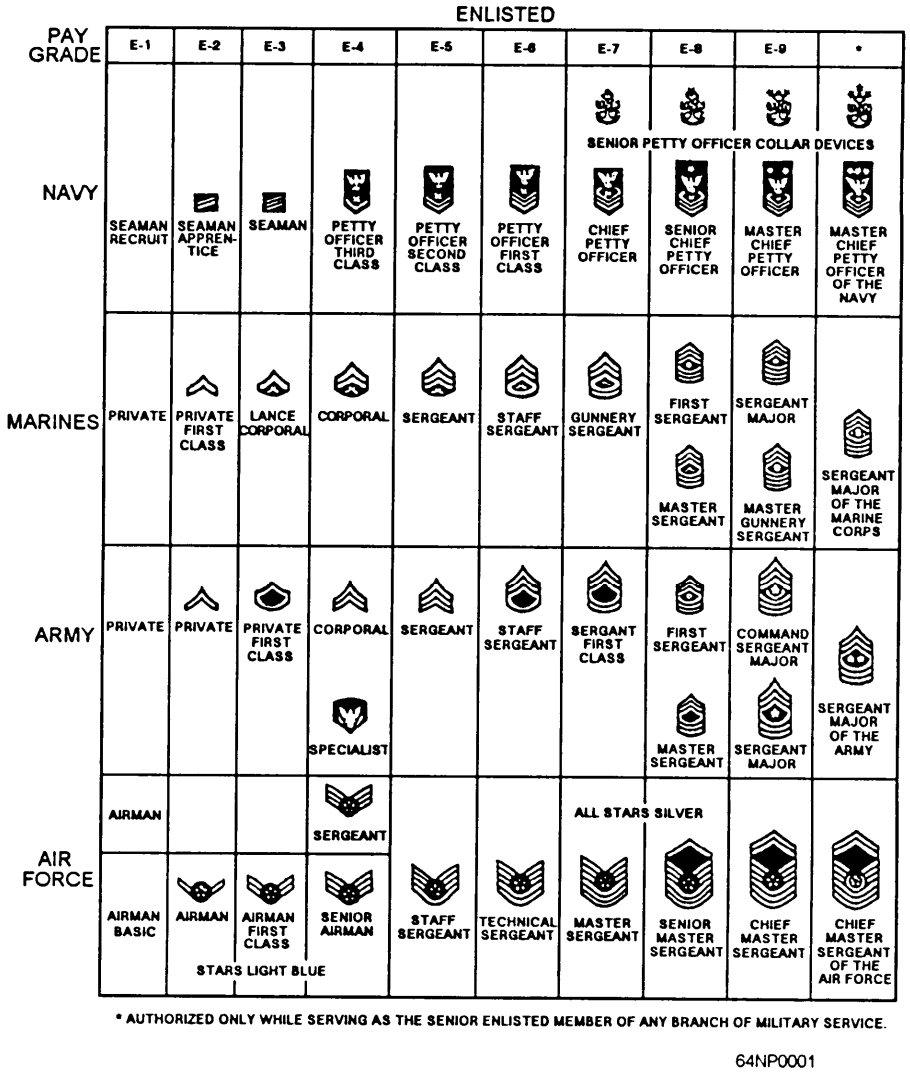


Figure 2-1.-Comparison of paygrades for enlisted members of the U.S. Navy, Marine Corps, Army, and Air Force.

Table 2-1 provides a listing of these paygrades, or levels, and their associated titles.

General Rates (Apprenticeships)

Notice in table 2-1 that there are no associated abbreviations for the titles at paygrades E-1 through E-3. These paygrades represent the general rates. General rates are apprenticeships assigned to personnel at paygrades E-1 through E-3 to indicate their eligibility for entry into various ratings. As shown in table 2-2, the apprenticeships are Seaman (SN), Fireman (FN), Airman (AN), Constructionman (CN), Hospitalman (HN), and Dentalman (DN).

To refer to enlisted personnel in these paygrades, you would simply use the word for the general rate with the word indicated for the paygrade. Compare tables 2-1 and 2-2. In table 2-2, notice the titles for the general rates—Seaman, Fireman, Airman, Constructionman, Hospital man, and Dental man—and their associated abbreviations and compare them with the listings shown for paygrades E-1 through E-3 in table 2-1. In the Seaman general rate, for example, an E-1 is a Seaman Recruit (SR). To identify an enlisted member in paygrade E-2, use the title of the general rate with the word *apprentice.* An E-2 in the Fireman general rate, for example, is a Fireman Apprentice (FA). To refer to an E-3, just use the word for the general rate, such as Seaman (SN), Fireman (FN), Airman (AN), Constructionman (CN), Hospitalman (HN), or Dentalman (DN).

For additional information on the general rates, refer to the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards,* Volume I, part A, NAVPERS 18068.

Table 2-1.—Enlisted Paygrades, Titles, and Abbreviations

E-9	Master Chief Petty Officer of the Navy	MCPON
E-9	Master Chief Petty Officer	MCPO
E-8	Senior Chief Petty Officer	SCPO
E-7	Chief Petty Officer	CPO
E-6	Petty Officer First Class	PO1
E-5	Petty Officer Second Class	PO2
E-4	Petty Officer Third Class	PO3
E-3	General Apprenticeship	No abbreviation
E-2	General Apprenticeship, Apprenticeship	No abbreviation

In referring to personnel in the general rates, you should also become familiar with two important terms: *nonsignated strikers* and *designated strikers.*

NONDESIGNATED STRIKERS.— Nondesignated strikers are personnel in paygrades E-1 through E-3 who are not yet selected to enter a specific rating. An example of a nondesignated striker is a Seaman (SN).

DESIGNATED STRIKERS.— Designated strikers are personnel in paygrades E-1 through E-3 who are already identified as apprentices for a specific rating. An example of a designated striker is a PNSN.

Petty Officers

In table 2-1, refer to paygrades E-4 through E-6. Enlisted personnel in these paygrades are referred to as petty officers (POs). They are the technicians and work managers within ratings who possess increasing degrees of skill, responsibility, and authority as they advance in paygrade. Petty officers are capable of accomplishing tasks normal to their rating and paygrade.

In referring to personnel in paygrades E-4 through E-6, you should substitute the rating title or rating abbreviation for the words *petty officer.* For example, you would refer to a Personnelman third class as a PN3, an Engineman second class as an EN2, and a Yeoman first class as a YN1.

Chief Petty Officers

Chief petty officers (CPOs) are individuals in the E-7 paygrade. They are the technical authorities, experts, and supervisors within a rating. CPOs are capable of accomplishing all tasks normal to their own particular rating using technical supervision, instruction, and training of lower rated personnel.

In referring to a CPO, use the rating abbreviation followed by the letter C for chief petty officer. In the

Table 2-2.—General Rates (E-1 Through E-3) and Their Abbreviations

	E-1	E-2	E-3
Seaman	S R	SA	S N
Fireman	FR	FA	FN
Airman	AR	A A	AN
Constructionman	CR	CA	CN
Hospitalman	HR	HA	HN
Dentalman	DR	DA	DN

PN rating, for example, a Chief Personnelman would be abbreviated and referred to as a PNC.

Senior Chief Petty Officers

Senior chief petty officers (SCPOs) are individuals in the E-8 paygrade. They are the senior technical supervisors within a rating or occupational field. Their primary responsibility is supervising and training enlisted personnel. Based on wide ranges of experience and specialized training, SCPOs provide the command with a higher level of technical and managerial expertise than would be expected from CPOs.

In referring to a senior chief petty officer, use the abbreviation of the rating followed by the letters CS. In the PN rating, for example, Senior Chief Personnelman would be abbreviated PNCS.

Master Chief Petty Officers

Master chief petty officers (MCPOs) are individuals in the E-9 paygrade. They are the senior enlisted petty officers in the United States Navy. As such, MCPOs are vested with special command trust and confidence extending to administrative and managerial functions involving enlisted personnel. Based on experience, proven performance, and technical knowledge necessary for advancement to the grade of MCPO, individuals of that rate within a command hold the senior enlisted positions and contribute to forming as well as implementing policy within their occupational fields.

In referring to an MCPO of a particular rating, use the rating abbreviation followed by the letters *CM*. You would address a Master Chief Personnelman, for example, as a PNCM.

Command Master Chief

Although the title command master chief does not reflect a paygrade higher than E-9, it identifies the MCPO who serves as the senior enlisted advisor to the command in formulating and implementing policies pertaining to the morale, welfare, use, and training of all enlisted personnel. As such, the command master chief has direct access to the commanding officer. The command master chief is also responsible for carrying out established command policy in specific areas as directed by the commanding officer and the executive officer. The command master chief takes precedence over all enlisted members within a command.

Master Chief Petty Officer of the Navy

On 1 March 1967, the Office of the Master Chief Petty Officer of the Navy (MCPON) was formally established to provide a direct, unofficial channel of communication between enlisted personnel and the senior policy levels of the Department of the Navy (DON). During the official tour length of 4 years, the MCPO selected as MCPON serves as the Navy's senior enlisted representative and advisor and carries out the following functions:

- Is assigned to the immediate staff of the Chief of Naval Operations (CNO) as the senior enlisted representative of the Navy and acts as the primary enlisted advisor to the CNO and the Deputy Chief of Naval Operations (DCNO) in all matters pertaining to both active duty and retired enlisted members and their dependents.

- Serves in an advisory capacity on various boards pertaining to enlisted members that include (but are not limited to) the following positions: Chairman, CNO's Master Chief Petty Officer Advisory Panel; National Naval Reserve Policy Board; Navy Uniform Board; Navy Relief Society Board of Managers; Master, Senior, and Chief Petty Officer Selection Boards; Quality Control Review Board; Navy Wives Club of America; Navy Resale System Advisory Board; Navy Mutual Aid Board of Directors; Navy Federal Credit Union Board of Directors; and Military Representative to the Defense Advisory Committee on Women in the Navy.

- Testifies (when called upon) before congressional committees and subcommittees and occasionally accompanies the CNO on official trips. (The MCPON travels extensively throughout the Navy.)

- Is responsible for recommendations for the development of effective leadership and training at all enlisted levels and to the attainment of high standards of conduct and general appearance within the enlisted community. (The MCPON strives to maintain and promote the chain of command and its associated chain of communications and is concerned with existing or potential situations, procedures, and practices that affect the use, morale, retention, career enhancement, organizational effectiveness, and general well-being of the enlisted men and women of the Navy and their dependents.)

After being selected, the MCPON assumes the official duties. The job is not easy, the travel is

the MCPON does not work alone. Assisted by a staff of three, the MCPON can also rely on the quality and experience of the Fleet and Force Master Chief Structure and the Command Master Chief Program. Although the MCPON continues to be in paygrade E-9, he or she will receive an increase in pay while serving as the senior enlisted Navy member. If placed on terminal leave pending retirement immediately following completion of service as MCPON, the member is entitled to the higher pay rate up to a maximum of 60 days. The same compensation applies to the other senior enlisted representatives, such as sergeant major of the Army, chief master sergeant of the Air Force, and sergeant major of the Marine Corps.

RATING STRUCTURE

When the United States Navy was in its infancy, there were half a dozen ratings. Before World War II, there were approximately 30. This number grew to nearly 200 before the war ended. Today, the enlisted rating structure is composed of 70 different ratings.

To make sure the rating structure remains up to date, the Navy conducts an ongoing study of its professional and technical needs. The ratings you will read about in this chapter today are likely being studied and researched for possible changes tomorrow. As you read this training manual (TRAMAN), and as the Navy continues to downsize, ratings are being combined. Do not be surprised to find out that some of the ratings discussed in this chapter will have been combined by the time you receive this TRAMAN.

RATINGS AND RATES

Navy enlisted personnel are placed in categories according to their occupations, known as ratings. In fact, a rating is like a job title, such as Engineman, Legalman, Aviation Ordnanceman, Gunner's Mate, or Sonar Technician. Within each Navy rating (occupation), the rates (paygrades) reflect different levels of aptitude, training, experience, knowledge, skill, and responsibility. Often, you will hear the words *rate* and *paygrade* used interchangeably. Whereas the words *rate* and *paygrade* can be used interchangeably, the word *rating* specifically refers to the occupation or job and not to a level within that occupation or job. In the following section, let's examine how the Navy groups its ratings. Let's take a brief look at each of these groups.

Ratings

The Navy's ratings are grouped into three main categories: (1) general ratings, (2) service ratings, and (3) emergency ratings. Let's take a brief look at each of these groups.

GENERAL RATINGS.— General ratings identify the occupations or job titles of Navy enlisted personnel in paygrades E-4 through E-9. They provide the primary means of identifying billet requirements and personnel qualifications. Because of occupational similarity, a few of the general ratings will merge or compress at paygrades E-8 or E-9 to form a broader career field for members of these ratings. This provides for progressively higher levels and scopes of authority and responsibility. Appendix A of the *Manual of Advancement,* BUPERSINST 1430.16, displays the path of advancement for ratings, such as AE and AT, that compress or merge at the E-8 and E-9 level.

SERVICE RATINGS.— Service ratings are subdivisions of certain general ratings. By identifying required specialization and specific areas of qualifications in the use and training of personnel, service ratings permit optimum use of personnel and economy of training. Ratings such as Navy Counselor (Counselor) NC(C), Navy Counselor (Recruiter) NC(R), Aviation Structural Mechanic (Hydraulics) (AMH), and Aviation Structural Mechanic (Structures) (AMS) fall in the category of service ratings.

EMERGENCY RATINGS.— Emergency ratings are required only in times of war. Emergency ratings represent special career fields encompassing skills or qualifications that do not require identification as ratings during peacetime. Currently, the Navy does not have any emergency ratings.

For detailed information on each Navy rating, you should consult volumes 1 and 2 of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards,* NAVPERS 18068. NAVPERS 18068, Volume 1, has an abbreviated alphabetical listing of all Navy ratings. NAVPERS 18068, volume 2 contains the titles and abbreviations of all the Navy ratings. Volume 2 will also show you the service ratings. You can find a more detailed explanation of general, service, and emergency ratings in chapter 1 of the *Manual of Advancement,* BUPERSINST 1430.16.

Rates

Within each Navy rating, there are levels of performance and responsibility. Each represents a

separate salary level. As we discussed earlier, these levels are known as paygrades and are commonly referred to as rates. Rates identify personnel by paygrades E- 1 through E-9.

In the Navy's paygrade structure, enlisted rates are divided into three groups: (1) general rates, (2) petty officers, and (3) chief petty officers. As described earlier, general rates represent the apprenticeships and include personnel in paygrades E- 1 through E-3; petty officers include enlisted personnel in paygrades E-4 through E-6, and chief petty officers include senior enlisted personnel in paygrades E-7 through E-9.

RATINGS AND OCCUPATIONAL AREAS

Ratings are defined as broad enlisted career fields. They identify occupational specialties that encompass related aptitudes, training, experience, knowledge, and skills for the purpose of career development and advancement. A particular Navy rating refers to a specific occupational area.

As a PN, you must be able to identify Navy ratings in terms of their occupational fields so you can understand the various duties and responsibilities of the enlisted personnel working in these ratings. Your knowledge of the occupational fields will help you to develop a better understanding of the different ratings and to become a better PN. Sometime in your career, for example, you will likely counsel someone who is interested in striking for a particular rating, and you must be able to provide the right kind of information.

As you progress in your career, you will be assigned to various duty stations where you will meet personnel who work in many Navy ratings, and you will need to know what they do. Remember, personnel requirements depend on the mission of your command, and you will not encounter personnel in all Navy ratings at every command to which you are assigned. For example, you will not see air traffic controllers (ACs) serving aboard guided missile destroyers (DDGs). Why? Because the special skills of the ACs are not required aboard DDGs. These skills, however, are required aboard aircraft carriers (CVs). Logically, you will see ACs serving aboard aircraft carriers where their special skills are needed.

The jobs Navy personnel perform are just as diverse as civilian occupations. The Navy is an accumulated group of people who work together in many fields to accomplish the overall mission. While some ratings are

Table 2-3.—Occupational Fields and Associated Ratings

FIELD	TITLE	RATINGS
1.	General Seamanship	(BM, SM)
2.	Ship Operations	(OS, QM)
3.	Marine Engineering	(BT, EM, EN, GS, IC, MM)
4.	Ship Maintenance	(DC, HT, IM, MR, ML, OM, PM)
5.	Aviation Maintenance/Weapons	(PR, AE, AT, AD, AZ, AO, AM)
6.	Aviation Ground Support	(AB, AS)
7.	Air Traffic Control	(AC)
8.	Weapons Control	(ET, FT, FC)
9.	Ordnance Systems	(GM, MN, MT, TM)
10.	Sensor Operations	(EW, OT, ST)
11.	NOTE: This occupational field is not currently being used. Its title was Weapons Systems Support, and the Tradesman (TD) rating was in this field. (The Navy no longer has a TD rating.)	
12.	Data Systems	(DP, DS)
13.	Construction	(BU, CE, CM, EA, EO, SW, UT)
14.	Health Care	(DT, HM)
15.	Administration	(LN, NC, PN, PC, RP, YN)
16.	Logistics	(AK, DK, MS, SH, SK)
17.	Media	(DM, JO, LI, PH)
18.	Music	(MU)
19.	Master-at-Arms	(MA)
20.	Cryptology	(CT)
21.	Communications	(RM)
22.	Intelligence	(IS)
23.	Meteorology and Oceanography	(AG)
24.	Aviation Sensor Operations	(AW)

more technical than others, all ratings are important and essential for the Navy's day-to-day operations. In the following sections, let's examine the Navy ratings within their appropriate occupational fields.

Occupational Fields

Ratings are organized into 23 occupational fields, as shown in table 2-3 and in appendix B of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards,* Volume I, part A, NAVPERS 18068. Notice how these ratings (indicated by abbreviations in parentheses) are listed or grouped according to their occupational areas.

Figure 2-2 illustrates the relationship of the various occupational fields to the enlisted rating insignia with

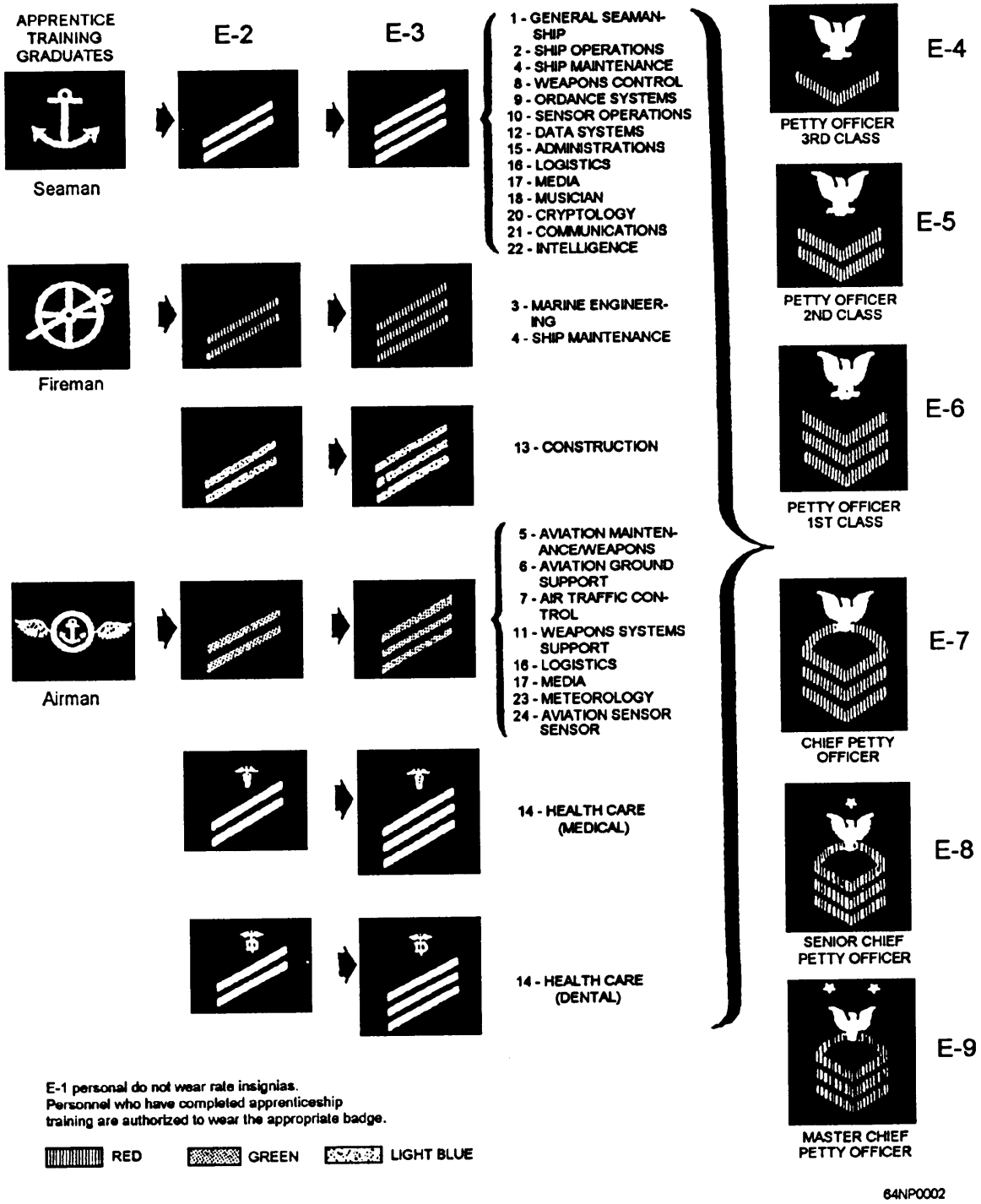


Figure 2-2.—Relationship of Navy enlisted rating insignia and occupational fields.

the exception of occupational field 19. Occupational field 19 is reflected at the bottom of figure 2-2 since personnel of different ratings can apply for conversion to the MA rating provided they are eligible. Figure 2-3 provides an overview of the enlisted occupational fields and shows you the specialty marks of the associated ratings. Specialty marks were added to the uniforms of enlisted personnel in 1866. Originally, these marks were representations of the instruments that Navy enlisted personnel used in the performance of their duties. The custom of having specialty marks on Navy enlisted uniforms continues today, and the specialty marks continue to represent the type of work done within each rating.

In the following sections, we will show you how to associate certain ratings with their occupational fields. We will look at each occupational field, the associated ratings, and the identifying insignia and scope of each rating.

OCCUPATIONAL FIELD 1 (GENERAL SEAMANSHIP).— This occupational field is

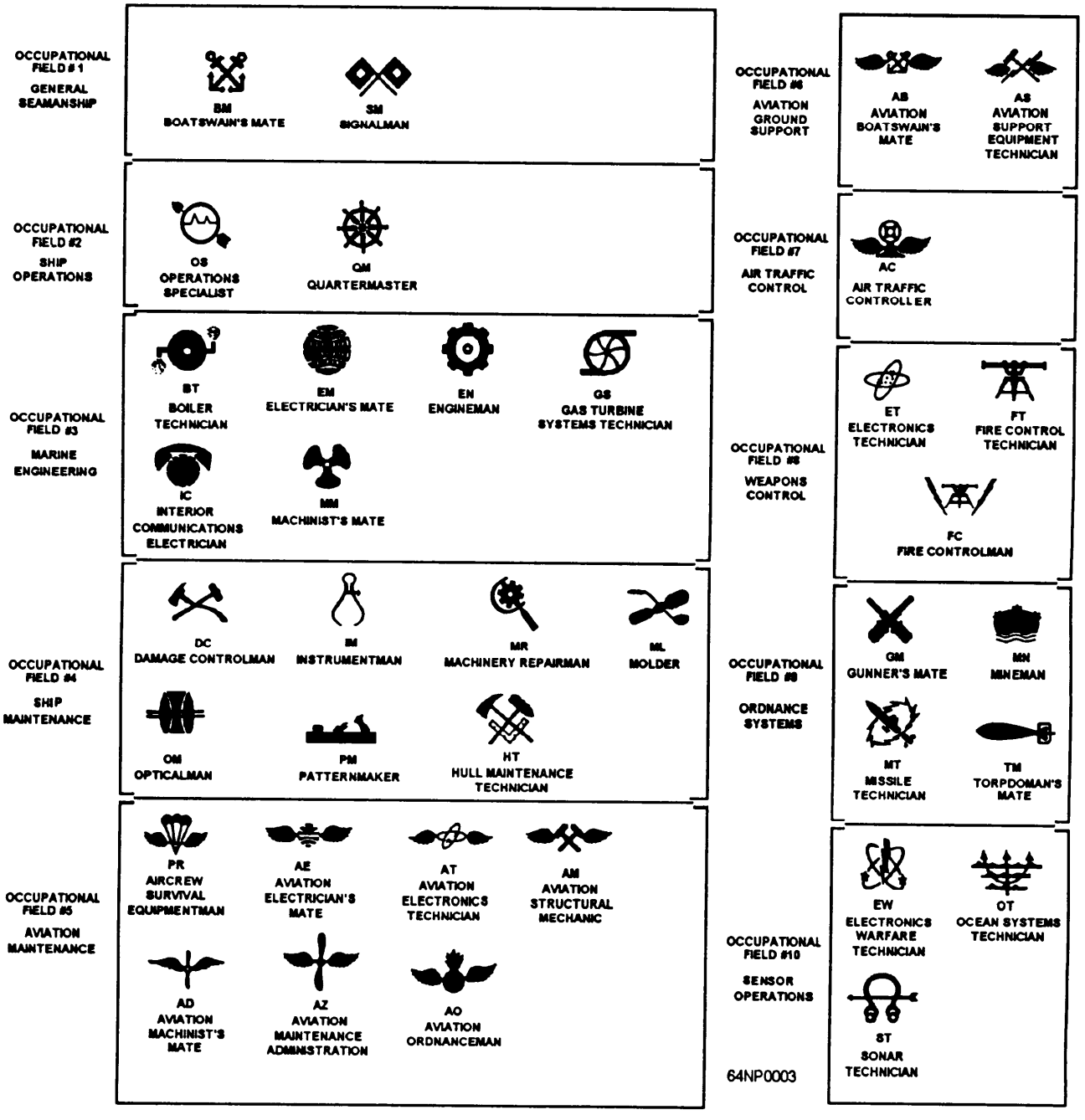


Figure 2-3.—Enlisted occupational fields and specialty marks of associated ratings.

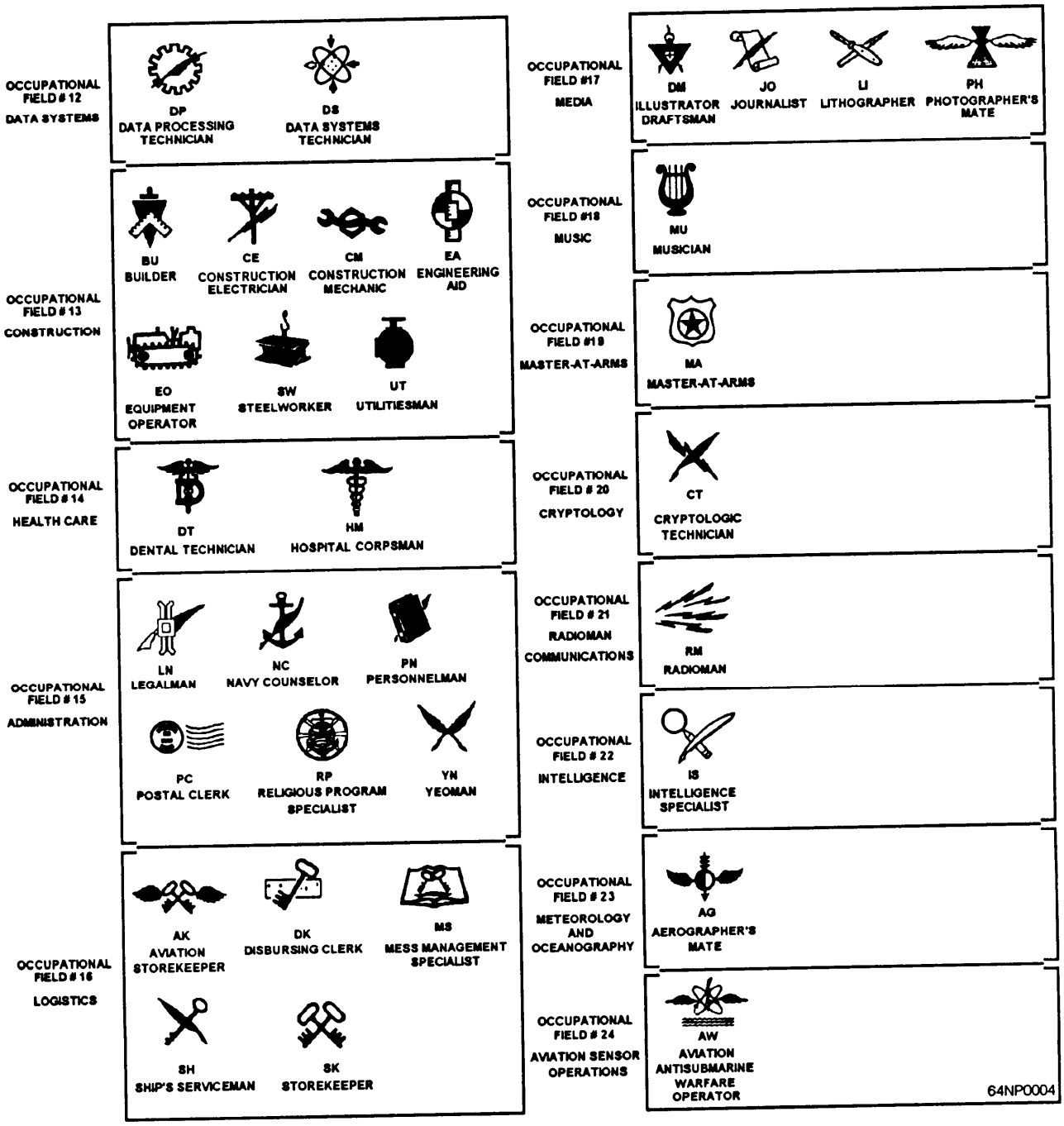
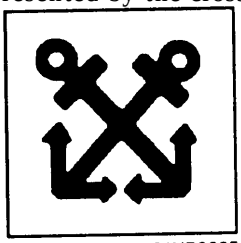


Figure 2-3.—Enlisted occupational fields and specialty marks of associated ratings—Continued.

represented by two Navy ratings: Boatswain's Mate (BM) and Signalman (SM).

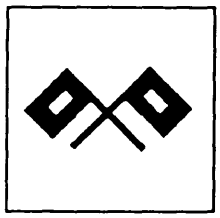
Boatswain's Mate.—The insignia for Boatswain's Mate (BM) is represented by the crossed anchors.



BMs train, direct and supervise personnel in military duties in all activities relating to marlinespike; deck and boat seamanship; painting, maintenance, and upkeep of the ship's external structure; rigging; deck equipment; and boats. BMs take charge of working parties; perform Seamanship tasks; and act as petty officers in charge of picketboats, self-propelled barges, tugs, and other yard and district craft. They also maintain discipline as master-at-arms and police petty officers; serve in, or take charge of, guncrews or damage control parties; and operate and maintain equipment

used in loading and unloading cargo, ammunition, fuel, and general stores.

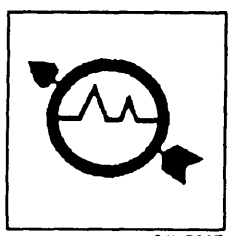
Signalman.— The insignia for the Signalman (SM) rating is represented by the crossed semaphore flags.


64NP006

SMs stand watches on signal bridges where they send and receive messages by flashing light, semaphore, and flag hoist. They prepare headings and addresses for outgoing messages; handle, route, and file messages; encode and decode message headings; operate voice radio; and maintain visual signal equipment. They also render passing honors to ships and boats and display ensigns and personal flags during salutes and during personal and national honors. They additionally perform duties of lookouts; send and receive visual recognition signals; repair signal flags, pennants, and ensigns; take bearings; recognize visual navigational aids; and serve as navigators' assistants.

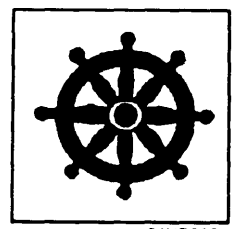
OCCUPATIONAL FIELD 2 (SHIP OPERATIONS).— This occupational field includes the ratings of Operations Specialist (OS) and Quartermaster (QM).

Operations Specialist.— The insignia for the Operations Specialist (OS) ratingis represented by an arrow going through an oscilloscope.


64NP007

OSs function as plotters and radiotelephone and command and control sound-powered telephone talkers and maintain combat information center (CIC) displays of strategic and tactical information. They operate surveillance and altitude radars, and identification friend or foe (IFF) systems and associated equipment and serve as watch supervisors and section leaders. During watch conditions, OSs interpret and evaluate presentations and tactical situations and make recommendations to superiors. By applying their thorough knowledge of official doctrine and required procedures for CIC operations and radar navigation, OSs provide their commands with technical information and assistance related to antisurface warfare, anti air warfare, antisubmarine warfare, amphibious warfare, mine warfare; naval gunfire support, and search and rescue operations. OSs plan, organize, direct, and administer shipboard training programs and provide technical information and advice on capabilities, limitations, reliability, and operational readiness of CIC equipment.

Quartermaster.—The rating insignia for Quartermaster (QM) is represented as a ship's wheel.


64NP008

QMs stand watches as assistants to officers of the deck (OODs) and navigators. They serve as steersmen and perform ship control, navigation, and bridge watch duties. They also procure, correct, use, and stow navigational and oceanographic publications and oceanographic charts. QMs maintain navigational instruments and keep correct navigational time. They also render "honors and ceremonies" according to national and foreign customs. They send and receive visual messages and serve as petty officers in charge of tugs, self-propelled barges, and other yard and district craft.

OCCUPATIONAL FIELD 3 (MARINE ENGINEERING).— The ratings included in this field are Boiler Technician (BT), Electrician's Mate (EM), Engineman (EN), Gas Turbine Systems Technician (GS), Interior Communications Electrician (IC), and Machinist's Mate (MM).

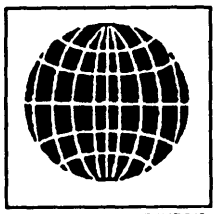
Boiler Technician.—The insignia for the Boiler Technician (BT) rating is represented by a Hero's boiler.

64NP009

BTs operate and perform organizational and intermediate maintenance on marine boilers, pumps, forced draft blowers, and heat exchangers. They

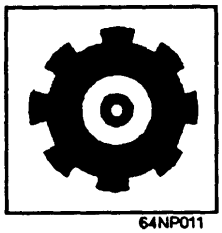
perform tests, transfers, and inventories of fuels and water and maintain records and reports. BT3s normally stand watches as fireroom upper level/checkman, fireroom lower level/burnerman, fireroom messenger, and cold iron.

Electrician's Mate.—The insignia for the Electrician's Mate (EM) rating is represented as a globe of the world.


64NP010

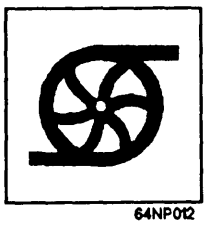
EMs operate and perform organizational and intermediate maintenance on power and lighting circuits, electrical fixtures, film projectors, motors, generators, voltage and frequency regulators, controllers, distribution switchboards, and other electrical equipment. EMs test for short circuits, grounds, and other casualties. They also rebuild electrical equipment, including solid state circuitry elements, in an electrical shop. They stand generator, switchboard, control equipment, and electrical equipment watches.

Engineman.— The insignia for the Engineman (EN) rating is represented as a gear.


64NP011

ENs operate, repair, and perform organizational and intermediate maintenance on internal-combustion engines, main propulsion machinery, refrigeration and air-conditioning equipment and systems, gas turbine engines, and assigned auxiliary equipment. They also stand watches on auxiliary boilers.

Gas Turbine Systems Technician.— The insignia for the Gas Turbine Systems Technician (GS) rating is a cross section of a turbine.


64NP012

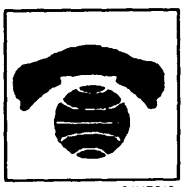
GSs operate, repair, and perform organizational and intermediate maintenance on gas turbine engines and main propulsion machinery (including gears, shafting, and controllable pitch propellers). They also perform maintenance on assigned auxiliary equipment, propulsion control systems, assigned electrical and electronic circuitry (up to the printed circuit), and alarm warning circuitry.

GSs are divided into two categories: (1) Gas Turbine Systems Technician (Electrical) (GSE) and (2) Gas Turbine Systems Technician (Mechanical) (GSM). Some of their specific responsibilities are listed in the next two paragraphs.

GSEs operate, repair, and perform organizational and intermediate maintenance on the electrical components of gas turbine engines. They also operate, repair, and perform maintenance on main propulsion machinery, auxiliary equipment, propulsion control systems, assigned electrical and electronic circuitry (up to the printed circuit), and alarm and warning circuitry.

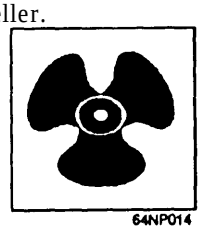
GSMs operate, repair, and perform organizational and intermediate maintenance on the mechanical components of gas turbine engines. They also operate, repair, and perform maintenance on main propulsion machinery (including gears, shafts, and controllable pitch propellers), assigned auxiliary equipment, and propulsion control systems.

Interior Communications Electrician.— The insignia for the Interior Communications Electrician (IC) rating is a telephone over a globe.


64NP013

ICs operate and perform organizational and intermediate maintenance on interior communications systems such as alarm, ship's control, entertainment, gyrocompass, and plotting systems. They stand watches on work-related equipment.

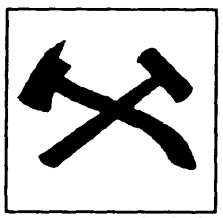
Machinist's Mate.—The insignia for the Machinist's Mate (MM) rating consists of a three-bladed propeller.


64NP014

MMs operate, repair, and perform organizational and intermediate level maintenance on ship propulsion machinery, auxiliary equipment, and outside machinery, such as steering engines, windlasses, hoisting machinery, and elevators. MMs also operate and perform maintenance on food preparation equipment, laundry equipment, and refrigeration and air-conditioning equipment. They also transfer and inventory lubricating oils, maintain records and reports, and may perform duties in the generation and storage of industrial gases.

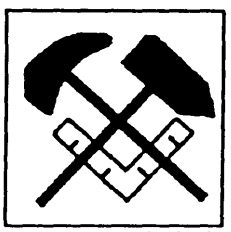
OCCUPATIONAL FIELD 4 (SHIP MAINTENANCE).— TMS occupational field includes the Damage Controlman (DC), Hull Maintenance Technician (HT), Instrumentman (IM), Machinery Repairman (MR), Molder (ML), Opticalman (OM), and Patternmaker (PM) ratings.

Damage Controlman.— The insignia for the Damage Controlman (DC) rating is the crossed fire ax and maul.


64NP015

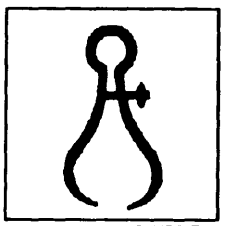
DCs perform organizational and intermediate level maintenance and repair of damage control equipment and systems. They plan, supervise, and perform tasks necessary for damage control; ship stability; preservation of watertight integrity; fire-fighting; and chemical, biological, and radiological (CBR) warfare defense. DCs also instruct and coordinate damage control parties and instruct personnel in the techniques of damage control and CBR defense. They additionally supervise and perform tasks in procurement and issuance of supplies and repair parts and prepare records and reports.

Hull Maintenance Technician.—The insignia for the Hull Maintenance Technician (HT) rating is the crossed fire ax and maul with a carpenter's square.


64NP016

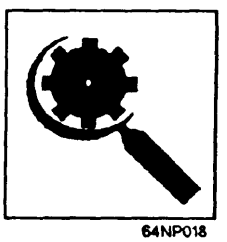
HTs plan, supervise, and perform tasks necessary for fabrication, installation, and repair of all types of shipboard structures and plumbing and piping systems. HTs qualify in the techniques, skills, and use of damage control and fire-fighting. They organize, supervise, and train personnel in maintenance, hull repair, and damage control duties. HTs also supervise and perform tasks in procurement and issuance of supplies and repair parts.

Instrumentman.—The insignia for the Instrumentman (IM) rating consists of calipers.


64NP017

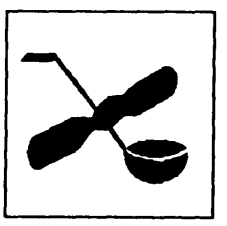
IMs perform organizational and intermediate maintenance on mechanical instruments, office machines, and Navy timepieces. They implement Navy or Mechanical Instrument Repair and Calibration Shop (MIRCS) procedures.

Machinery Repairman.— The insignia for the Machinery Repairman (MR) rating consists of a micrometer and gear.


64NP018

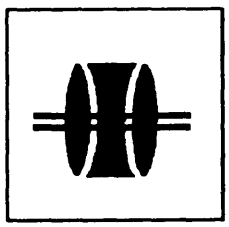
MR perform organizational and intermediate maintenance on assigned equipment and in support of other ships, requiring the skillful use of lathes, milling machines, boring mills, grinders, power hacksaws, drill presses, and other machine tools. MRs are also required to be skillful in the use of portable machinery, hand tools, and measuring instruments found in machine shops.

Molder.— The insignia for the Molder (ML) rating consists of a crossed bench rammer and stove tool.


64NP019

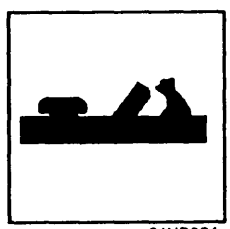
Molders (MLs) operate foundries aboard ship and at shore stations. They make molds and cores; rig flasks; prepare heats; and pour castings of ferrous, nonferrous, and alloy metals. They also clean castings, pour bearings, and perform organizational and intermediate maintenance on assigned equipment and in support of other ships.

Opticalman.— The insignia for the Opticalman (OM) rating is a representation of lenses crossed by lines of light.


64NP020

OMs perform organizational and intermediate maintenance on small navigational instruments, binoculars, gunsights, sights, and range finders. They also perform maintenance on submarine and turret periscopes, night vision sights, and other optical instruments.

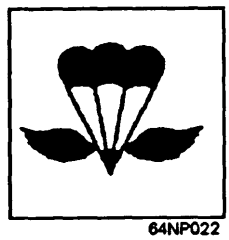
Patternmaker.— The insignia for the Patternmaker (PM) rating is a wooden jack plane.


64NP021

PMs make wooden, plaster, and metal patterns as well as core boxes and flasks used by Molders in Navy foundries. PMs mount patterns on match plates and follow boards for production molding and make plaster patterns, full-scale layouts of wooden patterns, core boxes, and templates. They also index and store patterns and perform organizational and intermediate maintenance on assigned equipment and in support of other ships.

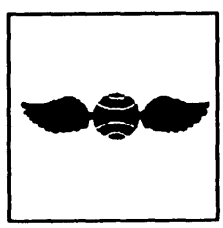
OCCUPATIONAL FIELD 5 (AVIATION MAINTENANCE/WEAPONS).— This occupational field consists of the Aircrew Survival Equipmentman (PR), Aviation Electrician's Mate (AE), Aviation Electronics Technician (AT), Aviation Machinist's Mate (AD), Aviation Maintenance Administrationman (AZ), Aviation Ordnanceman (AO), and Aviation Structural Mechanic (AM) ratings.

Aircrew Survival Equipmentman.—The insignia for the Aircrew Survival Equipmentman (PR) rating is a winged parachute.


64NP022

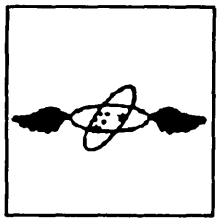
PRs inspect, maintain, and repair parachutes, survival equipment, and flight and protective clothing and equipment. They pack and rig parachutes, pack and equip life rafts, and repair and test oxygen regulators and liquid oxygen converters removed from aircraft. PRs also fit and maintain oxygen masks, flight clothing, antiexposure suits, and antigravity suits. They also operate and maintain carbon dioxide transfer and recharge equipment, operate and repair sewing machines, conduct special calendar/periodic inspections of survival equipment, and supervise the operation of parachute lofts and survival equipment work centers.

Aviation Electrician's Mate.—The insignia for the Aviation Electrician's Mate (AE) rating is a winged globe.


64NP023

AEs maintain electrical and instrument systems, including power generation, conversion, and distribution systems. They maintain aircraft batteries, interior and exterior lighting, and the electrical controls of aircraft systems, including hydraulic systems, landing gear, flight control systems, utility and power plant engines, and flight and noninstrument types of indicating and warning systems. They also maintain automatic flight control and stabilization systems; aircraft compass systems; attitude reference systems; and inertial navigation systems.

Aviation Electronics Technician.— The insignia for the Aviation Electronics Technician (AT) rating consists of a winged helium atom.

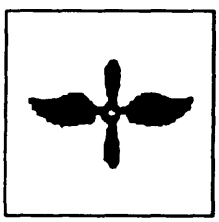

64NP024

The ATs are divided into two categories: (1) Aviation Electronics Technicians (Intermediate) (ATIs) and (2) Aviation Electronics Technicians (Organizational) (ATOs). Some of their specific responsibilities are listed in the next two paragraphs.

The ATIs perform intermediate level preventive and corrective maintenance on aviation electronic components supported by conventional and automatic test equipment, including repair of weapons replaceable assemblies (WRAs), and shop replaceable assemblies (SRAs). They also perform microminiature component repair, test equipment qualification, and associated test bench preventive and corrective maintenance.

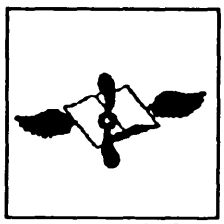
The ATOs perform organizational level preventive and corrective maintenance on aviation electronics systems. The aviation electronics systems include communication, radar, navigation, antisubmarine warfare sensors, electronic warfare, data link, fire control, tactical displays, and associated equipment.

Aviation Machinist's Mate.— The insignia for the Aviation Machinist's Mate (AD) rating is a winged, two-bladed propeller.


64NP025

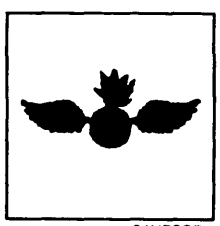
ADs maintain aircraft engines and their related systems, including the induction, cooling, fuel, oil, compression, combustion, turbine, gas turbine compressor, exhaust, and propeller systems. They preflight aircraft and conduct periodic inspections on engines and engine-related systems. ADs also field-test and adjust engine components, including fuel controls, pumps, valves, and regulators. They remove, repair, and replace compressor and turbine blades and combustion chamber liners. They also preserve and depreserve engines, engine accessories, and components and supervise engine work centers.

Aviation Maintenance Administrationman.— The insignia for the Aviation Maintenance Administrationman (AZ) rating consists of a winged, two-bladed propeller on a book.


64NP026

AZs perform administrative, managerial, and clerical duties required in implementing and supporting the Naval Aviation Maintenance Program. They plan, program, and coordinate scheduled and unscheduled maintenance tasks and the incorporation of changes and modifications on or to aircraft and equipment. AZs set up and maintain status boards. They also collect, compile, analyze, and record data pertaining to the history, operation, maintenance, configuration, receipt, and transfer of naval aircraft and related aeronautical equipment. AZs prepare reports and correspondence; determine requirements for, requisition, and control issues of change kits; requisition departmental instructions, forms, and technical data; and organize, maintain, and operate technical libraries. They additionally perform other duties as required when attached to organizational, intermediate, and depot maintenance activities or aviation staff commands.

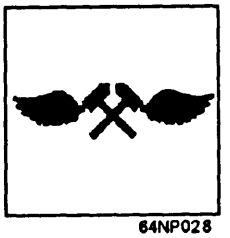
Aviation Ordnanceman.—The insignia for the Aviation Ordnanceman (AO) rating consists of a flaming, winged, spherical shell.


64NP027

AOs inspect, maintain, and repair aircraft armament equipment and aviation ordnance equipment, including aircraft guns, gun accessories, aerial-towed target equipment, ammunition, handling equipment, and ammunition suspension, release, launching, and arming equipment. AOs store, maintain, assemble, load, and fuse aviation ammunition. They also load nuclear weapons and aerial mines and torpedoes; load supplementary stores; and assemble, test, load, and maintain air-launched guided missiles. They additionally supervise the operation of aviation

ordnance shops, armories, and aviation ammunition storage facilities.

Aviation Structural Mechanic.—The insignia for the Aviation Structural Mechanic (AM) rating is a winged replica of crossed mauls.



AMs inspect, maintain, and repair aircraft, airframe, and structural components and surfaces. They supervise the operation of airframe work centers and have many other responsibilities.

The AMs are divided into three categories: (1) Aviation Structural Mechanic, Safety Equipment (AME); (2) Aviation Structural Mechanic, Hydraulics (AMH); and (3) Aviation Structural Mechanic, Structures (AMS). Some of their specific responsibilities are listed in the next three paragraphs.

The AMEs inspect, remove, install, and rig ejection seats, shoulder harnesses, lap belts, and face-curtain mechanisms. They also inspect, remove, install, and adjust firing mechanisms and cartridges for ejection seats, lap belts, and canopies.

The AMHs maintain hydraulic systems, including main and auxiliary power systems and unit actuating subsystems. They inspect, remove, and replace components of hydraulic systems; and bleed hydraulic systems. They also perform daily, preflight, postflight, and other periodic aircraft inspections.

The AMSs maintain aircraft fuselages, wings, and fixed and movable surfaces. They fabricate and assemble metal parts and make minor repairs to aircraft skin. They also paint, perform dye penetrant inspections, and perform daily, preflight, and other periodic aircraft inspections.

OCCUPATIONAL FIELD 6 (AVIATION GROUND SUPPORT).— This occupational field includes the Aviation Boatswain's Mate (AB) and Aviation Support Equipment Technician (AS) ratings.

Aviation Boatswain's Mate.— The insignia for the Aviation Boatswain's Mate (AB) rating consists of a winged replica of crossed anchors.

ABs operate, maintain, and perform organizational maintenance on catapults, arresting gear, barricades, and associated flight deck launching and recovery equipment. They operate and service aircraft ground-handling equipment and machinery. They also operate and service aircraft crash, fire-fighting, and rescue equipment and handle aircraft on carriers and ashore. They perform crash rescue, fire-fighting, crash removal, and damage control duties.

The ABs are divided into three categories: (1) Aviation Boatswain's Mate, Launching and Recovery Equipment (ABE), (2) Aviation Boatswain's Mate, Fuels (ABF), and (3) Aviation Boatswain's Mate, Aircraft Handling (ABH). Some of the specific responsibilities are listed in the following paragraphs.

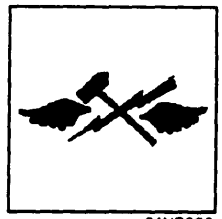
The ABEs operate, maintain, and perform organizational maintenance on hydraulic and steam catapults, barricades, arresting gear, arresting gear engines, and associated equipment ashore and afloat. They also operate catapult launch and retract panels, consoles, firing panels, water brakes, blast deflectors, and cooling panels. They perform aircraft-handling duties related to the operation of aircraft launching and recovery equipment.

The ABFs operate, maintain, and perform organizational maintenance on aviation fueling and lubricating oil systems in CVs, LPHs, and LPDs. They operate, maintain, and repair the valves and piping of purging and protective systems within the Air Department spaces aboard ship. They also supervise the operation and servicing of fuel farms and equipment associated with the fueling and defueling of aircraft ashore and afloat. ABFs also train, direct, and supervise fire-fighting crews, fire rescue teams, and damage control parties in assigned fuel and lubricating oil spaces and observe and enforce fuel-handling safety precautions.

The ABHs direct the movement and spotting of aircraft ashore and afloat and perform duties in connection with the launching and recovery of aircraft. They operate, maintain, and perform organizational maintenance on ground-handling equipment used for the moving and hoisting of aircraft ashore and afloat.

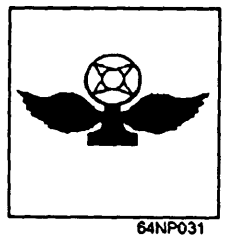
They also supervise securing of aircraft and equipment and perform crash rescue, fire-fighting, crash removal, and damage control duties.

Aviation Support Equipment Technician.— The insignia for the Aviation Support Equipment Technician (AS) rating is a winged symbol of a crossed maul and spark.


64NP030

ASs perform preventive and corrective maintenance on aviation support equipment, aviation armament-handling equipment, aviation mobile fire-fighting units, materials-handling equipment, hoisting and lifting devices, and associated components and systems. They also manage support equipment assets at different command levels and provide training in operation and maintenance of aviation support equipment.

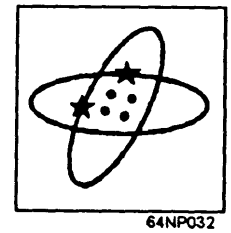
OCCUPATIONAL FIELD 7 (AIR TRAFFIC CONTROL).— This occupational field encompasses only the Air Traffic Controller (AC) rating. The insignia for the AC rating is the symbol of a winged microphone.


64NP031

ACs provide air traffic control services in air traffic control towers and in radar air traffic control and fleet area control and surveillance facilities, as well as air operations offices ashore and afloat. ACs operate radio communication systems and light signals and systems and direct aircraft under visual flight rules (VFR) and instrument flight rules (IFR) conditions. They also operate ground and shipboard controlled approach systems, assist pilots in the preparation and processing of flight plans and clearances, and maintain up-to-date flight planning information and reference materials.

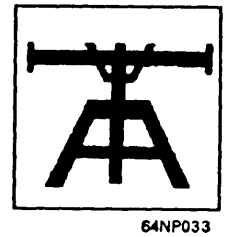
OCCUPATIONAL FIELD 8 (WEAPONS CONTROL).— This occupational field encompasses the Electronics Technician (ET), Fire Control Technician (FT), and Fire Controlman (FC) ratings.

Electronics Technician.—The insignia for the Electronics Technician (ET) rating is the symbol of a helium atom.


64NP032

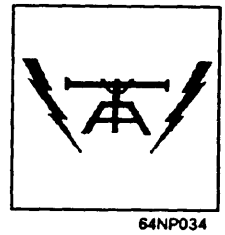
ETs perform maintenance on electronic equipment used for communication, detection, tracking, recognition, identification, and aids to navigation (exceptions: airborne equipment, data processing systems, interior communications systems, teletypewriters, sonar, dead reckoning analyzer indicators, weapons control systems, and electronic warfare systems).

Fire Control Technician.—The insignia for the Fire Control Technician (FT) rating is the symbol of a range finder.


64NP033

FTs perform organizational and intermediate level maintenance on submarine weapons control systems equipment and associated weapons control systems test equipment. They operate submarine weapons control systems. They also operate and maintain associated systems test equipment and participate in weapons-handling functions.

Fire Controlman.—The insignia for the Fire Controlman (FC) rating is the symbol of a range finder with sparks on each side facing inward.

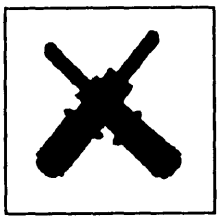

64NP034

FCs perform organizational and intermediate level maintenance on surface missile and gun fire control systems and associated test equipment. They operate

and test surface missile and gun fire control systems, make detailed mechanical electrical and electronic casualty analyses, and operate associated test equipment.

OCCUPATIONAL FIELD 9 (ORDNANCE SYSTEMS).— TMS occupational field includes the Gunner's Mate (GM), Mineman (MN), Missile Technician (MT), and Torpedoman's Mate (TM).

Gunner's Mate.—The insignia for the Gunner's Mate (GM) rating is the symbol of crossed cannons.


64NP035

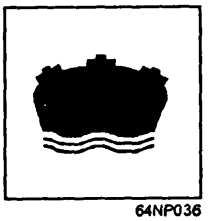
GMs operate and perform organizational and intermediate maintenance on guided missile launching systems, missile launching groups, rocket launchers, guns, gun mounts, turrets, and associated handling equipment. They test and inspect ammunition and missiles and their components and supervise personnel in handling and storage of ammunition and missiles and their components. GMs also inspect and repair magazines and ammunition storage spaces and supervise crews assigned to ordnance equipment.

The GMs are divided into two categories: (1) Gunner's Mates, Guns (GMGs) and (2) Gunner's Mates, Missiles (GMMs). Some of their specific responsibilities are indicated in the next two paragraphs.

The GMGs operate and perform organizational and intermediate maintenance on guns, gun mounts, turrets, handling equipment, and small arms. They test and inspect gun and rocket ammunition, inspect and repair magazine sprinkler systems, and make internal alignments of electrohydraulic gun mounts. GMGs also supervise personnel in the handling and storage of gun and rocket ammunition. They direct crews in the operation of guns, gun mounts, gun turrets, rocket launchers, and ammunition hoists and handling rooms.

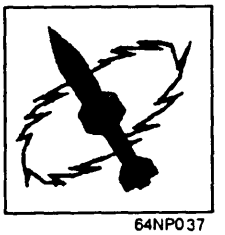
The GMMs perform organizational and intermediate maintenance on guided missile launching groups and antisubmarine rocket (ASROC) launching groups and handling equipment. They service the pneumatic and hydraulic components of missile systems and make internal alignments of electrohydraulic launchers. They also prepare missile and launching equipment for check-out and firing; supervise the handling and storage of missiles and missile components; and test, inspect, and repair magazine sprinkler systems.

Mineman.—The insignia for the Mineman (MN) rating is a floating mine.


64NP036

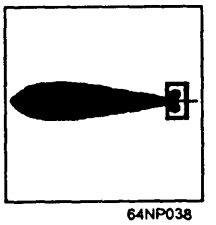
MNs perform organizational and intermediate level maintenance on underwater mines and associated equipment. They assemble, test, store, and transport underwater mines. They also operate, maintain, and perform authorized modifications on materials-handling equipment, assembly level items, and test equipment. MNs also perform safety criteria testing on materials-handling equipment and participate in fleet mining and exercise training programs.

Missile Technician.—The insignia for the Missile Technician (MT) rating is the guided missile.


64NP037

MTs perform organizational and intermediate level maintenance on ballistic missile weapons systems. They also operate and maintain ballistic missile fire control systems, guidance subsystems, associated guidance subsystem test equipments, and missile and launcher/tube groups, along with all ancillary equipments. Additionally they operate and perform maintenance on strategic weapons systems; operate, test and repair associated ship/weapon subsystem test equipments, and test and handling equipments.

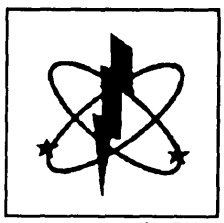
Torpedoman's Mate.—The insignia for the Torpedoman's Mate (TM) rating is the torpedo.


64NP038

TMs perform organizational and intermediate level maintenance on underwater ordnance such as torpedoes and antisubmarine rockets. They operate and maintain test equipment, launching and firing systems, and storage facilities associated with underwater ordnance. They also prepare underwater ordnance for launching and conduct postfiring routines and securing and evaluation procedures.

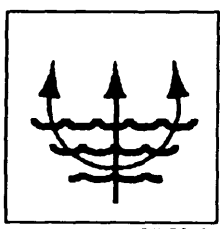
OCCUPATIONAL FIELD 10 (SENSOR OPERATIONS).— This occupational field includes the Electronics Warfare Technician (EW), Ocean Systems Technician (OT), and Sonar Technician (ST) ratings.

Electronics Warfare Technician.—The insignia for the Electronics Warfare Technician (EW) rating is a helium atom slashed by a lightning bolt.


64NP039

EWs operate and perform organizational and intermediate level maintenance on electronic warfare systems and associated supporting equipment. They extract, interpret and apply data from intelligence publications, reports, and other documentation. Senior EWs train and supervise personnel in EW assignments and supervise the preparation of electronic warfare reports.

Ocean Systems Technician.— The insignia for the Ocean Systems Technician (OT) rating is a trident crossed by waves.

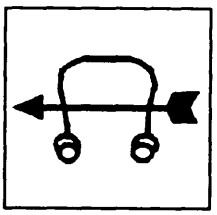

64NP040

OTs operate analysis, localization, correlation, resource allocation, communications, and display equipment associated with the Integrated Undersea Surveillance System (IUSS) for the analysis, evaluation, and interpretation of acoustic data for operational use. They evaluate equipment operation, locate and analyze equipment casualties, and make repairs and adjustments. They align, maintain, and supervise the maintenance of IUSS equipment.

OTs are divided into two categories: (1) Ocean Systems Technicians (Analyst) (OTAs) and (2) Ocean Systems Technicians (Maintainer) (OTMs). Some of their specific responsibilities are reflected in the next paragraph.

The OTAs operate the analysis, localization, correlation, resource allocation, communication, and display equipment associated with the IUSS for the analysis, evaluation, and interpretation of acoustic data for operational use. On the other hand, the OTMs perform preventive and corrective maintenance at the organizational level on IUSS digital and analog equipment.

Sonar Technician.—The insignia for the Sonar Technician (ST) rating is the symbol of earphones pierced by an arrow.


64NP041

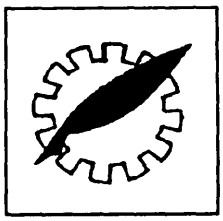
STs are divided into two categories: (1) Sonar Technicians, Surface (STGs) and (2) Sonar Technicians, Submarine (STSs). Some of their specific responsibilities are listed in the next two paragraphs.

The STGs operate (manipulate, control, evaluate, and interpret data) surface sonar and oceanographic equipment, surface ship underwater fire control equipment, and associated equipment for the solution of antisubmarine warfare problems. They also perform organizational and intermediate maintenance on surface sonar and allied equipment.

The STSs operate (manipulate, control, evaluate, and interpret data) submarine sonar and oceanographic equipment and submarine auxiliary sonar. They coordinate submarine sonar and underwater fire control interface and perform organizational and intermediate maintenance on submarine and allied equipment.

OCCUPATIONAL FIELD 12 (DATA SYSTEMS).— This occupational field includes the Data Processing Technician (DP) and Data Systems Technician (DS) ratings.

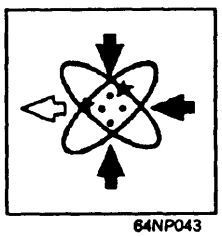
Data Processing Technician.— The insignia for the Data Processing Technician (DP) rating is the symbol of a quill resting on a gear.



64NP042

DPs operate, manage, and provide hardware and software support to multimedia automated information systems (AIS), including mainframes, mini and microcomputers, local area networks (LANs), wide area networks (WANs), and telecommunications. DPs establish, program, and maintain database management systems and fiction as database administrators and managers. They implement production control procedures, including input/output quality control support and apply diagnostic and restoration techniques to AIS and teleprocessing components.

Data Systems Technician.— The insignia for the Data Systems Technician (DS) rating is the symbol of a helium atom with input/output arrows.

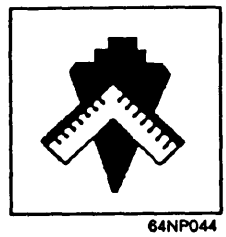


64NP043

DSs perform organizational, intermediate, and preventive maintenance on digital computer equipment, subsystems, and systems. They inspect, test, align, and repair micro/minicomputers and associated peripheral equipment, data conversion units, data display equipment, data link terminal equipment, print devices, and system-related equipment. They operate general-purpose test equipment and automated test equipment; load, initialize, and run preprogrammed diagnostic, performance, and testing routines for digital computer equipment, digital subsystems, digital systems, and overall combat systems.

OCCUPATIONAL FIELD 13 (CONSTRUCTION). —This occupational field includes the Builder (BU), Construction Electrician (CE), Construction Mechanic (CM), Engineering Aid (EA), Equipment Operator (EO), Steelworker (SW), and Utilitiesman (UT) ratings.

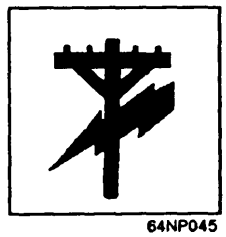
Builder.— The insignia for the Builder (BU) rating is the symbol of a carpenter's square on a plumb bob or weight.



64NP044

BUs perform tasks required for construction, maintenance, and repair of wooden and concrete structures. They perform rough and finished carpentry. BUs also erect and repair waterfront structures and wooden and concrete bridges and trestles. They paint and varnish new and refinished surfaces. Additionally, BUs perform tasks required in combat and disaster preparedness or recovery operations.

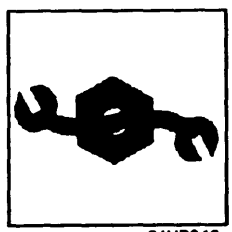
Construction Electrician.—The insignia for the Construction Electrician (CE) rating is the symbol of a spark superimposed on a telephone pole.



64NP045

CEs plan, supervise, and perform tasks required to install and repair interior, overhead, and underground wires and cables. They install, operate, service, and overhaul electric generating equipment/fixtures and distribution systems. They also service electrical equipment such as transformers, switchboards, motors, and controllers. They must also maintain personal combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

Construction Mechanic.—The insignia for the Construction Mechanic (CM) rating is the symbol of a wrench superimposed on a nut.

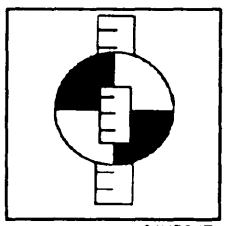


64NP046

CMs perform tasks involved in maintenance, repair, and-overhaul of automotive, materials-handling, and construction equipment. They analyze and correct malfunctions in equipment and issue repair parts. They also maintain records, prepare requisitions and reports,

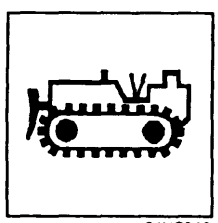
and train assistants in repair procedures and techniques. They must maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

Engineering Aid.—The insignia for the Engineering Aid (EA) rating is the symbol of a level rod with a measuring scale.


64NP047

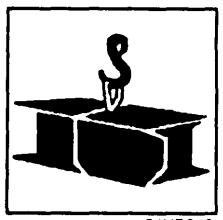
EAs plan, supervise, and perform tasks required in construction surveying, construction drafting, planning and estimating, and quality control. They prepare progress reports, time records, construction schedules, and material and labor estimates. AEs also establish and operate a basic quality control system for testing soils, concrete, and construction materials. AEs must maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

Equipment Operator.— The insignia for the Equipment Operator (EO) rating is the symbol of a bulldozer.


64NP048

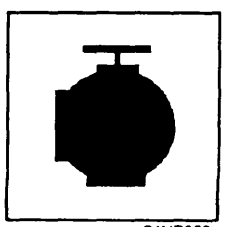
EOs perform tasks involving deployment and operation of automotive, materials-handling, weight-lifting, and construction equipment. They direct and coordinate efforts of individuals and crews in execution of construction, earth-moving, road-building, asphalt-batching, and paving. They also maintain records and reports on mobile and stationary equipment and organize and supervise automotive and construction equipment pools. EOs must maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

Steelworker.— The insignia for the Steelworker (SW) rating is the symbol of a beam suspended from a hook.


64NP049

SWs perform tasks directly related to the fabrication and erection of preengineered structures, including steel reinforcement. They control jobsite deployment of materials and equipment. They also direct and coordinate the composition, training, and efforts of crews who fabricate, assemble, erect, position, and join structural members and fabricated sections. SWs must maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

Utilitiesman.—The insignia for the Utilitiesman (UT) rating is the symbol of a valve.


64NP050

UTs plan, supervise, and perform tasks involved in installation, maintenance, and repair of plumbing, heating, steam, compressed air, fuel storage and distribution systems, water treatment and distribution systems, air-conditioning and refrigeration equipment, and sewage collecting and disposal facilities. They schedule and evaluate installation and operational tasks and prepare records and reports. They must also maintain individual combat readiness and perform tasks required in combat and disaster preparedness or recovery operations.

OCCUPATIONAL FIELD 14 (HEALTH CARE).— This occupational field includes the Dental Technician (dT) and Hospital Corpsman (HM) ratings.

Dental Technician.—The insignia for the Dental Technician (DT) rating is the letter *D* imposed on a caduceus (the winged staff of Hermes, the Greek mythological god of science).

64NP051

DTs perform duties as assistants in the prevention and treatment of dental diseases and disabilities and in the administration of dental facilities. They perform dental treatment room assistance and preventive dentistry treatment, including oral prophylaxis. They assist in the preparation and maintenance of dental records and in the procurement, storage, issue, and accountability of dental supplies and equipment. During a contingency scenario, DTs integrate with and assist medical personnel in the emergency treatment of casualties.

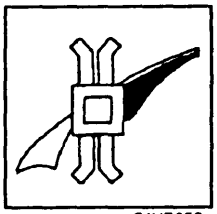
Hospital Corpsman.— The insignia for the Hospital Corpsman (HM) rating is the symbol of a caduceus.

64NP052

HMs perform duties as assistants in the prevention and treatment of disease and injury, including first aid and preventive medicine procedures. They assist with physical examinations, provide patient care, and distribute medication. HMs perform general laboratory, pharmacy, and other patient support services. They assist in the administrative supply and accounting procedures with medical departments ashore, afloat, and with the Marine Corps. They also instruct medical and nonmedical personnel in first aid, self-aid, and personal hygiene. HMs are also prepared to assist in the prevention and treatment of CBR casualties and other contingencies.

OCCUPATIONAL FIELD 15 (ADMINISTRATION).— This occupational field includes the Legalman (LN), Navy Counselor (NC), Personnelman (PN), Postal Clerk (PC), Religious Program Specialist (RP), and Yeoman (YN) ratings.

Legalman.— The insignia for the Legalman (LN) rating is the symbol of a millrind crossed by a quill.


64NP053

LNs perform paralegal duties under the direction and supervision of judge advocates in providing and administering legal services, including matters concerned with military justice, administrative discharges, claims, admiralty law, and legal assistance. LNs record and transcribe proceedings of courts-martial, courts of inquiry, investigations, and military commissions, and prepare and submit necessary records and reports. LNs also prepare correspondence, conduct interviews, perform legal research of pertinent material for evaluation, and provide advice and assistance to personnel and commands on matters of legal administration.

Navy Counselor.—The insignia for the Navy Counselor (NC) rating is the symbol of an anchor crossed with a quill.

64NP054

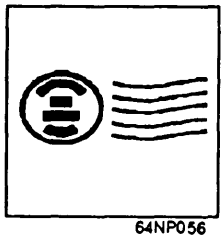
NCs assist commands in organizing and implementing aggressive enlisted recruiting and retention programs. They evaluate enlisted recruiting and retention programs within their own commands and/or subordinate commands as applicable. NCs counsel individuals and give presentations to civic groups as well as naval personnel and their dependents on the advantages of the career opportunities in the Navy. NCs also establish and maintain liaison with local media.

Personnelman.—The insignia for the Personnelman (PN) rating is the symbol of a crossed manual and quill.

64NP055

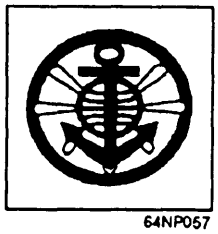
PNs perform clerical and personnel administration duties involved in manpower utilization. They maintain personnel records, prepare reports, and accomplish accounting procedures. PNs counsel enlisted personnel concerning Navy ratings, training, advancement, educational opportunities, and the rights, benefits, and advantages of a Navy career. They also conduct tests and interviews regarding various personnel programs. PNs use and maintain current publications and directives pertaining to personnel administration and operate associated automatic data processing (ADP) equipment.

Postal Clerk.— The insignia for the Postal Clerk (PC) rating is the symbol of a postal cancellation mark.


64NP056

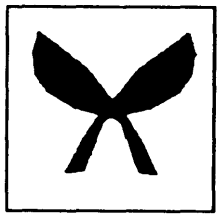
PCs operate Navy post offices ashore and afloat. They supervise, organize, and establish or disestablish Navy post offices. PCs perform postal counterwork, including sales of stamps and money orders. They also process incoming and outgoing mail, route mail, maintain mail directories, process official mail, and maintain security of postal effects and mail matter. PCs additionally process claims and inquiries and prepare and file postal correspondence, records, and reports.

Religious Program Specialist.— The insignia for the Religious Program Specialist (RP) rating is the symbol of a globe and anchor superimposed over a compass rose.


64NP057

RPs support chaplains in implementing command religious programs (CRPs) to accommodate the religious needs and rights of Navy and Marine Corps personnel and their families. RPs facilitate the delivery of ministry by chaplains by conducting rehearsals, making referrals, and rigging and unrigging for religious services and CRP events. RPs recruit, train, and supervise CRP volunteers who assist in worship, religious education, and other programs. They also publicize CRP events and organize, coordinate, and support religious education programs. RPs additionally provide library services on board ships and manage and administratively support CRP elements.

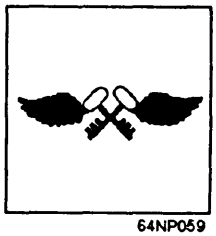
Yeoman.— The insignia for the Yeoman (YN) rating is a replica of crossed quills.


64NP058

YNs perform clerical and administrative duties, including typing and filing. They prepare and route correspondence and reports and maintain records, publications, and officer service records. YNs counsel officer personnel on administrative matters, perform administrative functions that deal with legal proceedings, and maintain legal files. They also conduct reporting/detaching and required retention-related interviews.

OCCUPATIONAL FIELD 16 (LOGISTICS).— This occupational field includes the Aviation Storekeeper (AK), Disbursing Clerk (DK), Mess Management Specialist (MS), Ship's Serviceman (SH), and Storekeeper (SK) ratings.

Aviation Storekeeper.— The insignia for the Aviation Storekeeper (AK) rating consists of a winged symbol of crossed keys.


64NP059

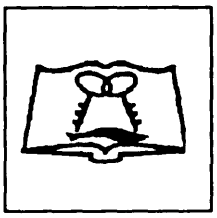
AKs operate data processing equipment to record data for accounting purposes. They receive, identify, store, and issue aviation supplies, spare parts, and stocks of technical aviation items. AKs also prepare and maintain records pertaining to stock control and issuance of aviation equipment and materials. They maintain control of the status, physical inventory, and location of repairable and retrograde components.

Disbursing Clerk.—The insignia for the Disbursing Clerk (DK) rating is the symbol of a key superimposed on the face of a check.

64NP060

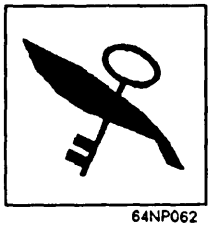
DKs maintain the personal financial records (PFRs) of military personnel. They review these records for accuracy, process the required documents affecting military pay entitlements and deductions, and perform related computations. They prepare military payrolls, determine transportation entitlements, and compute travel allowances incurred by military personnel and their dependents. DKs also process vouchers supporting receipt and expenditures of public monies and ensure accuracy of accounting data. They maintain related fiscal records, prepare associated reports and returns, and operate ADP equipment associated with the administration of the Navy pay system.

Mess Management Specialist.— The insignia for the Mess Management Specialist (MS) rating is a replica of crossed keys and a quill resting on the face of an open book.


64NP061

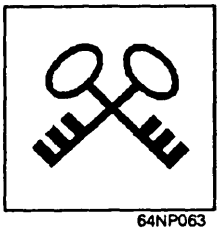
MSs operate and manage Navy messes and living quarters established to subsist and accommodate naval personnel. They estimate quantities and kinds of foodstuffs required. They also assist supply officers in the ordering and storage of subsistence items and procurement of equipment and mess gear. MSs prepare menus; plan, prepare, and serve meals; and maintain foodservice spaces and associated equipment in a clean and sanitary condition, including storerooms and refrigerated spaces.

Ship's Serviceman.—The insignia for the Ship's Serviceman (SH) rating is a symbol of a crossed key and quill.


64NP062

SHs provide direct personal services by operating and managing resale activities such as ship's stores, commissary stores, and Navy exchanges. They also operate and manage service activities of the ship's stores and Navy exchanges such as laundry and dry-cleaning facilities, vending machines, fountains, snack bars, and barbershops. They perform clerical and stock control functions for all activities operated.

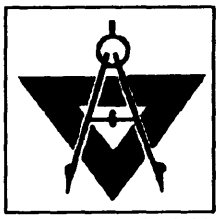
Storekeeper.— The insignia for the Storekeeper (SK) rating is a replica of crossed keys.


64NP063

SKs order, receive, inspect, store, preserve, package, ship, and issue materials and cargo. They account for government materials and prepare and maintain required forms, records, correspondence, reports, and files.

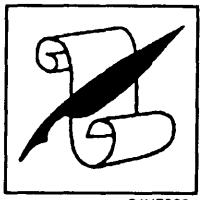
OCCUPATIONAL FIELD 17 (MEDIA).— This occupational field consists of the Illustrator Draftsman (DM), Journalist (JO), Lithographer (LI), and Photographer's Mate (PH) ratings.

Illustrator Draftsman.—The insignia for the Illustrator Draftsman (DM) rating is the symbol of a compass imposed on a triangle.


64NP064

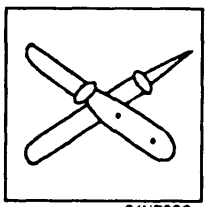
DMs prepare technical illustrations for training aids and publications, graphic arts for audiovisual presentations and sketches, and working drawings for the fabrication of materials. They operate and maintain graphic arts reproduction and audiovisual presentation equipment.

Journalist.— The insignia for the Journalist (JO) rating is a symbol of a crossed quill and scroll.


64NP065

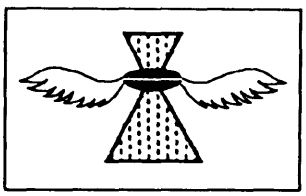
JOs assist public affairs officers (PAOs) and officers in command with public affairs. They prepare material contributing to the Navy's Fleet Hometown News Program; write Navy news releases; and feature articles from personal interviews, examination of messages, and witnessing of events. JOs also prepare histories, prepare material for commercial radio and television use, and serve on the staff of Armed Forces Radio and Television stations. They operate Shipboard Information Training and Entertainment (SITE) systems and prepare official correspondence and directives. JOs additionally prepare and lay out Navy publications such as newspapers, command information brochures, and cruise books, and assist in preparing speeches and presentations on naval topics.

Lithographer.— The insignia for the Lithographer (LI) rating is the symbol of a crossed litho crayon holder and scraper.


64NP066

LIs perform graphic reproductions using lithographic processes and related equipment. They assist in determining the appropriate style or format for publications, produce and strip negatives and positives, and prepare line and halftone camera copy. LIs use darkroom equipment; process lithographic plates; use desktop publishing equipment; operate process cameras, presses, and bindery equipment; and prepare camera-ready copy. They also perform organizational maintenance on photolithographic equipment.

Photographer's Mate.—The insignia for the Photographer's Mate (PH) rating is the replica of a lens pierced by light lines.


64NP067

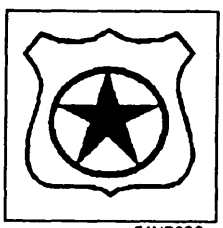
PHs provide visual information and documentation of air, surface, and subsurface events, using still and motion media formats, as required. They provide visual documentation of combat, combat support operations, and related peacetime training activities. PHs also plan and produce visual information productions by combining motion media with sound in self-contained, complete presentations developed according to plans or scripts. They additionally inspect and maintain film-based and electronic still and motion media cameras, laboratory equipment, and related visual information equipment and material.

OCCUPATIONAL FIELD 18 (MUSIC).— This occupational field consists of only one rating—Musician (MU). The insignia for the Musician rating is the symbol of a lyre.

64NP068

MUs perform on one or more designated instruments to provide musical services on board ships and at armed forces bases to inspire patriotism, elevate esprit de corps, enhance retention, and foster pride in the naval service. MUs provide musical services off base that reinforce recruiting efforts. They provide musical services to the general public, therefore increasing community awareness, promoting respect, and enhancing the professional reputation of the Navy.

OCCUPATIONAL FIELD 19 (MASTER-AT-ARMS).— This occupational field consists of only one rating—Master-at-Arms (MA). The insignia for the Master-at-Arms rating is the symbol of a star embossed in a circle within a shield.


64NP069

MAs perform, conduct, or advise appropriate personnel on matters of investigations, interrogations, apprehension, crime prevention, preservation of crime scenes and evidence, enforcement of orders and regulations, shore patrol, and crowd control. MAs implement, develop, and conduct physical security

policies, plans, programs, and assessments, and recommend enhancement to physical security of Navy bases, installations, property, and personnel. They also supervise and train security forces in antiterrorism defense and weapons proficiency and assist commands in establishing terrorist threat conditions and implementing defensive measures to combat threat.

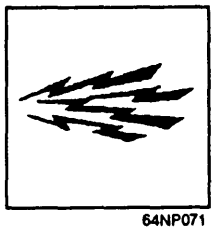
OCCUPATIONAL FIELD 20 (CRYPTOLOGY).— In this occupational field there is only one rating—Cryptologic Technician (CT). The insignia for this rating is the symbol of a crossed quill and spark.

64NP070

CTs are divided into six categories: Cryptologic Technicians (Communications) (CTOs), Cryptologic Technicians (Administrative) (CTAs), Cryptologic Technicians (Interpretive) (CTIs), Cryptologic Technicians (Maintenance) (CTMs), Cryptologic Technicians (Collection) (CTRs), and Cryptologic Technicians (Technical) (CTTs). The CTAs will be the only category that we will discuss in the next paragraph because of the sensitive nature of the other CT categories.

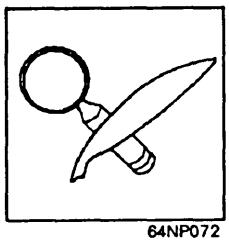
CTAs perform administrative, clerical, and personnel security duties, including typing and filing. They operate duplicating and word processing equipment and office machines. They also prepare and route correspondence and reports, maintain records and publications, and serve as couriers and stationkeepers. They additionally perform classified material shipping tasks for the Naval Security Group in the United States, overseas, and aboard ship.

OCCUPATIONAL FIELD 21 (COMMUNICATIONS).— This occupational task contains only one rating—Radioman (RM). The insignia for this rating consists of a replica of four sparks.


64NP071

RMs execute information transfer with state-of-the-art multimedia technology, such as fiber optics, digital microwave, and tactical and commercial satellites on a global basis. They apply principles of advanced computer technology in support of space and electronic warfare; and operate, monitor, and control information systems in support of the worldwide telecommunications network. RMs employ knowledge of electronic and operational system theory in applying diagnostic and restoration techniques and perform assigned mission organizational level maintenance and repair of command, control, communications, computer, and intelligence systems.

OCCUPATIONAL FIELD 22 (INTELLIGENCE). —This occupational field contains only one rating—Intelligence Specialist (IS). The insignia for this rating is the symbol of a magnifying glass crossed with a quill.


64NP072

ISs assist in every phase of the collection, processing, and dissemination of intelligence information from raw information. They assemble and analyze multisource operational intelligence of surface, subsurface, and air weapons in support of intelligence briefing, reporting, and analytical programs. ISs prepare and present intelligence briefings. They also prepare material for use in planning attack and photographic reconnaissance missions. They maintain intelligence files, including photographs, maps, charts, and photographic interpretation keys, and maintain and update intelligence libraries.

OCCUPATIONAL FIELD 23 (METEOROLOGY AND OCEANOGRAPHY).– This occupational field contains only one rating—Aerographer's Mate (AG). The insignia for this rating is the symbol of a winged circle with a vertical, feathered arrow through it. One-half of the circle is filled and to the front.

64NP073

AGs observe, collect, record, and analyze meteorological and oceanographic data. They make visual and instrument observations of weather and sea conditions, operate meteorological satellite receivers, and interpret and apply satellite data. They also interpret and brief radar imagery and data and interpret meteorological and oceanographic codes. AGs additionally prepare warnings of severe or hazardous weather and sea conditions, forecast meteorological and oceanographic conditions, and prepare and present briefings concerning current and predicted environmental conditions and their effect on operations.

OCCUPATIONAL FIELD 24 (AVIATION SENSOR OPERATIONS).— This occupational filed also contains only one rating—Aviation Antisubmarine Warfare Operator (AW). The insignia for this rating is a winged symbol of crossed electron orbits pierced vertically with a lightning bolt heading downward toward waves.

AWs perform general flightcrew duties. They operate ASW sensor systems to extract, analyze, and classify data obtained. They also perform specified preflight, inflight, and postflight diagnostic functions using manual techniques, built-in test equipment (BITE), and computer routines to effect fault isolation and optimize system performance. AWs operate tactical support center systems to analyze and classify ASW data, assist in aircrew briefing and debriefing, and provide database information to the tactical commander for use in prescribing mission objectives and tactics.

You have just read about the Navy's occupational fields and the various ratings included in these fields. Also, do not be confused with the occupational field numbers. You probably noticed that we skipped occupational field number 11. That was necessary because we no longer have that field. Nevertheless, the other occupational fields are numbered correctly. Remember, this information was current at the time this TRAMAN was being written. For more information concerning the duties and responsibilities of the personnel in these Navy ratings and for any additional information concerning the Navy's rating structure, we recommend you refer to the most recent edition of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards,* Volume I, part B, NAVPERS 18068, and to appendix F of the *Retention Team Manual,* NAVPERS 15878, to find the current qualifications needed for entry into these ratings plus additional information on the current duties and responsibilities of the personnel who are assigned to serve in these ratings.

SPECIAL QUALIFICATIONS, INSIGNIA, AND DISTINGUISHING MARKS

Besides rating badges, naval enlisted personnel wear other special insignias or designations if they are qualified to do so. These distinguishing marks are worn by personnel who have special qualifications in addition to those required for their ratings.

As a PN, you should be aware of these special designations. Some identification badges and breast insignia worn by eligible enlisted personnel are shown in figure 2-4. Other badges and breast insignia worn by officer and enlisted personnel are shown in chapter 10 of the *United States Navy Uniform Regulations,* NAVPERS 15665.

In the remaining sections of this chapter, we will take a brief look at some of these special designations and their associated titles and qualifications.

MCPON AND FLEET, FORCE, AND COMMAND MASTER CHIEFS

One of the most prized enlisted marks of achievement is the insignia for the Master Chief Petty Officer of the Navy. The MCPON sleeve device as well as the sleeve devices for fleet, force, and command master chiefs are shown in figure 2-5. To review the qualifications and special duties and responsibilities of the MCPON, refer to the applicable sections presented earlier in this chapter.

ENLISTED WARFARE SPECIALIST QUALIFICATIONS

There are three enlisted warfare specialist qualifications. They are the Enlisted Surface Warfare Specialist (ESWS), the Enlisted Aviation Warfare Specialist (EAWS), and the Seabee Combat Warfare Specialist (SCWS). Attainment of these qualifications by eligible personnel carries a very special significance, as explained in the following paragraphs.

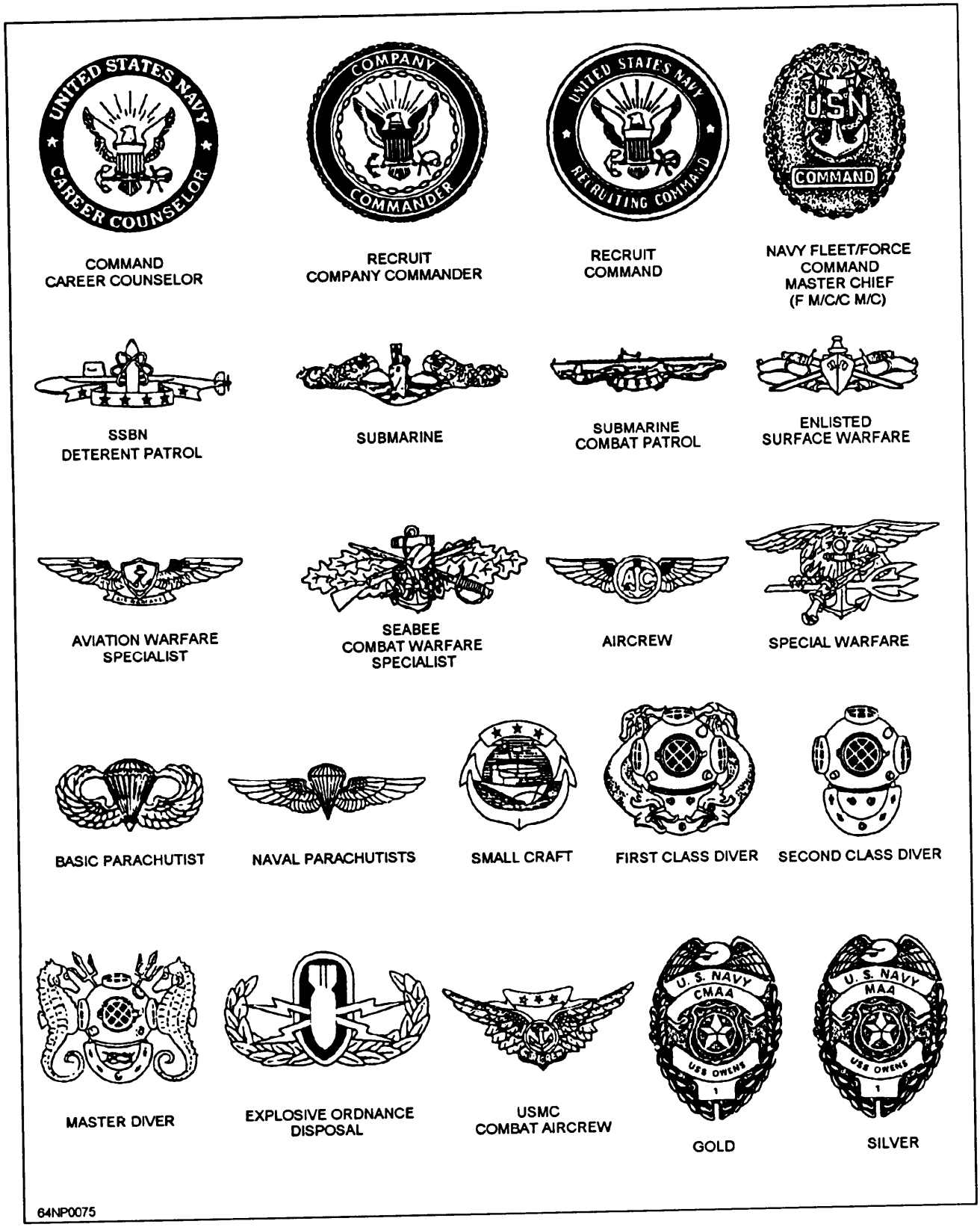


Figure 2-4.—Identification badges and breast insignia worn by eligible enlisted personnel.

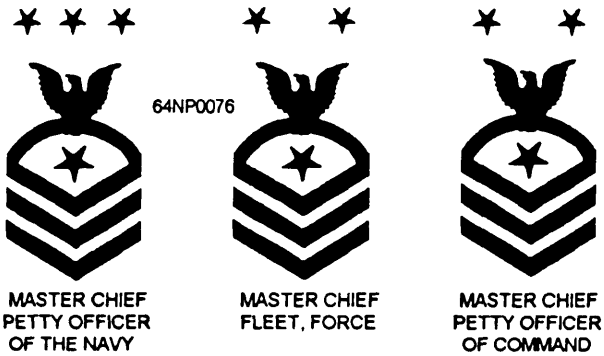


Figure 2-5.—Sleeve devices for MCPON, fleet, force, and command master chiefs.

Enlisted Surface Warfare Specialist

The designation of ESWS signifies that a Sailor has acquired specific seagoing skills, knowledge, and experience and has demonstrated proficiency at the professional levels of competence above that which is expected in the routine performance of duty in surface ships.

Enlisted Aviation Warfare Specialist

The EAWS program recognizes the professional qualifications of enlisted personnel serving in naval aviation. Designation as an EAWS signifies that the individual has attained significant professional skills, knowledge, and experience indirect support of the naval air warfare mission.

Seabee Combat Warfare Specialist

The SCWS qualification recognizes the efforts of a selected group of officer and enlisted individuals trained in military defensive combat, advanced base construction, and naval construction operations.

These warfare qualifications must be obtained through the Navy's formal qualification programs as prescribed by OPNAV Instructions 1414.1 for ESWS, 1412.5 for EAWS, and 1410.1 for SCWS.

SUMMARY

After reading the information in this chapter, you should be able to understand the paygrade and rating structure of the Navy's enlisted occupations. You should also be aware that regardless of a member's branch of service, all eligible active duty enlisted personnel receive pay according to their paygrades and years of service. You should be able to define the term *enlisted personnel* and the significance of the letter *E* and the numerical step that follows the *E* such as *E-6*. As a PN, you should also be able to distinguish petty officers from nonpetty officers and be able to understand the responsibilities of all petty officer levels including that of the MCPON. You should be able to distinguish the difference between the terms *rate* and *rating*. You also should be able to identify the various Navy ratings, understand the different occupational fields, and know something about each rating. Last, you should be able to understand the significance of special designations and enlisted warfare qualifications.

CHAPTER 3

PERSONNEL SUPPORT

In chapter 2, you read about Navy enlisted ratings. Do you now see how all the different ratings provide for the overall utilization of enlisted personnel in support of the Navy's mission? Do you also recognize how the Navy's ratings provide for the specialties and occupations the Navy must have to support its goals? Can you also see how changes in the Navy's goals will result in manpower changes in the future? In your career, you will become directly involved in dealing with and processing these changes.

As a Personnelman (PN), you will perform numerous clerical and personnel administrative duties associated with manpower utilization and personnel support. You will maintain personnel records, prepare reports, and accomplish accounting and management procedures for your command. You will also counsel enlisted personnel concerning Navy ratings, training, advancement, educational opportunities, and the requirements, rights, benefits, and advantages of a Navy career. To do your job effectively, you must be able to make use of the appropriate authoritative publications and directives and understand the procedures you should use to administer to and account for the personnel at your command.

This chapter discusses some important personnel support areas with which you will be involved. In this chapter, you will read about why you should be familiar with the Navy Enlisted Classification (NEC) system and how you will use the NEC codes to monitor, update, and maintain personnel records and report manpower utilization information for your command. You will also learn how to process enlisted personnel action requests, hardship discharge requests, and humanitarian reassignment requests. You will read about the processing and issuing procedures for various identification cards (ID) and meal passes. Although this chapter will cover several important areas, it will not cover all the facets of personnel support you will encounter in your career. You will find additional information on other aspects of this broad category in the remaining chapters of this training manual (TRAMAN).

After reading the information in this chapter, you should be able to describe the purpose, structure, and codes of the NEC structure and the procedures you should use for processing recommendations for assignment or cancellation of NECs. You should also be able to recognize the correct procedures for processing enlisted personnel action requests, hardship requests, and humanitarian reassignment requests. You should be able to describe the purpose of the Geneva Conventions ID cards and the procedures you should use for verifying and processing applications for other armed forces ID cards. Also, you should be able to explain the use of meal passes and the correct procedures for typing, issuing, and accounting for them.

NAVY ENLISTED CLASSIFICATION SYSTEM

In chapter 2, you read about the occupational specialties associated with each individual Navy rating. Now, let's look at the NEC system and how the NEC codes figure into your responsibilities as a PN.

The Navy Enlisted Occupational Classification System consists of three major subsystems: (1) the enlisted rating structure, (2) the NECs, and (3) special qualifications.

In chapter 2, you read about the first subsystem, the enlisted rating structure, and how it consists of rates and ratings that form the framework for enlisted career development and how it is also used as an administrative tool to identify the primary qualifications of every enlisted member in the Navy.

The second subsystem, the NECs, supplements the enlisted rating structure by providing codes that identify special knowledge and skills required in specific billets or manpower authorizations. The NEC codes provide a more specific identification of personnel and manpower requirements and go beyond the general scope of the enlisted rating structure. The third subsystem, special qualifications, identifies highly specialized qualifications that go beyond the scope of the requirements of an individual rating.

NEC CODES

As part of the NEC system, the NEC codes identify a nonrating-wide skill, knowledge, aptitude, or

qualification that must be documented to identify both people and billets for management purposes.

The NEC coding system facilitates management control over enlisted skills by identifying billets and personnel and enhancing efficient use of personnel in distribution and detailing. In cases where NECs reflect special training, inventories of coded billets and coded personnel are also the basis for planning and controlling input of personnel into formal courses that earn NECs.

Consequently, the continuing enlisted strength of the Navy, particularly petty officer allocations, and funds authorized for rating and specialty training depend, to an increasing extent, on the accuracy, thoroughness, and timeliness of NEC coding. Personnel required to support ratings and special programs must be identified by the correct combinations of rates and/or NECs.

AUTHORITIES AND RESPONSIBILITIES

The authority and responsibilities for NEC codes reach from the Chief of Naval Personnel (CHNAVPERS) to the personnel offices of individual commands.

Chief of Naval Personnel

CHNAVPERS is responsible for the formulation and implementation of the NEC coding system and for maintaining technical control over the entire NEC system.

Commanding Officer, Naval Reserve Personnel Center

The Commanding Officer, Naval Reserve Personnel Center (NRPC), is responsible for administering the NEC coding system for enlisted personnel not on active duty. The Chief of Naval Reserve and the Naval Reserve Readiness commanders continually monitor NEC coding efforts by inspections and through the Reserve Field Reporting System (RESFIRST). This includes certification (where appropriate to the Commanding Officer, NRPC) of PN-2612 and rating conversion NEC assignments and cancellations.

Commanding Officer, Enlisted Personnel Management Center

The Commanding Officer, Enlisted Personnel Management Center (EPMAC), in coordination with CHNAVPERS, is responsible for effective use of NEC information in the distribution, placement, and detailing of enlisted personnel.

Commands Conducting Courses of Instruction

Commands conducting courses of instruction that award NECs are responsible for reporting NEC qualifications on students.

Enlisted Classification Units

Enlisted classification units, under the technical direction of CHNAVPERS, are responsible for reviewing NECs, correcting defense grouping (DG) codes where necessary, and recommending coding assignments or cancellations directly to EPMAC (Code 52) or NRPC, as appropriate.

All Commands

All commands are responsible for carrying out the following actions according to the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards,* volume 2, NAVPERS 18068:

- Making sure only personnel in proper source ratings are afforded training in NEC specialties
- Making recommendations for NEC identification of billets in their manpower authorizations
- Assigning or changing DG NECs and recommending assignment or cancellation of all other NECs

As a PN, you may be responsible for using NEC codes to update or report personnel records at your command. For this reason, you should be able to identify specific NEC codes.

TYPES OF NAVY ENLISTED CLASSIFICATIONS

Types of NECs with which you, the PN, must be familiar are the entry series, rating series, special series, alphanumeric, numerical, and planning NECs.

Entry Series NECs

Entry series NECs consist of rating conversion and occupational area—DG NECs.

RATING CONVERSION NECS.— Rating conversion NECs identify aptitudes and qualifications that are not discernible from rates alone. They are assigned to identify petty officers or identified strikers who are in training for change of rating or status under approved programs.

OCCUPATIONAL AREA—DEFENSE GROUPING NECS.— Occupationd area—DG NECs relate to groups of ratings for which there is an identification requirement. Refer to figure 3-1 and note the DG NECs, occupational area titles, and ratings included in each area. These DG NECs appear as codes DG-9700 through DG-9780, which reflect the location of Navy ratings in the *Department of Defense Occupational Conversion Manual, Enlisted.* The third digit in these codes specifies the Department of Defense (DOD) occupational area grouping code used in the *DOD Occupational Conversion Manual.* U.S. Navy (USN) and U.S. Naval Reserve (USNR) personnel in paygrades E-1 through E-3 (not already "rating associated" by Hospital Corpsman (HM) or Dental Technician (DT) apprenticeship rates or by striker identification) are assigned an appropriate DG NEC that identifies and indicates that these individuals have received training, are in training, or have aptitude for training in the areas identified by the DG code.

As a PN, you may be responsible for changing these codes and reporting these personnel changes for your command. For example, if you are attached to a ship or a squadron and a certain individual is allowed to strike for a particular rating, you must change the DG NEC to reflect this change. Suppose there is a Seaman aboard your ship with DG-9700 NEC who is allowed to strike for PN. In this case, you must change the DG-9700 NEC to DG-9750, reflecting the new occupational area. You must prepare a diary entry following guidelines in the *Diary Message Reporting System Users' Manual* (DMRSMAN), EPMAC, New Orleans, Louisiana, Document No. 1080#1 UM-O1A, and make an appropriate page 4 entry.

Rating Series NECs

Rating series NECs relate to a limited number of specific ratings. Rating series NECs identify special or unique billet requirements beyond the skill and knowledge that the general rating would provide. When assigned to an individual, rating series NECs show that the person has obtained certain skills or knowledge and is qualified for detailing to a billet requirement.

Special Series NECs

Special series NECs have the same purpose as rating series NECs but, in general, relate to an unlimited

DG Codes	Occupational Area Titles	Ratings Included in Each Area
DG-9700	Infantry, Gun Crews, and Seamanship Specialists	BM, QM
DG-9710	Electronic Equipment Repairmen	ST, TM, FT, MT, ET, DS, AT, CTM, OTM, FC
DG-9720	Communications and Intelligence Specialists	OS, SM, RM, IS, AC, AW, OT, OTA, EW, CTI, CTO, CTR, CTT
DG-9730	Medical and Dental Specialists	HM, DT
DG-9740	Other Technical and Allied Specialists	DM, MU, EA, AG, PH
DG-9750	Functional Support and Administration	PC, YN, PN, DP, SK, DK, JO, AZ, AK, LN, NC, CTA, RP
DG-9760	Electrical/Mechanical Equipment Repairmen	GM, MN, IM, OM, MM, IC, CM, AD, AO, AB, EN, BT, EM, AE, AM, PR, AS, GS
DG-9770	Craftsmen	LI, MR, HT, PM, ML, CE, EO, BU, SW, UT, DC
DG-9780	Service and Supply Handlers	SH, MA, MS

Figure 3-1.—Occupational area—defense grouping NECs, occupational area titles, and ratings included in each area.

number of ratings. The special series NECs are Special Series General and Special Series Explosive Ordnance Disposal (EOD), SEAL, and DIVER. Refer to the glossary for more information concerning the EOD, SEAL, and DIVER special series areas.

Alphanumeric NECs

Alphanumeric NECs are used to identify discrete skills and training levels when justified by the complexity of training and management requirements. Alphanumeric NECs require dedicated personnel support to monitor and manage them because of the intricacies of coordinating resources and support systems. Therefore, recommendations for alphanumeric NECs must be submitted by the appropriate commands only through warfare or resource sponsors. Also, these recommendations should be submitted only after a development process has taken place that has completely addressed all the elements required to make the program successfull. These elements include the following:

- Development of a training structure, in cooperation with appropriate training program coordinators
- A definite plan or program for tracking the inventory or requirements and personnel assets
- A commitment from the warfare or resource sponsor to provide dedicated support personnel to management and monitoring of the program

Numerical NECs

NECs that are not included in the rating series or special series are grouped under Fleet Ballistic Missile, Nuclear, Aircrew, and Aircraft Systems Maintenance and are considered to be numerical NECs.

Planning NECs

Planning NECs are NECs approved for planning purposes only and are listed in chapter V of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards,* volume 2, NAVPERS 18068. These NECs may be used in conjunction with Navy training plans, in developing planned training courses, and in other applicable long-range projects. Planning NECs may be written in manpower authorizations to project requirements and be used for other planning purposes. Planning NECs are not assigned to personnel.

Appropriate commands should submit requests for planning NECs to the Officer in Charge, Navy Occupational Development and Analysis Center (NODAC), via the chain of command. A request must include a proposed title, a ready-for-training date (actual or estimated), billet paygrades, and point of contact. Commands should submit requests to convert approved planning NECs to rating or special series NECs 120 days before the date the NEC is to be awarded (for example, 120 days before the completion of the initial course or factory training). For additional information on the requirements for establishing new NECs, refer to appendix A of volume 2 of NAVPERS 18068.

NEC SEQUENCING

Enlisted personnel on active duty may earn multiple NECs, but only five are listed in the Enlisted Distribution and Verification Report (EDVR). The first two NECs listed in the EDVR are the primary (PNEC) and the secondary (SNEC). They are found in sections 1 through 4. The remaining NECs held by an individual are found in section 8 of the EDVR. Earned NECs are maintained on Bureau of Naval Personnel (BUPERS) and EPMAC master tapes for detailing, placement, and distribution of enlisted personnel.

A sequence code number is assigned to each NEC. This facilitates central control of NEC assignments by allowing computer programmed instructions to position NECs as primary, secondary, or lower positions. Sequence code numbers range from 1 to 8 and only one sequence code number is assigned to an NEC. You can find the NEC sequence code numbers in appendix C of volume 2 of NAVPERS 18068.

Entry series NECs are assigned code number 1. All other rating and special series NECs are assigned sequence code numbers 2 through 8. The lowest sequence code number has the highest priority. For example, sequence 2 takes precedence over sequence 3. In cases where an individual earns two or more NECs with the same sequence code number, the NEC code for which the individual has most recently qualified takes precedence. This general rule applies except in unusual circumstances wherein the cost of training or course length requirements may take precedence over the most recently acquired code.

APPLICABLE COURSES AND ON-THE-JOB TRAINING

Formal courses of instruction, satisfactory completion of which will earn a member an NEC, are listed in appendix C of volume 2 of NAVPERS 18068, with the applicable NEC. If a formal course is mandatory for earning an NEC, it will be shown in appendix C. This appendix also shows when an NEC may be awarded through on-the-job training (OJT) or factory training. Refer to appendix C for additional information on recommending personnel for NECs based on OJT.

ASSIGNMENT AND CANCELLATION OF NECS

Personnel are automatically assigned NECs on satisfactory completion of applicable courses through the Navy Integrated Training Resource and Administration System (NITRAS). This ensures faster NEC assignment and reduced paperwork at the command level.

NECs earned through OJT and factory training are not automatically assigned. This means increased command attention is required to recommend fully qualified personnel for these NECs. In cases where NEC assignments are not restricted to mandatory completion of applicable courses or factory training, recommendations can and should be forwarded for assignment of NECs based on OJT. Although the length of OJT is normally at the discretion of individual commanding officers (COs), usually 6 to 12 months, depending on the complexity of the NEC, should be considered minimum. Specific requirements for NECs are listed in appendix C of volume 2 of NAVPERS 18068. COs must make sure, besides OJT experience, these specific requirements, including any component NECs, are successfully completed.

Individuals must either hold or be qualified to hold the component NECs. To recommend active and inactive duty personnel for an NEC, your command must use the *Navy Enlisted Classification (NEC) Change/Recommendation,* NAVPERS 1221/1. A blank sample of a NAVPERS 1221/1 is shown in figure 3-2.

When planning to recommend new NEC assignments, your command should review the qualifications for the NECs presently held and then provide comments. This is especially important when a positive requirement exists for maintaining NEC qualifications according to established criteria; for example, in the case of Aircrewman qualifications.

Close command attention is required for recommending cancellations of NECs. A command must recommend cancellations of NEC assignments in cases where enlisted personnel do not perform their NEC duties satisfactory. Normally, this should be done within 6 months after reporting aboard. Failure to recommend NEC cancellation may result in unqualified or unsatisfactory performers being reassigned under the NEC. This, in turn, can result in manning or readiness problems for a new command or a failure to assign sufficient qualified personnel in the current command.

If assigned to prepare an NEC code change, you must always follow the instructions on the back of the NAVPERS 1221/1, as shown in figure 3-2, or those in appendix B of volume 2 of NAVPERS 18068, to make sure all requirements are met. Also refer to appendixes C and D of NAVPERS 18068, volume 2, for additional requirements on the completion and submission of this form.

INSTRUCTIONS FOR ASSIGNING NECS

When notified of changes, individual commands should record these changes by making the appropriate page 4 service record entries.

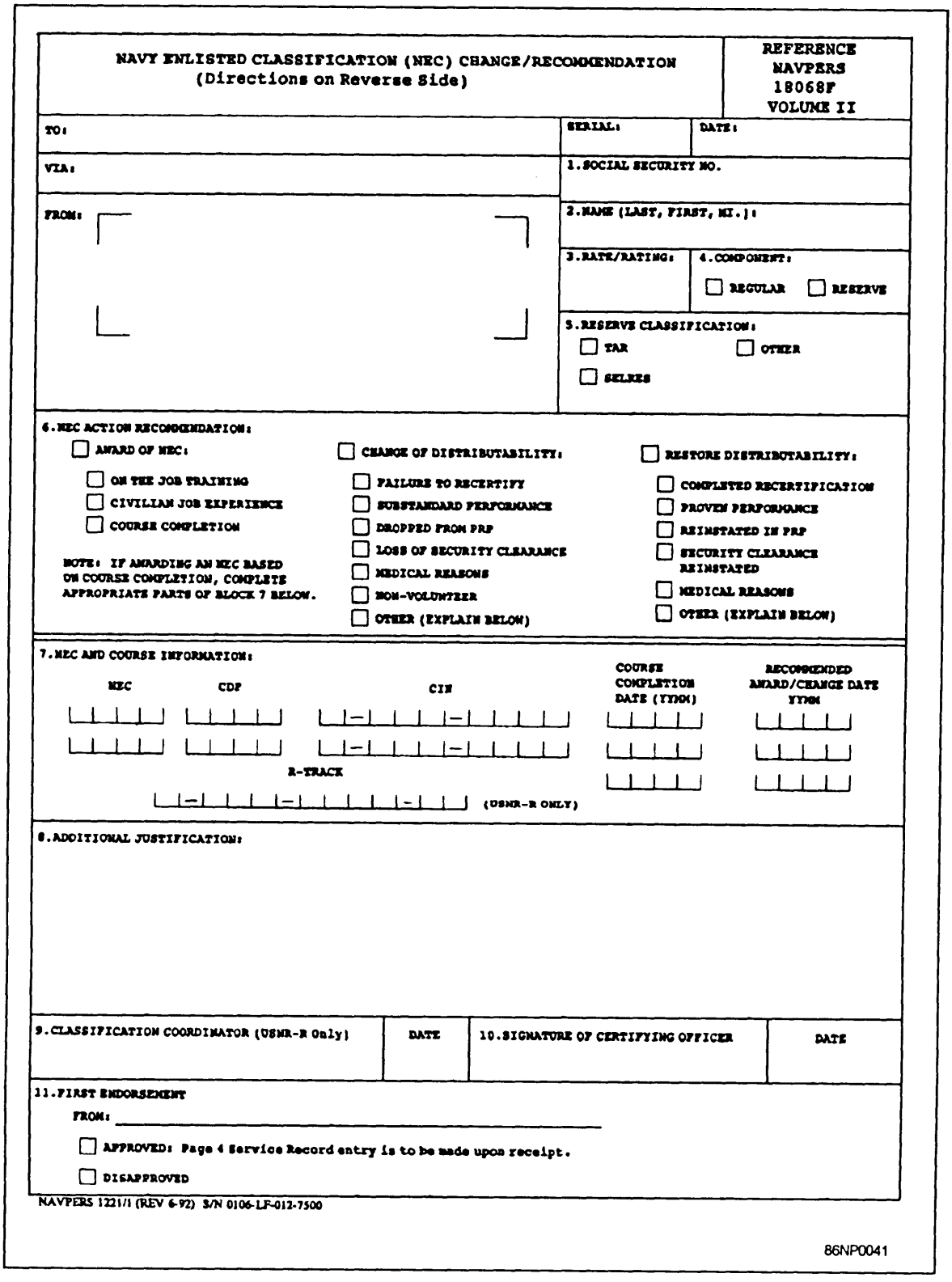
Active Duty Personnel

In the case of active duty personnel, the individual command will be notified by receipt of the NAVPERS 1221/1. The command should then record these changes by making page 4 service record entries using award date indicated on the NAVPERS 1221/1. As a PN, you may be assigned this responsibility. It is, therefore, imperative that you maintain copies of all submitted NAVPERS 1221/1s requesting NECs on file so you can track them.

Inactive Duty Personnel

For inactive duty personnel, drilling units are notified by receipt of the NAVPERS 1221/1. The command should then record these changes by making page 4 service record entries using the last day of the month in which the NEC was approved as indicated on the NAVPERS 1221/1.

Many of your responsibilities in personnel support will involve the reporting of information, either for an individual or for the command. As a PN, you will be required to be familiar with numerous forms in the



NAVY ENLISTED CLASSIFICATION (NEC) CHANGE/RECOMMENDATION
(Directions on Reverse Side)

REFERENCE
NAVPERS
18068F
VOLUME II

TO:

SERIAL:

DATE:

VIA:

1. SOCIAL SECURITY NO.

FROM:

2. NAME (LAST, FIRST, MI.):

3. RATE/RATING:

4. COMPONENT:
☐ REGULAR ☐ RESERVE

5. RESERVE CLASSIFICATION:
☐ TAR ☐ OTHER
☐ SELRES

6. NEC ACTION RECOMMENDATION:

☐ AWARD OF NEC:
- ☐ ON THE JOB TRAINING
- ☐ CIVILIAN JOB EXPERIENCE
- ☐ COURSE COMPLETION

NOTE: IF AWARDING AN NEC BASED ON COURSE COMPLETION, COMPLETE APPROPRIATE PARTS OF BLOCK 7 BELOW.

☐ CHANGE OF DISTRIBUTABILITY:
- ☐ FAILURE TO RECERTIFY
- ☐ SUBSTANDARD PERFORMANCE
- ☐ DROPPED FROM PRP
- ☐ LOSS OF SECURITY CLEARANCE
- ☐ MEDICAL REASONS
- ☐ NON-VOLUNTEER
- ☐ OTHER (EXPLAIN BELOW)

☐ RESTORE DISTRIBUTABILITY:
- ☐ COMPLETED RECERTIFICATION
- ☐ PROVEN PERFORMANCE
- ☐ REINSTATED IN PRP
- ☐ SECURITY CLEARANCE REINSTATED
- ☐ MEDICAL REASONS
- ☐ OTHER (EXPLAIN BELOW)

7. NEC AND COURSE INFORMATION:

NEC	CDP	CIN	COURSE COMPLETION DATE (YYMM)	RECOMMENDED AWARD/CHANGE DATE YYMM

R-TRACK
(USNR-R ONLY)

8. ADDITIONAL JUSTIFICATION:

9. CLASSIFICATION COORDINATOR (USNR-R Only)	DATE	10. SIGNATURE OF CERTIFYING OFFICER	DATE

11. FIRST ENDORSEMENT

FROM: _____

☐ APPROVED: Page 4 Service Record entry is to be made upon receipt.

☐ DISAPPROVED

NAVPERS 1221/1 (REV 6-92) S/N 0106-LF-012-7500

86NP0041

Figure 3-2.—Navy Enlisted Classification (NEC) Change/Recommendation, NAVPERS 1221/1.

INSTRUCTIONS FOR COMPLETION OF NAVPERS 1221/1 (REV 6-92)

THE USE OF THIS FORM IS RESTRICTED TO NAVAL ACTIVITIES REPORTING NAVY ENLISTED CLASSIFICATION (NEC) DATA FOR INCLUSION INTO THE AUTOMATED PERSONNEL SYSTEMS. THE FORM REPLACES THE OLD 1221/1 AND COMBINES IT WITH THE 1220/1 TO SUPPORT REPORTING OF NEC DATA FOR MEMBERS OF BOTH REGULAR AND RESERVE COMPONENTS OF THE NAVY.

FORWARDING DATA TO:

REGULAR COMPONENT USN	RESERVE COMPONENT USNR(TAR)	RESERVE COMPONENT USNR-R (SELRES)
COMMANDING OFFICER EPMAC (CODE 52) NEW ORLEANS, LA 70159-7900	COMMANDING OFFICER EPMAC (CODE 52) NEW ORLEANS, LA 70159-7900	COMMANDING OFFICER NAVAL RESERVE PERSONNEL CENTER (CODE 22E) NEW ORLEANS, LA 70149-7800

NOTE: (1) USNR MUST GO VIA: APPROPRIATE NAVAL RESERVE READINESS COMMAND/CENTER (FOR SURFACE ACTIVITIES) AND NAVAL RESERVE ACTIVITIES (NRA FOR AVIATION ACTIVITIES).

BLOCK #

1.-5. MEMBER INFORMATION:

SSN - SELF EXPLANATORY.
NAME - LAST NAME, FIRST NAME, MIDDLE INITIAL.
RATE/RATING - EXAMPLE: DP2, ETCS.
COMPONENT - CHECK APPROPRIATE BOX.
RESERVE CLASSIFICATION - MEMBERS OF REGULAR COMPONENT LEAVE THIS BLANK.
MEMBERS OF RESERVE COMPONENT CATEGORY CHECK APPROPRIATE BOX.

6. NEC ACTION RECOMMENDATION: CHECK THE APPROPRIATE BOX. ONLY IDENTICAL TRANSACTIONS MAY BE REPORTED ON A SINGLE FORM. WHEN MULTIPLE ACTIONS ARE BEING RECOMMENDED FOR DIFFERENT REASONS, SEPARATE FORMS MUST BE SUBMITTED.

EXAMPLES OF WHEN MULTIPLE CHANGES CAN BE MADE ON A SINGLE FORM:
- MULTIPLE NECS BEING AWARDED ON THE SAME BASIS (E.G. COURSE COMPLETION)
- NECS BEING CHANGED TO NON-DISTRIBUTABLE FOR THE SAME REASON (E.G. MEDICAL REASONS)
- NECS BEING REINSTATED FOR THE SAME REASON (E.G. SECURITY CLEARANCE REINSTATED)

NOTE: (1) PRIOR TO SUBMITTING THIS FORM TO AWARD A NEC, VERIFY THAT SECTION 8 OF THE CURRENT ENLISTED DISTRIBUTION VERIFICATION REPORT (EDVR) DOES NOT ALREADY REFLECT THE NEC.
(2) IF AWARDING A PRINCIPAL NEC , LIST THE COMPONENT NEC(S) IN BLOCK 9, THAT ARE CURRENTLY NOT DISPLAYED IN SECTION 8 OF THE EDVR, WITH CDP, CIN, GRADUATION DATE AND SUPPORTING DOCUMENTATION.

CHANGE OR RESTORE DISTRIBUTABILITY OF NEC - CHECK THE APPROPRIATE BOX TO INDICATE THE REASON FOR CHANGING DISTRIBUTABILITY. DOCUMENTATION MUST BE INCLUDED IN THE REQUEST. SAMPLES OF DOCUMENTATION THAT MUST BE INCLUDED ARE EVALUATIONS, MEDICAL REPORTS, PAGE 13, ETC. THE REMOVAL OF A NEC CAN AFFECT A MEMBER'S FUTURE ASSIGNMENTS, SPECIAL PAY, AND IN SOME CASES ADVANCEMENT OR RETENTION.

7. NEC AND COURSE INFORMATION:

NAVY ENLISTED CLASSIFICATION (NEC) - THE NEC FOR WHICH ACTION IS RECOMMENDED.

COURSE DATA PROCESSING CODE (CDP) - THE CDP IS USED BY THE ENLISTED MASTER FILE (EMF) AND THE INTEGRATED MILITARY PERSONNEL DATABASE (IMPDB) TO DOCUMENT COURSES COMPLETED BY A MEMBER. THE CDP IS NOT CURRENTLY USED BY THE INACTIVE MANPOWER AND PERSONNEL MANAGEMENT INFORMATION SYSTEM (IMAPMIS), THEREFORE CDP DATA IS NOT REQUIRED FOR MEMBERS DESIGNATED USNR-R.

COURSE IDENTIFICATION NUMBER (CIN) - THE CIN OF THE COURSE THE MEMBER ATTENDED, MUST BE FILLED IN, IF THE NEC WAS AWARDED BASED ON FORMAL TRAINING UNDER THE AUSPICES OF CNET. REFERENCE THE CATALOG OF NAVY TRAINING COURSES (CANTRAC).

RESERVE TRAINING TRACK (R-TRACK) - FOR USNR-R, THE R-TRACK SHOULD BE INCLUDED IN THE SPACE PROVIDED, IN ADDITION TO COURSE NUMBER FOR THE LAST COURSE IN THE R-TRACK PIPELINE WHICH SHOULD BE REPORTED IN THE APPROPRIATE CDP/CIN BLOCK(S).

NOTE (1) LEAVE ALL COURSE INFORMATION BLANK IF:
- NEC WAS EARNED VIA OJT
- RECOMMENDING REMOVAL OF A NEC
- RECOMMENDING REINSTATEMENT OF A NEC (UNLESS BASED ON COMPLETION OF REFRESHER TRAINING)
(2) WHEN REPORTING A NEC BASED ON COURSE COMPLETION, A COPY OF THE GRADUATION CERTIFICATE MUST BE SUBMITTED AS AN ENCLOSURE TO THIS FORM.

RECOMMENDED AWARD/CHANGE DATE - DATE ON WHICH THE MEMBER EARNED THE NEC OR DATE DISTRIBUTABILITY CHANGED FOR THE MEMBER. A NEC IS CONSIDERED "DISTRIBUTABLE" WHEN A MEMBER COULD NORMALLY BE ASSIGNED TO A BILLET REQUIRING USE OF THAT SKILL IN ACCORDANCE WITH CURRENT DISTRIBUTION POLICY. ONLY WHEN ALL THE NECS ARE BEING AWARDED/CHANGED FOR THE SAME REASON, CAN A SINGLE FORM BE USED.

8. JUSTIFICATION - A BRIEF STATEMENT OF WHY THE REQUEST IS BEING SUBMITTED, ADDITIONAL JUSTIFICATION MUST BE INCLUDED WHEN THE "OTHER" BLOCK IN EITHER OF THE DISTRIBUTABILITY SECTIONS HAS BEEN SELECTED. THE AGENCIES AUTHORIZED TO AWARD, REMOVE, OR REINSTATE A NEC ARE CNET VIA NITRAS, EPMAC, OR NRPC VIA COMMANDING OFFICER'S RECOMMENDATION OR SPECIAL RESEARCH PROJECTS.

9. CLASSIFICATION COORDINATOR - REQUIRED FOR USNR-R ONLY.

10. SIGNATURE OF CERTIFYING OFFICER - AUTHORITY TO CERTIFY ROUTINE AWARD OF NECS MAY BE DELEGATED TO PERSONNEL OFFICERS. HOWEVER, CHANGES TO DISTRIBUTABILITY MUST BE CERTIFIED BY THE COMMANDING OFFICER OR OFFICER IN CHARGE.

NOTE: THIS FORM IS NOT TO BE USED FOR DISTRIBUTION NEC (DNEC) CHANGE PROPOSALS.

86NP0042

Figure 3-2.—Navy Enlisted Classification (NEC) Change/ Recommendation, NAVPERS 1221/1—Continued.

personnel office and the procedures for completing these forms. In the following section, you will read about your role in processing the Enlisted Personnel Action Request, NAVPERS 1306/7.

ENLISTED PERSONNEL ACTION REQUESTS

The Enlisted Personnel Action Request, NAVPERS 1306/7, is a form that provides a standard Navywide format for submission of requests to higher authority. Figure 3-3 shows you a blank sample of this form.

AUTHORIZED USES

The NAVPERS 1306/7 is used to request any program, school, or reassignment to special duty when a particular requesting format has not already been specified. This form is designed to present higher authority with all pertinent information necessary to properly assess and impartially judge the merits of the request contained therein. The key to the proper use of this form is—use the NAVPERS 1306/7 only when a specific form has not been designated for the particular request.

PROCESSING PROCEDURES

One of your responsibilities may be to type and verify the information on this form based on information contained in a member's service record. It is imperative that personal data such as social security number (SSN) and name be verified for accuracy. Be aware that multiple requests on the same form are not allowed. The NAVPERS 1306/7 must be submitted in duplicate. The copies from duplicating machines must be suitable for microfilming.

Endorsement Requirements

Another one of your responsibilities while processing the NAVPERS 1306/7 is to type the CO's endorsement. COs are enjoined to ensure inclusion of all pertinent information in their endorsement to an individual's request.

Your first task will be to type the rough endorsement. You will receive the rough endorsement from the division officer or the department head. After you have typed it in the correct format, the rough endorsement should be sent further up the chain of command for approval.

Later, you will type the approved endorsement on the back of the NAVPERS 1306/7. However, you should wait until the rough endorsement has been reviewed and approved by the CO or his/her designated representative. Once the endorsement has been approved, you will type the endorsement in the space provided on the back of the form. The following items should be included in an approved endorsement:

- Physical qualifications (if appropriate).
- Required service record entry.
- Substantiation of any waiver request.
- School quota (held/not held).
- Specific statement concerning ineligibility or other rationale for negative recommendations.
- Command endorsement concerning member's (and dependents if on an accompanied tour) suitability for continued overseas service according to chapter 4 of the *Enlisted Transfer Manual* (ENLTRANSMAN) and the *Suitability Screening for Overseas Assignment,* OPNAVINST 1300.14.

Other Clerical Requirements

When you are typing the NAVPERS 1306/7, make certain the information on the form is complete, current, and verified for accuracy.

The following list describes some actions you can take to make certain the NAVPERS 1306/7 is completed and submitted properly. If not completed correctly, these items may result in an inappropriate or delayed response to the request. Check the following sections for accuracy:

- From line: Primary and secondary NECs must be included.
- To line: Address to a specific cognizant BUPERS code (if known).
- Privacy Act statement: Make sure the member signs the Privacy Act statement.
- Evaluation marks: In addition to evaluation marks required for personnel E-4 and below, you should include marks assigned to members in any paygrade that have been submitted in the past 60 days.
- COs signature: "By direction" signatue is not desired if the NAVPERS 1306/7 is specifically requesting a waiver of eligibility criteria.

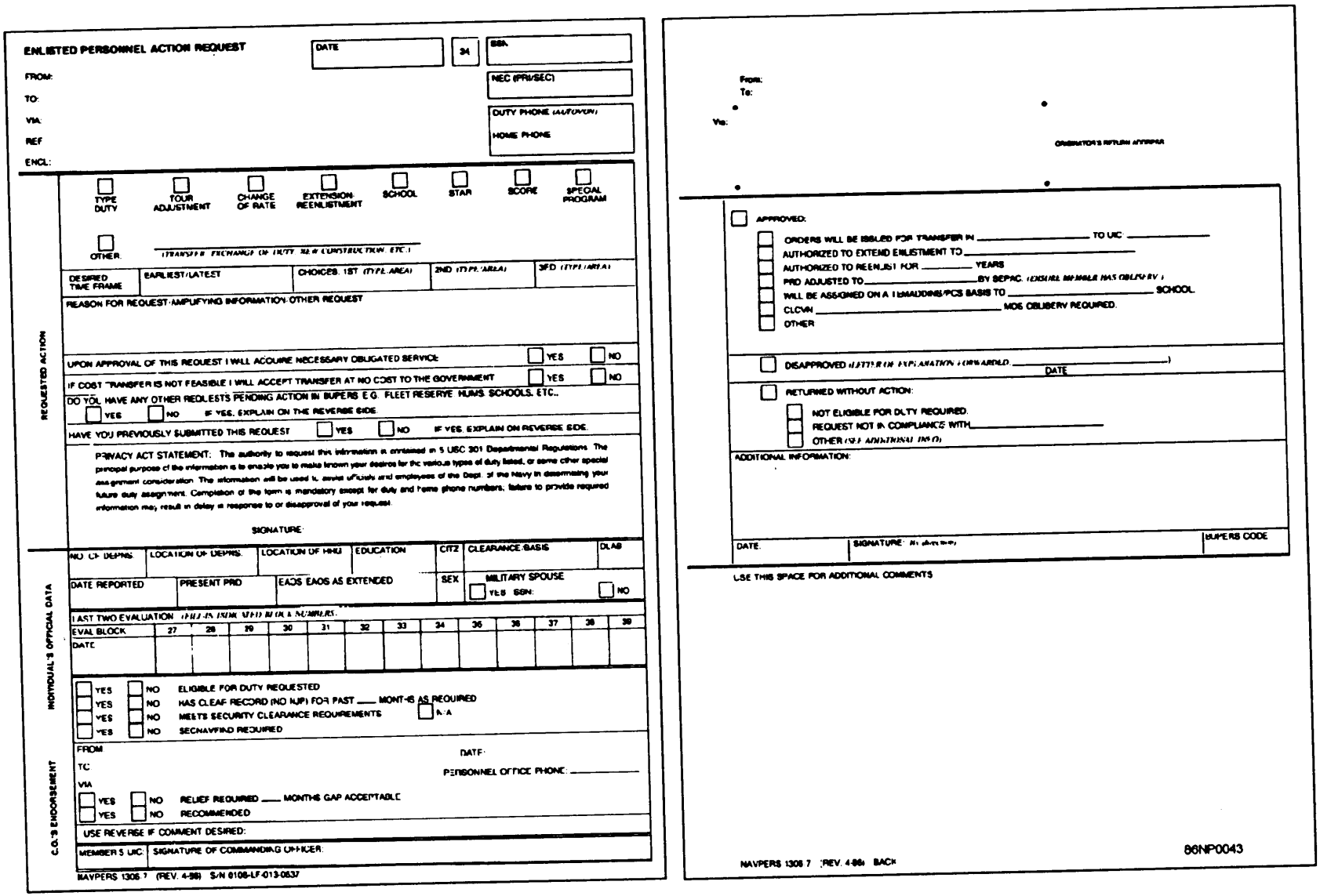


Figure 3-3.—Enlisted Personnel Action Request, NAVPERS 1306/7.

- Originator's return address: Make sure the originator's return address is properly filled in on the reverse side of the NAVPERS 1306/7. The majority of all requests are responded to by returning the original document with the appropriate blocks marked by the cognizant authority.

- CO's endorsement typed on the back of the form.

- A signed copy of the NAVPERS 1306/7 for your tickler file and the member's service record. When your command receives an answer to the member's request, you must make sure you inform the individual promptly. Pull the tickler file copy and destroy it. Forward a courtesy copy to the individual's department head for his or her information.

FORWARDING OF REQUESTS

All requests should be processed and forwarded to the cognizant assignment control authority (ACA).

Requests by nondesignated personnel must be sent directly to EPMAC. Be aware of the following exceptions to this rule:

- Submarine volunteer requests must be submitted directly to the BUPERS (PERS 403B3).

- Selective Conversion and Reenlistment (SCORE) program, Selective Training and Reenlistment (STAR) program, or Lateral Conversion program requests must be submitted directly to BUPERS (PERS 291), whether the command endorsement is favorable or unfavorable. (Ineligible members should be informed, in person, of the reason of their ineligibility, by their division officer or leading petty officer.)

RESUBMISSION OF REQUESTS

Although resubmissions are by no means discouraged, consideration should be given to the number of administrative offices between the cognizant authority and the originating command. Replies to requests are understandably governed by administrative processing time required at each office in the chain of command. In view of the large volume of correspondence processed by each of those offices, the possibility of a member's request being lost is an unfortunate reality.

It is always a good idea to communicate with the cognizant ACA to inquire about a member's request when it is suspected that the request was lost. Do this before resubmitting the request. You can communicate with the ACA by telephone, letter, fax, or message.

When a reasonable length of time has passed since the original submission and no reply has been received, the member should resubmit the request.

CANCELLATION OF REQUESTS

Before receiving a final reply, a letter or message by your command should be used to cancel any request that has been submitted on a NAVPERS 1306/7 and is no longer considered valid. This requirement is specifically intended to eliminate the possibility of a request for cancellation of a previous request being included in the content of a subsequent NAVPERS 1306/7 that indicates new desires.

LIMITATIONS ON USE OF THE ENLISTED PERSONNEL ACTION REQUEST

Although the NAVPERS 1306/7 provides a standard format for a request, there are limitations on its use. A good PN can recognize these limitations.

To begin with, the title of this form is misleading. Although the title Enlisted Personnel Action Request, NAVPERS 1306/7, implies universal application to requests of any nature, in many cases use of the form is incorrect. As a general guideline, the NAVPERS 1306/7 should be used to request any program, school, reassignment, or special duty for which a particular requesting format is not already specified. The bottom line is—do not make the mistake of using the NAVPERS 1306/7 in place of a form that has been specifically designated for a particular purpose.

USING THE ENLISTED DUTY PREFERENCES FORM VERSUS THE ENLISTED PERSONNEL REQUEST FORM

The most common misuse of the NAVPERS 1306/7 is, for example, using this form to make an unsubstantiated request for reassignment. Unless an individual has sufficient justification to warrant reassignment before his or her projected rotation date (PRD), the Enlisted Duty Preferences, NAVPERS 1306/63, should be used instead of the NAVPERS 1306/7 to make sure the member's desires are properly brought to the attention of the cognizant detailing authority. Instructor duty requests should also be submitted via the NAVPERS 1306/63. A blank sample of this form is shown in figure 3-4.

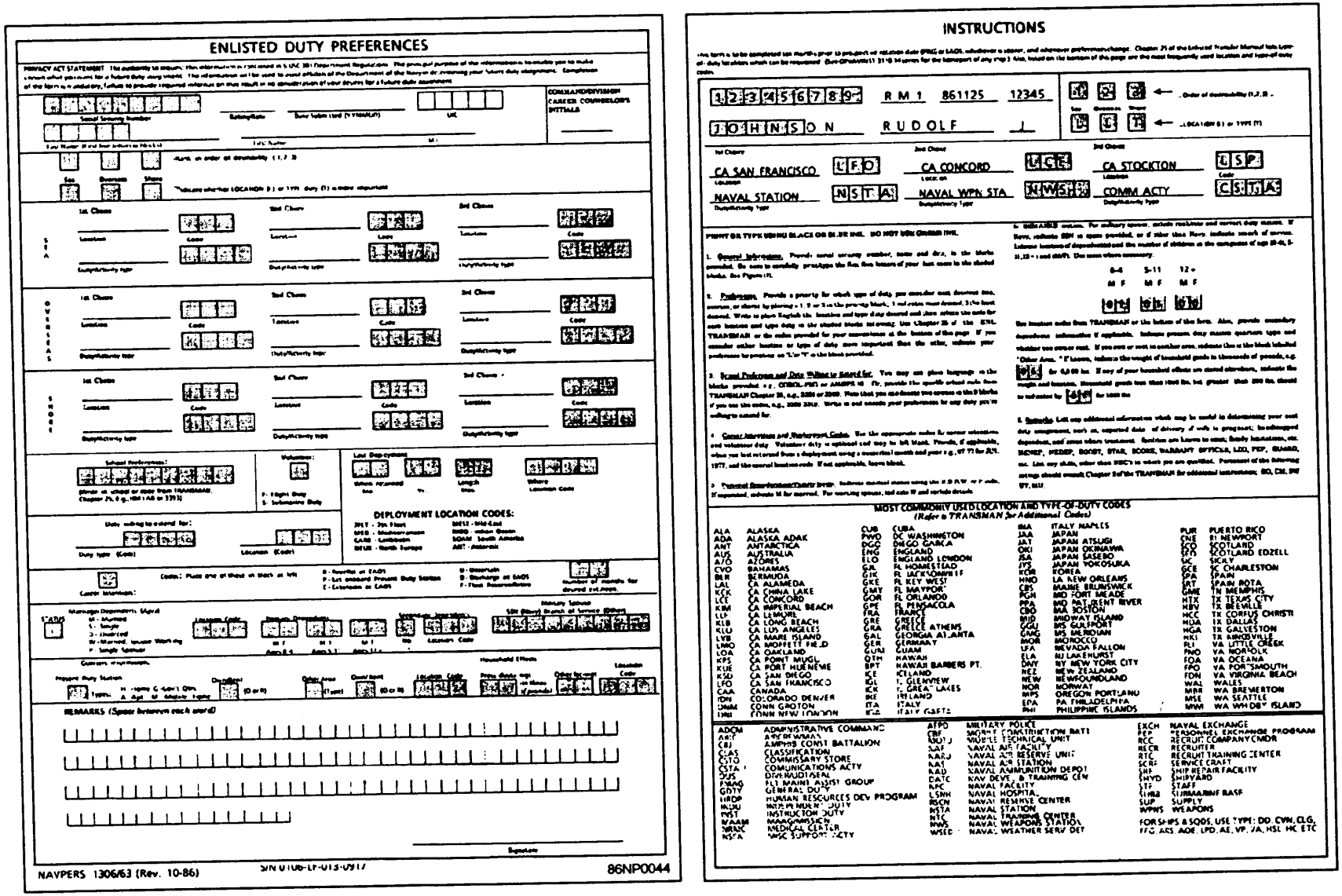


Figure 3-4.—Enlisted Duty Preferences, NAVPERS 1306/63.

Preparation instructions for the NAVPERS 1306/63 are contained in chapters 2 and 25 of the ENLTRANSMAN, NAVPERS 15909E. You will read about some other forms you should use for personnel requests in the following section.

HUMANITARIAN REASSIGNMENT REQUESTS

Detailing authorities are aware of the hardships that Navy families encounter and of the additional aggravation imposed by long absences of the service members from their families. Emergency leave frequently provides sufficient time to ease such hardships. There are times, however, when individuals will need more time than leave can provide to resolve a hardship. In these cases, reassignment for humanitarian reasons may be requested.

If time is an important factor in a member's hardship, the need for prompt handling is evident. COs can render assistance by setting up an internal screening process to decide whether a request for humanitarian assignment is warranted. This screening process, tailored to the individual command's size, should evaluate the case, provide command assistance when needed, and recommend required action. Individuals such as chaplains, doctors, senior officers, and petty officers should be involved in the screening process. When a request for humanitarian assignment is warranted, the preparation of the request must be screened for clarity, accuracy, and comprehensiveness to prevent delays in administrative processing.

The Humanitarian Assignment/Hardship Discharge section of BUPERS (PERS 40HH) controls humanitarian assignment requests within BUPERS. A board consisting of senior petty officers and officers considers all cases on an individual basis. The final decision is based solely on the information and/or documentation submitted. It should be noted that a request for reassignment is not disapproved just because a member is needed in his or her assigned duties.

BASIC CRITERIA FOR DETERMINING HUMANITARIAN/HARDSHIP SITUATIONS

A member's request must show that the hardship meets the criteria set forth in chapter 18 of the ENLTRANSMAN. These criteria are as follows:

- A severe hardship exists, not normally encountered and/or resolved by other members of the naval service.
- The hardship occurred or has been excessively aggravated since the service member has been serving on active duty.
- The problem affects the service member's immediate family.

  NOTE: Immediate family is defined as a spouse, son, daughter, stepchild (if the stepchild is, in fact, dependent on the member), parent, brother, sister, stepparent, or other person acting in an *in loco parentis* status for a period of 5 years before the member became 21 years of age, or any bona fide dependent to the service member. In-laws are not considered members of the immediate family solely by virtue of their relationship as in-laws.

- There are no other family members or relatives capable of providing necessary assistance.
- The member has made every reasonable effort to ease the hardship and it cannot be reasonably eased by leave (including emergency leave if the member is overseas), correspondence, power of attorney, or by the intervention of professional people such as lawyers, counselors, clergy, and doctors.
- The member's presence is required for specific reasons other than for morale or financial purposes alone.
- The hardship is resolvable within a reasonable period.

The member must show that his or her request meets all these criteria and not just one or two specific requirements. In addition to these criteria, the board will also consider special circumstances.

SPECIAL CONSIDERATIONS

Certain circumstances, involving members of the applicant's family, normally warrant special consideration by BUPERS when it is proved that the member's presence in a specific area is essential to ease problems and it can be anticipated that the problem is solvable within a reasonable period. Some of these circumstances are as follows:

- The death of the applicant's spouse or child

- Divorce, when the member has a final divorce decree and has court-awarded physical custody of the children and needs time to make arrangements for their permanent care

NOTE: The service member must be able to comply with the *U.S. Navy Single Sponsor/Military Couple with Dependent(s) Dependent Care Policy,* OPNAVINST 1740.4.

- Severe illness (physical or mental), as a result of which the affected person has been hospitalized or is scheduled to be hospitalized

These are just a few examples of special circumstances. There may be other exceptions to the regulations that BUPERS may consider. These exceptions are ultimately determined by BUPERS.

HUMANITARIAN/HARDSHIP REASSIGNMENTS NOT CONSIDERED

Now that you have read about some of the criteria and circumstances for which a member's request for a humanitarian/hardship reassignment may be approved, let's look at some examples of reasons for which a member's request would not be approved. Humanitarian requests based only on the following reasons are not considered within the scope of chapter 18 of the ENLTRANSMAN and are not approved:

- For financial or business reasons (including the operation of a family business)
- For indebtedness
- For the sole reason of being a single parent

NOTE: If the care of young children becomes a problem, the possibility exists that the active duty person may be considered for a hardship or parenthood discharge.

- For personal convenience
- For the purpose of attending to or assisting in-laws, grandparents (other than those individuals acting *in loco parentis),* or other persons not identified as immediate family
- For the purpose of children being in school (exceptions are made for children requiring specialized education)
- For part-time employment of the member or employment of the spouse
- Because the member has bought or owns a home
- Because of the member's physical or mental condition

Many requests submitted to BUPERS are not approved because the reasons in the requests are not sufficient or they do not show hardship.

SUBMISSION OF REQUESTS

Requests for humanitarian reassignment from all enlisted personnel are addressed to BUPERS (PERS 40HH) with a copy (less enclosures) to EPMAC. Requests from enlisted training and administration of reserve (TAR) personnel must be sent to BUPERS (PERS 40HH) with a copy (less enclosures) NRPC. The via addressee is the command assisting the service member in submitting the request.

A member's request could very well be approved and eventually temporary duty for humanitarian assignment orders could be issued. The following section discusses what should happen when the hardship is eased or ceases to exist before the expiration of the member's temporary duty.

REPORTING WHEN HARDSHIP IS EASED OR CEASES TO EXIST BEFORE EXPIRATION OF TEMPORARY DUTY

When the hardship ceases to exist or has been eased before completion of the period of temporary duty assigned, the activity where the member is assigned for the temporary duty humanitarian assignment (TD HUMS) submits an availability report to the ACA that originally assigned the member to TD HUMS.

As a PN, you may become involved in this process. You may be assigned to type the availability report on the member. To do this correctly, you must refer to chapter 20 of the ENLTRANSMAN.

REASSIGNMENT OF MEMBER AT EXPIRATION OF TEMPORARY DUTY HUMANITARIAN ASSIGNMENT

Members on TD HUMS are considered for reassignment approximately 1 month before the scheduled completion of their temporary assignment. The activity having members on board interview these members 6 weeks before their respective PRDs to decide if the hardship has been resolved. The activity does this before submitting the availability report to the ACA who assigned the TD HUMS.

As a PN, you may become initially involved in the humanitarian/hardship reassignment process in the counseling stage. You may be the person who initially counsels members desiring to make humanitarian/hardship reassignment requests. Members will usually come to the personnel office to inquire about the requirements for requesting a humanitarian reassignment. You must provide these members with all the pertinent information they need in addition to any administrative assistance.

In counseling these members, remember to consult chapter 18 of the ENLTRANSMAN. This chapter will give you additional information on procedures for urgent hardship cases, assignment flexibility for members serving on both sea and shore duty, minimum period of assignment, extension of TD HUMS, special instructions for administration of members on TD HUMS, order-writing requirements, supporting statements required for a basic letter request, contents of a basic request, information on the CO's endorsement, and more. In all cases, refer to chapter 18 of the ENLTRANSMAN for the most current information concerning reassignments for humanitarian reasons.

HARDSHIP DISCHARGE REQUESTS

Navy personnel often encounter hardships while serving on active duty. These members may request separation from the naval service provided they meet the criteria set forth in the *Naval Military Personnel Manual* (MILPERSMAN), Article 3620210. We will talk about some of these criteria in the following paragraphs.

The first step for an individual who wishes to request separation from the naval service based on hardship is to request separation from the special court-martial convening authority (SPCMCA) within his or her own chain of command. The member must be in either a permanent duty (PERMDU) or temporary duty (TEMDU) status, but not on temporary additional duty (TEMADD).

An eligible member who does not have an additional service obligation may be discharged. An eligible member who has an additional service obligation under any provision of law may be transferred to the Naval Reserve (if otherwise eligible) and released to inactive duty. If the person is already a member of the Naval Reserve, he or she may be released to inactive duty to serve the remainder of the obligated service.

A member of the Naval Reserve who is serving on inactive duty may be transferred to the Individual Ready Reserve (IRR) or Standby Reserve when the hardship prevents the member's participation in the Selected Reserve but not his or her mobilization. In cases when hardship prevents mobilization, the member may be discharged.

In cases of members on inactive duty, each case must be approved by the appropriate SPCMCA. In every case, the decision of whether a hardship discharge should be granted is at the discretion of the SPCMCA. Once a request is approved and completed, it must then be sent to CHNAVPERS (PERS 913). Understand that no member has an absolute right to request discharge from the Navy due to hardship. Each case must meet specific criteria.

HARDSHIP DISCHARGE CRITERIA

The member's request must show that the hardship meets the following criteria:

- A severe hardship exists that is not normally encountered and/or resolved by other members of the naval service.

- The hardship affects the service member's immediate family. The immediate family is defined as spouse, son, daughter, stepchild, parent, brother, sister, or other person including a stepparent acting in *loco parentis* for a period of 5 years before the member became 21 years of age, or any bona fide dependent of the service member. In-laws and grandparents are not considered to be members of the immediate family solely by virtue of their relationship as in-laws or grandparents.

- The hardship is not of a temporary nature and cannot reasonably be expected to be resolved within the near future by use of leave (including emergency leave if the member is overseas) or a period of TEMDU for humanitarian reasons to better the situation.

- The hardship has occurred or has been severely aggravated since the member's entry into the service.

- The member and family have made every reasonable effort to ease the hardship.

- There are no other family members or relatives nearby who are capable of providing the necessary assistance.

- The discharge or release of the member will result in the reduction of the hardship.

These are the conditions under which a member may request and possibly receive a separation from service based on hardship. If a member's reasons for requesting a hardship discharge do not fall within these criteria, the request will likely be denied. Other conditions, such as the ones we will discuss in the following paragraphs, will also cause the request to be denied.

REASONS UNDER WHICH A MEMBER MAY NOT BE SEPARATED

Except under extraordinary circumstances as determined by the SPCMCA, separation according to the MILPERSMAN, Article 3620210, is not authorized when the member is under charges or confined. Additionally, separation is not authorized solely for the following reasons:

- Financial or business reasons (including the operation of a family business unless the business is the sole income of the family and there are no other family members capable or willing to operate it).
- Indebtedness.
- Personal convience.
- The member's physical or mental health.
- Moral support to an immediate family member whose life expectancy is estimated by the attending physician to be less than 6 months. (In this situation, a request for humanitarian reassignment should be sent following guidelines contained in chapter 18 of the ENLTRANSMAN, NAVPERS 15909.)
- Custody battles or divorce proceedings.

When the member's request is based on any of these conditions, the request for hardship separation will likely be denied.

In each case, the SPCMCA is charged with closely examining the reasons for which members request separation based on hardship. The SPCMCA is <u>not</u> allowed to use the following two conditions as the sole reasons to deny a member's request for separation based on hardship:

1. The member is required in his or her assigned duties.
2. The member is indebted either to the government or to an individual.

Neither of these two conditions can be used by an SPCMCA as the sole reason to deny a member's request for a hardship separation. Although SPCMCAs are charged with closely monitoring special entitlement programs such as the selective reenlistment bonus (SRB), an SPCMCA cannot deny a member's request for a hardship separation based solely on the fact that the government would fail to recoup entitlement monies. Other conditions, such as the ones described in the following section, also warrant special consideration by the SPCMCA.

CIRCUMSTANCES THAT WARRANT SPECIAL CONSIDERATION

Extraordinary circumstances involving members of the applicant's family normally warrant special consideration when it is proved that the member's presence is essential to ease the hardship. The following list contains some examples of special circumstances:

- The death of, or final divorce from, a spouse where the member is left as sole parent of a minor child or children, and other arrangements cannot be made for their continued care, and the member cannot continue at present duties and properly care for them. (To be eligible for separation in this situation, the member must be a single parent serving on [or under orders to] sea duty or be in a deployable status and have a final divorce decree with permanent physical custody of children awarded).
- The long-term physical or mental illness of the spouse that does not allow the member to perform duties as assigned and the member's continued presence is required. (Whether the mental illness of the member's spouse is severe enough to warrant a hardship discharge is a decision within the discretion of the appropriate SPCMCA.)
- As a result of the disability or death of a parent, and the separation of the member from the Navy is essential for the financial and physical support of a member or members of the family. (Undue hardship does not necessarily exist solely because of altered present or anticipated income. Consideration must be given to social security, disability payments, other federal and state assistance programs, and any other income or assets of the member or other family members.)

As a PN, you should be aware of the conditions that will be considered when a member is planning to request a separation based on hardship. In your career, you will likely counsel members on the proper

procedures they should follow to request a hardship separation.

COUNSELING MEMBERS CONCERNING HARDSHIP DISCHARGES

Enlisted personnel who desire to request separation for hardship reasons should be informed of the proper procedures to follow. You maybe the PN assigned this responsibility. If you are responsible for counseling members in this area, you should first explain the following facts to each member regarding his or her request for a hardship separation:

- The request must be submitted via official channels.
- Submission of a request is no assurance that the discharge or release to inactive duty will be authorized.
- The decision for separation is within the sole discretion of the appropriate SPCMCA.

Next, explain to the member that each request is carefully and sympathetically considered and the final decision is based on its individual merits. Also explain that once a request for a hardship discharge is approved by the appropriate SPCMCA, the request is irrevocable except in the most unusual circumstances.

You should also explain that if the hardship discharge is approved and that he or she later indicates a desire to have the SPCMCA rescind the approval of the hardship discharge, that he or she must submit a request for cancellation of discharge authority to the appropriate SPCMCA via official channels. This request must state how the hardship has been eliminated and must include affidavits attesting to this fact.

ACTIVITY ASSISTING MEMBER WITH HARDSHIP REQUEST

A written request for separation for hardship must be addressed to the appropriate SPCMCA. In unusual circumstances, members in an authorized leave status may submit requests for hardship discharge. To speed the procedure, the nearest naval activity should submit the request to the SPCMCA with the assisting command's synopsis included in its endorsement.

All requests must be accompanied by affidavits verifying the hardship claim. The preparing activity should immediately inform the member's parent command of the pending request and ask for a leave extension, if warranted. Otherwise, the provision for no-cost TEMADD orders, as defined in chapter 18 of the ENLTRANSMAN, maybe used.

As a PN, you should provide the member with all the administrative assistance he or she may need in completing the request. Make sure you, the member, and all concerned individuals in the chain of command review the request and all applicable enclosures for accuracy and completeness before submitting the request to the SPCMCA.

The MILPERSMAN, Article 3620210, displays the format for requesting a hardship discharge and identifies the required documents that must be included as part of this type of request. Always review the MILPERSMAN, Article 3620210, when preparing these requests.

In addition to various request forms, a PN working in a personnel office will likely perform tasks involving the processing and issuing of ID cards and meal passes. In the following section, we will talk about these topics.

GENEVA CONVENTIONS IDENTIFICATION CARDS

According to Article 4620100 of the MILPERSMAN, NAVPERS 15560C, the "Geneva Conventions of 12 August 1949 for the Protection of War Victims" provides for the issuance of ID cards to persons who are in situations in which they are at risk of becoming prisoners of war. As a PN, you are responsible for recognizing the different ID cards associated with the Geneva Conventions, their documentation requirements, and your associated responsibilities. You will most likely encounter these ID cards when you are doing separations since their retrieval is required.

DD FORM 528

The United States implemented the Geneva Conventions provision by issuing a special Geneva Convention Card, DD Form 528, in addition to the Armed Forces Identification Card, DD Form 2N (ACT or RES), to personnel assigned to areas in which they may become prisoners of war. Today, the current DD Form 2N (ACT or RES) includes all the requirements imposed by the Geneva Conventions, so the provision for active duty members to carry a separate DD Form 528 has been eliminated. Today, an active duty member who is captured should show his or her DD Form 2N (ACT) to the capturing authorities but should not surrender it. For reservists on active duty serving a period of less than 30 days, DD Form 2N (RES) serves

the same purpose. Although DD Form 528 is no longer issued, you must still be made aware of it.

DD FORM 1934

The Geneva Conventions also contain provisions for medical, religious, and auxiliary medical personnel to carry special ID bearing distinctive emblems. To comply with this requirement, the United States issues a special Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces, DD Form 1934. Figure 3-5 shows the front and back of an intentionally voided DD Form 1934.

DD Form 1934 is issued in addition to DD Form 2N (ACT) to active duty medical, dental, auxiliary medical, or religious personnel. These medical and religious personnel include the following categories:

- Officers in the Medical Corps, Medical Service Corps, Nurse Corps, Dental Corps, and Chaplain Corps, and auxiliary chaplains employed by the armed forces
- Enlisted HMs and DTs

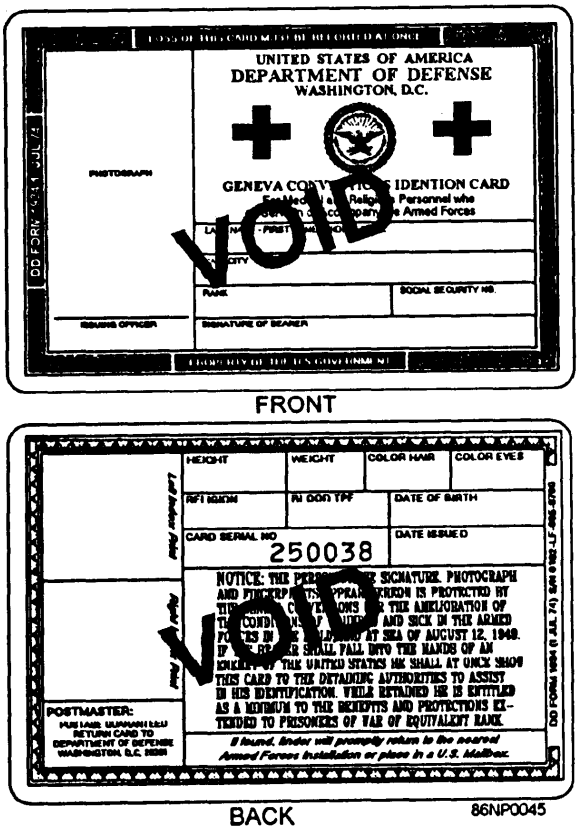


Figure 3-5.—Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces, DD Form 1934.

Members who are issued DD Form 1934 should be aware that this form is not intended to be used to authorize or certify eligibility for (or render) any military benefits, privileges, or logistics support.

The DD Form 1934 is prepared for all naval medical and religious personnel ordered to ships, operational aircraft squadrons employed in operations outside the continental United States (CONUS), or activities outside the United States. It is issued before these personnel undertake travel outside of the United States or before their ship is deployed. Once issued, this card must be retained on the person at all times.

When ships, aircraft squadrons, or members return to the United States, each DD Form 1934 is taken by the CO and/or his or her representative and filed in that member's service record for possible future use. It should be placed in an envelope clearly indicating its content. In cases when deployment outside the United States is irregular and sporadic, the form may be retained by the member at all times. Upon separation, the DD Form 1934 is retrieved from the member and destroyed by the separating activity.

As a PN, you will most likely come across DD Form 1934 when you are doing separation. If you are responsible for doing separations and a member has a DD Form 1934 in his or her possession, make sure you make a page 13 entry indicating that the form has been destroyed.

Although you must be aware of the Geneva Conventions IDs and your associated responsibilities, you will encounter these IDs much less frequently than you will the armed forces ID cards.

ARMED FORCES IDENTIFICATION CARDS

Whether you are stationed aboard a ship or a personnel support activity detachment (PERSUPPDET), you most likely will be involved in typing applications for the issuance of armed forces ID cards. It is possible that by now you are preparing these forms using a computer, where as before you were required to type them on a typewriter. Then again, it is also possible that your command has not yet obtained a computer system that contains the format for typing the ID card applications and you are still using a typewriter to prepare them.

Figure 3-6.—Real-Time Automated Personnel Identification System (RAPIDS) computer used to access DEERS by personnel at PERSUPPDDETs.

If you are working in the Identification Cards section of the PERSUPPDET and have access to the Defense Enrollment Eligibility Reporting System (DEERS) through the Real-Time Automated Personnel Identification System (RAPIDS), you will type these forms into this computer system. Figure 3-6 shows you a RAPIDS computer.

In the following sections, we will discuss the general requirements for issuing armed forces ID cards to active duty members, Naval Reserve or inactive duty members, members entitled to retired pay, dependents, and authorized civilians.

MEMBERS ON ACTIVE DUTY

The Armed Forces Identification Card, DD Form 2N (ACT), is printed in green security-type ink. It is issued to assist identification of the bearer as a member of the armed forces serving on extended active duty and to serve as identification for purposes of Article 17, Geneva Conventions relative to the Treatment of Prisoners of War. It is not a pass. This card is the property of the United States and must be carried by all officers and enlisted members on extended active duty at all times. If required by proper military authority, it must be surrendered for identification or investigation, or while the bearer is in disciplinary confinement. Refer to figure 3-7, which shows you the front and back of an intentionally voided DD Form 2N (ACT).

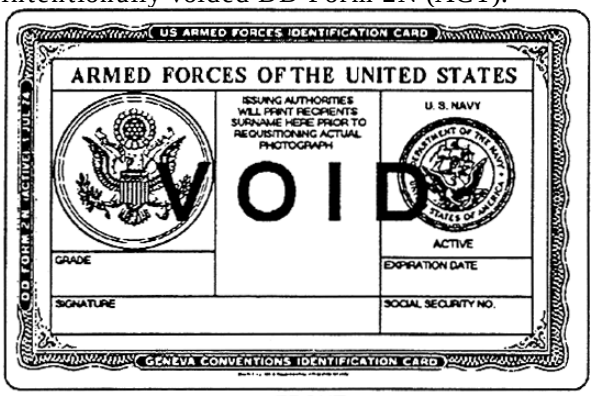
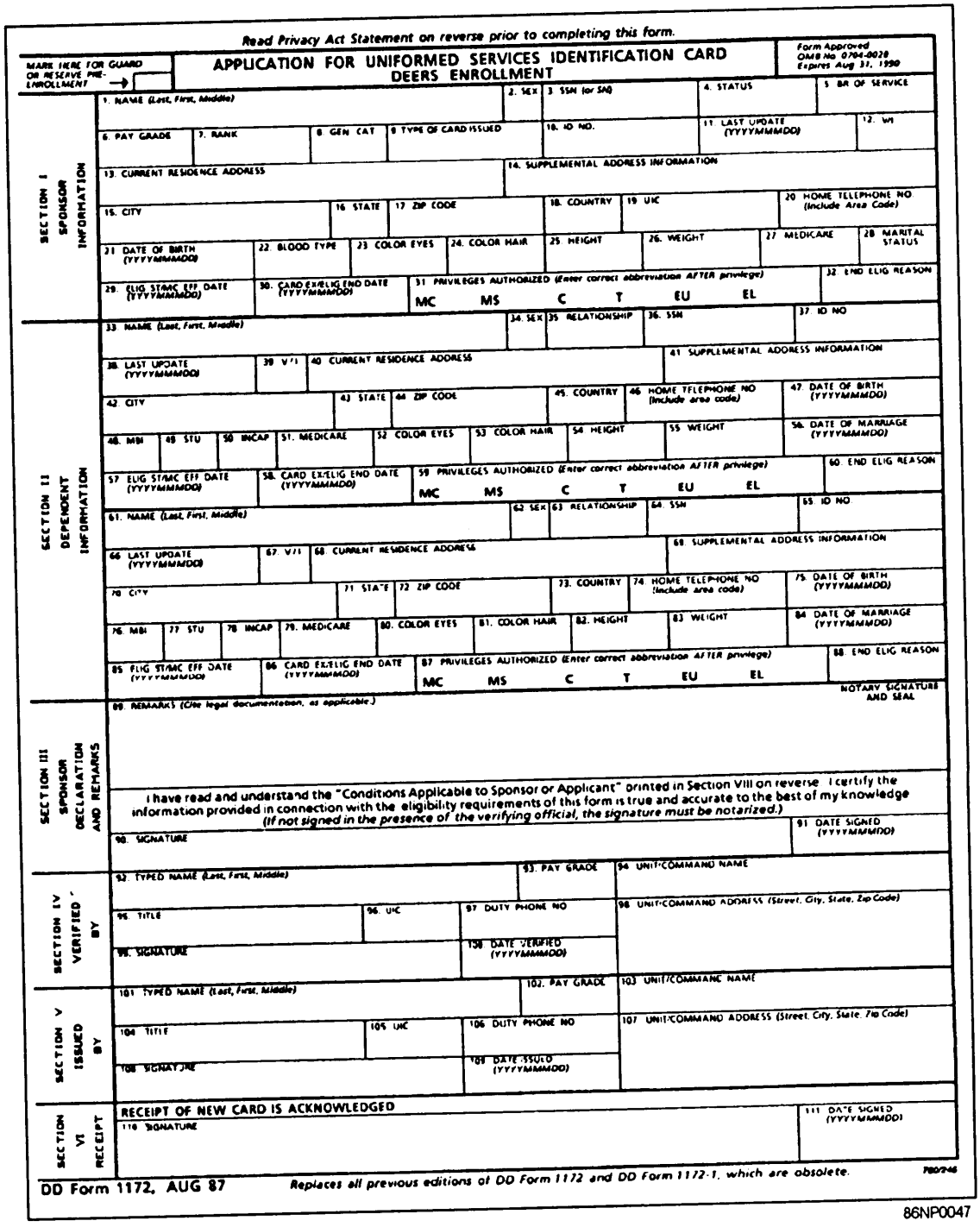


Figure 3-7.—Armed Forces Identification Card, DD Form 2N (ACT).

The DD Form 2N (ACT) maybe photocopied when necessary to facilitate administrative requirements such as admission to medical facilities, check cashing, or administering military-related benefits to eligible beneficiaries. Any person willfully altering, damaging, lending, counterfeiting, or using this card in any unauthorized manner is subject to penalties prescribed under 18 *United States Code* (U.S.C) 499, 507, or 701.

Lending or giving DD Form 2N (ACT) as collateral for the return of property or equipment used in, or provided by, civilian or naval recreation activities is not authorized.

To be issued an ID card, the member must have in his or her possession a properly completed Application for Uniformed Services Identification Card/DEERS Enrollment, DD Form 1172. This form can be obtained at the activity that maintains the active duty member's service record. Figure 3-8 shows you a sample of a


Read Privacy Act Statement on reverse prior to completing this form.

MARK HERE FOR GUARD OR RESERVE PRE-ENROLLMENT →

APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD DEERS ENROLLMENT

Form Approved OMB No. 0704-0020 Expires Aug 31, 1990

SECTION I SPONSOR INFORMATION

1. NAME (Last, First, Middle) | 2. SEX | 3. SSN (or SN) | 4. STATUS | 5. BR OF SERVICE
6. PAY GRADE | 7. RANK | 8. GEN CAT | 9. TYPE OF CARD ISSUED | 10. ID NO. | 11. LAST UPDATE (YYYYMMMDD) | 12. VI
13. CURRENT RESIDENCE ADDRESS | 14. SUPPLEMENTAL ADDRESS INFORMATION
15. CITY | 16. STATE | 17. ZIP CODE | 18. COUNTRY | 19. UIC | 20. HOME TELEPHONE NO. (Include Area Code)
21. DATE OF BIRTH (YYYYMMMDD) | 22. BLOOD TYPE | 23. COLOR EYES | 24. COLOR HAIR | 25. HEIGHT | 26. WEIGHT | 27. MEDICARE | 28. MARITAL STATUS
29. ELIG STA/C EFF DATE (YYYYMMMDD) | 30. CARD EX/ELIG END DATE (YYYYMMMDD) | 31. PRIVILEGES AUTHORIZED (Enter correct abbreviation AFTER privilege) MC MS C T EU EL | 32. END ELIG REASON

SECTION II DEPENDENT INFORMATION

33. NAME (Last, First, Middle) | 34. SEX | 35. RELATIONSHIP | 36. SSN | 37. ID NO
38. LAST UPDATE (YYYYMMMDD) | 39. VI | 40. CURRENT RESIDENCE ADDRESS | 41. SUPPLEMENTAL ADDRESS INFORMATION
42. CITY | 43. STATE | 44. ZIP CODE | 45. COUNTRY | 46. HOME TELEPHONE NO (Include area code) | 47. DATE OF BIRTH (YYYYMMMDD)
48. MBI | 49. STU | 50. INCAP | 51. MEDICARE | 52. COLOR EYES | 53. COLOR HAIR | 54. HEIGHT | 55. WEIGHT | 56. DATE OF MARRIAGE (YYYYMMMDD)
57. ELIG STA/C EFF DATE (YYYYMMMDD) | 58. CARD EX/ELIG END DATE (YYYYMMMDD) | 59. PRIVILEGES AUTHORIZED (Enter correct abbreviation AFTER privilege) MC MS C T EU EL | 60. END ELIG REASON
61. NAME (Last, First, Middle) | 62. SEX | 63. RELATIONSHIP | 64. SSN | 65. ID NO
66. LAST UPDATE (YYYYMMMDD) | 67. VI | 68. CURRENT RESIDENCE ADDRESS | 69. SUPPLEMENTAL ADDRESS INFORMATION
70. CITY | 71. STATE | 72. ZIP CODE | 73. COUNTRY | 74. HOME TELEPHONE NO (Include area code) | 75. DATE OF BIRTH (YYYYMMMDD)
76. MBI | 77. STU | 78. INCAP | 79. MEDICARE | 80. COLOR EYES | 81. COLOR HAIR | 82. HEIGHT | 83. WEIGHT | 84. DATE OF MARRIAGE (YYYYMMMDD)
85. ELIG STA/C EFF DATE (YYYYMMMDD) | 86. CARD EX/ELIG END DATE (YYYYMMMDD) | 87. PRIVILEGES AUTHORIZED (Enter correct abbreviation AFTER privilege) MC MS C T EU EL | 88. END ELIG REASON

NOTARY SIGNATURE AND SEAL

SECTION III SPONSOR DECLARATION AND REMARKS

89. REMARKS (Cite legal documentation, as applicable.)

I have read and understand the "Conditions Applicable to Sponsor or Applicant" printed in Section VIII on reverse. I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge (If not signed in the presence of the verifying official, the signature must be notarized.)

90. SIGNATURE | 91. DATE SIGNED (YYYYMMMDD)

SECTION IV VERIFIED BY

92. TYPED NAME (Last, First, Middle) | 93. PAY GRADE | 94. UNIT/COMMAND NAME
95. TITLE | 96. UIC | 97. DUTY PHONE NO | 98. UNIT/COMMAND ADDRESS (Street, City, State, Zip Code)
99. SIGNATURE | 100. DATE VERIFIED (YYYYMMMDD)

SECTION V ISSUED BY

101. TYPED NAME (Last, First, Middle) | 102. PAY GRADE | 103. UNIT/COMMAND NAME
104. TITLE | 105. UIC | 106. DUTY PHONE NO | 107. UNIT/COMMAND ADDRESS (Street, City, State, Zip Code)
108. SIGNATURE | 109. DATE ISSUED (YYYYMMMDD)

SECTION VI RECEIPT

RECEIPT OF NEW CARD IS ACKNOWLEDGED
110. SIGNATURE | 111. DATE SIGNED (YYYYMMMDD)

DD Form 1172, AUG 87 Replaces all previous editions of DD Form 1172 and DD Form 1172-1, which are obsolete. 780246

86NP0047

Figure 3-8.—Application for Uniformed Services Identification Card/DEEW Enrollment, DD Form 1172.

blank DD Form 1172. You are reminded, however, that these forms are probably not being used by now since they are now being prepared using a floppy disk that contains the application format.

Any ID card-issuing activity that can access DEERS through RAPIDS can prepare DD Form 1172 and eventually issue DD Form 2N (ACT) directly to the member. An activity that does not have this capability must complete the DD Form 1172 and tell the member to deliver it to an appropriate ID card-issuing activity, which will issue the member an ID card.

All Navy commands afloat and ashore that issue DD Form 1172s, and uniformed services ID cards issuance facilities without on-line access to DEERS, must use the DD Form 1172 Floppy Disk Application. If your command does not have a floppy disk for completing this form, you should request it from the appropriate activity as reflected in *Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Persons,* BUPERSINST 1750.10.

You can find step-by-step instructions for completing the DD Form 1172 in BUPERSINST 1750.10. To complete the DD Form 2N (ACT), you can also find step-by-step procedures in the MILPERSMAN, Article 4620150, as well as BUPERSINST 1750.10.

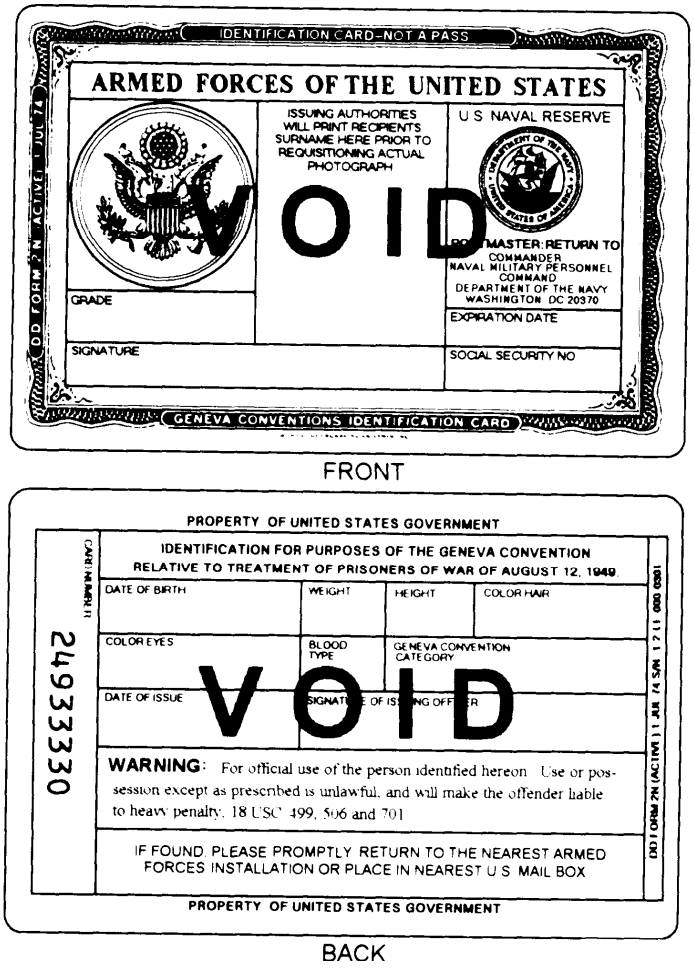


Figure 3-9.—Armed Forces Identification Card, DD Form 2N (RES).

MEMBERS OF THE NAVAL RESERVE ON INACTIVE DUTY

The Armed Forces Identification Card, DD Form 2N (RES) is printed in red security-type ink. It is issued to assist in identification of the bearer as a member of the U.S. Naval Reserve on inactive duty. It is not a pass. This card is the property of the United States and must be kept in the personal custody of the member at all times except when it is required by proper military authority to be surrendered for identification or investigation. Refer to figure 3-9, which shows the front and back of an intentionally voided DD Form 2N (REs).

The DD Form 2N (RES) is issued to members enlisting in the Naval Reserve who are scheduled to attend an initial period of active duty for training and subsequent y return to inactive duty to drill. This ID card may be issued to members of the U.S. Naval Reserve in categories of Ready, Standby, or Retired Reserve (retired without pay). It may also be issued to midshipmen of the Naval Reserve (Naval Reserve Officers Training Corps [NROTC] and Merchant Marine Academy), and to NROTC college program students in their last 2 years of naval science.

As in the case of active duty personnel, a DD Form 1172 is required to be completed before the DD Form 2N (RES) can be issued to the member by an ID card-issuing activity. The DD Form 1172 can be obtained from the naval reserve center or PERSUPPDET that maintains the member's records.

The rules for handling and using the DD Form 2N (RES) are similar to those for the DD Form 2N (ACT). The DD Form (RES) may be photocopied when necessary to facilitate administrative requirements, but the reproduction of this ID card for any other purpose is prohibited. Any person willfully altering, damaging, lending, counterfeiting, or using this card in any unauthorized manner is subject to the penalties under 18 U.S.C 499, 506, or 701.

You can find additional information in regard to members of the Naval Reserve on inactive duty and the preparation of the DD Form 2N (RES) in the MILPERSMAN, Article 4620200.

MEMBERS AND FORMER MEMBERS ENTITLED TO RETIRED PAY

The United States Uniformed Service Identification Card, DD Form 2 (RET) is printed in blue security-type ink. It is issued to assist in identifying the bearer as a retired member of the uniformed services entitled to retired pay. It is not a pass. This card is the property of the United States and must be kept in the personal custody of the retired member at all times. It must be surrendered for identification or investigation when required by proper military authority. Refer to figure 3-10, which shows the front and back of an intentionally voided DD Form 2 (RET).

The DD Form 2 (RET) is issued to members of the U.S. Navy and Naval Reserve who are entitled to retired pay. This includes those on the Temporary Disability Retired List (TDRL), members of the Fleet Reserve (FLTRES) entitled to retainer pay, and former members of the Naval Reserve entitled to retired pay under chapter 67 of 10 U.S.C.

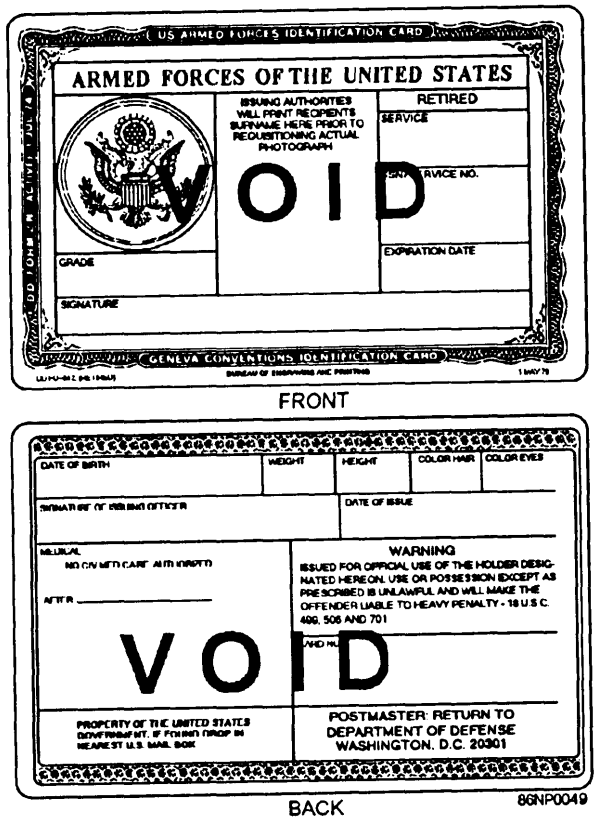


Figure 3-10.—United States Uniformed Service Identification Card, DD Form 2 (RET).

Members retiring from active duty must surrender their active duty ID card as well as their dependents' ID cards before they can receive a DD Form 2 (RET) and their dependents can receive dependent ID cards indicating the member's change in status. DD Form 2 (RET) authorizes access to the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). By law, active duty members are not entitled to CHAMPUS benefits. For this reason, the DD Form 2 (RET) may not be issued more than 90 days before the member's retirement date. Members going on terminal and/or separation leave should receive a verified DD Form 1172, with an effective date of retirement for their dependents.

The rules for handling and using this ID are similar to those for the other military IDs. The DD Form 2 (RET) may be photocopied when necessary to facilitate administrative requirements, such as admission to medical facilities. The reproduction of this ID card for any other purpose, however, is prohibited. Any person willfully altering, damaging, lending, counterfeiting, issuing, or using a DD Form 2 (RET) in any unauthorized manner is subject to the penalties under 18 U.S.C. 499, 506, or 701.

Personnel who have been retired and require a replacement ID card for themselves or their eligible dependents must go to an ID card-issuing activity such as a PERSUPPDET with appropriate documentation to prove their status. Appropriate documents include the Certificate of Release or Discharge from Active Duty, DD Form 214, the current mutilated ID card, and a valid driver's license.

Additional information and preparation instructions concerning ID cards for members and former members entitled to retired pay are contained in the MILPERSMAN, Article 4620250.

DEPENDENTS OF ACTIVE DUTY AND RETIRED MILITARY PERSONNEL

Just as active duty members or retired members are issued ID cards for identification purposes and to gain certain privileges, so are their dependents. Since some of your PN duties may involve issuing ID cards to dependents, you must know the proper rules and guidelines.

DD Form 1173

Authorized dependents are issued the Uniformed Services Identification and Privilege Card, DD Form

1173. Refer to figure 3-11 showing the front and back of an intentionally voided DD Form 1173.

ELIGIBLE DEPENDENTS.— The following dependents are eligible for issuance of this ID card. However, this list is not inclusive.

- Spouses, ant/or unmarried legitimate children, adopted children, and stepchildren under age 21 who have a documented or biological relationship to the sponsor

- Children 21 years old and enrolled full-time in an institution of higher learning are eligible for continued benefits until age 23 as long as they remain unmarried

PRIVILEGES.— Dependents are issued ID cards for the purpose of obtaining benefits for which they are eligible as a result of their dependency. Depending on eligibility, these benefits may range from medical care in civilian facilities and in uniformed services facilities to commissary privileges, theater privileges, and exchange privileges. Whenever you are tasked with typing DD Form 1173s for dependents of active duty or retired military personnel, make sure you refer to the Entitlement Guide section of the BUPERSINST 1750.10 to determine which privileges to authorize.

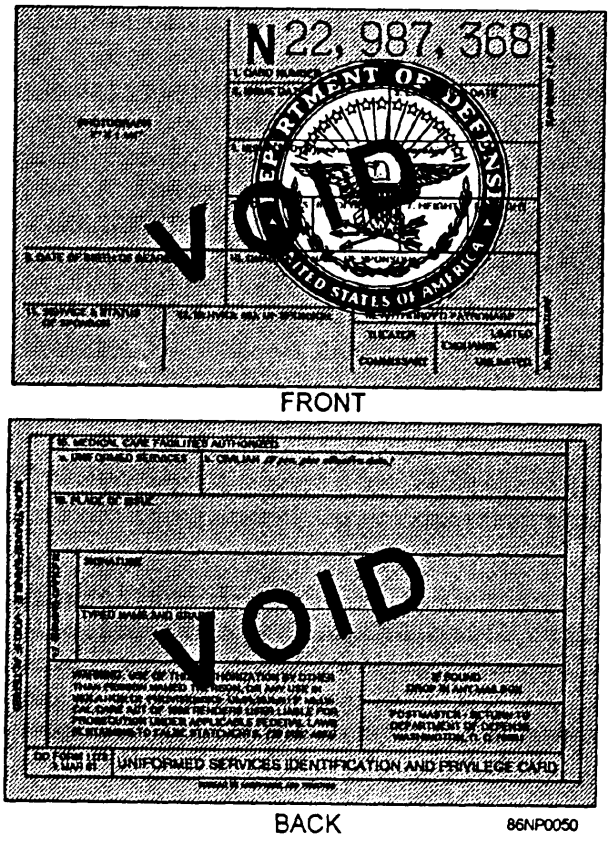


Figure 3-11.—Uniformed Services Identification and Privilege Card, DD Form 1173.

DD Form 1172

Before a DD Form 1173 can be issued to eligible dependents, an Application for Uniformed Services Identification Card/DEERS Enrollment, DD Form 1172, is required. DD Form 1172 must be completed according to the guidelines set forth in BUPERSINST 1750.10.

If you are working in the ID Card section of a PERSUPPDET that has access to DEERS, you will be able to prepare the DD Form 1172 using the RAPIDS computer and subsequently issue the DD Form 1173 directly to the recipient. If you are attached to a command that does not have a RAPIDS computer, you will be required to use a floppy disk to prepare this form and a printer.

Always make sure you verify eligibility by checking appropriate documents in the member's service record. You are reminded that the Emergency Data/Dependency Application, NAVPERS 1070/602, and, if appropriate, the Dependency Action Status, NAVCOMPT 3072, are not acceptable for determining ID card eligibility of dependents. You should always verify such documents as marriage contract, birth certificates, and/or other legal documents that establish the relationship between the member and the dependents. If information required to determine eligibility for issuance of ID cards is missing from the service record, it is the responsibility of the service record holder and the member concerned to obtain these documents.

ID cards for dependents of retired personnel may be obtained at the nearest PERSUPPDET, provided the dependents are enrolled in DEERS. Personnel at the PERSUPPDETs are able to verify whether or not dependents are enrolled in DEERS by using the RAPIDS computer.

If the dependents are not enrolled in DEERS because they were recently acquired, you must enter them in the DEERS using the RAPIDS computer. If you are tasked with issuing ID cards for these dependents, make sure you ask for and examine the following appropriate documents:

- Sponsor's DD Form 214
- Sponsor's marriage license

- Dependent's birth certificate
- Sponsor's valid driver's license

You must do this before you prepare the DD Form 1172 and subsequently issue the ID cards DD Form 1173. Make sure you cite these documents in the Remarks section of the DD Form 1172.

AUTHORIZED CIVILIANS

Certain civilian personnel are authorized issuance of the DD Form 1173. Although not inclusive of all civilians authorized to receive this ID, the following list includes the more common examples of civilian personnel who are authorized to acquire and carry DD Form 1173:

- Civilian personnel of the DOD, the uniformed services, and their accompanying dependents when required to reside in a household on a military installation within CONUS, Hawaii, and Alaska are entitled to commissary and limited exchange privileges only. They are not entitled to DOD-sponsored medical care.
- Contract surgeons during the period of their contract.
- Uniformed and nonuniformed full-time paid personnel of the Red Cross assigned to duty with the uniformed services within CONUS, Hawaii, Alaska, Puerto Rico, and Guam, and their accompanying dependents when required to reside in the same household on a military installation.
- Area executives, center directors, assistant directors of the United Services Organizations (USO) when serving in foreign countries and their accompanying dependents when residing in the same household.
- Military Sealift Command (MSC) civil service marine personnel deployed to foreign countries on MSC owned and operated vessels.

These authorized civilians and their dependents are issued DD Form 1173 for ID purposes and to authorize them certain privileges and/or benefits while their sponsors are serving in such positions.

Generally, authorized civilians will obtain these ID cards at the overseas activities to which they are assigned provided there is an ID card issuing authority available. In some cases, however, certain civilian personnel may obtain their ID cards in CONUS. Personnel who are required to live in a household on a military installation located within CONUS can obtain ID cards at the nearest ID card-issuing authority. Appropriate documents must be cited in the Remarks section of the DD Form 1172.

As a PN, you may be assigned the responsibility of issuing DD Form 1173 to civilians. Whenever you are asked to type DD Form 1173 for civilian personnel and their dependents, make sure you refer to the Entitlement Guide section of the BUPERSINST 1750.10 for preparation instructions and to determine which privileges to authorize.

If you are responsible for processing or issuing armed forces ID cards to any of the personnel we have discussed in the preceding sections, you should inform them that if their ID cards are lost or stolen, they must report this immediately and obtain a new ID cards as soon as practical.

Before we continue with the next section which deals with meal passes, we must tell you about the new holographic ID card that the Department of Defense (DOD) has introduced.

HOLOGRAPHIC IDENTIFICATION CARDS

The DOD is always looking for more efficient ways to combat fraud, waste, and abuse when it comes to the delivery of military benefits and privileges. Consequently, the RAPIDS program office has developed a more secure, machine-readable identification card that links the data on the card to the central DEERS database. To make the current machine-readable ID card more tamper—resistant, a holographic image is being incorporated into the production process.

WHAT DOES THE HOLOGRAM LOOK LIKE

The hologram is a multicolored, three-dimensional image of the Great Seal of the United States layered over the letters "USA." Likenesses of these images appear below in figure 3-12. The colors of the hologram are similar to the colors in a rainbow. The hologram

Figure 3-12.—Likeness of the Great Seal of the United States and the letters USA.

appears in two rows across the front of the card. There will be a minimum of five holograms on the front of each card, and some of the images may be slightly cut off on the sides of the card. Because of the hologram is transparent, the photograph and pertinent data on the ID card are not obstructed by the holographic image.

HOW THE HOLOGRAM WORKS

The holographic image is embedded in the laminating material and bonds to the identification card during the lamination process. The hologram is extremely thin, making it difficult to remove or alter. It is easy to see on the ID card and will not require the use of additional equipment to view. The hologram can be viewed in normal lighting conditions found in office environments or in sunlight. To view the hologram, the ID card should be turned at a 90-degree vertical angle so that the side of the card is up as illustrated in figure 3-13. At this angle, the holographic image of the Great Seal of the United States layered over the letters "USA" becomes prominent. By titling the ID card slowly up and down, the different layers of the hologram can easily be seen.

WHO RECEIVES THE NEW ID CARD

The new ID card with the hologram will be issued to members of the Uniformed Services and their eligible family members as the old ID card expires or replacements become necessary. Presently, there are two valid ID cards in circulation; the old paper ID card and the new bar coded, machine-readable ID card without the hologram. These two versions will be replaced by attrition. The latest ID card containing the holographic image will be phased in. All versions of the ID card will remain valid until they expire or replacements become necessary.

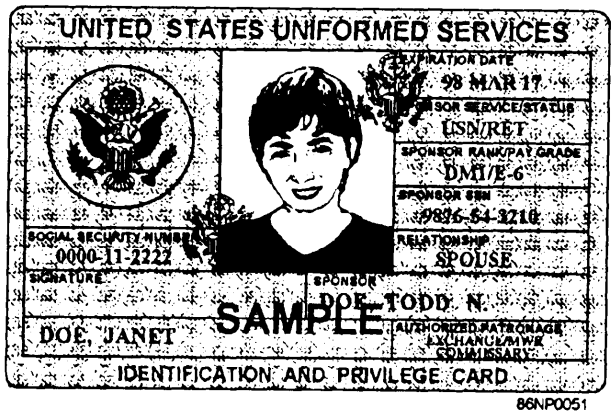


Figure 3-13.—Viewing the hologram ID card.

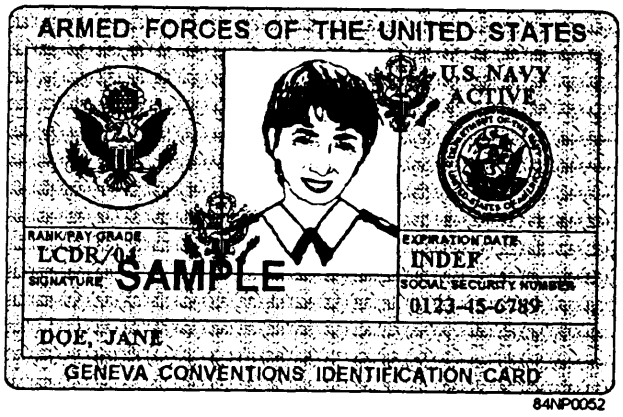


Figure 3-14.—Front section of an active duty holographic ID card.

WHERE ARE THE NEW ID CARDS BEING ISSUED

The new ID cards are being issued by all automated issuing sites around the world. All of the old cards are being replaced in an orderly and cost-effective method. Figure 3-14 shows a front section of an active duty holographic ID card. Figure 3-15 shows a PN using the holographic equipment and accessing the DEERS database.

Now let's shift from military ID cards to another document you will process and issue as part of your PN duties for personnel support—enlisted meal passes.

MEAL PASSES FOR ENLISTED PERSONNEL

Enlisted members on active duty who are entitled to eat meals at government expense in a general mess ashore should be issued a Meal Pass, NAVSUP Form 1105. Refer to figure 3-16, which shows you a sample blank meal pass.

Meal passes are preserialized when printed and are available in colors of white, blue, pink, green, salmon, and yellow. They should be issued and controlled under instructions contained in the *Food Service Management General Messes,* NAVSUP P-486, volume 1, and in the MILPERSMAN, Article 2640140. The possession of a meal pass permits the holder to eat meals at government expense in any Navy general mess. Because it represents a cost to the government, a meal pass is an item of strict accountability.

Figure 3-15.—Personnelman using the holographic ID card equipment and accessing DEERS database.

ACTIVITIES RESPONSIBLE FOR ISSUING MEAL PASSES

Generally, PERSUPPDETs are responsible for issuing and controlling meal passes. In the absence of a PERSUPPDET, the issue and control of meal passes is handled by the command performing personnel and administrative functions. Whether you are assigned to a PERSUPPDET or a command performing personnel support functions, you will likely be responsible for some tasks involving meal passes.

Host Commands

Generally, the commands operating general messes establish their own policies and guidelines governing the issue and use of the meal passes used at their facilities. This ensures consistency among all tenant units using the activity's general messes. The host command also specifies the colors to be used for each category of personnel and coordinates the procedures for controlling the issue of meal passes with the PERSUPPDET or the command performing personnel and administrative functions.

MEAL PASS — NAVSUP FORM 1105-YLW(REV. 7-80)

(Use addressograph plate or type name of holder, serial number, rate, and activity assignment.)

PASS No. Y 993328 | EDF No.

VOID

SIGNATURE OF HOLDER | EXPIRATION DATE

PASS MUST BE PRESENTED AT EACH MEAL

This person is authorized to eat in the enlisted dining facility indicated. Use of this pass by another constitutes an offense punishable under the UCMJ. The issuing officer will be notified when this pass is lost or found and when authorized user is detached.

ISSUING OFFICER (Signature and title) S/N 0108-LF-501-1085

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Figure 3-16.—Meal Pass, NAVSUP Form 1105.

Meal Pass Log

When a meal pass is issued to an individual, that individual's name, rate, and SSN are typed or printed opposite the pass number in the meal pass log. The log should also contain the date of issue, the expiration date, the member's branch of service, the old card number section, and a section for the person's signature. Figure 3-17 shows you a sample meal pass log.

Meal Pass Card Colors

Different color meal passes are used to identify. Naval Reserve and other military personnel as follows:

- TAR enlisted personnel on active duty are assigned meal passes of a different color for purposes of general mess accounting.

- Naval Reserve enlisted personnel on annual training (AT) and Ready Mariners (4ö10s) are assigned meal passes of a different color than Regular Navy and TAR personnel on active duty and are recorded and accounted for separately by the general mess.

PSD: CORRY STATION PCOLA FL — AS OF DATE: 06/13/95

PSD UIC: 43082 — MEAL PASS REPORT — PAGE NO: 1

FOR OFFICIAL USE ONLY — ALPHA MEAL PASS LISTING WITHIN PSD

NAME	SSN	RATE	MEAL-PASS-NO	EXP-DATE	UIC	ACTIVITY NAME
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	S1150859	95-09-30	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SR	S1151774	95-12-09	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1153138	96-05-05	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTO2	S1152827	95-12-31	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SR	S1152864	96-03-06	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTI2	S1153161	96-03-30	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTRSN	S1151787	95-12-14	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	EWSN	S1151758	95-12-04	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1152646	95-12-31	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1153018	96-04-06	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1152928	95-12-31	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1152698	96-01-30	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR3	S1152828	96-02-27	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1152909	96-02-28	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1152693	96-01-30	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	S1153410	96-05-22	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1153075	96-04-20	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1152760	96-12-30	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR1	S1152319	96-01-03	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1100187	95-06-30	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SM1	S1153457	95-06-30	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SR	S1153109	96-04-28	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	S1152302	95-08-31	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1153452	96-05-30	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1150742	95-09-29	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1152929	96-03-28	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTM3	S1100759	95-05-09	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	IC2	S1153475	96-06-05	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1153089	96-03-31	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1140421	95-08-31	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTOSN	S1152811	96-02-24	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1152764	96-02-13	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	AT2	S1153144	96-05-05	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	S1152716	95-12-31	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	S1152866	96-03-06	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	S1152745	95-12-30	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SA	S1152826	96-12-30	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1151776	95-12-09	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1153104	96-04-28	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SR	S1152954	96-03-27	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S11543041	96-04-12	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR1	S1153478	96-06-05	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1153071	96-12-30	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SR	S1153049	96-04-14	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1150361	95-07-31	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SR	S1153453	96-05-30	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTR3	S1153162	96-05-09	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SN	S1150360	95-08-08	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	AT2	S1153160	96-05-08	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTASR	S1152885	95-12-31	30922	S CRTRNTTC CORRY
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	CTRSA	S1100249	95-06-27	30922	S CRTRNTTC CORRY

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Figure 3-17.—Meal Pass Log.

- Different color meal passes also are assigned to enlisted members of other service categories, as determined by local needs.

- Enlisted personnel in a travel status and not receiving the meal portion or per diem maybe issued a different color of meal pass to show entitlement to rations-in-kind.

- Personnel in receipt of commuted rations may be issued a different color meal pass so that a distinction can be made between this category of personnel and enlisted members on temporary additional duty (TAD) or temporary duty (TDY) and in receipt of a per diem allowance to facilitate sales of meal and to make sure proper fees are collected.

PERSONNEL TO WHOM MEAL PASSES ARE NOT ISSUED

The following personnel should not be issued meal passes:

- Inactive reserve personnel

- Personnel receiving basic allowance for subsistence at the rate based on the nonavailability of a government mess

WITHDRAWING MEAL PASSES

Meal passes must be permanently withdrawn from members on detachment or authorization for commuted rations. Temporary withdrawal of meal passes is the responsibility of the command to which the member is assigned.

Meal passes are temporarily withdrawn from personnel going on leave, travel, TDY, or TAD. The meal passes must be surrendered by members when leave papers or orders are picked up. Personnel under orders may eat in the general mess by having their orders endorsed.

LOSS, RECALL, OR CANCELLATION OF MEAL PASSES

Your command, if authorized to issue meal passes, should issue a new meal pass to the authorized member if he or she loses it. Make an entry in the meal pass log by lining through the previous entry that indicates the member was issued a meal pass. The authorized individual who issues meal passes should initial the entry. Your command should also notify the food service officer by letter when a meal pass is lost.

You should destroy permanently recalled meal passes. A column, in addition to the information shown in figure 3-17, should also be included on the meal pass log for recording the date and disposition of meal passes when they are canceled for any reason. The log then provides a ready reference of meal passes status. You should paste the number of the canceled and/or recalled meal pass in the column where you initially recorded the issuance of that meal pass.

PROCEDURES TO FOLLOW WHEN PERSONNEL DEPART ON LEAVE

When meal passes are surrendered at the time that leave papers are picked up, mark the lower right corner of the Leave Request Authorization, NAVCOMPT Form 3065, of personnel entitled to rations-in-kind as follows:

ENTITLED TO ENLISTED DINING FACILITY MEALS EXCEPT DURING PERIOD OF LEAVE. MEAL PASS NO. _____.

Make sure you include the meal pass number in the space required.

When the meal pass is surrendered, the number of the meal pass is entered in the space provided in the annotation. The leave authorization may then be used instead of a meal pass except during the period when the member is in a leave status. On return of the leave authorization, the meal pass is returned to the member.

When the leave authorization is used instead of a meal pass, the master-at-arms at the general mess should check the commencing and ending hours and date of the leave to make sure a free meal is not being received during the period in which leave rations apply.

SECURITY AND ACCOUNTABILITY OF MEAL PASSES

The possession of a meal pass entitles the holder to consume meals at government expense or to pay only the basic meal charge for meals consumed. Each command must make sure only authorized enlisted members are issued and permitted to retain meal passes. Commands authorized to issue meal passes must maintain strict accountability of on-hand stocks of meal passes. Meal passes must be provided positive security and kept under lock until issued. You should be aware that accountability of meal passes is checked during inspections and audits.

INFORMATION NEEDED BY THE FOOD SERVICE OFFICER

The personnel officer issuing meal passes should provide the food service officer with the total number of personnel entitled to rations-in-kind, broken down by type of personnel such as Regular Navy, Reserve, Marines, and Coast Guard. This information is provided on an as-required basis to meet the reporting requirements of the food service officer.

SUMMARY

In this chapter, we explained the NEC system and identified the NEC system authorities and their responsibilities. We talked about the NEC codes and the ways in which you will use these codes in your duties in personnel support. The chapter also discussed the processing of various personnel requests. We talked about the enlisted personnel action request and provided information on the proper submission procedures. We also discussed hardship discharge requests and humanitarian reassignment requests. We explained the criteria that must be met before a member can apply and told you about other important information pertaining to these requests. We also explained how your duties in personnel support may involve your recognition of various ID cards and their processing and issuing procedures. Last, we explained the importance of meal passes and some personnel support tasks for which you may be responsible.

This chapter has provided you with information on some very important aspects of personnel support. Of course, it has not told you everything about this important area with which you will be continually involved during your career. In the remaining chapters of this TRAMAN, you will read about several other important areas of personnel support.

CHAPTER 4

CORRESPONDENCE AND FILES

Correspondence and files are important parts of the PN's job. In this chapter, you will learn about the following areas:

- Letters, endorsements, memorandums, and the serialization of correspondence
- Correspondence procedures and logs
- Responsibilities of individuals who handle classified and unclassified correspondence
- Mail handling by mail clerks or mail orderlies, the training of mail orderlies, and the security of mail
- Routine reply, endorsements, and transmittals
- Directives, messages, and muster reports
- Case file establishment and maintenance

LETTERS, ENDORSEMENTS, AND MEMORANDUMS

In this part of the chapter, you will read about the standard letters, multiple-address letters, purpose of the endorsement to a letter, and business letters. Here, you will discover the purpose of memorandums and the requirement for the serialization of correspondence.

You should always refer to the *Department of the Navy Correspondence Manual,* SECNAVINST 5216.5, whenever you are tasked with the preparation of letters, endorsements, and memorandums.

STANDARD LETTER

The standard letter is used by a command to correspond officially with activities in the Department of Defense (DOD). The letter is also used to communicate with organizations outside the DOD if they have adopted the format. Outside users include the Coast Guard and some contractors who deal with the Navy and Marine Corps. Refer to SECNAVINST 5216.5 to view a sample standard letter.

MULTIPLE-ADDRESS LETTER

Multiple-address letters are used when there is more than one action addressee. Except in its handling of addressees, the multiple-address letter is the same as the standard letter. Refer to SECNAVINST 5216.5 to view a sample multiple-address letter.

ENDORSEMENT'S

If a command receives a letter as a via addressee, an endorsement is prepared rather than another letter. To respond, you should use either a same-page endorsement or a new-page endorsement. Refer to SECNAVINST 5216.5 to view sample endorsements. Normally, endorsements follow standard-letter practice. Make sure you keep an endorsement with the basic letter. One is an integral part of the other.

Many endorsements simply forward letters without substantive comment to the next via addressee, if any, or to the action addressee. But other possibilities exist. An endorsement may comment on the basic letter or any earlier endorsements. It may alter the order of any remaining via addressees or add others. By the use of the endorsement, a command may also return the basic letter with a final reply or a request for additional information.

BUSINESS LETTER

The business letter is used to correspond with agencies or individuals outside the Department of the Navy (DON) who are unfamiliar with the standard letter. The business letter is also used for official correspondence between individuals within the DON when the occasion calls for a personal approach. Refer to SECNAVINST 5216.5 to view a sample business letter.

MEMORANDUM

A memorandum provides an informal way to correspond within an activity or between several activities. Subordinates use it to correspond directly with each other on routine business.

A memorandum cannot be used by a command to issue directives. Refer to SECNAVINST 5216.5 to view sample memorandums.

SERIALIZATION OF CORRESPONDENCE

Serialization of a command's outgoing correspondence depends on local practice and volume. Activities that produce little correspondence, all of it unclassified, probably do not need serial numbers. The added control must be weighed against the added complications of typing or stamping serial numbers. An activity that uses serial numbers starts a new sequence of numbers at the start of each new calendar year and assigns numbers consecutively.

All classified correspondence created by your activity must be given a serial number. The serial number must be preceded by a classification abbreviation (C, S, T) depending on the classification of correspondence. **C** signifies Confidential, **S** signifies Secret, and **T** signifies Top Secret. Also, serial numbers used for classified correspondence should be kept separate from unclassified serial numbers.

CORRESPONDENCE PROCEDURES

When you hear the word *correspondence,* you usually think about letters. But correspondence involves more than just preparing letters. It involves actual handling of all correspondence, mailing correspondence, receipt of correspondence from other commands or activities, and classification of correspondence. In the following paragraphs, you will learn about handling correspondence according to section 620.5 of the *Standard Organization and Regulations of the U.S. Navy,* OPNAWNST 3120.32.

As you read, you will realize that the security and accountability of correspondence is very important, whether you handle classified or unclassified correspondence. You may or may not be authorized to handle certain types of classified correspondence. Handling such correspondence depends on the duties and responsibilities you will be assigned at your duty station.

As you continue to read, you will find a discussion of the different logs that are maintained to keep track of certain types of correspondence. Also discussed are some of your responsibilities when handling such correspondence.

Aboard ship, the captain's office controls incoming and outgoing correspondence. The security manager (SM) is responsible for making sure that correct procedures for handling classified correspondence are followed as per the *Department of the Navy Information and Personnel Security Program Regulation,* OPNAVINST 5510.1. All incoming correspondence should have either a routing slip or a Correspondence/Material Control Form, PPNAV 5216/10, attached. A blank sample of an OPNAV Form 5216/10 is shown in figure 4-1.

Officers who receive internally routed correspondence should read it, take whatever action is required, initial it, and return it to the controlling point. Original routed copies of all incoming correspondence are maintained in the captain's office.

RECORDS

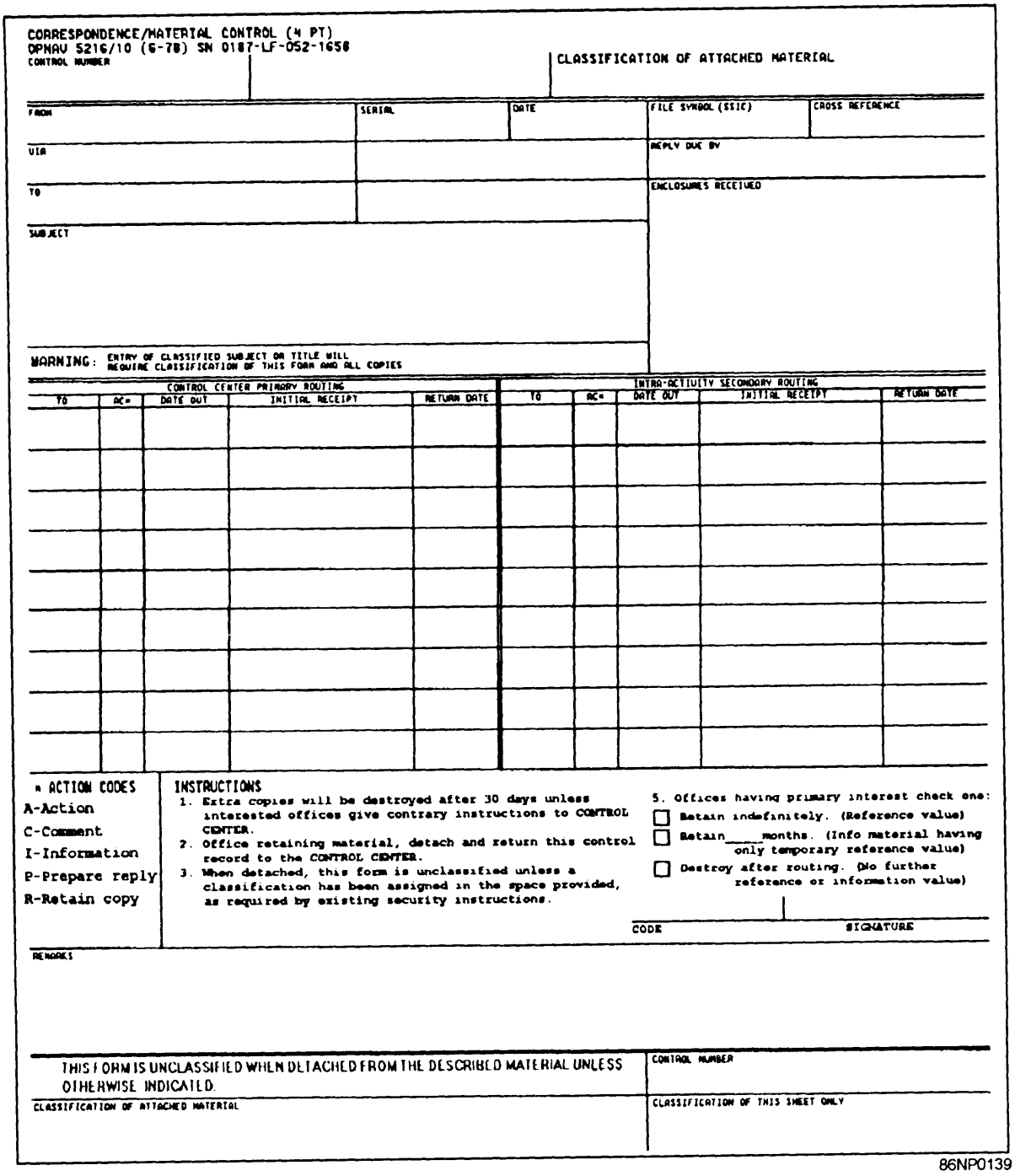
The following paragraphs contain a discussion of the following records when handling correspondence according to OPNAVINST 3120.32: guard mail petty officer's log, firm mail book for registered and certified mail, and the outgoing mail log.

Guard Mail Petty Officer's Log

The guard mail petty officer's (GMPO) log is a record of all incoming registered U.S. and guard mail and all outgoing registered guard mail transported to and from your command and guard mail centers of post offices by your command's GMPO.

The purpose of this log is to record accountability for outgoing registered guard mail and all incoming registered U.S. and guard mail. The GMPO log is divided into an incoming and an outgoing section, and it should contain the following information about each piece of incoming registered or certified U.S. or guard mail and each piece of outgoing registered guard mail:

- Registered/certified number
- Originating command
- Addressee
- Unit or office to which delivered
- Date and time of delivery
- Signature of person to whom delivered



CORRESPONDENCE/MATERIAL CONTROL (4 PT)
OPNAV 5216/10 (6-78) SN 0107-LF-052-1658

CONTROL NUMBER

CLASSIFICATION OF ATTACHED MATERIAL

FROM | SERIAL | DATE | FILE SYMBOL (SSIC) | CROSS REFERENCE

VIA | REPLY DUE BY

TO | ENCLOSURES RECEIVED

SUBJECT

WARNING: ENTRY OF CLASSIFIED SUBJECT OR TITLE WILL REQUIRE CLASSIFICATION OF THIS FORM AND ALL COPIES

CONTROL CENTER PRIMARY ROUTING

TO	AC*	DATE OUT	INITIAL RECEIPT	RETURN DATE

INTRA-ACTIVITY SECONDARY ROUTING

TO	AC*	DATE OUT	INITIAL RECEIPT	RETURN DATE

* ACTION CODES
A-Action
C-Comment
I-Information
P-Prepare reply
R-Retain copy

INSTRUCTIONS
1. Extra copies will be destroyed after 30 days unless interested offices give contrary instructions to CONTROL CENTER.
2. Office retaining material, detach and return this control record to the CONTROL CENTER.
3. When detached, this form is unclassified unless a classification has been assigned in the space provided, as required by existing security instructions.

5. Offices having primary interest check one:
☐ Retain indefinitely. (Reference value)
☐ Retain____months. (Info material having only temporary reference value)
☐ Destroy after routing. (No further reference or information value)

CODE | SIGNATURE

REMARKS

THIS FORM IS UNCLASSIFIED WHEN DETACHED FROM THE DESCRIBED MATERIAL UNLESS OTHERWISE INDICATED.

CONTROL NUMBER

CLASSIFICATION OF ATTACHED MATERIAL

CLASSIFICATION OF THIS SHEET ONLY

86NP0139

Figure 4-1.—Correspondence/Material Control Form, OPNAV 5216/10.

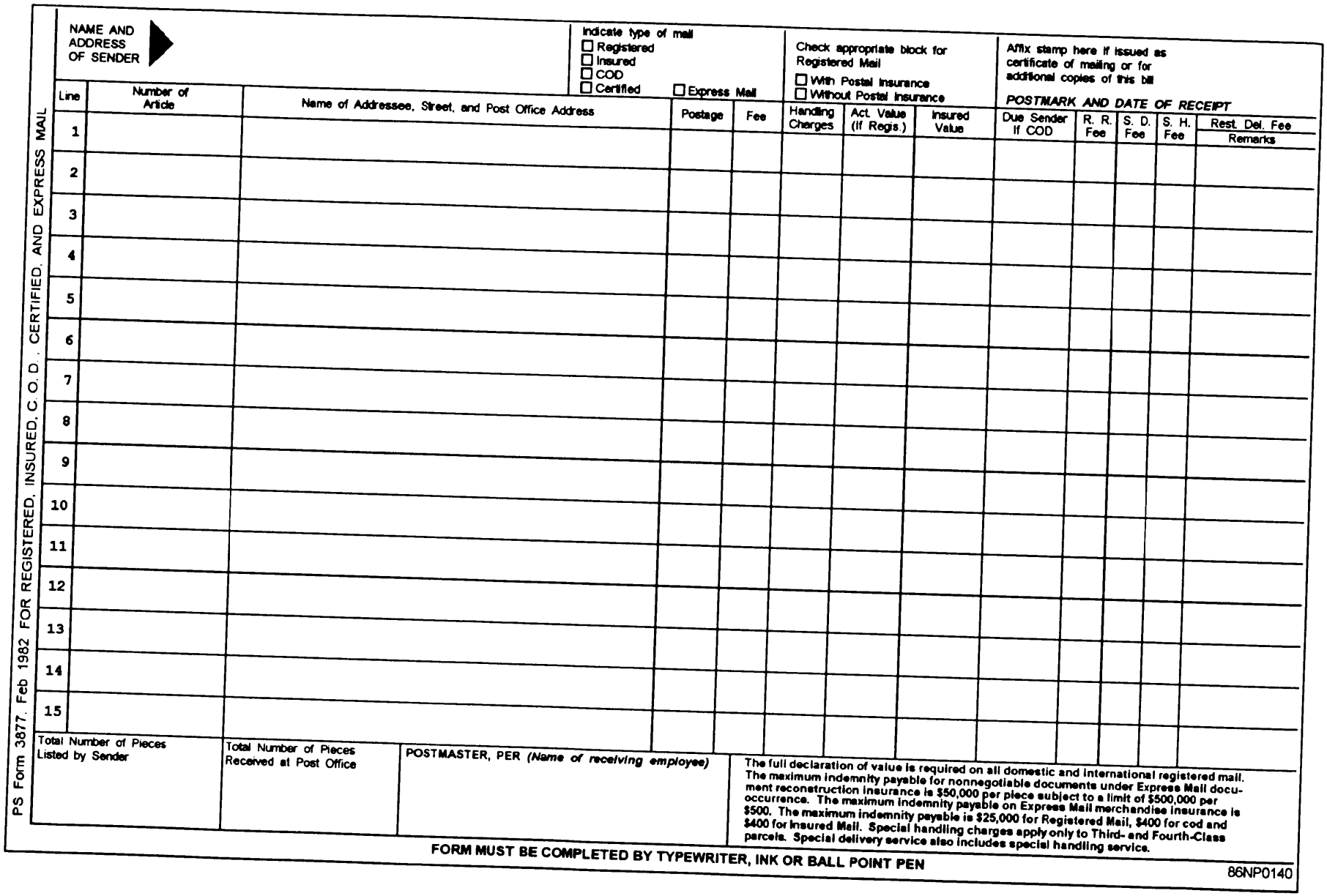
Firm Mail Book for Registered and Certified Mail

The firm mail book for registered and certified mail, Postal Service (PS) Form 3877, is a record of all outgoing certified and registered U.S. mail from the command. The firm mail book is normally maintained by one of your command's Yeomen and accompanies the GMPO to the U.S. post office to certify outgoing certified and registered U.S. mail. Figure 4-2 shows you a sample blank page of PS Form 3877.

Incoming Mail/Correspondence Log

Incoming mail/correspondence logs are maintained for Top Secret, Secret, Confidential, and controlled unclassified material.

Top Secret, Secret, Confidential, and controlled unclassified material logs are maintained in a



PS Form 3877. Feb 1982 FOR REGISTERED, INSURED, C.O.D., CERTIFIED, AND EXPRESS MAIL

NAME AND ADDRESS OF SENDER

Indicate type of mail
☐ Registered
☐ Insured
☐ COD
☐ Certified ☐ Express Mail

Check appropriate block for Registered Mail
☐ With Postal Insurance
☐ Without Postal Insurance

Affix stamp here if issued as certificate of mailing or for additional copies of this bill

POSTMARK AND DATE OF RECEIPT

Line	Number of Article	Name of Addressee, Street, and Post Office Address	Postage	Fee	Handling Charges	Act. Value (If Regis.)	Insured Value	Due Sender If COD	R. R. Fee	S. D. Fee	S. H. Fee	Rest. Del. Fee / Remarks
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

Total Number of Pieces Listed by Sender

Total Number of Pieces Received at Post Office

POSTMASTER, PER *(Name of receiving employee)*

The full declaration of value is required on all domestic and international registered mail. The maximum indemnity payable for nonnegotiable documents under Express Mail document reconstruction insurance is $50,000 per piece subject to a limit of $500,000 per occurrence. The maximum indemnity payable on Express Mail merchandise insurance is $500. The maximum indemnity payable is $25,000 for Registered Mail, $400 for cod and $400 for Insured Mail. Special handling charges apply only to Third- and Fourth-Class parcels. Special delivery service also includes special handling service.

FORM MUST BE COMPLETED BY TYPEWRITER, INK OR BALL POINT PEN

86NP0140

Figure 4-2.—Postal Service (PS) Form 3877.

loose-leaf binder, a file folder, or a two-post clipboard. These logs consist of the second carbon copy of the Correspondence/Material Control Form, OPNAV 5216/10. Control forms are filed numerically by activity control number (ACN).

Outgoing Mail Log

An outgoing mail log is maintained for material transmitted via certified or registered mail (including registered guard mail and Confidential or unclassified material when sent via certified/registered mail). This log is maintained by one of your command's Yeomen and should contain the following information on each piece of mail that is dispatched:

- Registry/certified number
- Contents
- Addressee
- Signature of person preparing item for mailing
- Date and time of delivery to GMPO
- Signature of GMPO to whom delivered

The purpose of the outgoing mail log is to have a chronological record of all outgoing material from the command whether the material is sent via registered or certified mail. Top Secret material is transmitted by the Defense Courier Service (DCS) and other authorized individuals as specified in chapter 15 of *Department of the Navy Information and Personnel Security Program Regulation,* OPNAVINST 5510.1.

RECEIPT PROCEDURES

Normally, designated YNs or PNs receive all incoming mail except Top Secret. All of the commanding officer's mail should be opened upon receipt, and a quick check made for correspondent that deserves immediate attention. When registered mail is received at your command, log receipt of this mail in the GMPO log.

When the designated YN or PN has opened the incoming mail and determined that it is unclassified, he/she must sort it into two categories—routing without a route slip or routing with OPNAV Form 5216/10.

Unclassified Correspondence

For unclassified mail not requiring control, a rubber stamp (fig. 4-3) with check boxes is used for routing.

USS	(SSBN)	
	KEY	INIT
CO		
XO		
NAV		
OPS		
COMM		
WEAP		
1ST LT		
ENG		
MPA		
DCA		
E/RC		
SUP		
MED		
CMAA		
YN		
DATE		
DESTROY	FILE:	

42NP0044

Figure 4-3.—Sample routing stamp.

Thus, the correespondence itself bears a complete record of individuals who have to see it.

Most commands have their own routing stamp. This stamp shows a command's internal departmental structure and is similar to the one shown in figure 4-3.

Control Mail

Mail to be controlled is routed using the OPNAV Form 5216/10 (fig. 4-1). Mail to be controlled may consist of unclassified mail that requires action, mail of historical importance to the command, and mail that has future reference value.

Confidential and Secret Correspondence

Confidential correspondence may be divided into two categories:

1. Noncontrolled Confidential mail, which provides general information and does not require a reply and for which routing is accomplished by the use of a rubber stamp.
2. Controlled Confidential mail, which requires action, has historical importance, or future reference value.

When the command's designated YN or PN determines that incoming mail is Secret or controlled Confidential, he/she should prepare OPNAV Form 5216/10.

Classified material is also received via supply channels. The supply department and any departmental Yeoman or spare parts petty officer receiving any classified material directly must be informed that he/she must deliver it to the appropriate command's designated YN or PN for processing.

Top Secret Correspondence

Top Secret correspondence is handled by the SM, or if one is designated, the Top Secret control officer (TSCO). He/she assigns an ACN to each piece of incoming Top Secret correspondence and enters this number in the DCS log. This log is a part of the continuous chain of receipts system and is similar to the GMPO log.

ROUTING AND FILING OF CORRESPONDENCE

The following sections contain a discussion about routing and filing Unclassified, Secret, Confidential, and Top Secret correspondence.

Unclassified Correspondence

The ship's secretary routes correspondence by indicating the individuals responsible for action, information, and permanent retention. He/she designates a department head as the action officer for lead on all action correspondence and instructs the junior YNs or PNs on internal routing procedures.

Any individual who wants to either permanently or temporarily retain mail must indicate this intention on the correspondence. If a copy of the correspondence is desired for routing within a department or for other reasons, this also must be indicated. On completion of routing, correspondence is delivered to the ship's secretary, who monitors the actions required for filing, or disposition of the correspondence.

Unclassified correspondence is normally filed in the command's unclassified files. If desired, filing may be indicated by circling the file number on the incoming mail log control form.

On completion of routing, the original control form is normally filed in the command's files with the correspondence and the command's file copy of any reply required. If the document is retained by a department head, his/her custodial assumption must be indicated on the original OPNAV Form 5216/10. One flimsy is retained by the department head as the control sheet for his/her record, and the original is returned to the command's administrative office, attached to an 8- by 10-inch sheet of paper, and filed in the command's subject files.

Secret and Confidential Correspondence

The command's individuals authorized to handle Secret and Confidential correspondence must follow the same procedures as detailed for unclassified correspondence. The following rules apply to Secret and Confidential correspondence:

- Secret and Confidential correspondence must be properly safeguarded while in routing.
- Normally, Secret and Confidential correspondence is filed in the command's classified files. Circle the file number on the incoming mail log control form to indicate the need for filing.
- Secret and Confidential material may only be reproduced when specifically approved by designated officials. This correspondence may be reproduced only on equipment designated for reproduction of classified material.
- Upon completion of routing, file the original control form in the command's files with the correspondence and the command's file copy of any reply required. If the document is retained by a department head, his/her custodial assumption must be indicated on the original OPNAV 5216/10 (in the appropriate block and dated). The department head should retain one flimsy as the control sheet for his/her record. The original is returned to the administrative officer and filed in the command's subject files.
- Classified material must be handled according to the guidelines contained in OPNAVINST 5510.1.
- Classified material must be under constant surveillance by appropriate cleared personnel when outside of the safes.

Top Secret Correspondence

The TSCO informs the commanding officer and executive officer when Top Secret material is received on board. The TSCO prepares the OPNAV Form 5216/10 and the Record of Disclosure, OPNAV Form

5511/13 (fig. 4-4). The TSCO indicates minimal routing and delivers the Top Secret material to the executive officer. Then the executive officer indicates any routing and disclosure necessary and returns it to the TSCO for prompt delivery to the commanding officer.

When the commanding officer has finished with the Top Secret material, he/she returns it to the TSCO, as appropriate, for further routing. Complete entries on the record of disclosure sheet are made each time it is seen by anyone. Top Secret material is disclosed to properly cleared personnel only on a *need-to-know* basis. Personnel authorized to handle Top Secret correspondence must always use extreme care to prevent unauthorized or inadvertent access to it.

At times, an officer maybe required to retain a Top Secret document. Custodial assumption must be indicated by dating and signing in the Receipt Signature block opposite his/her routing code, which is under the section Control Center Primary Routing on the original OPNAV Form 5216/10. Then, the original form is returned to the TSCO as appropriate. The officer

RECORD OF DISCLOSURE
OPNAV 5511/13 (REV. 1-78)
S/N 0107-LF-055-1165

TOP SECRET
(Unclassified when detached from document.)

ACTIVITY | ACTIVITY CONTROL NO.

ORIGINATOR | COPY NO. | SERIAL NO.

The attached material contains TOP SECRET information which bears directly upon the effectiveness of our national defense or the conduct of foreign relations. Because of its sensitivity, unauthorized disclosure can reasonably be expected to cause exceptionally grave damage to the national security. As such, the attached material deserves special care in its handling, custody, and storage, as required by the Department of the Navy Information Security Regulation, OPNAV Instruction 5510.1. This form is to be used as a record of persons who have read or had disclosed to them all or any part of the TOP SECRET information contained in the material identified above. This form is NOT A RECEIPT."

RECORD OF DISCLOSURE

Record below each person who sees, transmits, has custody of, or otherwise obtains knowledge of the TOP SECRET contents of the attached material.
DO NOT DETACH this Record of Disclosure unless the material is to be transmitted to another activity for retention.

ACTIVITY	FIRST AND LAST NAME	DATE	ACTIVITY	FIRST AND LAST NAME	DATE

UNCLASSIFIED
SAMPLE

*U.S. GPO: 1991-504-002/20115 **TOP SECRET** *(Unclassified when detached from document)* 86NP0141

Figure 4-4.—Record of Disclosure, OPNAV Form 5511/13.

retains the routed flimsy control form and disclosure sheet for his/her records and control of the correspondence.

The TSCO then files the original control form by holder and ACN sequence. In this manner the TSCO has an up-to-date record of all Top Secret material held by individuals within the command.

The TSCO annotates the flimsy of the OPNAV Form 5216/10 in the incoming Top Secret log as to the disposition of the correspondent.

Top Secret material must be handled according to OPNAVINST 5510.1. It must be under constant surveillance by authorized and properly cleared personnel when outside the safes. A continuous chain of receipts must be maintained.

Responsibilities

Department heads are responsible for classified material that enters their department's mail system for internal routing or for permanent retention. All officers should review unclassified mail routing at least once each working day. When an officer has been designated *for information* on the routing stamp, he/she should read the correspondence and initial the appropriate section of the routing stamp. If an officer's action is required on a particular piece of correspondence, he/she is responsible for taking action before the date indicated. An officer who is designated to retain correspondence may remove the correspondent when all other routing is completed following the prescribed procedures as outlined for retention of classified documents and return of control sheet originals.

CROSS-REFERENCE LOCATOR SHEETS

The spread of classified material through indiscriminate distribution or copy reproduction is a constant source of difficulty. When classified material is indiscriminately reproduced, accounting is enlarged or circumvented and updating generally fails. A cross-reference locator sheet (fig. 4-5) should be kept

USS _____ (SSBN ____)

OFFICIAL CORRESPONDENCE CROSS REFERENCE LOCATOR SHEET

A. CORRESPONDENCE OR DIRECTIVE: ACTIVITY CONTROL NUMBER ____

Classification: TS/S/C/U

Originator: _____

Serial & Date or INST/NOTE No. _____

Subject: _____

_____

B. LOCATOR:

Subject correspondence or directive will be maintained by:

_____ _____
TITLE SIGNATURE

Location: _____

Relocation authorized by:

_____ _____
(XO SIGNATURE) (DATE)

C. REMARKS:

_____

_____

_____

D. INSTRUCTIONS:

1. Official correspondence cross-reference sheets will be used as file copies of original correspondence removed from its central location to some other place such as an operations folder, training record, and so forth. It will be used whenever official correspondence or directives are filed in some other than its normal location and may be used for temporary removals if desired.

2. Correspondence removed from its normal location will be maintained by the person listed by title in B above.

3. Only the executive officer may authorize the removal of official correspondence from normal files on other than a strictly temporary basis.

42NP0045

Figure 4-5.—Cross-reference locator sheet.

in the command's master file system in lieu of maintaining an extra copy of material. Keeping a cross-reference locator sheet ensures that when later or revised material is received, the material is not automatically filed. Instead, it is routed to the user (department head, division officer, and so forth) so that the individual will have the most current information on which to base his/her actions.

PROCEDURES AND RESPONSIBILITIES FOR OUTGOING CORRESPONDENCE

Action on correspondence must be completed on each piece of action correspondence on or before the day indicated by the ship's secretary, or as directed by the executive officer. To make sure that appropriate action is complied with, your command's administrative office should have a tickler file to track actions required and to remind individuals responsible for responding to incoming correspondence that action is necessary. If the action cannot be completed for some unavoidable reason, the ship's secretary must be informed by the individual responsible for drafting the response to the correspondence. This way, the ship's secretary will be able to notify the executive officer about the delay.

If there is an unavoidable delay in answering action mail, the responsible individual drafts a letter or message of acknowledgement, depending on the urgency of the required response, explaining the reason for the delay.

Individuals responsible for responding to correspondence should prepare outgoing correspondence, including reports, in a double-spaced, type-written "rough" format. They must indicate the appropriate security classification and downgrading declassification category, if appropriate. Roughs are delivered to the executive officer via the local chain of command for review and eventual delivery of the smooth correspondence to the commanding officer for signature.

MAIL HANDLING BY MAIL CLERKS AND MAIL ORDERLIES

Earlier, you read about correspondence procedures according to OPNAVINST 3120.32. Different records maintained by administrative offices to control the receipt and delivery of official mail, and the responsibilities specific individuals have when handling classified and unclassified correspondence were discussed.

Whether or not you will actually handle classified correspondence is determined by your command. However, you must be aware of the importance of safeguarding classified and, in some instances, unclassified controlled correspondence from unauthorized personnel.

This section contains a discussion of mail handling by mail clerks and mail orderlies. As a PN3 or PN2, you will be tasked with being the mail clerk or mail orderly. As such, handling mail will be a part of your daily duties and responsibilities.

Traditionally, the U.S. Navy has used the term *mail orderly* not *mail clerk* as used by the other services. For the purpose of this training manual, the terms mail *clerk* and *Navy mail orderly* are synonymous. Therefore, as a mail orderly you also have the responsibilities as those of a mail clerk. The responsibilities of both mail clerks and mail orderlies are separately discussed.

Personnel designated as mail orderlies in the U.S. Navy must comply with the provisions of volume 2 of the *Department of Defense Postal Manual,* DOD 4525.6-M, relating to both mail clerks and mail orderlies.

MAIL CLERKS' RESPONSIBILITIES

According to chapter 3, volume 2, of DOD 4525.6-M, mail clerks are responsible for the following:

- Providing mail service and operating the postal service center (PSC) or unit mailroom (UMR) under current regulations.
- Safeguarding mail at all times.
- Maintaining an up-todate mail directory file of all personnel being served, scheduled to arrive, and those that have been transferred during the last 6 months (3 months for personnel who were on temporary duty, a projected gain who has been canceled, or trainees stationed less than 6 months at a training base).
- Performing prompt directory Service on all undeliverable mail and expeditiously returning it to the serving post office no later than the following workday after receipt.
- Delivering accountable mail and properly maintaining accountable mail records.
- Correcting all discrepancies noted on mailroom inspections as soon as possible.

- Reporting known or suspected postal offenses to the unit postal officer or commanding officer immediately.

As you can see, the responsibilities of a mail clerk are many. Make sure you become familiar with all of them because you will be assigned to perform these functions at one time or another during your career as a mail orderly.

MAIL ORDERLIES' RESPONSIBILITIES

According to chapter 3, volume 2, of DOD 4525.6-M, mail orderlies are responsible for the following:

- Picking up mail at times specified.
- Safeguarding mail at all times.
- Delivering personal mail only to the actual addressee. A mail order] y must deliver official mail only to individuals authorized by the commanding officer.
- Placing undeliverable mail in a designated, securely locked container. If undeliverable mail cannot be secured properly, return the mail daily to the UMR or the post office as applicable. If returned to the command's post office, give reason for nondelivery; for example, temporary duty, leave, or absent without leave (AWOL).
- Reporting any known or suspected postal offenses and irregularities to the command's postal officer or commanding officer.

QUALIFICATIONS OF MAIL CLERKS AND MAIL ORDERLIES

All personnel performing mail handling duties in other than a section of a military post office (MPO) must be designated as a command's mail clerk or command's mail orderly. Mail orderlies must meet the following qualifications:

- Be a U.S. citizen and be eligible for a Secret clearance (an Entrance National Agency Check [ENTNAC] or National Agency Check [NAC] is on file) if required to handle registered mail.
- Have no record of the following:

1. Conviction by court-martial.

2. Punishment under Article 15 (Title 10, U.S.C., Chapter 47, The Uniform Code of Military Justice [UCMJ], reference [b]) involving a postal-related incident in the last 12 months.

3. Civil convictions other than minor traffic violations.

- Have no record of derogatory information or unfavorable conduct casting doubt of the individual's trustworthiness and integrity.
- Be evaluated as not having a psychiatric, alcoholic, or drug abuse condition based on a review of personnel and medical records.
- Has not been relieved of postal duties for cause.

Non-Department of Defense (DOD) agencies that receive mail through military postal activities designate command mail clerks on DD Form 285 (fig. 4-6), which is provided by the serving military postal activity. Mail clerks appointed by these agencies must meet the specifications established by the appointing agency.

Foreign nationals may be appointed as command mail clerks or mail orderlies provided the requirements of paragraphs 302.1.c or 302.2 of DOD 4525.6-M are complied with. Foreign nationals appointed as command mail clerks or mail orderlies cannot be authorized to purchase stamps or money orders for command's personnel unless the foreign national is an authorized user of the military postal service (MPS). Refer to paragraph 308 of DOD 4525.6-M.

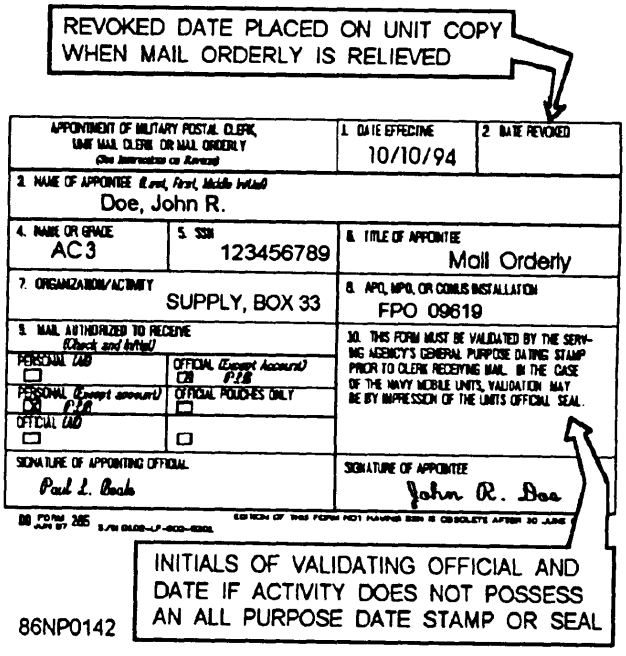


Figure 4-6.—Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly, DD Form 285.

DESIGNATION OF MAIL CLERKS AND MAIL ORDERLIES

Commanding officers or their designated representatives must designate command mail clerks. Mail orderlies may be designated by responsible officials for those offices and activities requiring mail orderly service. Designations must be accomplished using DD Form 285 before personnel assume mail-handling duties. The number of designated mail clerks or mail orderlies and alternates should be held to a minimum, consistent with the requirement to handle mail efficiently and effectively. A command should designate a minimum of one primary and one alternate mail orderly.

TRAINING REQUIREMENTS

Before entering into mail-handling duties, all selected personnel must be instructed in the proper performance of these duties.

Upon designation, command mail clerks and command mail orderlies must complete mail service training. This required training should emphasize the importance of safeguarding mail, handling of accountable mail, timely delivery, and the serious consequences of negligence of duty. Training is accomplished through proficiency training programs and locally-developed training courses or instructions.

SECURITY OF MAIL

The loss of mail, delivery of mail, overnight storage, transporting mail, and privileged nature of mail, all of which relate to the security of U.S. mail, is discussed in this section.

Loss of Mail

If you are designated as a mail clerk or mail orderly, you may be held liable for any loss caused by your failure to handle mail properly. Mail-handling areas and all receptacles for accountable mail must be locked when you are not physically present.

Delivery of Mail

You should deliver mail only to authorized addressees, agents named in writing by addressees, or the serving postal activity. Mail may not be delayed, intercepted, opened, rifled, or left unattended when not in an authorized secure area. You may not remove stamps from mail entrusted to you.

Overnight Storage

UMRs that store official registered mail overnight must have an approved security container that meets the requirements for storing Secret material.

Transporting Mail

A closed-body vehicle equipped with lockable doors must be used to transport mail to and from mail service areas. When a closed-body vehicle is unavailable and another kind is used, you as a mail clerk or mail orderly, must ride in the compartment that holds the mail (if practical). If conditions prohibit you from riding in the compartment with the mail, maintain visual contact with the mail at all times. Mail being transported in other than closed-body vehicles must always be protected from the elements (inclement weather).

Privately owned vehicles may not be used to transport mail. If an emergency situation occurs requiring a privately owned vehicle to be used on a temporary basis, its use must be requested by the unit commander and approved by the serving postal activity.

Privileged Nature of Mail and Postal Records

The privacy of the mail may not be violated. You, as mail clerk or mail orderly, may not break or permit the breaking of the seal of any mail matter. Additionally, information regarding mail or postal records can be released only under certain circumstances. You should contact the serving post office for assistance if any of the following situations applies:

- You are requested to provide a mail cover.
- An examination, search, or seizure of mail or postal records is attempted or requested. (Notification of examination of records in compliance with inspection requirements outlined in paragraph 307 of DOD 4525.6-M is not required.)
- Authorities request a controlled delivery of mail.
- Damage, destruction, or forced entry occurs to the mailroom or postal service center.
- Mail in the UMR or postal service center is suspected of contacting dangerous material.
- You are requested to release postal records that include names and addresses of personnel served.

You should not delay reporting this to the post office. Remember, however, if any of these situations occur, inform your command first.

So far, you have read about mail clerks and mail orderlies. Now, let's turn to other subjects-routine reply, endorsement, transmittal or information sheets; directives; messages and muster reports; case file establishment and maintenance.

ROUTINE REPLY, ENDORSEMENT, TRANSMITTAL OR INFORMATION SHEET

The preparation of routine reply, endorsement, transmittal, or information sheets (fig. 4-7) is self-explanatory. Always use these sheets whenever you forward service records to other commands. Make sure you enclose an extra copy of the form and a self-addressed envelope so the receiving command may acknowledge receipt of the records.

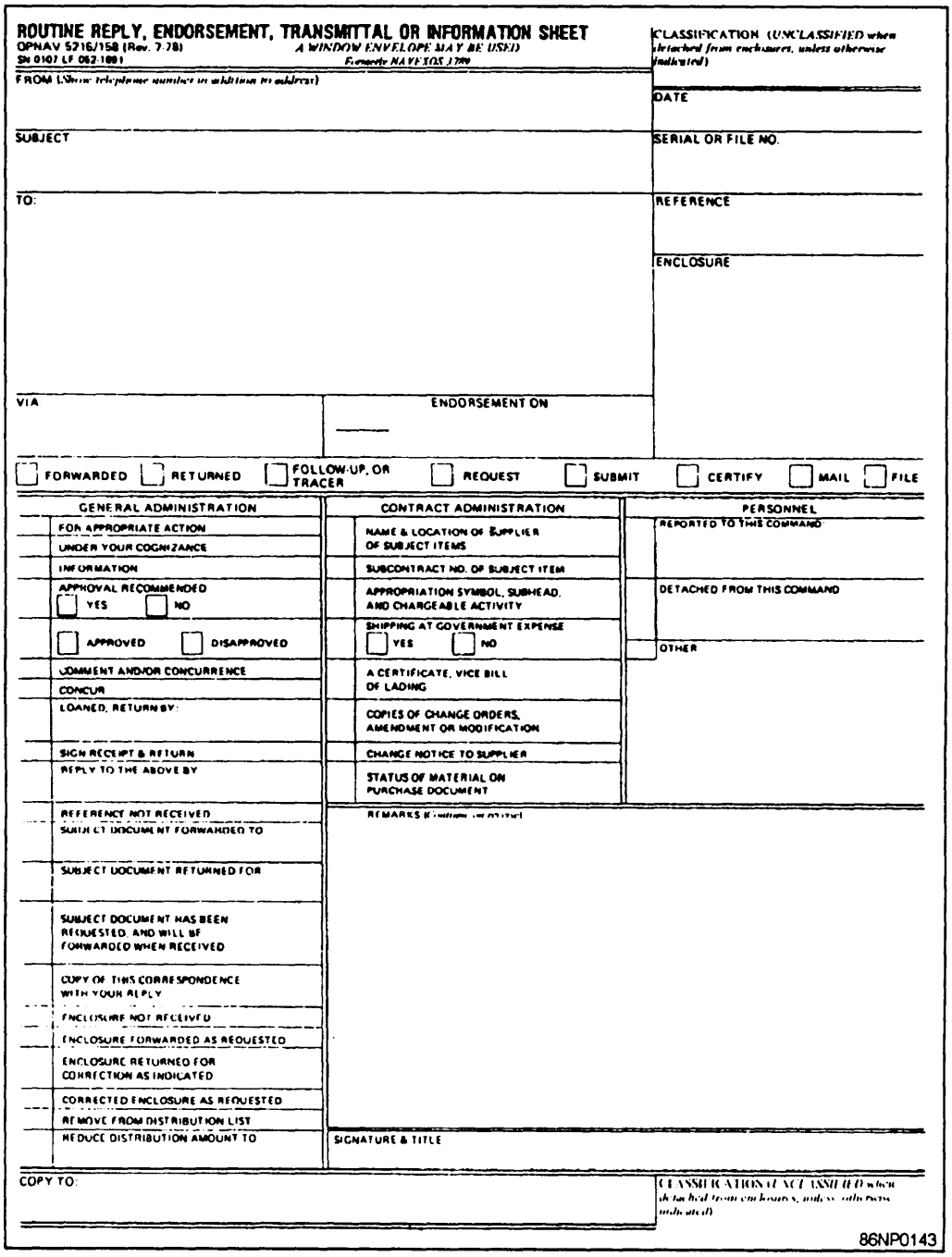

ROUTINE REPLY, ENDORSEMENT, TRANSMITTAL OR INFORMATION SHEET
OPNAV 5216/158 (Rev. 7-78)
SN 0107 LF 062-1881
A WINDOW ENVELOPE MAY BE USED
Formerly NAVEXOS 1799
CLASSIFICATION (UNCLASSIFIED when detached from enclosures, unless otherwise indicated)
FROM (Show telephone number in addition to address)
DATE
SUBJECT
SERIAL OR FILE NO.
TO:
REFERENCE
ENCLOSURE
VIA
ENDORSEMENT ON
FORWARDED RETURNED FOLLOW-UP, OR TRACER REQUEST SUBMIT CERTIFY MAIL FILE
GENERAL ADMINISTRATION
FOR APPROPRIATE ACTION
UNDER YOUR COGNIZANCE
INFORMATION
APPROVAL RECOMMENDED YES NO
APPROVED DISAPPROVED
COMMENT AND/OR CONCURRENCE
CONCUR
LOANED, RETURN BY:
SIGN RECEIPT & RETURN
REPLY TO THE ABOVE BY
REFERENCE NOT RECEIVED
SUBJECT DOCUMENT FORWARDED TO
SUBJECT DOCUMENT RETURNED FOR
SUBJECT DOCUMENT HAS BEEN REQUESTED, AND WILL BE FORWARDED WHEN RECEIVED
COPY OF THIS CORRESPONDENCE WITH YOUR REPLY
ENCLOSURE NOT RECEIVED
ENCLOSURE FORWARDED AS REQUESTED
ENCLOSURE RETURNED FOR CORRECTION AS INDICATED
CORRECTED ENCLOSURE AS REQUESTED
REMOVE FROM DISTRIBUTION LIST
REDUCE DISTRIBUTION AMOUNT TO
CONTRACT ADMINISTRATION
NAME & LOCATION OF SUPPLIER OF SUBJECT ITEMS
SUBCONTRACT NO. OF SUBJECT ITEM
APPROPRIATION SYMBOL, SUBHEAD, AND CHARGEABLE ACTIVITY
SHIPPING AT GOVERNMENT EXPENSE YES NO
A CERTIFICATE, VICE BILL OF LADING
COPIES OF CHANGE ORDERS, AMENDMENT OR MODIFICATION
CHANGE NOTICE TO SUPPLIER
STATUS OF MATERIAL ON PURCHASE DOCUMENT
REMARKS (Continue on reverse)
SIGNATURE & TITLE
PERSONNEL
REPORTED TO THIS COMMAND
DETACHED FROM THIS COMMAND
OTHER
COPY TO:
CLASSIFICATION (UNCLASSIFIED when detached from enclosures, unless otherwise indicated)
86NP0143

Figure 4-7.—Routine Reply, Endorsement, Transmittal or Information Sheet, OPNAV Form 5216/158.

There are many other occasions when the use of this form is appropriate. Refer to the middle section of the form in figure 4-7 that shows you the different occasions. When you use this form, make sure you keep a copy of the form for your activity file as a tickler file or for future reference.

DIRECTIVES

In this section, you will learn about instructions; notices; making changes to, filing, reviewing, routing, inventorying, and preparing directives. A directive is an instruction, notice, or change transmittal that prescribes or establishes policy, organization, conduct, methods, or procedures. Directives require action or contain information essential to the effective administration or operation of naval activities or contain authority or information that must be published formally.

INSTRUCTIONS

Instructions are directives that contain authority or information of continuing reference value or requiring continuing action. Instructions remain in effect until superseded or canceled by the originator or higher authority. Figure 4-8 shows a sample of the front page of an instruction.

NOTICES

Notices (fig. 4-9) are directives of a one-time or brief nature that have a self-canceling provision. They have the same force and effect as instructions. Notices usually remain in effect for less than 6 months, but they cannot remain in effect for longer than 1 year. Any requirements for continuing action contained in notices, such as the submission of reports, use of forms, or following specified procedures, are considered to be canceled when the notices are canceled. Requirements may be incorporated into another suitable document, thereby continuing their validity.

MAKING CHANGES TO DIRECTIVES

Your command often receives changes to instructions, notices, and manuals. Usually, additional or replacement pages are received. However, there are occasions when your command is instructed to make pen-and-ink changes. Replacement pages are considered to be more economical. They provide neater, more legible copies, and decrease the chance for errors because of the time expended by recipients in making changes.

If you are responsible for making changes to instructions and notices, make sure you make the changes as soon as the changes are received whether they are page changes or pen-and-ink changes. Making changes as they are received ensures that your instructions, notices, and manuals are up to date. In the case of manuals, make sure you verify the list that contains the effective pages to make sure they are all accounted for. Obtain copies from other commands, if necessary, to replace obsolete or unaccounted for pages.

It does not do the command any good to have the instructions, notices, or manuals filed very neatly in brand new binders if they are not up to date. Instructions, notices, and manuals are used daily to make decisions that affect individuals' careers. Therefore, it is imperative that they are up to date.

FILING ARRANGEMENTS

The following paragraphs contain a discussion on the filing arrangement of instructions, notices, cross-reference sheets, directives in general correspondence files, and manuals.

Filing Instructions

Normally, instructions are filed according to subject identification number, consecutive number, and issuing authority. Checklists of directives issued by Washington headquarters organizations must be organized in this manner. If local conditions require, however, another sequence may be followed, such as by issuing authority, a combination of subject identification number and issuing authority, or security classification.

Filing Notices

Notices ordinarily need not be filed in the master file because of their brief duration. If it is necessary to temporarily interfile them with instructions, the notices should be tabbed so that each may be easily and properly removed as soon as their cancellation dates are reached. Copies may be filed in separate suspense binders when necessary.

Filing Cross-Reference Sheets

Cross-reference sheets must be interfiled with instructions. Locator sheets are inserted in normal

42NP0046

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1000.23B
Pers-331
30 August 1993

OPNAV INSTRUCTION 1000.23B

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

Subj: PAY/PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM (PASS) MANAGEMENT MANUAL (PASSMAN)

1. **Purpose.** To issue policies, procedures, and guidance for the administration of military pay, personnel, and Navy-sponsored passenger transportation functions for Navy activities supported by the Pay/Personnel Administrative Support System (PASS).

2. **Cancellation.** OPNAVINST 1000.23A.

3. **Scope of Revision.** This manual has been revised in its entirety and should be completely reviewed.

4. **Action.** The administration of military pay, personnel and passenger transportation functions within the scope of PASS shall be in accordance with the guidelines set forth in this instruction. The Deputy Chief of Naval Operations for Manpower and Personnel (DCNO (MP)) (N1) and/or the Comptroller of the Navy (NAVCOMPT) (NCD) are the final authorities on points of difference or conflict with current directives (e.g., MILPERSMAN, TRANSMANS, PAYPERSMAN, SDSPROMAN, etc.). The Bureau of Naval Personnel (BUPERS) and Defense Finance and Accounting Service (DFAS) have responsibility for administration and maintenance of these manuals. Requests for any significant deviation from procedures established herein shall be forwarded to the PASS Program Manager (Pers-331) via the major claimant for resolution prior to implementation.

5. **Administration and Maintenance.** The PASS Program Manager (Pers-331) is assigned responsibility for the administration and maintenance of this manual. Recommendations are invited for the improvement of content, format, or any other aspect of the manual. Comments and/or changes, including any recommended changes to existing publications, should be addressed to PASS Program Manager (Pers-331).

6. **Forms.** The forms referenced in this manual are listed in appendix D.

R. J. ZLATOPER
Deputy Chief of Naval Operations
(Manpower & Personnel)

Distribution:
SNDL Parts 1 and 2

Chief of Naval Operations
(Code N09B34)
Navy Department
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Pers-331
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Figure 4-8.—Front section of an instruction.

DEPARTMENT OF THE NAVY
Bureau of Naval Personnel
Washington, DC 20370-5000

BUPERSNOTE 1300
Pers-4010D
21 July 1992

BUPERS NOTICE 1300

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

Subj: U.S. ANTARCTIC PROGRAM, OPERATION DEEP FREEZE WINTERING-OVER PARTY 1993/94

Ref: (a) NAVPERS 15909D, Enlisted Transfer Manual, Chap. 4
(b) OPNAVINST 1160.6A
(c) SECNAVINST 1650.1F
(d) Manual of the Medical Department (MANMED), Chap. 15 Art 64

Encl: (1) Brief Sheet (Detach and use as appropriate, then destroy)

1. Purpose. To solicit applications from regular active duty naval personnel to participate in the Navy's support of subject program as members of the U.S. Naval Support Force, Antarctica, Detachment McMurdo, Wintering-over Party. Serious applicants only need apply.

2. Background. The U.S. Navy is assigned the task of supporting scientific programs in Antarctica under the supervision of the National Science Foundation. Antarctica, a challenging and arduous tour of duty, provides a test of technological sophistication against the elements of nature. Personnel who meet the qualifications for this unique duty and are willing to accept an adventurous assignment are encouraged to submit their requests as provided in paragraph 6. The best qualified applicants will be selected in December 1992 and will be ordered for appropriate screening/training, in April 1993 (except Damage Controlmen, will transfer in February 1993) to U.S. Naval Support Force, Antarctica, Port Hueneme, California, for deployment to Antarctica in October 1993. The Wintering-over Party will remain in Antarctica until October 1994.

3. Benefits. During and upon completion of this challenging and adventurous assignment, the Wintering-over Party will be eligible for the following:

a. Double sea-duty credit (for rotational purposes only) for the time actually spent on the continent of Antarctica.

b. Reassignment options:

(1) If eligible for sea duty, personnel are guaranteed their choice of duty assignment to one of three types of ships, squadrons, or battalions; or one of three homeports on coast of choice. Personnel reassigned to sea duty will not be assigned to deployed units or units scheduled for other than local operations within 3 months of their reporting date, unless such assignment is approved by the Bureau of Naval Personnel (BUPERS) or requested by the individual. Unanticipated schedule changes made after the issuance of a transfer directive are not normally sufficient justification for modification of orders. Personnel with time remaining on their prescribed sea tour (PST) will be reassigned as follows:

(a) 1-6 months: Transfer to shore duty, unless the individual desires to remain on sea duty.

(b) 7 or more months: Transfer to sea duty with projected rotation date (PRD) established at 1 year after reporting on board or completion of PST, whichever is greater.

(2) If eligible for shore duty, personnel are guaranteed one of three Continental United States (CONUS) geographic areas of their choice.

(3) Personnel desiring overseas duty will be given priority consideration provided the eligibility requirements of reference (a) are met.

42NP0047

Figure 4-9.—Front section of a notice.

sequence, in lieu of the instruction they reference. A subject cross-reference sheet is placed in front of those instructions that carry the same subject identification number.

Filing Directives in General Correspondence Files

When copies of directives are needed to complete records, or to support or futher document specific actions, they may be filed in the activity's general subject files, pertinent case files (such as contract case files), or other appropriate correspondence files.

Filing Manuals

You should file manuals, such as the *Enlisted Transfer Manual,* (ENLTRANSMAN) and the *Military Personnel Manual* (MILPERSMAN), in a central location. As a PN, you will use these manuals on a daily basis. By being centrally located, these manuals provide you easy access to information that you need. You should not have to go all around the office to obtain them from different locations. Also make sure that all personnel in the office know the whereabouts of their central location.

REVIEWING AND ROUTING DIRECTIVES

When directives are received at your command, make sure you review them before you file them. The purpose of reviewing directives is to make sure you have an idea of the new changes. Since rules, regulations, and procedures are always changing, you need to be thoroughly familiar with these changes. By being familiar with the changes, you will also be more knowledgeable, better informed, and able to answer questions.

In the process of reviewing directives received at your command, it may be necessary to route them to other divisions or departments. If you are in doubt as to whether or not you need to route directives to other divisions, or departments, you should ask your supervisor. If your supervisor tells you that, based on command requirements, some directives are not kept in your office, make sure you know where they can be located. The use of the cross-reference sheets will be appropriate in these cases.

PREPARATION OF DIRECTIVES

We have explained what directives are, how to post basic changes to directives, how to file directives, and how to review and route directives. Now, we will discuss the ways your command writes local instructions and notices. Command instructions are many and varied. Subjects range from command leave policy to a change-of-command notice. Your command maintains a list of all effective instructions. These instructions are periodically reviewed and updated to conform to Navy policies.

Personnel responsible for drafting instructions and notices or even making changes to them must always refer to the *Department of the Navy Directives Issuance System,* SECNAVINST 5215.1. This instruction establishes the rules and guidelines used to prepare directives.

As you advance in the Navy and become a more senior PN, you may be asked to draft command instructions and notices. Remember, SECNAVINST 5215.1 provides you with the necessary information to perform these important tasks.

Establishment of Navywide directives preparation guidelines ensures the uniformity of format, regardless of type or location of a command.

INVENTORY

Each command should consult the *Department of the Navy Directives Issuance System Consolidated Subject Index,* DPSINST 5215.1, along with respective type commander (TYCOM) instructions to ensure the command has the required directives and publications. An inventory of all command directives and publications should be conducted annually or upon receipt of the appropriate 5215 notices. To obtain any missing or out-of-date directives or publications, consult the respective 5215 notice.

MESSAGES

This section contains a brief discussion about messages. In particular, types of messages, PRO FORMA messages, and message format are discussed. Whenever you are tasked to prepare a message, you should always refer to the *Naval Telecommunications Procedures, Telecommunication Users Manual,* NTP 3(I), or other pertinent publications.

Messages used to be typed by YNs and PNs on message forms. Now they are typed in the same format, but are prepared on a computer and saved out to a disk. These disks are delivered and picked up from the communications center.

Refer to the glossary section of this TRAMAN when answering some of the questions in your nonresident training course as you will be asked about certain terminology that deals with messages.

GENERAL INFORMATION ABOUT MESSAGES

There are four types of classified and unclassified narrative messages—single-address, multiple-address, book and general message.

Single-Address Messages

A message that has only one addressee, either action (TO) or information (INFO), is a single-address message.

Multiple-Address Messages

A message that has two or more addressees, whether action or information, and is of such a nature the drafter considers that each addressee should know the other recipients, is a multiple-address message.

Book Messages

A message that is destined for two or more addressees but is of such a nature the drafter considers that no addressee need or should be informed of the other addressee(s); for example, a commercial contract bid is a book message.

General Messages

General messages are designed to meet recurring requirements for the dissemination of information to a wide, predetermined standard distribution. General messages are titled ALCOM, ALMILACT, NAVOP, and so forth. Because the title indicates the distribution, it serves as the address designator in the address line of the message heading.

To attain uniformity of format with joint procedures, general messages are assigned, following the general message title, a consecutive three-digit serial number followed by a single slant and the last two digits of the current calendar year; for example, ALCOM 012/95. The general message title and number/year stand alone on the line after the classification and before the MSGID set.

Pro Forma Message

A PRO FORMA message is one that uses defined data fields that are both man-readable and machine processable.

This type of message is identified in the publication, instruction, or directive establishing the message requirement.

An example of a pro forma message is a GUARD III request as reflected in chapter 8 of the *Enlisted Transfer Manual* (ENLTRANSMAN), NAVPERS 15909E. Another example of a pro forma message is the selective reenlistment bonus (SRB) request.

MESSAGE FORMAT

General Administrative (GENADMIN) is the U.S. Message Text Format (USMTF) used for most narrative messages, with the only exceptions being those narrative messages for which a publication, instruction, or other directive requires a different format. Annex C of the NTP 3(I) provides rules and general instructions for preparing the GENADMIN message format.

GENADMIN cannot be used on some messages, such as class E, short form readdressals, tracer messages, service messages, any message required by a non-Department of Navy authoritative publication, directive, or instruction.

PNs and YNs deliver message disks as previously discussed.

MUSTER OF PERSONNEL AND MUSTER REPORTS

According to Article 0808 of the *United States Navy Regulations* – 1990, the commanding officer must account for all personnel attached to the command daily. Persons who have not been sighted by a responsible senior must be reported as being absent.

Commands account for personnel by completing a muster report. The muster report is a locally generated report used to account for all personnel attached to the command. This report indicates the status of personnel, such as personnel who are on unauthorized absence (UA), deserters, sick call, leave, and/or TAD. This report must be accurate.

When tasked to prepare this report, you must make sure that you verify all the information. If you have questions about a department's submitted muster report, you must contact a responsible individual to

obtain accurate information or to clear any questions you may have as soon as possible.

In addition to preparing a muster report daily, there may be other occasions when the commanding officer may require accurate and complete information concerning the presence of all personnel. If you are serving aboard a ship, and the ship is scheduled to get under way at 1700 on a particular day, the need to account for all personnel is very important. All departments should submit accurate muster reports to the personnel office to account for all personnel aboard. Personnel who are not aboard must be reported via diary message according to the *Diary Message Reporting System Users' Manual (DMRSMAN),* EPMAC, New Orleans, LA, Document No. 1080#1 UM-01A. Subsequently, a command muster report should be prepared for the commanding officer and for administrative record purposes.

If you are aboard a ship and the ship is at sea and the officer of the deck announces a man overboard, the need to receive accurate and complete information from the different departments concerning the accountability of all personnel is of paramount importance. If your command requires that you prepare a muster report, it must be accurate and complete. There is no room for a mistake.

You should maintain a neat file of all previously prepared muster reports. Keep muster reports for at least 2 years unless your command requires them to be kept for a longer period. The muster reports file must be accessible to all personnel who have the need to know. You should also make sure that you distribute copies of the muster report to all individuals, divisions, or departments concerned. Always follow local practices and procedures established for the preparation, maintenance, and distribution of these reports.

Now, turn your attention to case file establishment and maintenance.

CASE FILE ESTABLISHMENT AND MAINTENANCE

The establishment and maintenance of case files in a personnel or administrative office is necessary. All commands maintain case files. However, how complete do you think those files are? Sadly, in many cases, the files are not maintained properly or completely. Many do not contain sufficient information to respond to inquiries.

Case files should contain as much information as possible. There are many occasions when you have to refer to those case files to respond to inquiries. In most instances, you find that copies of some of the documents that were supposed to have been kept as part of the packet, and are necessary for a response, are not on file.

The need to maintain accurate and complete case files cannot be overstated. Always keep excellent case files for future reference. Whether you are responsible for typing letters, orders, or any other documents, remember it is always better to keep too much information about an event than not enough.

SUMMARY

After reading this chapter, you should know what a standard letter, a multiple-address letter, a business letter, an endorsement, and a memorandum are. You should be able to determine when it is appropriate to serialize standard letters. You should be able to understand and differentiate the logs that are kept for accounting for incoming and outgoing correspondence. You should be able to identify some of the duties and responsibilities of personnel involved with the handling of correspondence, especially classified correspondence.

You should be able to understand the duties and responsibilities of mail clerks and mail orderlies, their qualifications, their training requirements, and the overall importance and accountability of all U.S. mail.

You should know what a routine reply, endorsement, transmittal or information sheet is and when its use is appropriate.

You should understand directives, be able to differentiate between the terms *notices* and *instructions,* understand the filing arrangements of directives, identify the instruction that is used to prepare directives, and identify the instruction that shows what directives your command should have.

You should be able to identity the four types of messages, pro forma, and some terminology associated with messages as reflected in the glossary of this training manual.

You should understand what a muster report is and its importance to a command.

You should also be able to understand the importance of establishing and maintaining good case files at your command, since they contain the records used in answering inquiries, or in general contain information of future reference value.

CHAPTER 5

ENLISTED SERVICE RECORDS

One of your most important responsibilities as a Personnelman (PN), will be to maintain the enlisted service records of personnel attached to your command. This chapter will talk about your responsibilities for maintaining enlisted service records and why your role is so important. Although each enlisted service member shares the responsibility for making sure his or her service record is accurate and up to date, you the PN, must make sure you do your part. In your office, you will have physical possession of these records. You will be assigned the job of maintaining them properly, completely, and accurately. You will be required and expected to do this. The people of your command will depend on you and trust in your personal integrity.

After studying the information in this chapter, you should be able to explain the importance of the enlisted service records, why your role in the maintenance of these records is so critical, and the actions you should take to keep these records accurate and current. You should also be able to recognize the general form of the enlisted service record and identify the documents that belong on the left and right sides, explain the purpose of each page, describe the appropriate entries required for each page, and recognize the procedures you should follow to make the required changes and corrections to keep the information in these records accurate and up to date. You should also be able to describe the uses and requirements for submission of enlisted performance evaluation reports and the eligibility criteria for good conduct awards. Finally, you should be able to explain the significance of the verification, accountability, and disposition procedures of enlisted service records.

IMPORTANCE OF ENLISTED SERVICE RECORDS

Have you ever asked yourself what the significance of the enlisted service record really is? Did you know that the information in a member's service record is used to make a variety of choices that will affect that member's life and career? You may or may not know it, but many very important decisions are made based on the information contained in the service record. For example, information in the service record helps your commanding officer (CO) determine whether or not an individual is eligible for advancement. Information in the service record is also used for decisions concerning a person's next duty assignment. Information is further used to complete appropriate documents concerning disciplinary infractions. Many other decisions are made based on information contained in the service record; therefore, it is vitally important that the information contained in these records be accurate and complete. This is where you come in.

Keeping enlisted service records up to date with accurate entries is not an easy job. As a PN assigned to this job, you will face many routine challenges. Because you will be working with so many records and names, you will always have to pay close attention to detail. You have probably already noticed this in the personnel office at your command.

Oftentimes, there are individuals with common last names such as Smith and Jones. Some of these people may even have the same first name! It can get confusing when you have individuals with the same name. You must be very careful to correctly identify an individual's service record when you make service record entries or file documents. You have probably already seen errors in enlisted service records, such as entries that you know for a fact should not have been made. You also have probably seen service records that have documents on the left side that should not be there. Sometimes, the members notice these discrepancies themselves and wonder how the documents got there or why certain entries were made. The answer is simple. The PN who was maintaining the records was not paying attention to detail and made the inappropriate entries or filed the wrong documents.

The importance of properly maintaining enlisted service records is your responsibility. You probably take pretty good care of your own service record. You probably make sure it contains all the proper entries and documents that pertain only to you, right? Why should any of your shipmates expect anything less? You should maintain your shipmates' service records as carefully as you maintain your own. One enlisted service record is not more important than another; it does not matter if it is yours or one of your shipmates'. Actually, you do not own your enlisted service record any more than your shipmates own theirs. All enlisted service records are the property of the U.S.

Government. As a PN, you have the same responsibility for keeping each member's service record up to date.

COMPLETENESS OF SERVICE RECORDS

Making sure each service record is complete and accurate is an important job. Let's consider the case of RMSN Pistol. RMSN Pistol recently graduated from class A school and reported to his first duty station aboard a ship that happens to be the same ship you are on. After being on board for 6 months, he becomes time-in-rate eligible to participate for advancement to RM3. A few weeks before the Navywide advancement examination date, you review the time-in-rate eligibility/advancement requirements listing prepared by your command and discover that the list does not show RMSN Pistol as having completed any of the advancement requirements.

You immediately interview RMSN Pistol. He assures you he completed all the prerequisites for advancement before he left class A school. He also tells you that he assumed all entries had been made in his service record because the PN in the personnel support detachment's (PERSUPPDET's) educational services office (ESO) promised him this would be done.

When you communicate with the PERSUPPDET that transferred Pistol to your command, you learn that the PN who was supposed to have made the entries in Pistol's service record has already been transferred overseas, You are also told that the PERSUPPDET, as a matter of policy, does not keep any records of completed advancement requirements after the entries are made in the service records. You are also informed that no advancement requirement entries are on file for RMSN Pistol.

You subsequently inform RMSN Pistol. As would be expected of any sailor who completed the requirements for advancement and then finds out no entries were made, Pistol is outraged. He blames all PNs for what happened and says they are all the same. He tells you he is going to put in a request chit to see the CO to complain.

Fortunately, you are able to calm Pistol down and explain to him that he still has time to complete the requirements. You assure him that he really has no other choice. He eventually requalifies for advancement and is allowed to take the advancement exam for RM3.

This mistake never should have happened. After initially completing the advancement requirements, Pistol should have checked his service record to make sure all the entries were made. Of course, Pistol should have definitely done this before he transferred, but because of his lack of experience in the Navy and his trust in the PN who was supposed to make the appropriate entries, he did not check his service record. Of course, the PN in the ESO of the PERSUPPDET should have made certain Pistol's service record entries were made, but he failed to keep his promise. Of course, the transfers' PN also should have checked Pistol's service record because it was her job to do so and was even part of the normal check-out procedure, but she failed to follow through. There were several opportunities for this mistake to be discovered and corrected, but it was not. Do you understand the mess RMSN Pistol had to deal with because of all this?

What happened to RMSN Pistol could happen to any enlisted service member. Do you see why the entries in every member's service record should be accurate and up to date? This is why you, the PN—the one who maintains the enlisted service records-should always make sure you maintain these records properly, completely, and accurately. <u>If during the reporting interview or while doing periodic service record verifications, you discover errors in an individual's service record, do not allow these discrepancies to continue.</u> <u>Fix them on the spot.</u> If you do not know how to fix them, ask your supervisor. He or she will know what to do or will help you find the answer.

ACCURACY OF SERVICE RECORDS

As well as being complete, the information in each member's service record must also be accurate. In Pistol's case, the service record was incomplete. As an example of what can happen because of inaccurate information in a member's service record, let's look at the case of Chief Petty Officer Frost.

CPO Frost had recently reported for duty to your ship, home-ported at Naval Station, San Diego, California. Frost was an admirable and enviable individual who had accomplished many achievements during his 14-year naval career. His record was impeccable. A few months after reporting for duty to your ship, Frost was rumored to be having marital problems and was in the process of getting a divorce.

You were told by your chief that Frost would soon come to the personnel office to change his page 2, NAVPERS 1070/602, and his Servicemen's Group Life

Insurance (SGLI) election form. Being a motivated PN, you told your chief that you would be ready for Frost any time he chose to come in. You waited for days. You even pulled Frost's service record from the file, but Frost never showed up.

Later you found out that Frost had been involved in a car accident right outside the main gate of the naval station and was pronounced dead at the scene. Your command's casualty assistance calls officer (CACO) tried to locate Frost's wife to inform her about the accident but was unable to do so. A month ago, Frost's wife moved to New York City, but Frost had not updated his page 2. The CACO also tried to contact Frost's parents, but they were both deceased. Again, Frost failed to update his page 2. The CACO finally located Frost's wife and contacted her.

In her conversation with the CACO, Frost's wife indicated that she was more interested in her benefits as a result of her husband's death than in what to do with Frost's remains. Since Frost had neglected to update both his page 2 and the SGLI election form in his service record, his estranged wife collected everything. Even though the chief did not intend for his wife to collect benefits, the page 2 and the SGLI form in his service record still had his wife listed as the sole beneficiary. She became entitled to the appropriate benefits as a result of her husband's death.

Whose responsibility do you think it was to make sure Frost's service record contained complete, accurate, and up-to-date information? In this case, the responsibility was really CPO Frost's. You could not have done anything about the out-of-date information because you never received the information required to bring his service record up to date.

In many instances, however, it is both the member's and your responsibility for the accuracy of the information in the enlisted service record. What if CPO Frost had actually come in to the personnel office and provided you with all the information to be changed on his page 2, but you failed to get it typed in time for him to sign it? Let's go a step farther. What if you had told Chief Frost to wait to complete and sign another SGLI form until you had the new page 2 typed and ready for him to sign? If Frost had agreed, you would never have obtained his signature on either document. Upon Frost's death, there would have been nothing you could do to protect Frost without his original signature on both documents. Your command would have had to use the existing documents that were signed and on file in Frost's service record.

Although the responsibility for verifying service records for completeness and accuracy is both the member's and yours, you should still do everything in your power to make sure all entries are recorded as soon as possible. Whether you are working on page 2s, 4s, 13s, or any other part of the enlisted service record, do not allow these documents to pileup. Set your priorities, get the job done, and always get the job done right the first time!

GENERAL FORM OF THE SERVICE RECORD

One of your duties as a PN is to become familiar with the general form of the enlisted service record. The front of a U.S. Navy Enlisted Service Record, NAVPERS 1070/600, and the Career Performance Data separator, NAVPERS 1070/617, are shown in figure 5-1.

According to the *Naval Military Personnel Manual* (MILPERSMAN), NAVPERS 15560, Article 5030130, a field service record is opened by the recruiting activity when a person enlists, reenlists, or is inducted in the Regular Navy or Naval Reserve. Once a person has enlisted or reenlisted and all the appropriate pages are included in the service record, the record is kept by the personnel office that normally maintains these records. Depending on where a member is stationed, the office that maintains the service record can be either a ship's personnel office or a PERSUPPDET ashore.

A good PN must have a thorough understanding of every type of documentation in the enlisted service record. In the following paragraphs, the contents of both the left side and right side of the enlisted service record will be identified and discussed. Keep in mind that each of the documents discussed in this section is not necessarily applicable to every enlisted member's service record. Remember also that certain documents should not be obtained solely for the purpose of putting them in the service record; however, when additional documents are required for an individual service member, they should be obtained and included in that person's service record. To be a good PN, you must be able to identify the appropriate documents for each enlisted member's service record and to do your part to make sure the record is up to date.

LEFT SIDE OF THE SERVICE RECORD

On the left side of the folder, you are to file official or unofficial documents that are required for record

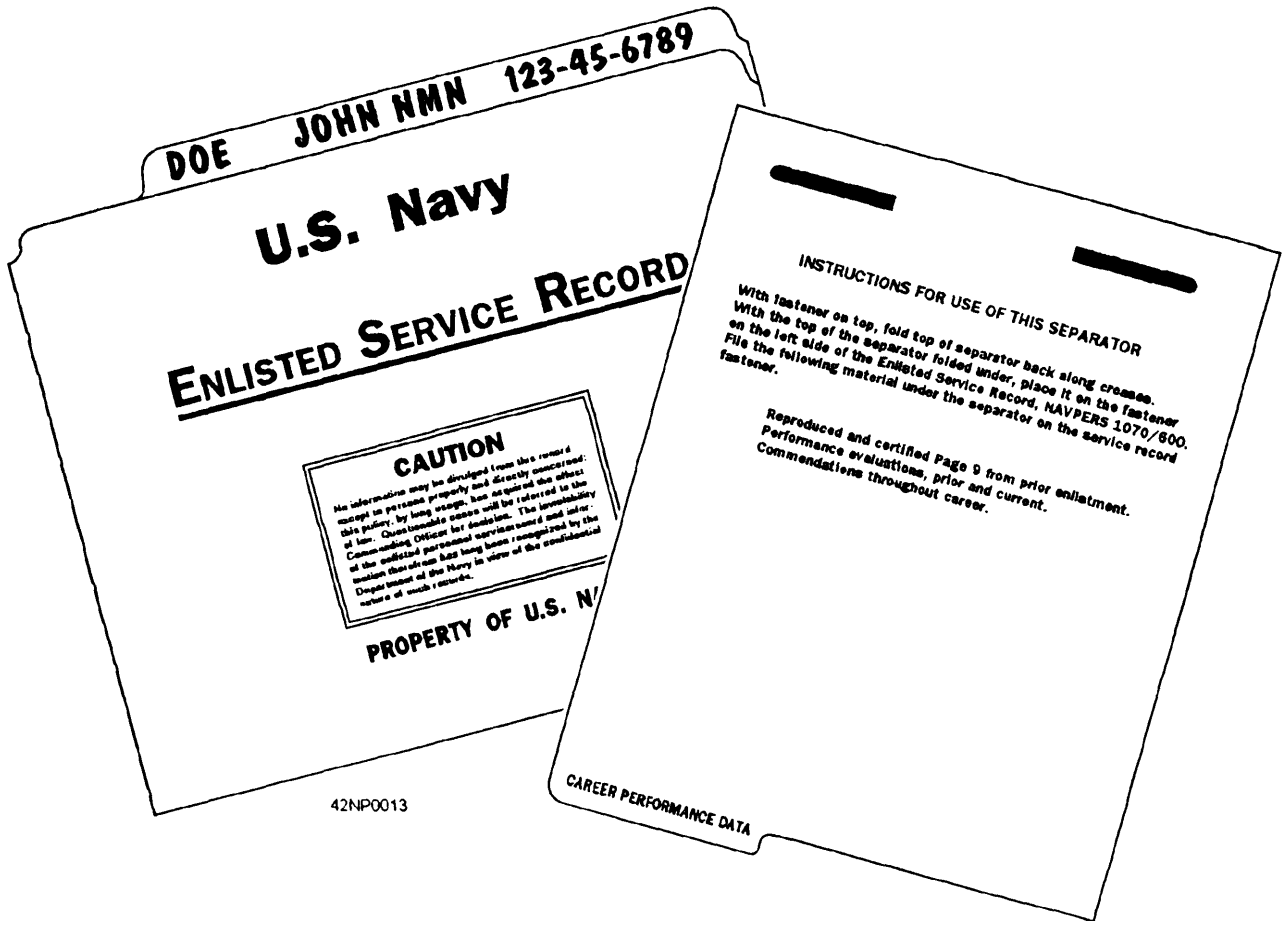


Figure 5-1.—U.S. Navy Enlisted Service Record, NAVPERS 1070/600, and Career Performance Data Separator, NAVPERS 1070/617.

purposes or for safekeeping. According to the MILPERSMAN, Article 5030200, the left side of the service record should contain the following documents, if applicable to the member, and filed in the sequence indicated below with item (1) on top.

1. Record Identifier for Personnel Reliability Program, NAVPERS 5510/1
2. Record of Disclosure-Privacy Act of 1974, OPNAV 5211/9
3. Personnel Reliability Program Screening and Evaluation Record, NAVPERS 5510/3
4. Certificate of Personnel Security Investigation, Clearance and Access, OPNAV 5520/20
5. Current Permanent Change of Station (PCS) orders and endorsements
6. Drug and Alcohol Abuse Statement of Understanding, OPNAV 5350/1
7. Montgomery GI Bill (MGIB) Act of 1984, DD Form 2366
8. Statement of Understanding-Selected Reserve Educational Assistance Program, OPNAV 1780/1
9. Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility, DD Form 2384
10. Personnel Security Questionnaire (National Agency Checklist), DD Form 398-2
11. Request for Personnel Security Investigation (PSI), DD Form 1879 (if PSI pending)
12. Personnel Security Questionnaire Background Investigation (BI) and Special Background Investigation (SBI), DD Form 398
13. Statement of Service, NAVPERS 1070/877
14. Record of Military Processing—Armed Forces of the United States, DD Form 1966

15. USN Alcohol and Drug Abuse Screening Certificate, Annex A to DD Form 1966, NAVCRUIT 1133/7

16. Enlistment Statement of Understanding, NAVCRUIT 1133/53

17. Career Performance Data Separator, NAVPERS 1070/617, also commonly referred to as the performance divider. Under the Career Performance Data separator, you should group like documents together and maintain each category in chronological order with the most recent document on top.

    a. All Personal and Unit Awards, Citations, letters of Commendation and Appreciation

    b. Fitness Reports and Counseling Records, NAVPERS 1610/2

    c. Evaluation Reports and Counseling Records, NAVPERS 1616/26

    d. Record of Discharge from the U.S. Naval Reserve (Inactive) (Page 14), NAVPERS 1070/615

    e. Certificate of Release or Discharge from Active Duty (Page 15), DD Form 214

    f. Certified copy of page 9s from previous enlistment or reenlistment, Enlisted Performance Record, NAVPERS 1070/609

    g. Reproduced copy of page 5s from previous enlistment or reenlistments, History of Assignments, NAVPERS 1070/605

    h. Individual Accomplishments Report (IAR)

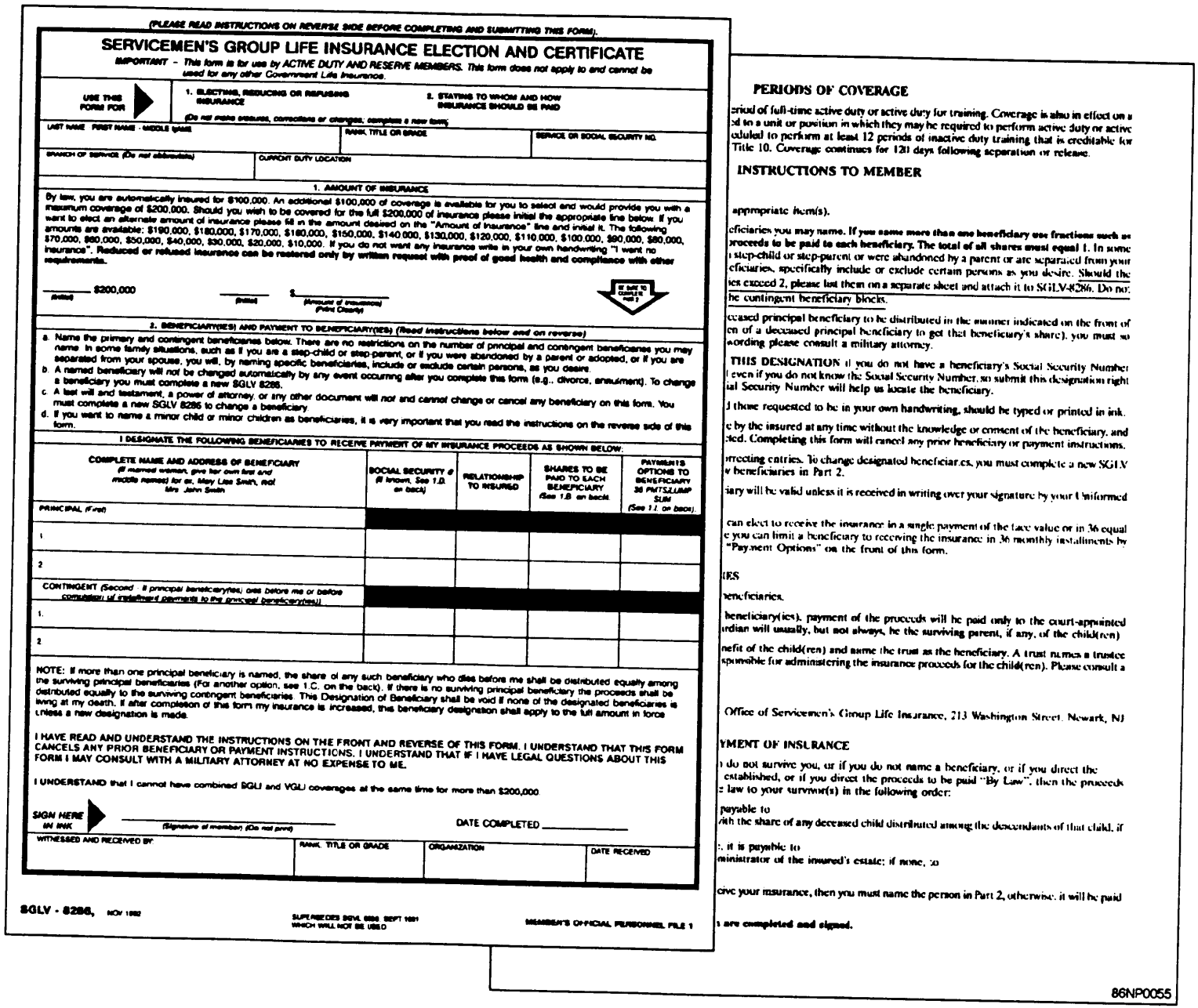
NOTE: Additional documents deemed necessary or important by your command may also be filed on the left side of the service record above the performance divider in chronological order, latest date on top.

RIGHT SIDE OF THE SERVICE RECORD

According to the MILPERSMAN, Article 5030200, you should file the following documents on the right side of the service record from bottom to top, in the following order:

- Enlistment/Reenlistment Document—Armed Forces of the United States, with Annex(es), DD Form 4, when applicable.
- Immediate Reenlistment Contract (Page 1), NAVPERS 1070/601.
- Agreement to Extend Enlistment (Page 1A), NAVPERS 1070/621.
- Agreement to Recall or Extend Active Duty (Page 1B), NAVPERS 1070/622.
- Application for Uniformed Services Identification Card/DEERS Enrollment, of member and/or dependents, DD Form 1172 (current copy).
- Navy Dependent Care Certificate, OPNAV 1740/1 .
- Dependency Status Action, NAVCOMPT 3072.
- Servicemen's Group Life Insurance (SGLI) Election and Certificate, SGLV-8286. (A blank copy of this form is shown in fig. 5-2. Whenever you prepare these forms, always use original forms.)
- Dependency Application/Record of Emergency Data, NAVPERS 1070/602 and/or Record of Emergency Data, DD Form 93 (Page 2).
- Enlisted Classification Record, NAVPERS 1070/603 (Page 3), which should be retained in the service record unless otherwise stated in MILPERSMAN, Article 5030260.
- Enlisted Qualifications History, NAVPERS 1070/604 (Page 4). (This form has replaced the Enlisted Classification Record, NAVPERS 1070/603 (Page 3), which has been discontinued.)
- History of Assignments, NAVPERS 1070/605 (Page 5).
- Record of Unauthorized Absence, NAVPERS 1070/606 (Page 6).
- Court Memorandum, NAVPERS 1070/607 (Page 7).
- Enlisted Performance Record, NAVPERS 1070/609 (Page 9).
- Administrative Remarks, NAVPERS 1070/613 (Page 13).

Again, keep in mind that each of the documents listed for the right side or left side of the service record may not always be necessary or applicable to all



(PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING AND SUBMITTING THIS FORM).

SERVICEMEN'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE

IMPORTANT - This form is for use by ACTIVE DUTY AND RESERVE MEMBERS. This form does not apply to and cannot be used for any other Government Life Insurance.

USE THIS FORM FOR: 1. ELECTING, REDUCING OR REFUSING INSURANCE (Do not make erasures, corrections or changes; complete a new form) 2. STATING TO WHOM AND HOW INSURANCE SHOULD BE PAID

LAST NAME - FIRST NAME - MIDDLE NAME | RANK, TITLE OR GRADE | SERVICE OR SOCIAL SECURITY NO.

BRANCH OF SERVICE (Do not abbreviate) | CURRENT DUTY LOCATION

1. AMOUNT OF INSURANCE

By law, you are automatically insured for $100,000. An additional $100,000 of coverage is available for you to select and would provide you with a maximum coverage of $200,000. Should you wish to be covered for the full $200,000 of insurance please initial the appropriate line below. If you want to elect an alternate amount of insurance please fill in the amount desired on the "Amount of Insurance" line and initial it. The following amounts are available: $190,000, $180,000, $170,000, $160,000, $150,000, $140,000, $130,000, $120,000, $110,000, $100,000, $90,000, $80,000, $70,000, $60,000, $50,000, $40,000, $30,000, $20,000, $10,000. If you do not want any insurance write in your own handwriting "I want no insurance". Reduced or refused insurance can be restored only by written request with proof of good health and compliance with other requirements.

_____ $200,000 (Initial) _____ (Initial) $_____ (Amount of Insurance) (Initial Clearly)

IF SKIP TO COMPLETE PART 3

2. BENEFICIARY(IES) AND PAYMENT TO BENEFICIARY(IES) *(Read instructions below and on reverse)*

a. Name the primary and contingent beneficiaries below. There are no restrictions on the number of principal and contingent beneficiaries you may name. In some family situations, such as if you are a step-child or step-parent, or if you were abandoned by a parent or adopted, or if you are separated from your spouse, you will, by naming specific beneficiaries, include or exclude certain persons, as you desire.
b. A named beneficiary will not be changed automatically by any event occurring after you complete this form (e.g., divorce, annulment). To change a beneficiary you must complete a new SGLV 8286.
c. A last will and testament, a power of attorney, or any other document will not and cannot change or cancel any beneficiary on this form. You must complete a new SGLV 8286 to change a beneficiary.
d. If you want to name a minor child or minor children as beneficiaries, it is very important that you read the instructions on the reverse side of this form.

I DESIGNATE THE FOLLOWING BENEFICIARIES TO RECEIVE PAYMENT OF MY INSURANCE PROCEEDS AS SHOWN BELOW:

COMPLETE NAME AND ADDRESS OF BENEFICIARY (If married woman, give her own first and middle names) for ex. Mary Lee Smith, not Mrs. John Smith	SOCIAL SECURITY # (If known, See 1.D. on back)	RELATIONSHIP TO INSURED	SHARES TO BE PAID TO EACH BENEFICIARY (See 1.B. on back)	PAYMENTS OPTIONS TO BENEFICIARY 36 PMTS/LUMP SUM (See 1.I. on back)
PRINCIPAL (If not)				
1				
2				
CONTINGENT (Second - If principal beneficiary(ies) dies before me or before completion of installment payments to the principal beneficiary(ies))				
1.				
2				

NOTE: If more than one principal beneficiary is named, the share of any such beneficiary who dies before me shall be distributed equally among the surviving principal beneficiaries (For another option, see 1.C. on the back). If there is no surviving principal beneficiary the proceeds shall be distributed equally to the surviving contingent beneficiaries. This Designation of Beneficiary shall be void if none of the designated beneficiaries is living at my death. If after completion of this form my insurance is increased, this beneficiary designation shall apply to the full amount in force unless a new designation is made.

I HAVE READ AND UNDERSTAND THE INSTRUCTIONS ON THE FRONT AND REVERSE OF THIS FORM. I UNDERSTAND THAT THIS FORM CANCELS ANY PRIOR BENEFICIARY OR PAYMENT INSTRUCTIONS. I UNDERSTAND THAT IF I HAVE LEGAL QUESTIONS ABOUT THIS FORM I MAY CONSULT WITH A MILITARY ATTORNEY AT NO EXPENSE TO ME.

I UNDERSTAND that I cannot have combined SGLI and VGLI coverages at the same time for more than $200,000.

SIGN HERE IN INK _____ (Signature of member) (Do not print) DATE COMPLETED _____

WITNESSED AND RECEIVED BY:	RANK, TITLE OR GRADE	ORGANIZATION	DATE RECEIVED

SGLV - 8286, NOV 1992 SUPERSEDES SGLV 8286 SEPT 1991 WHICH WILL NOT BE USED MEMBER'S OFFICIAL PERSONNEL FILE 1

PERIODS OF COVERAGE

eriod of full-time active duty or active duty for training. Coverage is also in effect on a
d to a unit or position in which they may be required to perform active duty or active
duled to perform at least 12 periods of inactive duty training that is creditable for
Title 10. Coverage continues for 120 days following separation or release.

INSTRUCTIONS TO MEMBER

appropriate item(s).

eficiaries you may name. If you name more than one beneficiary use fractions such as
proceeds to be paid to each beneficiary. The total of all shares must equal 1. In some
step-child or step-parent or were abandoned by a parent or are separated from your
eficiaries, specifically include or exclude certain persons as you desire. Should the
ies exceed 2, please list them on a separate sheet and attach it to SGLV-8286. Do not
he contingent beneficiary blocks.

ceased principal beneficiary to be distributed in the manner indicated on the front of
en of a deceased principal beneficiary to get that beneficiary's share), you must so
ording please consult a military attorney.

THIS DESIGNATION if you do not have a beneficiary's Social Security Number
l even if you do not know the Social Security Number, so submit this designation right
ial Security Number will help us locate the beneficiary.

l those requested to be in your own handwriting, should be typed or printed in ink.

e by the insured at any time without the knowledge or consent of the beneficiary, and
ted. Completing this form will cancel any prior beneficiary or payment instructions.

rrecting entries. To change designated beneficiaries, you must complete a new SGLV
v beneficiaries in Part 2.

iary will be valid unless it is received in writing over your signature by your Uniformed

can elect to receive the insurance in a single payment of the face value or in 36 equal
e you can limit a beneficiary to receiving the insurance in 36 monthly installments by
"Payment Options" on the front of this form.

IES

eneficiaries.

beneficiary(ies), payment of the proceeds will be paid only to the court-appointed
rdian will usually, but not always, be the surviving parent, if any, of the child(ren)

nefit of the child(ren) and name the trust as the beneficiary. A trust names a trustee
sponsible for administering the insurance proceeds for the child(ren). Please consult a

Office of Servicemen's Group Life Insurance, 213 Washington Street, Newark, NJ

YMENT OF INSURANCE

) do not survive you, or if you do not name a beneficiary, or if you direct the
established, or if you direct the proceeds to be paid "By Law", then the proceeds
: law to your survivor(s) in the following order:

payable to
vith the share of any deceased child distributed among the descendants of that child, if

:, it is payable to
ministrator of the insured's estate; if none, to

ive your insurance, then you must name the person in Part 2, otherwise, it will be paid

are completed and signed.

86NP0055

Figure 5-2.—Servicemen's Group Life Insurance Election and Certificate, SGLV-8286.

members, nor should they be obtained solely for the purpose of filing them in the service record.

DESCRIPTION OF ENLISTED SERVICE RECORD PAGES

Publications such as the MILPERSMAN and the DFAS *Pay/Personnel Procedures Manual* (Navy), volume II, NAVSO P-3050-2M, and the Department of the Navy Source Data System Procedures Manual (SDSPROMAN), NAVSO P-3069, contain item-by-item directions for completing the right-side pages of the service record. As a PN3 or PN2 responsible for making service record entries, you should become familiar with these manuals.

The following sections will provide you with a document-by-document description of the pages that are located on the right side of the enlisted service record according to the MILPERSMAN, Articles 5030220 through 5030445.

ENLISTMENT/REENLISTMENT DOCUMENT-AWED FORCES OF THE UNITED STATES (PAGE 1)

According to the MILPERSMAN, Article 5030220, the Enlistment/Reedistment Document—Armed Forces of the United States, DD Form 4, page 1 of the enlisted service record, is considered the basic document that establishes a legal relationship between the U.S. Government and an enlisted member.

This form is designed to provide a complete and comprehensive document that specifies the terms of the agreement between the enlistee and the U.S. Govemment/Armed Forces in clear English to avoid recruit and/or parent misunderstanding. Copies of the front and back sections of a DD Form 4 are shown in figure 5-3.

This form is completed following guidelines contained in the *Navy Recruiting Manual—Enlisted* (CRUITMAN-ENL), COMNAVCRUITCOMINST 1130.8. As a PN, you may be involved in the actual preparation of this form. When a member reenlists, you should file a copy of the DD Form 4 under the performance divider of the member's new service record and keep together with copies of the page 9s and 5s.

IMMEDIATE REENLISTMENT CONTRACT (PAGE 1)

According to the MILPERSMAN, Article 5030221, the Immediate Reenlistment Contract, NAVPERS 1070/601, which is also included as page 1 of the enlisted service record, is an agreement between the government and the enlisted member who immediately reenlists or enlists in the Navy or Naval Reserve at the same activity following discharge.

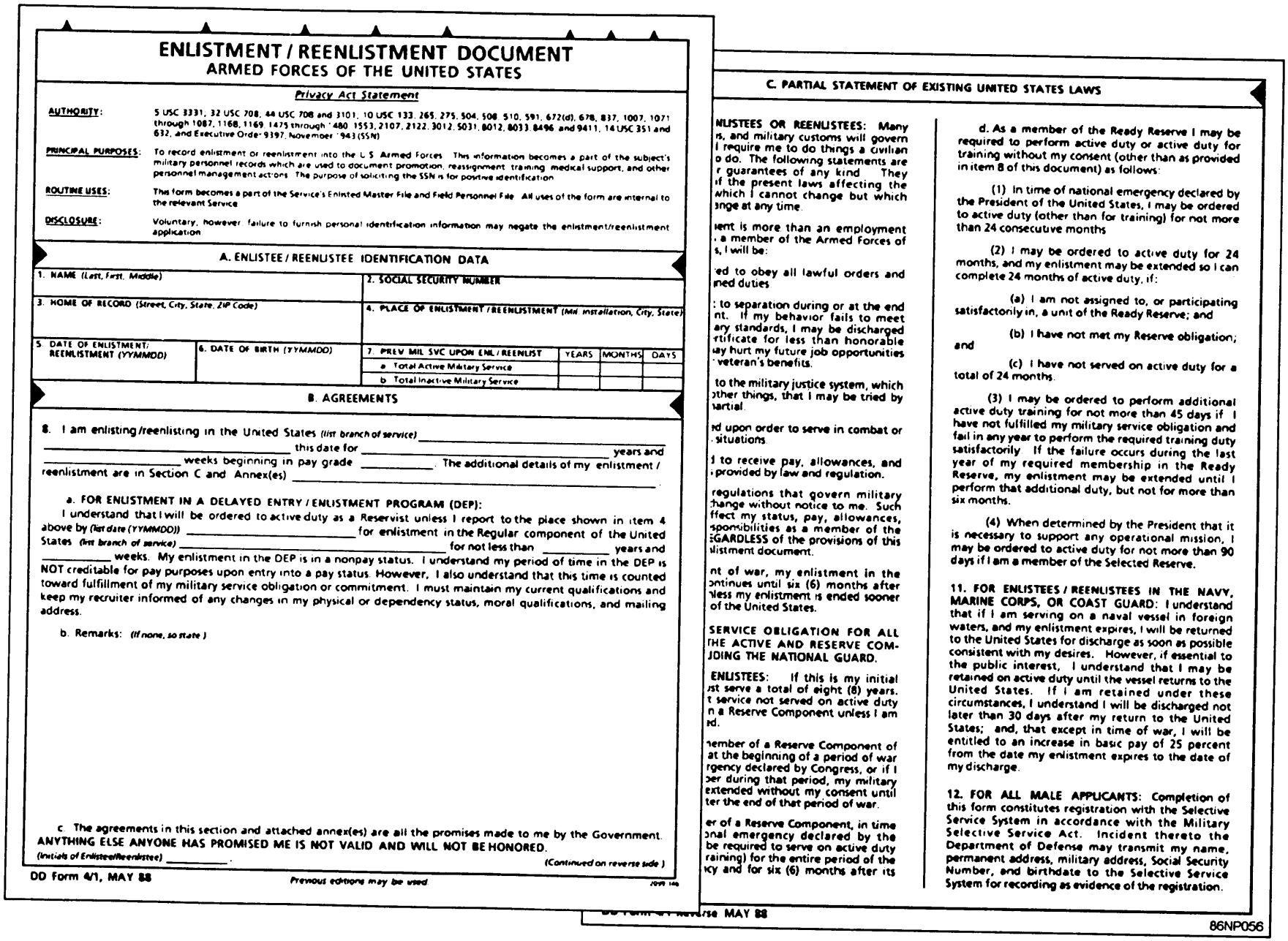
This is a one-page paper form. Activities supported by the Pay and Personnel Source Data System (SDS) use a machine-produced document. An example of the machine-produced SDS NAVPERS 1070/601 form is shown in figure 5-4. Activities not supported by SDS use a preprinted version. Figure 5-5 shows an example of a preprinted non-SDS NAVPERS 1070/601 form.

The NAVPERS 1070/601 form is prepared and distributed according to the official guidelines contained in the DFAS PAYPERSMAN, or the SDSPROMAN, as appropriate, and the MILPERSMAN, Article 1040300. According to the MILPERSMAN, Article 5030100, signatures are entered on the original document. According to the MILPERSMAN, Article 5030140, the signed original contract is then sent to the Chief of Naval Personnel (CHNAVPERS) (PERS 313C1) with other documents for the permanent microfiche record. A signed copy is kept in the field service record. After the member reenlists, you should file a reproduced copy of this page under the performance divider of the enlisted member's service record. File together with reproduced copy of page 5s and 9s.

AGREEMENT TO EXTEND ENLISTMENT (PAGE 1A)

According to the MILPERSMAN, Article 5030230, the Agreement to Extend Enlistment, NAVPERS 1070/621, page 1A of the enlisted service record, is an agreement between the government and the enlisted member to extend the current enlistment in the Navy or Naval Reserve.

The NAVPERS 1070/621 is a one-page paper form. Activities supported by SDS use a machine-produced



ENLISTMENT / REENLISTMENT DOCUMENT
ARMED FORCES OF THE UNITED STATES

Privacy Act Statement

AUTHORITY: 5 USC 3331, 32 USC 708, 44 USC 708 and 3101, 10 USC 133, 265, 275, 504, 508, 510, 591, 672(d), 678, 837, 1007, 1071 through 1087, 1168, 1169, 1475 through 1480, 1553, 2107, 2122, 3012, 5031, 8012, 8033, 8496, and 9411, 14 USC 351 and 632, and Executive Order 9397, November 1943 (SSN)

PRINCIPAL PURPOSES: To record enlistment or reenlistment into the U S Armed Forces. This information becomes a part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification.

ROUTINE USES: This form becomes a part of the Service's Enlisted Master File and Field Personnel File. All uses of the form are internal to the relevant Service.

DISCLOSURE: Voluntary, however, failure to furnish personal identification information may negate the enlistment/reenlistment application.

A. ENLISTEE / REENLISTEE IDENTIFICATION DATA

1. NAME (Last, First, Middle)		2. SOCIAL SECURITY NUMBER			
3. HOME OF RECORD (Street, City, State, ZIP Code)		4. PLACE OF ENLISTMENT / REENLISTMENT (Mil. Installation, City, State)			
5. DATE OF ENLISTMENT/ REENLISTMENT (YYMMDD)	6. DATE OF BIRTH (YYMMDD)	7. PREV MIL SVC UPON ENL / REENLIST	YEARS	MONTHS	DAYS
		a. Total Active Military Service			
		b. Total Inactive Military Service			

B. AGREEMENTS

8. I am enlisting/reenlisting in the United States *(list branch of service)* _____ this date for _____ years and _____ weeks beginning in pay grade _____. The additional details of my enlistment / reenlistment are in Section C and Annex(es) _____.

a. **FOR ENLISTMENT IN A DELAYED ENTRY / ENLISTMENT PROGRAM (DEP):**
I understand that I will be ordered to active duty as a Reservist unless I report to the place shown in item 4 above by *(last date (YYMMDD))* _____ for enlistment in the Regular component of the United States *(list branch of service)* _____ for not less than _____ years and _____ weeks. My enlistment in the DEP is in a nonpay status. I understand my period of time in the DEP is NOT creditable for pay purposes upon entry into a pay status. However, I also understand that this time is counted toward fulfillment of my military service obligation or commitment. I must maintain my current qualifications and keep my recruiter informed of any changes in my physical or dependency status, moral qualifications, and mailing address.

b. Remarks: *(If none, so state.)*

c. The agreements in this section and attached annex(es) are all the promises made to me by the Government. ANYTHING ELSE ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.
(Initials of Enlistee/Reenlistee) _____.

(Continued on reverse side.)

DD Form 4/1, MAY 88 *Previous editions may be used.*

C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

NLISTEES OR REENLISTEES: Many
rs, and military customs will govern
I require me to do things a civilian
o do. The following statements are
r guarantees of any kind. They
if the present laws affecting the
which I cannot change but which
ange at any time.

ent is more than an employment
a member of the Armed Forces of
s, I will be:

ed to obey all lawful orders and
ned duties.

: to separation during or at the end
nt. If my behavior fails to meet
ary standards, I may be discharged
rtificate for less than honorable
ay hurt my future job opportunities
veteran's benefits.

to the military justice system, which
other things, that I may be tried by
artial.

d upon order to serve in combat or
situations.

to receive pay, allowances, and
provided by law and regulation.

regulations that govern military
hange without notice to me. Such
ffect my status, pay, allowances,
sponsibilities as a member of the
GARDLESS of the provisions of this
listment document.

nt of war, my enlistment in the
ontinues until six (6) months after
less my enlistment is ended sooner
of the United States.

SERVICE OBLIGATION FOR ALL
THE ACTIVE AND RESERVE COM-
JOING THE NATIONAL GUARD.

ENLISTEES: If this is my initial
ist serve a total of eight (8) years.
t service not served on active duty
n a Reserve Component unless I am
ed.

ember of a Reserve Component of
at the beginning of a period of war
rgency declared by Congress, or if I
ser during that period, my military
extended without my consent until
ter the end of that period of war.

er of a Reserve Component, in time
onal emergency declared by the
be required to serve on active duty
raining) for the entire period of the
cy and for six (6) months after its

d. As a member of the Ready Reserve I may be required to perform active duty or active duty for training without my consent (other than as provided in item 8 of this document) as follows:

(1) In time of national emergency declared by the President of the United States, I may be ordered to active duty (other than for training) for not more than 24 consecutive months.

(2) I may be ordered to active duty for 24 months, and my enlistment may be extended so I can complete 24 months of active duty, if:

(a) I am not assigned to, or participating satisfactorily in, a unit of the Ready Reserve; and

(b) I have not met my Reserve obligation; and

(c) I have not served on active duty for a total of 24 months.

(3) I may be ordered to perform additional active duty training for not more than 45 days if I have not fulfilled my military service obligation and fail in any year to perform the required training duty satisfactorily. If the failure occurs during the last year of my required membership in the Ready Reserve, my enlistment may be extended until I perform that additional duty, but not for more than six months.

(4) When determined by the President that it is necessary to support any operational mission, I may be ordered to active duty for not more than 90 days if I am a member of the Selected Reserve.

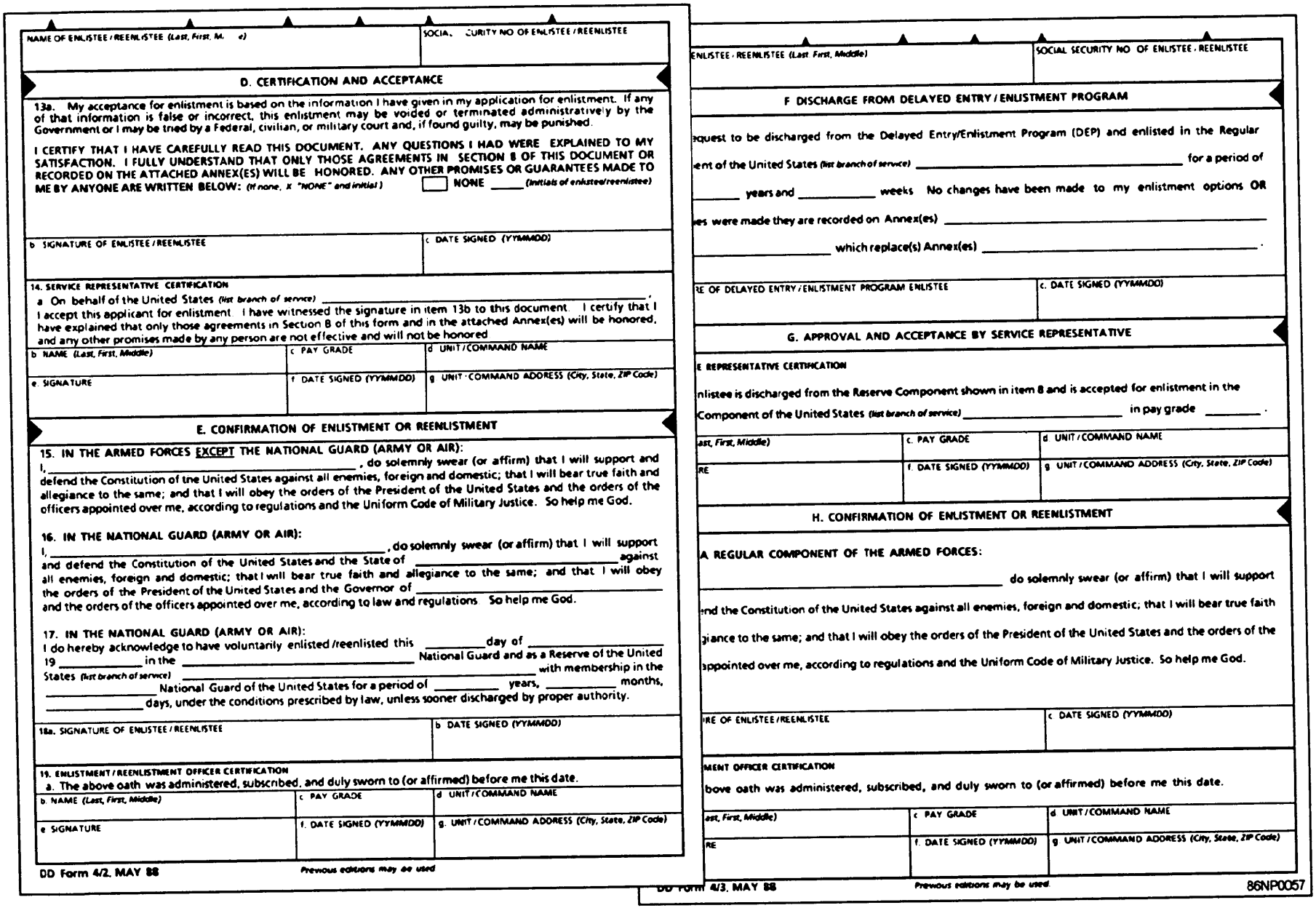
11. FOR ENLISTEES / REENLISTEES IN THE NAVY, MARINE CORPS, OR COAST GUARD: I understand that if I am serving on a naval vessel in foreign waters, and my enlistment expires, I will be returned to the United States for discharge as soon as possible consistent with my desires. However, if essential to the public interest, I understand that I may be retained on active duty until the vessel returns to the United States. If I am retained under these circumstances, I understand I will be discharged not later than 30 days after my return to the United States; and, that except in time of war, I will be entitled to an increase in basic pay of 25 percent from the date my enlistment expires to the date of my discharge.

12. FOR ALL MALE APPLICANTS: Completion of this form constitutes registration with the Selective Service System in accordance with the Military Selective Service Act. Incident thereto the Department of Defense may transmit my name, permanent address, military address, Social Security Number, and birthdate to the Selective Service System for recording as evidence of the registration.

rse MAY 88

86NP056

Figure 5-3.—Enlistment/Reenlistment Document—Armed Forces of the United States, DD Form 4.



NAME OF ENLISTEE / REENLISTEE (Last, First, M. e)

SOCIAL SECURITY NO OF ENLISTEE / REENLISTEE

D. CERTIFICATION AND ACCEPTANCE

13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.

I CERTIFY THAT I HAVE CAREFULLY READ THIS DOCUMENT. ANY QUESTIONS I HAD WERE EXPLAINED TO MY SATISFACTION. I FULLY UNDERSTAND THAT ONLY THOSE AGREEMENTS IN SECTION B OF THIS DOCUMENT OR RECORDED ON THE ATTACHED ANNEX(ES) WILL BE HONORED. ANY OTHER PROMISES OR GUARANTEES MADE TO ME BY ANYONE ARE WRITTEN BELOW: (If none, X "NONE" and initial) ☐ NONE _____ (Initials of enlistee/reenlistee)

b SIGNATURE OF ENLISTEE / REENLISTEE

c DATE SIGNED (YYMMDD)

14. SERVICE REPRESENTATIVE CERTIFICATION

a On behalf of the United States (list branch of service) _____, I accept this applicant for enlistment. I have witnessed the signature in item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and in the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.

b NAME (Last, First, Middle) | c PAY GRADE | d UNIT / COMMAND NAME

e SIGNATURE | f DATE SIGNED (YYMMDD) | g UNIT / COMMAND ADDRESS (City, State, ZIP Code)

E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

16. IN THE NATIONAL GUARD (ARMY OR AIR):

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of _____ against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of _____ and the orders of the officers appointed over me, according to law and regulations. So help me God.

17. IN THE NATIONAL GUARD (ARMY OR AIR):

I do hereby acknowledge to have voluntarily enlisted / reenlisted this _____ day of _____ 19 _____ in the _____ National Guard and as a Reserve of the United States (list branch of service) _____ with membership in the _____ National Guard of the United States for a period of _____ years, _____ months, _____ days, under the conditions prescribed by law, unless sooner discharged by proper authority.

18a. SIGNATURE OF ENLISTEE / REENLISTEE

b DATE SIGNED (YYMMDD)

19. ENLISTMENT / REENLISTMENT OFFICER CERTIFICATION

a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

b. NAME (Last, First, Middle) | c PAY GRADE | d UNIT / COMMAND NAME

e SIGNATURE | f. DATE SIGNED (YYMMDD) | g. UNIT / COMMAND ADDRESS (City, State, ZIP Code)

DD Form 4/2, MAY 88 Previous editions may be used

ENLISTEE / REENLISTEE (Last, First, Middle)

SOCIAL SECURITY NO OF ENLISTEE / REENLISTEE

F. DISCHARGE FROM DELAYED ENTRY / ENLISTMENT PROGRAM

equest to be discharged from the Delayed Entry/Enlistment Program (DEP) and enlisted in the Regular ent of the United States (list branch of service) _____ for a period of _____ years and _____ weeks. No changes have been made to my enlistment options OR es were made they are recorded on Annex(es) _____ which replace(s) Annex(es) _____.

RE OF DELAYED ENTRY / ENLISTMENT PROGRAM ENLISTEE

c. DATE SIGNED (YYMMDD)

G. APPROVAL AND ACCEPTANCE BY SERVICE REPRESENTATIVE

E REPRESENTATIVE CERTIFICATION

nlistee is discharged from the Reserve Component shown in item 8 and is accepted for enlistment in the Component of the United States (list branch of service) _____ in pay grade _____.

ast, First, Middle) | c. PAY GRADE | d. UNIT / COMMAND NAME

RE | f. DATE SIGNED (YYMMDD) | g. UNIT / COMMAND ADDRESS (City, State, ZIP Code)

H. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

A REGULAR COMPONENT OF THE ARMED FORCES:

_____ do solemnly swear (or affirm) that I will support nd the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith giance to the same; and that I will obey the orders of the President of the United States and the orders of the appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

IRE OF ENLISTEE / REENLISTEE

c. DATE SIGNED (YYMMDD)

MENT OFFICER CERTIFICATION

bove oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

ast, First, Middle) | c PAY GRADE | d UNIT / COMMAND NAME

RE | f. DATE SIGNED (YYMMDD) | g UNIT / COMMAND ADDRESS (City, State, ZIP Code)

DD Form 4/3, MAY 88 Previous editions may be used.

86NP0057

Figure 5-3.—Enlistment/Reenlistment Document—Armed Forces of the United States, DD Form 4—Continued.

/FC30/
DCN: XXXXXXXXXX

EVENT: C01 REENLISTMENT CONTRACT
IMMEDIATE REENLISTMENT CONTRACT NAVPERS 1070/601

NAME: DOE, JOHN NMN SSN: 123-45-6789 BR/CL: USN

FIRST: I am reenlisting in the UNITED STATES NAVY/NAVAL RESERVE for 6 years from 87MAR17, unless sooner discharged by proper authority. My new contract expiration date is 93MAR16.

SECOND: I have read and understand SECTION 5540 OF TITLE 10 OF THE UNITED STATES CODE: (a) The senior officer present afloat in foreign waters shall send to the United States by Government or other transportation as soon as possible each enlisted member of the naval service who is serving on a naval vessel, whose term of enlistment has expired, and who desires to return to the United States. However, when the senior officer present afloat considers it essential to the public interest, he may retain such a member on active duty until the vessel returns to the United States. (b) Each member retained under this section: (1) shall be discharged not later than 30 days after his arrival in the United States; and (2) except in time of war is entitled to an increase in basic pay of 25 percent. (c) The substance of this section shall be included in the enlistment contract of each person enlisting in the naval service.

THIRD: I understand that I may be extended on, or ordered to active duty for the duration of any war or national emergency declared by Congress, and for 6 months thereafter, and that my agreed period of active service may be extended as otherwise authorized by law.

FOURTH: I have had this contract fully explained to me, I understand it and certify that no promise of any kind has been made to me concerning assignment to duty, geographical area, schooling, special programs, assignment of government quarters, or transportation of dependents except as indicated:
GUARD III.

UIC: 63251 STATUS: ACTIVE - RADD MONTHS/DAYS: XXX/XXX DOB: 60DEC24
PLACE OF REENLISTMENT: NAS LEMOORE CA ADSD: 830318 PEBD: 830215
HOME OF RECORD: SOTOWN, DUNE, NY RATE: ABE3 DATE OF PAYGRADE: 851604
CITIZENSHIP: US CITIZEN COUNTRY: XXXXXXXXXXXXXXX DATE IF DISCHARGE: 870316
TOTAL ACTIVE SERVICE: 03/11/28 TOTAL PRIOR INACTIVE SERVICE: 00/01/02
YEARS/MONTHS/DAYS YEARS/MONTHS/DAYS

OATH OF ENLISTMENT: I, JOHN NMN DOE do solemnly swear (or affirm) that I will support and defend the constitution of the United states against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same, and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulation and the Uniform Code of Military Justice. So help me God. I swear (or affirm) that I am fully aware and fully understand the conditions under which I am enlisting.

****SIGNATURE OF REENLISTEE: John (FIRST) Q. (MIDDLE) Doe (LAST)

Subscribed and sworn before me this 17TH day of MARCH , A.D. 1987 .

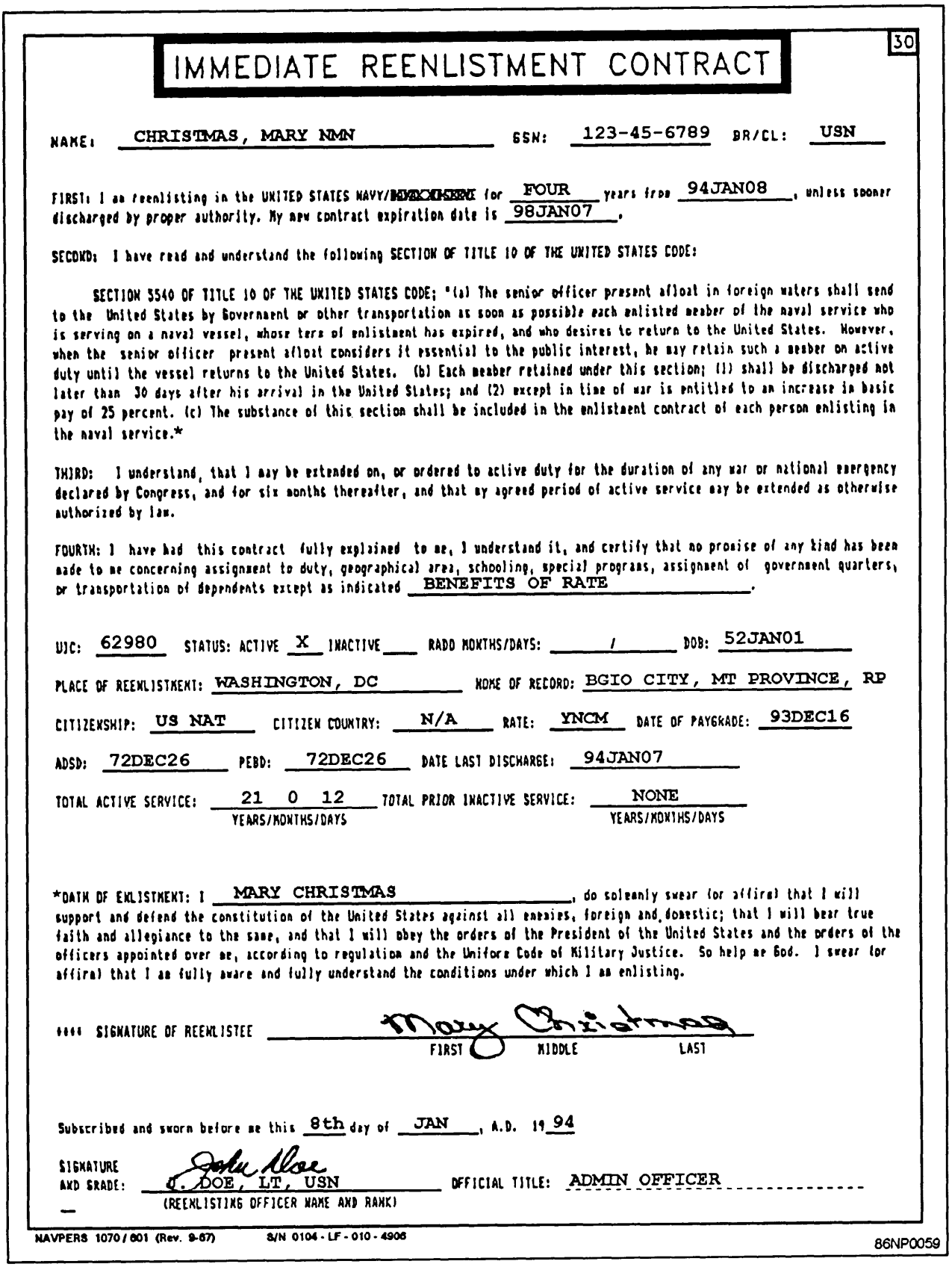
SIGNATURE AND GRADE: I. M. Great
I. M. GREAT, CWO4

OFFICIAL TITLE: ADMIN OFFICER

NAVPERS 1070/601

86NP0058

Figure 5-4.—SDS Immediate Renlistment Contract, NAVPERS 1070/601.



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IMMEDIATE REENLISTMENT CONTRACT

NAME: CHRISTMAS, MARY NMN SSN: 123-45-6789 BR/CL: USN

FIRST: I am reenlisting in the UNITED STATES NAVY/[redacted] for FOUR years from 94JAN08, unless sooner discharged by proper authority. My new contract expiration date is 98JAN07.

SECOND: I have read and understand the following SECTION OF TITLE 10 OF THE UNITED STATES CODE:

SECTION 5540 OF TITLE 10 OF THE UNITED STATES CODE; "(a) The senior officer present afloat in foreign waters shall send to the United States by Government or other transportation as soon as possible each enlisted member of the naval service who is serving on a naval vessel, whose term of enlistment has expired, and who desires to return to the United States. However, when the senior officer present afloat considers it essential to the public interest, he may retain such a member on active duty until the vessel returns to the United States. (b) Each member retained under this section; (1) shall be discharged not later than 30 days after his arrival in the United States; and (2) except in time of war is entitled to an increase in basic pay of 25 percent. (c) The substance of this section shall be included in the enlistment contract of each person enlisting in the naval service."*

THIRD: I understand, that I may be extended on, or ordered to active duty for the duration of any war or national emergency declared by Congress, and for six months thereafter, and that my agreed period of active service may be extended as otherwise authorized by law.

FOURTH: I have had this contract fully explained to me, I understand it, and certify that no promise of any kind has been made to me concerning assignment to duty, geographical area, schooling, special programs, assignment of government quarters, or transportation of dependents except as indicated BENEFITS OF RATE.

UIC: 62980 STATUS: ACTIVE X INACTIVE ___ RADD MONTHS/DAYS: / DOB: 52JAN01

PLACE OF REENLISTMENT: WASHINGTON, DC HOME OF RECORD: BGIO CITY, MT PROVINCE, RP

CITIZENSHIP: US NAT CITIZEN COUNTRY: N/A RATE: YNCM DATE OF PAYGRADE: 93DEC16

ADSD: 72DEC26 PEBD: 72DEC26 DATE LAST DISCHARGE: 94JAN07

TOTAL ACTIVE SERVICE: 21 0 12 (YEARS/MONTHS/DAYS) TOTAL PRIOR INACTIVE SERVICE: NONE (YEARS/MONTHS/DAYS)

*OATH OF ENLISTMENT: I MARY CHRISTMAS, do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same, and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulation and the Uniform Code of Military Justice. So help me God. I swear (or affirm) that I am fully aware and fully understand the conditions under which I am enlisting.

**** SIGNATURE OF REENLISTEE Mary Christmas (FIRST MIDDLE LAST)

Subscribed and sworn before me this 8th day of JAN, A.D. 19 94

SIGNATURE AND GRADE: J. DOE, LT, USN (REENLISTING OFFICER NAME AND RANK) OFFICIAL TITLE: ADMIN OFFICER

NAVPERS 1070/601 (Rev. 9-67) S/N 0104-LF-010-4906 86NP0059

Figure 5-5.—Non-SDS Immediate preenlistment Contract, NAVPERS 1070/601.

document, such as the one shown in figure 5-6. Activities not supported by SDS use the preprinted non-SDS NAVPERS 1070/621 form, such as the example shown in figure 5-7.

The NAVPERS 1070/621 is prepared and distributed according to guidelines contained in the DFAS PAYPERSMAN or SDSPROMAN, as appropriate, and the MILPERSMAN, Articles 1050150, 1050180, and 1050250. Signatures are entered on the original document as per the MILPERS MAN, Article 5030100. The signed original agreement is sent to the CHNAVPERS (PERS 313C1) for the permanent microfiche record. A signed copy is kept in the field service record. After a member reenlists, file a reproduced copy of this page under the performance divider of the enlisted member's service

DCN: /FC30/

EVENT: CO2 AGREEMENT TO EXTEND

AGREEMENT TO EXTEND ENLISTMENT NAVPERS 1070/621

NAME: FROST, JACK RUN SSN: 333-33-3333 BR/CL: USN

Having enlisted in the UNITED STATES NAVY/NAVAL RESERVE ON 81MAY15 for 6 years, I do voluntarily agree to (further) extend my enlistment for 12 months (REASON: SCHOOL __ OTHER 12), subject to the provisions and obligations of my enlistment contract. I acknowledge that the provisions of 10 USC 5540 relating to an increase in basic pay do not apply to this agreement. I understand my new contract expiration date to be 88MAY14. This agreement has been fully explained to me, I understand it. I understand that extensions of enlistment totalling 24 months or greater require a physical examination prior to the extension becoming operative. No promises of any kind have been made to me except as indicated: TO ACCEPT PRD EXTENSION TO MAY 88 (BUPERS TC 1234 OF 25JAN87). THIS IS MY FIRST EXTENSION.

For CONSUEPAY and/or bonus eligibility purposes (SECNAVINST 7220.80).
UIC: 60191 STATUS: ACTIVE X INACTIVE __ RATE: RM2 PEBD: 810515
COMBAT ZONE: NO TOTAL AGGREGATE MOS: 12

SHIP OR STATION: NAS OCEANA VA

LOCATION OF SHIP OR STATION: NAS OCEANA VA

SIGNATURE
****OF MEMBER Jack Lee Frost
(FIRST) (MIDDLE) (LAST)

Witnessed and accepted
on behalf of the UNITED STATES NAVY
this 10TH day of FEBRUARY , A.D. 1987

****SIGNATURE
AND GRADE: J. R. Doe TITLE: PERS OFF
(R) DOE, CWO4

CANCELLATION OF EXTENSION TO EXTEND ENLISTMENT

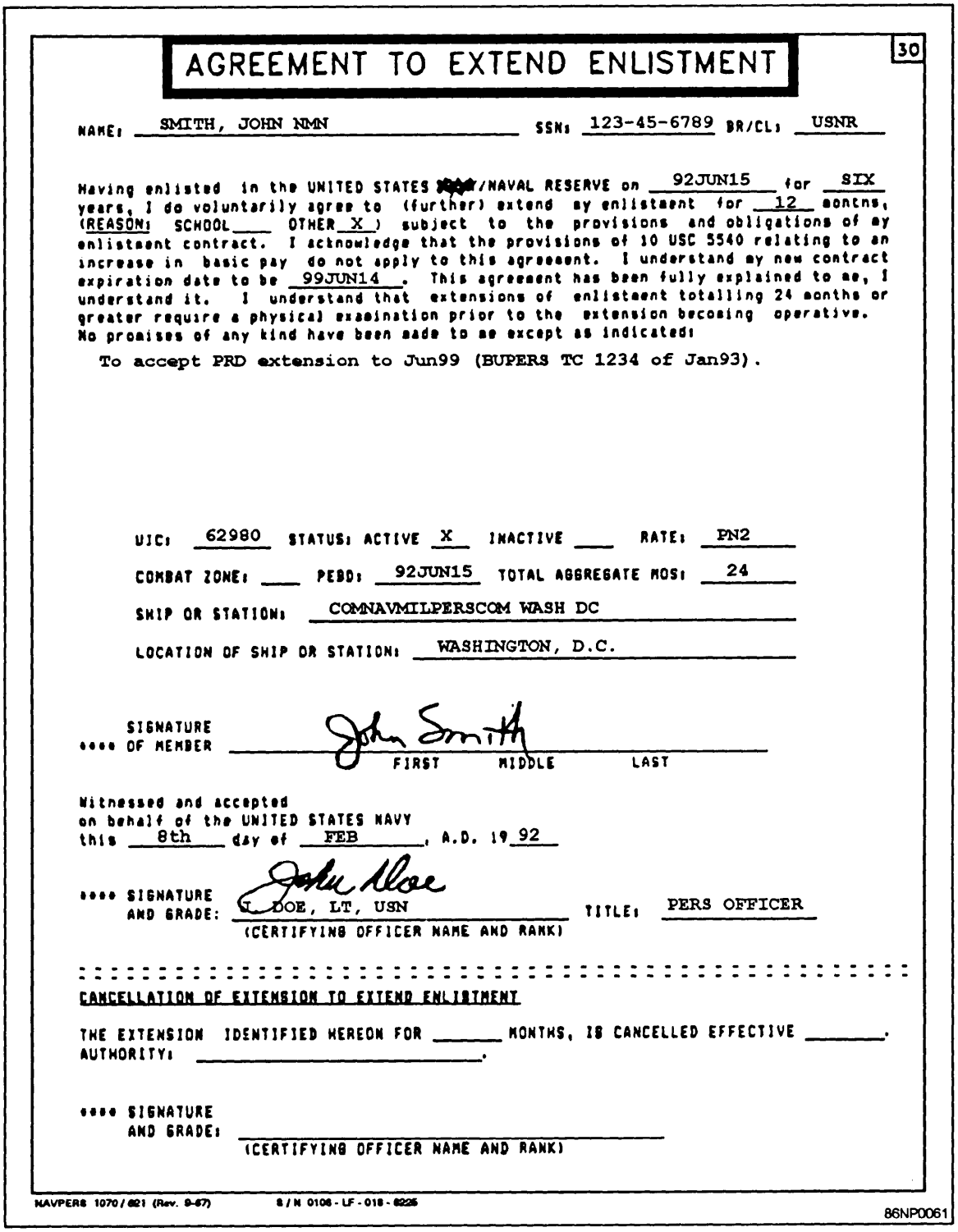
THE EXTENSION IDENTIFIED HEREON FOR __ MONTHS, IS CANCELED EFFECTIVE _____.
AUTHORITY: _____.

****SIGNATURE
AND GRADE: _____
CERTIFYING OFFICER NAME AND RANK

NAVPERS 1070/621

86NP0060

Figure 5-6.—SDS Agreement to Extend Enlistment, NAVPERS 1070/621.



AGREEMENT TO EXTEND ENLISTMENT

30

NAME: SMITH, JOHN NMN SSN: 123-45-6789 BR/CL: USNR

Having enlisted in the UNITED STATES [redacted]/NAVAL RESERVE on 92JUN15 for SIX years, I do voluntarily agree to (further) extend my enlistment for 12 months, (REASON: SCHOOL ___ OTHER X) subject to the provisions and obligations of my enlistment contract. I acknowledge that the provisions of 10 USC 5540 relating to an increase in basic pay do not apply to this agreement. I understand my new contract expiration date to be 99JUN14 . This agreement has been fully explained to me, I understand it. I understand that extensions of enlistment totalling 24 months or greater require a physical examination prior to the extension becoming operative. No promises of any kind have been made to me except as indicated:

To accept PRD extension to Jun99 (BUPERS TC 1234 of Jan93).

UIC: 62980 STATUS: ACTIVE X INACTIVE ___ RATE: PN2

COMBAT ZONE: ___ PEBD: 92JUN15 TOTAL AGGREGATE MOS: 24

SHIP OR STATION: COMNAVMILPERSCOM WASH DC

LOCATION OF SHIP OR STATION: WASHINGTON, D.C.

**** SIGNATURE OF MEMBER John Smith
FIRST MIDDLE LAST

Witnessed and accepted
on behalf of the UNITED STATES NAVY
this 8th day of FEB , A.D. 19 92

**** SIGNATURE AND GRADE: J. DOE, LT, USN TITLE: PERS OFFICER
(CERTIFYING OFFICER NAME AND RANK)

CANCELLATION OF EXTENSION TO EXTEND ENLISTMENT

THE EXTENSION IDENTIFIED HEREON FOR _____ MONTHS, IS CANCELLED EFFECTIVE _____.
AUTHORITY: _____.

**** SIGNATURE AND GRADE: _____
(CERTIFYING OFFICER NAME AND RANK)

NAVPERS 1070/621 (Rev. 9-67) S/N 0106-LF-018-6225

86NP0061

Figure 5-7.—Non-SDS Agreement to Extend Enlistment, NAVPERS 1070/621.

record. File together with reproduced copies of page 5s and 9s.

AGREEMENT TO RECALL OR EXTEND ACTIVE DUTY (PAGE 1B)

According to the MILPERSMAN, Article 5030231, the Agreement to Recall or Extend Active Duty, NAVPERS 1070/622, page 1B of the enlisted service record, is an agreement between the govemment and the enlisted member to recall or remain on active duty in the Naval Reserve.

The NAVPERS 1070/622 is a one-page paper form. Activities supported by SDS use a machine-produced document, as shown in

figure 5-8. Activities that are not supported by SDS use the preprinted non-SDS NAVPERS 1070/622 form such as the example shown in figure 5-9.

This form is prepared and distributed following guidelines contained in the DFAS PAYPERSMAN or SDSPROMAN, as appropriate, and the MILPERSMAN, Articles 1050150, 1050180, and 1050200. Signatures are entered on the original document as per the MILPERSMAN, Article 5030100. The signed original agreement is sent to CHNAVPERS (PERS 313C1) for the permanent microfiche record. A signed copy is kept in the service record. After a member reenlists, file a reproduced copy of this page under the performance divider of the enlisted member's service record. File together with reproduced copies of page 5s and 9s.

DCN: /FC30/

EVENT: C04 RECALL AN ENLISTED RESERVE MEMBER

AGREEMENT TO RECALL OR EXTEND ACTIVE DUTY NAVPERS 1070/622

NAME: SMITH, JOHN DOE SSN: 123-45-6789 BR/CL: USNR

REPORTING FOR DUTY:

RATE: YN2 UIC: 62980 DATE REPORTED: 87JAN04 CADD: 87JAN04 RADO: 24 /___
ORDERED TO ACTIVE DUTY FROM: OAKLAND, CA (MONTHS/DAYS)
RETAINED ONBOARD FOR: DUTY STATUS: VOLUNTARY RESCON: __
ORDERS ISSUED BY: NAVRESPERSCEN
TAR: ___ ADSW (CODE/REASON: _/NOT IN TAR/ ADSW PROGRAM OTHER: _____
AUTH: NRPC TC A 1234 OF 86DEC14 TERM OF ENLISTMENT: 2
CED: 87JAN04 PEBD: 80APR11 ADSD: 81MAR11 OPEX: __ INOPEX: __
EXP OF RESV ENL (EOS/EREN): 89JAN03 ULTIMATE UIC: 62980 DOB: 61JAN22

SIGNATURE
**** AND GRADE: John Doe
JOHN DOE, LT

AGREEMENT TO REMAIN ON ACTIVE DUTY:

I, _____, hereby volunteer for and do consent to remain on active duty for a period of __ months beyond my normal expiration of active obligated service date. Reason: SCHOOL __ OTHER __. I understand that this continuation on active duty shall be under the same provisions as my previous active duty agreement herein identified as _____. If serving as a ADSW, I understand my ADSW OBLIGATION EXPIRATION DATE TO BE _____. This agreement is entered into voluntarily and no promises of any kind have been made to me except as indicated:

For CONSUBPAY and/or bonus eligibility purposes (SECNAVINST 7220.80).
Witnessed and Accepted
on Behalf of the UNITED STATES NAVY MEMBER'S
this ___ Day of _____, A.D. 19__. SIGNATURE _____

SIGNATURE
**** AND GRADE: _____
CERTIFYING OFFICER NAME AND RANK

CANCELLATION OF AGREEMENT TO REMAIN ON ACTIVE DUTY:

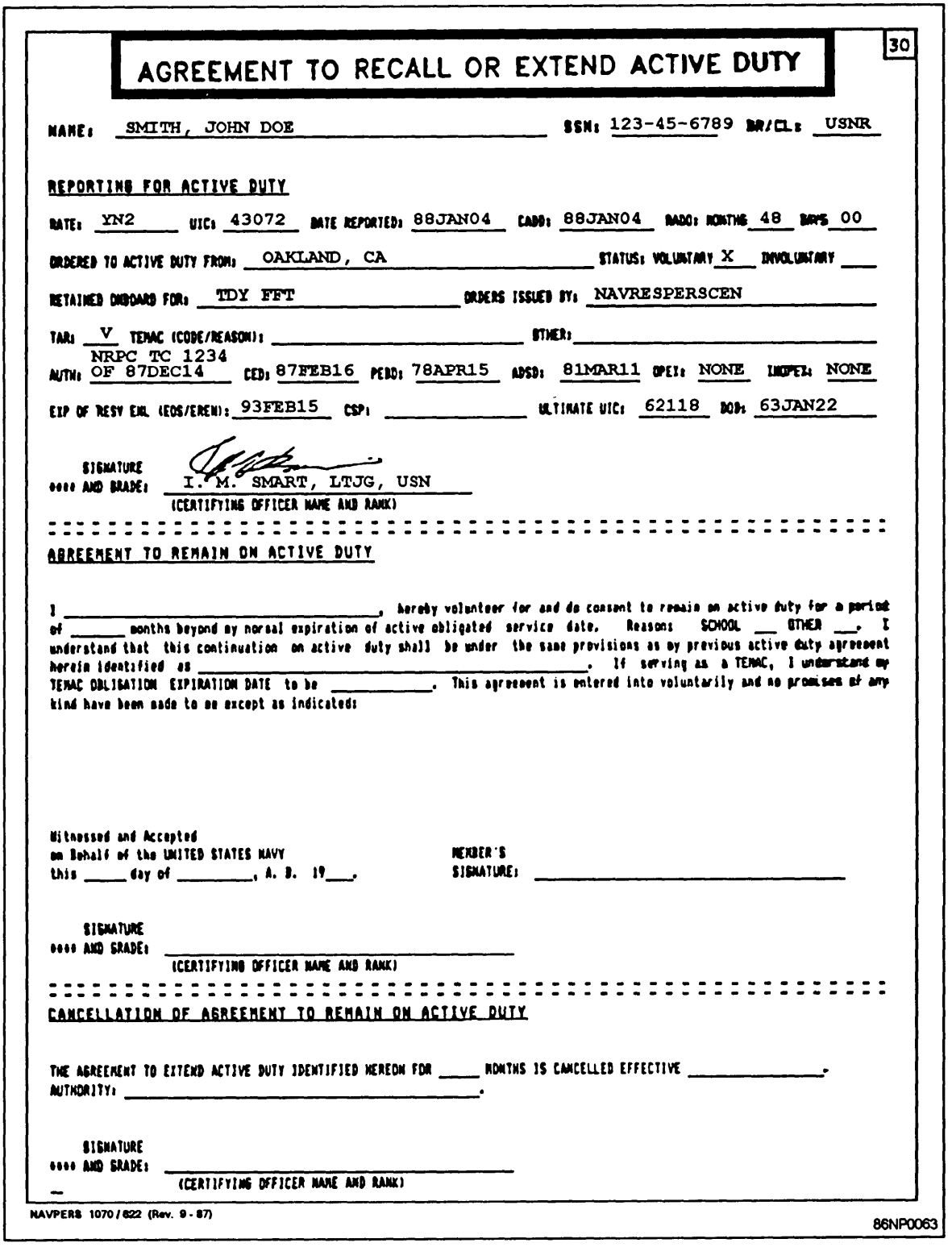
THE AGREEMENT TO EXTEND ACTIVE DUTY IDENTIFIED HEREON FOR __ MONTHS IS CANCELED EFFECTIVE _____. AUTHORITY: _____.

SIGNATURE
**** AND GRADE: _____
CERTIFYING OFFICER NAME AND RANK

NAVPERS 1070/622

86NP0062

Figure 5-8.—SDS Agreement to Recall or Extend Active Duty, NAVPERS 1070/622.



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AGREEMENT TO RECALL OR EXTEND ACTIVE DUTY

NAME: SMITH, JOHN DOE SSN: 123-45-6789 DR/CL: USNR

REPORTING FOR ACTIVE DUTY

RATE: YN2 UIC: 43072 DATE REPORTED: 88JAN04 CADD: 88JAN04 RADD: MONTHS 48 DAYS 00

ORDERED TO ACTIVE DUTY FROM: OAKLAND, CA STATUS: VOLUNTARY X INVOLUNTARY ___

RETAINED ONBOARD FOR: TDY FFT ORDERS ISSUED BY: NAVRESPERSCEN

TAR: V TEMAC (CODE/REASON): _____ OTHER: _____

AUTH: NRPC TC 1234 OF 87DEC14 CED: 87FEB16 PEBD: 78APR15 ADSD: 81MAR11 DPEI: NONE LNOPEI: NONE

EXP OF RESV ENL (EOS/EREN): 93FEB15 CSP: _____ ULTIMATE UIC: 62118 DOB: 63JAN22

SIGNATURE
AND GRADE: I. M. SMART, LTJG, USN
(CERTIFYING OFFICER NAME AND RANK)

AGREEMENT TO REMAIN ON ACTIVE DUTY

I _____, hereby volunteer for and do consent to remain on active duty for a period of _____ months beyond my normal expiration of active obligated service date. Reason: SCHOOL ___ OTHER ___. I understand that this continuation on active duty shall be under the same provisions as my previous active duty agreement herein identified as _____. If serving as a TEMAC, I understand my TEMAC OBLIGATION EXPIRATION DATE to be _____. This agreement is entered into voluntarily and no promises of any kind have been made to me except as indicated:

Witnessed and Accepted
on Behalf of the UNITED STATES NAVY
this _____ day of _____, A. D. 19___.

MEMBER'S
SIGNATURE: _____

SIGNATURE
AND GRADE: _____
(CERTIFYING OFFICER NAME AND RANK)

CANCELLATION OF AGREEMENT TO REMAIN ON ACTIVE DUTY

THE AGREEMENT TO EXTEND ACTIVE DUTY IDENTIFIED HEREON FOR _____ MONTHS IS CANCELLED EFFECTIVE _____.
AUTHORITY: _____.

SIGNATURE
AND GRADE: _____
(CERTIFYING OFFICER NAME AND RANK)

NAVPERS 1070/622 (Rev. 9-87)

86NP0063

Figure 5-9.—Non-SDS Agreement to Recall or Extend Active Duty, NAVPERS 1070/622.

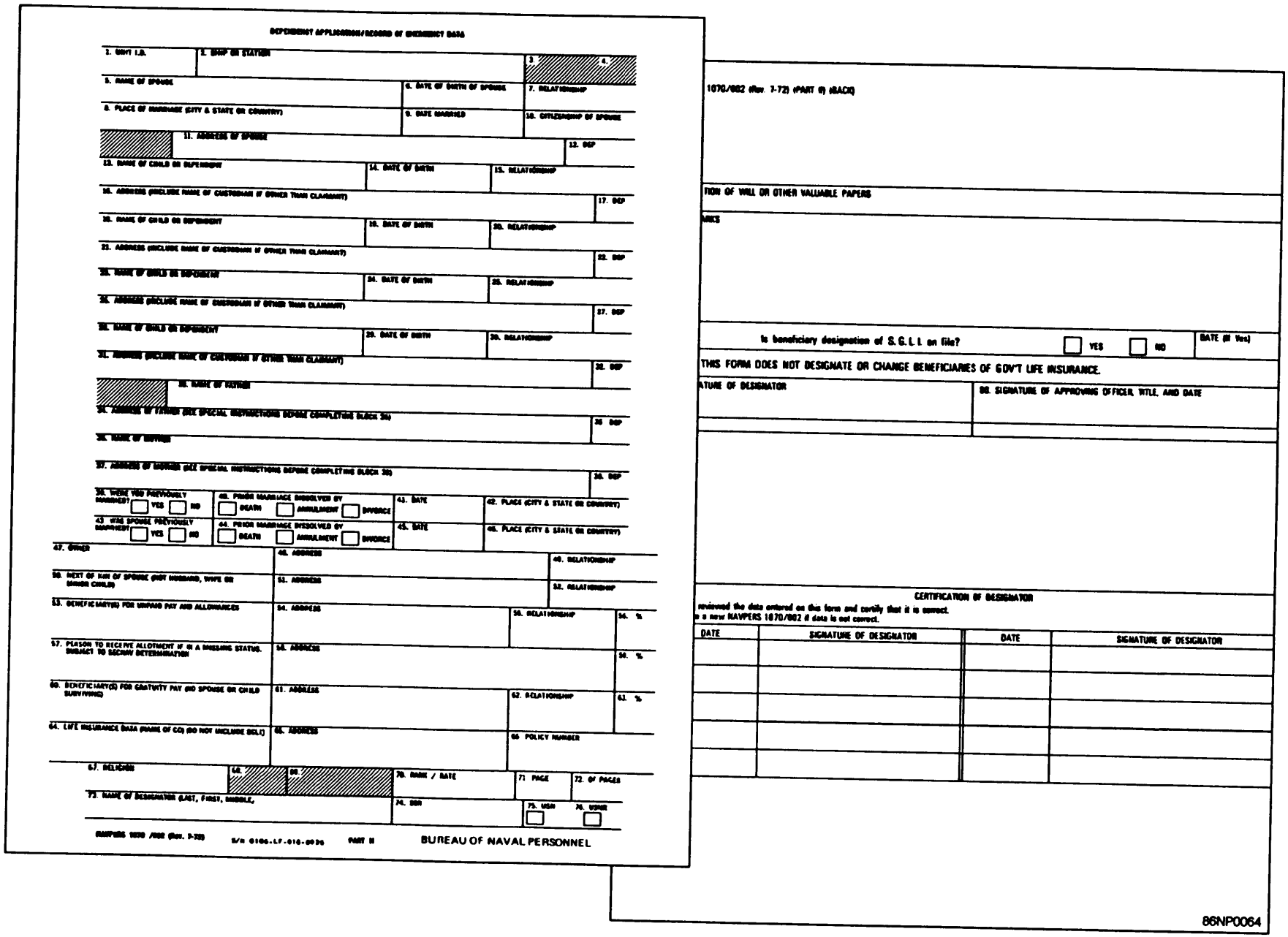


Figure 5-10.—Non-SDS Dependency Application/Record of Emergency Data, NAVPERS 1070/602.

DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA (PAGE 2) AND DD FORM 93, RECORD OF EMERGENCY DATA (PAGE 2)

According to the MILPERSMAN, Article 5030240, the Dependency Application/Record of Emergency Data, NAVPERS 1070/602, page 2, is a multipurpose form used for both officer and enlisted members. Part I serves as an application for dependency allowances and is used to record military spouse data. Part II provides an immediately accessible, up-to-date record of emergency data for casualty reporting and notification of the next of kin (NOK).

Figure 5-10 shows a sample of a blank non-SDS NAVPERS 1070/602. If you have worked with enlisted service records, you are very likely already familiar with Part II. Figure 5-11 shows a sample of an SDS NAVPERS 1070/602 form.

The Record of Emergency Data, DD Form 93, is prepared at the Military Entrance Processing Stations (MEPS) for enlisted members required to undergo recruit training. This form serves the same purpose as Part II of the NAVPERS 1070/602. Figure 5-12 shows a sample blank DD Form 93.

Both the NAVPERS 1070/602 and DD Form 93 are considered to be official documents and are used to determine the following:

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

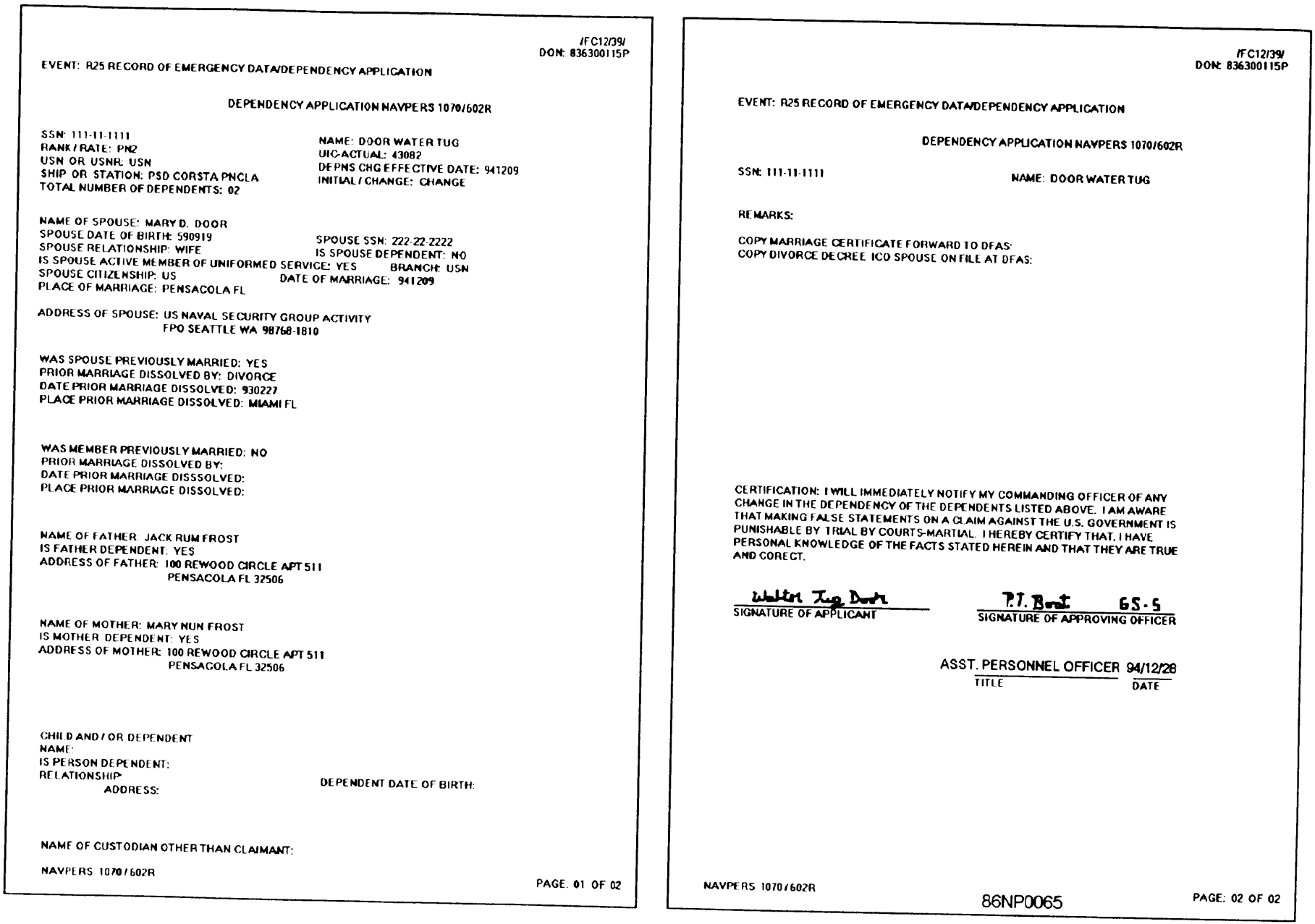
Clerical instructions for the preparation and distribution of this page are contained in the DFAS PAYPERSMAN, SDSPROMAN, and the *Diary Message Reporting System Users' Manual* (DMRSMAN), EPMAC Document No 1080#1 UM-01A.

We cannot stress enough the importance of making sure the page 2 is accurate, complete, and up to date. Page 2 is considered to be the most important page in the enlisted service record. The same is true about the page 2 contained in an officer's service record. Remember the case of CPO Frost? Do you now understand how important your job is to help each enlisted and officer service member make certain his or her page 2 is accurate, complete, and up to date? Of course, all pages in the service record are important; however, page 2 is especially important because the benefits of individuals such as yourself, your dependents, or your NOK are based on the accuracy of the information contained on this page. A good PN knows this and does his or her part.

There are steps you can take to help your shipmates keep their page 2s up to date. Your first step is to update an individual's page 2 as soon as possible after he or she provides you the information required to make the appropriate changes. Do not allow any shipmate's page 2 to stay in your incoming basket for days. Type and process all page 2s as soon as you can.

Your command should establish a requirement for a command-wide periodic update of this very important page. It is recommended that page 2 be reviewed and, if necessary, updated at least every 6 months. This is a minimum requirement. Of course, any shipmate's page 2 can be reviewed and updated as frequently as necessary. For example, if your shipmates review and update their individual page 2s approximately 3 months before a deployment, you should definitely make sure all page 2s are again reviewed and updated before the deployment.

There are ways you can keep your shipmates informed about their own responsibilities. One method you can use to inform all personnel about the requirement for updating their page 2s is by publishing a Plan of the Day (POD) note. You can also contact the division chiefs and/or division officers and inform them about the requirement. If you are serving ashore, you can contact the PASS liaison representatives so that they may inform all their personnel to report to the PERSUPPDET. If a service member is assigned duty at a location such as an American Embassy overseas and his or her record will be maintained at a location far



/FC12/39/
DON: 8363001 15P

EVENT: R25 RECORD OF EMERGENCY DATA/DEPENDENCY APPLICATION

DEPENDENCY APPLICATION NAVPERS 1070/602R

SSN: 111-11-1111
RANK / RATE: PN2
USN OR USNR: USN
SHIP OR STATION: PSD CORSTA PNCLA
TOTAL NUMBER OF DEPENDENTS: 02

NAME: DOOR WATER TUG
UIC-ACTUAL: 43082
DEPNS CHG EFFECTIVE DATE: 941209
INITIAL / CHANGE: CHANGE

NAME OF SPOUSE: MARY D. DOOR
SPOUSE DATE OF BIRTH: 590919
SPOUSE RELATIONSHIP: WIFE
IS SPOUSE ACTIVE MEMBER OF UNIFORMED SERVICE: YES
SPOUSE CITIZENSHIP: US
PLACE OF MARRIAGE: PENSACOLA FL

SPOUSE SSN: 222-22-2222
IS SPOUSE DEPENDENT: NO
BRANCH: USN
DATE OF MARRIAGE: 941209

ADDRESS OF SPOUSE: US NAVAL SECURITY GROUP ACTIVITY
FPO SEATTLE WA 98768-1810

WAS SPOUSE PREVIOUSLY MARRIED: YES
PRIOR MARRIAGE DISSOLVED BY: DIVORCE
DATE PRIOR MARRIAGE DISSOLVED: 930227
PLACE PRIOR MARRIAGE DISSOLVED: MIAMI FL

WAS MEMBER PREVIOUSLY MARRIED: NO
PRIOR MARRIAGE DISSOLVED BY:
DATE PRIOR MARRIAGE DISSSOLVED:
PLACE PRIOR MARRIAGE DISSOLVED:

NAME OF FATHER: JACK RUM FROST
IS FATHER DEPENDENT: YES
ADDRESS OF FATHER: 100 REWOOD CIRCLE APT 511
PENSACOLA FL 32506

NAME OF MOTHER: MARY NUN FROST
IS MOTHER DEPENDENT: YES
ADDRESS OF MOTHER: 100 REWOOD CIRCLE APT 511
PENSACOLA FL 32506

CHILD AND / OR DEPENDENT
NAME:
IS PERSON DEPENDENT:
RELATIONSHIP:
ADDRESS:

DEPENDENT DATE OF BIRTH:

NAME OF CUSTODIAN OTHER THAN CLAIMANT:

NAVPERS 1070/602R

PAGE: 01 OF 02

/FC12/39/
DON: 8363001 15P

EVENT: R25 RECORD OF EMERGENCY DATA/DEPENDENCY APPLICATION

DEPENDENCY APPLICATION NAVPERS 1070/602R

SSN: 111-11-1111

NAME: DOOR WATER TUG

REMARKS:

COPY MARRIAGE CERTIFICATE FORWARD TO DFAS:
COPY DIVORCE DECREE ICO SPOUSE ON FILE AT DFAS:

CERTIFICATION: I WILL IMMEDIATELY NOTIFY MY COMMANDING OFFICER OF ANY CHANGE IN THE DEPENDENCY OF THE DEPENDENTS LISTED ABOVE. I AM AWARE THAT MAKING FALSE STATEMENTS ON A CLAIM AGAINST THE U.S. GOVERNMENT IS PUNISHABLE BY TRIAL BY COURTS-MARTIAL. I HEREBY CERTIFY THAT, I HAVE PERSONAL KNOWLEDGE OF THE FACTS STATED HEREIN AND THAT THEY ARE TRUE AND CORECT.

Walter Jug Door
SIGNATURE OF APPLICANT

P.T. Boat GS-5
SIGNATURE OF APPROVING OFFICER

ASST. PERSONNEL OFFICER
TITLE

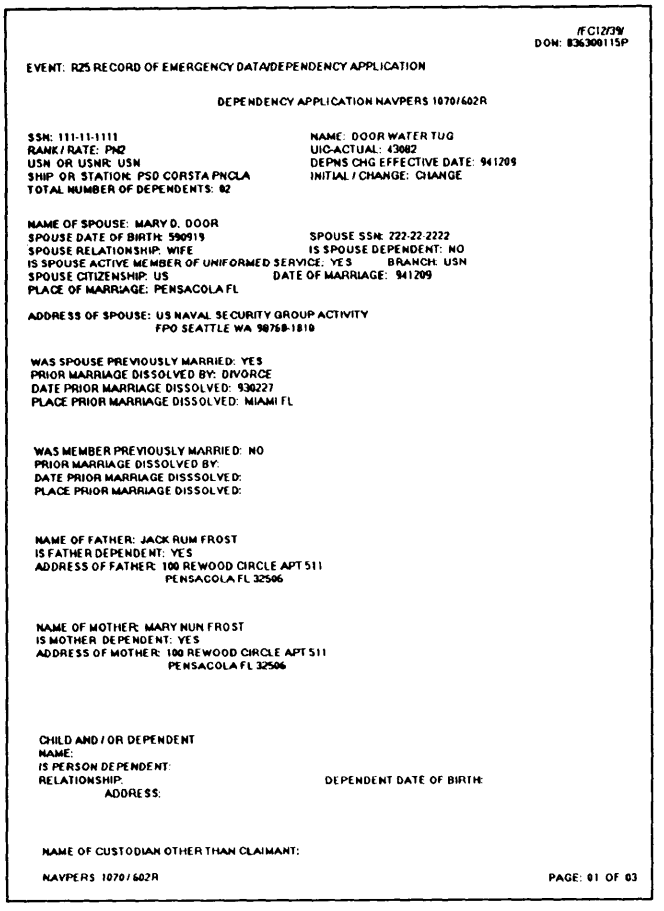
94/12/28
DATE

NAVPERS 1070/602R

86NP0065

PAGE: 02 OF 02

Figure 5-11.—SDS Dependency Application/Record of Emergency Data, NAVPERS 1070/602.



/FC12/39/
DON: 8363001151P

EVENT: R25 RECORD OF EMERGENCY DATA/DEPENDENCY APPLICATION

DEPENDENCY APPLICATION NAVPERS 1070/602R

SSN: 111-11-1111
RANK / RATE: PN2
USN OR USNR: USN
SHIP OR STATION: PSD CORSTA PNCLA
TOTAL NUMBER OF DEPENDENTS: 02

NAME: DOOR WATER TUG
UIC-ACTUAL: 43082
DEPNS CHG EFFECTIVE DATE: 941209
INITIAL / CHANGE: CHANGE

NAME OF SPOUSE: MARY D. DOOR
SPOUSE DATE OF BIRTH: 590919
SPOUSE RELATIONSHIP: WIFE
IS SPOUSE ACTIVE MEMBER OF UNIFORMED SERVICE: YES
SPOUSE CITIZENSHIP: US
PLACE OF MARRIAGE: PENSACOLA FL

SPOUSE SSN: 222-22-2222
IS SPOUSE DEPENDENT: NO
BRANCH: USN
DATE OF MARRIAGE: 941209

ADDRESS OF SPOUSE: US NAVAL SECURITY GROUP ACTIVITY
FPO SEATTLE WA 98768-1810

WAS SPOUSE PREVIOUSLY MARRIED: YES
PRIOR MARRIAGE DISSOLVED BY: DIVORCE
DATE PRIOR MARRIAGE DISSOLVED: 930227
PLACE PRIOR MARRIAGE DISSOLVED: MIAMI FL

WAS MEMBER PREVIOUSLY MARRIED: NO
PRIOR MARRIAGE DISSOLVED BY:
DATE PRIOR MARRIAGE DISSSOLVED:
PLACE PRIOR MARRIAGE DISSOLVED:

NAME OF FATHER: JACK RUM FROST
IS FATHER DEPENDENT: YES
ADDRESS OF FATHER: 100 REWOOD CIRCLE APT 511
PENSACOLA FL 32506

NAME OF MOTHER: MARY NUN FROST
IS MOTHER DEPENDENT: YES
ADDRESS OF MOTHER: 100 REWOOD CIRCLE APT 511
PENSACOLA FL 32506

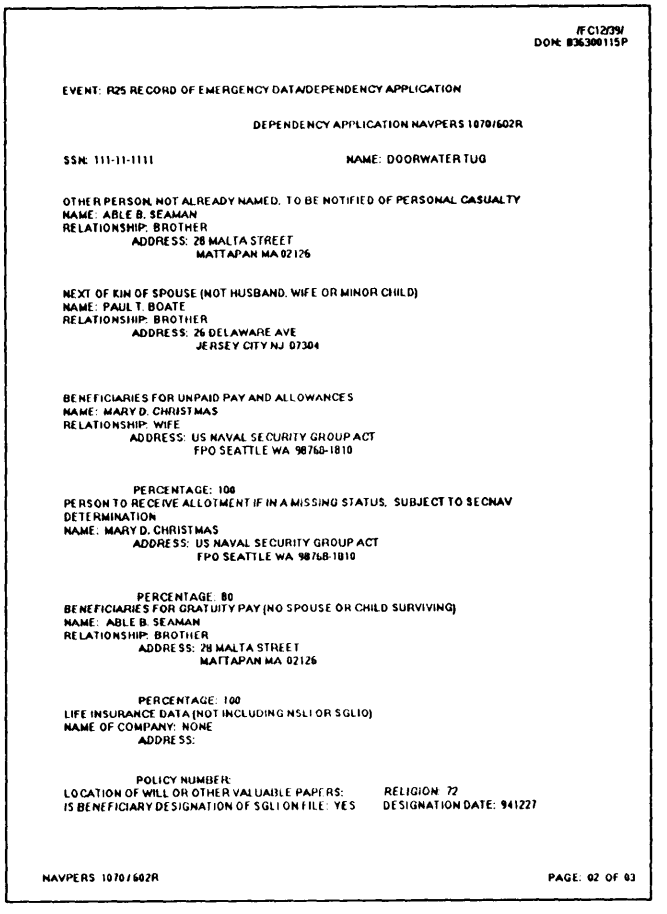
CHILD AND / OR DEPENDENT
NAME:
IS PERSON DEPENDENT:
RELATIONSHIP:
ADDRESS:

DEPENDENT DATE OF BIRTH:

NAME OF CUSTODIAN OTHER THAN CLAIMANT:

NAVPERS 1070/602R

PAGE: 01 OF 03



/FC12/39/
DON: 8363001151P

EVENT: R25 RECORD OF EMERGENCY DATA/DEPENDENCY APPLICATION

DEPENDENCY APPLICATION NAVPERS 1070/602R

SSN: 111-11-1111

NAME: DOORWATER TUG

OTHER PERSON, NOT ALREADY NAMED, TO BE NOTIFIED OF PERSONAL CASUALTY
NAME: ABLE B. SEAMAN
RELATIONSHIP: BROTHER
ADDRESS: 28 MALTA STREET
MATTAPAN MA 02126

NEXT OF KIN OF SPOUSE (NOT HUSBAND, WIFE OR MINOR CHILD)
NAME: PAUL T. BOATE
RELATIONSHIP: BROTHER
ADDRESS: 26 DELAWARE AVE
JERSEY CITY NJ 07304

BENEFICIARIES FOR UNPAID PAY AND ALLOWANCES
NAME: MARY D. CHRISTMAS
RELATIONSHIP: WIFE
ADDRESS: US NAVAL SECURITY GROUP ACT
FPO SEATTLE WA 98760-1810

PERCENTAGE: 100
PERSON TO RECEIVE ALLOTMENT IF IN A MISSING STATUS, SUBJECT TO SECNAV DETERMINATION
NAME: MARY D. CHRISTMAS
ADDRESS: US NAVAL SECURITY GROUP ACT
FPO SEATTLE WA 98768-1810

PERCENTAGE: 80
BENEFICIARIES FOR GRATUITY PAY (NO SPOUSE OR CHILD SURVIVING)
NAME: ABLE B. SEAMAN
RELATIONSHIP: BROTHER
ADDRESS: 28 MALTA STREET
MATTAPAN MA 02126

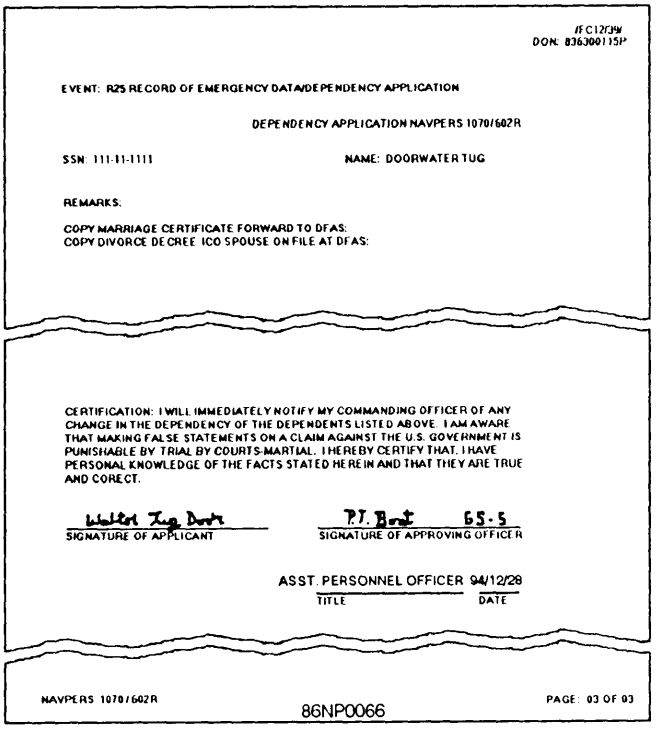
PERCENTAGE: 100
LIFE INSURANCE DATA (NOT INCLUDING NSLI OR SGLI0)
NAME OF COMPANY: NONE
ADDRESS:

POLICY NUMBER:
LOCATION OF WILL OR OTHER VALUABLE PAPERS:
IS BENEFICIARY DESIGNATION OF SGLI ON FILE: YES

RELIGION: 72
DESIGNATION DATE: 941227

NAVPERS 1070/602R

PAGE: 02 OF 03



/FC12/39/
DON: 8363001151P

EVENT: R25 RECORD OF EMERGENCY DATA/DEPENDENCY APPLICATION

DEPENDENCY APPLICATION NAVPERS 1070/602R

SSN: 111-11-1111

NAME: DOORWATER TUG

REMARKS:

COPY MARRIAGE CERTIFICATE FORWARD TO DFAS:
COPY DIVORCE DECREE ICO SPOUSE ON FILE AT DFAS:

CERTIFICATION: I WILL IMMEDIATELY NOTIFY MY COMMANDING OFFICER OF ANY CHANGE IN THE DEPENDENCY OF THE DEPENDENTS LISTED ABOVE. I AM AWARE THAT MAKING FALSE STATEMENTS ON A CLAIM AGAINST THE U.S. GOVERNMENT IS PUNISHABLE BY TRIAL BY COURTS-MARTIAL. I HEREBY CERTIFY THAT I HAVE PERSONAL KNOWLEDGE OF THE FACTS STATED HEREIN AND THAT THEY ARE TRUE AND CORECT.

Walter Ivy Door
SIGNATURE OF APPLICANT

P.T. Boat 65-5
SIGNATURE OF APPROVING OFFICER

ASST. PERSONNEL OFFICER
TITLE

94/12/28
DATE

NAVPERS 1070/602R

86NP0066

PAGE: 03 OF 03

Figure 5-11.—SDS Dependency Application/Record of Emergency Data, NAVPERS 1070/602—Continued.

U. S. GPO: 1991-298-324

RECORD OF EMERGENCY DATA
DD FORM 93 (1 JAN 78)

REPLACES DA FORM 47, APR 74, WHICH WILL BE USED UNTIL EXHAUSTED

DO NOT FOLD, STABLE, OR MUTILATE	1 NAME (Last, First, Middle)	2a. SSN	2b. Initial (To find code under SSN)	3a. SVC	3b. REPORTING UNIT CODE DUTY STATION
4. Spouse's Name Address					
5. Children's Name Relationship/ DOB/Address					
6. Father's Name / Address					
7. Mother's Name / Address					
8. Do Not Notify Due To Ill Health	a.	b. NOTIFY INSTEAD			
9. Beneficiary (ies) For DGI If No Surviving Spouse Or Child/Address/Percentage					
10. Beneficiary(ies) For Unpaid Pay And Allowances Address/Percentage					
11. Allotment Designee/Percentage If Missing Subject To Secretarial Determination					
12. Insurance (SGLI and other Insurance Companies/Policy No's)	a. SGLI (Optional Service Use) ☐ Maximum ☐ Other (Amount)_____ ☐ No	b. Insurance Companies/Policy Numbers			
13. CONTINUATION/REMARKS					
14. SIGNATURE OF SERVICE MEMBER (Include Rank/Rate/Grade)		15. SIGNATURE OF WITNESS (Include Rank/Rate/Grade)			16. DATE SIGNED

INSTRUCTIONS TO SERVICEMEMBER This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty, and, to designate beneficiaries for certain benefits if you die. IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other dependents listed; for example, as a result of marriage, civil court action, death, or address change. Regarding your designation in item 11, allotment if missing (if used by your Service), please read the following statement carefully, and sign on the line provided:

I fully understand that, if I am captured, missing, or interned, my designation of allotments to dependents from my pay and allowances serves only as a guide to the Secretary of my Service. The Secretary may alter my designated allotment in the best interests of myself, my dependents, or the United States Government.

_____

SIGNED

86NP0067

Figure 5-12.—Record of Emergency Data, DD Form 93.

from the assigned duty station, this person should be provided with instructions as to what to do in case there is a requirement to change information contained on his or her page 2.

There are other things you must know about updating the page 2. For example, when you update a service member's page 2 and there is a change of address, you must make sure you obtain a copy of the rental/lease agreement (or mortgage documents) from the member for variable housing allowance (VHA) purposes, if appropriate. If a change of address must be made and the individual is entitled to VHA, make sure you have the member complete anew VHA certificate. A sample blank VHA certificate is shown in figure 5-13. After you have the VHA certificate and the new rental/lease or mortgage documents (and other required documents as specified in the DFAS PAYPERSMAN), you should then prepare a NAVCOMPT 3060 to reflect the change of the VHA entitlement. Remember to use the guidelines set forth in the DFAS PAYPERSMAN and/or the SDSPROMAN as appropriate.

Whenever you prepare page 2s or any other documents in the enlisted service record, always refer to the applicable instructions that contain clerical guidance on the preparation and distribution of these documents. The instructions will give you the correct information. Remember, the documents in your shipmates' service records will affect their careers and their lives. Your job is to use the correct guidelines to maintain these records accurately and properly. Do not rely just on your memory or your past experience to do this. Always use the most current official instructions.

Instructions and manuals are always being updated, and new procedures for preparing certain documents are often changed. Can you see why it is so important to use the most current official guidelines? If you do not follow the steps in these instructions or manuals, you are wasting your time and the time of other persons who will review your work. You do not want to keep retyping your shipmate's pay and other documents, do you? Remember that the quality of the product starts with you.

ENLISTED CLASSIFICATION RECORD (PAGE 3)

According to the MILPERSMAN, Article 5030260, the Enlisted Classification Record, NAVPERS 1070/603, page 3 of the service record, has been discontinued. The Enlisted Qualifications History, NAVPERS 1070/604 (page 4) now contains information that the discontinued page 3 used to contain. You should still be aware of the page 3 (fig. 5-14) because it may contain pertinent information concerning a member's aptitude test scores, civilian education and training, personal interests, civilian experience, and certain recommendations and remarks having military significance.

Although page 3 is no longer used, you should still be able to identify it if you should come across it in the service record. Any page 3s that have been prepared for personnel who have enlisted or reenlisted and that are currently filed in the service record must be retained on the right side of the service record, unless one of the following events occurs:

- The member is retested on the Armed Services Vocational Aptitude Battery (ASVAB). Follow guidelines provided in MILPERSMAN, Article 5030280.
- The member is being discharged, transferred to the Fleet Reserve, or permanently retired.

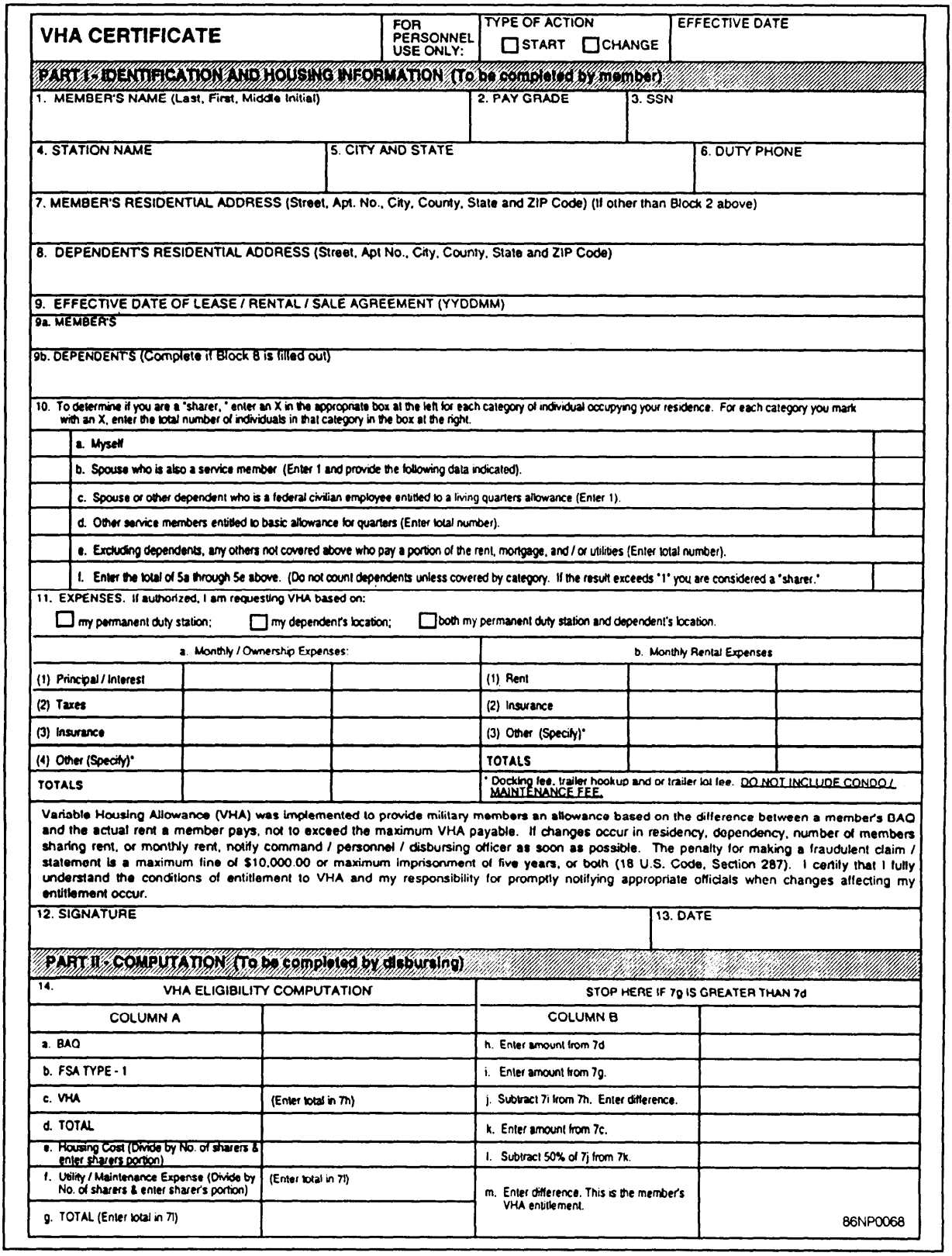
In the case of members being discharged, transferring to the Fleet Reserve, or permanently retired, retrieve page 3 from the service record and give to the member.

ENLISTED QUALIFICATIONS HISTORY (PAGE 4)

The Enlisted Qualifications History, NAVPERS 1070/604, page 4 of the service record, has for all practical purposes replaced the page 3. The NAVPERS 1070/604 is shown in figure 5-15. Notice that the new page 4 has similar sections as the old page 3. (Compare figs. 5-14 and 5-15.) This is why the old page 3 is no longer being used.

According to the MILPERSMAN, Article 5030280, the Enlisted Qualifications History, NAVPERS 1070/604, for USN and USNR enlisted members is page 4 of the service record. It consists of a chronological history of their occupational and training related qualifications and their awards and commendations.

When reviewing enlisted service records, be prepared to encounter two different versions of page 4. Most service records will contain the version shown in figure 5-16. Figure 5-16 shows a blank front section of the Navy Occupation/Training and Awards History, NAVPERS 1070/604, page 4, which was previously prepared on all enlisted service members. There is a possibility that some commands are still using these forms and probably will continue to use them until



VHA CERTIFICATE	FOR PERSONNEL USE ONLY:	TYPE OF ACTION ☐ START ☐ CHANGE	EFFECTIVE DATE

PART I - IDENTIFICATION AND HOUSING INFORMATION (To be completed by member)

1. MEMBER'S NAME (Last, First, Middle Initial)	2. PAY GRADE	3. SSN

4. STATION NAME	5. CITY AND STATE	6. DUTY PHONE

7. MEMBER'S RESIDENTIAL ADDRESS (Street, Apt. No., City, County, State and ZIP Code) (If other than Block 2 above)

8. DEPENDENT'S RESIDENTIAL ADDRESS (Street, Apt No., City, County, State and ZIP Code)

9. EFFECTIVE DATE OF LEASE / RENTAL / SALE AGREEMENT (YYDDMM)

9a. MEMBER'S

9b. DEPENDENT'S (Complete if Block 8 is filled out)

10. To determine if you are a "sharer," enter an X in the appropriate box at the left for each category of individual occupying your residence. For each category you mark with an X, enter the total number of individuals in that category in the box at the right.

	a. Myself	
	b. Spouse who is also a service member (Enter 1 and provide the following data indicated).	
	c. Spouse or other dependent who is a federal civilian employee entitled to a living quarters allowance (Enter 1).	
	d. Other service members entitled to basic allowance for quarters (Enter total number).	
	e. Excluding dependents, any others not covered above who pay a portion of the rent, mortgage, and / or utilities (Enter total number).	
	f. Enter the total of 5a through 5e above. (Do not count dependents unless covered by category. If the result exceeds "1" you are considered a "sharer."	

11. EXPENSES. If authorized, I am requesting VHA based on:

☐ my permanent duty station; ☐ my dependent's location; ☐ both my permanent duty station and dependent's location.

a. Monthly / Ownership Expenses:			b. Monthly Rental Expenses		
(1) Principal / Interest			(1) Rent		
(2) Taxes			(2) Insurance		
(3) Insurance			(3) Other (Specify)*		
(4) Other (Specify)*			TOTALS		
TOTALS			* Docking fee, trailer hookup and or trailer lot fee. DO NOT INCLUDE CONDO / MAINTENANCE FEE.		

Variable Housing Allowance (VHA) was implemented to provide military members an allowance based on the difference between a member's BAQ and the actual rent a member pays, not to exceed the maximum VHA payable. If changes occur in residency, dependency, number of members sharing rent, or monthly rent, notify command / personnel / disbursing officer as soon as possible. The penalty for making a fraudulent claim / statement is a maximum fine of $10,000.00 or maximum imprisonment of five years, or both (18 U.S. Code, Section 287). I certify that I fully understand the conditions of entitlement to VHA and my responsibility for promptly notifying appropriate officials when changes affecting my entitlement occur.

12. SIGNATURE	13. DATE

PART II - COMPUTATION (To be completed by disbursing)

14. VHA ELIGIBILITY COMPUTATION		STOP HERE IF 7g IS GREATER THAN 7d	
COLUMN A		COLUMN B	
a. BAQ		h. Enter amount from 7d	
b. FSA TYPE - 1		i. Enter amount from 7g.	
c. VHA	(Enter total in 7h)	j. Subtract 7i from 7h. Enter difference.	
d. TOTAL		k. Enter amount from 7c.	
e. Housing Cost (Divide by No. of sharers & enter sharers portion)		l. Subtract 50% of 7j from 7k.	
f. Utility / Maintenance Expense (Divide by No. of sharers & enter sharer's portion)	(Enter total in 7l)	m. Enter difference. This is the member's VHA entitlement.	
g. TOTAL (Enter total in 7l)			

86NP0068

Figure 5-13.—VHA certificate.

5030260

NAVAL MILITARY PERSONNEL MANUAL

ENLISTED CLASSIFICATION RECORD
NAVPERS 1070/603 (Rev. 7/80) S/N 0106-LF-010-6942 [31]

PRIVACY ACT STATEMENT: Authority to request this information is contained in 5 USC 301, Department Regulations. The principal purpose of the information is to identify your personal skills and capabilities in order to assign you training duties commensurate thereto. It will therefore be used initially to assist in ascertaining your suitability for particular types of formal training and duty assignment. Additionally, it may be used throughout your naval service by officials and employees of the Department of the Navy in the performance of their offical duties related to the management, supervision, and administration of Navy military personnel and the operation of personnel affairs and functions. Completion of the form is mandatory. Failure to provide required information may result in denial of your requests for training or duty assignments which you might desire later in your naval service, or in other administrative action being taken.

PREPARING ACTIVITY											CO. NO.		DATE PREPARED		
PERSUPPDET RTC SAN DIEGO, CA											C150		30 Sep 92		
TEST FORM ID	DATE ADMIN.	AFQT	ASVAB 8910 / ASVAB 567	GS / GI	AR / NO	WK / AD	PC / WK	NO / AR	CS / SP	AS / MK	MK / EI	MC / MC	EI / GS	VE / SI	AI
A8	12Aug 92	93		52	60	60	54	62	72	46	61	47	49	58	

MOST SIGNIFICANT EDUCATION	DATES	YEARS EDUCATION	DEGREE	ASVAB ADMINISTERED BY
High School	9/87-6/91	12	HS	MEPS, INDIANAPOLIS, IN

NAME OF COLLEGE OR UNIVERSITY

MAJOR/MINOR (Include specializations)
Vocational

SIGNIFICANT COURSES
Wood Shop 1 yr, Metal Shop (2 hrs per day) 2 yrs., Auto Shop 1 yr, Business Math 1 yr, Bookkeeping 1 yr, HS

SPECIAL TEST SCORES

NAME	FORM	DATE	SCORE
-			

SPECIAL STUDIES	ALG.	GEOM.	TRIG.	PHYS.	TYPING
HIGH SCHOOL	1	1	-	-	30 WPM
COLLEGE					WPM

SPECIALIZED TRAINING (Vocational, trade, business, military)
Attended 4 months of a 9-month course in Auto Mechanics at Franklin Technical Trade School, Franklin, Indiana, 7/92-11/92

MAIN CIVILIAN OCCUPATION (Title from D.O.T.)	YRS. SERVICE	D.O.T. CODE
PAINTER APPRENTICCE, AUTOMOTIVE (auto. ser.) -	1/2	845.381-010

DUTIES, SKILLS, MACHINES
After School 11/91-5/92

REMARKS
-*(AME, AMH, AMS)

RIGHT EYE		LEFT EYE					QUALIFIED SWIMMER CLASS
UNCORR.	CORR.	UNCORR.	CORR.		NORM.	DEF.	
20/20		20/50	20/20	COLOR PERCEPTION	X		III
				HEARING	X		

RATING RECOMMENDATIONS:

	1ST	2ND	3RD	4TH	5TH
SCOL	*AM	EN	ASM	CM	MM
OJT	-	-	-	-	-

Able B. Seaman, PN1, USN
INTERVIEWER SIGNATURE

I understand what has been recorded hereon and the information is correct. I also accept and volunteer for the (apprenticeships) ratings and I volunteer for the following type(s) of duty:

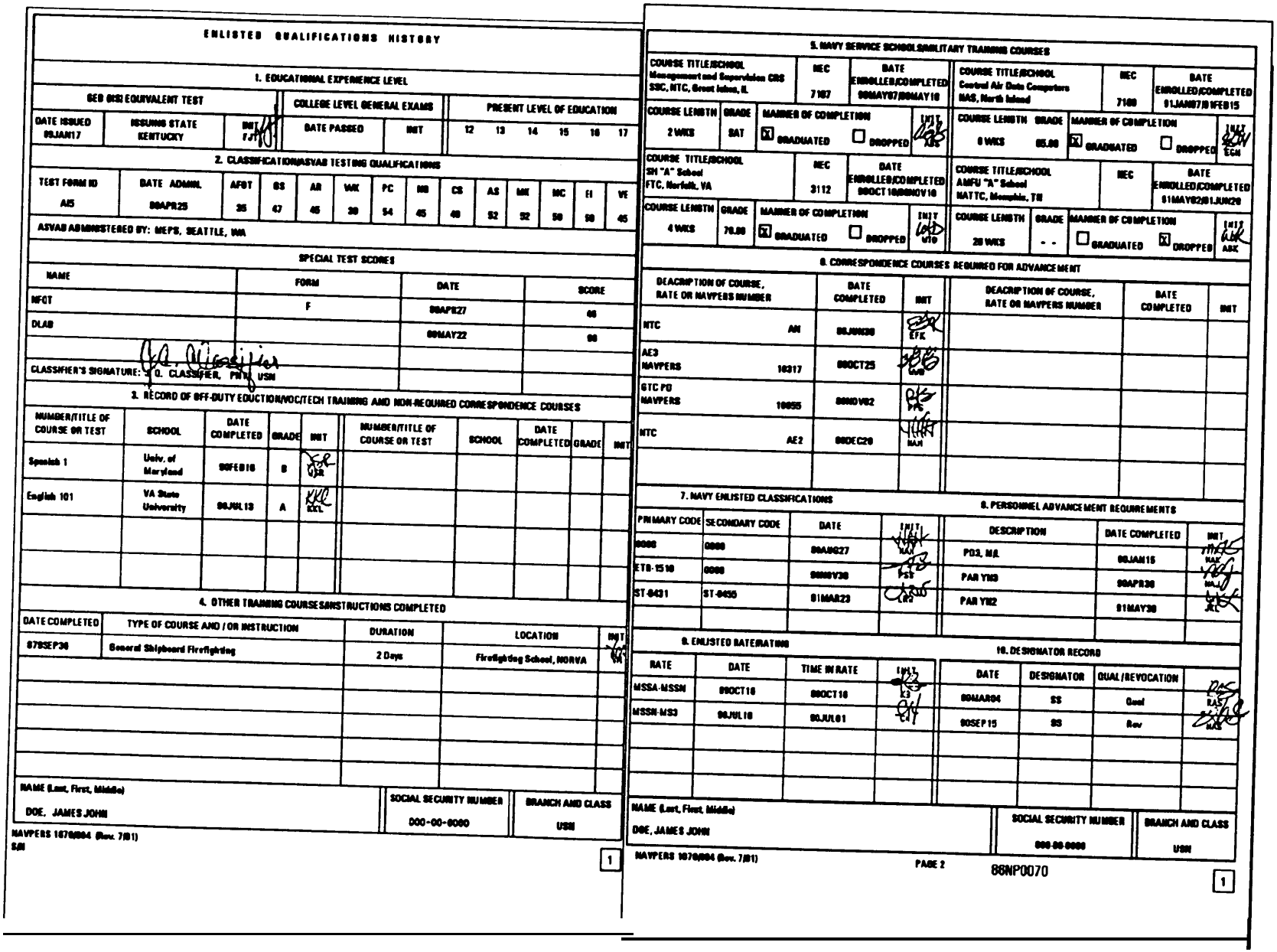
Brush Alfa Floss
Brush Alfa Floss
INTERVIEWEE'S SIGNATURE

NAME (Last, first, middle)			SSN	RATE	CLASS
Floss	Brush	Alfa	999-99-9999	AR	11

[1]

86NP0069

Figure 5-14.—Enlisted Classification Record, NAVPERS 1070/603.



ENLISTED QUALIFICATIONS HISTORY

1. EDUCATIONAL EXPERIENCE LEVEL

GED OR EQUIVALENT TEST			COLLEGE LEVEL GENERAL EXAMS		PRESENT LEVEL OF EDUCATION
DATE ISSUED	ISSUING STATE	INIT	DATE PASSED	INIT	12 13 14 15 16 17
89JAN17	KENTUCKY				

2. CLASSIFICATION/ASVAB TESTING QUALIFICATIONS

TEST FORM ID	DATE ADMIN.	AFQT	GS	AR	WK	PC	MK	CS	AS	MK	MC	EI	VE
A5	88APR25	35	47	45	39	54	45	48	52	52	58	58	45

ASVAB ADMINISTERED BY: MEPS, SEATTLE, WA

SPECIAL TEST SCORES

NAME	FORM	DATE	SCORE
NFQT	F	88APR27	48
DLAB		88MAY22	88

CLASSIFIER'S SIGNATURE: J. D. CLASSIFIER, PNCV, USN

3. RECORD OF OFF-DUTY EDUCTION/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	88FEB16	B						
English 101	VA State University	88JUL13	A						

4. OTHER TRAINING COURSES/INSTRUCTIONS COMPLETED

DATE COMPLETED	TYPE OF COURSE AND / OR INSTRUCTION	DURATION	LOCATION	INIT
87SEP30	General Shipboard Firefighting	2 Days	Firefighting School, NORVA	

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

NAVPERS 1070/604 (Rev. 7/81)

SN

1

5. NAVY SERVICE SCHOOL/MILITARY TRAINING COURSES

COURSE TITLE/SCHOOL	NEC	DATE ENROLLED/COMPLETED	COURSE TITLE/SCHOOL	NEC	DATE ENROLLED/COMPLETED
Management and Supervision CRS SSC, NTC, Great Lakes, IL	7107	88MAY07/88MAY18	Central Air Data Computers NAS, North Island	7108	81JAN07/81FEB15
COURSE LENGTH: 2 WKS	GRADE: SAT	MANNER OF COMPLETION: [X] GRADUATED [ ] DROPPED	INIT	COURSE LENGTH: 6 WKS	GRADE: 85.00	MANNER OF COMPLETION: [X] GRADUATED [ ] DROPPED	INIT
COURSE TITLE/SCHOOL: SH "A" School FTC, Norfolk, VA	NEC: 3112	DATE ENROLLED/COMPLETED: 88OCT10/88NOV10		COURSE TITLE/SCHOOL: AMFU "A" School NATTC, Memphis, TN	NEC	DATE ENROLLED/COMPLETED: 81MAY02/81JUN29	
COURSE LENGTH: 4 WKS	GRADE: 76.00	MANNER OF COMPLETION: [X] GRADUATED [ ] DROPPED	INIT	COURSE LENGTH: 28 WKS	GRADE: - -	MANNER OF COMPLETION: [ ] GRADUATED [X] DROPPED	INIT

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	88JUN30				
AE3 NAVPERS 10317	88OCT25				
GTC PO NAVPERS 10855	88NOV02				
NTC AE2	88DEC20				

7. NAVY ENLISTED CLASSIFICATIONS

PRIMARY CODE	SECONDARY CODE	DATE	INIT
0000	0000	86AUG27	
ETB-1510	0000	9999V30	
ST-0431	ST-0455	81MAR23	

8. PERSONNEL ADVANCEMENT REQUIREMENTS

DESCRIPTION	DATE COMPLETED	INIT
PO3, MA	88JAN15	
PAR YN3	88APR30	
PAR YN2	81MAY30	

9. ENLISTED RATE/RATING

RATE	DATE	TIME IN RATE	INIT
MSSA-MSSN	88OCT10	88OCT10	
MSSN-MS3	86JUL10	86JUL01	

10. DESIGNATOR RECORD

DATE	DESIGNATOR	QUAL/REVOCATION	
86MAR04	SS	Qual	
86SEP15	SS	Rev	

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

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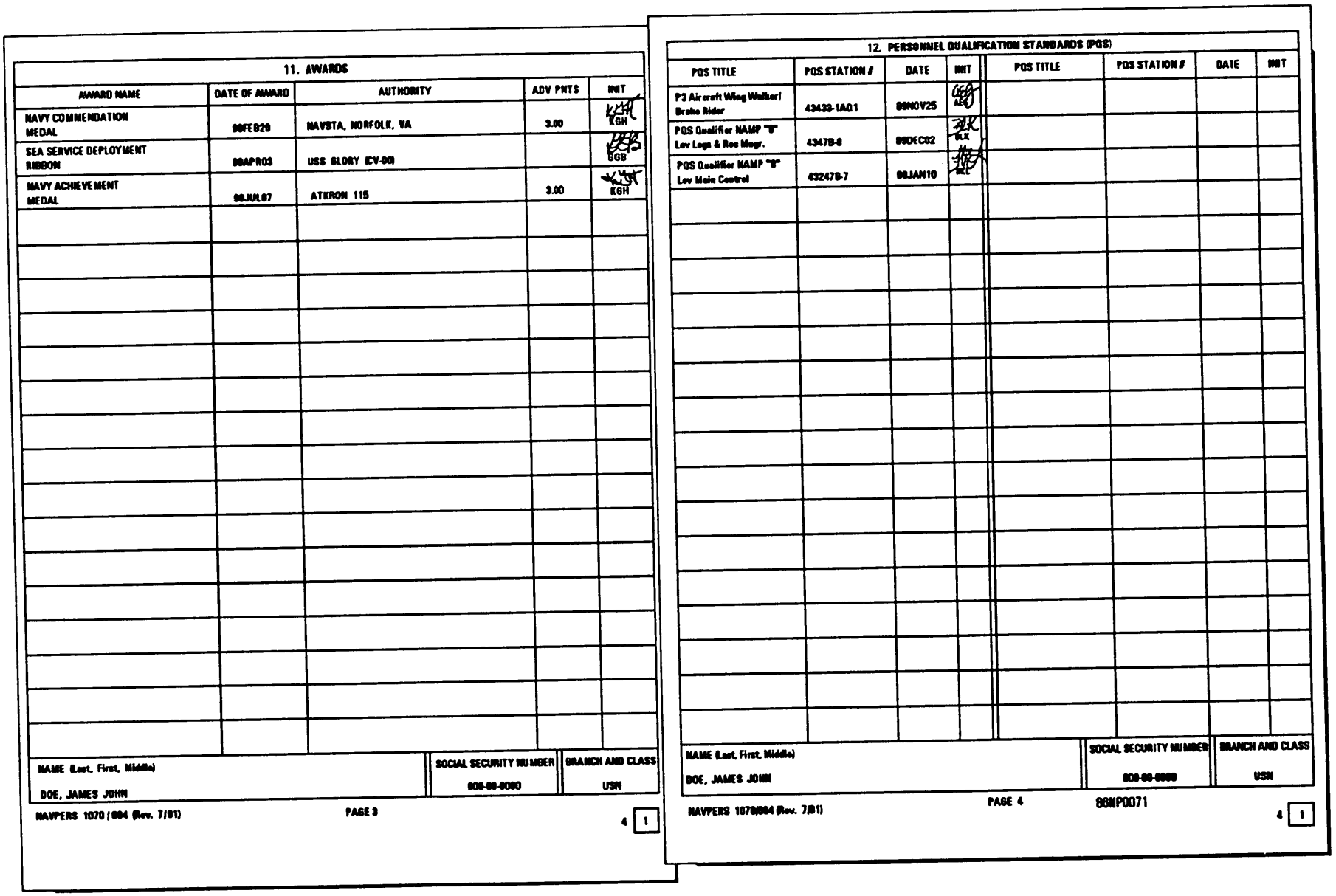
1

Figure 5-15.—Enlisted Qualifications History, NAVPERS 1070/604.



11. AWARDS

AWARD NAME	DATE OF AWARD	AUTHORITY	ADV PNTS	INIT
NAVY COMMENDATION MEDAL	88FEB26	NAVSTA, NORFOLK, VA	3.00	KGH
SEA SERVICE DEPLOYMENT RIBBON	88APR03	USS GLORY (CV-00)		GGB
NAVY ACHIEVEMENT MEDAL	88JUL07	ATKRON 115	3.00	KGH

NAME (Last, First, Middle): DOE, JAMES JOHN | SOCIAL SECURITY NUMBER: 000-00-0000 | BRANCH AND CLASS: USN

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12. PERSONNEL QUALIFICATION STANDARDS (PQS)

POS TITLE	POS STATION #	DATE	INIT	POS TITLE	POS STATION #	DATE	INIT
P3 Aircraft Wing Walker/ Brake Rider	43433-1A01	88NOV25	AEO				
POS Qualifier NAMP "B" Lev Legs & Rec Magr.	43478-8	89DEC02	BLK				
POS Qualifier NAMP "B" Lev Main Control	43247B-7	90JAN10	MAC				

NAME (Last, First, Middle): DOE, JAMES JOHN | SOCIAL SECURITY NUMBER: 000-00-0000 | BRANCH AND CLASS: USN

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Figure 5-15.—Enlisted Qualifications History, NAVPERS 1070/604—Continued.

NAVY OCCUPATION/TRAINING AND AWARDS HISTORY
NAVPERS 1070/604 (Rev. 11-81) S/N 0106-LF-010-6948

36

1. NAVY ENLISTED CLASSIFICATION RECORD

DATE	PRIMARY CODE	SECONDARY CODE	*OFFICER'S INITIALS

2. DESIGNATOR RECORD

DATE	DESIGNATOR	QUALIFICATION OR REVOCATION	*OFFICERS INITIALS

3. RECORD OF NAVY SERVICE SCHOOLS ATTENDED (CLASS R, A, C, F, P, V AND E)

COURSE TITLE AND SCHOOL LOCATION

EARNED NEC	COURSE LENGTH	DATE ENROLLED
DATE COMPLETED	FINAL MARK	CLASS STANDING ____ in a class of ____

MANNER OF COMPLETION ☐ GRADUATAED ☐ DROPPED FOR

SIGNATURE*

COURSE TITLE AND SCHOOL LOCATION

EARNED NEC	COURSE LENGTH	DATE ENROLLED
DATE COMPLETED	FINAL MARK	CLASS STANDING ____ in a class of ____

MANNER OF COMPLETION ☐ GRADUATAED ☐ DROPPED FOR

SIGNATURE*

COURSE TITLE AND SCHOOL LOCATION

EARNED NEC	COURSE LENGTH	DATE ENROLLED
DATE COMPLETED	FINAL MARK	CLASS STANDING ____ in a class of ____

MANNER OF COMPLETION ☐ GRADUATAED ☐ DROPPED FOR

SIGNATURE*

COURSE TITLE AND SCHOOL LOCATION

EARNED NEC	COURSE LENGTH	DATE ENROLLED
DATE COMPLETED	FINAL MARK	CLASS STANDING ____ in a class of ____

MANNER OF COMPLETION ☐ GRADUATAED ☐ DROPPED FOR

SIGNATURE*

4. TRAINING COURSES COMPLETED

DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	*OFF INIT	DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	*OFF INIT

5. EDUCATIONAL EXPERIENCE LEVEL

GED (HS) EQUIVALENT TEST

DATE PASSED	OFF. INITIALS

STATE THAT ISSUED DIPLOMA OR CERTIFICATE

COLLEGE LEVEL GENERAL EXAMS

DATE PASSED	OFF. INITIALS

PRESENT LEVEL OF EDUCATION

12 13 14 15 16 17+

NAME (Last, First, Middle) | SOCIAL SECURITY NO. | BRANCH AND CLASS

86NO072

4 ☐

Figure 5-16.—Navy Occupation/Training and Awards History, NAVPERS 1070/604.

supplies are exhausted and/or the new forms obtained. This is why you will encounter this version more frequently than the new page 4, NAVPERS 1070/604, shown in figure 5-15.

Entries on the NAVPERS 1070/604 must be made as events occur. Your supervisor or any other individual who has been given "by direction" authority by the CO or officer in charge (OIC) can initial entries on this page. A new page 4 is prepared whenever one section becomes filled with entries. Use common sense, however, to determine whether or not a new page 4 is required.

The originals of the page 4 are retained in the member's service record until the record is closed, at which time reproduced copies of the page are made. Disposition of page 4 is made as follows:

- For active duty members retested with the ASVAB, the enlisted classifier must complete section 2 of the current original page 4 in the individual's service record. For a special test not administered in conjunction with an ASVAB, the PN responsible must first record the special test score on the current original page 4 only and then forward a certified copy of the page 4 containing the new test scores to Head, Department of Defense (DOD) Coordination Branch (PERS 234).

- For members who immediately reenlist, you must send the original to CHNAVPERS (PERS 313C1), with other documents for the permanent microfiche record, as per the MILPERSMAN, Article 5030140. Place a reproduced copy on the right side of the reenlistment record in chronological sequence.

- When the member separates from the naval service, send the original page 4s with the closed service record to the Naval Reserve Personnel Center, New Orleans, Louisiana, as per MILPERSMAN, Article 5030140.

Preparation instructions for the different sections of this page are contained in the MILPERSMAN, Article 5030280.

HISTORY OF ASSIGNMENTS (PAGE 5)

According to the MILPERSMAN, Article 5030300, the History of Assignments, NAVPERS 1070/605, page 5 of the enlisted service record, is prepared for USN and USNR officers and enlisted members. This page is a chronological record of a member's duty assignments. It is filed on the right side of the officer service record and also on the right side of the enlisted service record as page 5. A copy of a page 5 containing entries is shown in figure 5-17. These pages must be numbered sequentially. Preparation instructions for the NAVPERS 1070/605 are contained in the MILPERSMAN, Article 5030300.

For both officers and enlisted personnel, the NAVPERS 1070/605 must be maintained in the service record throughout the member's active duty and inactive duty career. For officers and enlisted members who separate from the service, you must send the original NAVPERS 1070/605 form with the closed service record to the Naval Reserve Personnel Center, New Orleans, Louisiana. Provide the member with a reproduced copy to be presented for inclusion in a new service record should the member reenter naval service.

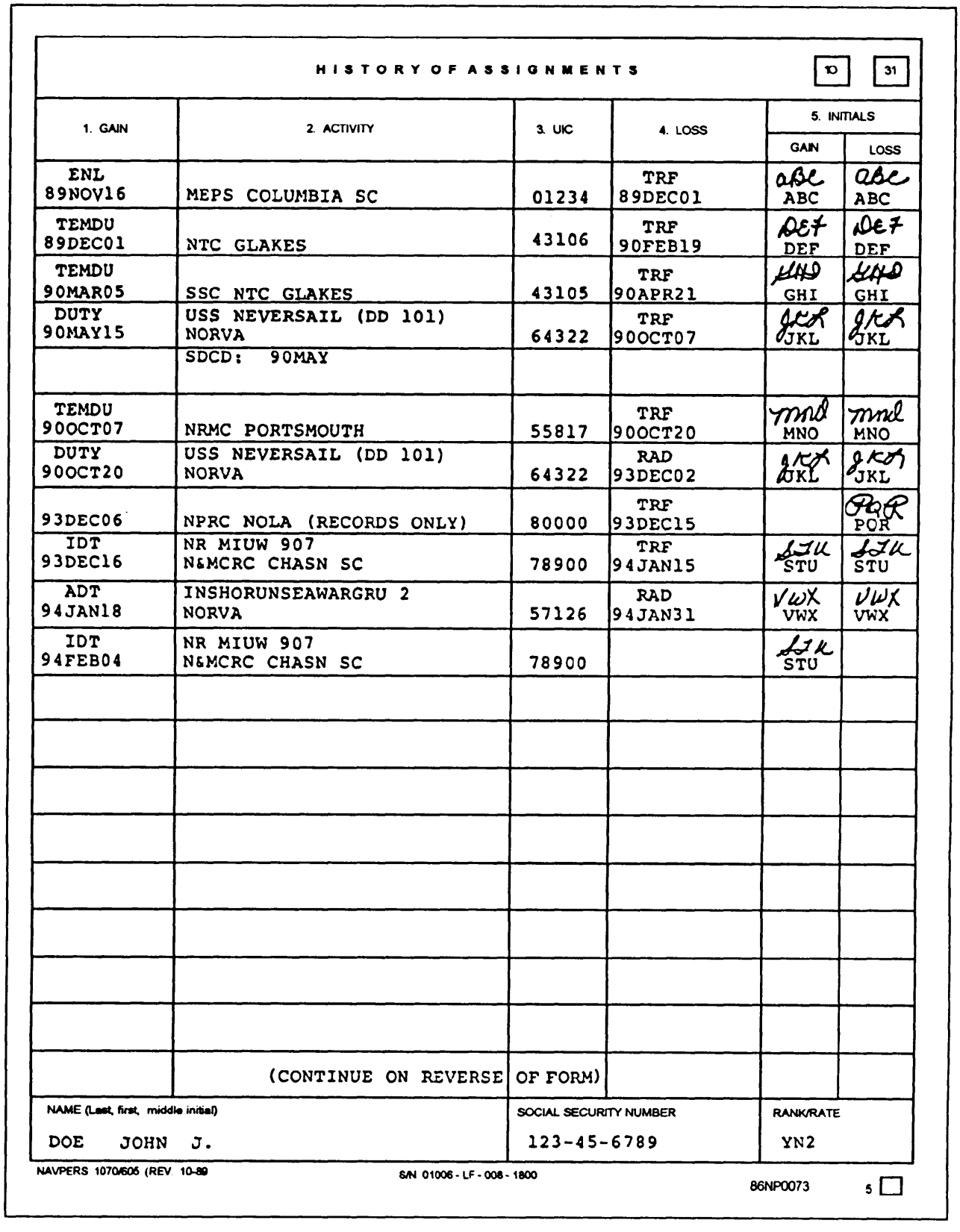
For enlisted members who immediately reenlist, send the original NAVPERS 1070/605 form to CHNAVPERS (PERS 313C1) with other documents for the permanent microfiche record as specified in the MILPERSMAN, Article 5030140. Place a reproduced copy of this form under the performance divider of the reenlistment service record.

RECORD OF UNAUTHORIZED ABSENCE (PAGE 6)

According to the MILPERSMAN, Article 5030310, the Record of Unauthorized Absence, NAVPERS 1070/606, page 6 of the enlisted service record, is used to report periods of unauthorized absence (UA) in excess of 24 hours and lost time due to confinement by civil authorities or sickness due to misconduct. UAs of 24 hours or less are recorded on the Administrative Remarks, NAVPERS 1070/613, page 13 of the enlisted service record.

The original NAVPERS 1070/606 provides data for the Manpower and Personnel Management Information System (MAPMIS) and is then filed in the member's permanent microfiche record in the Bureau of Naval Personnel (BUPERS). Figure 5-18 shows an example of a blank NAVPERS 1070/606 optical character reader (OCR) form. Figure 5-19 shows an example of a partially completed NAVPERS 1070/606 SDS form. The NAVPERS 1070/606 is prepared and distributed as per guidelines contained in the DFAS PAYPERSMAN and/or SDSPROMAN, as appropriate.

NOTE: At the time this TRAMAN was being written, the OCR version of the NAVPERS 1070/606 was still in use in the enlisted service record. If you have already been involved in maintaining enlisted



HISTORY OF ASSIGNMENTS

10 31

1. GAIN	2. ACTIVITY	3. UIC	4. LOSS	5. INITIALS	
				GAIN	LOSS
ENL 89NOV16	MEPS COLUMBIA SC	01234	TRF 89DEC01	ABC	ABC
TEMDU 89DEC01	NTC GLAKES	43106	TRF 90FEB19	DEF	DEF
TEMDU 90MAR05	SSC NTC GLAKES	43105	TRF 90APR21	GHI	GHI
DUTY 90MAY15	USS NEVERSAIL (DD 101) NORVA	64322	TRF 90OCT07	JKL	JKL
	SDCD: 90MAY				
TEMDU 90OCT07	NRMC PORTSMOUTH	55817	TRF 90OCT20	MNO	MNO
DUTY 90OCT20	USS NEVERSAIL (DD 101) NORVA	64322	RAD 93DEC02	JKL	JKL
93DEC06	NPRC NOLA (RECORDS ONLY)	80000	TRF 93DEC15		POR
IDT 93DEC16	NR MIUW 907 N&MCRC CHASN SC	78900	TRF 94JAN15	STU	STU
ADT 94JAN18	INSHORUNSEAWARGRU 2 NORVA	57126	RAD 94JAN31	VWX	VWX
IDT 94FEB04	NR MIUW 907 N&MCRC CHASN SC	78900		STU	
	(CONTINUE ON REVERSE	OF FORM)			

NAME (Last, first, middle initial)	SOCIAL SECURITY NUMBER	RANK/RATE
DOE JOHN J.	123-45-6789	YN2

NAVPERS 1070/605 (REV 10-89) S/N 01006-LF-006-1800 86NP0073 5

Figure 5-17.—History of Assignments, NAVPERS 1070/605.

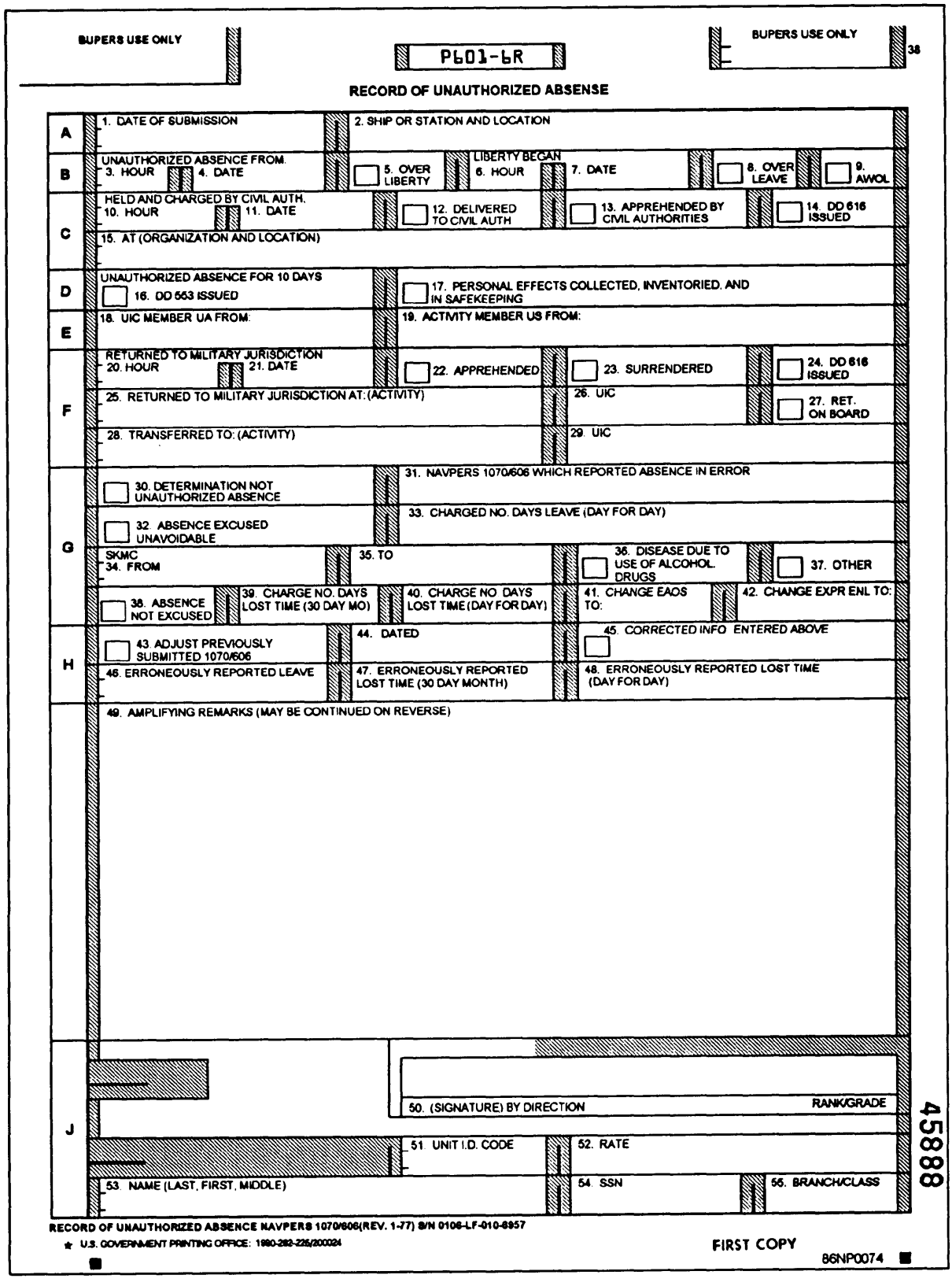


Figure 5-18.—OCR Record of Unauthorized Absence, NAVPERS 1070/606.

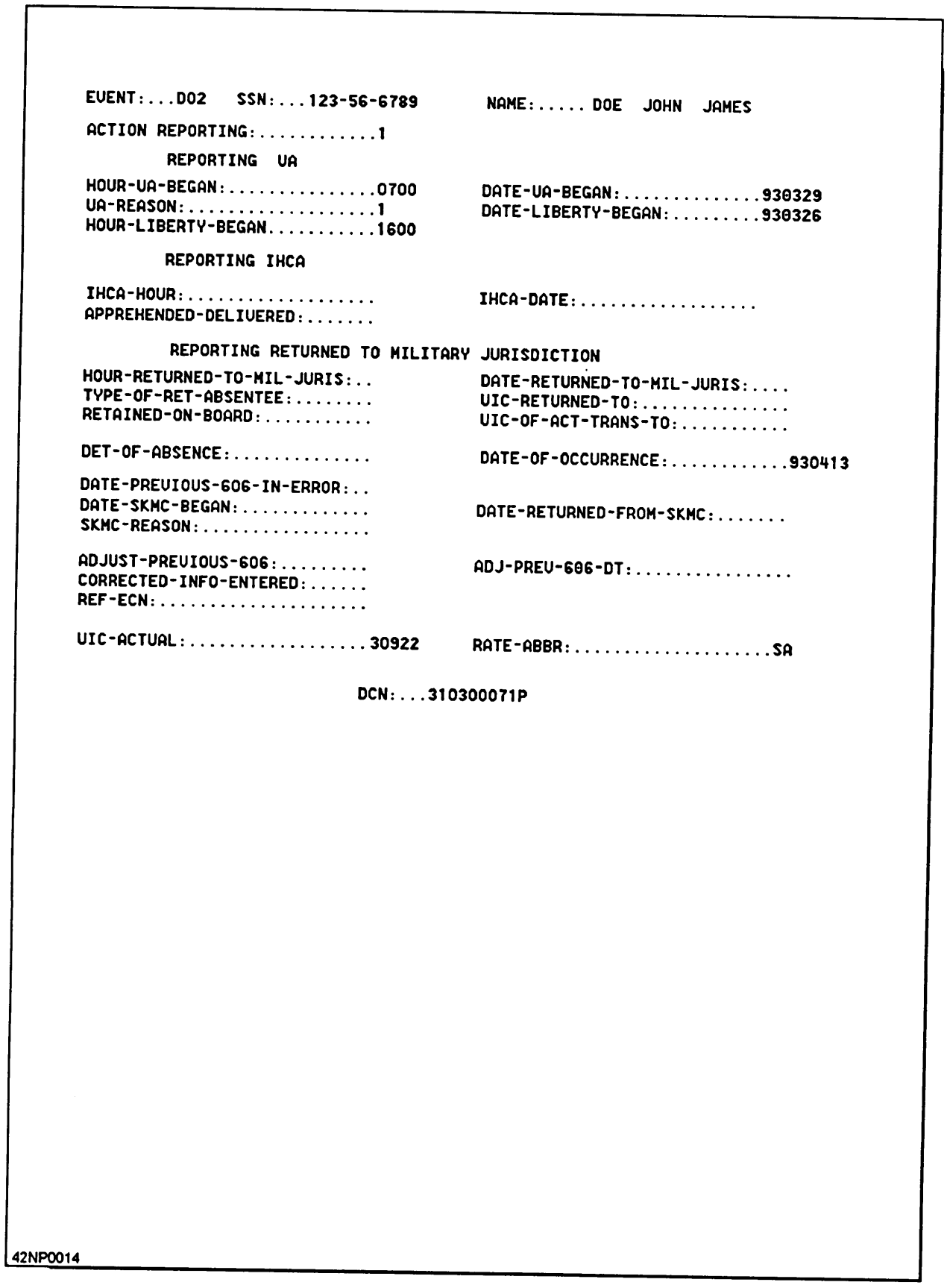


Figure 5-19.—SDS Record of Unauthorized Absence, NAVPERS 1070/606.

service records, you may have come across the OCR form. If assigned to a ship, you may see the OCR forms replaced in the near future by a computer-generated form. Most likely you will use a computer system similar to the SDS used at the PERSUPPDETs to prepare this form. You must be familiar with all versions of the NAVPERS 1070/606—the OCR version, the SDS version, and the computer-generated version that may be used aboard your ship.

On the subject of UA, let's take a moment to discuss the requirement for making up lost time, computing lost time, determining the pay entry base date (PEBD), active duty service date (ADSD), and expiration of active obligated service (EAOS) adjustment.

Making up Lost Time

According to the MILPERSMAN, Article 3640450, under Title 10, *United States Code* (U.S.C.) Section 972, enlisted members of the Regular Navy and Naval Reserve who are otherwise eligible to separate from active duty, and who have lost time from their current enlistment or other current period of obligated service, are required to make up the lost time day-for-day before they separate. Individuals can have lost time as a result of UA, confinement (CONF), nonperformance of duty (civil arrest), or sickness resulting from misconduct (SKMC), and so forth.

The requirement to makeup lost time does not apply to fleet reservists, retired personnel, or members placed on appellate leave awaiting review of court-martial. There are other members who are not required to make up lost time as indicated in MILPERSMAN, Article 3640450.

Computing Lost Time

Lost time that must be made up is computed on a day-for-day basis. In accounting for periods of absence from duty, count the first day of the absence as a day of absence from duty and the day of return to duty as a day of duty. When one type of lost time ends on the same day that a second type of lost time begins, count that day as the first day of the second type of lost time.

If a member, while on UA, is apprehended and convicted by civil authority and is then returned to military control on the day released by civil authority, count the day on which the member was apprehended as a day of nonperformance of duty (civil arrest). If the absentee does not return to military control on the day he or she is released by civil authority, count the entire period of absence from duty as UA without interruption by the civil arrest.

A member whose absence from duty continues beyond expiration of enlistment or other period of obligated service makes up only the time actually lost from the enlistment or other period of obligated service.

The proper method of computing the lost time that must be made good is illustrated by the examples at the end of this paragraph. In each of the eight examples, the lost time is computed according to the MILPERSMAN, Article 3640450. Use this method to determine and compute time lost by enlisted personnel for cumulative service for retirement and for transfer to the Fleet Reserve (FLTRES), and by officers and enlisted personnel for determining entitlement to leave. All the following examples are for the same calendar year.

1. Member's UA commenced at 0800, on 9 March, and ended at 0800, on 10 March (24 hours). There is no deductible time, as UA did not exceed 24 hours.
2. Member's UA commenced at 0800, on 28 February (not a leap year), and ended at 0830, on 1 March (24 hours and 30 minutes). UA is equal to 1 day (28 February).
3. Member's UA commenced at 2345, on 1 June, and ended at 0015, on 3 June (24 hours and 30 minutes). UA is equal to 2 days (1, 2 June).
4. Member was sentenced by special court-martial on 1 May to 3 days' confinement. Member was confined at 1400 that day (1 May) and released at 0900, 3 May, after serving 3 days' confinement as computed under Article 9301 of the *Department of the Navy Corrections Manual,* SECNAVINST 1640.9. CONF is equal to 2 days (1, 2 May).
5. Member was admitted for treatment for disease incurred due to own misconduct on 2 February. Member was discharged from treatment on 19 March. SKMC is equal to 27 days in February and 18 days in March, a total of 45 days.
6. Member was admitted for treatment for injury incurred due to own misconduct on 29 June. Diagnosis for further treatment changed on 16 August to sickness not due to own misconduct. SKMC is equal to 2 days in June, 31 days in July, and 15 days in August; a total of 48 days.

7. Member was delivered to civil authorities at 1600,27 February (not a leap year), for trial by civil court. Member was convicted. Member was subsequently released to naval control at 0930,6 March, after paying fine. Civil CONF is equal to 2 days in February and 5 days in March, a total of 7 days.

8. Member's UA commenced 0800, 16 March. Member was apprehended by civil authorities on 20 March and was subsequently confined, tried, and acquitted by civil authorities on 23 March. Member was returned to naval control on 23 March. UA is equal to 7 days (16-22 March).

In each of these cases, you should make entries on the Administrative Remarks, NAVPERS 1070/613, page 13 of the service record, to reflect the period of absence from duty. If lost time must be made up, you should prepare and distribute a Record of Unauthorized Absence, NAVPERS 1070/606, according to the guidelines set forth in the DFAS PAYPERSMAN or SDSPROMAN, as appropriate. Make an entry on page 13 to show the extension of the enlistment, period of induction, or period of obligated active service, as appropriate, by the number of days to be made up. For this purpose, extend the enlistment, or other period of service, from the normal date of expiration thereof or from the date of restoration to full duty, whichever is later.

Reservists who are required to make up time lost from their obligated active service must make up this time before their release from extended active duty, annual training (AT) (formerly called active duty for training [ACDUTRA]) in excess of 30 days, or any period of additional involuntary AT.

Pay Entry Base Date, Active Duty Service Date, and Expiration of Active Obligated Service Adjustment

As you know, lost time must be made good on a day-for-day basis. Your first step is to make an accurate determination of the number of days the person must make up. You must then record this number (of days) on the NAVPERS 1070/606 or NAVPERS 1070/607, whichever is appropriate, and make the required page 13 entry. In addition, the DFAS PAYPERS MAN calls for the preparation of a NAVCOMPT 3060 in cases where a member is absent for a period of over 10 days.

PEBD.— According to the DFAS PAYPERSMAN, a member's PEBD is automatically adjusted based on the report of the member's lost time; however, this is not always the case. There are instances when for unknown reasons the PEBD is not adjusted accordingly. If this is the case, you should prepare a diary entry following guidelines contained in the *Diary Message Reporting System Users' Manual* (DMRSMAN). You can verify whether a member's PEBD has been adjusted by checking the documents reporting the member's UA against the information in the Enlisted Distribution and Verification Report (EDVR) and/or the member's leave and earnings statement (LES).

ADSD.— A member's ADSD must also be adjusted if there is a period of lost time. Check the documents prepared to report the member's UA or confinement period. As with the PEBD, these documents also update the ADSD. Again, be aware that this may not always happen as it should. Consequenty, you should verify the information contained in the EDVR. If you find that the adjustment has not occurred, you should prepare a diary entry according to the DMRSMAN.

To illustrate the adjustment of PEBD and ADSD, and to describe the EAOS, let's look at the case of PN3 Christmas. His PEBD is 19 January 1994 (not a leap year). Christmas joined the U.S. Navy for 4 years' active duty. His ADSD is 7 July 1994. This makes his normal EAOS 6 July 1998. Christmas went UA for a period of 5 days during the early part of his enlistment. To determine his new PEBD, take the original PEBD (19 January 1994) and add 5 days, making his new PEBD 24 January 1994. To determine his new ADSD, take his original ADSD (7 July 1994) and add 5 days, making his new ADSD 12 July 1994. To determine his new EAOS as adjusted, all you have to do is add 5 days to his original EAOS (6 July 1998), making his new EAOS 11 July 1998.

Of course, the case of PN3 Christmas is quite simple. Be aware, however, there will be times when you will not be able to determine an individual's ADSD or PEBD accurately based solely on the information contained in the member's service record. In cases like these, you should request a statement of service from BUPERS (PERS 274) by letter. Once you receive the statement of service, you can usually do the computations and come up with an accurate date. There may be other times, however, when you may still not be able to determine the dates you need even with a statement of service from BUPERS. If you cannot determine the accurate dates or if the dates provided in the statement of service are questionable based on the information contained in the member's service record,

do not hesitate to notify BUPERS by telephone, letter, or message.

COURT MEMORANDUM (PAGE 7)

According to the MILPERSMM, Article 5030320, the Court Memorandum, NAVPERS 1070/607, page 7 of the enlisted service record, is used to record court-martial and nonjudicial punishment actions that affect an individual's pay. Punishment that does not affect pay is recorded on the Administrative Remarks, NAVPERS 1070/613, page 13 of the enlisted service record. Figure 5-20 shows a sample of a blank NAVPERS 1070/607 (OCR) form. Figure 5-21 shows a sample of a completed NAVPERS 1070/607 SDS form.

This form is prepared and distributed according to the guidelines in the DFAS PAYPERSMAN and/or SDSPROMAN, as appropriate. As with the WR NAVPERS 1070/606, you may have come across the OCR NAVPERS 1070/607. If you are on a ship, you should be aware that in the future these forms may be prepared by a computer system such as the SDS used at the PERSUPPDETs.

ENLISTED PERFORMANCE RECORD (PAGE 9)

According to the MILPERSMAN, Article 5030360, the Enlisted Performance Record, NAVPERS 1070/609, page 9 of the enlisted service record, is a chronological record of an enlisted member's performance evaluations and career milestones. The page 9 is prepared as soon as practical atler a member enlists or reenlists in the Navy or Naval Reserve. The original form is prepared with the member's full name and social security number (SSN) at the bottom of the page. Entries are made on this page under instructions pertaining to the Enlisted Performance Evaluation System and MILPERSMAN, Article 5030360. Figure 5-22 shows a page 9 containing sample entries.

For complete guidance on making page 9 entries, always refer to the MILPERSMAN, Article 5030360. If you need to make corrections to the page 9, refer to the MILPERSMAN, Article 5040100. The information in the following sections is limited to a clarification of the reason codes in column 2 of the page 9.

Reason Codes

As you may have already noticed in figure 5-22, column 2 of the page 9 contains a number of reason codes. As a PN, you are required to know what these codes mean. You must be able to use them correctly whenever the need arises.

CODE P.— Code **P** stands for Periodic. You will use code **P** whenever you record a member's annual performance evaluation marks. These enlisted performance evaluations are prepared annually according to specific guidelines set forth in the *Navy Performance Evaluation and Counseling Manual* (Eval Manual), BUPERSINST 1610.10.

CODE T.— Code **T** stands for Transfer. Use code **T** whenever you record performance evaluation marks that are prepared on the occasion of an individual's transfer.

CODE S.— Code **S** stands for Special. You will use code **S** whenever you record any type of performance evaluation marks of an individual who has been given a special evaluation. Whether the special evaluation is derogatory in nature or pertains to a sustained superior performance, you will use code **S** for any type of performance evaluation marks resulting from a special evaluation.

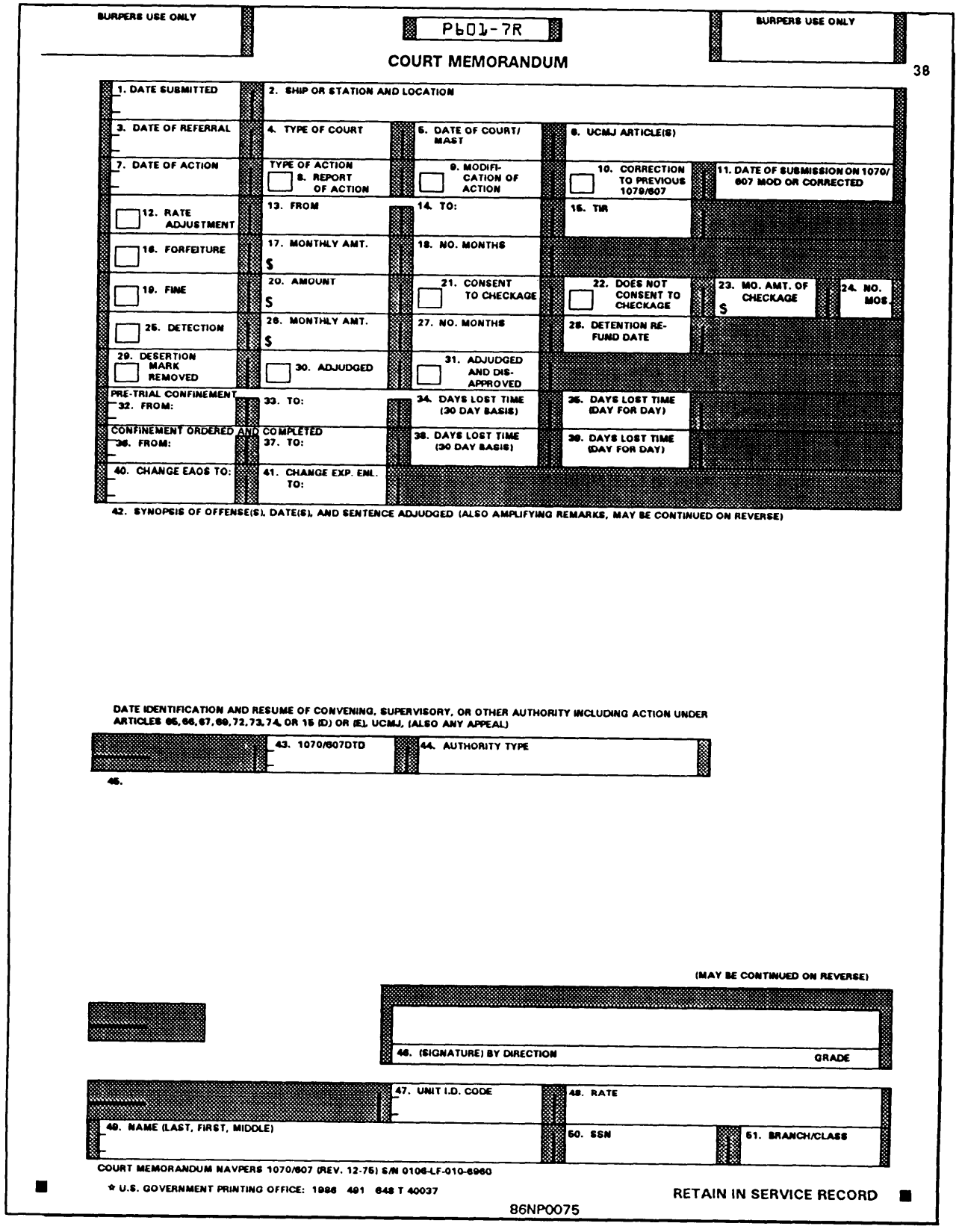
CODE SUP.— Code **SUP** stands for Supplemental This code is used whenever you record supplemental performance evaluation information submitted per BUPERSINST 1610.10.

CODE M.— Code **M** stands for Memorandum. This code is used whenever you record significant career events. Some of the memorandum entries under code **M** will have their own individual codes. For example, **MM** stands for Meritorious Mast, **NJP** stands for Nonjudicial punishment, **SCM** stands for Summary Court-Martial, **SPCM** stands for Special Court-Martial, **GCM** stands for General Court-Martial, **CR** stands for Change in Rating, **AR** stands for Advancement in Rate, and **RR** stands for Reduction in Rate.

Disposition

The page 9 is retained in the member's service record until it is closed. When the service record is closed, a reproduced copy of the page is made and certified, and disposition is made according to the member's status.

IMMEDIATE REENLISTMENTS.— For members who immediately reenlist, the original page 9



BUPERS USE ONLY

P601-7R

BUPERS USE ONLY

COURT MEMORANDUM

38

1. DATE SUBMITTED
2. SHIP OR STATION AND LOCATION
3. DATE OF REFERRAL
4. TYPE OF COURT
5. DATE OF COURT/ MAST
6. UCMJ ARTICLE(S)
7. DATE OF ACTION
TYPE OF ACTION
8. REPORT OF ACTION
9. MODIFICATION OF ACTION
10. CORRECTION TO PREVIOUS 1070/607
11. DATE OF SUBMISSION ON 1070/607 MOD OR CORRECTED
12. RATE ADJUSTMENT
13. FROM
14. TO:
15. TIR
16. FORFEITURE
17. MONTHLY AMT. $
18. NO. MONTHS
19. FINE
20. AMOUNT $
21. CONSENT TO CHECKAGE
22. DOES NOT CONSENT TO CHECKAGE
23. MO. AMT. OF CHECKAGE $
24. NO. MOS.
25. DETECTION
26. MONTHLY AMT. $
27. NO. MONTHS
28. DETENTION REFUND DATE
29. DESERTION MARK REMOVED
30. ADJUDGED
31. ADJUDGED AND DISAPPROVED
PRE-TRIAL CONFINEMENT
32. FROM:
33. TO:
34. DAYS LOST TIME (30 DAY BASIS)
35. DAYS LOST TIME (DAY FOR DAY)
CONFINEMENT ORDERED AND COMPLETED
36. FROM:
37. TO:
38. DAYS LOST TIME (30 DAY BASIS)
39. DAYS LOST TIME (DAY FOR DAY)
40. CHANGE EAOS TO:
41. CHANGE EXP. EML. TO:

42. SYNOPSIS OF OFFENSE(S), DATE(S), AND SENTENCE ADJUDGED (ALSO AMPLIFYING REMARKS, MAY BE CONTINUED ON REVERSE)

DATE IDENTIFICATION AND RESUME OF CONVENING, SUPERVISORY, OR OTHER AUTHORITY INCLUDING ACTION UNDER ARTICLES 66, 66, 67, 69, 72, 73, 74, OR 15 (D) OR (E), UCMJ, (ALSO ANY APPEAL)

43. 1070/607DTD
44. AUTHORITY TYPE
45.

(MAY BE CONTINUED ON REVERSE)

46. (SIGNATURE) BY DIRECTION
GRADE

47. UNIT I.D. CODE
48. RATE
49. NAME (LAST, FIRST, MIDDLE)
50. SSN
51. BRANCH/CLASS

COURT MEMORANDUM NAVPERS 1070/607 (REV. 12-76) S/N 0106-LF-010-6960

☆ U.S. GOVERNMENT PRINTING OFFICE: 1986 491 648 T 40037

RETAIN IN SERVICE RECORD

86NP0075

Figure 5-20.—OCR Court Memorandum, NAVPERS 1070/607.

/FC38/
DCN: 310600250P

EVENT: D10 COURT MEMORANDUM
COURT MEMORANDUM NAVPERS 1070/607

NAME: DOE JOHN NMN SSN: 123-45-6789 RATE ABBR: SR BR/CL: USN
UIC: 30922 EVENT DATE: 93APR16 DATE OF REFERRAL: TYPE OF COURT: NJP
DATE OF COURT/MAST: 93APR05 UCMJ ARTICLES: 086
DATE OF ACTION: 93APR05 TYPE OF ACTION: INITIAL
DATE OF PREVIOUS NAVPERS 1070/607: REF-ECN: —

RATE ADJUSTMENT FROM: RATE ADJUSTMENT TO: TIR: —

FORFEITURE AMOUNT: 213.00 NO MONTHS: 001 FINE AMOUNT:
CHECKAGE: CHECKAGE AMOUNT: NO MONTHS CHECKAGE:

DESERTION MARK REMOVED: ADJUDICATION:

PRE-TRIAL CONFINEMENT: DAYS LOST TIME:
FROM: TO: 30 DAY BASIS: DAY FOR DAY:

CONFINEMENT ORDERED AND COMPLETED: DAYS LOST TIME:
FROM: TO: 30 DAY BASIS: DAY FOR DAY:

SYNOPSIS OF OFFENSE(S), DATE(S) AND SENTENCE:
CHARGE I: VIOLATION OF UCMJ ARTICLE 86.
SPEC: ON OR ABOUT 15MAR93, DTD, WITHOUT AUTHORITY ABSENT HIMSELF FROM HIS FROM HIS PLACE OF DUTY, TO WIT: PT COMPANY.

DATE IDENTIFICATION AND RESUME OF CONVENING, SUPERVISORY, OR OTHER AUTHORITY INCLUDING ACTION UNDER ARTICLES 65, 66, 67, 69, 72, 73, 74 OR 15(D) OR (E), UCMJ (ALSO ANY APPEAL):

AUTH-TYPE-DATE: AUTHORITY TYPE:

REDUCTION TO THE NEXT INFERIOR PAYGRADE: SR/E1, FORFEITURE OF $213.00 PAY PER MONTH FOR 1 MONTH, RESTRICTION FOR 14 DAYS, AND 14 DAYS EXTRA DUTIES.

AUTHORIZING OFFICER'S NAME AND GRADE: A. B. SEA, LTJG, USN
A. B. Sea TITLE: AOTC
SIGNATURE BY DIRECTION
NAVPERS 1070/607

Figure 5-21.—SDS Court Memorandum, NAVPERS 1070/607.

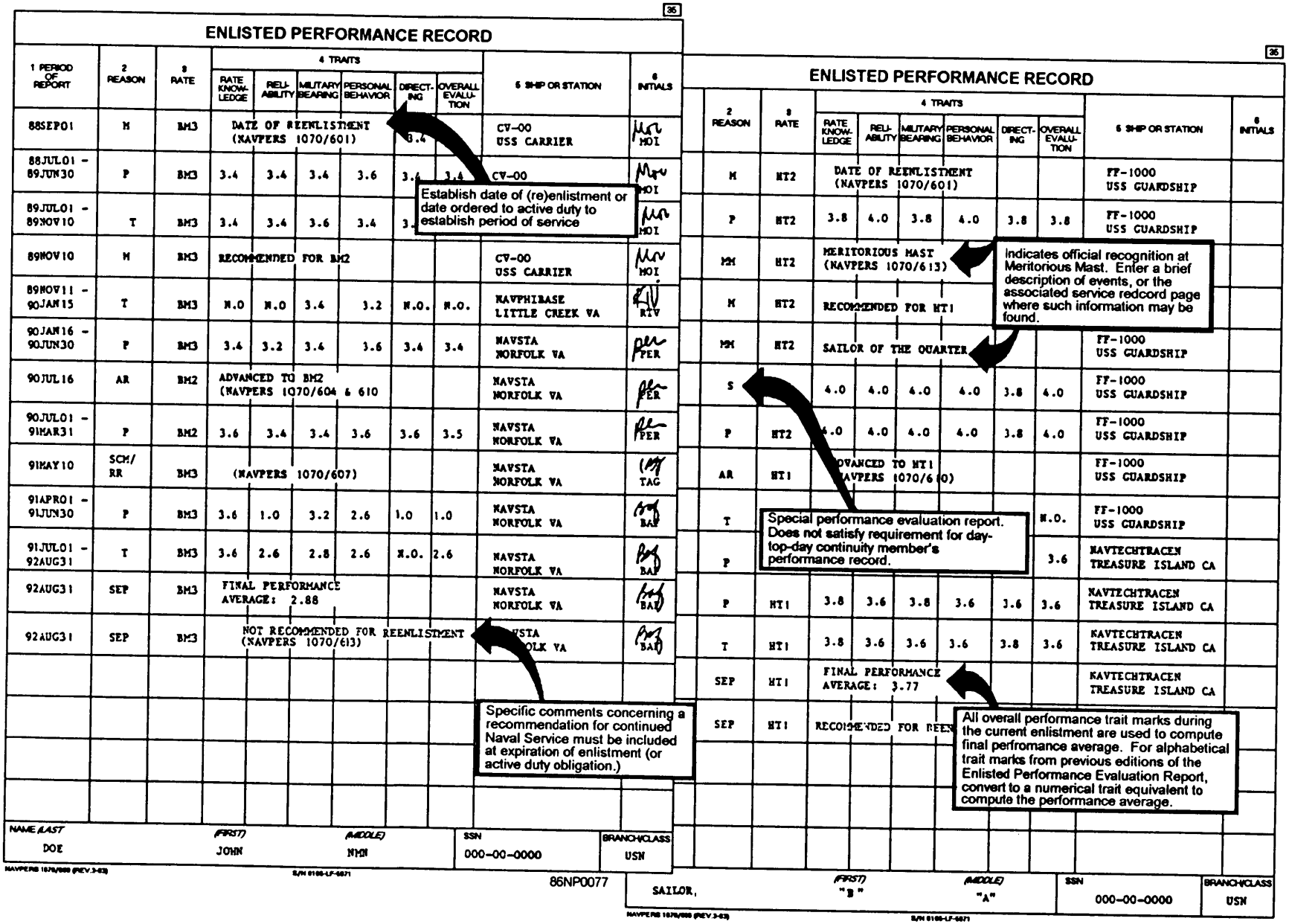


Figure 5-22.—Enlisted Performance Record, NAVPERS 1070/609.

is forwarded to BUPERS with the other documents. The certified copy is filed on the left-hand side of the reenlistment record under the performance divider as discussed earlier.

MEMBERS WHO DO NOT IMMEDIATELY REENLIST.— For members who do not immediately reenlist, the original page 9 is forwarded with the closed service record. For members who are transferred to the Fleet Reserve or the Retired List but retained on active duty, the certified copy of the page 9 is filed on the left-hand side of the service record under the performance divider.

ADMINISTRATIVE REMARKS (PAGE 13)

According to the MILPERSMAN, Article 5030420, the Administrative Remarks, NAVPERS 1070/613, page 13 of the enlisted service record, serves as a chronological record of significant miscellaneous entries that are not provided for elsewhere in the service record. Page 13 is also used to provide more detailed information to clarify entries on other pages of the service record.

Preparation

Usually, the page 13 is prepared on its original form; however, there are exceptions to the rule. Refer to the MILPERSMAN, Article 5030420, for these exceptions and for additional information concerning the entries on page 13. A sample of a blank page 13 is shown in figure 5-23.

Disposition

The page 13 is retained in the member's service record until the service record is closed. Disposition of page 13 is made according to the status of the individual service member.

IMMEDIATE REENLISTMENTS.— For members who immediately reenlist, the original page 13 is forwarded to BUPERS with the other documents according to the MILPERSMAN, Article 5030140. A copy of the page 13 information regarding sea duty counter entries is made and carried forward to the reenlistment record.

MEMBERS WHO DO NOT IMMEDIATELY REENLIST.— Originals of the page 13 are forwarded with the closed service remrd.

RECORD OF DISCHARGE FROM THE U.S. NAVAL RESERVE (INACTIVE) (PAGE 14 INACTIVE)

According to the MILPERSMAN, Article 5030443, the Record of Discharge from the U.S. Naval

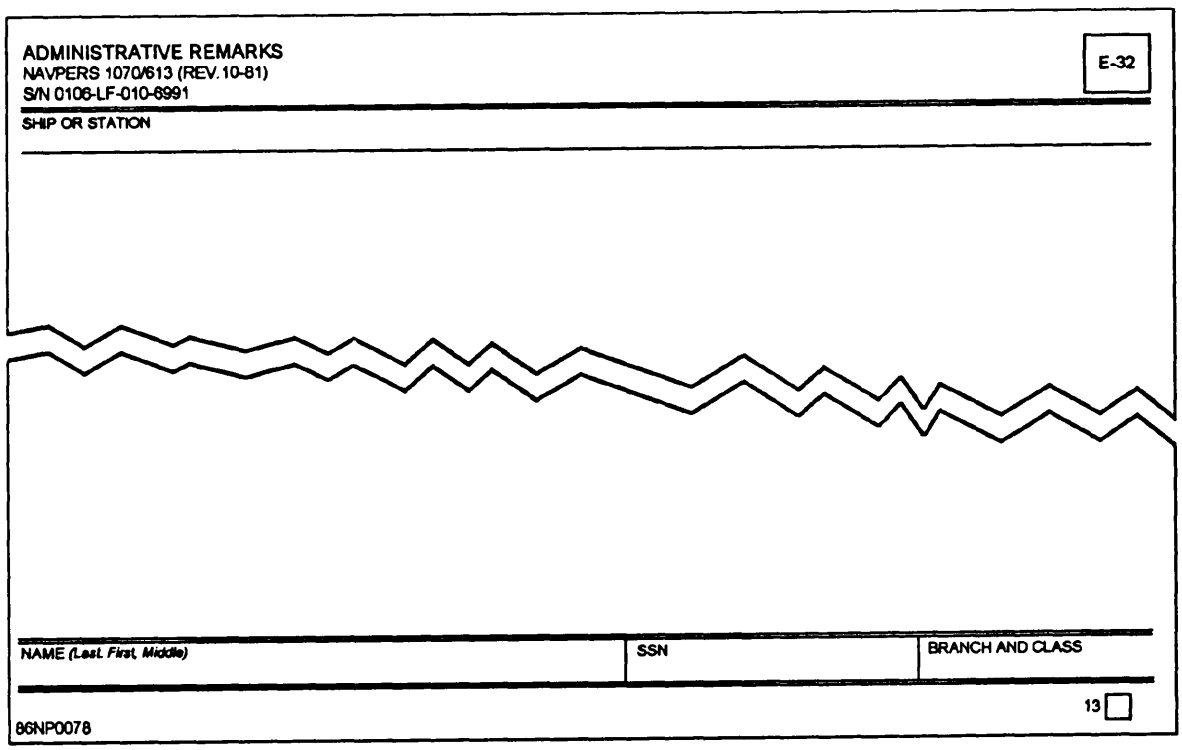


Figure 5-23.—Administrative Remarks, NAVPERS 1070/613.

Reserve (Inactive), NAVPERS 1070/615, page 14 of the enlisted service record, is prepared on the honorable discharge of an enlisted member on inactive duty by reason of expiration of enlistment or expiration of obligated service. The discharge of an enlisted member on inactive duty for any other reason is recorded on page 13.

NOTE: An adaptation of the page 14 Inactive is authorized for use by the Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN). A sample of a blank page 14 is shown in figure 5-24.

Preparation

To complete the page 14, NAVPERS 1070/615, you should follow the guidelines contained in the MILPERSMAN, Article 5030443.

Distribution

Copies of the NAVPERS 1070/615, page 14 (Inactive) are distributed as follows:

- Part 1 is delivered or forwarded to the member with the discharge certificate, discharge emblem, and appropriate service record pages.
- Part 2 is filed on the left side of the member's service record under the performance divider according to MILPERSMAN, Article 5030200.
- Part 3 is retained for recruiting or other local use.

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (PAGE 15)

According to the MILPERSMAN, Article 5030445, the Certificate of Release or Discharge from Active Duty, DD Form 214, is considered to be page 15 of tie enlisted service record. The DD Form 214 is prepared and distributed according to the guidelines contained in *Certificate of Release or Discharge from Active Duty,* BUPERSINST 1900.8.

The DD Form 214 is prepared to cover a member's periods of service on active duty, active duty for training, full-time training duty, active duty for special work, certain periods terminated by a change of status not concurrent with separation from active service, and release from a status that is legally determined to be void. The DD Form 214 provides documentary evidence of an enlisted person's active naval service and is a vital record for interested government agencies. It assists the enlisted person in obtaining the rights and benefits that have accrued as the result of a period of active naval service.

Because the DD Form 214 is so important, you must prepare it accurately and completely, and you must distribute it promptly. You should always use the *Certificate of Release or Discharge from Active Duty,* BUPERSINST 1900.8, whenever you are tasked with typing this important form. A copy of a DD Form 214 blank worksheet is shown in figure 5-25. Refer also to figure 5-26, which shows you a copy of the Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, DD Form 215. There will be occasions when you will have to type this form also.

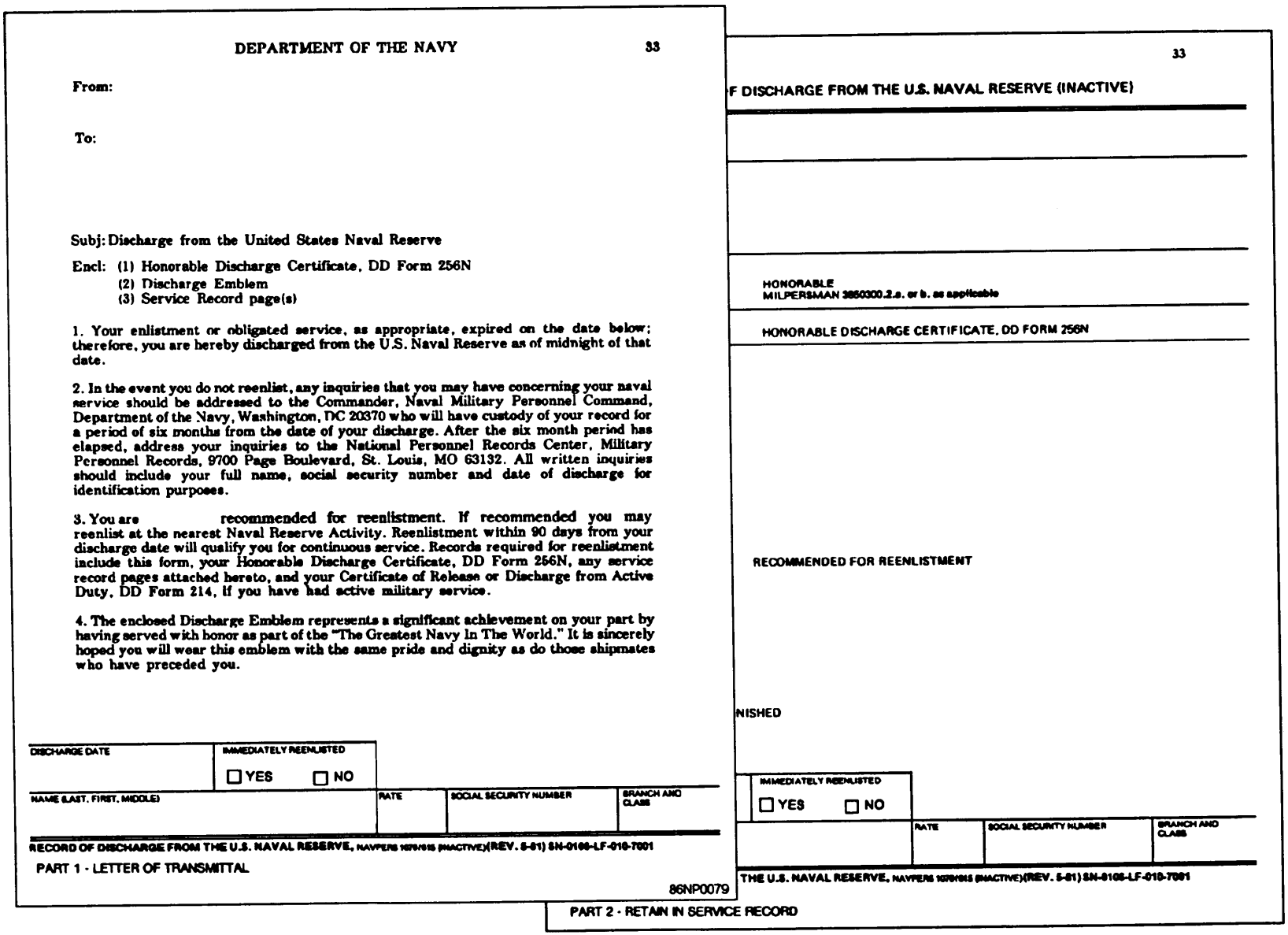
Your command should establish accountability measures to safeguard the issuance of both the DD Form 214 and DD Form 215. These are very accountable documents and only authorized personnel should be permitted to handle them.

In your career as a PN, you will very likely work with the DD Form 214 when you are processing separation documents, including the detaching endorsement, NAVCOMPT 3067. Make sure you take your time when you are working with these forms. Correctly transcribe the appropriate codes or entries from the DD Form 214 to the detaching endorsement. Past experience by the Defense Finance and Accounting Service (DFAS) has shown that information transcribed from the DD Form214 to the NAVCOMPT 3067 is not always correct. When mistakes occur, they subsequently create unneeded delays for the enlisted member as well as the agencies concerned. Do your part to avoid errors.

MAINTENANCE OF SERVICE RECORDS

Up to now, you have read about the format and principal pages of the enlisted service record. There are, however, other duties and responsibilities related to information in the enlisted service record. Some of your most important responsibilities will be in the area of enlisted service record maintenance. To be a good PN, you must be familiar with the numerous aspects involved in this important area. You may be called upon to explain the necessary requirements and procedures to your shipmates.

In the following paragraphs, you will read about a variety of enlisted service record information. You will read about the distinctions in meaning between home address and home of record. You will read about the



DEPARTMENT OF THE NAVY 33

From:

To:

Subj: Discharge from the United States Naval Reserve

Encl: (1) Honorable Discharge Certificate, DD Form 256N
(2) Discharge Emblem
(3) Service Record page(s)

1. Your enlistment or obligated service, as appropriate, expired on the date below; therefore, you are hereby discharged from the U.S. Naval Reserve as of midnight of that date.

2. In the event you do not reenlist, any inquiries that you may have concerning your naval service should be addressed to the Commander, Naval Military Personnel Command, Department of the Navy, Washington, DC 20370 who will have custody of your record for a period of six months from the date of your discharge. After the six month period has elapsed, address your inquiries to the National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. All written inquiries should include your full name, social security number and date of discharge for identification purposes.

3. You are recommended for reenlistment. If recommended you may reenlist at the nearest Naval Reserve Activity. Reenlistment within 90 days from your discharge date will qualify you for continuous service. Records required for reenlistment include this form, your Honorable Discharge Certificate, DD Form 256N, any service record pages attached hereto, and your Certificate of Release or Discharge from Active Duty, DD Form 214, if you have had active military service.

4. The enclosed Discharge Emblem represents a significant achievement on your part by having served with honor as part of the "The Greatest Navy In The World." It is sincerely hoped you will wear this emblem with the same pride and dignity as do those shipmates who have preceded you.

DISCHARGE DATE	IMMEDIATELY REENLISTED ☐ YES ☐ NO			
NAME (LAST, FIRST, MIDDLE)		RATE	SOCIAL SECURITY NUMBER	BRANCH AND CLASS

RECORD OF DISCHARGE FROM THE U.S. NAVAL RESERVE, NAVPERS 1070/615 (INACTIVE)(REV. 5-81) SN-0106-LF-010-7001

PART 1 - LETTER OF TRANSMITTAL

86NP0079

33

F DISCHARGE FROM THE U.S. NAVAL RESERVE (INACTIVE)

HONORABLE
MILPERSMAN 3850300.2.a. or b. as applicable

HONORABLE DISCHARGE CERTIFICATE, DD FORM 256N

RECOMMENDED FOR REENLISTMENT

NISHED

IMMEDIATELY REENLISTED ☐ YES ☐ NO			
	RATE	SOCIAL SECURITY NUMBER	BRANCH AND CLASS

THE U.S. NAVAL RESERVE, NAVPERS 1070/615 (INACTIVE)(REV. 5-81) SN-0106-LF-010-7001

PART 2 - RETAIN IN SERVICE RECORD

Figure 5-24.—Record of Discharge from the U.S. Naval Reserve (Inactive), NAVPERS 1070/615.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle)

2. DEPARTMENT, COMPONENT AND BRANCH

3. SOCIAL SECURITY NO.

4. a. GRADE, RATE OR RANK

4. b. PAY GRADE

5. DATE OF BIRTH (YYMMDD)

6. RESERVE OBLIG. TERM. DATE

Year	Month	Day

7. a. PLACE OF ENTRY INTO ACTIVE DUTY

7. b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)

8. a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND

8. b. STATION WHERE SEPARATED

9. COMMAND TO WHICH TRANSFERRED

10. SGLI COVERAGE Amount: $ ☐ None

11. PRIMARY SPECIALTY (List number, title and years and months in speciality. List additional speciality numbers and titles involving periods of one or more years)

12. RECORD OF SERVICE	Year(s)	Month(s)	Day(s)
a. Date Entered AD This Period			
b. Separation Date This Period			
c. Net Active Service This Period			
d. Total Prior Active Service			
e. Total Prior Inactive Service			
f. Foreign Service			
g. Sea Service			
h. Effective Date of Pay Grade			

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)

14. MILITARY EDUCATION (Course title, number of weeks ad month and year completed)

15. a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCTIONAL ASSISTANCE PROGRAM — YES ☐ NO ☐

15. b. HIGH SCHOOL GRADUATE OR EQUIVALENT — YES ☐ NO ☐

16. DAYS ACCRUED LEAVE PAID

17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION ☐ YES ☐ NO

18. a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code)

18. b. NEAREST RELATIVE (Name and address - Include Zip Code)

20. MEMBER REQUESTS COPY 6 BE SENT TO _____ DIR. OF VET. AFFAIRS ☐ YES ☐ NO

21. SIGNATURE OF MEMBER BEING SEPARATED

22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, and signature)

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION

24. CHARACTER OF SERVICE (Include upgrades)

25. SEPARATION AUTHORITY

26. SEPARATION CODE

27. REENTRY CODE

28. NARRATIVE REASON FOR SEPARATION

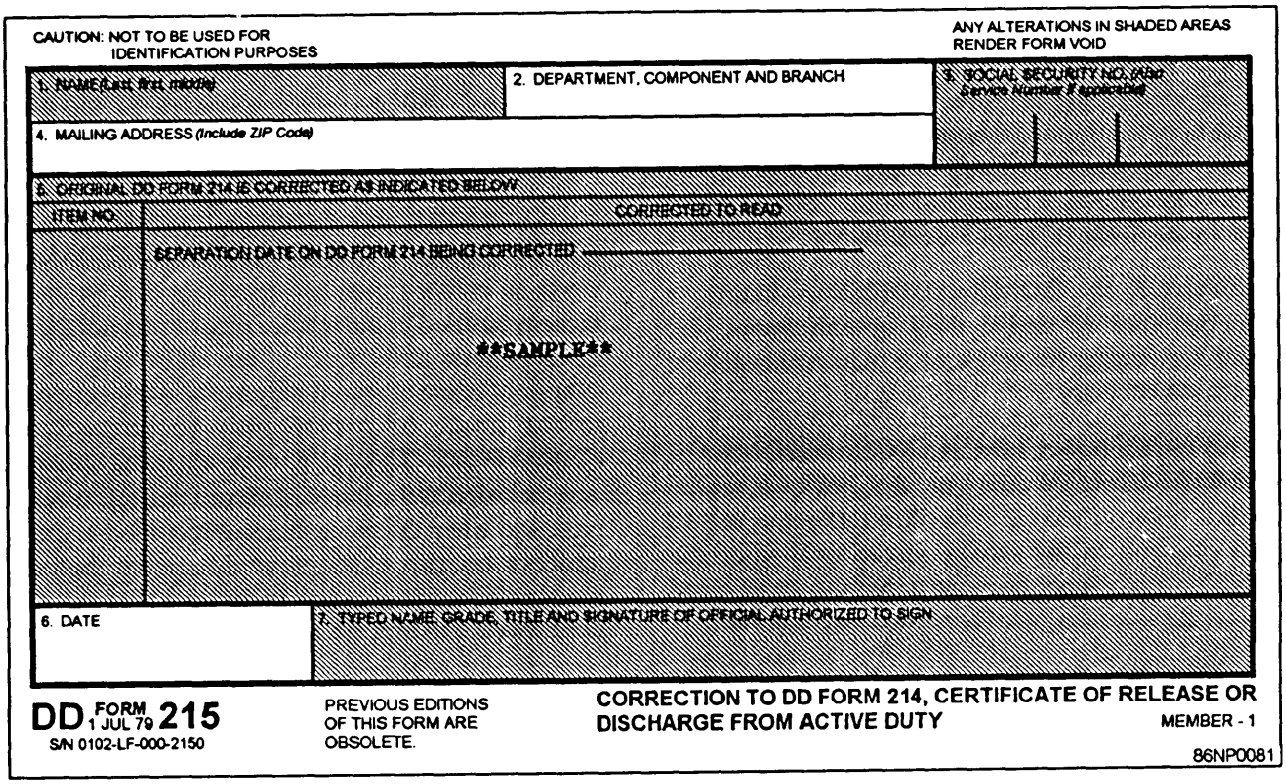
29. DATES OF TIME LOST DURING THIS PERIOD

30. MEMBER REQUESTS COPY 4 _____ Initials

DD Form 214WS, NOV 88 — Previous editions are obsolete. — 86NP0080

WORKSHEET

Figure 5-25.—Certificate of Release or Discharge from Active Duty, DD Form 214.


CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

1. NAME (Last, First, Middle)

2. DEPARTMENT, COMPONENT AND BRANCH

3. SOCIAL SECURITY NO. (Or Service Number if applicable)

4. MAILING ADDRESS (Include ZIP Code)

5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW

ITEM NO.

CORRECTED TO READ

SEPARATION DATE ON DD FORM 214 BEING CORRECTED

SAMPLE

6. DATE

7. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN

DD FORM 1 JUL 79 215

S/N 0102-LF-000-2150

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

MEMBER - 1

86NP0081

Figure 5-26.—Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, DD Form 215.

procedures involved in a request for a change of name or a correction of a date of birth. You will also read about the importance of signatures, the requirements for reporting a change in citizenship by foreign nationals, the procedures for making corrections to enlisted service records, and the purpose of the Board for Correction of Naval Records (BCNR).

ADDRESS AND HOME OF RECORD

As a PN, you must understand and be able to explain the difference between an enlisted member's home address and his or her home of record. You should also be able to explain to your shipmates why this information is required in the service record.

Reasons

According to the MILPERSMAN, Article 5010140, a member's address is officially recorded by the Navy for the following reasons:

- To communicate with the member when necessary.
- To provide a means for establishing and recording the home of record of a member at the time of his or her entry on a tour of extended active duty. (This is for purposes of determining the member's entitlement to travel and transportation allowances.)

A home address or address recorded as the home of record for a member's current tour of active duty or enlistment serves as evidence of, but does not in itself establish, the member's legal domicile or residence.

Home Address Versus Home of Record

The main difference in a member's home address and home of record is that the home of record remains unchanged during a continuous tour of active duty regardless of changes in the member's home address during that time.

For an enlisted Navy member who is immediately placed on active duty, the home of record is the address recorded specifically as that member's home of record on the official enlistment document form at the time of the member's current enlistment or reenlistment.

In the case of an enlisted member who is not immediately placed on active duty upon enlistment or reenlistment, the member's home of record during a relevant tour of active duty is the home address recorded at the time of enlistment unless a change in the member's home address has been recorded before the member is in actual receipt of orders to the tour of active duty.

In all cases, a member's home of record remains unchanged during a continuous tour of active duty or enlistment regardless of any changes in that member's home address during that tour or enlistment. This is why the home address and home of record recorded in a member's service record may or may not be the same. The rules governing a change in home address and a change in the home of record are different.

CHANGE IN HOME ADDRESS.— During a continuous tour of active duty or enlistment, the member may change his or her place of residence (home address) as necessary.

RESTRICTIONS TO CHANGE IN HOME OF RECORD.— There are different rules, however, for the member's home of record. The official home of record can be changed in the service record only upon the member's reenlistment or reentry into the service and provided the following two conditions are also met:

1. There is no overlap in the reenlistment contract.
2. There is a break in service of at least 1 calendar day.

In maintaining enlisted service records, you must be completely familiar with these rules. You must be able to understand the conditions involved in each case and explain the distinctions to your shipmates.

Consider the case of CPO John Doe who desires to change his home of record to reflect a change in his home address. CPO Doe's current enlistment expires on 12 March. He reenlists on 14 March. His home address at the time of his reenlistment is different from the address recorded on his previous enlistment as his home of record. In Doe's case, there is a break of service of at least 1 calendar day (13 March) and no overlap in the reenlistment contract. Therefore, Doe's new home address becomes the home of record in his service record for his reenlistment.

On the other hand, let's look at the case of PO Boat who also wishes to change his official home of record at the time of his reenlistment to reflect an actual change of home address that occurred during his original (current) enlistment. In Boat's case, however, his reenlistment occurs before the expiration of his current enlistment. Because Boat's reenlistment is considered to be a continuation of his incomplete current enlistment, his home of record remains the place that was originally recorded as his home of record for his current enlistment. When a member is separated from the service for the purpose of continuing on active duty in the same or another status and the reenlistment occurs before the expiration of the current enlistment, the reenlistment is considered to be a continuation of the incomplete enlistment for the purpose of travel allowances, and the place recorded in the enlisted service record for the incomplete enlistment remains the official home of record.

AUTHORIZED CORRECTIONS TO HOME OF RECORD INFORMATION.— What happens when an enlisted member discovers that the home of record recorded in the service record was not the actual home address at the time of her enlistment? While a change of home of record may not be made, a correction to the home of record may be authorized by CHNAVPERS. This can be done when the wrong place was recorded as the home of record through a bona fide error and when the place that was recorded as the home address on the enlistment document before the member's receipt of orders to the relevant tour of active duty was not in fact the actual home of the member.

Any request for a correction of the home of record must be submitted by the member and be fully substantiated by proof that the place requested to be designated as the home of record was the member's actual home at the time of his or her call to active duty, enlistment, or reenlistment after a break in service of at least 1 calendar day. If the correction to the home of record is authorized by CHNAVPERS, travel and transportation allowances are based on the official corrected home of record recorded under the provisions of the *Joint Federal Travel Regulations (JFTR).*

CHANGE OF NAME

According to the MILPERSMAN, Article 5010240, change of name in the official record is made only after an administrative examination of the evidence and approval by CHNAVPERS. A change of surname due to marriage or divorce should be reported immediately.

Before submission of a request for change of name, the service member should be advised of the Privacy Act statement relative to this information as follows:

> "The authority to request this information is derived from 5 U.S.C. 301 Department Regulations. The purpose is to effect a correction of name. It will become a permanent part of the Navy Personnel Records System. Disclosure of the information requested is voluntary; however, failure to provide the information may result in disapproval of the request for change of name."

Requests for change of name must be forwarded via the CO and must be accompanied by appropriate documentary evidence verifying the change in name. Examples of suitable documentary evidence include a marriage certificate, a final divorce decree containing a provision for the restoration of the maiden name, a court order authorizing the name change, and a birth certificate. The change of name is effective, for Navy record purposes, from the date of authorization by CHNAWERS.

As a PN, you will most likely deal with a change of name after its authorization by CHNAVPERS. As soon as your command receives authorization to change a person's name, you should make an appropriate Administrative Remarks, NAVPERS 1070/613, page 13 entry in the enlisted member's service record and change all appropriate pages. Make sure each change is initialed on all appropriate pages by a person who is authorized to do so.

CORRECTION OF DATE OF BIRTH

According to the MILPERSMAN, Article 5010220, a correction of the date of birth in the official record of a member is made only after an administrative examination has shown that the evidence presented is indisputable and authority for the change has been granted by CHNAVPERS.

The personnel officer must advise the applicant before submission of the request for change in the date of birth of the Privacy Act statement relative to this element which is similar to the one shown previously for a change of name.

A request for a correction of the date of birth must be forwarded via the CO and include the following documentation:

- A statement of the reason for the erroneous recording.
- A copy of the birth certificate or other documentary evidence of the correct date of birth. When the evidence submitted is not identifed as a public record, a statement by the responsible public official that no public record of birth exists must be included.
- An affidavit that the applicant is the person referred to in the documentary evidence submitted.

When CHNAVPERS authorizes a correction of birth date, the member will be issued a Notification of Change in Servicemember's Official Records, DD Form 1343. Copies of this form for an enlisted member will be sent to the member's CO.

Again, you will likely come into contact with a change of date of birth after it has been authorized by CHNAVPERS. As soon as your command receives authorization to correct an individual's date of birth, you should make an appropriate Administrative Remarks, NAVPERS 1070/613, page 13 entry in the enlisted member's service record and change all appropriate pages. Make sure the change is initialed on all appropriate pages by a person authorized to do so.

SIGNATURES IN SERVICE RECORDS

According to the MILPERSMAN, Article 5030100, signatures and initials in the service record are required to make sure entries are made by proper authority and service records are properly maintained.

As a PN, you frequently will be involved in checking for signatures and the appropriate supporting information, so you must be aware of the requirements. Signatures and initials must be in permanent black or blue-black ink and must be legible on all copies. You should type the rank/rate/grade and title of the person signing the service record pages below the signature line. Signers, such as your supervisor, are required to sign or initial entries on service record pages at the time and in the manner described by the MILPERSMAN or other directives governing service record administration.

The CO, executive officer (XO), or OIC, signs or initials all service record pages. The CO or OIC, however, may grant certain personnel "By direction" authority to sign service record pages.

At the discretion of the CO, facsimile signatures may be used for entries on the page 4 and accumulative entries on the page 13. In these cases, you should stamp both original and carbon copies of the service record page with the facsimile signature. Facsimile signatures are authorized for use only on pages 4 and 13 of the enlisted service record. They should not be used on any other pages of the service record.

CITIZENSHIP ENTRIES IN THE ENLISTED SERVICE RECORD

According to the MILPERSMAN, Article 5030450, an enlisted member's citizenship is recorded on the Record of Military Processing—Armed Forces of the United States, DD Form 1966, or the Immediate

Reenlistment Contract, NAVPERS 1070/601. The naturalization certificate and other documents issued by the Immigration and Naturalization Service cannot be duplicated and must remain in the custody of the member.

Each foreign national is required to report any change in citizenship status along with documentary evidence to substantiate the change. As a PN, you may be called upon to help submit these changes. Report a change in citizenship by submitting the appropriate data entries according to the guidelines in the DMRSMAN or SDSPROMAN. If your activity reports a change in citizenship via the DMRS, you must make a page 13 entry to substantiate the change.

CORRECTION OF ENLISTED SERVICE RECORDS

According to the MILPERSMAN, Article 5040100, the U.S. Navy Enlisted Service Record, NAVPERS 1070/600, is a permanent history of a member's service in the Navy and is a chronological record of facts and events incident to such service. Once information is entered on a service record page, it may be corrected at the command level only under MILPERSMAN, Article 5040100. Removal or revision of enlisted performance evaluation reports can be made only as set forth in the *Navy Performance Evaluation and Counseling Manual* BUPERSINST 1610.10.

For the most part, your supervisors will either deal with or provide guidance for corrections to be made in enlisted service records. As a PN3 or PN2, you may be tasked with making sure certain format requirements are met. You must be aware, for example, that the use of interlineation, ditto marks, or the entry of unauthorized abbreviations, symbols, or codes is prohibited in the service record. If you become involved in making corrections to enlisted service records, always use the appropriate official guidelines for making any type of changes.

BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR)

According to the MILPERSMAN, Article 5040200, the BCNR (Title 10, U.S. Code Section 1552) was established under the Legislative Reorganization Act of 1946 to relieve Congress of the burden of considering private bills for the correction of naval records. As a PN, you should be aware of the BCNR and the types of cases submitted for its review. Although not an all-inclusive listing, the following list includes examples of some of the types of cases reviewed by the BCNR:

- Requests for physical disability retirement
- Cancellation of a physical disability discharge and in lieu thereof retirement for disability
- Increase in percentage of disability
- Removal of derogatory material from an official record
- Review of nonjudical punishment
- Restoration of rank, grade, or rating

The law requires that an application be filed with the BCNR within 3 years of the date of discovery of the error or injustice. The board is authorized to excuse the fact that the application was filed at a later date if it finds it to be in the interest of justice. The board is also empowered to deny an application without a hearing if it determines that there is insufficient evidence to indicate the existence of probable material error or injustice.

In connection with a review of executed discharges by both the Naval Discharge Review Board (NDRB) and the BCNR, there is no law or regulation that provides that an unfavorable discharge may be upgraded based solely on the passage of time or good conduct in civilian life subsequent to a member's leaving the service.

The MILPERSMAN, Article 5040220, contains instructions for applying to the BCNR. Under the provisions of Title 10, U.S. Code Section 1552, applications submitted for review by the BCNR should be submitted on the Application for Correction of Military Records, DD Form 149. A copy of a blank DD Form 149 is shown in figure *5-27*. Applications submitted for review by the NDRB should be submitted on the Application for the Review of Discharge or Dismissal from the Armed Forces, DD Form 293. A copy of a blank DD Form 293 is shown in figure 5-28.

VERIFICATION AND DISPOSITION OF ENLISTED SERVICE RECORDS

As a PN3 or PN2, you will be assigned the responsibilities of verifying and disposing of enlisted service records. In the following paragraphs, you will read about some of the tasks you will be expected to perform. You will read about the basic procedures for verifying service records, checking out service records, tracing missing service records, purging service

APPLICATION FOR CORRECTION OF MILITARY RECORD UNDER THE PROVISIONS OF TITLE 10, U.S. CODE, SECTION 1552
(Please read instructions on reverse side BEFORE completing application.)

Form Approved
OMB No. 0704-0003
Expires Mar 31, 1993

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0003). Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to the appropriate address shown on reverse.

Privacy Act Statement

AUTHORITY: Title 10 US Code 1552, EO 9397.

PRINCIPAL PURPOSE: To initiate an application for correction of a military record. The form is used by Board members for review of pertinent information in making a determination of relief through correction of a military record.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide identifying information may impede processing of this application. The request for Social Security number is strictly to assure proper identification of the individual and appropriate records.

1. APPLICANT DATA

a. BRANCH OF SERVICE *(X one)* ☐ (1) ARMY ☐ (2) NAVY ☐ (3) AIR FORCE ☐ (4) MARINE CORPS ☐ (5) COAST GUARD

b. NAME *(Last, First, Middle Initial) (Please print)*	c. PRESENT PAYGRADE	d. SERVICE NUMBER *(If applicable)*	e. SOCIAL SECURITY NUMBER

2. TYPE OF DISCHARGE *(If by court-martial, state type of court.)*	3. PRESENT STATUS, IF ANY, WITH RESPECT TO THE ARMED SERVICES *(Active duty, Retired, Reserve, etc.)*	4. DATE OF DISCHARGE OR RELEASE FROM ACTIVE DUTY

5. ORGANIZATION AT TIME OF ALLEGED ERROR IN RECORD	6. I DESIRE TO APPEAR BEFORE THE BOARD IN WASHINGTON, D.C. *(No expense to the Government)* *(X one)* ☐ a. YES ☐ b. NO

7. COUNSEL *(If any)* a. NAME *(Last, First, Middle Initial)*	b. ADDRESS *(Street, City, State and Zip Code)*

8. I REQUEST THE FOLLOWING CORRECTION OF ERROR OR INJUSTICE:

9. I BELIEVE THE RECORD TO BE IN ERROR OR UNJUST IN THE FOLLOWING PARTICULARS:

10. IN SUPPORT OF THIS APPLICATION I SUBMIT AS EVIDENCE THE FOLLOWING: *(If Veterans Administration records are pertinent to your case, give Regional Office location and Claim Number.)*

11. ALLEGED ERROR OR INJUSTICE DATA

a. DATE OF DISCOVERY	b. IF MORE THAN THREE YEARS SINCE THE ALLEGED ERROR OR INJUSTICE WAS DISCOVERED, STATE WHY THE BOARD SHOULD FIND IT IN THE INTEREST OF JUSTICE TO CONSIDER THIS APPLICATION.

12. APPLICANT MUST SIGN IN ITEM 16. IF THE RECORD IN QUESTION IS THAT OF A DECEASED OR INCOMPETENT PERSON, LEGAL PROOF OF DEATH OR INCOMPETENCY MUST ACCOMPANY APPLICATION. IF APPLICATION IS SIGNED BY OTHER THAN APPLICANT, INDICATE RELATIONSHIP OR STATUS BY MARKING APPROPRIATE BOX.

☐ a. SPOUSE ☐ b. WIDOW ☐ c. WIDOWER ☐ d. NEXT OF KIN ☐ e. LEGAL REP ☐ f. OTHER *(Specify)*

13. I MAKE THE FOREGOING STATEMENTS, AS PART OF MY CLAIM, WITH FULL KNOWLEDGE OF THE PENALTIES INVOLVED FOR WILLFULLY MAKING A FALSE STATEMENT OR CLAIM. *(U.S. Code, Title 18, Sec. 287, 1001, provides a penalty of not more than $10,000 fine or not more than 5 years imprisonment or both.)*

14. COMPLETE CURRENT ADDRESS, INCLUDING ZIP CODE *(Applicant should forward notification of all changes of address.)*	DOCUMENT NUMBER *(Do not write in this space.)*

15. DATE SIGNED	16. SIGNATURE *(Applicant must sign here.)*

86NP0082

DD Form 149, APR 90 *Previous editions are obsolete.*

Figure 5-27.—Application for Correction of Military Records, DD Form 149.

INSTRUCTIONS

(All data should be typed or printed)

1. For detailed information see:
   - Air Force Regulation 31-3
   - Army Regulation 15-185
   - Coast Guard, Code of Federal Regulations Title 33, Part 52
   - Navy, NAVEXOS P-473, as revised
2. Submit only original of this form.
3. Complete all items. If the question is not applicable, mark "None."
4. If space is insufficient, use "Remarks" or attach additional sheet.
5. Various veterans and service organizations furnish counsel without charge. These organizations prefer that arrangements for representation be made through local posts or chapters.
6. List all attachments and enclosures.
7. ITEMS 6 AND 7. Personal appearance of you and your witnesses or representation by counsel is not required to ensure full and impartial consideration of applications. Appearances and representations are permitted, at no expense to the Government, when a hearing is authorized.
8. ITEM 8. State the specific correction of record desired.
9. ITEM 9. In order to justify correction of a military record, it is necessary for you to show to the satisfaction of the Board, or it must otherwise satisfactorily appear, that the alleged entry or omission in the record was in error or unjust. Evidence may include affidavits or signed testimony of witnesses, executed under oath, and a brief of arguments supporting application. All evidence not already included in your record must be submitted by you. The responsibility for securing new evidence rests with you.
10. ITEM 11. 10 U.S.C. 1552b provides that no correction may be made unless request is made within three years after the discovery of the error or injustice, but that the Board may excuse failure to file within three years after discovery if it finds it to be in the interest of justice.

MAIL COMPLETED APPLICATIONS TO APPROPRIATE ADDRESS BELOW

ARMY	NAVY AND MARINE CORPS	COAST GUARD	AIR FORCE
(For Active Duty Personnel) Army Board for Correction of Military Records Department of the Army Washington, DC 20310-1803 (For Other than Active Duty Personnel) CO, USARPERCEN (PAS-AA) 9700 Page Blvd. St Louis, MO 63132-5200	Board for Correction of Naval Records Department of the Navy Washington, DC 20370-5100	Chairman Board for Correction of Military Records (C-60) Department of Transportation 400 7th St., SW Washington, DC 20590	Board for Correction of Air Force Records AFMPC/DPMDOA1 Randolph AFB, TX 78150-6001

17. REMARKS *(Applicant has exhausted all administrative channels in seeking this correction and has been counseled by a representative of his/her servicing military personnel office. (Applicable only to active duty and reserve personnel.))*

86NP0083

DD Form 149 Reverse, APR 90

Figure 5-27.—Application for Correction of Military Records, DD Form 149—Continued.

APPLICATION FOR THE REVIEW OF DISCHARGE OR DISMISSAL FROM THE ARMED FORCES OF THE UNITED STATES

Form Approved
OMB No. 0704-0004

Privacy Act Statement

AUTHORITY: 10 U.S.C. 1553, Executive Order 9397, 22 Nov 43 (SSN).

PRINCIPAL PURPOSES: To apply for a change in the type of discharge issued.

ROUTINE USES: Placed in applicant's file. Used in applicant's case to determine the relief sought and to compare facts presented with evidence on record.

DISCLOSURE: Voluntary. If information is not furnished, applicant may not secure benefits from the board.

REQUESTING COPIES OF MILITARY RECORDS

Prior to applying for discharge review, potential applicants or their designated representatives may obtain copies of their military personnel records by submitting a Standard Form (SF) 180, Request Pertaining to Military Records, to the National Personnel Records Center (NPRC), 9700 Page Boulevard, St. Louis, MO 63132-5200.

PLEASE READ ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. DATA PERTAINING TO INDIVIDUAL (APPLICANT) TO BE REVIEWED

a. NAME *(Last, First, Middle Initial)*		b. ADDRESS *(Street, City, State, ZIP Code)*
c. SOCIAL SECURITY NUMBER	d. SERVICE NO. *(If different from SSN)*	
e. TELEPHONE NUMBER *(Include area code)*		f. NAME & ADDRESS OF LAST COMMAND

f. BRANCH OF ARMED SERVICE *(X one)*	g. DISCHARGE RECEIVED: *(X one)*	h. DATE OF DISCHARGE *(YYMMDD)*
(1) ARMY	(1) HONORABLE	
(2) NAVY	(2) GENERAL/UNDER HONORABLE CONDITIONS	
(3) AIR FORCE	(3) UNDESIRABLE/UNDER OTHER THAN HONORABLE CONDITIONS	
(4) MARINE CORPS	(4) BAD CONDUCT *(Special court martial only)*	
(5) COAST GUARD	(5) OTHER *(Explain)* (GCMs not reviewed by DRBs)	

2. APPEAL FILED IN BEHALF OF INDIVIDUAL TO BE REVIEWED (If the reviewee is deceased or incompetent, complete this section.) Appropriate evidence must accompany this form	3. BOARD ACTION REQUESTED *(X as applicable)*
a. RELATIONSHIP OF INDIVIDUAL SUBMITTING THIS APPLICATION TO APPLICANT *(X one)*	a. CHANGE DISCHARGE TO HONORABLE
(1) NEXT OF KIN	b. CHANGE DISCHARGE TO GENERAL/UNDER HONORABLE CONDITIONS
(2) SURVIVING SPOUSE	
(3) LEGAL REPRESENTATIVE	c. CHANGE REASON FOR DISCHARGE TO:
b. NAME *(Last, First, Middle Initial)*	

4. TYPE OF REVIEW REQUESTED *(X one)*

- a. I and/or *(counsel/representative)* wish to appear at a hearing at no expense to the Government before the Board in the Washington National Capital Region.
- b. I and/or *(counsel/representative)* wish to appear at a hearing at no expense to the Government before a Traveling Panel closest to *(Enter city and state)*
- c. Conduct a RECORD REVIEW of my discharge based on my military personnel file and any additional documentation submitted by me. I and/or *(counsel/representative)* will not appear before the Board.

5. I HAVE ARRANGED TO BE REPRESENTED BY AND AUTHORIZE THE RELEASE OF RECORDS TO *(Complete if applicable)*

a. NAME OF COUNSEL/REPRESENTATIVE *(Last, First, Middle Initial)*	b. ORGANIZATION
c. ADDRESS *(Street, City, State, ZIP Code)*	d. TELEPHONE *(Include area code)*

6. WAIVER OF COUNSEL *(X if applicable)*

I have read Item 6 of the instructions pertaining to the AVAILABILITY of counsel and elect NOT to be represented by counsel/representative *(leave Item 5 blank)*

DD Form 293, MAR 85 *Previous editions may be used until August 1986.*

86NP0084

Figure 5-28.—Application for the Review of Discharge or Dismissal from the Armed Forces, DD Form 293.

7. SUPPORTING DOCUMENTS *(X as applicable) (Please print name and social security number on each document.)*

	a. Will not be submitted. Please complete review based on available service records.
	b. Will be submitted within 60 days.
	c. Will be submitted within days.
	d. Are listed below and are attached to this application: *(Continue on a plain sheet of paper if more space is needed.)*

(1) DOCUMENT 1:

(2) DOCUMENT 2:

(3) DOCUMENT 3:

8 ISSUES. The Board will consider any issue submitted by you prior to closing the case for deliberation. The Board also will review the case to determine whether there are any issues which provide a basis for upgrading your discharge. However, the Board is not required to respond in writing to issues of concern to you unless those issues are listed or incorporated by specific reference below. Read the instructions carefully that pertain to block 8 prior to completing this part of the application. If you need more space, submit additional issues on an attachment.

ISSUE 1:

ISSUE 2:

ISSUE 3:

ISSUE 4:

	a. Check this block if you have listed additional issues as an attachment to this application.
	b. I previously submitted an application on *(Enter date)* and I am completing this form in order to submit additional issues.
	c. The above issues supersede all previously submitted.

9 CERTIFICATION

I make the foregoing statements as part of my application with full knowledge of the penalties involved for willfully making a false statement. *(U.S.Code, Title 18, Section 1001, provides a penalty as follows: A maximum fine of $10,000 or maximum imprisonment of 5 years, or both)*

a DATE *(year, month, day)*	b SIGNATURE

UPON COMPLETION, MAIL THIS APPLICATION TO APPLICABLE ADDRESS BELOW

ARMY	NAVY & MARINE CORPS	AIR FORCE	COAST GUARD
CO, USARCPAC 9700 Page Blvd St. Louis, MO 63132-5200	NAVAL Discharge Review 801 No Randolph St Arlington, VA 22203-1989	AFMPC/MPCDOA1 Randolph AFB, TX 78150-6001	Commandant (G-PE-1) U.S Coast Guard Headq Washington, DC 20593-0001

DD Form 293 Reverse, MAR 85

Figure 5-28.—Application for the Review of Discharge or Dismissal from the Armed Forces, DD Form 293—Continued.

INSTRUCTIONS FOR COMPLETION OF DD FORM 293

REQUESTING COPIES OF YOUR OFFICIAL MILITARY PERSONNEL FILE

Submission of a request for an applicant's military records (including a request pursuant to the Freedom of Information Act or Privacy Act) after the DD Form 293 has been submitted shall automatically result in the suspension of processing of the application for discharge review until the requested records are sent to an appropriate location for copying, are copied, and are returned to the possession of the headquarters of the Discharge Review Board. Processing of the application shall then be resumed at whatever stage of the discharge review process is practicable.

Applicants are strongly encouraged to submit any request for their military records prior to applying for discharge review rather than after submitting in a DD Form 293 in order to avoid substantial delays in processing of applications and scheduling of reviews. Applicants and their counsel also may examine their military personnel records at the site of their scheduled review prior to the review. The Board shall notify applicants of the date of availability of the records for examination in their standard scheduling information.

ITEM 1a. Use the name which you served under while in the Armed Forces. If your name has since changed, then also include your current name after adding the abbreviation "AKA". If the former member is deceased or incompetent, see Item 2.

ITEM 1b. Indicate the address to be used for all future correspondence regarding this application. If you change this address while this application is pending, you must notify the Discharge Review Board immediately. Failure to attend a hearing as a result of an unreported change in address may result in waiver of your right to a hearing.

ITEMS 1c, 1d, 1e, 1f. Self explanatory.

ITEM 1g. If you received more than one discharge, the information in this item should refer to the discharge that you want changed.

ITEM 1h. Self explanatory.

ITEM 2a. If the former member is deceased or incompetent, the application may be submitted by the next of kin, a surviving spouse or a legal representative. Legal proof of death or incompentency and satisfactory evidence of the relationship to the former member must accompany this application.

ITEM 2b. Name of person submitting application on behalf of the former member should be entered.

ITEM 3. Check either Item a or b but not both. If you check Item c you must list the specific reason for discharge that you believe to be appropriate. If you do not check any of these items, the Board will presume you want to change discharge to Honorable. If you do not check Item c the Board will presume that you do not want a change in reason for discharge.

If you were separated on or after 1 Oct 82 while in an entry level status (see DoD Directive 1332.14, Encl 3, Part 1-F) with an under other than honorable conditions discharge and less than 180 days of active service, you can request a change to "Entry Level Separation." To do this, write in block 7 "Change to Entry Level Separation."

ITEM 4. TYPE OF REVIEW REQUESTED

A. Discharge Review is conducted in two basic ways: (1) Hearing or (2) Records Review.

1. Hearing. You may appear personally (alone or assisted by a representative/counsel) before the Board in the Washington National Capital Region or before a Traveling Panel in selected locations throughout the U.S. Former members of the Army who do not reside close to the location of a Traveling Panel may be provided the opportunity for presentation by a video-taped hearing which upon completion will be presented to the Board in the Washington National Capital Region. Detailed notification and/or scheduling information for all personal appearances will be provided after the application has been processed. In addition, without appearing yourself, you may have your case presented in the Region or before a Traveling Panel by a representative/counsel of your choice.

2. Records Review. Without you and/or your counsel appearing, you may have the Board conduct a Review based solely on military records and any additional documentation that you provide.

B. Applicants participating in a personal appearance or hearing examination may make sworn or unsworn statements, introduce witnesses, documents, or other information on their behalf. Department of Defense is not responsible for, nor will it pay for, any costs incurred by the applicant. Applicants may make oral or written arguments personally and/or through representative/ counsel. Applicants and witnesses who present sworn or unsworn statements may be questioned by the Board.

C. FAILURE TO APPEAR AT A HEARING OR RESPOND TO A SCHEDULING NOTICE. If you do not appear at a scheduled hearing or respond as required to a scheduling notice, and you did not make a prior, timely request for a continuance, postponement, or withdrawal of the application, you will forfeit the right to a personal appearance and the Board shall complete its review of the discharge based upon the evidence of record.

ITEM 5. Omit if you do not have a representative/counsel. If you later obtain the services of either, inform the Board immediately.

86NP0086

(Detached from DD Form 293, MAR 85)

Figure 5-28.—Application for the Review of Discharge or Dismissal from the Armed Forces, DD Form 293—Continued.

ITEM 6. With regard to reviews involving a representative/counsel, the military services do not provide counsel representation or evidence for you, nor do they pay the cost of such representation under any circumstance. The following organizations regularly furnish representation at no charge to you. Representatives may or may not be lawyers.

1. American Red Cross
2. American Legion
3. Disabled American Veterans
4. Jewish War Veterans of the USA
5. Veterans of Foreign Wars

In addition, there are other organizations willing to assist you in completing this application and to provide representation at no cost. It is to your advantage to coordinate with your counsel prior to submitting this application. This will insure that your counsel is able to appear at the location you listed in ITEM 4. Please note that some of the organizations listed above only represent applicants who appear before the Board in the Washington National Capital Region. Contact your local veterans affairs office, Veterans Administration Office or veterans service organization for further information.

ITEM 7. Evidence not in your official records should be submitted to the Board before the review date. It is to your advantage to submit such documentation with this application or within the following 60 days. This also applies to legal briefs or counsel submissions. However, you have the right to submit evidence until the time the DRB closes the Review Process for deliberation. Documents that are of the most benefit are those which substantiate or relate directly to your issues (see ITEM 8). Other documents that may be helpful are character references, educational achievements, exemplary post-service conduct and medical reports. You should add your name and social security number to each document submitted. The Board will consider all documents submitted in your behalf, but will respond in writing only to those issues set forth in accordance with the instructions for ITEM 8.

ITEM 8. "Issues" are the reasons why you think your discharge should be changed. You are not required to submit any issues with your application. However, if you want the Board to respond in writing to the issues of concern, you must list your issues in accordance with those instructions and regulations governing the Board.

Issues must be stated clearly and specifically. Your issue should address the reasons why you believe that the discharge received was improper or inequitable. It is important to focus on matters that occurred while you served in the Armed Forces.

The following examples demonstrate one way in which issues may be stated. The example issues do not indicate, in any way, the only type of issue that should be submitted to the Board.

EXAMPLE 1. My Undesirable Discharge was inequitable because it was based on one isolated incident in 28 months of service with no other adverse action.

EXAMPLE 2. The Undesirable Discharge is improper because the applicant's preservice civilian conviction, properly listed on his enlistment documents, was used in the discharge proceedings for frequent involvement.

List Issues. In ITEM 8 list each of your issues that you want the Board to address. There is no limit to the number of issues that you may submit. If you need additional space, continue on a plain sheet of paper and attach it to this application.

NOTE: If an issue is not listed in ITEM 8, it may result in the Board not addressing the issue even if the issue is discussed in a legal brief or other written submissions or at the hearing. Changes or additions to the list may be made on the DD Form 293 anytime before the DRB closes the Review Process for deliberation. It is recommended that all issues be submitted within 60 days of the application submission.

Please be sure that your issues are consistent with the Board Action Requested (ITEM 3). If there is a conflict between what you say in your issues and what you requested in ITEM 3, the Board will respond to your issue in the context of the action requested in ITEM 3. For example, if you request a General Discharge in ITEM 3 but your issue in ITEM 8 indicated you want an Honorable Discharge, the Board will respond to the issue in terms of your request for a General Discharge. Therefore, if you are submitting issues for the purpose of obtaining an Honorable Discharge, be sure to check the box for an Honorable Discharge in ITEM 3.

Incorporation by Reference. Issues that are listed on a legal brief or other written submissions may be incorporated by reference in ITEM 8. The reference must be specific enough for the Board to clearly identify the matter being submitted as an issue. At a minimum, it shall identify the page, paragraph, and sentence incorporated.

EXAMPLE: ISSUE 1. Use brief, page 2, paragraph 1, sentences one and two.

Applicants should be as specific as possible with all references so the Board can clearly distinguish the scope of the issue. Because it is to your benefit to bring such issues to the Board's attention as early as possible in the review, if you submit a brief, you are strongly urged to set forth all such issues as a separate item at the beginning of the brief.

ITEM 9. Self explanatory.

86NP0087

(Detached from DD Form 293, MAR 85)

Figure 5-28.—Application for the Review of Discharge or Dismissial from the Armed Forces, DD Form 293—Continued.

records, and closing and disposing of service records. These procedures are all associated with good service record maintenance practices. As you have read before, it is your responsibility, as a PN, to make sure the enlisted service records at your command are properly and accurately maintained.

VERIFICATION OF SERVICE RECORDS

According to the MILPERSMAN, Article 5030120, the accuracy and completeness of service record entries are important to the CO in matters regarding personnel administration. The service record entries are also important to the individual service members during their naval careers and after separation. The verification procedures prescribed here and in the MILPERSMAN, Article 5030120, provide for the systematic review of records so you can ensure their accuracy and completeness.

Importance and Value of Verifying Records

At a minimum, performing a service record review makes you aware of the following two things:

1. The service record contains all the required documents.
2. The documents are properly completed.

In addition, performing a review allows you to check for documents that may have been erroneously filed in a member's service record. Some of these documents, for example, may have been intended for CHNAVPERS or other activities. Others may have simply been misfiled. A periodic review helps to identify misfiled documents so they can be properly filed or forwarded to the appropriate authority.

Comparison With Other Records

When you verify an enlisted service record, check the information against that contained in other important records. Compare the service record data with the individual's pay and health (medical and dental) treatment records for correct name, SSN, rate, and class. You also should review the *Document Submission Guidelines for the Military Personnel Records System,* BUPERSINST 1070.27, for additional instructions on comparing service record data with pay and health treatment records.

Specific Times and Conditions

You should verify an enlisted member's service record upon the following events or circumstances:

- A transfer
- Arrival of the member at a final destination
- When member reenlists on board
- Immediately before disposal of the service record
- Before inactive enlisted naval reservists depart to AT

Also, a verification maybe done by an intermediate command to which the member reports for duty or instruction en route to the final destination. (This is recommended but not required.)

The verification/review of the service record must always be conducted in the presence of the member. After verifying the service record, you must give it to your supervisor for initialing. Your supervisor must certify verification of the enlisted service record on the History of Assignments, NAVPERS 1070/605, page 5. Make sure you verify the service record completely before you give it to your supervisor.

CHECKING OUT SERVICE RECORDS

There are many occasions when service records are checked out by authorized personnel such as workcenter supervisors, division officers, department heads, the legal officer, the XO, the CO, and others specifically authorized by the CO. Any individual who checks out a service record must have written authorization to do so.

Security and Accountability

The reasons for checking out service records are many and varied. Regardless of the reasons, you must make sure the security and accountability of the records are maintained. A member's service record contains information that only you (as the PN maintaining the record), other authorized individuals (such as the ones mentioned previously), and the individual service member concerned are authorized to view. No other individuals should have access to the information contained in a member's service record. As a PN, you are responsible for maintaining this type of security and accountability.

Whenever an individual's service record is checked out, you must make sure a check-out card such as the one shown in figure 5-29 is completed. The requirement for completing this card is to make sure you know at all times the whereabouts of this member's service record. This card also serves as a tickler system.

Enlisted service records should be allowed to be out of the personnel office for no more than 5 working days. This guideline should be followed unless there are legitimate reasons for allowing the records to be out of the office for a longer period of time. Such reasons could include legal proceedings, completion of officer accession applications by individuals, and the considerable distance between a command that has the records and the PERSUPPDET that supports that command.

When service records are due back in the personnel office and the individuals who checked them out have failed to return them, you should contact these persons immediately to inquire about the records. If you are unable to achieve results, let your supervisor or personnel officer know about it.

To restrict access to service records, your command should require different commands or departments to submit a list of personnel authorized to check out service records. This way there is no confusion as to who can check them out. The list should contain the rates, names, and SSNs of primary and alternate individuals who can check them out. Another way of controlling service records is by maintaining a check-out log that can be used only by the personnel specifically authorized to checkout these records.

Regardless of the method you use at your command, you must make sure that as the service records are returned, the names of the individuals who checked them out are deleted from the log, the card, or whatever other tickler system your command may use. This is to make sure you maintain an effective service record check-out/check-in system.

Your office should periodically account for all service records. One way to verify the accountability of the service records is to have a current and up-to-date alphabetical listing of all the personnel assigned to your command (or the commands served by your PERSUPPDET) and verify all the service records against this listing. You can also use the alphabetical section of the EDVR if no other alphabetical listing exists.

We cannot overstress the importance of maintaining proper accountability of service records and protecting the information that these service records contain. You cannot divulge any information from an individual's service record. The information in a member's service record is only for that member, the responsible PN, and authorized individuals to know. Any infractions insecurity and accountability involving any member's service record should be reported immediately.

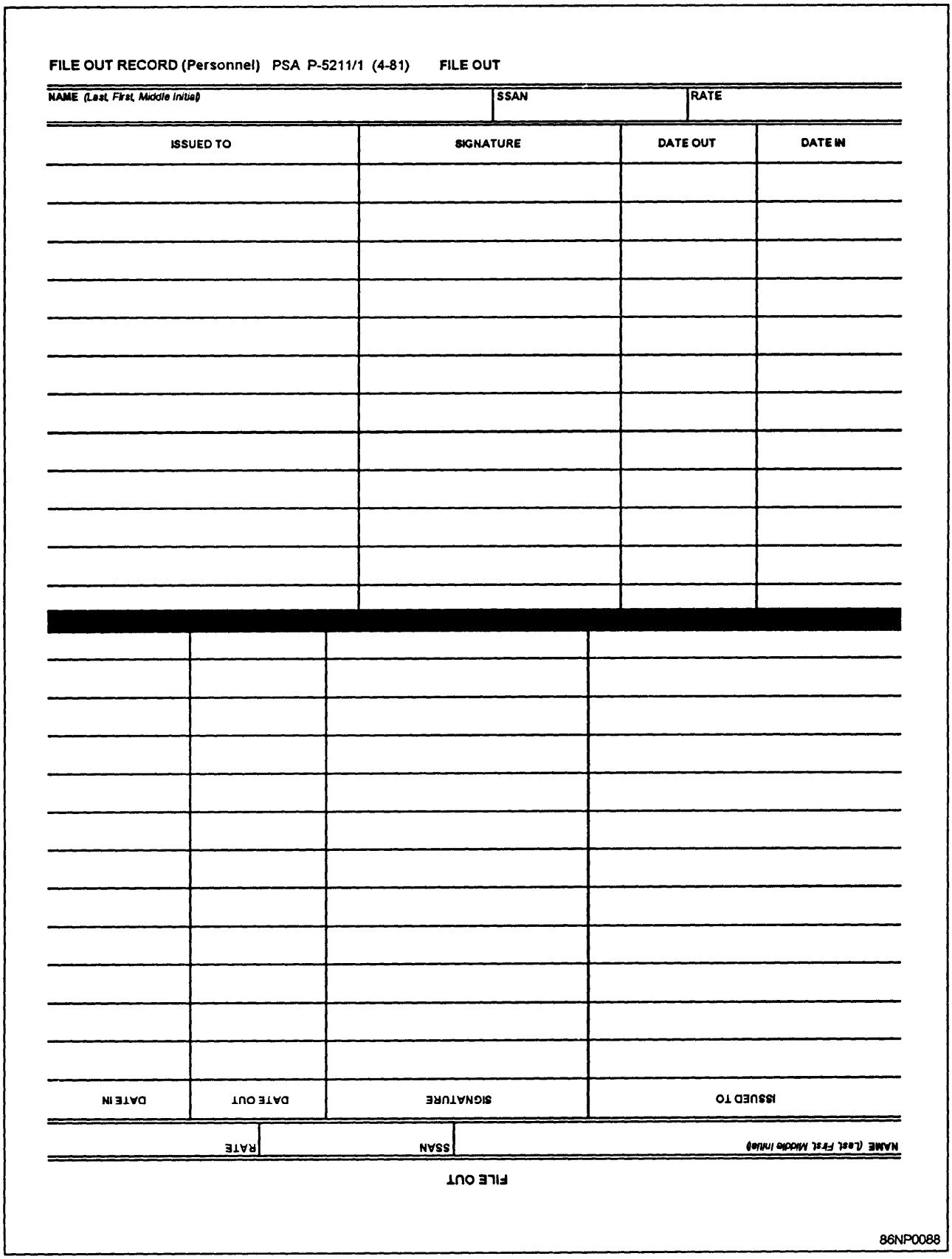
TRACING MISSING SERVICE RECORDS

It is not unusual to find out that a service record is missing at a critical time when the service record is really needed. This is an unfortunate fact. However, in spite of review, verification, and accountability procedures, and the best efforts of the personnel office, service records can still get lost.

All service records for which your command is responsible must be accounted for at all times. You must be able to have the records returned to the personnel office immediately when there is an urgent need to obtain information. Previously, you read about the service record check-out card system and how you can contact the person who checked out the service record as soon as the record is due back. You also read about the importance in maintaining a tickler system or file to determine the actual location of checked-out service records. If you maintain this tickler system or file accurately, you should not encounter any difficulties in retrieving service records from those individuals who checked them out.

What happens when service records are reported missing by the individuals who checked them out? What do you do in other cases when service records just seem to disappear from the service record file? You know the service records did not just disappear or walk away. It is more likely there is a lack of control somewhere in your check-out system. If you have an effective check-out/check-in system, the chances of misplacing service records or not being able to account for them will be substantially diminished but not totally eliminated.

What happens if you have exhausted all efforts in locating a field service record, and you are still unable to find it? In this case, the only available copy of the service record is in microfiche form. The only thing you can do is to send a request for field record reconstruction to CHNAVPERS (PERS 313C1).



FILE OUT RECORD (Personnel) PSA P-5211/1 (4-81) FILE OUT

NAME (Last, First, Middle Initial)	SSAN	RATE

ISSUED TO	SIGNATURE	DATE OUT	DATE IN

NAME (Last, First, Middle Initial)	SSAN	RATE

ISSUED TO	SIGNATURE	DATE OUT	DATE IN

FILE OUT

86NP0088

Figure 5-29.—Service record check-out card.

Figure 5-30 shows a sample copy of a microfiche record obtained from CHNAVPERS by request from an individual service member.

What if you receive the microfiche copy of the service record from PERS 313C1 and no other copies? You must find a microfiche reader/printer so that you can make copies of the microfiche pages. Most shore commands will have some type of microfiche reader/printer that can be used by other commands to make copies of microfiche pages.

Tracing a missing service record can be a difficult and frustrating task. There fore, you should maintain a good check-out/check-in system. For additional instructions concerning the availability of microfiche records, refer to the MILPERSMAN, Article 5010125.

PURGING SERVICE RECORDS

Have you ever walked into a personnel office and taken a look at the service records file? Have you ever noticed service records that are falling apart because there are so many unneeded documents in them? Have you ever walked into a PERSUPPDET and noticed desks or counters covered with piles of service records that each appears to be about 5 inches thick? Why do you think this happens? Take a guess. Give up? Well, overstuffed service records and bulging service record files can usually be traced to a lack of proper purging and maintenance of these records on the part of the personnel office.

When to Purge

A member's service record can be purged as often as necessary. There is no maximum number of times a service record can be purged. On the other hand, there are occasions on which a member's service record should always be purged. At a minimum, enlisted service records should be purged at the following times:

- Upon a member's arrival at a command, whether it be for TAD, temporary duty (TEMDU), or permanent duty.
- For members who are serving on permanent duty at your command, you should purge the service records at least annually and upon their permanent detachment.

A conscientious PN does not need to be told when to purge a service record, he or she just does it. Are you a conscientious PN?

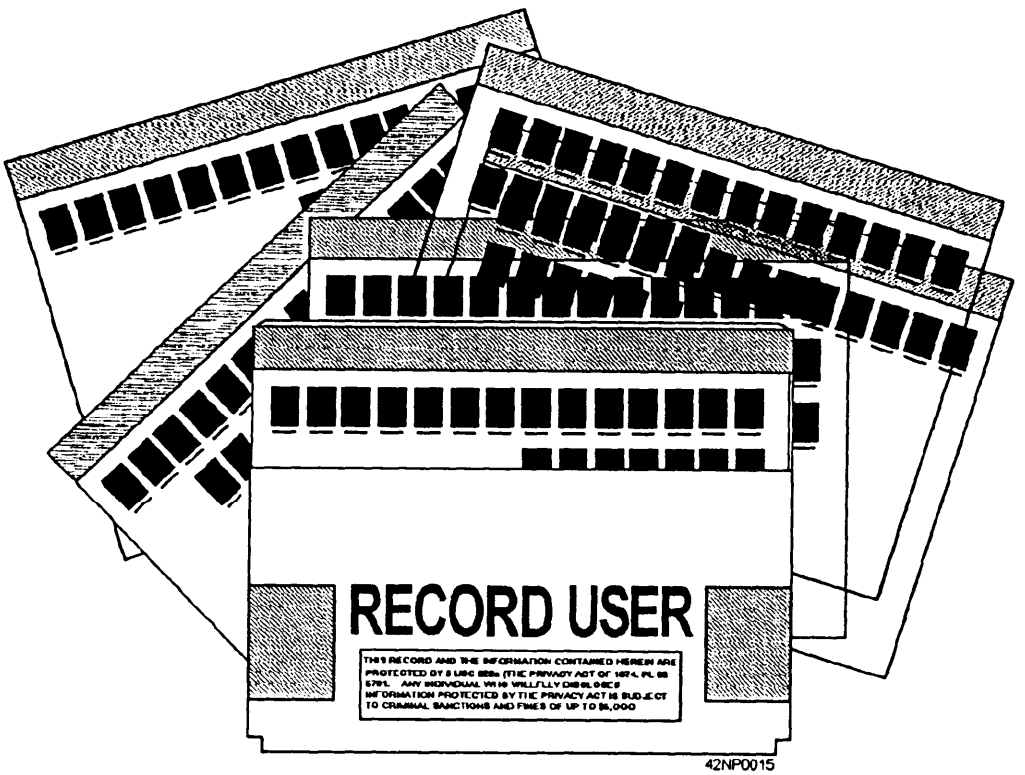


Figure 5-30.—Copy of a microfiche record.

What to Purge

The documents you purge from the service record should be documents that have served their purpose and are no longer needed to be filed in the service record. You should use common sense in this matter. Ask your supervisor if a document (or documents) should remain in the service record.

How to Purge

Do not discard any service record documents. You should give all the documents you purge from service records to the respective individuals for further disposition. You should explain to them that they should keep documents that are of value to them as long as they can.

Why You Should Purge

Wouldn't you like to walk into an office and notice that all records are properly purged and neatly maintained? Wouldn't you like your shipmates to walk into your office and notice how neatly you maintain their records? How do you maintain the records you are responsible for in your office?

Many personnel offices take pride in maintaining neat and well-purged service records. This inspires confidence. This is a reflection of the "I care" attitude and certainly reflects the great pride the PNs have in their jobs. Individuals who notice that their records are properly purged and neatly maintained have confidence in the abilities of their PNs. Not only do they feel that they can rely on their PNs to maintain their records properly, but they also know that they can rely on them in any matter pertaining to personnel administration. Strive to be this type of person! Be neat and show pride!

CLOSING AND DISPOSING OF ENLISTED SERVICE RECORDS

According to the MILPERSMAN, Article 5030140, the status of a member under orders determines whether the U.S. Navy Enlisted Service Record, NAVPERS 1070/600, is closed or remains open. According to this same article, you must close the field service record when a member is completely severed from all naval status gained by enlistment or induction.

Reasons

A field service record is closed for the following reasons:

- A member is released from a voided enlistment.
- A member is discharged from recruit training or Navy Veteran/Other Service Veteran (NAVET/OSVET) indoctrination.
- A member is discharged without immediate reenlistment.
- A member is discharged from the Regular Navy or Naval Reserve for immediate reenlistment in another branch of the U.S. Armed Forces.
- A temporary officer or an enlisted member is discharged to accept a permanent warrant or commission in the Regular Navy or Naval Reserve. (In this case, you should close the enlisted field service record only.)
- A member is transferred to the Fleet Reserve, the Retired List, or the Permanent Disability Retired List and concurrently released from active duty. (In this case, you should mark the outside cover of the NAVPERS 1070/600: FLEET RESERVE or RETIRED, as appropriate.)
- A member is transferred to the Retired Reserve or the Naval Reserve Retired List. (In this case, you should mark the outside cover of the NAVPERS 1070/600: RETIRED. Also include the page 13 retirement entry and a copy of the retirement orders.)

Packing and Forwarding Procedures

You should always send a closed field service record with the health treatment record as a one-record packet to the Naval Reserve Personnel Center (NAVRESPERSCEN), Code 401, New Orleans, Louisiana, unless the member is deceased. If the member is deceased, you should follow procedures outlined in the MILPERSMAN, Article 5030140.

We mentioned earlier that the closed service records are forwarded to NAVRESPERSCEN (NRPC). You must be aware that NRPC subsequently forwards the closed service record documents as indicated in the MILPERSMAN, Article 5030140, to CHNAVPERS (PERS 313C) to update the permanent microfiche record. The permanent record is then joined with the health treatment record and sent to the National

Personnel Records Center, St. Louis, Missouri, for final disposition or to serve as archival records.

ENLISTED PERFORMANCE EVALUATION REPORTS

Performance evaluation reports are an important part of any enlisted service member's career. As a PN, you will come into contact with these reports as part of your duties and responsibilities for maintaining enlisted service record data. To be a good PN, you must be thoroughly familiar with these reports.

In the following paragraphs, you will read about the reasons these reports are required. You will also read about the distinctions among the different types of evaluation reports such as the regular evaluation reports, concurrent and concurrent regular evaluation reports, and not observed (NOB) evaluation reports. You will also read about some of the tasks you will be expected to perform in support of these reports involving the performance information memorandum (PIM), changes and supplements to evaluation reports, and disposition of evaluation reports after they have been typed.

One thing you should remember is that the information provided in this chapter concerning evaluations is only partial. For official guidance, you should always refer to the instruction on enlisted performance evaluations. The intention of the information provided in this section is to give you a basic idea of what enlisted evaluations are and what their significance is in relationship to an enlisted member's service record and naval career. As a PN3 or PN2, you will most likely be tasked with typing these reports.

As is the case with making service record entries, you must make sure when you are tasked with typing enlisted performance evaluation reports that you type them promptly and correctly. You should always follow instructions contained in the *Navy Performance Evaluation and Counseling Manual,* BUPERSINST 1610.10.

REQUIREMENTS FOR EVALUATION REPORTS

Navy Regulations requires that records be maintained on enlisted persons that reflect their fitness for service and performance of duties. Enlisted performance evaluation reports are used in many personnel actions. These actions include advancement in rate, selection for responsible assignments and specialized training, award of the Good Conduct Medal, qualification for retention and reenlistment, and characterization of service upon discharge. As you can see, enlisted performance evaluations are very significant in a person's naval career.

Evaluation reports are very important. Have you heard the expression, "evaluations can either make you or break you!"? This expression is very true. If you review the list of personnel actions, you can see how your whole career is very much dependent on your evaluations.

For you to receive good evaluation reports, you must do your job to the best of your ability. You must be honest, have unquestionable personal integrity, loyalty, and devotion to duty. You must be a responsible individual who understands your position in the chain of command. You must understand that you will be held accountable for your actions. You must be a sustained superior performer and exhibit high standards of personal conduct and ethical behavior.

You will go far by being a sustained superior performer. Do not just do what you are expected to do, do more. Do not be the average individual, go beyond the realm of normal expectation. When we say do more, we do not mean just professionally, but personally as well. Get involved in committees, clubs, and civilian organizations. Volunteer when you are asked to do so. Go to night school. Strive to be an overall well-rounded individual. Make a difference in your life and in the lives of others for the betterment of society. Your supervisor expects you to do this even though he or she may not necessarily tell you so.

To receive good evaluations, you must also show respect for authority. As a Navy service member, you should always respect authority. In the Navy, respect for authority is consistent with high standards of expected personal conduct. Show respect for your superiors. You may not like everyone with whom or for whom you must work, but you can show respect and try to put yourself in the other person's shoes.

As a PN3 or PN2, you will be supervised. The individuals over you will write your evaluations. Try to understand what your supervisors expect of you and why. This will help you understand their requirements and expectations regarding your performance. In working with peers, provide an example of high standards in your personal conduct and work ethic, encourage your shipmates to do their best and to work as a team, and recognize their individual contributions.

Remember also that if you stay in the Navy for one term, or even if you decide to make the Navy a career, you will be expected and required to supervise others at one time or another. When you supervise other individuals, you will expect them to respect you. If you are supervising Navy or civilian personnel, demonstrate high standards both professionally and personally. Provide clear instructions. Let your people understand what is expected of them. Monitor their performance and provide guidance as needed. You may not like everyone around you, but understanding their requirements and personalities will at least allow you to respect them for what they are.

Before you can be a good leader, you must be a good follower. Whether you are supervising other people or being supervised, respecting authority is expected and required of you according to *Navy Regulations*. If you plan to stay in the Navy, showing respect for authority is just common sense and the normal way of doing business!

REGULAR FITNESS AND EVALUATION REPORTS

For every Navy enlisted service member, regular fitness and evaluation reports must cover, day for day, all periods of enlisted service on active duty or in drilling Reserve programs. The only exception is during the member's initial entry training or as otherwise provided in BUPERSINST 1610.10.

Periodic reports, transfer reports, separation (SEP) reports, advancement/frocking (ADV) reports, and special (SPEC) reports, are all considered to be regular fitness and evaluation reports. Periodic reports are the only reports that must be submitted on specific dates. The other reports are submitted as necessary. Periodic reports are submitted by commands annually on the dates shown in figure 5-31 for both active duty and drilling Reserve personnel. Figure 5-31 shows the submission date requirements by paygrade.

PAYGRADE	DATES
E-9	15 April
E-8	15 September
E-7	15 September
E-6	15 November
E-5	15 March
E-4	15 June and 15 December
E-3/E-2/E-1	15 January and 15 July

Figure 5-31.—Dates when periodic evaluations are due.

A periodic report may be omitted if the period of the report will be less than 3 months. However, if this period is omitted, it must be included in the next regular report. This is to make sure a day-for-day continuity is maintained. Keep in mind that no report period may exceed 15 months without prior approval of CHNAVPERS (PERS 322).

CONCURRENT AND CONCURRENT/REGULAR FITNESS AND EVALUATION REPORTS

Concurrent fitness and evaluation reports provide a record of significant performance that cannot be directly observed by the regular reporting senior.

Conditions

Concurrent fitness and evaluation reports are optional unless required by the member's orders or applicable directives. They are usually submitted as transfer reports, but may be submitted on other occasions as needed. For example, if an individual is away from his or her permanent duty station under competent written orders and it becomes necessary because of the periodic reports submission requirements to give that individual a performance evaluation report, the CO of the TAD or additional duty (ADDU) location will write a concurrent report.

Requirements

The report period for a concurrent fitness or evaluation report should normally be at least 3 months unless the report is required by orders or directives, or is submitted to document exceptionally superior or substandard performance.

Commands that prepare concurrent reports must forward all copies of the concurrent reports to the regular reporting senior and retain a copy for their files. The regular reporting senior must, within 7 days, either countersign the concurrent report and forward it for filing, or return it with an explanation to the concurrent reporting senior. The countersignature verifies that the report has been properly submitted but does not necessarily imply agreement with the contents.

The regular reporting senior may endorse a concurrent report as concurrent/regular, provided this will maintain the continuity of regular reports. This procedure may be followed even if a regular report is not due. If a concurrent/regular report overlaps a

previous regular report, the regular endorsement will apply only to the period since the regular report.

If there is any adverse matter in either a concurrent or concurrent/regular report, the regular reporting senior must make sure appropriate entries are made in the service record and the member is afforded the right to submit a statement. Both the concurrent and regular reporting seniors must endorse the statement.

NOT OBSERVED FITNESS AND EVALUATION REPORTS

NOB fitness and evaluation reports are submitted to cover short periods of time (generally less than 3 months) during which a service member cannot be meaningfully evaluated by his or her regular reporting senior.

NOBs are submitted to cover periods of time during which a member is under instruction, They are also submitted to cover periods in which a member has been fully evaluated in a concurrent report.

An NOB fitness or evaluation report may not have trait grades or an advancement recommendation. If there is any trait grade, the report must be fully completed as an observed report even though all other traits are marked NOB.

PERRFORMANCE INFORMATION MEMORANDUM (PIM)

A PIM is a narrative-style report of performance that provides information for use in verifying training accomplishments, making field service record entries, and/or preparing elavuation reports.

A PIM is prepared during the following occasions:

- For a member assigned to a command for duty or temporary duty less than 3 months
- For a period of ADDU or TAD of any length
- For AT, active duty for special work (ADSW), or mobilization recall lasting 17 days or less
- To provide course completion information required for page 4 of the field service record
- For any other performance that should be brought to the attention of the reporting senior

The PIMs should be forwarded within 15 days to the command that will prepare the regular evaluation report for the period covered. When the commanding officer receives a PIM on a member of his or her command, he or she takes into account information provided in the PIM, and appropriate entries are made in the regular evaluation report. A sample PIM is shown in figure 5-32.

CHANGES AND SUPPLEMENTS TO FITNESS AND EVALUATION REPORTS

After a fitness or evaluation report has been filed in the official BUPERS microfiche record or the field enlisted service record, it maybe modified only through administrative changes or the addition of supplementary material as discussed in annex P of BUPERSINST 1610.10, or through an appeal process as discussed in annex S.

Figures 5-33 A and B shows you blank samples of fitness and evaluation reports. You should refer to figure 5-33 as you read the following discussion of the different blocks of this report.

Administrative Changes

Administrative changes should be submitted only if the modification affects the Administrative sections of the report (blocks 1 through 19, 21 through 27, and 44 on the fitness report or block 48 on the evaluation). The administrative changes, as mentioned previously, may be submitted by the command or reporting senior originating the report, the member's current command, or in some cases by the member as discussed in annex P of BUPERSINST 1610.10.

Supplementary Material

Your command should submit supplementary material if the modification includes the Evaluative sections of the report. Supplementary material may also contain changes to the Administrative sections of the report. Supplementary material may be submitted only by the original reporting senior or the member's CO as of the ending date of the report, or an authority granting redress under *Navy Regulations*. Refer to BUPERSINST 1610.10 for additional information concerning supplementary material.

DISPOSITION OF FITNESS AND EVALUATION REPORTS

The BUPERS copy for E-5 and above with original signatures and initials should be sent to PERS 322 with a summary letter within 15 days after the ending date of the report. One copy should be filed in the service record, one copy given to the service member, and one

1616
(Orig. Code)
(Date)

PERFORMANCE INFORMATION MEMORANDUM

From: (Originating Command)

To: (Member's Permanent Duty Command)

Subj: PERFORMANCE INFORMATION MEMORANDUM ICO (Rate, Name, SSN)

Ref: (a) BUPERSINST 1616.9A

1. Period of duty: To

2. Type of duty:

[TEMDU/TEMADD/AT, etc. Add "Under Instruction," if applicable.]

3. Duties assigned (or courses attended):

[If the PIM covers course attendance, provide the information needed for page 4 of the field service record: Course Title, Course Identification Number, School Location, NEC Earned (if any), Course Length, Dates Enrolled and Completed, Final Mark, and Class Standing. If the course was not completed, give reason.]

4. Comments:

A. B. SEA
By direction

Figure 5-32.—Sample performance information memorandum (PIM).

copy retained by the reporting senior (E-7–E-9). The original report of an E-1 to E-4 should be filed in the service record, one copy given to the service member, and a copy to the reporting senior or the command. More information can be found in annex A of BUPERSINST 1610.10.

All signatures and signature dates and initials must be original on the BUPERS copy, but may be legible carbon copies or photocopies on the activity field service record and member's copies.

NAVY GOOD CONDUCT MEDAL

According to the *Navy and Marine Corps Awards Manual,* SECNAVINST 1650,1, the Navy Good Conduct Medal was established by the Secretary of the Navy (SECNAV) on 26 April 1869, to recognize the all-around good Navy enlisted person, well qualified in all phases of conduct and performance. Effective 1 February 1971, COs were delegated authority to award the Good Conduct Medal and subsequent awards and to issue medals and certificates.

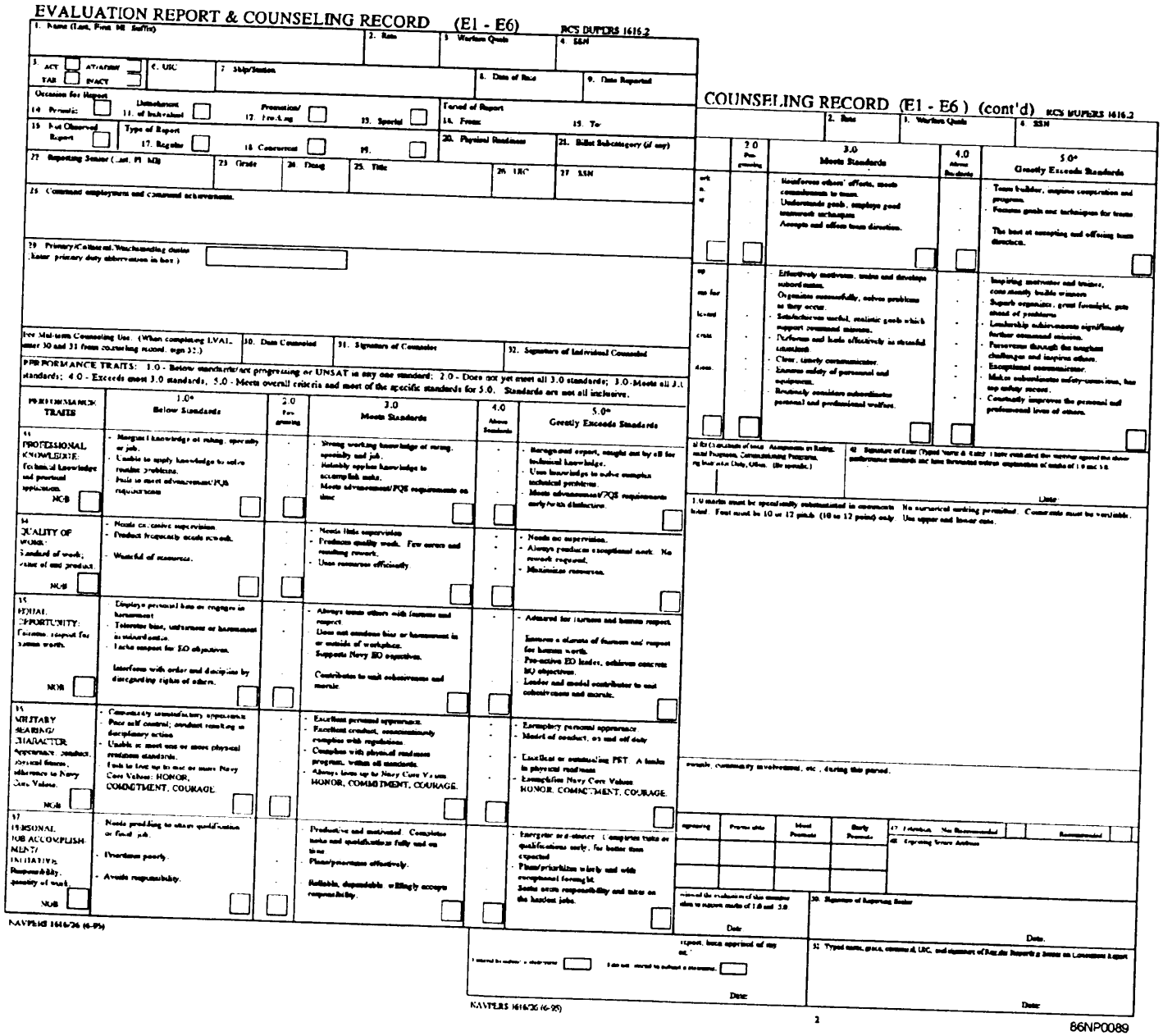
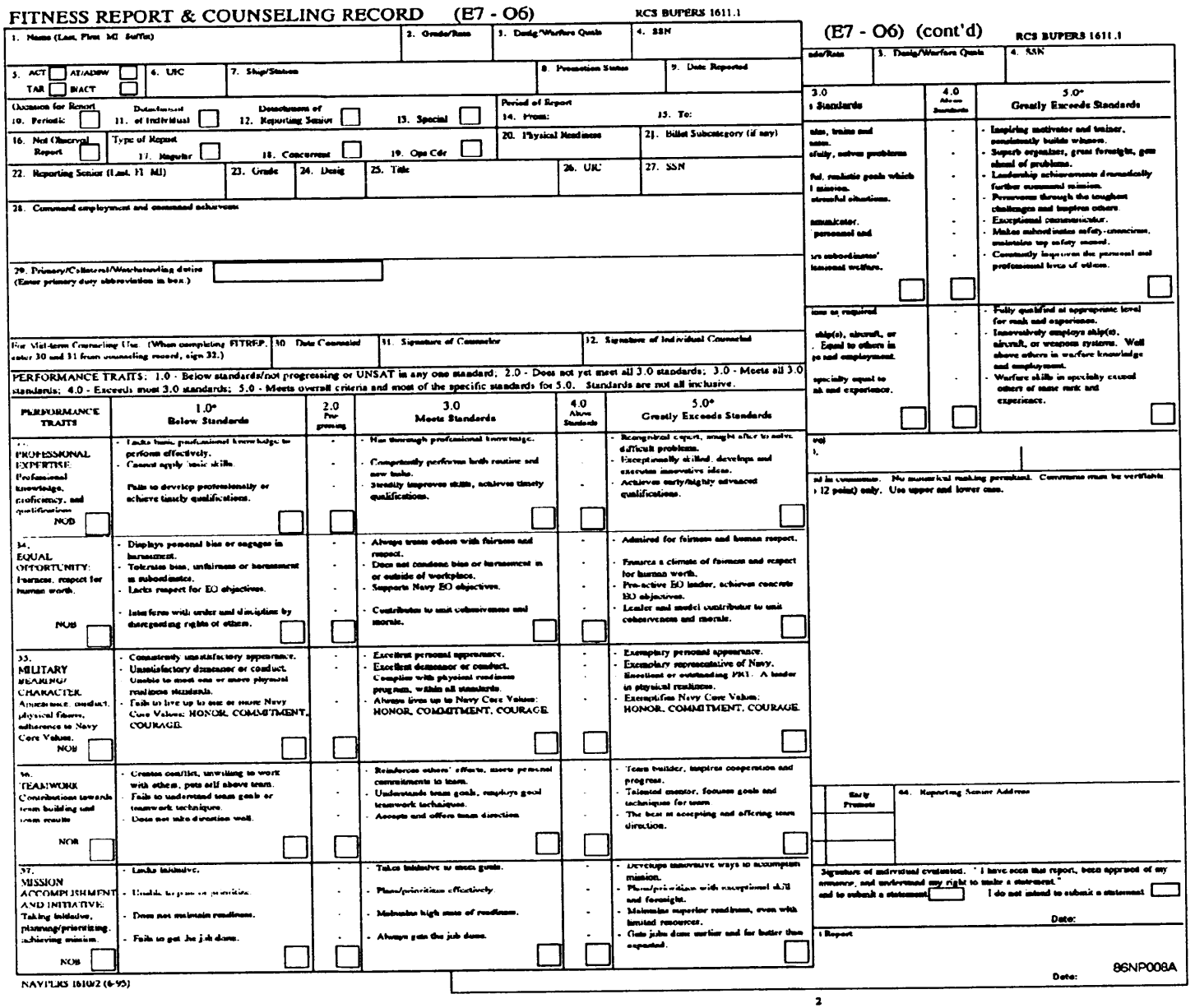


Figure 5-33A.—Evaluation Report & Counseling Record, NAVPERS 1616/26.



FITNESS REPORT & COUNSELING RECORD (E7 - O6) RCS BUPERS 1611.1

1. Name (Last, First MI Suffix) | 2. Grade/Rate | 3. Desig/Warfare Quals | 4. SSN

5. ACT / AT/ADSW / TAR / INACT | 6. UIC | 7. Ship/Station | 8. Promotion Status | 9. Date Reported

Occasion for Report — 10. Periodic | Detachment of 11. Individual | Detachment of 12. Reporting Senior | 13. Special

Period of Report — 14. From: | 15. To:

16. Not Observed Report | Type of Report — 17. Regular | 18. Concurrent | 19. Ops Cdr | 20. Physical Readiness | 21. Billet Subcategory (if any)

22. Reporting Senior (Last, FI MI) | 23. Grade | 24. Desig | 25. Title | 26. UIC | 27. SSN

28. Command employment and command achievements

29. Primary/Collateral/Watchstanding duties (Enter primary duty abbreviation in box.)

For Mid-term Counseling Use: (When completing FITREP, enter 30 and 31 from counseling record, sign 32.) | 30. Date Counseled | 31. Signature of Counselor | 32. Signature of Individual Counseled

PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any one standard; 2.0 - Does not yet meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive.

PERFORMANCE TRAITS	1.0* Below Standards	2.0 Progressing	3.0 Meets Standards	4.0 Above Standards	5.0* Greatly Exceeds Standards
PROFESSIONAL EXPERTISE: Professional knowledge, proficiency, and qualifications. NOB	- Lacks basic professional knowledge to perform effectively. - Cannot apply basic skills. Fails to develop professionally or achieve timely qualifications.	-	- Has thorough professional knowledge. - Competently performs both routine and new tasks. - Steadily improves skills, achieves timely qualifications.	-	- Recognized expert, sought after to solve difficult problems. - Exceptionally skilled; develops and executes innovative ideas. - Achieves early/highly advanced qualifications.
34. EQUAL OPPORTUNITY: Fairness, respect for human worth. NOB	- Displays personal bias or engages in harassment. - Tolerates bias, unfairness or harassment in subordinates. - Lacks respect for EO objectives. - Interferes with order and discipline by disregarding rights of others.	-	- Always treats others with fairness and respect. - Does not condone bias or harassment in or outside of workplace. - Supports Navy EO objectives. - Contributes to unit cohesiveness and morale.	-	- Admired for fairness and human respect. - Ensures a climate of fairness and respect for human worth. - Pro-active EO leader; achieves concrete EO objectives. - Leader and model contributor to unit cohesiveness and morale.
35. MILITARY BEARING/ CHARACTER: Appearance, conduct, physical fitness, adherence to Navy Core Values. NOB	- Consistently unsatisfactory appearance. - Unsatisfactory demeanor or conduct. Unable to meet one or more physical readiness standards. - Fails to live up to one or more Navy Core Values: HONOR, COMMITMENT, COURAGE.	-	- Excellent personal appearance. - Excellent demeanor or conduct. Complies with physical readiness program, within all standards. - Always lives up to Navy Core Values: HONOR, COMMITMENT, COURAGE.	-	- Exemplary personal appearance. - Exemplary representative of Navy. Excellent or outstanding PRT. A leader in physical readiness. - Exemplifies Navy Core Values: HONOR, COMMITMENT, COURAGE.
36. TEAMWORK: Contributions towards team building and team results NOB	- Creates conflict, unwilling to work with others, puts self above team. - Fails to understand team goals or teamwork techniques. - Does not take direction well.	-	- Reinforces others' efforts, meets personal commitments to team. - Understands team goals, employs good teamwork techniques. - Accepts and offers team direction.	-	- Team builder, inspires cooperation and progress. - Talented mentor, focuses goals and techniques for team. - The best at accepting and offering team direction.
37. MISSION ACCOMPLISHMENT AND INITIATIVE: Taking initiative, planning/prioritizing, achieving mission. NOB	- Lacks initiative. - Unable to plan or prioritize. - Does not maintain readiness. - Fails to get the job done.	-	- Takes initiative to meet goals. - Plans/prioritizes effectively. - Maintains high state of readiness. - Always gets the job done.	-	- Develops innovative ways to accomplish mission. - Plans/prioritizes with exceptional skill and foresight. - Maintains superior readiness, even with limited resources. - Gets jobs done earlier and far better than expected.

NAVPERS 1610/2 (6-95)

(E7 - O6) (cont'd) RCS BUPERS 1611.1

ade/Rate | 3. Desig/Warfare Quals | 4. SSN

3.0 s Standards | 4.0 Above Standards | 5.0* Greatly Exceeds Standards

- ains, trains and
- ates.
- ately, solves problems
- ful, realistic goals which
- l success.
- stressful situations.
- communicator.
- personnel and
- ors subordinates'
- ssional welfare.

- Inspiring motivator and trainer, consistently builds winners.
- Superb organizer, great foresight, gets ahead of problems.
- Leadership achievements dramatically further command mission.
- Perseveres through the toughest challenges and inspires others.
- Exceptional communicator.
- Makes substantive safety connection, maintains top safety record.
- Consistently improves the personal and professional lives of others.

- time as required
- ship(s), aircraft, or
- . Equal to others in
- ge and employment.
- specialty equal to
- nk and experience.

- Fully qualified at appropriate level for rank and experience.
- Innovatively employs ship(s), aircraft, or weapons systems. Well above others in warfare knowledge and employment.
- Warfare skills in specialty exceed others of same rank and experience.

ual)
).

al in consensus. No numerical ranking permitted. Comments must be verifiable (12 point) only. Use upper and lower case.

Early Promote | 44. Reporting Senior Address

Signature of individual evaluated. "I have seen this report, been apprised of my opportunity, and understand my right to make a statement and to submit a statement ☐ I do not intend to submit a statement ☐

Date:

Report

Date:

86NP008A

2

5-61

Figure 5-33B.—Fitness Report & Counseling Record, NAVPERS 1610/2.

SERVICE ELIGIBILITY REQUIREMENTS

After 1 November 1963, any 4 years of continuous active service as an enlisted person in the Regular Navy or Naval Reserve is a requirement for the issuance of a Good Conduct Medal. For a first enlistment, this requirement could have been fulfilled or may be fulfilled as follows:

- Continuous active service during minority enlistment provided the member served on active duty to the day preceding his or her 21st birthday even though the member extended his or her enlistment and remained on active duty

- Continuous active service during a minority enlistment provided the member served on active duty within 3 months of the day preceding his or her 21st birthday

- Continuous active service during a first enlistment for 4 years from which the member has been discharged or released to inactive duty within 3 months of the date of expiration of enlistment. (This does not apply to those members who are discharged for the purpose of immediate reenlistment or have an inoperative extension.)

To illustrate the eligibility for the issuance of a Good Conduct Medal for an individual who remains on active duty, let's look at the case of a member who joined the Navy on 20 March 1993 for 4 years and has a 12-month inoperative extension. Provided all eligibility criteria are met, this member will be eligible for the Good Conduct Medal on 19 March 1997, which is basically this member's EAOS. This member will continue to receive the award on the same day for the rest of his or her naval career provided he or she is eligible.

NOTE: The minority enlistment program, as mentioned previously, was terminated on 12 March 1969.

CONDUCT ELIGIBILITY REQUIREMENTS

Within the required period of active service, the individual must have a clear record. This means the member must have no convictions by court-martial, no nonjudicial punishments, no sick misconduct, and no civil convictions for offenses involving moral turpitude.

If a member is confined as a result of conviction by a general, special, or summary court-martial, a new 4-year period must begin with the date of restoration to duty on a probationary basis. If confinement is not included in an approved sentence of the court-martial, a new 4-year period must begin with the date of convening authority action.

If the member's service record contains a nonjudicial punishment, a new 4-year period must begin with the next date following the date of the offense.

If the member is convicted by civil authorities for an offense involving moral turpitude, a new 4-year period must begin with the date of the member's return to active duty status.

If the record contains a disqualifying mark that is not the result of a nonjudicial punishment, the new 4-year period must begin with the next date following the date of the mark.

In the following paragraphs, you will learn about other criteria that will help you to determine the issuance date for the Good Conduct Medal.

PERFORMANCE MARKS REQUIRED DURING PERIOD OF ELIGIBILITY

After 31 August 1983, a member may not have a mark below 3.0 in Military Knowledge/Performance, Rating Knowledge/Performance, Reliability, Military Bearing, Personal Behavior and Directing. A mark below 3.0 makes the member ineligible to receive a Good Conduct Medal.

If you should be responsible for determining the eligibility requirement for issuance of a Good Conduct Medal for personnel who have served before to 31 August 1983, use the following information as a guideline:

- Personnel in paygrades E-4 and below may not have a mark below 3.0 in any trait.

- Personnel in paygrades E-5 and E-6 may not have a mark below EEL (typically effective—lower) in directing, individual productivity, reliability, or conduct.

- Personnel in paygrades E-7, E-8, and E-9 may not have a mark below the bottom 50 percent in performance, reliability, conduct, or directing.

Let's look at another case in which eligibility for a Good Conduct Medal must be determined. Let's say an individual joined the Navy after August 1983. Specifically, let's say this person joined the Navy on 10 January 1992 for 4 years and has a 24-month inoperative extension. Let's also say this individual receives a performance evaluation mark of 2.0 in Military Bearing on 30 June 1993. For this member, the new period of

eligibility for the Good Conduct Medal begins on 1 July 1993. Provided the member meets all other eligibility criteria for issuance of the award, this individual will receive the first Good Conduct Medal on 30 June 1997. You can determine the 4 years of good conduct by subtracting 93 July 01 (930701) from 97 June 30 (970630). You should come out with 3 years, 11 months, and 29 days. You would then include 1 (day) as the inclusive date to the number 29 (days), which will make the number 29 + 1 = 30. So, now you have 3 years, 11 months, and 30 days, which equals 4 years. Try this computation and see if you can come out with the correct answer.

CERTIFICATE AND SERVICE RECORD ENTRY REQUIRED

A NAVPERS 1650/1 certificate is shown in figure 5-34. This certificate must be prepared for each award earned by a member. As a PN, you may be tasked with typing the appropriate information on these certificates.

The member's rate, name, branch of service, and the number of the award must be centered in the appropriate spaces. The ending date of the period of service for which the award was earned must be centered after "Awarded for service completed on." The CO's name, rank, and branch of service must be typed above Commanding Officer, and his or her signature affixed.

A service record entry is also required in the Awards section of the page 4. You should also record the issuance of a Good Conduct Medal in the Special Achievements section of the enlisted performance evaluation report.

ATTACHMENTS

A bronze star, 3/16 inch in diameter, is worn on the suspension ribbon and bar to denote subsequent awards.

OTHER IMPORTANT INFORMATION CONCERNING GOOD CONDUCT' MEDALS

For personnel who served in a first enlistment of 4 years on a minority enlistment and who met the eligibility requirements except for length of service, the Good Conduct Medal was presented 3 months before the eligibility date. In the event that the member failed to fulfill the requirements during the remaining 3 months of the eligibility period, the CO had the option to revoke the award.

A member who fails to meet eligibility requirements for the Good Conduct Medal who reenlists or reports for active duty within 3 months after his or her discharge or release to inactive duty is considered to be serving under "continuous active service" conditions. While the time between the date of separation and date of return to active duty is not counted as an interruption of active service, it may not be included in computing time served. A member who reenlists or reports for active duty after 3 months must begin a new 4-year period on the date of reenlistment or reporting for active duty.

An enlisted member appointed a temporary commissioned officer is entitled to include such temporary service on reverting to an enlisted status for any purpose (including for discharge to accept appointment as a permanent officer). Naval Academy midshipmen who are not commissioned, but are retained in the service in an enlisted status, may include such midshipman service for the purpose of earning the Good Conduct Medal.

Active service in a Reserve status credited toward the Naval Reserve Meritorious Service Medal may not be credited for the Good Conduct Medal.

When the requirements have been met, but it is evident that the individual is not deserving of this award due to a repeated record of valid letters of indebtedness, or other acts that are not in keeping with the high moral standards required of all Navy personnel, the CO must make appropriate recommendations to the Chief of Naval Operations (OP-09B33) stating the reason.

If there is insufficient evidence in a member's service record to determine eligibility for the Good Conduct Medal or subsequent award, a copy of the page 9 should be requested from CHNAVPERS in order to complete the service record and determine the member's eligibility for the award.

SUMMARY

You have just read about the importance of making sure enlisted service records are maintained properly, completely, and accurately. In this chapter, you read about the general form of the service record, the contents of the basic enlisted service record, and which documents are filed on the left and right sides. You read about how each member's service record is different and how some records will require more documents than others.

You read about some of the areas of service record maintenance in which you will be involved, including

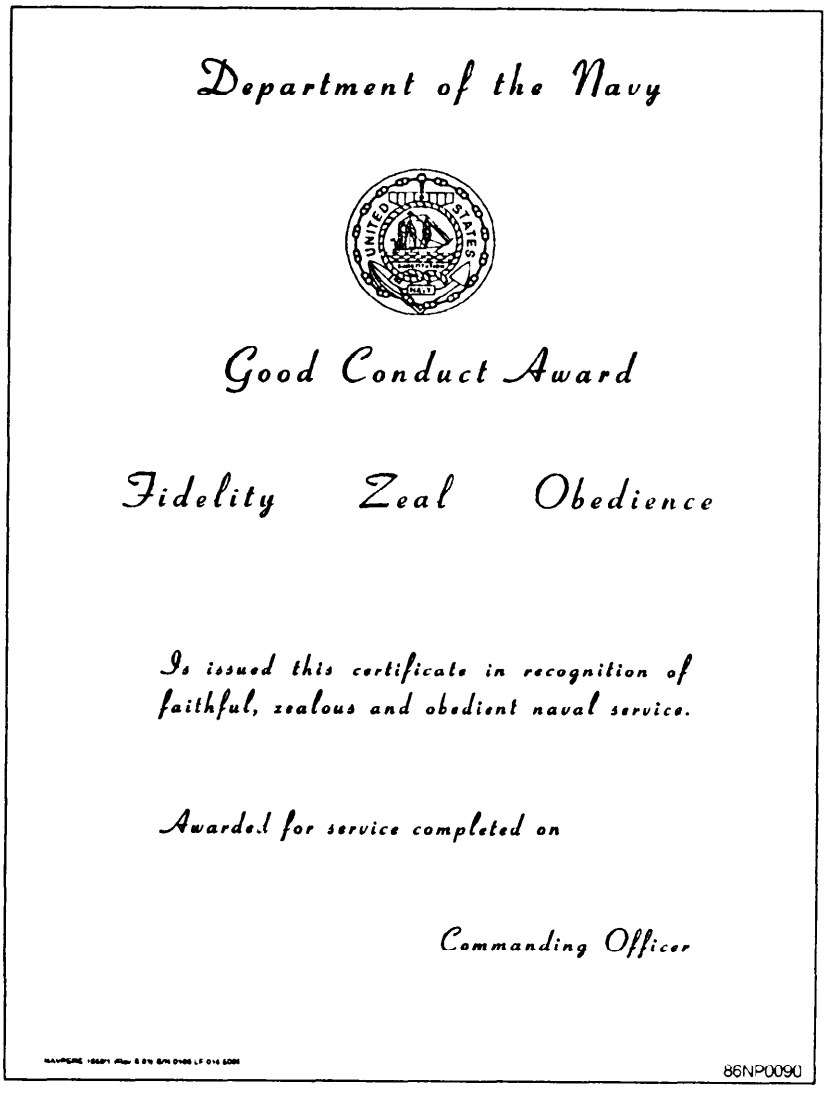


Figure 5-34.—Good Conduct Award certificate.

the verification, purging, and disposition of service records, You also read about evaluations reports and the significance of evaluations in a person's career. You also learned about the eligibility criteria for the issuance of the Good Conduct Medal.

The information in this chapter was intended to provide you with an overview of these topics. For additional information beyond the scope of this chapter, you should refer to the MILPERSMAN and other official publications and authorities.

CHAPTER 6

OFFICER SERVICE RECORDS

This chapter discusses officer service records and some of the ways in which you, the Personnelman (PN), will come into contact with these records. You will read about how officer personnel records are created and verified. You will also read about permanent officer microfiche records and officer field service records, the officer's junk jacket, and the transfer and disposition of officer service records and health treatment records.

Depending on where you are stationed, you maybe tasked with maintaining officer service records along with enlisted service records. You may have already been involved in making entries in officer service records as well as performing officer transfers and receipts. This is why all PNs must be familiar with officer service records. After studying the information in this chapter, you should be able to recognize your potential role in the creation, maintenance, and verification of officer service records and understand certain procedures involving officer transfers and receipts.

As the Navy continues to downsize, the consolidation of officer and enlisted records may occur. Keep in mind that this will be a gradual process, and your professional responsibilities may change as a result. You may be assigned to a command in which the maintenance of officer and enlisted records is the responsibility of both the Yeomen (YNs) and the PNs. As Navy ratings change, merge, and diversify, you must prepare yourself for the possibility of having to maintain both officer and enlisted personnel records.

As in the case of enlisted personnel records, the information contained in officer field service records is only for the eyes of personnel who are directly involved with the handling of these records. If you are involved in handling officer service records, make certain they are secure. Even if you consolidate officer and enlisted records in one place for the sake of convenience, make sure you maintain them in separate files in a secure place.

CREATION OF OFFICER PERSONNEL RECORDS

According to the *Naval Military Personnel Manual,* (MILPERSMAN), Article 5030131, the following two personnel records are created and maintained for each officer of the Navy and the Naval Reserve:

1. The permanent record in microfiche form maintained by the Chief of Naval Personnel (CHNAVPERS).

2. The U.S. Navy Officer Service Record, NAVPERS 1070/66, and the Military Health Treatment Records, NAVMED 6150/10-19 (Medical and Dental), maintained in paper format by the officer's current duty station. An example of an officer service record is shown in figure 6-1.

These records are the property of the U.S. Government and not the officer. The review or release of these records is limited to personnel who require access to the records in the performance of their official duties. You will read more about the two required officer personnel records. First, let's take a look at how an officer service record is created or "opened."

OPENING THE OFFICER SERVICE RECORD

The activity delivering the officer appointment creates (opens) the officer service record when a person accepts a commission in the Regular Navy or Naval Reserve. According to the MILPERSMAN, Article 5030120, that activity must also verify the contents of each document and the overall service record. Upon a member's application and acceptance of appointment to commissioned status, the activity creates the officer service record by verifying and forwarding the officer's commissioning and other service record documents (as indicated in the MILPERSMAN, Article 5030131) via Commander, Navy Recruiting Command (COMNAVCRUITCOM), Code 13, to CHNAVPERS (PERS 313C1). As a PN, you may become involved in the verification and forwarding procedures involved in opening officer service records.

NOTE: If an officer candidate or Naval Academy midshipman either is disenrolled from training and retained in the naval service as an enlisted member, or is discharged with an entry level separation, or is deceased, your command must follow the procedures

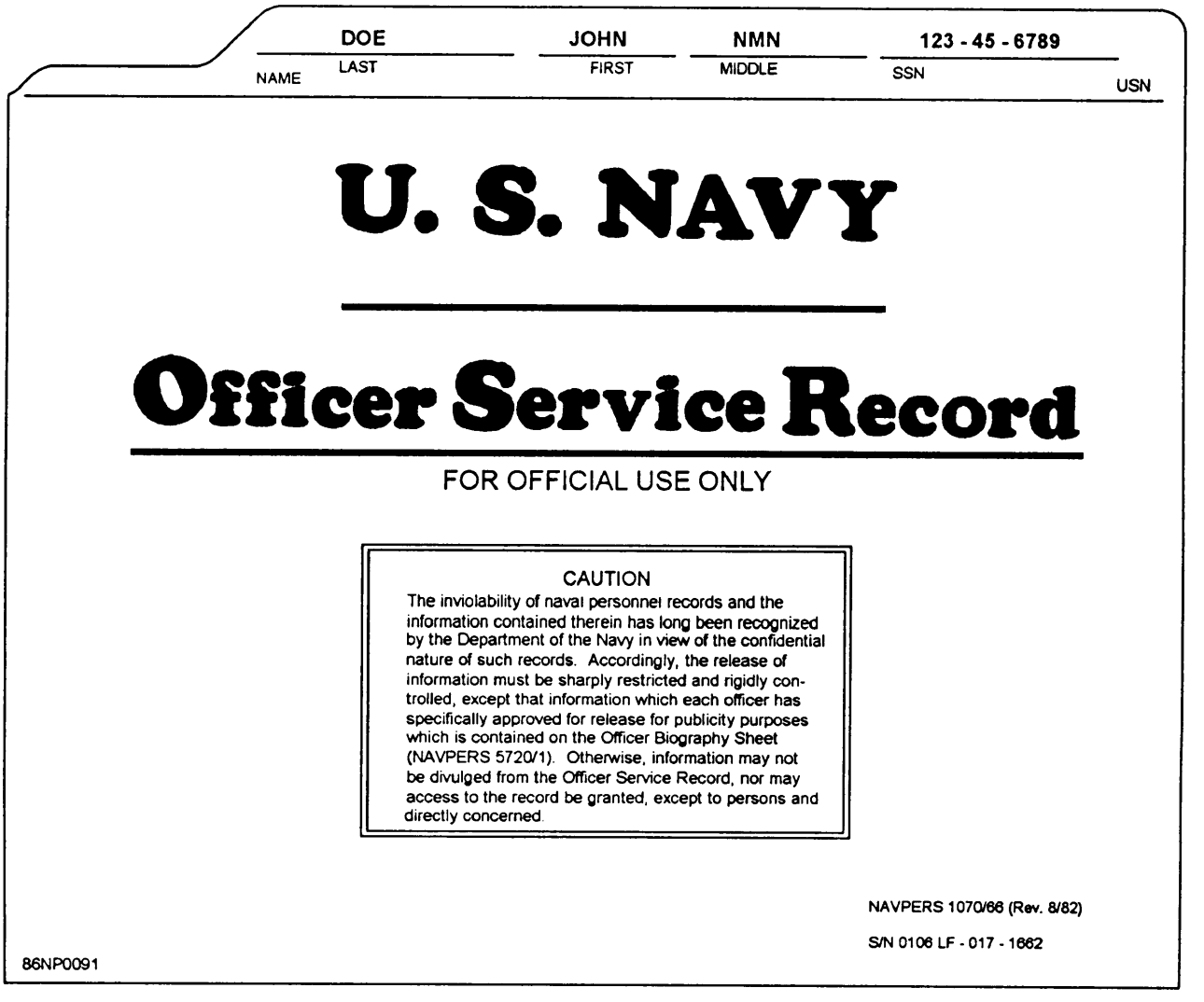


Figure 6-1.—US. Navy Officer Service Record, NAVPERS 1070/66.

contained in the MILPERSMAN, Articles 5030130 and 5030140.

VERIFYING DOCUMENTS

According to the MILPERSMAN, Article 5030120, you must verify that each officer service record created and/or maintained by your command contains all the required documents. Ideally, you should perform this verification in the presence of the officer.

Purging Excess Documentation

Remove and give directly to the officer any documents and correspondence that relate to the officer's tour at the present command but have no permanent historical value in the personnel administration of the officer's career. Another option you have is to file them in the officer's junk jacket.

Verifying the Certificate of Personnel Security Investigation

Make sure the record contains the Certificate of Personnel Security Investigation, Clearance and Access, OPNAV 5520/20. Any significant discrepancies that affect the accuracy of entries or completeness of this record must be reconciled before transfer of the officer. Discrepancies noted after the transfer must be resolved with the command at which the error occurred. The new command must communicate with the command at which the error occurred and the previous command must provide full details, recommend corrective action, and attach substantiating documents as appropriate.

Verifying the Dependency Application/Record of Emergency Data

Interview the officer to make certain the Dependency Application/Record of Emergency Data, NAVPERS 1070/602, is current and any Servicemen's Group Life Insurance (SGLI) beneficiary designations recorded on the Servicemen's Group Life Insurance Election and Certificate, SGLV-8286, are according to the officer's desires.

FORWARDING DOCUMENTS

To create a permanent record for newly commissioned officers, you must forward officer record documents (as indicated in MILPERSMAN, Article 5030131 and as discussed earlier). You must securely fasten the documents in a single complete group for each officer. You may send documents for several officers in a single mailing envelope or container. Mark the mailing envelope or container "OFFICER APPOINTMENT - DO NOT OPEN IN THE MAILROOM."

Now that you have read about the procedures for opening an officer service record, you need to understand some of the more important aspects of the two required records-the permanent microfiche record and the service field record.

PERMANENT MICROFICHE OFFICER RECORD

According to the MILPERSMAN, Article 5010110, the permanent microfiche officer service record is maintained by CHNAVPERS. This record is intended to reflect the official history of the officer's career in the Navy and should contain any document that bears or reflects on the character, performance, professional qualifications, and fitness of the officer. Documents of a personal nature such as birth certificates, marriage licenses, and court decrees are not filed in the permanent microfiche record.

The permanent microfiche officer service record is the property of the U.S. Government and not the officer concerned. The officer microfiche record, as in the case of the enlisted microfiche record, is of particular importance in selection for promotion. It is reviewed when any change in status is contemplated, such as assignment to duty, special details, trial by general court-martial, and/or disciplinary action by CHNAVPERS. The review of officer service records is limited to personnel who are required to review these records in the performance of their official duties according to the MILPERSMAN, Article 5010110. Refer to the MILPERSMAN, Article 5010110, for additional information concerning the permanent microfiche officer record. Also refer to the MILPERSMAN, Article 5010125, which discusses the availability of these records.

OFFICER FIELD SERVICE RECORD

According to the MILPERSMAN, Article 5030160, the U.S. Navy Officer Service Record, NAVPERS 1070/66, is kept for each current officer of the Regular Navy or Naval Reserve. This record is known as the officer field service record and is the officer personnel record that you, the PN, will most likely encounter. It consists of a flat folder bearing the officer's full name and social security number (SSN). As in the case of enlisted service records, all signatures in officer service records must be in black or blue-black ink.

PURPOSE

The officer field service record serves a dual purpose. First, it serves as a record of vital events in an officer's career for use in assignment, promotion, and permanent recordkeeping. If the permanent microfiche record is lost or damaged, the field service record becomes the first source of replacement documents. Second, the officer field service record assists the commanding officer in making daily personnel decisions.

MANAGEMENT

Maintenance and management of the officer field service records depend on the location where the records are maintained and the responsibilities associated with maintaining these records.

Location

Normally, the location of an officer's service record will depend on the officer's assigned duty station. The personnel support activity detachment (PERSUPPDET) maintains officer service records for officers stationed ashore. The ship's personnel and/or administrative office maintains these records for officers who are stationed aboard ship. For officers attached to a squadron, the field service records are normally maintained in the administrative office

ashore. If the squadron deploys, it is not uncommon for a command to maintain both the enlisted and officer service records in one administrative office.

Responsibility for Content

Although the officer service record is the property of the U.S. Government and not the officer, the commanding officer and the individual officer are jointly responsible for making sure the service record is complete, and that it contains information pertinent to the officer's career.

Adverse Matter

Adverse matter in an officer service record requires a special process. Adverse matter is not filed in the service record without first affording the officer an opportunity to review the material and submit a statement concerning it. If the officer chooses to make no statement, that intention is indicated in writing either by the officer's signed and dated declination or the expiration of a stated period of time (of which the officer was previously advised) during which the officer could have submitted a statement.

STANDARD FILING SEQUENCE FOR FIELD SERVICE RECORD DOCUMENTS

When documents are submitted or received on behalf of an officer, the PN is often responsible for filing them in the service record. You must learn to file these documents on the appropriate side and in the correct sequence. Remember, not all documents you will read about in this chapter will apply to every officer. The examples in this chapter are intended to show you the standardized filing sequence of the documents that are most frequently found in officer field service records.

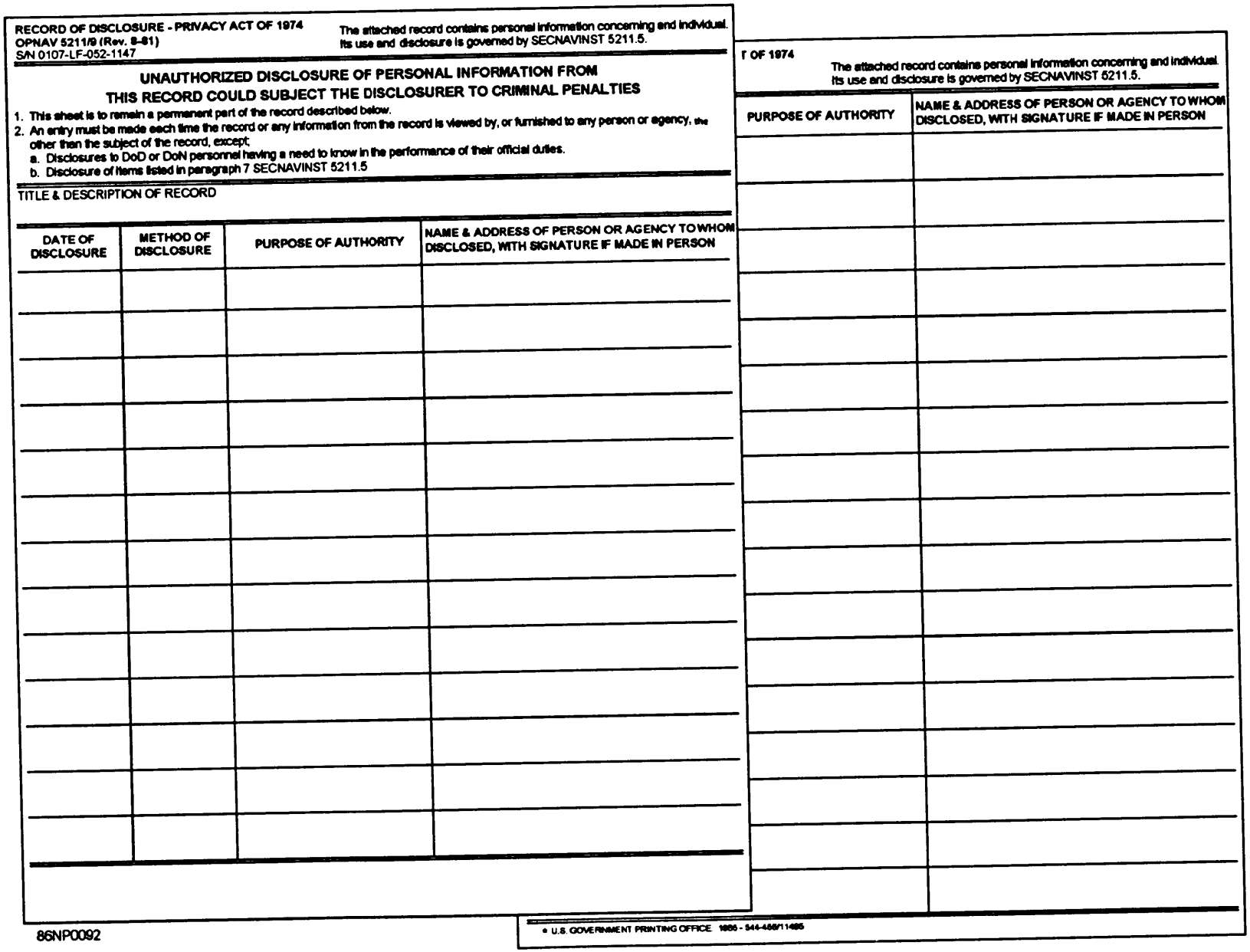
You should normally file only the current copy of each document. Remember, the officer service record should contain only the required information. This record is not intended to be a depository for wills or other documents of a personal nature. In maintaining this record, you may have to purge excess information.

In the following sections, you will read about the correct sequence in which required documents should be filed. You will learn which documents need to go on the left side, which need to go on the right side, and the order in which the documents should appear. In the examples shown, a **(T)** appears in front of specific documents, identifying these documents as temporary. These are the ones you should remove from the field service record and return to the officer upon the officer's permanent change of station (PCS) transfer.

Left Side

The following documents should go on the left side of the officer service record. File them in the following order with the first document mentioned on top:

- Record Identifier for Personnel Reliability Program, NAVPERS 5510/1.
- Record of Disclosure, Privacy Act of 1974, OPNAV 5211/9. (A sample of this form is shown in fig. 6-2.)
- Personnel Reliability Program Screening and Evaluation Record, NAVPERS 5510/3.
- Certificate of Personnel Security Investigation, Clearance and Access, OPNAV 5520/20.
- (T) Official correspondence from current command; for example, letters of appreciation and commendation, and temporary designation letters.
- Current PCS orders and all endorsements.
- Officer Application/Orders for Inactive Duty Training, NAVRES 1321/1.
- Inactive Duty Training Orders: Termination/Cancellation Modification, NAVRES 1321/2.
- **(T)** Certificates from Navy schools, training, and correspondence courses.
- Personal and unit award citations.
- Letters of permanent warfare designation, significant qualifications, special duty assignments, and incentive pay.



RECORD OF DISCLOSURE - PRIVACY ACT OF 1974
OPNAV 5211/9 (Rev. 8-81)
S/N 0107-LF-052-1147

The attached record contains personal information concerning and individual. Its use and disclosure is governed by SECNAVINST 5211.5.

UNAUTHORIZED DISCLOSURE OF PERSONAL INFORMATION FROM THIS RECORD COULD SUBJECT THE DISCLOSURER TO CRIMINAL PENALTIES

1. This sheet is to remain a permanent part of the record described below.
2. An entry must be made each time the record or any information from the record is viewed by, or furnished to any person or agency, the other than the subject of the record, except;
   a. Disclosures to DoD or DoN personnel having a need to know in the performance of their official duties.
   b. Disclosure of items listed in paragraph 7 SECNAVINST 5211.5

TITLE & DESCRIPTION OF RECORD

DATE OF DISCLOSURE	METHOD OF DISCLOSURE	PURPOSE OF AUTHORITY	NAME & ADDRESS OF PERSON OR AGENCY TO WHOM DISCLOSED, WITH SIGNATURE IF MADE IN PERSON

86NP0092

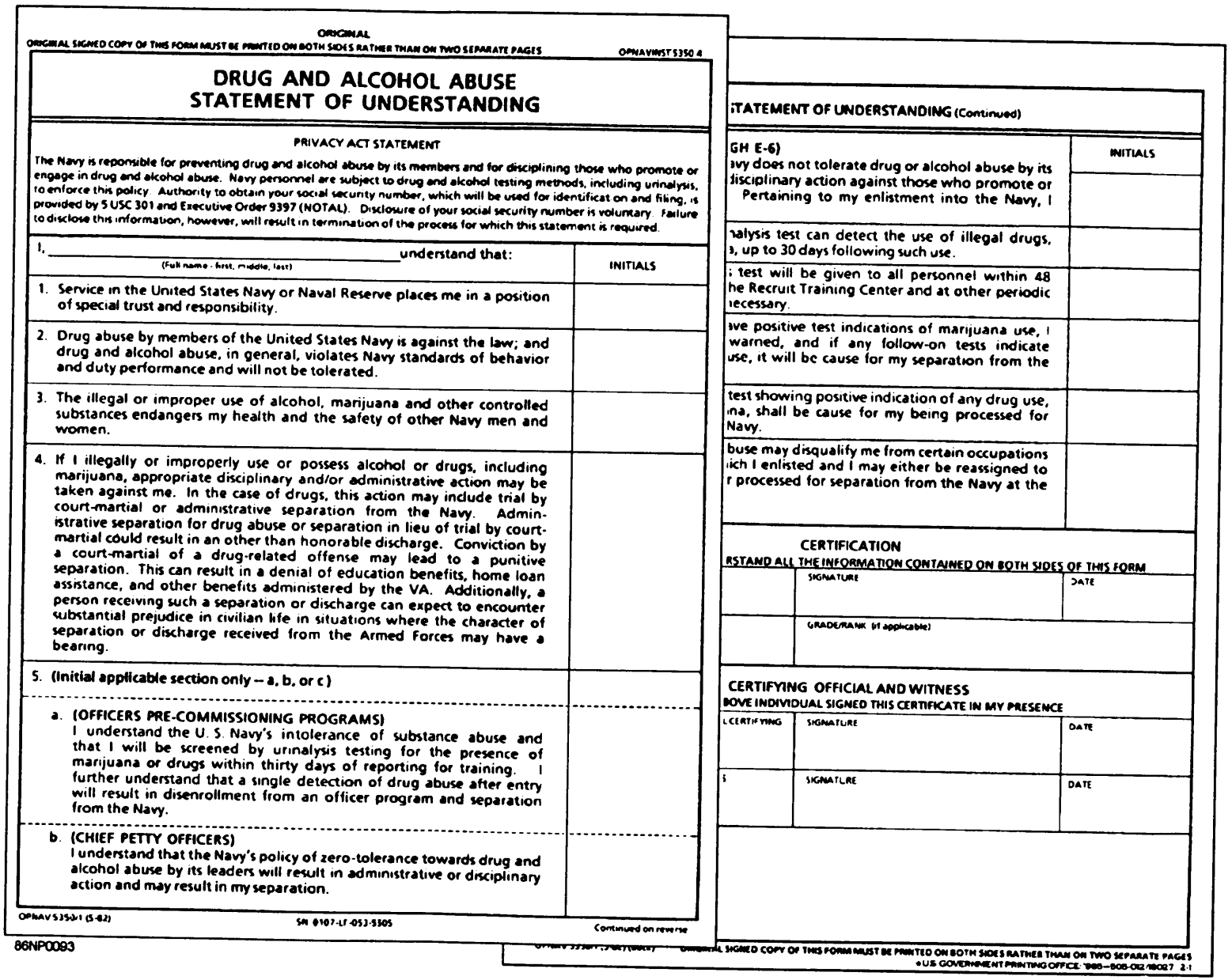
r OF 1974

The attached record contains personal information concerning and individual. Its use and disclosure is governed by SECNAVINST 5211.5.

PURPOSE OF AUTHORITY	NAME & ADDRESS OF PERSON OR AGENCY TO WHOM DISCLOSED, WITH SIGNATURE IF MADE IN PERSON

* U.S. GOVERNMENT PRINTING OFFICE: 1986 - 544-458/11495

Figure 6-2.—Record of Disclosure, OPNAV 5211/9.



ORIGINAL

ORIGINAL SIGNED COPY OF THIS FORM MUST BE PRINTED ON BOTH SIDES RATHER THAN ON TWO SEPARATE PAGES

OPNAVINST 5350.4

DRUG AND ALCOHOL ABUSE STATEMENT OF UNDERSTANDING

PRIVACY ACT STATEMENT

The Navy is reponsible for preventing drug and alcohol abuse by its members and for disciplining those who promote or engage in drug and alcohol abuse. Navy personnel are subject to drug and alcohol testing methods, including urinalysis, to enforce this policy. Authority to obtain your social security number, which will be used for identification and filing, is provided by 5 USC 301 and Executive Order 9397 (NOTAL). Disclosure of your social security number is voluntary. Failure to disclose this information, however, will result in termination of the process for which this statement is required.

I, _____ understand that: (Full name - first, middle, last)	INITIALS
1. Service in the United States Navy or Naval Reserve places me in a position of special trust and responsibility.	
2. Drug abuse by members of the United States Navy is against the law; and drug and alcohol abuse, in general, violates Navy standards of behavior and duty performance and will not be tolerated.	
3. The illegal or improper use of alcohol, marijuana and other controlled substances endangers my health and the safety of other Navy men and women.	
4. If I illegally or improperly use or possess alcohol or drugs, including marijuana, appropriate disciplinary and/or administrative action may be taken against me. In the case of drugs, this action may include trial by court-martial or administrative separation from the Navy. Administrative separation for drug abuse or separation in lieu of trial by court-martial could result in an other than honorable discharge. Conviction by a court-martial of a drug-related offense may lead to a punitive separation. This can result in a denial of education benefits, home loan assistance, and other benefits administered by the VA. Additionally, a person receiving such a separation or discharge can expect to encounter substantial prejudice in civilian life in situations where the character of separation or discharge received from the Armed Forces may have a bearing.	
5. **(Initial applicable section only – a, b, or c)**	
a. **(OFFICERS PRE-COMMISSIONING PROGRAMS)** I understand the U. S. Navy's intolerance of substance abuse and that I will be screened by urinalysis testing for the presence of marijuana or drugs within thirty days of reporting for training. I further understand that a single detection of drug abuse after entry will result in disenrollment from an officer program and separation from the Navy.	
b. **(CHIEF PETTY OFFICERS)** I understand that the Navy's policy of zero-tolerance towards drug and alcohol abuse by its leaders will result in administrative or disciplinary action and may result in my separation.	

OPNAV 5350/1 (5-82) SN 0107-LF-053-5505

Continued on reverse

86NP0093

STATEMENT OF UNDERSTANDING (Continued)

GH E-6)	INITIALS
avy does not tolerate drug or alcohol abuse by its disciplinary action against those who promote or Pertaining to my enlistment into the Navy, I	
nalysis test can detect the use of illegal drugs, , up to 30 days following such use.	
; test will be given to all personnel within 48 he Recruit Training Center and at other periodic necessary.	
ave positive test indications of marijuana use, I warned, and if any follow-on tests indicate use, it will be cause for my separation from the	
test showing positive indication of any drug use, na, shall be cause for my being processed for Navy.	
buse may disqualify me from certain occupations ich I enlisted and I may either be reassigned to r processed for separation from the Navy at the	

CERTIFICATION

RSTAND ALL THE INFORMATION CONTAINED ON BOTH SIDES OF THIS FORM

	SIGNATURE	DATE
	GRADE/RANK (if applicable)	

CERTIFYING OFFICIAL AND WITNESS

BOVE INDIVIDUAL SIGNED THIS CERTIFICATE IN MY PRESENCE

CERTIFYING	SIGNATURE	DATE
S	SIGNATURE	DATE

ORIGINAL SIGNED COPY OF THIS FORM MUST BE PRINTED ON BOTH SIDES RATHER THAN ON TWO SEPARATE PAGES

*U.S. GOVERNMENT PRINTING OFFICE: 1985—505-012/18027 2-1

Figure 6-3.—Drug and Alcohol Abuse Statement of Understanding, OPNAV 5350/1.

- Drug and Alcohol Abuse Statement of Understanding, OPNAV 5350/1. (A sample of this form is shown in fig. 6-3.)

- Montgomery GI Bill (MGIB) Act of 1984, DD Form 2366. (A sample of this form is shown in fig. 6-4.)

- Statement of Understanding—Selected Reserve Educational Assistance Program, OPNAV 1780/1.

- Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility, DD Form 2384.

- Personnel Security Questionnaire (PSQ), DD Form 398. (A sample of the front section of this form is shown in fig. 6-5.)

- Request for Personnel Security Investigation (PSI), DD Form 1879 (if PSI pending).

- Statement of Service, NAVPERS 1070/877.

- Notification of Eligibility for Retired Pay at Age 60, NRPC 1820/6.

- NAVCRUIT Forms, Officer Program Statement/Service Agreement.

86MP0094 **VETERANS' EDUCATIONAL ASSISTANCE ACT OF 1984 (GI BILL)**

(Chapter 30, Title 38, U.S. Code)

Privacy Act Statement

AUTHORITY: Chapter 30, Title 38, U.S. Code, Sections 1411 and 1412.

PRINCIPAL PURPOSE: To establish eligibility to participate in the Veterans' Educational Assistance Act of 1984 (GI Bill of 1984.)

ROUTINE USES: Information will be used as a source document indicating participation status of each service member in the GI Bill of 1984 Educational Benefits Program.

DISCLOSURE: Disclosure of your social security number and other personal information is voluntary. However, this form CANNOT be processed if requested information is not provided.

1. SERVICE MEMBER

a. NAME (Last, First, Middle Initial)	b. SOCIAL SECURITY NUMBER (SSN)

2. STATEMENT OF UNDERSTANDING

a. I am eligible for the GI Bill of 1984 and I am automatically enrolled.

b. I have the option to disenroll. *(See paragraph 4)*

c. If I disenroll, I must do so within two weeks of initial entry on active duty.

d. I am not eligible for Chapter 32, Title 38 U.S. C., Veterans' Educational Assistance Program (VEAP) nor for Chapter 34, Title 38 U.S.C., Vietnam - Era GI Bill.

e. I understand that if I am a Service academy or ROTC scholarship graduate, I am NOT ELIGIBLE for the GI Bill of 1984.

f. SERVICE MEMBER

(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE	(4) DATE SIGNED

g. WITNESSING OFFICIAL

(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE	(4) DATE SIGNED

3. STATEMENT OF ENROLLMENT

a. I understand that if I remain enrolled in the GI Bill of 1984 that $100 per month will be deducted from my basic pay for EACH of the first full 12 months of active duty and WILL NOT BE REFUNDED.

b. I must complete three years of service before I am entitled to $300 per month for 36 months ($250 per month for 36 months, if I have a two year obligation).

c. I must complete two years of active duty service and join the Selected Reserve for a minimum four year service agreement before I am entitled to $300 per month for 36 months.

d. If a non-high school graduate, I must complete all requirements for a high school diploma (or an equivalency certificate) before completion of my initial tour in order to qualify for the GI Bill of 1984.

e. I must use my benefits within 10 years of my separation or discharge from active duty for the entitlement in paragraph 3b or complete my Selected Reserve obligation for the entitlement in paragraph 3c.

f. I must receive an honorable discharge for service which established entitlement to the GI Bill of 1984.

g. SERVICE MEMBER

(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE	(4) DATE SIGNED

h. WITNESSING OFFICIAL

(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE	(4) DATE SIGNED

4. STATEMENT OF DISENROLLMENT

I do not desire to participate in the GI Bill of 1984. I understand that the option to enroll WILL NOT be available to me at a later date.

a. SERVICE MEMBER

(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE	(4) DATE SIGNED

b. WITNESSING OFFICIAL

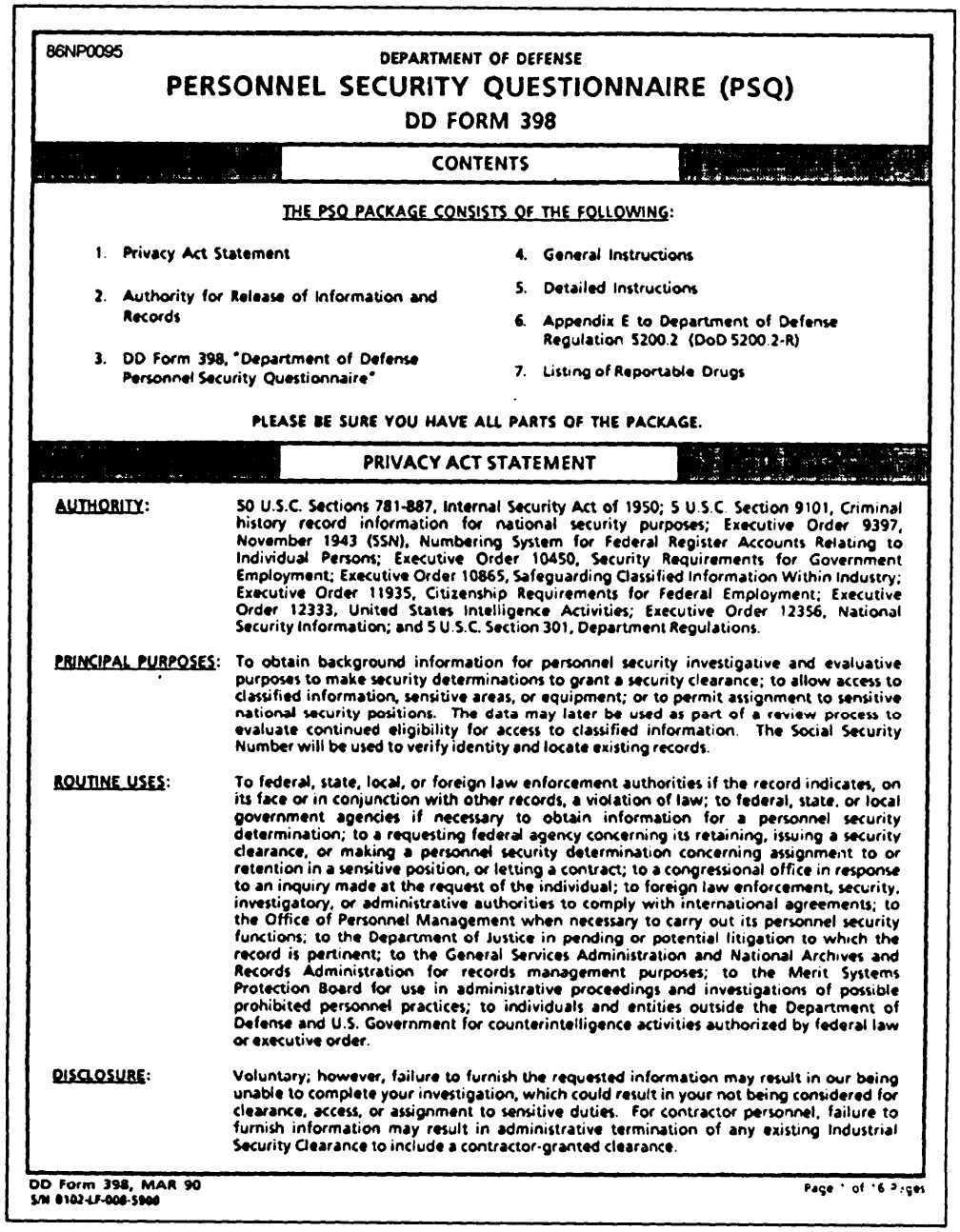
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK/GRADE	(3) SIGNATURE	(4) DATE SIGNED

5. SERVICE UNIQUE EDUCATION ASSISTANCE OPTIONS

If I remain enrolled in the GI Bill of 1984, I may be eligible for additional educational assistance based on my military specialty and/or years of service as shown below.

DD Form 2366 (3-85) S/N 0102LF002366 U.S. Government Printing Office

Figure 6-4.—Veterans' Educational Assistance Act of 1984 (GI Bill), DD Form 2366.



86NP0095

DEPARTMENT OF DEFENSE

PERSONNEL SECURITY QUESTIONNAIRE (PSQ)

DD FORM 398

CONTENTS

THE PSQ PACKAGE CONSISTS OF THE FOLLOWING:

1. Privacy Act Statement
2. Authority for Release of Information and Records
3. DD Form 398, "Department of Defense Personnel Security Questionnaire"
4. General Instructions
5. Detailed Instructions
6. Appendix E to Department of Defense Regulation 5200.2 (DoD 5200.2-R)
7. Listing of Reportable Drugs

PLEASE BE SURE YOU HAVE ALL PARTS OF THE PACKAGE.

PRIVACY ACT STATEMENT

AUTHORITY: 50 U.S.C. Sections 781-887, Internal Security Act of 1950; 5 U.S.C. Section 9101, Criminal history record information for national security purposes; Executive Order 9397, November 1943 (SSN), Numbering System for Federal Register Accounts Relating to Individual Persons; Executive Order 10450, Security Requirements for Government Employment; Executive Order 10865, Safeguarding Classified Information Within Industry; Executive Order 11935, Citizenship Requirements for Federal Employment; Executive Order 12333, United States Intelligence Activities; Executive Order 12356, National Security Information; and 5 U.S.C. Section 301, Department Regulations.

PRINCIPAL PURPOSES: To obtain background information for personnel security investigative and evaluative purposes to make security determinations to grant a security clearance; to allow access to classified information, sensitive areas, or equipment; or to permit assignment to sensitive national security positions. The data may later be used as part of a review process to evaluate continued eligibility for access to classified information. The Social Security Number will be used to verify identity and locate existing records.

ROUTINE USES: To federal, state, local, or foreign law enforcement authorities if the record indicates, on its face or in conjunction with other records, a violation of law; to federal, state, or local government agencies if necessary to obtain information for a personnel security determination; to a requesting federal agency concerning its retaining, issuing a security clearance, or making a personnel security determination concerning assignment to or retention in a sensitive position, or letting a contract; to a congressional office in response to an inquiry made at the request of the individual; to foreign law enforcement, security, investigatory, or administrative authorities to comply with international agreements; to the Office of Personnel Management when necessary to carry out its personnel security functions; to the Department of Justice in pending or potential litigation to which the record is pertinent; to the General Services Administration and National Archives and Records Administration for records management purposes; to the Merit Systems Protection Board for use in administrative proceedings and investigations of possible prohibited personnel practices; to individuals and entities outside the Department of Defense and U.S. Government for counterintelligence activities authorized by federal law or executive order.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in our being unable to complete your investigation, which could result in your not being considered for clearance, access, or assignment to sensitive duties. For contractor personnel, failure to furnish information may result in administrative termination of any existing Industrial Security Clearance to include a contractor-granted clearance.

DD Form 398, MAR 90
S/N 0102-LF-008-5900

Page 1 of 16 pages

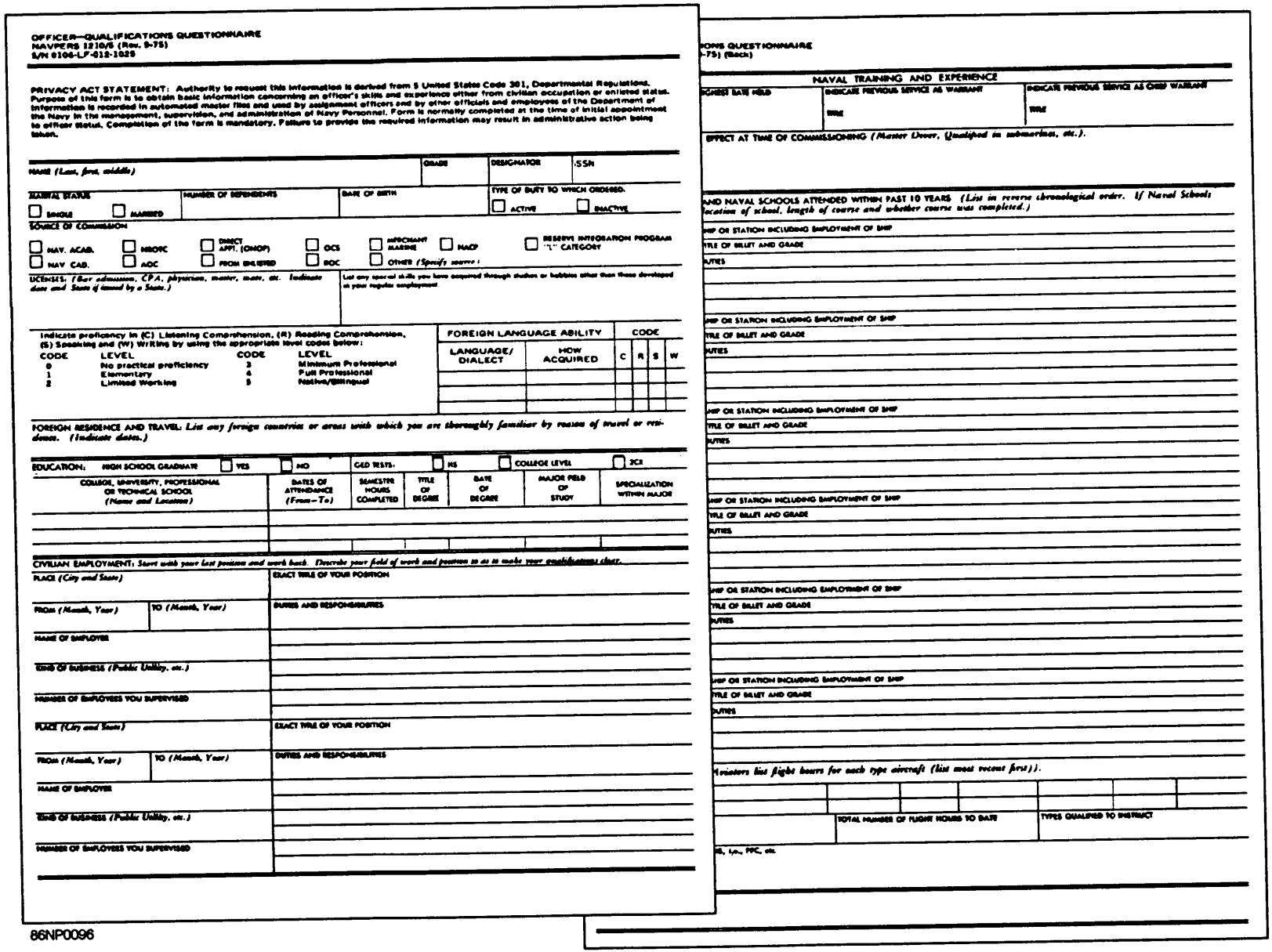
Figure 6-5.—Personnel Security Questionnaire (PSQ), DD Form 398.

- Geneva Conventions Identification Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces, DD Form 1934. (This form may be placed in an envelope and stapled to the inside, left cover.)

Right Side

The following documents should go on the right side of the officer service record. File them in the following sequence with the document mentioned first on top

- Administrative Remarks, NAVPERS 1070/613.
- History of Assignments, NAVPERS 1070/605.
- Officer Data Card, NAVPERS 1301/51.
- Limited Duty/Warrant Officer History Card, NAVPERS 1070/1 25.
- Officer Qualification Questionnaire, NAVRES 1301/4.
- Officer Qualifications Questionnaire, NAVPERS 1210/5. (A sample of this form is shown in fig. 6-6.)



OFFICER—QUALIFICATIONS QUESTIONNAIRE
NAVPERS 1210/5 (Rev. 9-75)
S/N 0106-LF-012-1025

PRIVACY ACT STATEMENT: Authority to request this information is derived from 5 United States Code 301, Departmental Regulations. Purpose of this form is to obtain basic information concerning an officer's skills and experience either from civilian occupation or enlisted status. Information is recorded in automated master files and used by assignment officers and by other officials and employees of the Department of the Navy in the management, supervision, and administration of Navy Personnel. Form is normally completed at the time of initial appointment to officer status. Completion of the form is mandatory. Failure to provide the required information may result in administrative action being taken.

NAME (Last, first, middle) | GRADE | DESIGNATOR | SSN

MARITAL STATUS ☐ SINGLE ☐ MARRIED | NUMBER OF DEPENDENTS | DATE OF BIRTH | TYPE OF DUTY TO WHICH ORDERED: ☐ ACTIVE ☐ INACTIVE

SOURCE OF COMMISSION
☐ NAV. ACAD. ☐ NROTC ☐ DIRECT APPT. (ONOP) ☐ OCS ☐ MERCHANT MARINE ☐ NACP ☐ RESERVE INTEGRATION PROGRAM "L" CATEGORY
☐ NAV CAD. ☐ AOC ☐ FROM ENLISTED ☐ ROC ☐ OTHER (Specify source)

LICENSES. (Bar admission, CPA, physician, master, mate, etc. Indicate date and State if issued by a State.)

List any special skills you have acquired through studies or hobbies other than those developed in your regular employment

Indicate proficiency in (C) Listening Comprehension, (R) Reading Comprehension, (S) Speaking and (W) Writing by using the appropriate level codes below:

CODE	LEVEL	CODE	LEVEL
0	No practical proficiency	3	Minimum Professional
1	Elementary	4	Full Professional
2	Limited Working	5	Native/Bilingual

FOREIGN LANGUAGE ABILITY		CODE			
LANGUAGE/ DIALECT	HOW ACQUIRED	C	R	S	W

FOREIGN RESIDENCE AND TRAVEL: List any foreign countries or areas with which you are thoroughly familiar by reason of travel or residence. (Indicate dates.)

EDUCATION: HIGH SCHOOL GRADUATE ☐ YES ☐ NO | GED TESTS: ☐ HS ☐ COLLEGE LEVEL ☐ JCS

COLLEGE, UNIVERSITY, PROFESSIONAL OR TECHNICAL SCHOOL (Name and Location)	DATES OF ATTENDANCE (From—To)	SEMESTER HOURS COMPLETED	TYPE OF DEGREE	DATE OF DEGREE	MAJOR FIELD OF STUDY	SPECIALIZATION WITHIN MAJOR

CIVILIAN EMPLOYMENT: Start with your last position and work back. Describe your field of work and position so as to make your qualifications clear.

PLACE (City and State) | EXACT TITLE OF YOUR POSITION
FROM (Month, Year) | TO (Month, Year) | DUTIES AND RESPONSIBILITIES
NAME OF EMPLOYER
KIND OF BUSINESS (Public Utility, etc.)
NUMBER OF EMPLOYEES YOU SUPERVISED

PLACE (City and State) | EXACT TITLE OF YOUR POSITION
FROM (Month, Year) | TO (Month, Year) | DUTIES AND RESPONSIBILITIES
NAME OF EMPLOYER
KIND OF BUSINESS (Public Utility, etc.)
NUMBER OF EMPLOYEES YOU SUPERVISED

...IONS QUESTIONNAIRE
...-75) (Back)

NAVAL TRAINING AND EXPERIENCE

HIGHEST RATE HELD	INDICATE PREVIOUS SERVICE AS WARRANT	INDICATE PREVIOUS SERVICE AS CHIEF WARRANT
	RATE	RATE

EFFECT AT TIME OF COMMISSIONING (Master Diver, Qualified in submarines, etc.).

...AND NAVAL SCHOOLS ATTENDED WITHIN PAST 10 YEARS (List in reverse chronological order. If Naval School: location of school, length of course and whether course was completed.)

SHIP OR STATION INCLUDING EMPLOYMENT OF SHIP
TITLE OF BILLET AND GRADE
DUTIES

SHIP OR STATION INCLUDING EMPLOYMENT OF SHIP
TITLE OF BILLET AND GRADE
DUTIES

SHIP OR STATION INCLUDING EMPLOYMENT OF SHIP
TITLE OF BILLET AND GRADE
DUTIES

SHIP OR STATION INCLUDING EMPLOYMENT OF SHIP
TITLE OF BILLET AND GRADE
DUTIES

SHIP OR STATION INCLUDING EMPLOYMENT OF SHIP
TITLE OF BILLET AND GRADE
DUTIES

SHIP OR STATION INCLUDING EMPLOYMENT OF SHIP
TITLE OF BILLET AND GRADE
DUTIES

...viators list flight hours for each type aircraft (list most recent first)).

					TOTAL NUMBER OF FLIGHT HOURS TO DATE	TYPES QUALIFIED TO INSTRUCT

...IS, t.n., PPC, etc.

86NP0096

Figure 6-6.—Officer Qualifications Questionnaire, NAVPERS 1210/5.

- Dependency/Status Action, NAVCOMPT 3072.
- Servicemen's Group Life Insurance Election and Certificate, SGLV-8286.
- Current copy of the Application for Uniformed Services Identification Card/DEERS Enrollment, DD Form 1172. (A sample of this form is shown in fig. 6-7.)
- Dependency Application/Record of Emergency Data, NAVPERS 1070/602.
- Officer Photograph Submission Sheet, NAVPERS 1070/10. (A sample of this form is shown in fig. 6-8.)
- Certificate of Release or Discharge from Active Duty, DD Form 214 (ALL).
- Ready Reserve Transfer Request/Service Agreement, NAVPERS 1200/1.
- Delivery of Temporary/Permanent Appointment, NAVPERS 1421/7 (for present grade).

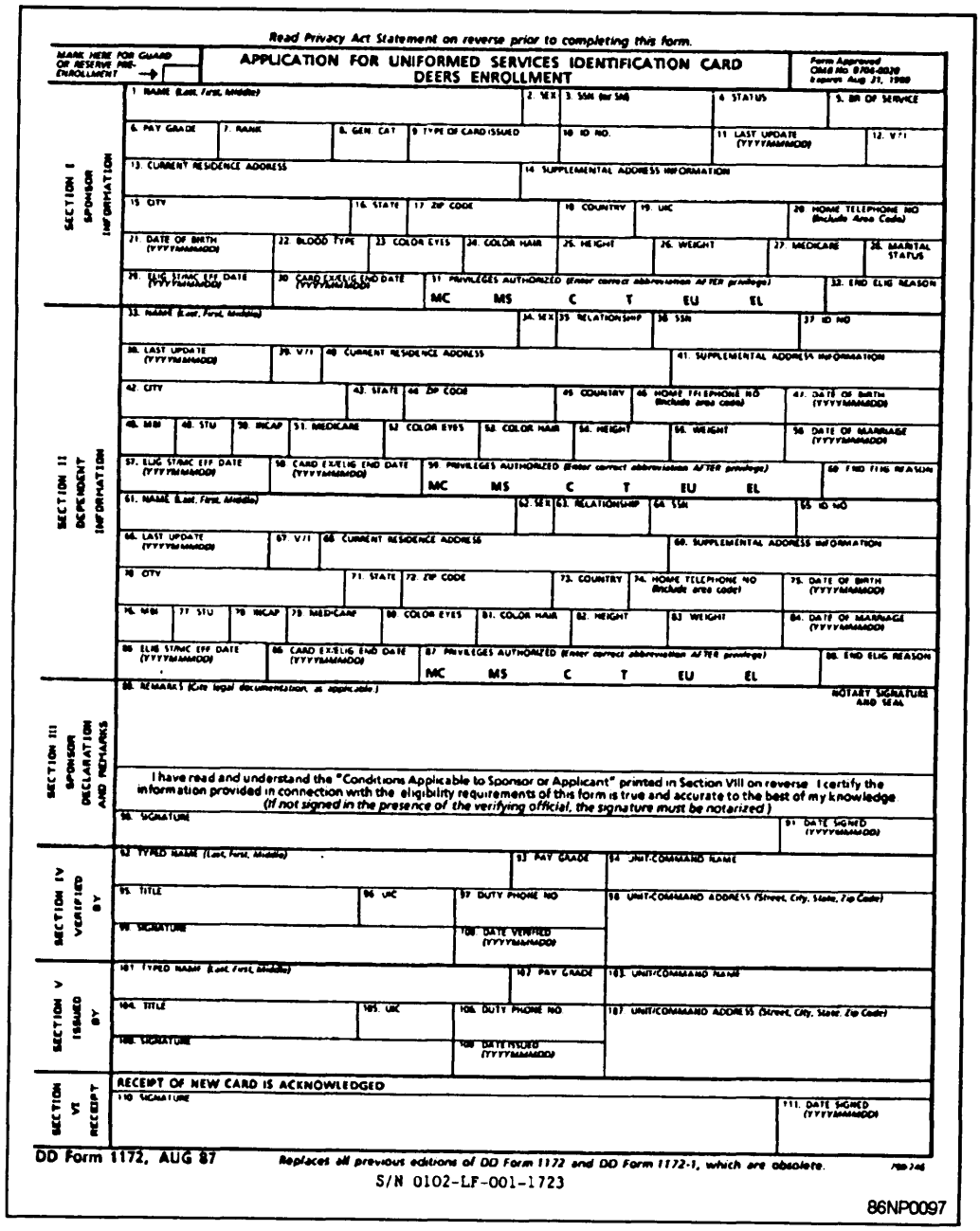
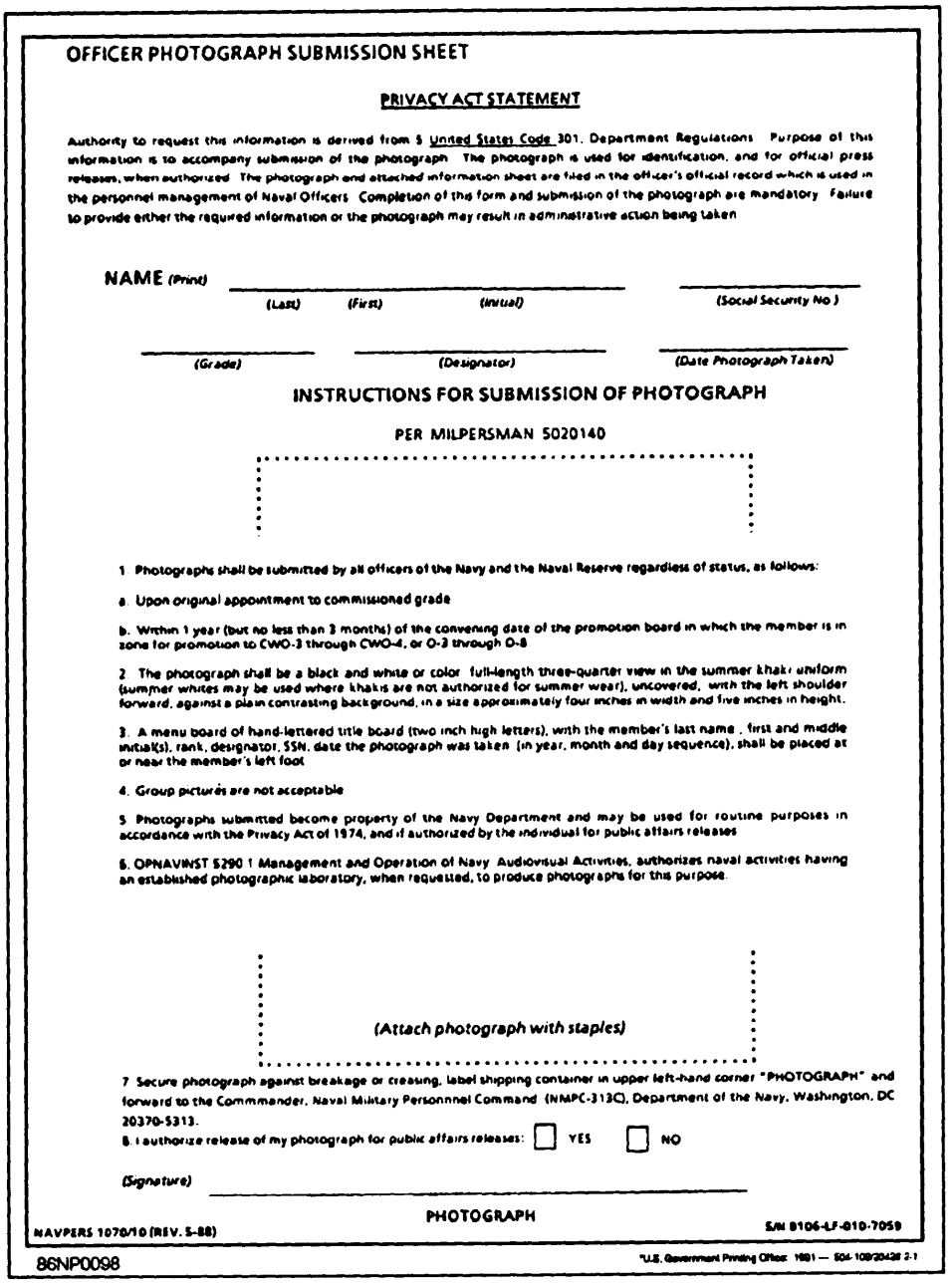


Figure 6-7.—Application for Uniformed Services Identification Card/DEERS Enrollment, DD Form 1172.



OFFICER PHOTOGRAPH SUBMISSION SHEET

PRIVACY ACT STATEMENT

Authority to request this information is derived from 5 United States Code 301, Department Regulations. Purpose of this information is to accompany submission of the photograph. The photograph is used for identification, and for official press releases, when authorized. The photograph and attached information sheet are filed in the officer's official record which is used in the personnel management of Naval Officers. Completion of this form and submission of the photograph are mandatory. Failure to provide either the required information or the photograph may result in administrative action being taken.

NAME (Print) _____ _____
(Last) (First) (Initial) (Social Security No.)

_____ _____ _____
(Grade) (Designator) (Date Photograph Taken)

INSTRUCTIONS FOR SUBMISSION OF PHOTOGRAPH

PER MILPERSMAN 5020140

1. Photographs shall be submitted by all officers of the Navy and the Naval Reserve regardless of status, as follows:

a. Upon original appointment to commissioned grade.

b. Within 1 year (but no less than 3 months) of the convening date of the promotion board in which the member is in zone for promotion to CWO-3 through CWO-4, or O-3 through O-8.

2. The photograph shall be a black and white or color full-length three-quarter view in the summer khaki uniform (summer whites may be used where khakis are not authorized for summer wear), uncovered, with the left shoulder forward, against a plain contrasting background, in a size approximately four inches in width and five inches in height.

3. A menu board of hand-lettered title board (two inch high letters), with the member's last name, first and middle initial(s), rank, designator, SSN, date the photograph was taken (in year, month and day sequence), shall be placed at or near the member's left foot.

4. Group pictures are not acceptable.

5. Photographs submitted become property of the Navy Department and may be used for routine purposes in accordance with the Privacy Act of 1974, and if authorized by the individual for public affairs releases.

6. OPNAVINST 5290.1 Management and Operation of Navy Audiovisual Activities, authorizes naval activities having an established photographic laboratory, when requested, to produce photographs for this purpose.

(Attach photograph with staples)

7. Secure photograph against breakage or creasing, label shipping container in upper left-hand corner "PHOTOGRAPH" and forward to the Commander, Naval Military Personnel Command (NMPC-313C), Department of the Navy, Washington, DC 20370-5313.

8. I authorize release of my photograph for public affairs releases: ☐ YES ☐ NO

(Signature) _____

PHOTOGRAPH

NAVPERS 1070/10 (REV. 5-88) S/N 0106-LF-010-7059

86NP0098 *U.S. Government Printing Office: 1991 — 504-109/20428 2-1

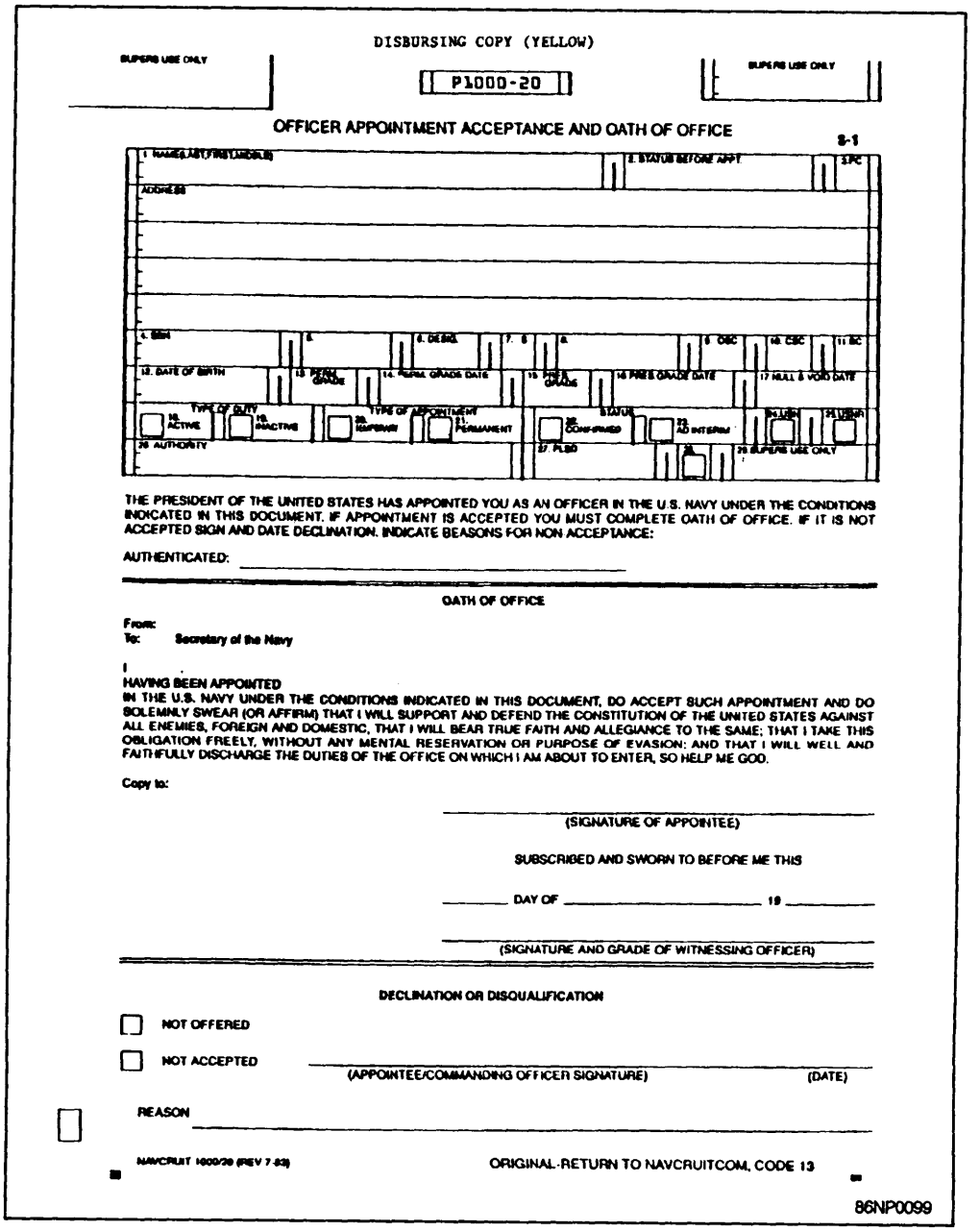
Figure 6-8.—Officer Photograph Submission Sheet, NAVPERS 1070/10.

- Acceptance and Oath of Office, NAVPERS 1000/22 (ALL).
- Officer Appointment, Acceptance and Oath of Office, NAVCRUIT 1000/20 (ALL). (A sample of this form is shown in fig. 6-9.)
- Officer's Report of Home of Record and Place From Which Ordered to a Tour of Active Duty, NAVPERS 1070/74. (A sample of this form is shown in fig. 6-10.)

Whenever you receive officer service record documents, remember to file them on the correct side in the correct order. At times, you will run across documents that do not belong in the officer service record. In the following section, you will read about an unofficial file in which you can store these documents temporarily—the officer junk jacket.

OFFICER JUNK JACKET

During the course of an officer's career, numerous documents are updated and/or received. To make sure



DISBURSING COPY (YELLOW)

SUPERS USE ONLY

P1000-20

SUPERS USE ONLY

OFFICER APPOINTMENT ACCEPTANCE AND OATH OF OFFICE

S-1

1. NAME(LAST,FIRST,MIDDLE) | 2. STATUS BEFORE APPT. | 3. PC

ADDRESS

4. SSN | 5. | 6. DESIG. | 7. | 8. | 9. OSC | 10. CSC | 11. SC

12. DATE OF BIRTH | 13. PERM. GRADE | 14. PERM. GRADE DATE | 15. PRES. GRADE | 16. PRES. GRADE DATE | 17. NULL & VOID DATE

TYPE OF DUTY: 18. ACTIVE | 19. INACTIVE

TYPE OF APPOINTMENT: 20. TEMPORARY | 21. PERMANENT

STATUS: 22. CONFIRMED | 23. AD INTERIM | 24. USN | 25. USNR

26. AUTHORITY | 27. PLSD | 28. | 29. SUPERS USE ONLY

THE PRESIDENT OF THE UNITED STATES HAS APPOINTED YOU AS AN OFFICER IN THE U.S. NAVY UNDER THE CONDITIONS INDICATED IN THIS DOCUMENT. IF APPOINTMENT IS ACCEPTED YOU MUST COMPLETE OATH OF OFFICE. IF IT IS NOT ACCEPTED SIGN AND DATE DECLINATION. INDICATE BEASONS FOR NON ACCEPTANCE:

AUTHENTICATED: _____

OATH OF OFFICE

From:
To: Secretary of the Navy

I
HAVING BEEN APPOINTED
IN THE U.S. NAVY UNDER THE CONDITIONS INDICATED IN THIS DOCUMENT, DO ACCEPT SUCH APPOINTMENT AND DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; THAT I TAKE THIS OBLIGATION FREELY, WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION; AND THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE ON WHICH I AM ABOUT TO ENTER, SO HELP ME GOD.

Copy to:

_____
(SIGNATURE OF APPOINTEE)

SUBSCRIBED AND SWORN TO BEFORE ME THIS

_____ DAY OF _____ 19 _____

_____
(SIGNATURE AND GRADE OF WITNESSING OFFICER)

DECLINATION OR DISQUALIFICATION

☐ NOT OFFERED

☐ NOT ACCEPTED _____
(APPOINTEE/COMMANDING OFFICER SIGNATURE) (DATE)

☐ REASON _____

NAVCRUIT 1000/20 (REV 7-83) ORIGINAL-RETURN TO NAVCRUITCOM, CODE 13

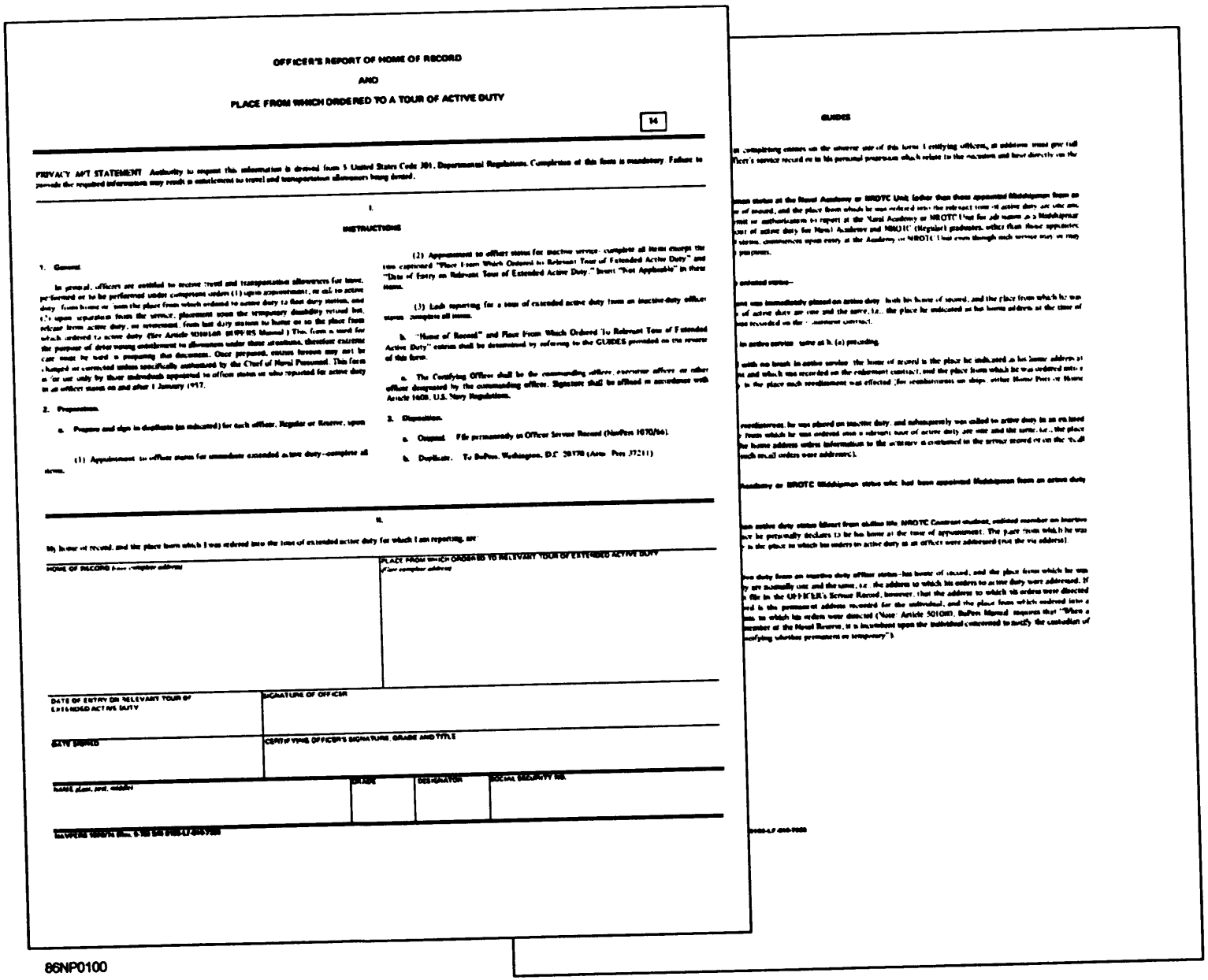
86NP0099

Figure 6-9.—Officer Appointment Acceptance and Oath of Office, NAVCRUIT 1000/20.

the old documents such as temporary additional duty orders, previous PCS orders, and so on, are not lost or destroyed, and to provide the officer with a means to obtain historical information, an unofficial file record commonly referred to as the officer's junk jacket should be initiated and maintained along with the officer's service record. Although many commands prefer that officers maintain their own junk jackets, the junk jacket should actually be maintained by the personnel office and/or administrative office that maintains the officer's service record and not by the individual officer concerned.

To distinguish the officer's service record from the officer's junk jacket, you should use a different color of labeling tape on both records. On the junk jacket, you should record the officer's full name and SSN along with the words *junk jacket* across the top. This will reduce confusion between the officer's service record and the junk jacket.

The junk jacket should be delivered to the officer when the officer either transfers to a new duty station or leaves the Navy.



OFFICER'S REPORT OF HOME OF RECORD

AND

PLACE FROM WHICH ORDERED TO A TOUR OF ACTIVE DUTY

14

PRIVACY ACT STATEMENT Authority to request this information is derived from 5 United States Code 301, Departmental Regulations. Completion of this form is mandatory. Failure to provide the required information may result in entitlement to travel and transportation allowances being denied.

I.

INSTRUCTIONS

1. General.

In general, officers are entitled to receive travel and transportation allowances for leave, performed or to be performed under competent orders (1) upon appointment, or call to active duty from home or from the place from which ordered to active duty to that duty station, and (2) upon separation from the service, placement upon the temporary disability retired list, release from active duty, or retirement, from last duty station to home or to the place from which ordered to active duty (See Article 5010140, BuPERS Manual.) This form is used for the purpose of determining entitlement to allowances under these situations, therefore extreme care must be used in preparing this document. Once prepared, entries hereon may not be changed or corrected unless specifically authorized by the Chief of Naval Personnel. This form is for use only by those individuals appointed to officer status or who reported for active duty in an officer status on and after 1 January 1957.

2. Preparation.

a. Prepare and sign in duplicate (as indicated) for each officer, Regular or Reserve, upon

(1) Appointment to officer status for immediate extended active duty—complete all items.

(2) Appointment to officer status for inactive service—complete all items except the two captioned "Place From Which Ordered to Relevant Tour of Extended Active Duty" and "Date of Entry on Relevant Tour of Extended Active Duty." Insert "Not Applicable" in these items.

(3) Each reporting for a tour of extended active duty from an inactive duty officer status—complete all items.

b. "Home of Record" and Place From Which Ordered To Relevant Tour of Extended Active Duty" entries shall be determined by referring to the GUIDES provided on the reverse of this form.

c. The Certifying Officer shall be the commanding officer, executive officer, or other officer designated by the commanding officer. Signature shall be affixed in accordance with Article 1608, U.S. Navy Regulations.

3. Disposition.

a. Original. File permanently in Officer Service Record (NavPers 1070/66).

b. Duplicate. To BuPers, Washington, D.C. 20370 (Attn: Pers 37211)

II.

My home of record, and the place from which I was ordered into the tour of extended active duty for which I am reporting, are:

HOME OF RECORD (Give complete address)	PLACE FROM WHICH ORDERED TO RELEVANT TOUR OF EXTENDED ACTIVE DUTY (Give complete address)

DATE OF ENTRY ON RELEVANT TOUR OF EXTENDED ACTIVE DUTY	SIGNATURE OF OFFICER
DATE SIGNED	CERTIFYING OFFICER'S SIGNATURE, GRADE AND TITLE

NAME (Last, first, middle)	GRADE	DESIGNATOR	SOCIAL SECURITY NO.

NAVPERS 1070/74 (Rev. 5-70) S/N 0105-LF-010-7200

86NP0100

Figure 6-10.—Officer's Report of Home of Record and Place From Which Ordered to a Tour of Active Duty, NAVPERS 1070/74.

TRANSFER AND DISPOSITION OF OFFICER SERVICE RECORDS AND HEALTH TREATMENT RECORDS

In this section, you will read about the distinction between open and closed officer service records, and the transfer and disposition procedures for these records. This section will provide you with basic information to help you understand the transfer and disposition of officer service records; however, you should not use this training manual (TRAMAN) as the sole reference. Whenever you are involved in the transfer and disposition of officer service records, make sure you always refer to the MILPERSMAN, Article 5030141, for guidance.

OPEN AND CLOSED SERVICE RECORDS

According to the MILPERSMAN, Article 5030141, the status of an officer determines whether the officer's service record is closed or remains open.

Open Service Record

The service record remains open for officers who maintain status in the Regular Navy or Naval Reserve. To maintain status, an officer must either remain on active duty or be retained in an active or inactive status in a Reserve component.

Closed Service Record

The service record is closed when an officer loses naval status.

To lose status, the officer must resign or be discharged, dismissed, or retired with no further military obligation.

RECORDS TRANSFER PROCEDURES

As a PN, you may be assigned as the service record custodian. As service record custodian, you may be tasked with transferring officer service records.

Preparation Procedures

Your first step will be to compare and combine the service record and the military health treatment record (medical and dental) and, when appropriate, the personal financial record (PFR) into a one-record packet. Before the officer's transfer, verify the service record and remove the temporary documents (those applicable to the local command) and give them to the officer. Make sure you carry out these procedures according to the MILPERSMAN, Article 5030120.

Transfer Procedures

Always transfer the open service record or health treatment record packet to the activity that will next administer these records. This packet may be hand-carried by the officer concerned or you can send it to the receiving activity. To mail it, place the one-record packet in a sealed envelope and send it via the U.S. Postal Service First-Class Mail using the Records Transmittal, NAVPERS 5000/64. You must do this no later than the day following the officer's transfer or separation date.

If your command wants the receiving activity to acknowledge receipt of the packet, you should include in the mailing envelope or container an additional copy of the NAVPERS 5000/64 and a self-addressed return envelope. The receiving activity should acknowledge receipt by signing the transmittal sheet and returning it to your command in the self-addressed envelope.

For an officer released to inactive duty and affiliated with a drill unit of the Naval Reserve, send the following service record documents to CHNAVPERS (PERS 313C1) to update the permanent microfiche record:

- Copy of separation orders and endorsements
- Copy number 2 of the Certificate of Release or Discharge from Active Duty, DD Form 214

If the officer is not affiliated with a drill unit, transfer the records to the Naval Reserve Personnel Center (NAVRESPERSCEN), Code 401.

If an officer reports for duty without a service record, the gaining command must either obtain the missing record or reconstruct a new one. If documents necessary for adequate reconstruction cannot be obtained from the individual officer, your command should request a copy of only the essential documents from the permanent record from CHNAVPERS (PERS 313C1) according to the MILPERSMAN, Articles 5010125 and 5010280.

When the officer service record remains open, use the following procedures to transfer the records:

- For an officer with PCS or temporary duty orders, transfer the records either by letting the officer hand-carry them or by mailing them to the officer's (next) reporting activity.

- For a Reserve officer recalled to active duty or assigned to active duty for special work (ADSW), transfer the records with the officer or forward them to the activity that will process the member to active duty.

- For a Reserve officer assigned to active duty training (ADT) over 29 days, transfer the records with the officer or forward them to the activity designated on the ADT orders.

- For a Reserve officer whose inactive duty training orders have been modified for a new assignment, transfer the records to the new record custodian for the unit assigned.

- For a Reserve officer whose inactive duty training orders have been terminated and the member has been transferred to the Individual Ready Reserve (IRR), transfer the records to NAVRESPERSCEN, Code 401.

- For a Reserve officer terminated from a drill unit with a further military obligation, transfer the records to NAVRESPERSCEN, Code 401.

- For an officer transferred to the Temporary Disability Retired List (TDRL), transfer the records to NAVRESPERSCEN, Code 401.

- For an officer retired and retained in an active status, transfer the records with the officer or forward them to the next duty station.

- For an officer in a prisoner of war or missing status, transfer the records to CHNAVPERS (PERS 663). Mark the mail envelope "POW/MIA - DO NOT OPEN IN MAILROOM."

RECORDS DISPOSITION PROCEDURES

You must be able to prepare and forward closed officer service records. For the most part, you will deal with the closed records for officers separated from the Regular Navy or Naval Reserve. This category includes any officer who resigns or is permanently discharged, dismissed, or retired with no further military obligation. Occasionally, you will deal with officer service records that have been closed for other reasons. In these cases, you must know the correct forwarding procedures. Since you will mostly deal with separations, let's look at these records first.

Officers Separated From the Regular Navy or Naval Reserve

For officers separated from the Regular Navy or Naval Reserve, you will always send the closed service record or health treatment record packet to NAVRESPERSCEN, Code 401.

Before forwarding the closed service record, however, remove the following documents and give them to the officer:

- The original officer separation orders and endorsements

- Copies 1 and 4 of the Certificate of Release or Discharge from Active Duty, DD Form 214

- Copy of the History of Assignments, NAVPERS 1070/605

- The original Officer Data Card, NAVPERS 1301/51

- Documents previously forwarded or not essential to the officer's permanent record according to the *Document Submission Guidelines for the Military Personnel Records System,* BUPERSINST 1070.27, including forms and correspondence maintained for local administrative purposes and of value to the officer

On the right side of the folder, retain the following documents in sequence with the first document described on top:

- Copy of the officer separation orders and endorsements

- Copies 2 and 7 of the Certificate of Release or Discharge from Active Duty, DD Form 214

- The original History of Assignments, NAVPERS 1070/605

- The original Administrative Remarks, NAVPERS 1070/613

- The original Security Termination Statement, OPNAV 5511/14

- Duplicate copy from the health treatment record of the Report of Medical Examination, SF 88 (separation physical examination)

- Latest duplicate copy of the health treatment record Report of Medical History, SF 93

Secure the service record and health treatment record together as a one-record packet. Mark the

outside cover of the U.S. Navy Officer Service Record, NAVPERS 1070/66, "RETIRED" or "DISCHARGED." Then, forward the one-record packet to NAVRESPERSCEN, Code 401.

NAVRESPERSCEN will subsequently forward the closed service record documents previously indicated to CHNAVPERS (PERS 313C1) to update the permanent record. The permanent personnel record and health treatment record are eventually sent to the National Personnel Records Center, St. Louis, Missouri, for final disposition or archival records.

Interservice Transfers

For interservice transfers, you must use different forwarding procedures, depending on the individual circumstances of each case.

INTERSERVICE TRANSFER TO ANOTHER BRANCH OF THE U.S. ARMED FORCES.— For an officer who is discharged from the Regular Navy or Naval Reserve for interservice transfer to another branch of the U.S. Armed Forces, transfer the officer's records to CHNAVPERS (PERS 253C). Mark the mailing envelope "INTERSERVICE TRANSFER - DO NOT OPEN IN MAILROOM." For additional information on interservice transfers, refer to the MILPERSMAN, Article 3830140.

TRANSFER TO ENLISTED STATUS.— Occasionally, an officer will revert to enlisted status and remain on active duty. In this case, move the applicable documents such as security forms and page 2s to the open enlisted service record. Retain the health treatment record at the current duty station. Transfer the closed officer record to NAVRESPERSCEN, Code 401.

Deceased Officers

For a deceased officer, send the closed service record or health treatment record packet to CHNAVPERS (PERS 663). Mark the mailing envelope "DECEASED - DO NOT OPEN IN MAILROOM."

SUMMARY

This chapter has discussed the creation of officer personnel records, verification of officer service records, officer microfiche records, and field service records and their contents. This chapter also discussed the officer's junkjacket, and the transfer and disposition procedures for officer service records and health treatment records. After studying this chapter, you should have a very good idea of what an officer service record is. You should also be able to identify the different pages that are filed in the officer service record and determine where they should be filed. If you are tasked with handling officer service records, you must remember that the information contained there is "for your eyes only." You cannot divulge any information from an officer's service record to any person, unless that person is authorized to obtain such information for the performance of his or her duties.

CHAPTER 7

ENLISTED DISTRIBUTION AND VERIFICATION REPORT, OFFICER DISTRIBUTION CONTROL REPORT, AND DIARY MESSAGE REPORTING SYSTEM

In this chapter, you will read about the Enlisted Distribution and Verification Report (EDVR), the Officer Distribution Control Report (ODCR), and the Diary Message Reporting System (DMRS). All of these are part of the Navy's personnel accounting system and all provide data for the management, assignment, and records maintenance of Navy personnel. These reports enable the Bureau of Naval Personnel (BUPERS) to keep track of manning levels at each activity and the overall manning requirements of the Navy.

The Navy depends on you, the Personnelman (PN), to make certain every document in this reporting system is accurate to the last detail. You have an important role in this system because these reports will impact strongly across all levels of Navy personnel. For example, the information reported on an individual member will have an impact on his or her career. At your activity, the accuracy of the data reported will affect your command's ability to function properly, make wise planning decisions, interact with manning authorities, and justify its budgetary requirements. At BUPERS, the data provided by your command will have an impact on the ability of BUPERS to make proper distribution, promotion, and training decisions in support of the Navy's mission. Can you see how the quality of your work will have an effect on the validity and efficiency of the Navy's overall personnel accounting system?

As a PN, you will be actively involved in the verification of these reports and the submission of data to update them. The information in this chapter is intended to give you an overview of these report systems. Because information changes so rapidly on the EDVR, ODCR, and DMRS, you should always refer to the most current publications or manuals containing official guidelines for updating these reports and submitting message diaries and/or Source Data System (SDS) events.

After studying the information in this chapter, you should be able to explain the meaning and purpose of the EDVR, identify its various sections, and explain the correct procedures for submitting updated information. You should also recognize the purpose of the ODCR and the procedures you should use for submitting corrections. In addition, you should be able to explain the DMRS and the procedures you should use for reporting various personnel data transactions.

ENLISTED DISTRIBUTION AND VERIFICATION REPORT

The EDVR is a monthly statement of an activity's enlisted personnel account. It lists all individuals assigned to the activity and provides the following information:

- A summary by the distribution community of the present and future manning status of the activity
- A common reference for communicating the activity's manning status between the activity and its manning control authority (MCA)
- A statement of account for verification by the Personnel and Pay Services Unit Identification Code (PPSUIC) activity
- A permanent historical record of the activity's enlisted personnel account

DISTRIBUTION

The EDVR is distributed monthly by the Enlisted Personnel Management Center (EPMAC). EPMAC sends PPSUIC activities such as ships, squadrons, and staffs not serviced by a personnel support activity detachment (PERSUPPDET) one copy of EDVR sections 1 through 12. Additional copies must be reproduced locally.

Source Data System (SDS) activities capable of producing the monthly EDVR facsimile receive one copy of sections 4 through 10 and 12, but not sections 1 through 3 and 11. Sections 1 through 3 and 11 are

available from the local PERSUPPDET (PSD) via the EDVR facsimile. If an activity or PSD requires additional copies, they must reproduce them locally. Activities that do not have the capability to produce the EDVR facsimile locally receive two copies of sections 1 through 4 and one copy of sections 5 through 12. If additional copies are required, they must reproduce them locally.

Commands requiring EDVRs of other activities should request them directly from the activity concerned or from the activity that maintains the account for the activity. EPMAC distributes microfiche copies of the EDVRs of all activities within each MCA's scope of responsibility directly to the MCA.

At the request of the MCA, direct distribution to subordinate commands can be accomplished Requests to be placed on distribution for microfiche copies of EDVRs should be submitted to EPMAC (Code 30) via the respective MCA. The request must indicate which EDVR sections are desired; for example, sections 1 through 4,5 through 12, or 1 through 12.

NOTE: Sections 1 through 3 and section 11 are not available on microfiche for SDS activities. The alphabetic listing portion of the EDVR section 3 is not available on microfiche for any activity.

ORGANIZATION

The EDVR consists of 12 sections. As a PN, you should be familiar with these sections and the information they contain Later in this chapter, you will read about each of these sections. Now, however, let's look at a general summary or overview of the EDVR in terms of the general organization of its sections.

Sections 1 through 3 contain information that has been extracted from the activity's enlisted personnel account because it requires special attention or action by the activity. Sections 1 through 3 also identify future personnel events, thereby helping the activity in the management of its enlisted personnel. An alphabetic listing of all enlisted members assigned to the activity is contained in EDVR section 3. Again, be aware that SDS activities capable of producing the EDVR facsimile do not receive sections 1 through 3 and section 11.

Since the PERSUPPDETs currently produce and verify the EDVR facsimile monthly, sections 1 through 3 are no longer required; however, the alphabetic listing and security data for SDS are available via the alphabetic listing portion of section 3 produced locally by the SDS site. The PERSUPPDETs also have the Event Tracking Report, the Feedback Data Report, and the File Maintenance Report available to assist in the monthly EDVR facsimile verification.

Section 4 contains the total personnel account of the activity, including those members reflected in sections 1 through 3. EDVR section 5 contains the Personnel status summary.

EDVR section 6 contains the Distribution Navy Enlisted Classification Code (DNEC) Management. Section 7 contains the NEC Billet and Personnel Inventory. EDVR section 8 contains a list of individuals who are qualified in Navy Enlisted Classification Codes (NECs).

EDVR section 9 contains the Diary Message Summary. Section 10 contains the Duty Preference Listing.

EDVR section 11 contains individual security data, pay entry base date (PEBD), time in rate (TIR), advancement effective date, and Force Management (FORMAN) status and action date.

The last EDVR section, section 12, contains a listing of both officer and enlisted personnel in an embarked or temporary additional duty (TAD) status to augment normal manning. This section also contains a listing of units, foreign military, members of other services, and civilians embarked in a ship.

ACCURACY OF THE EDVR

Manning and assignment decisions are based on information contained in the EDVR. Can you see why it is so important for your activity to keep its account up to date and accurate? To do this, you must report personnel events as they occur. Can you also understand why it is so important for your command to correct errors in the EDVR as soon as they are identified?

Errors will often be discovered when the EDVR is being verified for accuracy. You may be the PN assigned to this responsibility. Maybe you have already been involved with maintaining the EDVR. Once you have been involved in maintaining this report, you will definitely understand why it is so important for your command to have a well-maintained EDVR. A properly maintained EDVR is an important personnel management tool.

Whenever you discover errors, take immediate actions to correct them. Each time you discover an error, submit the required documentation for

corrections. Then, make the proper notations in your command's own copy of the EDVR. Keep your notations in this copy until you receive a subsequent copy of the EDVR and can verify that the changes you reported are reflected accurately in the new EDVR. If, after a reasonable period of time (usually 1 to 2 months), you do not see these changes correctly reflected in the current EDVR, send tracers or make telephone calls to inquire about the delay.

The verification procedures outlined in the EDVRMAN are applicable to the PPSUIC activities that report their transactions via the Diary Message Reporting System or the SDS, Increment III, Phase A. EDVR verification procedures for activities with SDS capabilities to produce the EDVR facsimile locally are contained in the SDSPROMAN A40154.

ENLISTED DISTRIBUTION AND VERIFICATION REPORT SECTIONS

Previously, you read about the general organization of the EDVR and a brief summary of each of its sections. Now, you will read about each EDVR section and what it includes. The names and social security numbers have been removed from the EDVR and ODCR samples because of the Privacy Act.

SECTION 1

Refer to figure 7-1, which shows you a sample section 1 of the EDVR. EDVR section 1 lists all members under orders to report to the activity. Within section 1, members are categorized as follows:

- Expired prospective gains
- Current and future prospective gains

Refer to the glossary of this training manual (TRAMAN) for the definition of these categories.

SECTION 2

Refer to figure 7-2, which shows you a sample section 2 of the EDVR. EDVR section 2 displays expired losses, current losses, and losses expected to occur within the next 10 months as a result of transfer directives, expiration of active obligated service (EAOS), projected rotation dates (PRDs), or high-year tenure (HYT). Specific categories within section 2 are as follows:

- Expired prospective losses
- Current prospective losses
- Future prospective losses
- Expired EAOSs
- Current EAOSs
- Future EAOSs
- EAOSs (with extensions) less than PRDs
- Expired and blank PRDs
- Current PRDs
- Future PRDs
- HYTs

Refer to the glossary of this TRAMAN for the definition of these terms.

SECTION 3

Refer to figure 7-3, which shows you a sample section 3 of the EDVR. EDVR section 3 lists members not appearing in EDVR sections 1 and 2 who are on board the activity for temporary duty, members who remain on the activity account in a deserter status, or members who have been administratively dropped from Navy strength accounts. EDVR section 3 also lists alphabetically all members in the activity's personnel account regardless of status.

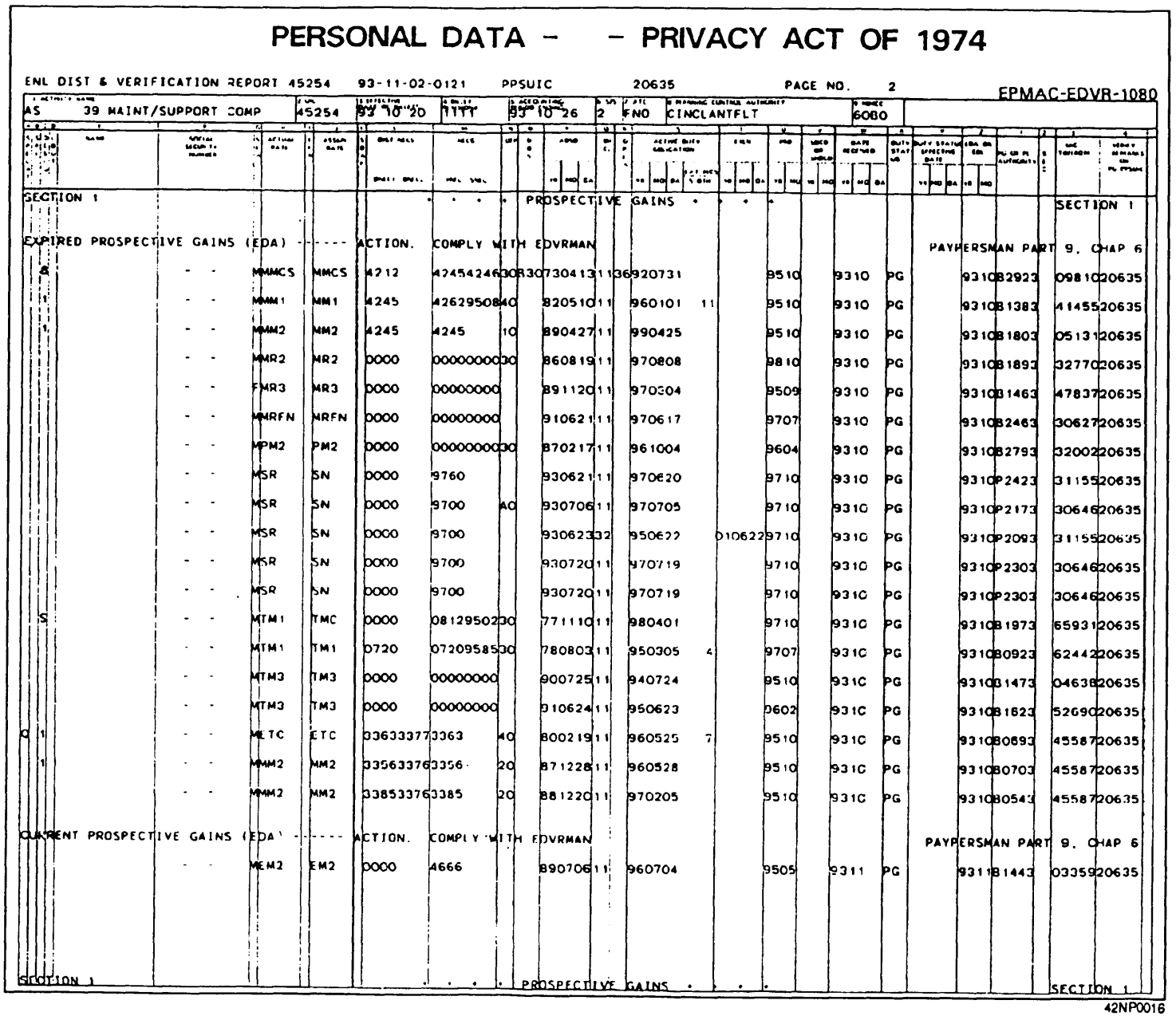
SECTION 4

Refer to figure 7-4, which shows you a sample section 4 of the EDVR. EDVR section 4 lists all enlisted personnel in the activity's personnel account except for those in a deserter status accounting category code (ACC 109) and personnel who have been administratively dropped from Navy strength accounts (ACC 391 or 393). When a member also appears in EDVR section 1, 2, or 3 (less the alphabetic listing in EDVR section 3), that section number is displayed in column 2 of the EDVR section 4.

SECTION 5

Refer to figure 7-5, which shows you a sample section 5 of the EDVR. EDVR section 5 is a numeric summary of the activity personnel account showing the following information:

- Billets authorized (BAs) during peacetime



PERSONAL DATA - - PRIVACY ACT OF 1974

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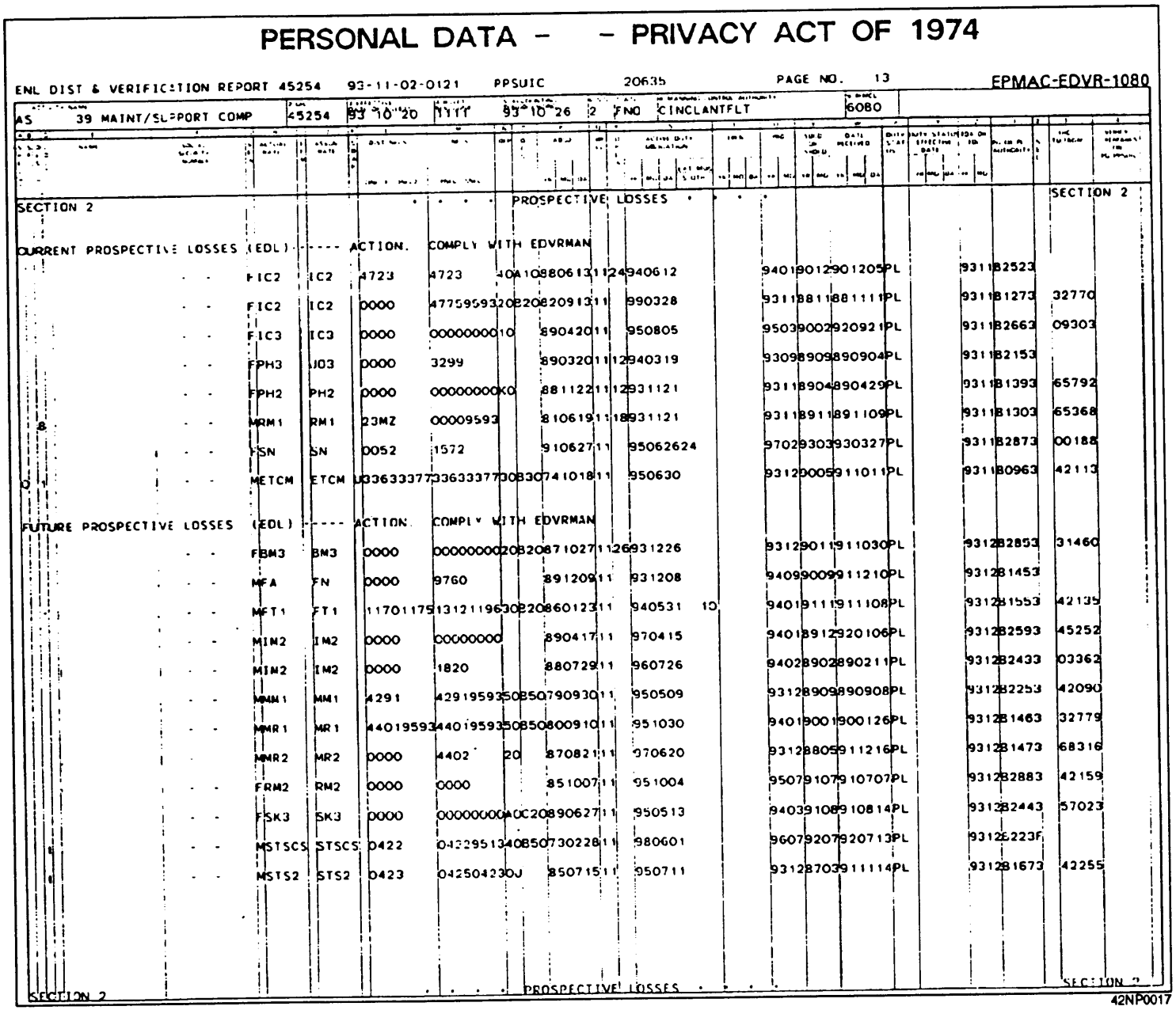
ACTIVITY NAME	UIC	EFFECTIVE DATE		ACCOUNTING DATE		PTC	PLANNING CONTROL AUTHORITY	
AS 39 MAINT/SUPPORT COMP	45254	93 10 20	1111	93 10 26	2	FNO	CINCLANTFLT	6080

	NAME	SOCIAL SECURITY NUMBER	ACTION DATE	ASSIGN DATE	DUTY NECS	NECS	UIC	ADSD		ACTIVE DUTY EXPIRATION		EDCSD		PRD		DATE RECEIVED		DUTY STATUS	DUTY STATUS EFFECTIVE DATE	EDA OR EDR	PLAN OR PT AUTHORITY		UIC TRANSFER	VERIFY REMARKS
SECTION 1								PROSPECTIVE GAINS																SECTION 1
EXPIRED PROSPECTIVE GAINS (EDA)			ACTION.	COMPLY WITH EDVRMAN															PAYPERSMAN PART 9, CHAP 6					
8		- -	MMMCS	MMCS	4212	42454246	30	830730413	11	36920731				9510		9310		PG		9310	B2923		09810	20635
1		- -	MMM1	MM1	4245	42629508	40	820510	11	960101	11			9510		9310		PG		9310	B1383		41455	20635
1		- -	MMM2	MM2	4245	4245	10	890427	11	990425				9510		9310		PG		9310	B1803		05131	20635
		- -	MMR2	MR2	0000	00000000	30	860819	11	970808				9810		9310		PG		9310	B1893		32770	20635
		- -	FMR3	MR3	0000	00000000		891120	11	970304				9509		9310		PG		9310	B1463		47837	20635
		- -	MMRFN	MRFN	0000	00000000		910621	11	970617				9707		9310		PG		9310	B2463		30627	20635
		- -	MPM2	PM2	0000	00000000	30	870217	11	961004				9604		9310		PG		9310	B2793		32002	20635
		- -	MSR	SN	0000	9760		930621	11	970620				9710		9310		PG		9310	P2423		31155	20635
		- -	MSR	SN	0000	9700	40	930706	11	970705				9710		9310		PG		9310	P2173		30646	20635
		- -	MSR	SN	0000	9700		930623	32	950622		010622		9710		9310		PG		9310	P2093		31155	20635
		- -	MSR	SN	0000	9700		930720	11	970719				9710		9310		PG		9310	P2303		30646	20635
		- -	MSR	SN	0000	9700		930720	11	970719				9710		9310		PG		9310	P2303		30646	20635
5		- -	MTM1	TMC	0000	08129502	30	771110	11	980401				9710		9310		PG		9310	B1973		65931	20635
		- -	MTM1	TM1	0720	07209585	30	780803	11	950305	4			9707		9310		PG		9310	B0923		62442	20635
		- -	MTM3	TM3	0000	00000000		900725	11	940724				9510		9310		PG		9310	B1473		04638	20635
		- -	MTM3	TM3	0000	00000000		910624	11	950623				9602		9310		PG		9310	B1623		52690	20635
0 1		- -	METC	ETC	03633377	3363	40	800219	11	960525	7			9510		9310		PG		9310	B0693		45587	20635
1		- -	MMM2	MM2	03563376	3356	20	871228	11	960528				9510		9310		PG		9310	B0703		45587	20635
		- -	MMM2	MM2	03853376	3385	20	881220	11	970205				9510		9310		PG		9310	B0543		45587	20635
CURRENT PROSPECTIVE GAINS (EDA)			ACTION.	COMPLY WITH EDVRMAN															PAYPERSMAN PART 9, CHAP 6					
		- -	MEM2	EM2	0000	4666		890706	11	960704				9505		9311		PG		9311	B1443		03359	20635
SECTION 1								PROSPECTIVE GAINS																SECTION 1

42NP0016

Figure 7-1.—Sample Section 1 of the EDVR.



PERSONAL DATA - - PRIVACY ACT OF 1974

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AS 39 MAINT/SUPPORT COMP 45254 93 10 20 1111 93 10 26 2 FNO CINCLANTFLT 6080

SECTION 2 PROSPECTIVE LOSSES SECTION 2

CURRENT PROSPECTIVE LOSSES (EDL) ---- ACTION. COMPLY WITH EDVRMAN

- -	FIC2	IC2	4723	4723	40A10	880613	11	24	940612		940190	12901205	PL		93118	2523		
- -	FIC2	IC2	0000	47759593	20B20	820913	11		990328		931188	11881111	PL		93118	1273	32770	
- -	FIC3	IC3	0000	00000000	10	89042	11		950805		950390	02920921	PL		93118	2663	09303	
- -	FPH3	JO3	0000	3299		890320	11	12	940319		930989	09890904	PL		93118	2153		
- -	FPH2	PH2	0000	00000000	K0	881122	11	12	931121		931189	04890429	PL		93118	1393	65792	
- -	MRM1	RM1	23MZ	00009593		810619	11	18	931121		931189	11891109	PL		93118	1303	65368	
- -	FSN	SN	0052	1572		910627	11		95062624		970293	03930327	PL		93118	2873	00188	
- -	METCM	ETCM	U33633377	33633377	30B30	741018	11		950630		931290	05911011	PL		93118	0963	42113	

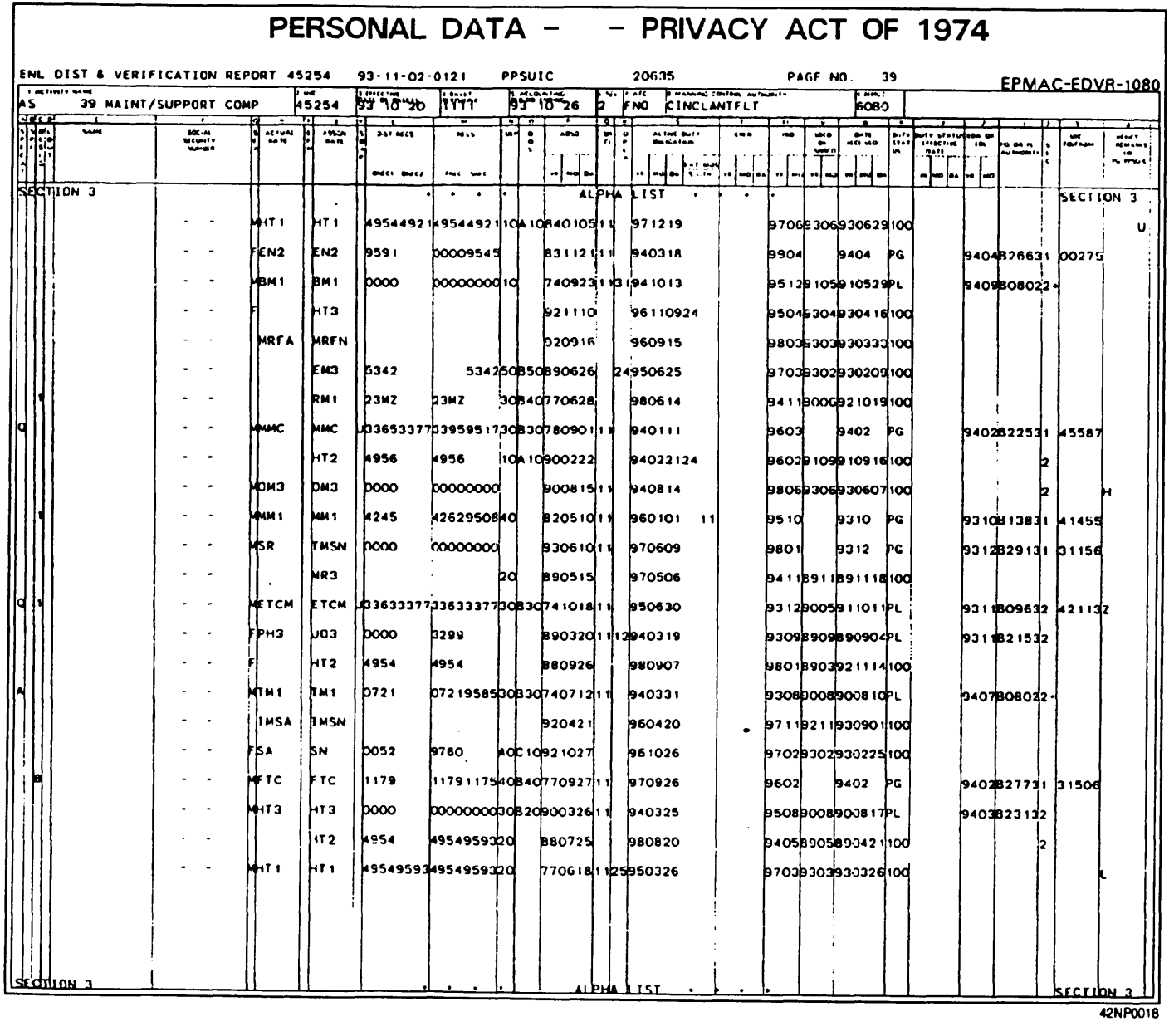
FUTURE PROSPECTIVE LOSSES (EDL) ---- ACTION. COMPLY WITH EDVRMAN

- -	FBM3	BM3	0000	00000000	20B20	871027	11	26	931226		931290	11911030	PL		93128	2853	31460	
- -	MFA	FN	0000	9760		891209	11		931208		940990	09911210	PL		93128	1453		
- -	MFT1	FT1	11701175	13121196	30B20	860123	11		940531	10	940191	11911108	PL		93128	1553	42135	
- -	MIM2	IM2	0000	00000000		890417	11		970415		940189	12920106	PL		93128	2593	45252	
- -	MIM2	IM2	0000	1820		880729	11		960726		940289	02890211	PL		93128	2433	03362	
- -	MMM1	MM1	4291	42919593	50B50	790930	11		950509		931289	09890908	PL		93128	2253	42090	
- -	MMR1	MR1	44019593	44019593	50B50	800910	11		951030		940190	01900126	PL		93128	1463	32779	
	MMR2	MR2	0000	4402	20	870821	11		970620		931288	05911216	PL		93128	1473	68316	
- -	FRM2	RM2	0000	0000		851007	11		951004		950791	07910707	PL		93128	2883	42159	
- -	FSK3	SK3	0000	00000000	A0C20	890627	11		950513		940391	08910814	PL		93128	2443	57023	
- -	MSTSCS	STSCS	0422	04229513	40B50	730228	11		980601		960792	07920713	PL		93126	223F		
- -	MSTS2	STS2	0423	04250423	0J	850715	11		950711		931287	03911114	PL		93128	1673	42255	

SECTION 2 PROSPECTIVE LOSSES SECTION 2

42NP0017

Figure 7-2.—Sample section 2 of the EDVR.



PERSONAL DATA - - PRIVACY ACT OF 1974

ENL DIST & VERIFICATION REPORT 45254 93-11-02-0121 PPSUIC 20635 PAGE NO. 39 EPMAC-EDVR-1080

AS 39 MAINT/SUPPORT COMP 45254 93 10 20 1111 93 10 26 2 FNO CINCLANTFLT 6080

SECTION 3 ALPHA LIST SECTION 3

		- -	MHT1	HT1	4954492	4954492	1	0	A	1	0	8	4	0	1	0	5	1	1	971219		9706	9306	930629	100						U
		- -	FEN2	EN2	9591	00009545						8	3	1	1	2	1	1		940318		9904		9404	PG		9404	826631	00275			
		- -	MBM1	BM1	0000	00000000				1	0		7	4	0	9	2	3	1	1	941013		9512	9105	910529	PL		9409	808022				
		- -	F	HT3									9	2	1	1	0			961109	24	9504	5304	930416	100							
		- -		MRFA	MRFN								0	2	0	9	1	6		960915		9803	5303	930330	100							
		- -		EM3	5342		5342	5	0	8	5	0	8	9	0	6	2	6		950625		9703	9302	930209	100							
		- -		RM1	23MZ	23MZ			3	0	8	4	0	7	7	0	6	2	8		980614		9411	8006	921019	100							
Q		- -	MMMC	MMC	0365337	7	0395951	7	3	0	8	3	0	7	8	0	9	0	1	1	940111		9603		9402	PG		9402	822531	45587			
		- -		HT2	4956	4956			1	0	A	1	0	9	0	0	2	2	2		94022124		9602	9109	910916	100				2			
		- -	MDM3	DM3	0000	00000000							9	0	0	8	1	5	1	1	940814		9806	9306	930607	100				2		H	
		- -	MMM1	MM1	4245	4262950	8	4	0				8	2	0	5	1	0	1	1	960101	11	9510		9310	PG		9310	813831	41455			
		- -	MSR	TMSN	0000	00000000							9	3	0	6	1	0	1	1	970609		9801		9312	PG		9312	829131	31156			
		- -		MR3						2	0		8	9	0	5	1	5			970506		9411	8911	891118	100							
Q		- -	METCM	ETCM	0363337	7	0363337	7	3	0	8	3	0	7	4	1	0	1	8	1	950630		9312	9005	911011	PL		9311	809632	42113Z			
		- -	FPH3	UO3	0000	0299							8	9	0	3	2	0	1	1	940319		9309	8909	890904	PL		9311	821532				
		- -	F	HT2	4954	4954							8	8	0	9	2	6			980907		9801	8903	921114	100							
A		- -	MTM1	TM1	0721	0721958	5	0	3	0	8	3	0	7	4	0	7	1	2	1	940331		9308	9008	900810	PL		9407	808022				
		- -		TMSA	TMSN								9	2	0	4	2	1			960420		9711	9211	930901	100							
		- -	FSA	SN	0052	9760			A	0	C	1	0	9	2	1	0	2	7		961026		9702	9302	930225	100							
	B	- -	MFTC	FTC	1179	1179117	5	4	0	8	4	0	7	7	0	9	2	7	1	1	970926		9602		9402	PG		9402	827731	31506			
		- -	MHT3	HT3	0000	00000000			3	0	8	2	0	9	0	0	3	2	6	1	1	940325		9508	9008	900817	PL		9403	823132				
		- -		IT2	4954	4954959	3	2	0				8	8	0	7	2	5			980820		9405	8905	890421	100				2			
		- -	MHT1	HT1	4954959	3	4954959	3	2	0			7	7	0	6	1	8	1	1	2	5	950326		9703	9303	930326	100					L		

SECTION 3 ALPHA LIST SECTION 3

42NP0018

Figure 7-3.—Sample section 3 of the EDVR.

PERSONAL DATA - - PRIVACY ACT OF 1974

ENL DIST & VERIFICATION REPORT 45254 93-11-02-0121 PPSUIC 20635 PAGE NO. 85 EPMAC-EDVR-1080

AS 39 MAINT/SUPPORT COMP 45254 93 10 20 1111 93 10 26 2 FNO CINCLANTFLT 6080

SECTION 4

TOTAL PERSONNEL ON BOARD

SECTION 4				
RATE NEC	NMP RULE	CUR BA 1193	P-9 BA 0894	P-9 NMP 0894 TEMP DUTY 3XX COB 1193 POB1 1293 POB2 0194 POB3 0294 POB4 0394 POB5 0494 POB6 0594 POB7 0694 POB8 0794 POB9 0894 N RON 0894 P RON 0894 A RON 0894
PERS	OFFICE ACTION. VERIFY ALL ITEMS LISTED IN COL KEY 4. REFER EDVRMAN FOR COL KEY DESCRIPTION AND CORRECTIVE ACTION WHERE REQUIRED.			
NOTE.	PERSONNEL APPEARING IN SECTIONS 1, 2, OR 3 ARE IDENTIFIED IN SECTION FOUR, COLUMN 2, WITH SEC 1, SEC 2 OR SEC 3 AS APPROPRIATE.			
	- -	AA	AN	9760 920804 960603 961119211921110100
AN		1	1	1 1 1 1 1 1 1 1 1 1
	- -	MMM3	A03	0000 6899959440B30B9040411 12940403 9504900490042 3PL 9402B27232 JMZ
	- -	MMM3	A03	0000 6899 B9020111 24950131 94059005900531PL 9403B26732 MZ
A03				2 2 2 1
S	- -	F	BMC	0110 0161 791205 980212 9705930493043 0100
	- -	MBN1	BM1	0000 0000000010 74092311 31941013 951291059105 29PL 9409B08022
S	- -	MBN1	BM1	0110 0164 10A10B205051 1 980316 9612 9402 PG 9402B17631 05850
	- -	MBN1	BM1	0110 00009545 30B20B4100411 940913 9809 9403 PG 9403B19431 30457
	- -		BM1	0110 20B20B00818 960514 97129305930528100
S	- -	FBM1	BM1	0000 0164 B0B40B303171 1 970922 94038909890923100 2 MS

TOTAL PERSONNEL ON BOARD AN -BM SECTION 4

SECTION 4

42NP0019

Figure 7-4.—Sample section 4 of the EDVR.

PERSONAL DATA - - PRIVACY ACT OF 1974

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SECTION 05 • • • • • • • • • • PERSONNEL STATUS SUMMARY

UIC 45254 AS 39 ES LAN MS MCA L COMPOSITE SEA/SURFACE/AIR ACT NMP RULE 90

RATE NEC	NMP RULE	CUR BA 1193	CUR M+1 1193	P-9 M+1 0894	P-9 BA 0894	P-9 NMP 0894	COB 1193	POB1 1293	POB2 0194	POB3 0294	POB4 0394	POB5 0494	POB6 0594	POB7 0694	POB8 0794	POB9 0894	N RQN 0894	P RQN 0894	A RQN 0894
AN	90	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
AO3							2	2	2	1									
BMC	90	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
BM1	90	5	5	5	5	6	6	6	6	7	7	7	7	6	6	6			
BM2	90	6	6	6	6	4	5	5	5	5	5	4	4	4	4	4			1-
BM3	90	16	17	17	16	9	12	9	9	9	9	9	9	9	9	9			5-
BMSN	90					2	3	2	2	2	2	2	2	2	2	2			
TOT		28	29	29	28	22	27	23	23	24	24	23	23	22	22	22			6-
DCC	90						1	1	1	1	1	1	1	1	1	1			
DC1	90	1	1	1	1	1	2	2	1	1	1	1	1	1	1	1		1	
DC2	90	2	2	2	2	2	1	1	1	1	1	1	1	1	1	1			
DC3	90	1	1	1	1													1-	
DCFN	90					1	1	1	1	1	1	1	1	1	1	1			
TOT			4	4	4	4	5	5	4	4	4	4	4	4	4	4			
DM1	90	1	1	1	1	1	1	1	1	1	1	1					1-		
DM2	90	1	1	1	1	1											1-		
DM3	90	1	1	1	1														1-
TOT			3	3	3	2	1	1	1	1	1	1					2-		1-
EMCM	90	1	1	1	1	1													
EMCS	90	1	1	1	1	1											1-		
EMC	90	5	5	5	5	6	4	4	5	5	5	5	5	5	5	5	1-		
EM1	90	15	15	15	15	17	11	11	10	12	12	12	12	13	12	9	1-		
EM2	90	19	21	21	19	19	13	13	13	14	14	14	14	14	14	13	8-		
EM3	90	16	19	21	19	21	13	15	13	15	15	14	13	12	12	12	6-		
EMFN	90	4	9	9	5	5	8	9	9	10	8	8	7	7	7	7	7-		
TOT		61	71	73	65	70	49	52	50	56	54	53	51	51	50	46	24-		

RATE NEC	NMP RULE	CUR BA 1193	CUR M+1 1193	P-9 M+1 0894	P-9 BA 0894	P-9 NMP 0894	COB 1193	POB1 1293	POB2 0194	POB3 0294	POB4 0394	POB5 0494	POB6 0594	POB7 0694	POB8 0794	POB9 0894	N RQN 0894	P RQN 0894	A RQN 0894

42NP0020

Figure 7-5.—Sample section 5 of the EDVR.

- BAs for M-day (mobilization and/or wartime) plus 1 month (M+1)
- Navy Manning Plan (NMP)
- Summary of members on board and projected on board (POB)

Each page of this report contains the title of the section and activity information. The activity information shown is the unit identification code (UIC), the activity name, and composite (sea, shore, and/or submarine).

SECTION 6

Refer to figure 7-6, which shows you a sample section 6 of the EDVR. EDVR section 6 is the DNEC Management section. The DNEC is a distribution tool used to match an individual's NECs, as displayed in the Manpower and Personnel Management Information System (MAPMIS) Enlisted Master Record (EMR), to a command's authorization for an NEC. Dual NEC requirements are treated as a single entity in the NEC accounting procedure.

SECTION 7

Refer to figure 7-7, which shows you a sample section 7 of the EDVR. EDVR section 7 is a listing of NECs by rating for which the activity has billets authorized and reflects the totals for personnel distributed from the current month through 9 months in the future.

SECTION 8

Refer to figure 7-8, which shows you a sample section 8 of the EDVR. EDVR section 8 lists all personnel on board who have NECs. This file will show only the five NECs currently listed in the MAPMIS EMR and the current DNEC assignments.

SECTION 9

Refer to figure 7-9, which shows you a sample section 9 of the EDVR. EDVR section 9 is mailed with the EDVR each month for every UIC that is in an active status. Section 9 lists the name, social security number (SSN), rank or rate, transaction code (TAC), change description, date of occurrence, and date-time group of each officer and enlisted transaction that was reported for that UIC during the month. Transactions that contained errors may not be listed because they were rejected for research by EPMAC.)

If your activity is charged with personnel accounting responsibility, section 9 will also contain a list of all date-time groups of the messages received by EPMAC during the month and any messages from the previous month that were received after that month's cut date. An enlisted cut date for each month (for DMRS messages to arrive in EPMAC) is established before the EDVR is printed. Transactions submitted after each month's cut date are not reflected until the next EDVR.

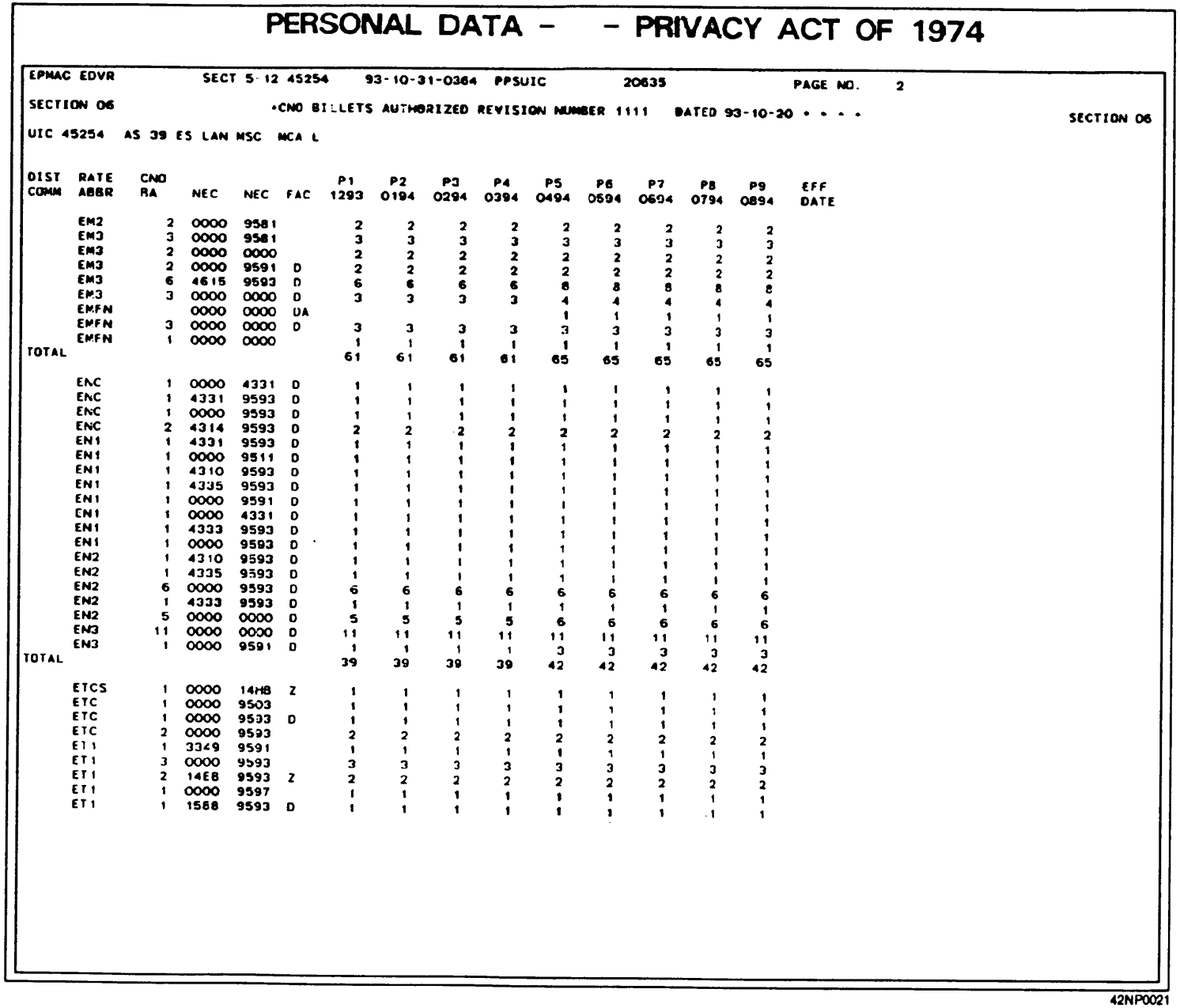
SECTION 10

Refer to figure 7-10, which shows you a sample section 10 of the EDVR. EDVR section 10 is in four parts and reflects the encoded duty preferences, as recorded in the BUPERS database. Section 10 is intended strictly for verification purposes. It reflects duty preferences recorded within BUPERS and should be reviewed to verify that they are the duty preferences submitted by the member. A new Enlisted Duty Preferences, NAVPERS 1306/63, should be submitted if the recorded duty preferences are incorrect or if new duty preferences are desired by the member. Not all activities receive this section every month. Additionally, this section is mailed only when BUPERS has furnished EPMAC with duty-preference information.

SECTION 11

Refer to figure 7-11, which shows you a sample section 11 of the EDVR. EDVR section 11 displays security, citizenship, involuntary extension months, PEBDs, TIRs, advancement effective dates, and Force Management (FORMAN) status and action date. If any portion of the security data on an individual changes from the previous EDVR, an asterisk will appear immediately after the grant date as a "flag" to verify the changed information. If any of the other items in this section has changed from the previous EDVR, an asterisk appears immediately after the information that changed.

EDVR section 11 is not distributed to activities under the SDS that have the capability to produce the monthly EDVR facsimile.



PERSONAL DATA - - PRIVACY ACT OF 1974

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SECTION 06 *CNO BILLETS AUTHORIZED REVISION NUMBER 1111 DATED 93-10-20 * * * * SECTION 06

UIC 45254 AS 39 ES LAN MSC MCA L

DIST COMM	RATE ABBR	CNO RA	NEC	NEC	FAC	P1 1293	P2 0194	P3 0294	P4 0394	P5 0494	P6 0594	P7 0694	P8 0794	P9 0894	EFF DATE
	EM2	2	0000	9581		2	2	2	2	2	2	2	2	2	
	EM3	3	0000	9581		3	3	3	3	3	3	3	3	3	
	EM3	2	0000	0000		2	2	2	2	2	2	2	2	2	
	EM3	2	0000	9591	D	2	2	2	2	2	2	2	2	2	
	EM3	6	4615	9593	D	6	6	6	6	8	8	8	8	8	
	EM3	3	0000	0000	D	3	3	3	3	4	4	4	4	4	
	EMFN		0000	0000	UA					1	1	1	1	1	
	EMFN	3	0000	0000	D	3	3	3	3	3	3	3	3	3	
	EMFN	1	0000	0000		1	1	1	1	1	1	1	1	1	
TOTAL						61	61	61	61	65	65	65	65	65	
	ENC	1	0000	4331	D	1	1	1	1	1	1	1	1	1	
	ENC	1	4331	9593	D	1	1	1	1	1	1	1	1	1	
	ENC	1	0000	9593	D	1	1	1	1	1	1	1	1	1	
	ENC	2	4314	9593	D	2	2	2	2	2	2	2	2	2	
	EN1	1	4331	9593	D	1	1	1	1	1	1	1	1	1	
	EN1	1	0000	9511	D	1	1	1	1	1	1	1	1	1	
	EN1	1	4310	9593	D	1	1	1	1	1	1	1	1	1	
	EN1	1	4335	9593	D	1	1	1	1	1	1	1	1	1	
	EN1	1	0000	9591	D	1	1	1	1	1	1	1	1	1	
	EN1	1	0000	4331	D	1	1	1	1	1	1	1	1	1	
	EN1	1	4333	9593	D	1	1	1	1	1	1	1	1	1	
	EN1	1	0000	9593	D	1	1	1	1	1	1	1	1	1	
	EN2	1	4310	9593	D	1	1	1	1	1	1	1	1	1	
	EN2	1	4335	9593	D	1	1	1	1	1	1	1	1	1	
	EN2	6	0000	9593	D	6	6	6	6	6	6	6	6	6	
	EN2	1	4333	9593	D	1	1	1	1	1	1	1	1	1	
	EN2	5	0000	0000	D	5	5	5	5	6	6	6	6	6	
	EN3	11	0000	0000	D	11	11	11	11	11	11	11	11	11	
	EN3	1	0000	9591	D	1	1	1	1	3	3	3	3	3	
TOTAL						39	39	39	39	42	42	42	42	42	
	ETCS	1	0000	14H8	Z	1	1	1	1	1	1	1	1	1	
	ETC	1	0000	9503		1	1	1	1	1	1	1	1	1	
	ETC	1	0000	9593	D	1	1	1	1	1	1	1	1	1	
	ETC	2	0000	9593		2	2	2	2	2	2	2	2	2	
	ET1	1	3349	9591		1	1	1	1	1	1	1	1	1	
	ET1	3	0000	9593		3	3	3	3	3	3	3	3	3	
	ET1	2	14E8	9593	Z	2	2	2	2	2	2	2	2	2	
	ET1	1	0000	9597		1	1	1	1	1	1	1	1	1	
	ET1	1	1588	9593	D	1	1	1	1	1	1	1	1	1	

42NP0021

Figure 7-6.—Sample section 6 of the EDVR.

PERSONAL DATA - - PRIVACY ACT OF 1974

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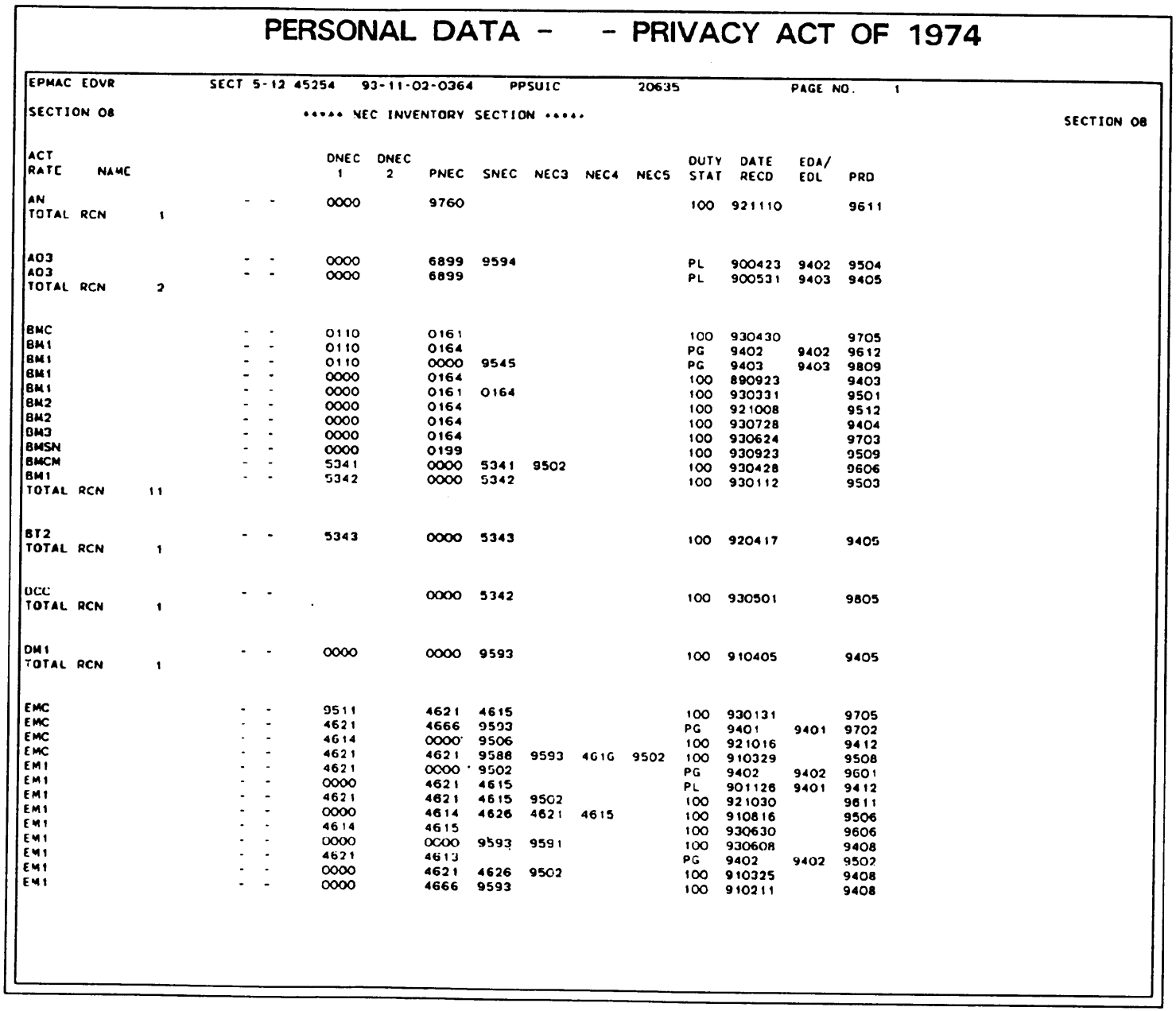
SECTION 07 NEC BILLET/PERSONNEL INVENTORY SECTION 07

UIC 45254 AS 39 ES LAN MSC MCA L

DIST COMM	RATE ABBR	NEC DNEC	NEC DNEC	CUR BA 1193	P-9 BA 0894	P081 1293	P082 0194	P083 0294	P084 0394	P085 0494	P086 0594	P087 0694	P088 0794	P089 0894	PCT P98A/ P089
0052	SN	0000	0052			7	6	6	6	6	6	6	6	6	
0072	FN	0000	0072			28	28	27	27	27	27	27	27	27	
3355	MM2	0000	3355			1	1	1	1	1	1	1	1	1	
3364	EMCM	0000	3364			1	1	1	1	1	1	1	1	1	
3364	EMC	0000	3364	1	1										0
3364	EM1	0000	3364	1	1										0
TOTAL				2	2	1	1	1	1	1	1	1	1	1	50
3365	MMC	0000	3365	2	2										0
3365	MM1	0000	3365	1	1	1	1	1	1	1	1	1	1	1	100
TOTAL				3	3	1	1	1	1	1	1	1	1	1	33
3366	MM1	0000	3366			1	1	1	1	1	1	1	1	1	
5341	BMCM	0000	5341			1	1	1	1	1	1	1	1	1	
5341	HTC	0000	5341	1	1										0
TOTAL				1	1	1	1	1	1	1	1	1	1	1	100
5342	BM1	0000	5342	1	1	1	1	1	1	1	1	1	1	1	100
5342	EMC	0000	5342			1	1	1	1	1	1	1	1	1	
5342	EM1	0000	5342			1	1	1		1	1	1	1	1	
5342	EM2	0000	5342	1	1										0
5342	EM3	0000	5342			1	1	1	1	1	1	1	1	1	
5342	ENC	0000	5342			1	1	1	1	1	1	1	1	1	
5342	EN1	0000	5342	1	1	1	1	1	1	1	1	1	1	1	100
5342	EN2	0000	5342	1	1	1	1	1	1						0
5342	HT1	0000	5342	3	3	2	2	2	2	2	2	2	2	2	66
5342	HT2	0000	5342	1	1	2	2	2	2	2	2	2	2	2	200
5342	MM2	0000	5342	1	1										0
TOTAL				9	9	11	11	11	10	10	10	10	10	10	111
5343	BM2	0000	5343	1	1										0
5343	BT2	0000	5343			1	1	1	1	1					
5343	EM2	0000	5343			1	1	1	1	1	1	1	1		
5343	EM3	0000	5343			2	2	2	2	2	2	2	2	2	
5343	EMFN	0000	5343			1	1	1	1	1	1	1	1	1	
5343	FN2	0000	5343	1	1										0
5343	EN3	0000	5343			1	1								
5343	HT1	0000	5343	1	1										0
5343	HT2	0000	5343	5	5										0
5343	HT3	0000	5343			1	1	1	1	1	1	1	1	1	
5343	HTFN	0000	5343			1	1	1	1	1	1	1	1	1	
5343	TM2	0000	5343			1	1	1	1	1	1	1	1	1	
TOTAL				8	8	9	9	8	8	8	7	7	7	6	75

42NP0022

Figure 7-7.—Sample section 7 of the EDVR.



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SECTION 08 ***** NEC INVENTORY SECTION ***** SECTION 08

ACT RATE	NAMC			DNEC 1	DNEC 2	PNEC	SNEC	NEC3	NEC4	NEC5	DUTY STAT	DATE RECD	EDA/ EDL	PRD
AN		-	-	0000		9760					100	921110		9611
TOTAL RCN	1													
AO3		-	-	0000		6899	9594				PL	900423	9402	9504
AO3		-	-	0000		6899					PL	900531	9403	9405
TOTAL RCN	2													
BMC		-	-	0110		0161					100	930430		9705
BM1		-	-	0110		0164					PG	9402	9402	9612
BM1		-	-	0110		0000	9545				PG	9403	9403	9809
BM1		-	-	0000		0164					100	890923		9403
BM1		-	-	0000		0161	0164				100	930331		9501
BM2		-	-	0000		0164					100	921008		9512
BM2		-	-	0000		0164					100	930728		9404
BM3		-	-	0000		0164					100	930624		9703
BMSN		-	-	0000		0199					100	930923		9509
BMCM		-	-	5341		0000	5341	9502			100	930428		9606
BM1		-	-	5342		0000	5342				100	930112		9503
TOTAL RCN	11													
BT2		-	-	5343		0000	5343				100	920417		9405
TOTAL RCN	1													
DCC		-	-			0000	5342				100	930501		9805
TOTAL RCN	1													
DM1		-	-	0000		0000	9593				100	910405		9405
TOTAL RCN	1													
EMC		-	-	9511		4621	4615				100	930131		9705
EMC		-	-	4621		4666	9593				PG	9401	9401	9702
EMC		-	-	4614		0000	9506				100	921016		9412
EMC		-	-	4621		4621	9588	9593	4616	9502	100	910329		9508
EM1		-	-	4621		0000	9502				PG	9402	9402	9601
EM1		-	-	0000		4621	4615				PL	901126	9401	9412
EM1		-	-	4621		4621	4615	9502			100	921030		9611
EM1		-	-	0000		4614	4626	4621	4615		100	910816		9506
EM1		-	-	4614		4615					100	930630		9606
EM1		-	-	0000		0000	9593	9591			100	930608		9408
EM1		-	-	4621		4613					PG	9402	9402	9502
EM1		-	-	0000		4621	4626	9502			100	910325		9408
EM1		-	-	0000		4666	9593				100	910211		9408

42NP0023

Figure 7-8.—Sample section 8 of the EDVR.

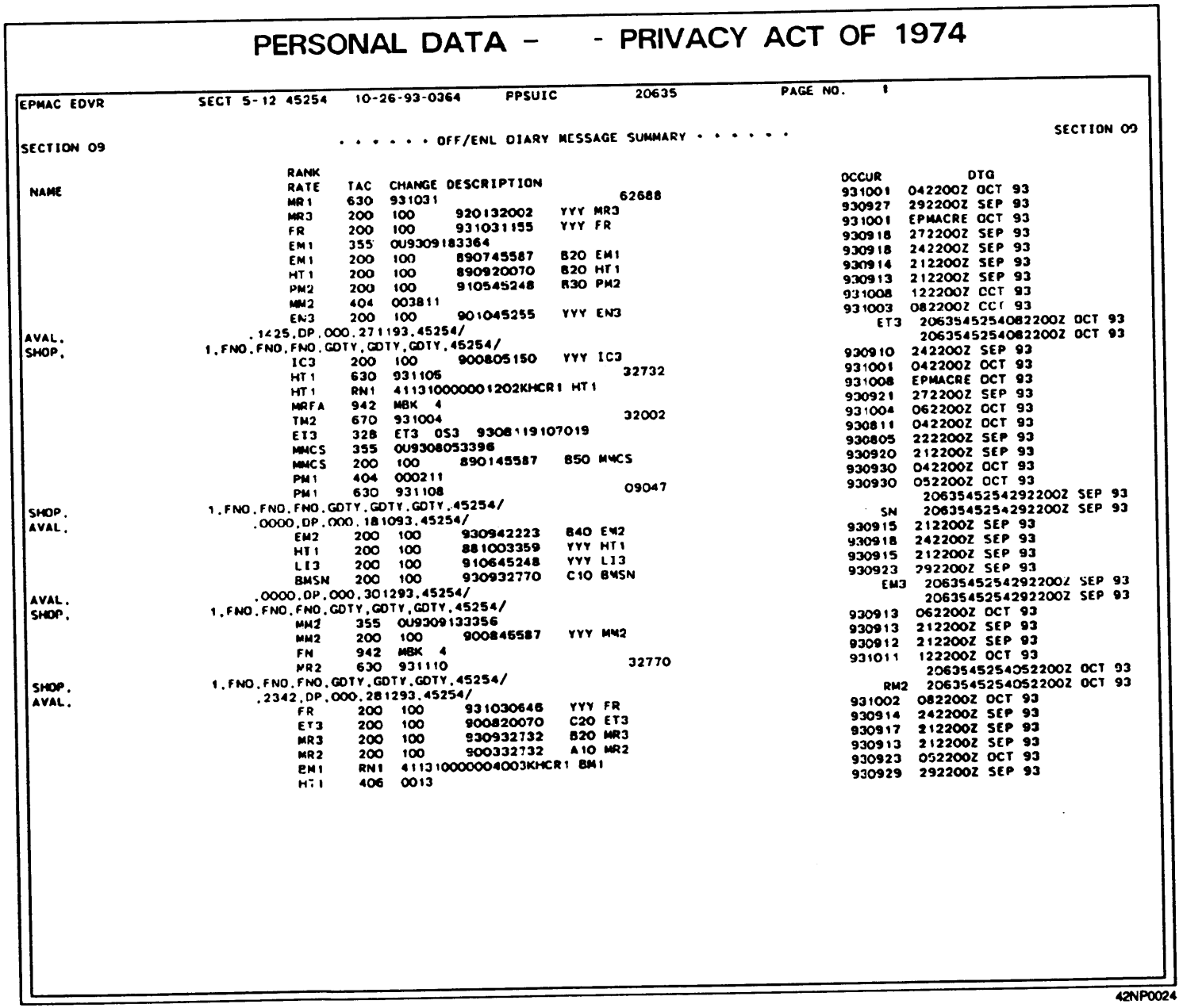

Figure 7-9.—Sample section 9 of the EDVR.

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SECTION 10                          * * * * * * * * * * DUTY PREFERENCES * * * * * * * * * *
UIC 45254  ACTIVITY TITLE AS 39 ES LAN MSC                                                                SECTION 10
PART 1 NOTIFICATION OF PRD OR EAOS 10 MONTHS FROM CURRENT DATE.
93- 0- 0

* * * *   D O   N O T   R E T U R N   T H I S   C O M P U T E R   L I S T I N G   T O   N M P C   * * * *

PERSONNEL LISTED SHOULD SUBMIT A NEW DUTY PREFERENCE FORM  (NAVPERS  1306/63)   TO  NMPC-473   WITHIN ONE MONTH IF EXISTING PREF-
ERENCES ARE BLANK, OR ARE INCORRECT AND NEED TO BE CHANGED, OR IF NEW PREFERENCES ARE DESIRED TO BE ENTERED. PREFERENCES SHOULD BE
CODED BY THE INDIVIDUAL, USING CODES FROM THE ENLISTED TRANSFER MANUAL, CHAPTERS 2 AND 25.

NAME                  SHORE PREFS      OSEA PREFS        SEA PREFS    SCOL PREF / PRIMARY DEP QUARTERS                REMARKS
       SSN   RATE  DUTY/LOCALITIFS DUTY/LOCALITIES SHIP/HOME PORTS CAREER INT  <5 5-11 12>                LAST DEPLOY  1ST 10 CHARACTER

                    PRI -1- -2- -3- PRI -1- -2- -3- PRI -1- -2- -3                M                PRES H R                REQUEST TO BE STA
                     1  MBR LMO FNO  3  CVO ENG NEW  2  FNO GJK GJK       VOL    F                OTH       IONED WITH SPOUSE (AREA). WIL
            ET1    GDTY              GDTY                                X/RE          MARITAL M    LOC        EXTEND FOR ET CUDIXS SCHOOL.
        UIC 45254  GDTY              GDTY                                              SPOS LOC GRE HHE
  SUBMIT DATE 8804 GDTY              GDTY                                              SEC DEP
    LANG1 CODE     LIST     READ     SPEAK     WRITE       LANG2 CODE     LIST     READ     SPEAK     WRITE

                    PRI -1- -2- -3- PRI -1- -2- -3- PRI -1- -2- -3-                M                PRES
                                                                          VOL    F                OTH
            TM3                                                       X/RE          MARITAL      LOC
        UIC 45254                                                                   SPOS LOC      HHE
  SUBMIT DATE                                                                       SEC DEP
    LANG1 CODE     LIST     READ     SPEAK     WRITE       LANG2 CODE     LIST     READ     SPEAK     WRITE

                    PRI -1- -2- -3- PRI -1- -2- -3- PRI -1- -2- -3-                M                PRES G    910201CARB
                     1  GME CBO KSD  2  QTH JAA GRE  3  PUR GER MOR       VOL    F                OTH
            EN3    NAS               NSTA              EXCH              X/RE          MARITAL S    LOC
        UIC 45254  AFPD      L       CSTO      T       INST      T                     SPOS LOC      HHE
  SUBMIT DATE 9105 NTC               AFPD              CSTA                            SEC DEP
    LANG1 CODE     LIST     READ     SPEAK     WRITE       LANG2 CODE     LIST     READ     SPEAK     WRITE

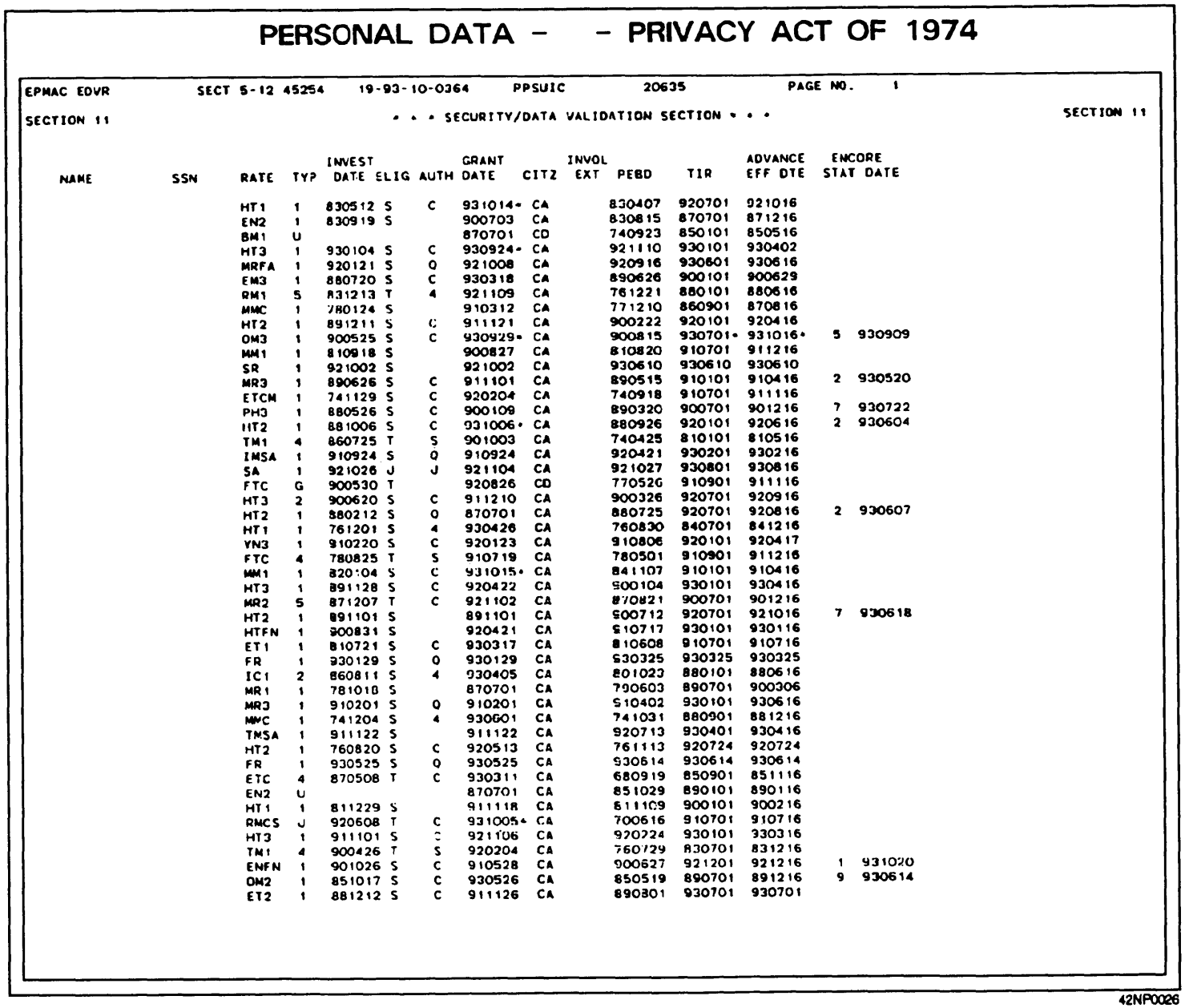
                    PRI -1- -2- -3- PRI -1- -2- -3- PRI -1   2- -3-                M    1   2    PRES G    8712037FLT  request to go to
                     2  GKB GMY FNO  3  PUR IGA AUS  1  FNO FNO GMY       VOL    F         1    OTH       ea going command that is a co
            HT1    TRF               GDTY              CVN               X/RE          MARITAL M    LOC       batant when transferred from
        UIC 45254  NSTA      L       GDTY      L       CGN       -                     SPOS LOC FNO HHE 08   resent command.dependent son
  SUBMIT DATE 9306 NSTA              GDTY              CVN                             SEC DEP                s emotionally handicapped.
    LANG1 CODE     LIST     READ     SPEAK     WRITE       LANG2 CODE     LIST     READ     SPEAK     WRITE

                    PRI -1- -2- -3- PRI -1- -2- -3- PRI -1- -2- -3-                M                PRES
                                                                          VOL    F                OTH
            MR2                                                       X/RE          MARITAL      LOC
        UIC 45254                                                                   SPOS LOC      HHE
  SUBMIT DATE                                                                       SEC DEP
    LANG1 CODE     LIST     READ     SPEAK     WRITE       LANG2 CODE     LIST     READ     SPEAK     WRITE

                    PRI -1- -2- -3- PRI -1- -2- -3- PRI -1- -2- -3-                M                PRES
                     1  GKB GMY       2  SRT QTH       3  GKB GMY          VOL    F                OTH
            EM3    GDTY              GDTY              AS                X/RE          MARITAL      LOC
        UIC 45254  GDTY              GDTY              CG                              SPOS LOC      HHE
  SUBMIT DATE AVAL                                                                  SEC DEP
    LANG1 CODE     LIST     READ     SPEAK     WRITE       LANG2 CODE     LIST     READ     SPEAK     WRITE
```

42NP0025

Figure 7-10.—Sample section 10 of the EDVR.



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SECTION 11 * * * SECURITY/DATA VALIDATION SECTION * * * SECTION 11

NAME	SSN	RATE	TYP	INVEST DATE	ELIG	AUTH	GRANT DATE	CITZ	INVOL EXT	PEBD	TIR	ADVANCE EFF DTE	ENCORE STAT	ENCORE DATE
		HT1	1	830512	S	C	931014*	CA		830407	920701	921016		
		EN2	1	830919	S		900703	CA		830815	870701	871216		
		BM1	U				870701	CD		740923	850101	850516		
		HT3	1	930104	S	C	930924*	CA		921110	930101	930402		
		MRFA	1	920121	S	Q	921008	CA		920916	930601	930616		
		EM3	1	880720	S	C	930318	CA		890626	900101	900629		
		RM1	5	831213	T	4	921109	CA		761221	880101	880616		
		MMC	1	780124	S		910312	CA		771210	860901	870816		
		HT2	1	891211	S	C	911121	CA		900222	920101	920416		
		OM3	1	900525	S	C	930929*	CA		900815	930701*	931016*	5	930909
		MM1	1	810918	S		900827	CA		810820	910701	911216		
		SR	1	921002	S		921002	CA		930610	930610	930610		
		MR3	1	890626	S	C	911101	CA		890515	910101	910416	2	930520
		ETCM	1	741129	S	C	920204	CA		740918	910701	911116		
		PH3	1	880526	S	C	900108	CA		890320	900701	901216	7	930722
		HT2	1	881006	S	C	931006*	CA		880926	920101	920616	2	930604
		TM1	4	860725	T	S	901003	CA		740425	810101	810516		
		IMSA	1	910924	S	Q	910924	CA		920421	930201	930216		
		SA	1	921026	J	J	921104	CA		921027	930801	930816		
		FTC	G	900530	T		920826	CD		770526	910901	911116		
		HT3	2	900620	S	C	911210	CA		900326	920701	920916		
		HT2	1	880212	S	Q	870701	CA		880725	920701	920816	2	930607
		HT1	1	761201	S	4	930426	CA		760830	840701	841216		
		YN3	1	910220	S	C	920123	CA		910806	920101	920417		
		FTC	4	780825	T	S	910719	CA		780501	910901	911216		
		MM1	1	820104	S	C	931015*	CA		841107	910101	910416		
		HT3	1	891128	S	C	920422	CA		900104	930101	930416		
		MR2	5	871207	T	C	921102	CA		870821	900701	901216		
		HT2	1	891101	S		891101	CA		900712	920701	921016	7	930618
		HTFN	1	900831	S		920421	CA		910717	930101	930116		
		ET1	1	810721	S	C	930317	CA		810608	910701	910716		
		FR	1	930129	S	Q	930129	CA		930325	930325	930325		
		IC1	2	860811	S	4	930405	CA		801023	880101	880616		
		MR1	1	781018	S		870701	CA		790603	890701	900306		
		MR3	1	910201	S	Q	910201	CA		910402	930101	930616		
		MMC	1	741204	S	4	930601	CA		741031	880901	881216		
		TMSA	1	911122	S		911122	CA		920713	930401	930416		
		HT2	1	760820	S	C	920513	CA		761113	920724	920724		
		FR	1	930525	S	Q	930525	CA		930614	930614	930614		
		ETC	4	870508	T	C	930311	CA		680919	850901	851116		
		EN2	U				870701	CA		851029	890101	890116		
		HT1	1	811229	S		911118	CA		811109	900101	900216		
		RMCS	J	920608	T	C	931005*	CA		700616	910701	910716		
		HT3	1	911101	S	C	921106	CA		920224	930101	930316		
		TM1	4	900426	T	S	920204	CA		760729	830701	831216		
		ENFN	1	901026	S	C	910528	CA		900627	921201	921216	1	931020
		OM2	1	851017	S	C	930526	CA		850519	890701	891216	9	930614
		ET2	1	881212	S	C	911126	CA		890801	930701	930701		

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Figure 7-11.—Sample section 11 of the EDVR.

SECTION 12

EDVR section 12 (fig. 7-12) is a report of all officer and enlisted personnel who are absent on sailing, embarked, or assigned to the activity for TAD to augment normal manning. EDVR section 12 also contains a listing of units, foreign military, members of other services, and civilians embarked in a ship.

Section 12 is updated from information submitted by the activity via DMRS transactions. Strict adherence to the verification requirements of this report is essential. Remember, this information is used by personnel managers who need to be able to determine quickly nonship's company and units embarked, personnel assigned TAD to augment normal manning, and ship's company personnel who are absent when ships or units get under way.

MAINTENANCE OF THE EDVR

You have read how the EDVR is a valuable asset to personnel managers at every activity. An up-to-date EDVR provides a single document with which activity personnel managers can discuss manning posture with placement authorities. But, the EDVR can be a valuable management tool only if it is maintained properly. For this reason, the EDVR should be updated daily. If you are the PN assigned to this job, make certain you post the changes as they occur. Daily posting not only helps to keep your command's EDVR up to date but also substantially reduces the time you and other personnel will spend in the monthly verification of this report.

VERIFICATION OF THE EDVR

Along with other assigned personnel at your command, you may be tasked with verifying both the EDVR and the ODCR. The verification of these documents must be accomplished within the month your command receives them. Your command must then report compliance with verification requirements and submit a memorandum (MEMO) transaction via the DMRS.

CORRECTION OF INFORMATION CONTAINED IN THE EDVR

When you are in the process of making corrections to information contained in the EDVR, make sure you refer to the MAPMIS Decision Logic Table contained in section 15 of the Enlisted Distribution and Verification Report Users' Manual (EDVRMAN), Document No. 1080#4 UM-01.

As a PN, you will be expected to acquire a certain level of expertise in the EDVR. Be aware that the information you have read in this chapter on the EDVR is only partial. For additional information you should review the EDVRMAN. If you need additional help in understanding the EDVRMAN or the information presented in this chapter, you should check with a senior PN. He or she will be glad to assist you and explain any information you may not understand

OFFICER DISTRIBUTION CONTROL REPORT

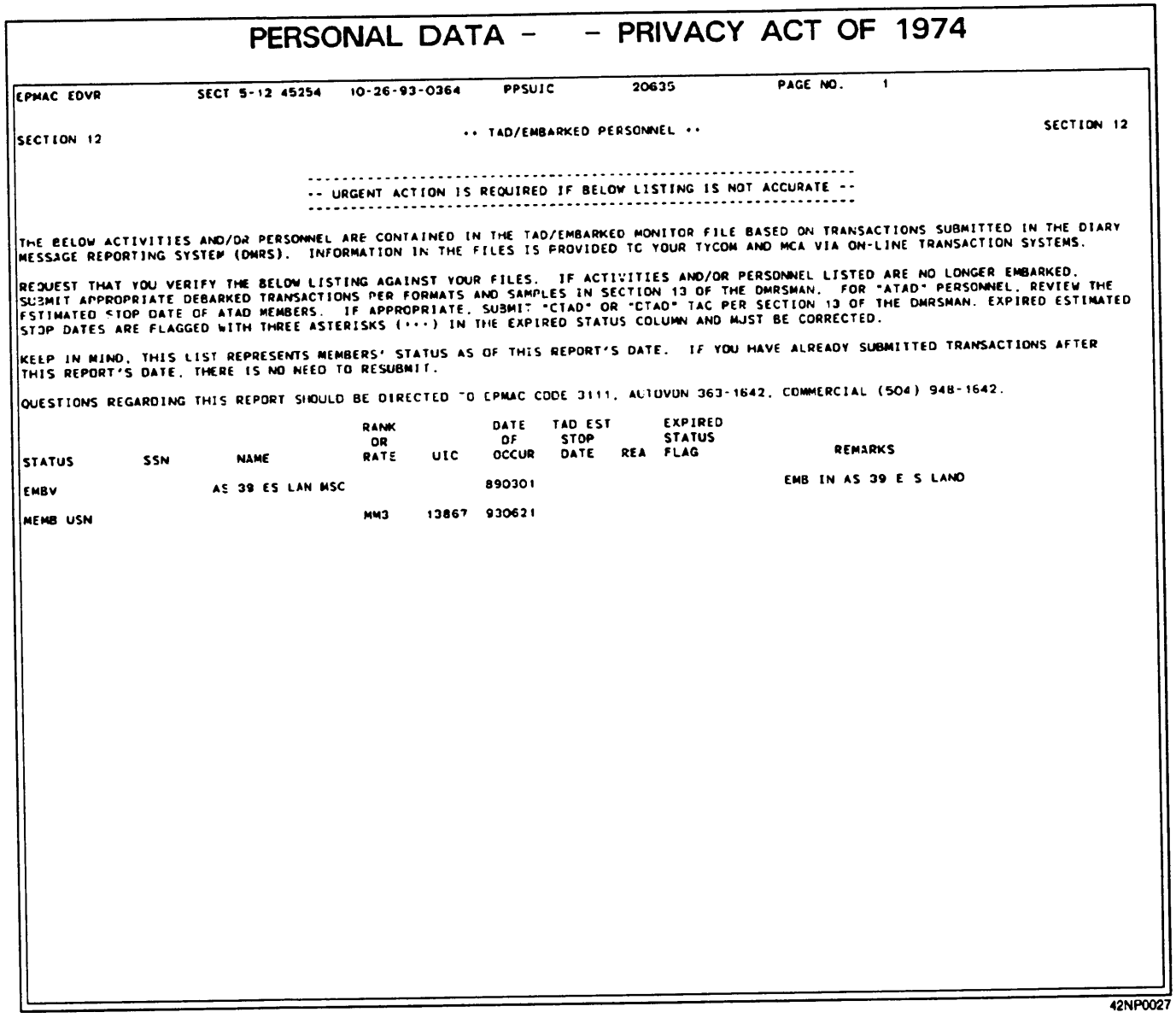
BUPERS prepares an ODCR for each naval activity with officer billets authorized or officers on board in a temporary duty status. Officer billet and assignment information in the ODCR represents the computer data bank input by the Chief of Naval Operation (CNO); BUPERS; Defense Finance and Accounting Service (DFAS)-Cleveland Center, Cleveland, Ohio; EPMAC; SDS; and various other sources. Figure 7-13 shows you a sample ODCR.

Monthly, BUPERS prepares the ODCR as a statement of account for pertinent Navy activities. The ODCR provides each activity with a routine system for verifying information contained in the MAPMIS officer personnel data bank. It also provides BUPERS with information needed by BUPERS to determine and evaluate officer personnel requirements.

The validity of the ODCR information depends on the timely submission of accurate data to BUPERS through the DMRS, SDS, and other pertinent reporting systems. Each activity should review its ODCR thoroughly on receipt and correct all discrepancies by using instructions provided in enclosure (2) of the *Format and Procedures for Validating the Officer Distribution Control Report* (ODCR), BUPERSINST 1301.40.

Two copies of the ODCR are distributed to your activity monthly. Commands requiring ODCRs of other activities should request them directly from the activity concerned. BUPERS distributes microfiche copies of appropriate ODCRs to the unit level via the type commanders.

To ensure timely receipt of the ODCR, each activity's current activity mailing address must be on file. If your command's mailing address changes or needs correction, your command should notify



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SECTION 12 .. TAD/EMBARKED PERSONNEL .. SECTION 12

-- URGENT ACTION IS REQUIRED IF BELOW LISTING IS NOT ACCURATE --

THE BELOW ACTIVITIES AND/OR PERSONNEL ARE CONTAINED IN THE TAD/EMBARKED MONITOR FILE BASED ON TRANSACTIONS SUBMITTED IN THE DIARY MESSAGE REPORTING SYSTEM (DMRS). INFORMATION IN THE FILES IS PROVIDED TO YOUR TYCOM AND MCA VIA ON-LINE TRANSACTION SYSTEMS.

REQUEST THAT YOU VERIFY THE BELOW LISTING AGAINST YOUR FILES. IF ACTIVITIES AND/OR PERSONNEL LISTED ARE NO LONGER EMBARKED, SUBMIT APPROPRIATE DEBARKED TRANSACTIONS PER FORMATS AND SAMPLES IN SECTION 13 OF THE DMRSMAN. FOR "ATAD" PERSONNEL, REVIEW THE ESTIMATED STOP DATE OF ATAD MEMBERS. IF APPROPRIATE, SUBMIT "CTAD" OR "CTAO" TAC PER SECTION 13 OF THE DMRSMAN. EXPIRED ESTIMATED STOP DATES ARE FLAGGED WITH THREE ASTERISKS (***) IN THE EXPIRED STATUS COLUMN AND MUST BE CORRECTED.

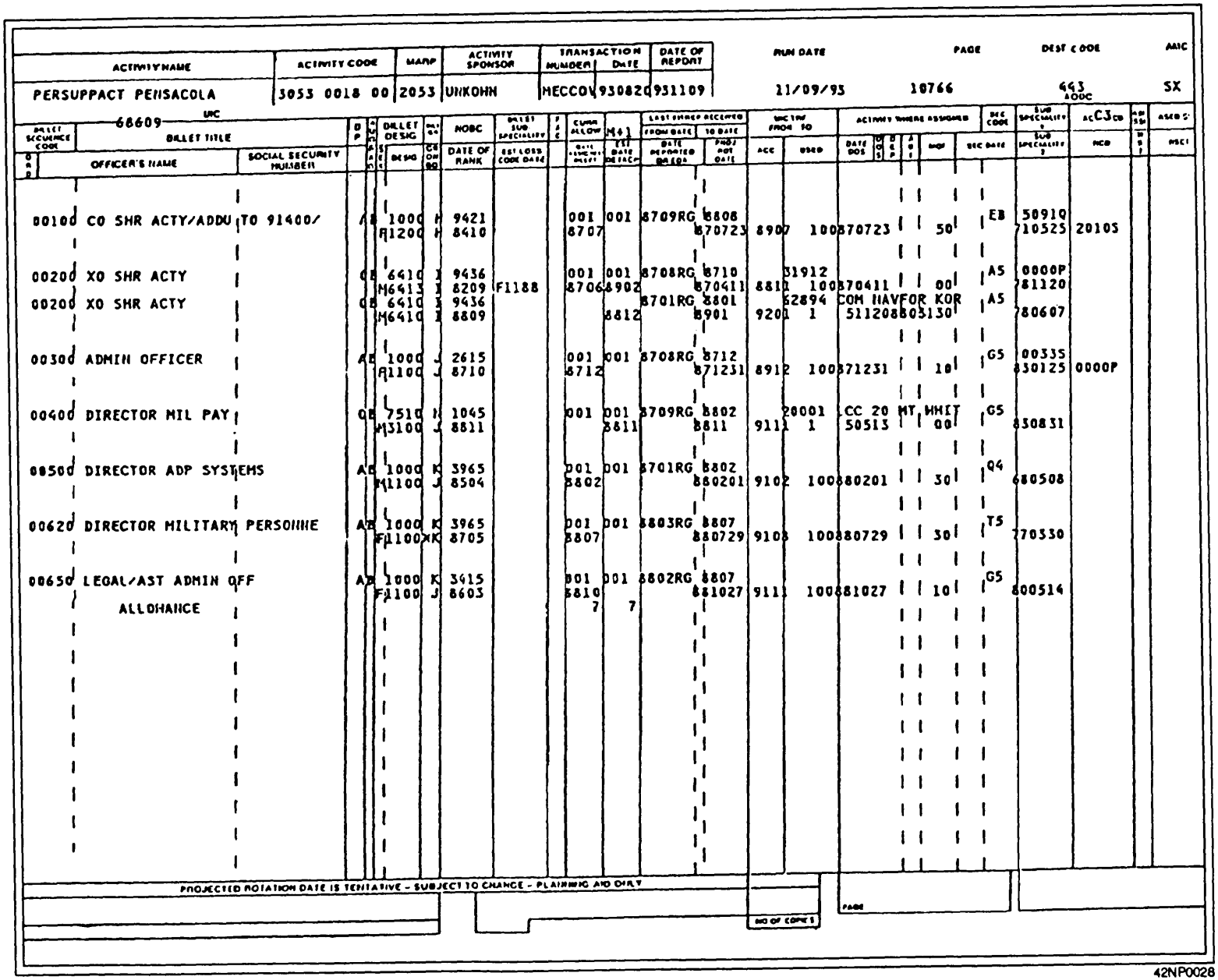
KEEP IN MIND, THIS LIST REPRESENTS MEMBERS' STATUS AS OF THIS REPORT'S DATE. IF YOU HAVE ALREADY SUBMITTED TRANSACTIONS AFTER THIS REPORT'S DATE, THERE IS NO NEED TO RESUBMIT.

QUESTIONS REGARDING THIS REPORT SHOULD BE DIRECTED TO EPMAC CODE 3111, AUTOVON 363-1642, COMMERCIAL (504) 948-1642.

STATUS	SSN	NAME	RANK OR RATE	UIC	DATE OF OCCUR	TAD EST STOP DATE	REA	EXPIRED STATUS FLAG	REMARKS
EMBV		AS 39 ES LAN MSC			890301				EMB IN AS 39 E S LAND
MEMB USN			MM3	13867	930621				

42NP0027

Figure 7-12.—Sample section 12 of the EDVR.



42NP0028

Figure 7-13.—Sample officer distribution control report (ODCR).

EPMAC, Code 31, by message, stating all particulars. Make sure the message includes the UIC in the text. If your activity fails to receive an ODCR after verifying its current address with EPMAC, it should notify the Officer Data Research Section (PERS 1024D) by message stating all particulars. Make sure the message includes your command's UIC, Personnel and Pay Services Unit Identification Code (PPSUIC), if appropriate, and the name and SSN of at least one officer attached to your command.

DIARY MESSAGE REPORTING SYSTEM

In this section, you will get an overview of the DMRS. You will also learn about some general instructions and criteria for using this system.

PURPOSE OF THE DMRS

The purpose of the DMRS is to provide authorized activities a way to submit officer and enlisted transactions in coded format on naval messages. The DMRS reduces preparation time and eliminates mailing delays so that we can have more accurate personnel management and manpower information.

SECURITY OF DMRS DATA

The data generated and processed by the DMRS relates to information regarding individual service members. Use of the DMRS creates sensitive, unclassified Privacy Act data that must be protected. Thus, the safeguards listed in the Privacy Act of 1974 must be observed. EPMAC acknowledges that the DMRS operates at an acceptable level of risk but it also certifies that it has adequately protected this system.

DIARY MESSAGE REPORTING SYSTEM USERS' MANUAL

All activities must use the DMRS transaction formats in the *Diary Message Reporting System Users' Manual* (DMRSMAN), EPMAC, Document No. 1080#1 UM-01A, to prepare and submit messages. This manual provides official guidance on submitting officer and enlisted transactions in coded format. It also allows transactions for multiple UICs to be reported in a single message. The DMRSMAN must be used in conjunction with the other publications listed in section 1 of the DMRSMAN.

SUBMISSION OF DMRS MESSAGES

DMRS messages are designed for machine processing. ADMRS message should be transmitted no later than the next normal workday following the occurrence of the event being reported. Events occurring on weekends or holiday periods must be submitted the next working day immediately following that weekend or holiday period. All DMRS messages are unclassified and must be transmitted to EPMAC DIARY NEW ORLEANS LA//31//. Your command should not send DMRS messages to BUPERS unless it is specifically directed by BUPERS to do so.

PERSONAL COMPUTER DIARY MESSAGE REPORTING SYSTEM

The Personal Computer Diary Message Reporting System (PCDMRS) was developed by the Information Center Division Information Systems Department, EPMAC. It is a personal computer (PC) based program designed to reduce preparation time and format errors in transactions prepared for submission under the DMRS. The PCDMRS is available to all PPSUIC activities that have PC capability, a message generating system, and an output media acceptable to their local communications facility for transmitting naval messages. Any activity designated as a PPSUIC activity may request authority from EPMAC, Code 31, to use the PCDMRS.

TRANSACTION CODES

The TACs are alphabetical and/or numerical ways of identifying and controlling transactions. The DMRSMAN provides the information your command will need to convert events into a coded format and report them via DMRS. For example, TAC 200 is a numerical code that says *Received For* and is easily processed by a computer. Including the ACC with the 200 identifies the reason for receipt. For example, ACC 100 is *For Duty*.

SUBMISSION VIA THE DMRS DURING LOSS OF SDS EVENT REPORTING CAPABILITY

In the event of the loss of SDS event reporting capability, your command should transmit personnel transactions via the DMRS as follows:

- When the loss of SDS or SDS increment 3 reporting capability is expected to be 14 days or less,

transactions should be held and consolidated in one transmission when capability is restored.

- When the loss of SDS or SDS increment 3 reporting capability is expected to be for more than 14 days, the activity should transmit personnel transactions via the DMRS per guidelines set forth in the DMRSMAN.

Additional information is contained in section 1 of the DMRSMAN. You should be aware that SDS increment 3 will be distributed in different phases. By the time this TRAMAN is published, it is possible that you will be working with phase A or phase B.

DIARY MESSAGE PREPARATION

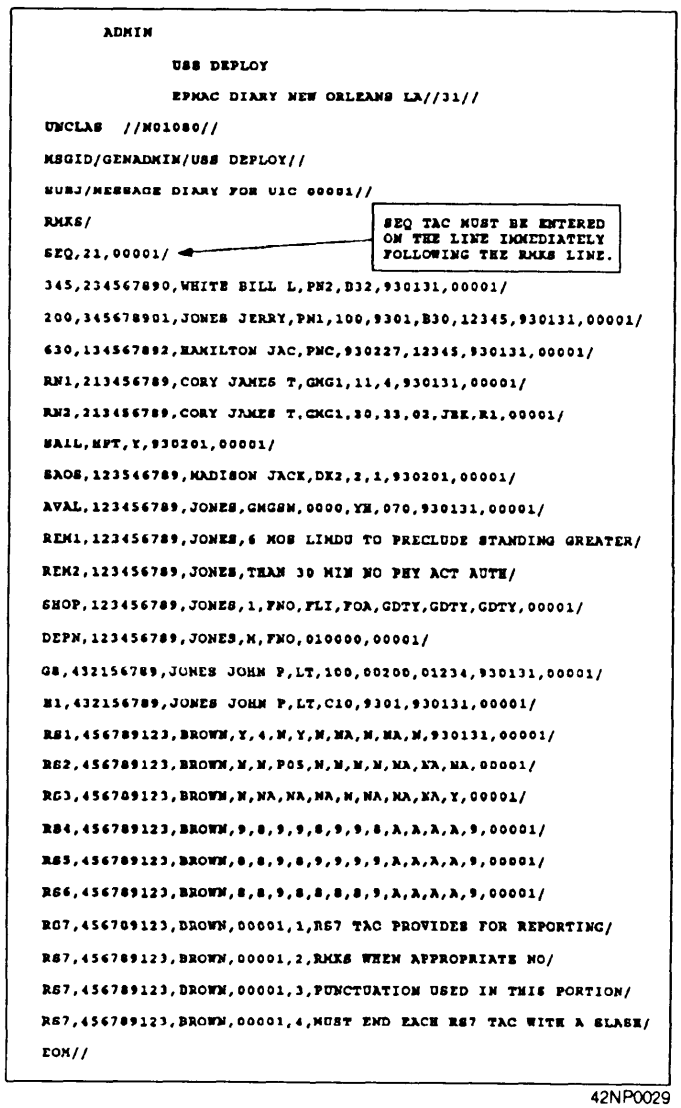
Whenever you are tasked with preparing diary messages, always refer to the DMRSMAN for official guidance. The information in the following paragraphs is intended to give you only a brief overview of diary message preparation. As you read this section, refer to the sample message diary in figure 7-14. Remember, the information in this TRAMAN is only an introduction to diary message preparation.

As a PN, you must be aware of message diary format requirements. Let's take a brief look at some of these requirements, starting with the message diary address and subject lines.

ADDRESS

The following unique plain language address (PLA) has been assigned for the DMRS:

EPMAC DIARY NEW ORLEANS LA//31//



42NP0029

Figure 7-14.—Sample message diary.

It must not be used for message traffic other than DMRS unless specifically authorized by EPMAC.

SUBJECT LINE

An example of the subject line that must be used in DMRS messages is as follows:

SUBMESSAGE DIARY FOR UIC 12345//

The UIC in the subject line is the UIC of the activity that has personnel accounting and pay responsibility for its own and/or other activities. You should not enter any other information in the subject line. Information that is not required will cause the message to be rejected during computer processing. As a result, the transaction will not appear in section 9 of the EDVR.

SEQUENCE TAC LINE

For proper accountability of all DMRS messages submitted to EPMAC, each DMRS message must be assigned a sequence number. The sequence number is a two-digit number that identifies the sequence number of the DMRS message being transmitted. A sequence (SEQ) TAC (first transaction in each DMRS message) will be used to identify the sequence number of each DMRS message transmitted to EPMAC as follows:

FORMAT TAC, SEQ NUMBER, PPSUIC/

SAMPLE: SEQ, 01, 12345/

The number cycle is from 01 to 99. After using sequence number 99, you should begin a new cycle starting with 01 and ending with 99. You should not begin with 01 at the beginning of a new calendar year unless sequence number 99 is the last one used.

The information you have just read is only a brief description of diary message preparation. For detailed information, refer to the DMRSMAN. The DMRSMAN will show you exactly how to type the many different types of transactions.

SUMMARY

In this chapter, you read about the EDVR and how it is distributed by EPMAC, New Orleans, Louisiana. You read about how the EDVR is organized and you learned about the type of information contained in its 12 sections. You read about the importance of making sure the EDVR is maintained accurately and how the EDVR, when maintained correctly, is used as a good management tool.

You also read about the ODCR and how it is distributed by BUPERS. In both the EDVR and the ODCR, you read about the importance of the timely submission of accurate data.

You also read about the DMRS. You learned about the importance of safeguarding information used for diary submission and why you should always use the DMRSMAN for official guidance. You read about the submission of DMRS messages and the availability of the PCDMRS. You also read about the use of TACs and what actions you should take in case of loss of SDS event reporting capability.

In this chapter, you also read a brief discussion of diary message preparation in which the proper message diary address, subject line, and components of the TAC line of a message diary were identified. Throughout this chapter, you were advised to use the DMRSMAN for official guidance on any DMRS tasks you may be assigned to perform.

CHAPTER 8

COUNSELING SERVICE MEMBERS

Throughout your career as a PN, you will counsel service members. During a normal day's work, a Personnelman second class (PN2) or Personnelman third class (PN3) can expect to counsel several different Navy members on a variety of subjects. In this chapter, you will read about some of your responsibilities in this important area. You will also read about some counseling techniques with which you should become familiar so you can enhance your own counseling skills and become a better PN.

In counseling Navy members, you will have to develop expertise on several different topics. Some of the topics discussed in this chapter are pay, allowances, entitlements, and bonuses; the dependents' dental plan (DDP); availability and types of legal assistance; and the purpose and submission procedures for availability reports. Many of these topics are complicated. Official guidelines often change frequently. One of your most important and challenging responsibilities in counseling Navy members will be to provide the most accurate and up-to-date information possible. This is not an easy job. To do it right, you must be able to put your hands on the correct resources that will give you the most current official guidelines to pass on to the people you are counseling.

After studying the information in this chapter, you should be able to discuss different counseling methods and techniques you should use when you are advising Navy members. You should also be able to identify the official manuals, instructions, and publications you should use to counsel Navy members on pay, allowances, entitlements, bonuses, legal assistance, and the dependents' dental plan. In addition, you should be able to explain the purpose of availability reports and why you must submit them promptly. After studying this chapter, you should achieve an awareness of how important your counseling duties and responsibilities really are and how the Navy entrusts you, the PN, to do the best job you can.

COUNSELING

Figure 8-1 shows a PN2 assisting a young third class petty officer. This scene is representative of the work PNs, such as yourself, perform daily. As a PN2 or PN3, you may counsel many service members during the course of your daily assignments. The counseling

Figure 8-1.—Personnelman second class assisting a third class petty officer.

sessions will be over a variety of areas for which you will be responsible. Some of these areas are covered in this chapter and, to an extent, throughout this training manual (TRAMAN). As a PN3 or PN2, you will continuously be gaining knowledge and experience in counseling personnel. The knowledge and experience you gain today will help you tomorrow as you advance in the Navy.

Do you remember the very first time you were instructed to check in or check out some of your shipmates? Do you also remember the first time you started working in the personnel office and you began answering your shipmates' inquiries? (Perhaps you do not remember!) It was during these times you started to gain experience on how to counsel service members. How did this happen? Well, at the time you were assisting these people, you took the time to help them. You made sure all their questions were answered to the best of your ability. By showing care and concern to your shipmates, you started acquiring the skills necessary for effective counseling.

No doubt your supervisors have explained the importance of treating all individuals with dignity and respect. (You read about this at the beginning of this TRAMAN.) It is because of your supervisors' guidance and your willingness to help others that you are continuing to develop your skills and becoming a better PN.

It takes time to gain the skills necessary to be a successful counselor. You do not learn these skills overnight. The more you counsel people, the more you will learn how to recognize areas in which you will need to improve. What areas are these? Well, these areas could include (but may not be limited to) your attitude, your concern for others, your attention to detail, your professional competence, your understanding of the needs of each individual you counsel, your choice of location for the counseling sessions, your skill in planning the interview, the need to protect the individual's privacy, and so forth. In the following paragraphs, you will read about some counseling methods and techniques. You will also learn about the different phases of an interview.

COUNSELING METHODS AND TECHNIQUES

The following information will help you with counseling sessions and help you become more aware of some things you can do to help your shipmates. Be aware that the use of these techniques will depend on your particular circumstances and may not always be feasible or practical. Nevertheless, you should be aware of these techniques and use them whenever possible.

Office Space

Depending on an individual's problems, you should choose an office or area away from excessive traffic and noise. The office for a counseling session should be easily accessible. A quiet and private space provides a better opportunity for concentration as well as a relaxed atmosphere for both you and the person you are counseling. Refer to figure 8-2 which shows a PN2 assisting a customer concerning a service record discrepancy in a quiet and private spare. In a relaxed atmosphere such as the one shown in figure 8-2, a member will feel more at case.

Planning for the Interview

Knowing in advance what the counseling session will be about allows you to become familiar with the applicable references concerning the nature of the individual's request. Remember, it is better to know in advance what an individual will need before he or she comes to the counseling area for the interview. This keeps you and the other person from wasting time. If you do not know about the member's needs in advance, just be prepared to do the necessary research after the member arrives for the interview.

Scheduling the Interview

If possible, you should provide the member with an appointment. This keeps the member from having to wait a long time before being served. Remember, this person also has other things to do. An individual who has to wait too long for service will hardly be in the mood for a relaxed interview. You should also make sure you allow yourself enough time to conduct the interview or counseling session appropriately.

Conducting the Interview

Always greet the member being interviewed or counseled by his or her rate and name. For example, "Good morning, Seaman Jones." You should always greet individuals in a friendly, courteous, and respectful manner. Once you begin the interview, you should not be interrupted by your co-workers. Make sure your co-workers and your supervisor know where you are and what you are doing. Spend the necessary time with

Figure 8-2.—Personnelman second class assisting a customer in a quiet and private space.

the individual so you may provide the answers that he or she needs.

If you do not know the answers to all the member's questions or problems, tell the truth. Assure the member you will find the answers and get back to him or her as soon as possible. Then, do it. Do not make a promise that you cannot keep. It is impossible for you to know the answers to all the questions customers will have, but certainly you can ask your supervisors what to do. Figure 8-3 shows a PN going to his senior chief to find out the answer to a question he cannot resolve. You should do the same. Remember, it does not cost you anything to ask for advice from those who know more than you do. By obtaining correct information, you can give the correct answers.

Figure 8-3.—Personnelman receiving advice from his senior chief.

PHASES OF THE INTERVIEW

To help you conduct proper interviews, figure 8-4 shows you the various phases of an interview and some guidelines that will help you during each phase. Follow these guidelines whenever possible.

Refer to the *Career Information Program Management,* NAVEDTRA 10238-A, for additional information concerning counseling or interviewing techniques.

PAY, ALLOWANCES, ENTITLEMENTS, AND BONUSES

You will frequently be required to advise personnel concerning pay, allowances, entitlements, and bonuses. In this section, you will read about these areas. This information should help you better understand the different entitlements that are available to uniformed members.

Understand that the entitlements you will read about in this section are not all-inclusive. Also, you are reminded that the information in this section, and for that matter in this TRAMAN, is subject to change.

INTERVIEW PHASE	ACTIONS YOU SHOULD TAKE
I. Opening Phase:	A. Establish rapport 1. Introduce yourself 2. Put the member at ease B. Seek informality 1. Associate with the member (get on the same level) 2. Encourage the member to talk C. Gain the member's confidence
II. Fact-Finding Phase:	A. Gather facts from the member B. Go over the facts with the member
III. Evaluation Phase:	A. Review the collected facts and evaluate them for action B. Observe these principles: 1. Gain insight in relation to accurate information 2. Use an organized approach 3. Evaluate each area independently
IV. Decision Phase:	A. If appropriate, a decision may have to be made by the person being counseled. B. Sometimes you (the counselor) will be required to make informed decisions for the person you are counseling.
V. Closing Phase:	A. Make sure the member understands his or her decision (or your decision as counselor) and that he or she is satisfied. B. Have the member leave your office feeling that he or she has been helped. C. Leave the door open for further visits. D. Follow up with information 1. If you promised to research information for the member because you did not have an answer during the interview, then do it. 2. Get the information back to the person promptly.

Figure 8-4.—Phases of a proper interview.

Therefore, you must always refer to the applicable official publications to obtain the most current information. Specific guidance for current rates and conditions of entitlements can be found in the *Department of Defense Financial Management Regulation* (DODFMR), Military Pay, Policy, and Procedures, volume 7, part A, DOD 7000.14-R NAVSO P-6048.

MILITARY PAY SYSTEM

The present military pay system was not designed as a whole. Instead, the military pay system has evolved over the years in response to the needs of the military community. The result is a complex network that includes various special pays and allowances, plus other pay elements created for specific groups or skills. The legal term *Regular Military Compensation* (RMC) is used to indicate military pay.

REGULAR MILITARY COMPENSATION

The RMC is a combination of basic pay, basic allowance for quarters (BAQ), variable housing allowance (VHA), overseas housing allowance (OHA), basic allowance for subsistence (BAS), and the federal tax advantage on the nontaxable allowances (BAQ, VHA, OHA and BAS). The RMC of personnel not receiving BAS and BAQ is based on in-kind values (meals and quarters provided by the government). Other entitlements such as special and incentive pays and allowances, reenlistment bonuses, benefit packages, and the present and future value of the retirement system are an additive to the RMC.

BASIC PAY

The pay of service members is prescribed by law. Members are entitled to receive pay according to their paygrades and years of service if they are on active duty in a pay status and not otherwise prohibited by law from receiving such pay. Basic pay is the primary means of compensating members of the uniformed services.

Except for certain periods of unauthorized absence, excess leave, and confinement after an enlistment has expired, every active duty member is entitled to basic pay on a regular basis. The rate of basic pay is determined by a member's paygrade and length of service.

Personnel having the same paygrade and time in service normally make more money than personnel in a lower paygrade and with less time in service. So you can see how paygrade and length of service are factors consider in determining how much a person gets paid

The rates are also fixed so personnel will stop receiving raises for increased length of service at certain points in each paygrade. This provides an incentive for service members to attain increased pay levels by earning promotions. Refer to figure 8-5 which shows you a sample pay chart.

Additional information concerning the computation of pay is contained in part 1, chapter 2 of the DODFMR, volume 7, part A. Also, you can refer to the *Naval Military Personnel Manual* (MILPERSMAN), NAVPERS 15560, Article 2610150, which discusses computation of service for basic pay.

TAX ADVANTAGE

Formal tax advantage varies among individual members and is dependent on such things as paygrade and length of service, whether subsistence and quarters are received in cash or in-kind, the amount of subsistence and quarters allowances (including any VHA or OHA), the number of member's personal tax exemptions, and the member's marital and dependency status.

To understand exactly what the tax advantage covers, think of it like this: Basic pay is subject to income tax; BAQ, VHA, OHA, and BAS are not. The federal income tax advantage is a savings, rather than a payment, to military members.

INCENTIVE PAY FOR HAZARDOUS DUTY

Service members entitled to basic pay are also entitled to incentive pay for performing certain specified hazardous duties. This is, of course, provided the members are under competent orders and otherwise meet the requirements specified in part 2, chapter 3 of the DODFMR, volume 7, part A.

The hazardous duties members must perform to receive incentive pay include the following:

- Parachute duty
- Flight deck duty
- Demolition duty
- Experimental stress duty
- Leprosarium duty

Years of service

	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
Commissioned officers															
O-10	6978.30	7223.70	7223.70	7223.70	7223.70	7501.20	7501.20	7916.70	7916.70	8482.80	8482.80	9051.00	9051.00	9051.00	9614.70
O-9	6184.50	6346.50	6481.80	6481.80	6481.80	6646.50	6646.50	6923.10	6923.10	7501.20	7501.20	7916.70	7916.70	7916.70	8482.80
O-8	5601.60	5769.60	5906.40	5906.40	5906.40	6346.50	6346.50	6646.50	6646.50	6923.10	7223.70	7501.20	7686.00	7686.00	7686.00
O-7	4654.50	4971.00	4971.00	4971.00	5193.90	5193.90	5494.80	5494.80	5769.60	6346.50	6783.00	6783.00	6783.00	6783.00	6783.00
O-6	3449.70	3790.20	4038.60	4038.60	4038.60	4038.60	4038.60	4038.60	4176.00	4836.30	5082.90	5193.90	5494.80	5680.80	5959.50
O-5	2759.10	3239.70	3463.80	3463.80	3463.80	3463.80	3568.50	3760.80	4012.80	4313.10	4560.00	4698.60	4862.70	4862.70	4862.70
O-4	2325.60	2832.00	3021.00	3021.00	3077.10	3212.70	3432.00	3624.90	3790.20	3956.70	4065.60	4065.60	4065.60	4065.60	4065.60
O-3	2161.20	2416.50	2583.30	2858.10	2994.90	3102.30	3270.30	3432.00	3516.30	3516.30	3516.30	3516.30	3516.30	3516.30	3516.30
O-2	1884.60	2058.00	2472.90	2556.00	2608.80	2608.80	2608.80	2608.80	2608.80	2608.80	2608.80	2608.80	2608.80	2608.80	2608.80
O-1	1636.20	1703.10	2058.00	2058.00	2058.00	2058.00	2058.00	2058.00	2058.00	2058.00	2058.00	2058.00	2058.00	2058.00	2058.00
Officers with more than 4 years' active duty as enlisted or warrant officer															
O-3E	0.00	0.00	0.00	2858.10	2994.90	3102.30	3270.30	3432.00	3568.50	3568.50	3568.50	3568.50	3568.50	3568.50	3568.50
O-2E	0.00	0.00	0.00	2556.00	2608.80	2691.60	2832.00	2940.60	3021.00	3021.00	3021.00	3021.00	3021.00	3021.00	3021.00
O-1E	0.00	0.00	0.00	2058.00	2199.00	2280.00	2362.50	2444.40	2556.00	2556.00	2556.00	2556.00	2556.00	2556.00	2556.00
Warrant officers															
W-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3757.80	3900.30	4013.10	4182.00
W-4	2202.00	2362.50	2362.50	2416.50	2526.30	2637.60	2748.30	2940.60	3077.10	3185.10	3270.30	3375.90	3489.00	3597.60	3760.60
W-3	2001.30	2170.80	2170.80	2199.00	2224.50	2387.40	2526.30	2608.80	2691.60	2772.00	2858.10	2969.70	3077.10	3077.10	3185.10
W-2	1752.90	1896.30	1896.30	1951.50	2058.00	2170.80	2253.30	2335.80	2416.50	2501.40	2583.30	2664.60	2772.00	2772.00	2772.00
W-1	1460.10	1674.30	1674.30	1814.10	1896.30	1977.60	2058.00	2143.20	2224.50	2307.30	2387.40	2472.90	2472.90	2472.90	2472.90
Enlisted members															
E-9	0.00	0.00	0.00	0.00	0.00	0.00	2561.70	2619.00	2678.40	2739.90	2801.40	2855.70	3005.40	3122.40	3297.90
E-8	0.00	0.00	0.00	0.00	0.00	2148.00	2209.80	2268.00	2326.80	2388.30	2442.90	2502.90	2649.90	2768.10	2945.10
E-7	1499.70	1619.10	1678.80	1737.90	1797.00	1854.30	1913.70	1973.40	2062.50	2121.00	2179.80	2208.30	2356.50	2473.80	2649.90
E-6	1290.30	1406.40	1464.90	1527.30	1584.60	1641.60	1701.90	1789.50	1845.60	1905.30	1934.10	1934.10	1934.10	1934.10	1934.10
E-5	1132.20	1232.40	1292.40	1348.50	1437.30	1495.80	1554.90	1612.20	1641.60	1641.60	1641.60	1641.60	1641.60	1641.60	1641.60
E-4	1056.00	1115.40	1181.10	1272.00	1322.40	1322.40	1322.40	1322.40	1322.40	1322.40	1322.40	1322.40	1322.40	1322.40	1322.40
E-3	995.10	1049.70	1091.40	1134.60	1134.60	1134.60	1134.60	1134.60	1134.60	1134.60	1134.60	1134.60	1134.60	1134.60	1134.60
E-2	957.60	957.60	957.60	957.60	957.60	957.60	957.60	957.60	957.60	957.60	957.60	957.60	957.60	957.60	957.60
E-1 >4	854.40	854.40	854.40	854.40	854.40	854.40	854.40	854.40	854.40	854.40	854.40	854.40	854.40	854.40	854.40

E-1 with less than 4 months —$790.20
Note: Basic pay is limited to $9,016.80 per month by level V of the executive pay schedule

42NP0030

Figure 8-5.—Pay chart.

- Toxic fuels (or propellants) duty
- Toxic pesticides duty
- Dangerous viruses (or bacteria) lab duty
- Chemical munitions duty

ALLOWANCES

As a PN, you need to familiarize yourself with the different allowances. This will help you and the people you counsel. There is always the possibility some members will not be aware of their entitlements. Therefore, you, the person who maintains the enlisted service records and the person who should know as much as possible about these entitlements, must be well informed.

The following paragraphs will contain important information on entitlements. The references you will need for counseling individuals concerning these allowances are provided at the end of each topic. It is your responsibility to review these references for the most current information. This is the only way you can provide the most up-to-date information and not mislead members concerning their entitlements.

For starting and processing these allowances, you should refer to the *DFAS Pay/Personnel Procedures Manual* (Navy), NAVSO P-3050.2; *Source Data System Procedures Manual* (SDSPROMAN), NAVSO P-3069, volumes I and II; and U.S. *Navy Travel Instructions* (NTI), NAVSO P- 1459. The following paragraphs will provide a brief discussion of some of these allowances.

Basic Allowance for Quarters

BAQ is payable to members on active duty according to the paygrade in which they are serving or appointed for basic pay purposes as set forth in the DODFMR, volume 7, part A. All members of the uniformed services entitled to receive basic pay are entitled to receive a BAQ on behalf of their eligible dependents.

The purpose of BAQ is to provide a member with a pay supplement when it is necessary for the member and any eligible dependents to obtain private quarters because the government is unable to furnish the member with family quarters at the member's duty station.

Members without dependents, in paygrades E-7 and above, may elect at anytime not to occupy assigned government quarters at the permanent duty station (PDS) and become entitled to BAQ. However, if it is determined that this option will adversely affect a training mission, military discipline, or readiness, the members may not exercise and be allowed to choose this option.

Refer to part 3, chapter 2 of the DODFMR, volume 7, part A, for additional information concerning BAQ.

Variable Housing Allowance

VHA is intended for the purpose of assisting service members entitled to BAQ an opportunity to defray housing costs if government quarters are not assigned.

When transferring to a new PDS, the service member has no entitlement to VHA for the number of travel days authorized or actually used, whichever is less, between the PDSs. The computation of travel time is for the number of days allowed for direct travel between PDSs without consideration of any temporary duty en route.

When both husband and wife are service members, each is entitled to VHA (ineligible to receive BAQ) as prescribed in the *Joint Federal Travel Regulations* (JFTR), NAVSO P-6034, volume 1.

A service member who lives with parents or other family members and pays no rent is still entitled to have the utility allowance considered in the VHA offset computation.

Refer to the JFI'R, volume 1, chapter 8, and the MILPERSMAN, Article 2640500, for additional information concerning VHA.

Overseas Cost-of-Living Allowance

The overseas cost-of-living allowance (COLA) is prescribed to help service members assigned to overseas duty stations to maintain the purchasing power of their basic military compensation in the overseas area.

COLA is based on comparison of costs between an overseas area and the continental United States (CONUS). In fact, the COLA computation compares the cost of over 100 different goods and services between CONUS and the overseas area.

Cost changes at the overseas location do not necessarily cause COLA changes. The overseas change must be compared to the CONUS change. For example, if an overseas cost increase is greater than a corresponding CONUS increase for the same time, a COLA increase could occur depending on how large the difference is. If the overseas item cost increase is the same as the CONUS item increase, no COLA change should occur. If an overseas item cost increase is less than a corresponding CONUS item increase, a COLA decrease could occur despite the increase in item cost at the overseas site.

Refer to the JFTR, volume 1, chapter 9, part B, and the MILPERSMAN, Article 2640310, for additional information concerning overseas COLA.

Overseas Housing Allowance

The OHA system provides an allowance to service members assigned to overseas locations. The OHA helps defray a significant amount of housing costs associated with overseas duty locations. The OHA provides an allowance based on the difference between BAQ or family separation allowance (FSA), type I, and total housing costs. This cost cannot exceed the maximum amount set for an individual service member's paygrade according to appendix K of the JITR, volume 1.

Refer to the JFTR, volume 1, chapter 9, part B, and appendix K, and the MILPERSMAN, Article 2640320, for additional information concerning OHA.

Continental United States Temporary Lodging Expense

Temporary lodging expense (TLE) is paid in CONUS. The guidelines for TLEs are set forth in the JFTR, volume 1, chapter 5, part H. TLE is intended to help a member partially offset the cost of occupying temporary lodging incident to a PCS move. The JFTR, volume 1, defines the types of temporary lodging facilities and private or commercial lodgings in the vicinity of either the old PDS or the new PDS within CONUS a service member or dependents may occupy to be eligible for TLE.

Refer to the JFTR, volume 1, chapter 5, part H, and the MILPERSMAN, Article 2640400, for additional information concerning TLE.

Temporary Lodging Allowance

Temporary lodging allowance (TLA) is a permanent change of station (PCS) allowance payable incident to a member's initially reporting to an overseas PDS, detaching from an overseas PDS, or requiring temporary lodging under certain other circumstances. The TLA is authorized to partially reimburse a service member for more than normal expenses incident to the use of temporary lodgings outside CONUS.

TLA cannot be paid at the same time as OHA or COLA except under conditions specified in JFTR, volume 1, U9100-C4. TLA is not payable for a member or on behalf of a dependent acquired after the effective date of PCS orders during the time the member and his or her dependent(s) are initially seeking a residence.

The period of entitlement to TLA on departure will not normally exceed the last 10 days preceding the day of departure. Exceptions to the 10-day rule are listed in the JFTR, volume 1, U9204-A. The overseas commander must determine that a service member meets one of the listed exceptions for TLA to be approved for a longer period. Shorter periods may be prescribed as long as procedures enable an additional TLA payment if conditions warrant.

TLA is payable after the service member has vacated quarters. Vacate means "when the personal property of the occupant has been either moved or prepared to be moved so that normal use of the quarters is prevented. As a result, dependents cannot occupy quarters. The mere vacating of quarters does not result in reinstatement of basic allowance for quarters (BAQ)."

Refer to the JFTR, volume 1, chapter 9, parts B and C, and the MILPERSMAN, Article 2640330, for additional information concerning overseas TLA.

Dislocation and SECNAVFIND

A dislocation allowance (DLA) is payable to a member with dependents when the dependents perform an authorized move in connection with a PCS. DLA is also payable to a member without dependents when the member is not assigned adequate government quarters on reporting at a new PDS and occupies private quarters.

A member is not entitled to more than one DLA during any fiscal year unless the Secretary of the Navy finds that the exigencies of the service require more than one PCS during the same fiscal year. This finding is refereed to as SECNAVFIND.

There are exceptions to the SECNAVFIND requirement. These exceptions include, but are not limited to, change in home port, change of a ship or afloat staff, deactivation of a ship or activity, and transfer of a member from outside the United States to a hospital in the United States for observation and treatment.

Refer to the JFTR, volume 1, chapter 5, part G; the MILPERSMAN, Articles 2640250 and 2640255; the *Enlisted Transfer Manual* (ENLTRANSMAN), NAVPERS 15909, chapter 17; and the NTI, NAVSO P-1459, chapter 9, for additional information concerning DLA and SECNAVFIND.

Dislocation Allowance Entitlement

The purpose of DLA is to partially reimburse a member with or without dependents for the expenses incurred in relocating his or her household. This is in addition to all other allowances authorized in the JFI'R, volume 1, and may be paid in advance.

DLA entitlement for a service member married to another service member is described in JFTR, volume 1. Additionally, children of that marriage may travel under either, but not both, parent's PCS orders. The parent claiming dependent travel of the children is entitled to DLA at the with dependent rate regardless of which parent claims the children for BAQ.

A service member who has dependents, but does not relocate them incident to a PCS, is entitled to DLA at the without dependent rate if government quarters are not occupied at the new PDS.

As previously mentioned, only one DLA entitlement is authorized during a fiscal year unless the Secretary of the Navy finds (SECNAVFIND) that more than one PCS requiring a DLA payment is required during the current fiscal year. This limitation on second DLA does not apply to service members ordered to, from, or between courses of instruction conducted, controlled, or managed by one or more of the uniformed services.

Refer to the JFTR, volume 1, chapter 5, part G; the MILPERSMAN, Articles 2640250 and 2640255; the ENLTRANSMAN, chapter 17; and the NTI, NAVSO P-1459, chapter 9, for additional information concerning DLA.

Family Separation Allowance (FSA)

The FSA is payable only to members with dependents. Two types of FSAs (FSA-type I and

FSA-type II) are authorized. Both types are payable in addition to any other allowance or per diem to which a member may be entitled. A member may qualify for

FSA-type I and FSA-type II for the same period. In such cases, concurrent payment of both types is authorized. A member may not, however, receive more than one payment of FSA-type II for the same period, even though he or she maybe qualified for FSA-R and FSA-S or FSA-T.

FSA-TYPE I.— The purpose of FSA-type I is to pay a member for added housing expenses caused by enforced separation from dependents. FSA-type I is payable to each member with dependents who is on permanent duty outside the United States or in Alaska who meets all the following conditions:

- Transportation of dependents to the PDS or to a place near that station is not authorized at government expense.
- Dependents do not live at or near the PDS.
- Adequate government quarters or housing facilities are not available for assignment to the member, and inadequate government quarters or housing facilities are not assigned.

The FSA-type I is not payable under any condition to a member permanently assigned to a duty station in Hawaii or to any duty station under permissive orders except as otherwise indicated in the DODFMR, volume 7, part A.

FSA-TYPE II.— The purpose of FSA-type II is to provide compensation for added expenses a member has incurred because of an enforced family separation under one of the following conditions:

- Transportation of the dependents is not authorized at government expense, and the dependents do not live at or near the member's PDS or home port (FSA-R).
- The member is on duty aboard a ship that is away from its home port continuously for more than 30 days (FSA-S).
- The member is on temperory duty (TDY) or temperory additional duty (TAD) away from the permanent station continuously for more than 30 days, and the dependents do not reside at or near the TAD/TDY station (FSA-T). This includes members who are required to perform a period of TDY before reporting to their initial station of assignment.

The FSA-type II is payable to qualified members serving inside or outside the United States. It is not authorized when a member performs duty at any station under permissive orders except as otherwise indicated in the DODFMR, volume 7, part A.

Refer to part 3, chapter 3, of the DODFMR, volume 7, part A, and the MILPERSMAN, Article 2620350, for additional information concerning FSA.

Basic Allowance for Subsistence

In general, when rations in kind are not provided by the government, enlisted members entitled to receive basic pay are entitled to BAS. BAS maybe paid at three different rates as follows:

1. The "mess separately" (RATSSEP) rate, which is paid when an enlisted member requests and receives authorization to subsist separately from an otherwise available government mess.

2. The full rate, which is paid when a government mess is not available or an otherwise available government mess cannot be used by the member due to impracticality.

3. The emergency rate, which is paid when a member is performing duty under emergency conditions where no government messing facilities are available. In addition, supplemental and prorated subsistence allowances are payable for specific meals not available from a government mess.

Refer to part 3, chapter 1 of the DODFMR, volume 7, part A and the MILPERSMAN, Article 2640100, for additional information concerning BAS.

Civilian Clothing Monetary Allowance for Officer and Enlisted Personnel

There are occasions when enlisted members are transferred to locations where civilian clothes are authorized or required in the performance of official duties. Naval military personnel who are required to wear civilian clothing in the performance of official duties are eligible to receive an allowance to defray the cost of this clothing. The Chief of Naval Personnel (CHNAVPERS) (PERS 20) is the final approving authority for this allowance. To request approval from CHNAVPERS, area commanders who require personnel under their jurisdiction to wear civilian clothing in the performance of official duties must submit detailed information or justification to support this authorization.

You can determine if a member will be required to wear civilian clothes and therefore entited to civilian clothing allowance by reviewing the transfer directive. You should always check the special instructions section of the transfer directive to make sure you do not overlook any items that must be complied with or that require special attention.

When authorization to wear civilian clothes is authorized on the orders, the command that receives the member for duty does not have to request further that the member be authorized civilian clothes.

Refer to the MILPERSMAN, Article 2640260, and part 3, chapters 5 and 6 of the DODFMR, volume 7, part A, for additional information concerning civilian clothing military allowances for officers and enlisted personnel.

You have just read about some of the different allowances that are available for active duty service members. The information in this section was just an overview. In counseling service members, you must always be prepared to answer questions concerning these different entitlements. Most importantly, you must know where to find the official, correct, and up-to-date information concerning them.

ENLISTMENT AND REENLISTMENT BONUSES

There will be occasions when you will be required to answer questions concerning the qualifications for enlistment or reenlistment bonuses. Therefore, you must know something about these bonuses and where to find additional information concerning them. In the following paragraphs, you will read about these bonuses. This information is intended to give you a background on enlistment and reenlistment bonuses. It is not intended to take the place of the official instructions, manuals, and publications you will need to use to provide the correct information to the people you are advising.

Enlistment Bonus

An enlistment bonus is paid to an enlistee when that enlistee meets specific conditions. According to part 1, chapter 9, of the DODFMR, volume 7, part A, the enlistee must meet the following requirements:

- Enlist for a period of 4 years or more for the purpose of qualifying and serving in a military specialty designated as critical, as specified by the Secretary of the Navy, in case of Navy personnel.

The enlistee must also be in any one of the following categories:

- A nonprior enlistee. This term applies to a person who has never served or has served less than 180 days on active duty as a member of the armed forces. (A nonprior service enlistee who has received an enlistment bonus under the Selected Reserve Incentive Program [SRIP] retains eligibility for the regular component enlistment bonus provided other eligibility criteria are met.)

- A prior service enlistee. This term applies to a person who has not previously received an enlistment or reenlistment bonus or who is not currently entitled to a reenlistment bonus.

- A reservist not on active duty who enlists in the Regular Navy and has not previously received an enlistment or reenlistment bonus or is not currently entitled to a reenlistment bonus. (A reservist who has received an enlistment or reenlistment bonus under the SRIP retains eligibility for the regular component enlistment bonus provided other eligibility criteria are met.)

Additionaly, the enlistee:

- must not be a delayed entry program (DEP) reservist currently obligated to any other military service,

- must be qualified for award of one of the designated military specialties, and,

- must meet such additional eligibility criteria as may be prescribed by the Secretary of the Navy.

The enlistment bonus is an amount prescribed by the Secretary of the Navy, but cannot be more than $12,000. This amount is paid on completion of training and award of the designated military specialty, in periodic installments. The first installment cannot exceed $7,000 and the remainder is paid in equal periodic installments. These installments may not be paid less frequently than once every 3 months.

Prior service enlistees who require formal training of 30 days or more may be paid their enlistment bonus on completion of that formal training. Prior service enlistees who do not require military specialty training cannot receive payment earlier than 30 days after arrival at the first PDS following reentry on active duty.

Refer to part 1, chapter 9, of the DODFMR, volume 7, part A, for more information concerning the enlistment bonus.

Selective Reenlistment Bonus

The selective reenlistment bonus (SRB) program is used to increase the number of reenlistments in ratings and Navy Enlisted Classification (NEC) codes having insufficient retention. Reviews are conducted every 3 to 6 months to determine which ratings or NECs will be authorized SRB. Award levels are reduced or eliminated as manning and/or retention improves in a rating or NEC. In this way, SRB funds are made available for other ratings or NECs. Changes to the list of SRB eligible ratings or NECs and respective award levels are announced by a Naval Administrative (NAVADMIN) message that is normally released 30 days before the effective date of decreases or terminations.

GENERAL ELIGIBILITY CRITERIA.— Members must complete at least 21 continuous months (excluding annual training [AT] [formerly ACDUTRA]) but not more than 14 years of active naval service. The 21 months need not be completed immediately before the reenlistment or extension.

Members also must be eligible to reenlist or extend for 3 or more years in the Regular Navy (USN not USNR) as specified in Article 1040300 of the MILPERSMAN.

NOTE: An extension of enlistment for less than 3 years, such as extensions for minimum obligated service (OBLISERV) for Department of Defense (DOD) area tours and/or advancement, can impact future SRB eligibility. Your commanding officer (CO) or his or her designated representative should counsel members about this requirement.

According to the MILPERSMAN, Article 1050150.9c, before the execution of an unconditional or condition extension of enlistment, the member must be made aware of potential loss of monetary benefits and the provisions of the SRB program. The following Record of Administrative Remarks, NAVPERS 1070/613, page 13 entry is required:

> "I have had explained to me the provisions of the SRB program and the execution of this extension of enlistment may affect my entitlement to monetary benefits for subsequent reenlistment."

Also, as part of the general eligibility criteria, the members must not be entitled to nor have been paid readjustment, severance, or separation pay.

SPECIFIC ELIGIBILITY FOR ACTIVE DUTY MEMBERS.— In addition to the general criteria mentioned previously, eligible members must be on active duty except AT. The SRB is not payable for a reenlistment in a Regular component following discharge from a Reserve component during or at completion of AT.

Members must be petty officers or E-3 designated strikers, and be qualified for and serving in an SRB rating or NEC, or be approved by Bureau of Naval Personnel (BUPERS) for selective conversion and reenlistment (SCORE) or lateral conversion to an SRB eligible rating.

Members must also receive prior approval from BUPERS (PERS 292) before signing an SRB qualifying extension and receive authorization before reenlisting or before the extension becomes operative for SRB.

PRECERTIFICATION PROCEDURES.— The precertification (PRECERT) process reduces the number of incorrect SRB payments and recoupment actions. SRB reenlistment requests must be submitted in the exact format shown in the *Enlisted Bonus and Special Duty Assignment Pay Programs,* OPNAVINST 1160.6, normally no earlier than 90 days before the desired reenlistment date. If the request is not submitted correctly, it will be rejected and must be resubmitted. Requests submitted before 90 days from reenlistment must include justification for early submission. Changes to requests via message or phone call will not be accepted. A new message request (with new date-time group [DTG]) must be submitted. The new message automatically cancels the previous request.

Occasionally, a Navy veteran (NAVET) may not have his or her pay record information available at the Defense Finance and Accounting Service (DFAS) - Cleveland Center, Cleveland, Ohio. In this case, the SRB reenlistment normally is approved with an estimated SRB amount. A formatted SRB request must be resubmitted upon the member's arrival at the first PDS.

DFAS - Cleveland Center compares SRB request data with Joint Uniform Military Pay System (JUMPS) data and provides BUPERS (PERS 292) with the actual bonus amount payable. After receiving authorization from BUPERS (PERS 292), members may reenlist or extend for SRB.

The PRECERT process normally takes about 10 working days to complete. SRB requests received on

short notice may not permit an SRB payment concurrent with reenlistment. For short notice requests, BUPERS (PERS 292) can provide the DTG of the message granting SRB reenlistment authority via telephone whenever possible. Short-term extensions me not authorized by BUPERS (PERS 292).

Telephone inquiries to BUPERS (PERS 292) on the status of PRECERT should only be made by disbursing personnel, command career counselors, Yeomen (YNs) or you, the PN, and not by the member concerned. Policy and eligibility questions can normally be resolved by calling BUPERS.

Only BUPERS (PERS 292) can provide SRB payment authority to the requesting activity. After an SRB request is approved by BUPERS (PERS 292), a Military Pay Order, NAVCOMPT Form 3060, must be submitted to start the SRB entitlement. For instructions concerning the preparation of the NAVCOMIT Form 3060, you should refer to the *DFAS Pay/Personnel Procedures Manual* (Navy) and/or the SDSPROMAN, volume I, as appropriate.

If BUPERS (PERS 292) disapproves the SRB request, the reason will be stated and guidance for resubmission (if applicable) will be provided to your command.

OPNAVINST 1160.6 provides more information on specific eligibility criteria for members with broken service, zone eligibility criteria, special policies, officer procurement programs, and lateral conversions. The instruction also shows sample page 13 entries, a sample worksheet to determine SRB amount, message preparation instructions, a sample of an SRB request message, and other information pertinent to reenlistment bonuses.

OTHER BONUSES

There are other bonuses that are available for some qualified members. They are primarily for officers, but nevertheless, you must know that they exist. You should be able to go to the source that contains information about these bonuses whenever you are asked questions concerning the eligibility criteria. These bonuses include the following:

- Nuclear career accession bonus
- Nuclear career annual incentive bonus
- Nuclear officer accession bonus
- Aviator retention bonus
- Registered nurse accession bonus

You should know something about each one of them. The information concerning these bonuses is contained in the DODFMR, volume 7, part A.

DEPENDENTS' DENTAL PLAN

It is important for you to be familiar with the Dependents' Dental Plan (DDP). DDP has been in effect since 1986. Benefits under the DDP were expanded effective 1 April 1993. You will be required to counsel personnel concerning the DDP when, for example, they report aboard your command for duty, when they get married and/or acquire dependents, when members who already have dependents ask you questions concerning their continued eligibility, disenrollment procedures, or when transferring overseas to an area where DDP is not available.

The DDP is a congressionally mandated program (Title 10, *United States Code,* chapter 55, section 1076a) to provide dental insurance for eligible dependents of active duty members of the uniformed services. OPNAVINST 1751.1 provides guidance for the administration and management of enrollment, eligibility determination, and premium payroll deduction for dental insurance coverage for dependents of active duty members within the Department of the Navy. This is a voluntary program that requires monthly payroll deductions for insurance premium payment.

Eligible dependents are enrolled in DDP as either a single dependent or a family. Single-dependent enrollment is for one dependent. Family enrollment is for two or more dependents. With few exceptions, a sponsor cannot enroll some dependents and not others. All eligible dependents must be enrolled or none at all, and enrollment must be for a period of at least 24 months. If a member has dependents residing in two or more separate locations, the member may elect to enroll the dependents residing in only one location. It is also possible to enroll one dependent without enrolling one or more dependents under age 4.

EFFECTIVE DATE OF COVERAGE

The effective date of coverage for all eligible dependents is the first day of the month following the month in which the completed enrollment form is received and certified by the PERSUPPDET or personnel office. For example, if a member submits a Uniformed Services Active Duty Dependents' Dental Plan (DDP) Enrollment Election, DD Form 2494, on 10 May 1995 to the PERSUPPDET or personnel office, the

coverage starts 1 June 1995. These dependents must also be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) and possess current identification (ID) cards if age 10 or older. Figure 8-6 shows you a copy of DD Form 2494.

Inform members that in order to prevent possible delay in settlement of dental claims, they should not schedule dental appointments until:

- The DDP premium deduction appears on their Leave and Earnings Statement (LES);
- The dependent has been enrolled in DEERS for at least a month before the dental appointment; or
- The dependent, if age 10 or older, possesses a current ID card.

BENEFITS

Some of the DDP benefits include the following: examinations, X-rays, cleaning, sealants, and fillings. Additionally, the plan covers root canal treatments; treatment of gum disease; crowns, bridges, and dentures; extractions, including wisdom teeth; and braces.

As with commercially available dental insurance plans, DDP benefits are subject to restrictions based on processing policies and generally accepted standards of dental practice. There are time limitations, such as only two oral examinations in any 12-month period; age limitations, such as orthodontic coverage only applying to patients underage 19; an annual maximum per patient on all services except orthodontics, a lifetime maximum per patient on orthodontics, and sponsor co-payments.

ELIGIBILITY

Enrollment is limited to spouses and children of active duty members of the uniformed services who intend to remain on active duty for a minimum of 24 months. There must be an intention on the part of the Navy and the active duty member (or reservist on active duty, hereafter treated as an active duty member) for the member to remain on active duty for the minimum period of enrollment of his or her eligible dependents. Canvasser recruiters are examples of reservists falling in this category. In addition for these dependents to be eligible for DDP they must:

- Reside in the 50 United States, the District of Columbia, the U.S. Virgin Islands, Puerto Rico, or Guam;
- Be currently enrolled in DEERS;
- Be eligible for Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) benefits; or
- If age 10 or older, possess a current ID card.

ENROLLMENT PROCEDURES

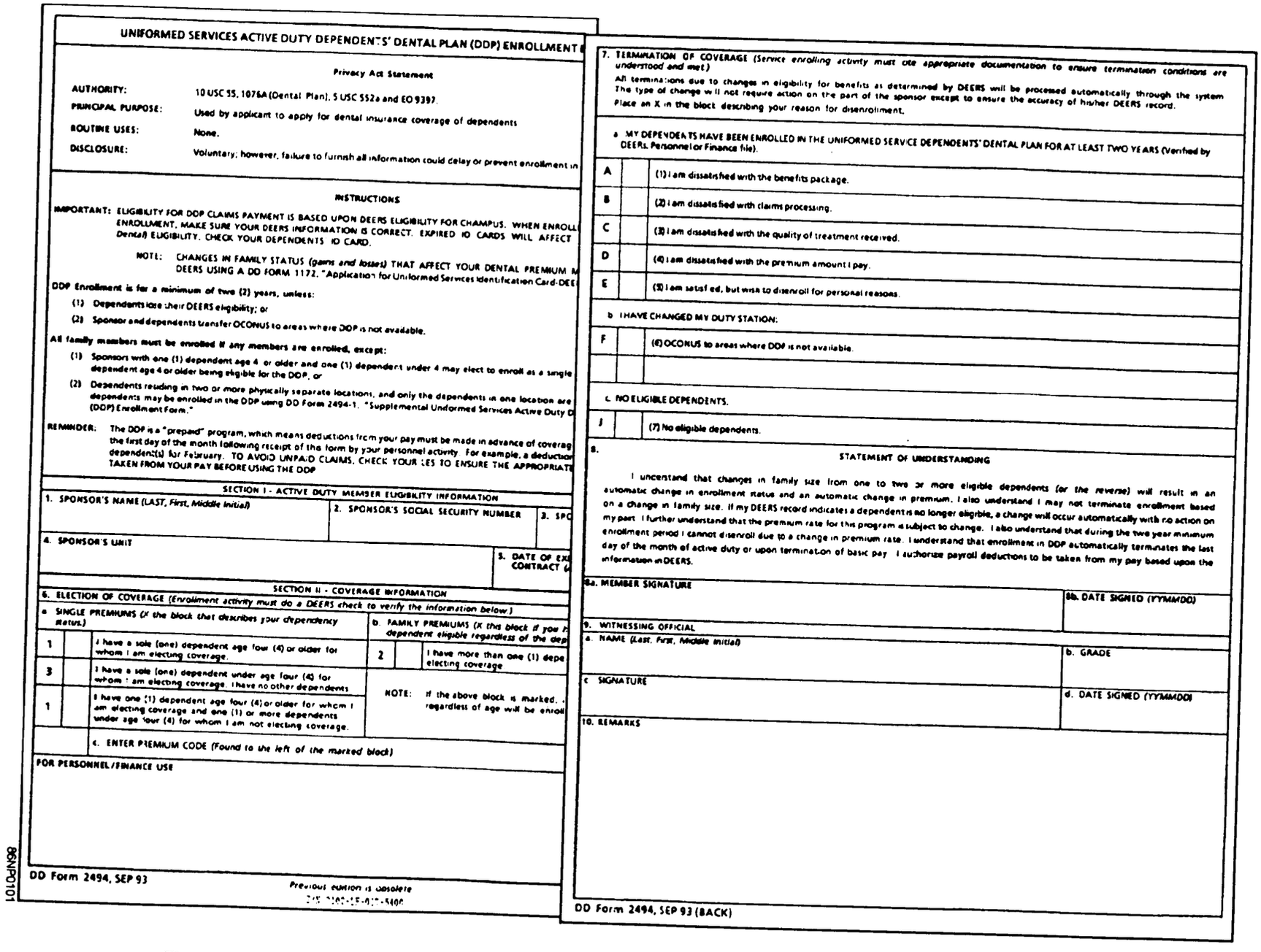
Enrollment may be initiated by the sponsor at any time and is effective the month following in which the application is received in the personnel office. Changes in enrollment status for individual or family, or family to individual, are effective the first day of the month following the month in which the enrollment change is made.

A dependent added to a sponsor who is already paying family premiums becomes eligible for DDP benefits the first of the month following the month in which the change in family status is made to DEERS. The sponsor must submit DD Form 2494 to the PERSUPPDET or personnel office to enroll or disenroll from the DDP.

After the submission of the form to the PERSUPPDET or personnel office, a NAVCOMPT 3060 or appropriate SDS event/document is prepared and sent to the Defense Finance and Accounting Service - Cleveland Center (DFAS-CL) to effect the premium deductions. Enrollment is for a minimum period of 24 months; however, there are conditions under which disenrollment can be accomplished. These conditions are discussed in the next section.

TERMINATION OF COVERAGE

Termination of coverage can either be involuntary or voluntary. Involuntary termination can be due to separation or death of the sponsor. In this case, coverage automatically ends on the last day of the month in which separation or death occurs. For dependents of deserters, the coverage ends on the last day of the month the member is declared a deserter. For personnel who are in a nonpay status (such as unauthorized absence in excess of 30 days, civilian confinement, military confinement with forfeiture of pay and allowances, and leave without pay), coverage terminates on the last day of the month in which member reaches 30 days in the nonpay status.



UNIFORMED SERVICES ACTIVE DUTY DEPENDENTS' DENTAL PLAN (DDP) ENROLLMENT

Privacy Act Statement

AUTHORITY: 10 USC 55, 1076A (Dental Plan); 5 USC 552a and EO 9397.

PRINCIPAL PURPOSE: Used by applicant to apply for dental insurance coverage of dependents

ROUTINE USES: None.

DISCLOSURE: Voluntary; however, failure to furnish all information could delay or prevent enrollment in

INSTRUCTIONS

IMPORTANT: ELIGIBILITY FOR DDP CLAIMS PAYMENT IS BASED UPON DEERS ELIGIBILITY FOR CHAMPUS. WHEN ENROLL ENROLLMENT, MAKE SURE YOUR DEERS INFORMATION IS CORRECT. EXPIRED ID CARDS WILL AFFECT Dental) ELIGIBILITY. CHECK YOUR DEPENDENTS ID CARD.

NOTE: CHANGES IN FAMILY STATUS (gains and losses) THAT AFFECT YOUR DENTAL PREMIUM M DEERS USING A DD FORM 1172, "Application for Uniformed Services Identification Card-DEE

DDP Enrollment is for a minimum of two (2) years, unless:

(1) Dependents lose their DEERS eligibility; or

(2) Sponsor and dependents transfer OCONUS to areas where DDP is not available.

All family members must be enrolled if any members are enrolled, except:

(1) Sponsors with one (1) dependent age 4 or older and one (1) dependent under 4 may elect to enroll as a single dependent age 4 or older being eligible for the DDP, or

(2) Dependents residing in two or more physically separate locations, and only the dependents in one location are dependents may be enrolled in the DDP using DD Form 2494-1, "Supplemental Uniformed Services Active Duty D (DDP) Enrollment Form."

REMINDER: The DDP is a "prepaid" program, which means deductions from your pay must be made in advance of coverag the first day of the month following receipt of the form by your personnel activity. For example, a deduction dependent(s) for February. TO AVOID UNPAID CLAIMS, CHECK YOUR LES TO ENSURE THE APPROPRIATE TAKEN FROM YOUR PAY BEFORE USING THE DDP

SECTION I - ACTIVE DUTY MEMBER ELIGIBILITY INFORMATION

1. SPONSOR'S NAME (LAST, First, Middle Initial) | 2. SPONSOR'S SOCIAL SECURITY NUMBER | 3. SPO

4. SPONSOR'S UNIT | 5. DATE OF EX CONTRACT (

SECTION II - COVERAGE INFORMATION

6. ELECTION OF COVERAGE (Enrollment activity must do a DEERS check to verify the information below.)

a. SINGLE PREMIUMS (X the block that describes your dependency status.)

1		I have a sole (one) dependent age four (4) or older for whom I am electing coverage.
3		I have a sole (one) dependent under age four (4) for whom I am electing coverage. I have no other dependents
1		I have one (1) dependent age four (4) or older for whom I am electing coverage and one (1) or more dependents under age four (4) for whom I am not electing coverage.

b. FAMILY PREMIUMS (X this block if you h dependent eligible regardless of the dep

2		I have more than one (1) depe electing coverage

NOTE: If the above block is marked, regardless of age will be enroll

c. ENTER PREMIUM CODE (Found to the left of the marked block)

FOR PERSONNEL/FINANCE USE

DD Form 2494, SEP 93 | Previous edition is obsolete

7. TERMINATION OF COVERAGE (Service enrolling activity must cite appropriate documentation to ensure termination conditions are understood and met.)

All terminations due to changes in eligibility for benefits as determined by DEERS will be processed automatically through the system. The type of change will not require action on the part of the sponsor except to ensure the accuracy of his/her DEERS record.

Place an X in the block describing your reason for disenrollment.

a. MY DEPENDENTS HAVE BEEN ENROLLED IN THE UNIFORMED SERVICE DEPENDENTS' DENTAL PLAN FOR AT LEAST TWO YEARS (Verified by DEERS, Personnel or Finance file).

A		(1) I am dissatisfied with the benefits package.
B		(2) I am dissatisfied with claims processing.
C		(3) I am dissatisfied with the quality of treatment received.
D		(4) I am dissatisfied with the premium amount I pay.
E		(5) I am satisfied, but wish to disenroll for personal reasons.

b. I HAVE CHANGED MY DUTY STATION:

F		(6) OCONUS to areas where DDP is not available.

c. NO ELIGIBLE DEPENDENTS.

J		(7) No eligible dependents.

8. STATEMENT OF UNDERSTANDING

I understand that changes in family size from one to two or more eligible dependents (or the reverse) will result in an automatic change in enrollment status and an automatic change in premium. I also understand I may not terminate enrollment based on a change in family size. If my DEERS record indicates a dependent is no longer eligible, a change will occur automatically with no action on my part. I further understand that the premium rate for this program is subject to change. I also understand that during the two year minimum enrollment period I cannot disenroll due to a change in premium rate. I understand that enrollment in DDP automatically terminates the last day of the month of active duty or upon termination of basic pay. I authorize payroll deductions to be taken from my pay based upon the information in DEERS.

8a. MEMBER SIGNATURE | 8b. DATE SIGNED (YYMMDD)

9. WITNESSING OFFICIAL

a. NAME (Last, First, Middle Initial) | b. GRADE

c. SIGNATURE | d. DATE SIGNED (YYMMDD)

10. REMARKS

DD Form 2494, SEP 93 (BACK)

86NPD101

Figure 8-6.—Copy of a Uniformed Services Active Duty Dependents' Dental Plan (DDP) Enrollment Election, DD Form 2494.

In the case of voluntary termination, DDP deductions and coverage end the month the form is completed and signed by the member. Voluntary termination of coverage can only be authorized when the sponsor has been enrolled in the program for over 24 months; the sponsor and dependents are transferred (PCS) outside the CONUS (OUTCONUS) to areas where DDP is not available; the sponsor and dependents are transferred (PCS) and move to an area where a military treatment facility has readily available space-available dental care; or the dependents lose their DEERS eligibility.

Sponsors cannot disenroll from DDP for the sole reason that their dependents become eligible for an employer-sponsored dental health insurance plan. They can use DDP to augment their employer-sponsored insurance; however, they must still meet the valid disenrollment criteria outlined in OPNAVINST 1751.1.

There are only five valid end coverage reasons. These reasons are listed on the back of DD Form 2494. Refer to figure 8-6. For voluntary termination after 24 months use codes **A** through **E.** For PCS transfers OUTCONUS to an area where DDP is not available use code **F.** For PCS transfer to a location where space-available dental care is available in a military treatment facility use code **G,** which must be written in the blank box in section 7b on the back of DD Form 2494. If the member no longer has DEERS eligible dependents use code **J.**

When a member wants to voluntarily y disenroll for the reason of PCS transfer to a location where space-available dental care is readily available (code **G),** losing personnel activities should counsel the member not to take any action until arrival at the new duty station. Upon arrival at the new duty station, gaining personnel activities should counsel, in conjunction with local dental treatment activities, on the availability of access to space-available dental care.

SUPPLEMENTAL ENROLLMENT ELECTION

Supplemental Uniformed Services Active Duty Dependents' Dental Plan (DDP) Enrollment Election, DD Form 2494-1, in figure 8-7, should only be completed when dependents are residing in two or more separate locations, and only the dependents in one location are to be enrolled. The sponsor must identify in item 5 those dependents who are to be enrolled. A copy of the completed form must be mailed to the DEERS Support Office, Attn: DN99, 2511 Garden Road, Monterey, California.

The following are examples of appropriate use of the DD Form 2494-1:

- A sponsor may elect to enroll one or more dependents attending school or college away from home, living with an ex-spouse, living with relatives, or living in a foster home.
- A sponsor who has more than one dependent under the age four may elect to enroll one dependent under the age of 4.
- A sponsor may elect to enroll one dependent age 4 or older but may have any number of dependents under age 4 who are not elected to be covered.

OPERATIONAL INTERFACES

The OffIce of the Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) administers the DDP contract for the DOD.

DEERS and the Defense Manpower Data Center (DMDC) maintain the master DDP eligibility file, notify DFAS-CL of changes in a dependent's status, and provide the error resolution coordinator with a monthly report of discrepancies between DFAS-CL and DDP master eligibility file.

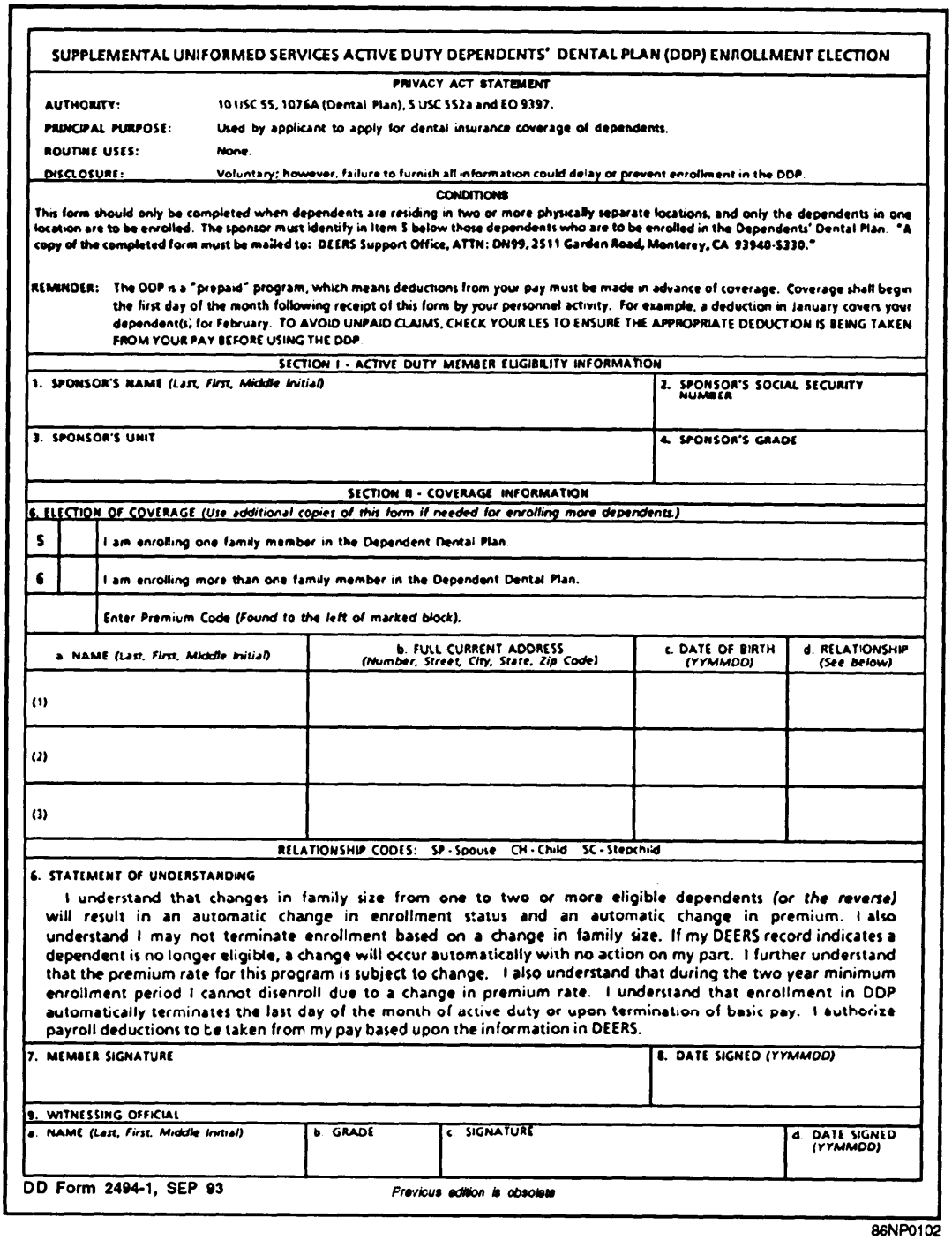
The DDP contractor verifies eligibility and pays claims based on information from DEERS and DMDC, provides a list of eligible providers, distributes *Evidence of Coverage* information booklets, provides points of contact regarding denied claims, makes annual site visits to major installations, and markets the program.

DFAS - Cleveland Center receives enrollment information via a Military Pay Order, NAVCOMPT 3060, or appropriate SDS event initiated by member's PSD or personnel office.

The Bureau of Medicine and Surgery (BUMED) provides the Navy DDP project officer who advises OCHAMPUS on matters of enrollment, eligibility, and premium payroll deductions.

BUPERS provides DDP eligibility and an error resolution coordinator who is the Navy's point of contact for problems with enrollment, eligibility verification, payroll deduction, or denied claims.

PERSUPPDETS and/or personnel offices, are responsible for enrolling and disenrolling individuals and providing documentation to DFAS.



SUPPLEMENTAL UNIFORMED SERVICES ACTIVE DUTY DEPENDENTS' DENTAL PLAN (DDP) ENROLLMENT ELECTION

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 55, 1076A (Dental Plan), 5 USC 552a and EO 9397.

PRINCIPAL PURPOSE: Used by applicant to apply for dental insurance coverage of dependents.

ROUTINE USES: None.

DISCLOSURE: Voluntary; however, failure to furnish all information could delay or prevent enrollment in the DDP.

CONDITIONS

This form should only be completed when dependents are residing in two or more physically separate locations, and only the dependents in one location are to be enrolled. The sponsor must identify in Item 5 below those dependents who are to be enrolled in the Dependents' Dental Plan. "A copy of the completed form must be mailed to: DEERS Support Office, ATTN: DN99, 2511 Garden Road, Monterey, CA 93940-5330."

REMINDER: The DDP is a "prepaid" program, which means deductions from your pay must be made in advance of coverage. Coverage shall begin the first day of the month following receipt of this form by your personnel activity. For example, a deduction in January covers your dependent(s) for February. TO AVOID UNPAID CLAIMS, CHECK YOUR LES TO ENSURE THE APPROPRIATE DEDUCTION IS BEING TAKEN FROM YOUR PAY BEFORE USING THE DDP.

SECTION I - ACTIVE DUTY MEMBER ELIGIBILITY INFORMATION

1. SPONSOR'S NAME (Last, First, Middle Initial)	2. SPONSOR'S SOCIAL SECURITY NUMBER
3. SPONSOR'S UNIT	4. SPONSOR'S GRADE

SECTION II - COVERAGE INFORMATION

6. ELECTION OF COVERAGE (Use additional copies of this form if needed for enrolling more dependents.)

5		I am enrolling one family member in the Dependent Dental Plan.
6		I am enrolling more than one family member in the Dependent Dental Plan.
		Enter Premium Code (Found to the left of marked block).

a. NAME (Last, First, Middle Initial)	b. FULL CURRENT ADDRESS (Number, Street, City, State, Zip Code)	c. DATE OF BIRTH (YYMMDD)	d. RELATIONSHIP (See below)
(1)			
(2)			
(3)			

RELATIONSHIP CODES: SP - Spouse CH - Child SC - Stepchild

6. STATEMENT OF UNDERSTANDING

I understand that changes in family size from one to two or more eligible dependents (or the reverse) will result in an automatic change in enrollment status and an automatic change in premium. I also understand I may not terminate enrollment based on a change in family size. If my DEERS record indicates a dependent is no longer eligible, a change will occur automatically with no action on my part. I further understand that the premium rate for this program is subject to change. I also understand that during the two year minimum enrollment period I cannot disenroll due to a change in premium rate. I understand that enrollment in DDP automatically terminates the last day of the month of active duty or upon termination of basic pay. I authorize payroll deductions to be taken from my pay based upon the information in DEERS.

7. MEMBER SIGNATURE	8. DATE SIGNED (YYMMDD)

9. WITNESSING OFFICIAL

a. NAME (Last, First, Middle Initial)	b. GRADE	c. SIGNATURE	d. DATE SIGNED (YYMMDD)

DD Form 2494-1, SEP 93 Previous edition is obsolete

86NP0102

Figure 8-7.—Copy of Supplemental Uniformed Services Active Duty Dependents' Dental Plan (DDP) Enrollment Election, DD Form 2494-1.

Health benefits advisors are located at or near medical treatment facilities and provide counseling on DDP and maintain a list of participating dentists and other detailed information regarding the program.

Refer to the Dependents' Dental Plan, OPNAVINST 1751.1, for additional information and/or other conditions that exist and that are not covered in this section concerning the DDP The health benefits advisor of the nearest medical treatment facility can provide information regarding the DDP program and the *Evidence of Coverage* booklet put out by the DDP contractor. The nearest dental treatment facility can provide information regarding the local availability of space-available dental care.

LEGAL ASSISTANCE

There will be times when you will need to provide referral information to service members who may need legal assistance. These members will need to know what type of legal assistance is available in the Navy. The questions concerning legal assistance will be most likely raised during counseling interviews. The information in the following paragraphs is designed to help you handle these questions. After reading this section, you should have a good idea as to what services are available and to whom you should refer the service members who have questions concerning legal assistance.

The Department of the Navy legal assistance program provides free attorney assistance to members, their dependents, and other eligible clients regarding personal legal matters. The legal assistance program provides for in-office attorney advice, aid, and referral. The following two related programs provide additional services:

1. The preventive law program that promotes "legal readiness" and education to help individuals avoid legal problems

2. The expanded legal assistance program that provides in-court representation in certain geographical areas concerning selected legal issues

This legal assistance is provided at legal assistance offices located at naval legal service offices (NLSOs) and detachments. Legal assistance services are also available at other legal offices where judge advocates are assigned.

The personnel who provide legal assistance are attorneys and judge advocates who are authorized by the Judge Advocate General, or by his or her designated representatives, to perform legal assistance functions. Nonlawyer legal officers, Legal men (LNs), independent duty LNs, and legal clerks assist attorneys, but they cannot provide legal advice or provide services that call for the professional judgment of an attorney. Fig. 8-8 shows an LN initially counseling a service

Figure 8-8.-A Legalman counseling a service member.

member concerning a problem. The LN must eventually refer any service member needing professional assistance to an attorney.

PERSONNEL ELIGIBLE FOR LEGAL ASSISTANCE

Legal assistance is intended primarily for active duty personnel. It is provided to members of the Armed Forces of the United States on active duty, including reservists (and members of the National Guard) on active duty for 30 days or more.

As resources permit, legal assistance can also be provided to the following categories of people in the order of priority as listed:

- Dependents of active duty personnel and dependents of personnel who died while on active duty.
- Retired military personnel.
- Dependents of retired members and dependents of deceased retired members.
- Reservists on active duty for single periods of 29 days or less and their dependents can be provided legal assistance as authotized by the legal assistance area coordinator in emergency cases.
- Civilian personnel who are United States citizens, other than local hire employees, employed by, serving with, or accompanying the Armed Forces of the United States, when they are assigned to a foreign country or to a vessel or unit of the Armed Forces of the United States deployed in excess of 30 days.
- Dependents living in a foreign country accompanying authorized civilians as listed previously.
- Members of allied forces and their dependents in the United States, serving with the Armed Forces of the United States.
- Other persons authorized by the Judge Advocate General.

Figures 8-9 and 8-10 show LNs assisting both military and civilian personnel.

Figure 8-9.—A Legalman assisting a civilian employee who works for the U.S. Government.

Figure 8-10.—A Legalman assisting a service member.

CONFIDENTIAL AND PRIVILEGED CHARACTER OF SERVICE

Information and files pertaining to legal assistance clients are confidential and privileged under the law and applicable professional rules and guidelines. This confidentiality is separate and distinct from military security classifications. Confidential and privileged matters are not disclosed to anyone by the attorney providing legal assistance, except on the specific permission of the client or when the responsible legal assistance attorney determines that disclosure is authorized or required by law or applicable rules of professional conduct. Disclosure of otherwise confidential and privileged information cannot be authorized or made lawful by order of superior military authority.

Other attorneys may be granted access to confidential and privileged information for supervisory and quality assurance purposes or to obtain their assistance in the case. Attorneys granted access to information in this instance are bound to maintain the confidentiality of the information. Office records for prevention of conflicts of interest and statistical data can also be derived from information provided by the client.

If requested by the member's CO or officer in charge (OIC), information on whether a member of a command reported to a legal assistance office is generally provided. Information concerning a member's presence in the office cannot be disclosed, however, if doing so would reveal the nature of conversations, advice, or assistance. The nature of the legal assistance or the substance of the conversations or advice cannot be provided without the client's consent.

LEGAL ASSISTANCE SERVICES

Advice and service regarding the following matters are normally available to eligible persons at legal assistance offices, but may be limited due to the availability of resources:

- Basic wills, trusts, and estate planning. However, complex estate planning and drafting is not routinely provided in the legal assistance program.

- Domestic relations. Advice concerning the legal and practical implications of divorce, legal separation, annulment, custody, and paternity is provided. Assistance in domestic violence cases must be consistent with the *Family Advocacy Program,* SECNAVINST 1752.3.

- Adoption and name changes. Advice and document preparation, including pleadings, are provided.

- Nonsupport and indebtedness. Advice and assistance, including communication, correspondence, and negotiations with another party or lawyer, on behalf of the client, are provided.

- Taxes. Basic advice and assistance on federal, state, and local taxes are provided. However, legal assistance attorneys cannot sign returns as paid preparers, nor do they normally prepare tax returns.

- Landlord-tenant relations. Advice and assistance, including review of personal leases and communication and correspondence on behalf of the client, are provided.

- Advice and appropriate assistance is given in civil suits cases. In-court representation is prevented, except as provided in the expanded legal assistance program. Procedures and requirements of small claims courts and other courts of limited or special jurisdiction can be explained and the appropriate referrals made.

- Soldiers' and Sailors' Civil Relief Act. Advice and assistance are provided as appropriate pertaining to the protection afforded and the effect of the act on the client.

- Criminal matters. Limited general advice can be provided regarding minor (misdemeanor) criminal matters and traffic offenses within the jurisdiction of the civilian courts. Serious criminal matters are not within the scope of legal assistance and are referred to military defense counsel or private civilian attorneys.

- Other services. Advice and assistance are given on powers of attorney, real estate, bankruptcy, contracts, consumer affairs, insurance, immigration, naturalization, and other areas if not inconsistent with legal assistance regulations. Advice and assistance regarding military matters are provided subject to certain limitations as described in the following text.

LIMITATIONS ON SCOPE OF LEGAL ASSISTANCE SERVICES

Persons requiring the advice or assistance of an attorney on a personal legal matter, as contrasted with a military justice problem, should be referred to a legal assistance office. Legal assistance is authorized for personal legal affairs only. Legal advice and assistance are not provided regarding business ventures or matters that are not of a personal nature.

Legal assistance duties are separate and apart from responsibilities of trial counsel, defense counsel, or others involved in processing courts-martial, nonjudicial punishments, administrative boards or proceedings, and investigations. Unless otherwise directed by the Judge Advocate General, legal assistance attorneys cannot assume defense counsel functions for their legal assistance clients. Members accused or suspected of offenses or conduct that may result in disciplinary or judicial proceedings under the *Uniform Code of Military Justice* (UCMJ) or administrative discharges are referred to a defense counsel. Any person refused assistance by a defense attorney and by a legal assistance attorney may seek review by the CO of the NLSO or the judge advocate designated by the Commandant of the Marine Corps as the legal assistance area coordinator at Marine Corps installations.

If two or more eligible persons with conflicting interests seek legal assistance from the same office on the same matter, the party first establishing an attorney-client relationship is provided representation. Other parties are advised that they are also eligible for assistance, but that it must be obtained from another source. Every effort is made to refer the party with a conflicting interest to another legal assistance office or to a private civilian attorney. If referral to another office or civilian counsel is not a reasonable option, guidance is obtained from the Judge Advocate General.

Legal assistance attorneys cannot advise on, assist in, or become involved with individual interests opposed to or in conflict with the interests of the United States without the specific approval of the Judge Advocate General. Examples include a claim for monetary damages against the United States, filing for a restraining order against the United States, or assisting in pursuing CHAMPUS claims.

Legal assistance is not provided over the phone except in unusual or compelling circumstances. This does not prohibit appropriate follow-up telephone discussions between the legal assistance attorney and

the client after a person-to-person conversation has been conducted.

The attorney-client relationship requires personal communication. Except when the client is unable to communicate adequately, advice or assistance is not provided through third parties. This includes drafting a will for one spouse based on discussions with the other spouse.

REFERRALS AND FEES

The legal assistance attorney may determine that the best interest of the client can be served by referring the case to *another* attorney, often a private civilian attorney. Referral may be for a variety of reasons, including expertise of the attorney or regulations that prohibit involvement of the legal assistance attorney.

If referral to a private civilian attorney is necessary, payment of legal fees is the client's responsibility. The government does not reimburse the individual nor pay any expenses associated with the referral.

Services provided in the Department of the Navy legal assistance program are at no cost to eligible personnel. All active duty personnel and civilian employees involved in providing service or advice in the legal assistance program are prohibited from accepting or receiving, in any manner, any fee or compensation other than government compensation for legal services provided to persons eligible for assistance.

Reserve personnel on inactive duty or in any official capacity are prohibited from receiving fees or compensation for the same matters about which they consulted with or advised the legal assistance client in an official capacity. Reserve personnel who provided legal assistance while on active duty cannot refer legal assistance clients to themselves in their private practice or to their law firm.

EXPANDED LEGAL ASSISTANCE PROGRAM

Under the expanded legal assistance program, legal assistance attorneys in selected offices may provide legal services, including in-court representation, to certain categories of clients. his service is provided on a limited basis and only for matters listed under the subheading Legal Assistance Services. The local legal assistance office must be consulted for specific information.

The expanded legal assistance program, as authorized by the Judge Advocate General, provides in-court legal services for eligible personnel who cannot afford private attorney fees. The eligible personnel are as follows:

- Active duty military personnel in paygrades E-3 and below without dependents.
- Active duty military personnel in paygrades E-4 and below, with dependents. Dependents of personnel in paygrade E-4 are also eligible.
- Other active duty military personnel of higher paygrades and their dependents who are unable to afford an attorney without substantial financial hardship. Representation under the expanded legal assistance program of persons in this category must be approved by the Judge Advocate General.

Refer to chapter 7 of the *Manual of the Judge Advocate General* (JAGMAN), JAGINST 5800.7, for additional information concerning legal assistance.

AVAILABILITY REPORTS

There will be occasions when you will be required to submit availability reports on individuals. Your job as far as counseling individuals is concerned will include, for example, asking them for duty preferences, explaining to them the purpose of the availability report and explaining to them how long it will take to get a response. In this section, you will read about the types of availability reports, the service record maintenance involved, the submission and transmission of availability reports, and the classes of availabilities.

Whenever you are required to submit availability reports, you should always refer to chapter 20 of the ENLTRANSMAN, NAVPERS 15909, and/or the *Diary Message Reporting System Users' Manual* (DMRSMAN), EPMAC New Orleans, Louisiana, Document Number 108)#1 UM-01A.

All naval commands are responsible for prompt and accurate submission of availability reports on personnel who are available for assignment or reassignment. By efficiently and quickly assigning available personnel to duty where their talents, experience, and training are needed, the Navy and the individuals both benefit. Excessive transient time is costly and erodes the ability of the Navy to perform its mission. Therefore, in the interest of stability, personnel readiness, cost-effectiveness, and the morale of the individual, commands should submit accurate, complete, and timely availability reports.

TYPES OF AVAILABILITY REPORTS

There are three types of availability reports. They are immediate, regular, and accession availability reports. They are discussed as follows.

Immediate Availability Reports

Immediate availability reports are reports that are submitted on personnel whose availability date is less than 21 days in the future.

Regular Availability Reports

Regular availability reports are reports that are submitted on personnel whose availability date is 21 days or more in the future.

Accession Availability Reports

Accession availability reports are reports that are submitted on personnel who are being initially gained to active enlisted naval strength. All accession availability reports are considered immediate.

SERVICE RECORD MAINTENANCE

After the availability report is submitted following guidelines contained in chapter 20 of the ENLTRANSMAN or the DMRSMAN, as appropriate, a copy of the availability report must be immediately filed in the individual's service record. The copy of the availability report must remain in the individual's service record until orders satisfying the availability are received from the assignment control authority (ACA).

AVAILABILITY SUBMISSIONS

An availability report is the written communication by a command to the ACA that an individual requires assignment or reassignment. Since the ACA is not the same for all personnel, it is critical that your command prepare and transmit the availability report to the proper ACA.

You may be wondering about what an ACA actually is. Well, the ACA is the organization responsible for personnel assignments. For example, BUPERS is the ACA for Rated/Designated Enlisted Personnel (Excluding Training and Administration of the Naval Reserve [TAR] personnel); EPMAC is the ACA for NonRated/NonDesignated Enlisted Personnel; and the Naval Reserve Personnel Center (NAVRESPERSCEN) is the ACA for TAR personnel.

TRANSMISSION OF AVAILABILITY REPORTS

Availability reports can be sent either by DMRS or in narrative form as appropriate. You will read about which reports require which type of transmission later in this section. Let's first look at DMRS reports.

The requirement for submitting DMRS availability reports is designed to benefit activities that do not have Availability Reporting and Tracking Module (ARTM) or accession availability reporting capabilities. The primary beneficiaries of this system are fleet and mobile units. If you use ARTM to submit availabilities, continue to submit ARTMs. Submit accession availabilities per the provisions of chapter 20 of the ENLTRANSMAN.

Immediate and regular availability reports and associated duty preferences of the individual being made available must be reported via the DMRS to EPMAC DIARY NEW ORLEANS LA as per reporting procedures outlined in section 2 of the DMRSMAN, and using formats in the DMRSMAN, section 15. EPMAC transmits availability information submitted via the DMRS to the cognizant ACA. This eliminates the need for the ACA to manually code and enter the availability data and associated duty preferences in the master file for the individuals being made available. DMRS availability reporting capability provides for direct computer input of availability and associate duty preference information, thereby saving 1 to 2 days' processing time over the manual method.

Not all reports can be submitted via DMRS. For example, class DG (Submarine Disqualification), DZ (Special Case Avails), and F (Accession Avails) cannot be submitted via DMRS. All class DG, DZ and F avails need to be submitted in narrative form to the appropriate ACA due to additional information that cannot be provided through the availability reporting features of DMRS. Classes of availabilities including D and F are explained later in this section. You should, however, refer to chapter 20 of the ENLTRANSMAN for additional information and detailed descriptions.

Availability reports for TAR personnel need to be submitted per guidelines in chapter 20 of the ENLTRANSMAN because NAVRESPERSCEN needs to see the availability report first be fore BUPERS does. Under DMRS, avail transactions automatically go to BUPERS via EPMAC.

You should also refer to chapter 20 of the ENLTRANSMAN for additional information and

guidance concerning availability reports needed to be submitted on Active Duty for Special Work (ADSW) personnel, for members in receipt of orders, and members in temporary duty (TEMDU) status under orders with an ultimate (follow-on) duty assignment.

CLASSES OF AVAILABILITIES

The following are classes of availabilities according to chapter 20 of the ENLTRANSMAN:

- Class D - Nominations. Class D availabilities are for personnel who are made available for reassignment as a result of disqualification from serving in a type of duty, activity draw down, inactivation, or decommissioning. These availabilities must be submitted 4 to 5 months before the individual's loss month if a command is scheduled for decommissioning or deactivation according to chapter 14 of the ENLTRANSMAN, or as directed by BUPERS or EPMAC.

- Class F - Accessions. Class F availabilities are for personnel who are accessions and are not covered under the Computer Assisted Assignment System (COMPASS) program. These availabilities are considered immediate and you should submit them as soon as the individuals arrive at the naval receiving station or recruiting training center. This is, of course, provided you are assigned to one of these locations, and you are assigned this responsibility.

- Class H - Humanitarian Tour Releases. Class H availabilities are for personnel who are competing humanitarian assignment (HUMS). They must be submitted 6 weeks before HUMS completion. For individuals with less than 24 months' OBLISERV, you must include in the Availability Remarks section the member's OBLISERV intentions.

- Class J - A School Graduates. Class J availabilities are for personnel who are available for assignment as a result of graduation from a class A school. Personnel attending an A school en route to a duty station already designated in their orders or on board in a temporary additional duty under instruction (TEMADDINS) status do not need to be made available for assignment since the next duty station is known. Where the length of the school is 8 weeks or less, availabilities should be submitted during the first week of training. Where the length of school is more than 8 weeks, availabilities should be submitted 8 weeks before graduation. Where the school is under the Self-Pace program, submit the availability as previously mentioned, with the availability date based on the average completion time for the course.

- Class K - C School Graduates. Class K availabilities are for personnel who are available for assignment as a result of graduation from a class C school. Personnel attending a C school en route to a duty station already designated in their orders, or on board in a TEMADDINS status, do not need to be made available for assignment since the next duty station is known. Where the length of the school is 8 weeks or less, you should submit availabilities during the first week of training. Where the length of the school is more than 8 weeks, you should submit availabilities 8 weeks before graduation. Where the school is under the Self-Pace program, submit the availability as previously mentioned, with the availability date based on average completion time for the course.

- Class L - Other School Graduates. Class L availabilities are for personnel who are available for assignment as a result of graduation from a school other than a class A or C school. Personnel attending these schools en route to a duty station already designated in their orders or on board in a TEMADDINS status do not need to be made available for assignment since the next duty station is known. Where the length of the school is 8 weeks or less, you should submit availabilities during the first week of training. Where the length of the school is more than 8 weeks, you should submit availabilitiess 8 weeks before graduation. Where the school is under the Self-Pace program, submit the availability as previously mentioned, with the availability date based on average completion time for the course.

- Class N - Nongraduates. Class N availabilities are for personnel who are available for assignment as a result of nongraduation from any school. These reports are considered immediate and should be submitted the same date the member is dropped from a course of instruction, except for circumstances where reclassification is deemed appropriate. Also, these reports on personnel in this class who are considered appropriate candidates for reclassification should be submitted on the same day the reclassification is completed and not later than 3 working days from the drop date of the course of instruction.

- Class R - Recruit Graduates. Class R availabilities are for personnel who are available for assignment as a result of completion of recruit training. Availability reports for recruit graduates are submitted through the use of COMPASS. If you are involved with

preparing these availability reports, and you are unable to process the availability through COMPASS, you must submit a class F availability and include adequate remarks.

- Class X - Brig/Disciplinary Releases. Class X availabilities are for personnel who are completing confinement, or other disciplinary action, of 31 days or more, and who are available for assignment. For individuals confined while en route to a new duty station, specify the activity name in the Remarks section. If the individual is being discharged, do not submit an availability report. Also, if the individual is being returned to his or her last duty station and has been confined for 30 days or less, an availability report is not required.

- Class Y - Medical Releases. Class Y availabilities are for personnel who are available for assignment as the result of being hospitalized, placed on limited duty (LIMDU), completing hospitalization, or who have appeared before a medical board. These classes of reports should be submitted as soon as the member's final status has been determined. The member's date of availability is the date of the medical board. For personnel recommended for second, subsequent, or extended periods of limited duty, await BUPERS directions before submitting availability reports. For personnel who are hospitalized while undergoing a course of instruction at a naval training activity, you must return them to the naval training activity from which they were received. This is provided that hospitalization has not been for a period in excess of 4 months. All student personnel requiring LIMDU assignments must be made available.

Refer to chapter 20 of the ENLTRANSMAN and section 15 of the DMRSMAN, for additional information concerning availability reports and their submission.

SUMMARY

This chapter discussed counseling and provided you with some counseling techniques that will help you whenever you counsel personnel. The chapter also discussed basic pay and indicated that while basic pay is subject to income tax, allowances such as BAQ, VHA, OHA and BAS are not.

Eligibility requirements and/or information concerning such allowances as BAQ, VHA, COLA, OHA, TLE, TLA, DLA, FSA, BAS, and civilian clothing monetary allowances were also discussed. Additionally, the chapter discussed eligibility requirements for enlistment, reenlistment bonuses, and identified other bonuses that are primarily for officers.

This chapter also discussed the dependent's dental plan, legal assistance, and availability reports. If you are uncertain about the information you have just studied, review the sections that are giving you trouble. Consult the recommended publications for detailed information on the topics presented in this chapter.

CHAPTER 9

ADVANCEMENT, EDUCATION, AND TRAINING

This chapter briefly discusses the Navy's enlisted advancement system, commands' and individuals' responsibilities in regard to advancement, identifies most of the eligibility requirements for advancement, and discusses service record entries, eligibility status list, worksheets, and appointment certificates. This chapter also discusses service schools eligibility, enlisted program eligibility, education programs, and applying for credit for military experience.

ENLISTED ADVANCEMENT SYSTEM

The enlisted advancement system provides for the orderly progression of qualified enlisted personnel to higher levels of responsibility throughout their naval careers.

ADVANCEMENT IN THE NAVY

Advancement in rate or change in rating is based on demonstrated proficiency in assigned duties, on the performance evaluation and recommendation of the commanding officer (CO), and on written examinations. All eligible personnel compete for advancement or change in rating to fill vacancies in the total Navy/Naval Reserve allowances.

Advancement is a significant milestone in a member's naval career. Each advancement brings significant changes in duties and increased responsibilities. With each advancement a person is one step closer to his or her ultimate career goal. While it cannot be assured that anyone person will be advanced, it is guaranteed that all enlisted personnel of a particular rating and similar qualifications have an equal opportunity to compete for advancement.

Advancement is one of the most rewarding accomplishments in a person's naval career and one that has a great impact on morale. Many rewards of Navy life are earned through the advancement system. Some of these rewards are better pay, more challenging job assignments, and greater respect.

The members are not the sole benefactors of advancement. The Navy also profits by gaining more competent and better trained members. Highly trained personnel are needed to carry out the Navy's mission. Each time a person is advanced, that person's value to the Navy increases. The trained person becomes more valuable as a specialist in his or her rating and as a person who can train others.

COMMAND AND INDIVIDUAL'S RESPONSIBILITIES

Both the candidate for advancement and the command have certain advancement responsibilities. For example, each member must make sure his or her advancement requirements are completed accurately and on time. All members are responsible for periodically checking their service record to make sure all their completed requirements have been entered. Candidates for advancement must study and/or become familiar with all the appropriate publications that are contained in their rating's most recent *Bibliography for Advancement Handbook* in addition to studying their training manual (TRAMAN).

Just as important as studying is in preparation for the advancement examination; receiving excellent performance evaluations must be clearly emphasized. All individuals are responsible for receiving good performance evaluations. Although you do not write your own performance evaluation, you can do much to improve your chances of receiving good evaluation marks and comments.

You, as a PN, and all other individuals reading this TRAMAN must remember that just doing your job is no longer sufficient. You must do more. You must get involved in all facets of the command and conduct yourselves in a proper manner. It is never too early to start assuming additional responsibility. You must take the lead, be professional, and always be committed to excellence. Now, turn your attention to your command's responsibilities as far as your advancement is concerned.

The command's personnel office must make sure the requirements previously discussed have been completed by members and are accurately and promptly recorded in the members' service records.

Officers, chief petty officers, and senior petty officers in the chain of command should constantly show concern in their subordinates' professional development. This should be accomplished by periodically counseling subordinates and encouraging them to complete all their advancement requirements on time. Supervisors should also encourage their subordinates to study hard and make them aware of the importance of enlisted performance evaluations in the overall Navywide advancement system.

The CO has the ultimate responsibility of making recommendations or withdrawing recommendations for advancement. The recommendation or withdrawing of recommendation for advancement is accomplished by the preparation of an enlisted performance evaluation report and making appropriate service record page 9 and 13 entries as shown in chapter 8 of the *Advancement Manual,* BUPERSINST 1430.16.

DISTRIBUTION OF ELIGIBILITY STATUS LISTING

Long before the cyclical Navywide advancement examination is administered, commands must distribute an eligibility status listing of personnel recommended for advancement. This listing must be distributed to all departments or commands, as appropriate. This listing should include all personnel from those departments or commands who are time-in-rate (TIR) eligible and recommended for advancement.

The listing should also include a section that contains the advancement requirements that have or have not been completed by the candidates. The listing should be prepared long in advance of the Navywide advancement examination date to notify all concerned personnel of requirements that need to be turned in to the personnel office. This way, you the PN, will make the appropriate service record entries prior to the established deadline. This deadline for for the completion of the advancement requirements should be set by the educational services office (ESO) and/or the personnel office.

You should remember, however, that there are occasions when you may have to be considerate to your shipmates. There may be times when your shipmates will not be able to turn in their advancement requirements on time due to unforseen circumstances beyond their control. During these occasions, you should consider each case on its merits.

ELIGIBILITY REQUIREMENTS FOR ADVANCEMENT IN RATE OR CHANGE IN RATING

You should become familiar with the elements that comprise eligibility requirements so you can inform individuals that may not be aware of these requirements. Most of the eligibility requirements are as follows:

- Complete mandatory personnel advancement requirements (PARs) including a performance test, if required, as specified in appendix D of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards,* volume 1, NAVPERS 18068.
- Successfully complete service school, if required.
- Complete mandatory TRAMAN/nonresident training course requirements.
- Meet citizenship or security clearance requirements for advancement in certain rates or ratings as specified in the *Advancement Manual,* BUPERSINST 1430.16.
- Meet minimum performance criteria. Performance Mark average (PMA) 3,0 or above is required for E-4/5/6/7 candidates.
- Be in the proper path of advancement.
- Fulfill special requirements for certain ratings.
- Not be involved in circumstances that render the candidate ineligible for advancement.
- Not be a selectee for appointment to limited duty officer (LDO) or warrant officer (WO) status.
- Have minimum TIR.
- Meet physical readiness/body fat standards.
- Be recommended by the CO.

Additional information about eligibility requirements for advancement are contained in the *Advancement Manual,* BUPERSINST 1430.16. More discussion about a CO's recommendation for advancement responsibility is explained in the following paragraphs.

COMMANDING OFFICER'S RECOMMENDATION FOR ADVANCEMENT

The CO's recommendation is the most important requirement in the Navy's enlisted advancement system. The advancement recommendation of an individual must be well considered by all personnel in the chain of command and never become perfunctory. The individual must show the ability for advancement and/or change in rate or rating to earn the final recommendation of the CO. The member's ability to perform the work and assume the responsibilities of the higher rate or new rating are significant considerations in recommending a member for advancement.

In case of candidates for petty officer grades, particular consideration by the CO should be given to qualities of leadership and personal integrity. Any departure from those criteria reduces the prestige and effectiveness of the petty officer and the command.

The decision of the CO to recommend an individual for advancement remains valid unless withdrawn. The enlisted evaluation is the sole source of recommendationn for advancement. A CO may withhold or withdraw a recommendation for advancement.

SERVICE RECORD ENTRIES

As a service records maintenance PN, or one who is involved in advancements, you will record the CO's recommendation for advancement and/or change in rate or rating on the page 9 of the service record as indicated by one of the following examples:

"(Date): PNSN Recommended for PN3."

"(Date): ADAN Recommended for AD3."

"(Date): SKI Recommended for SKC."

While reviewing service records, if you notice that a member's recommendation for advancement is incorrectly recorded on the page 9, take the initiative to correct it. Make sure your supervisor is aware and initials the change.

COMMANDING OFFICER'S RECOMMENDATION FOR NEWLY REPORTED PERSONNEL

Personnel received on board a new command who have been recommended for advancement by their previous CO and are in all other respects eligible should be allowed to participate in the regularly scheduled advancement examination. Withholding or removing a recommendation for advancement merely because the new CO has not had sufficient time to evaluate the new member is not fair to the individual transferred before an examination. Advancement maybe withheld by the CO for cause, but not for lack of observation. If, after participation, the new CO determines that the individual's performance is lacking, the recommendation may be withdrawn.

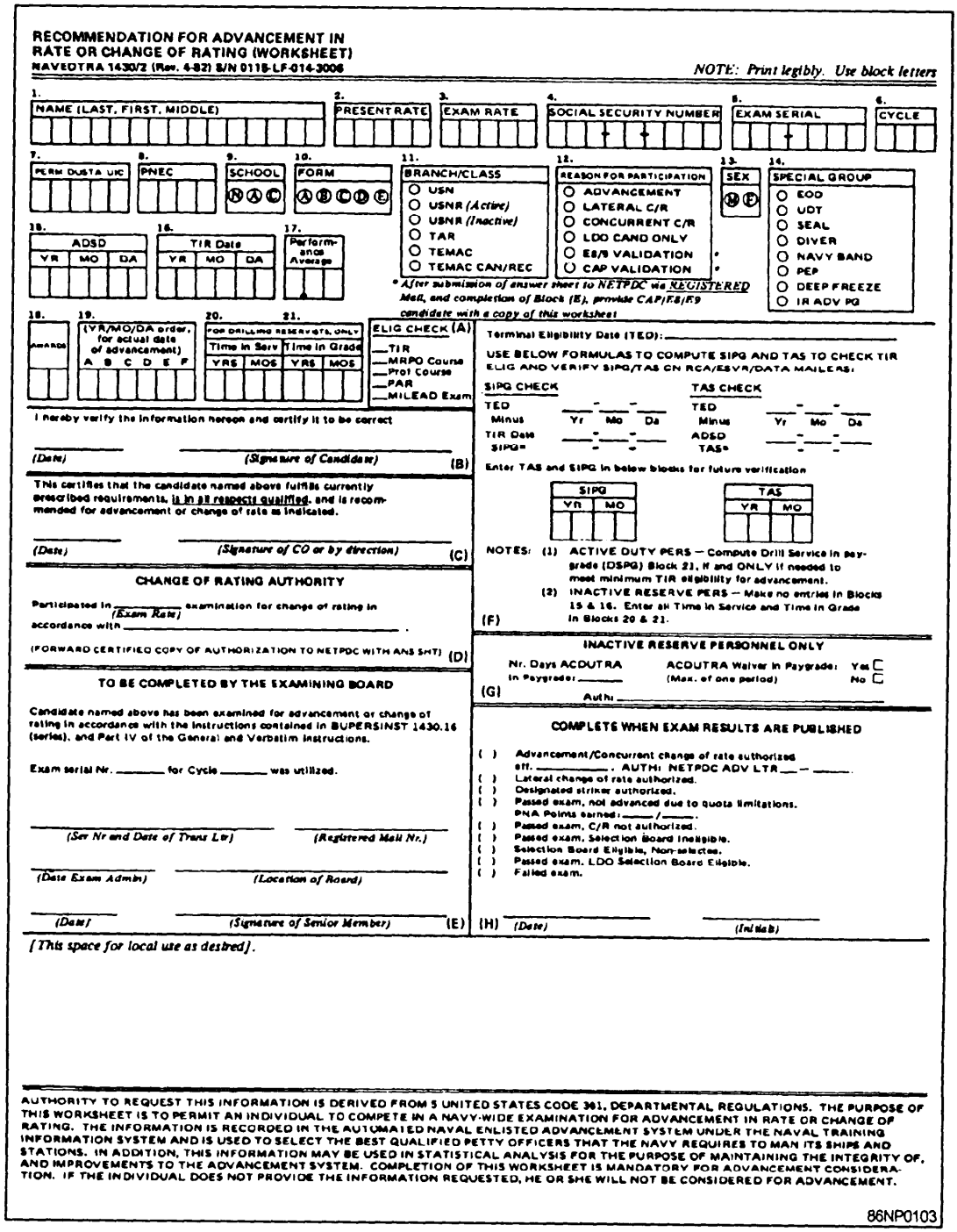
In the following paragraphs, we discuss the worksheet and Navywide advancement examination that are part of the advancement system as are the areas previously mentioned.

RECOMMENDATION FOR ADVANCEMENT IN RATE OR CHANGE OF RATING (WORKSHEET)

A Recommendation for Advancement in Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2, is prepared for each candidate participating in a Navywide advancement cycle. This includes members in paygrade E-6 who are participating for the LDO program and E-8/9 candidates. Examining boards and candidates use the form as a checkoff sheet and for transferring information to the answer sheet. Figure 9-1 shows you a blank sample of a worksheet. Be aware, however, that PERSUPPDETs have the capability of preparing the worksheets using the Source Data System (SDS). Deployable commands may also have a similar computerized system such as that of a PERSUPPDETs used to prepare the worksheets.

The worksheet contains data and factors relating to the candidate's eligibility for advancement or change of rating. The ESO is responsible for reviewing all worksheets for accuracy and completeness before delivering them to the examining board. All entries are checked thoroughly to avoid errors because inaccurate information creates inequities to the candidates and could prevent a fully qualified candidate from being advanced.

ESOs and personnel office supervisors must make sure worksheets are prepared at least 1 month before the scheduled examination date to decrease the chance for errors. Each candidate must review, verify, and sign the worksheet before the examination date.



RECOMMENDATION FOR ADVANCEMENT IN RATE OR CHANGE OF RATING (WORKSHEET)
NAVEDTRA 1430/2 (Rev. 4-82) S/N 0118-LF-014-3006

NOTE: Print legibly. Use block letters

1. NAME (LAST, FIRST, MIDDLE) | 2. PRESENT RATE | 3. EXAM RATE | 4. SOCIAL SECURITY NUMBER | 5. EXAM SERIAL | 6. CYCLE

7. PERM DUSTA UIC | 8. PNEC | 9. SCHOOL (N A C) | 10. FORM (A B C D E)

11. BRANCH/CLASS
- USN
- USNR (Active)
- USNR (Inactive)
- TAR
- TEMAC
- TEMAC CAN/REC

12. REASON FOR PARTICIPATION
- ADVANCEMENT
- LATERAL C/R
- CONCURRENT C/R
- LDO CAND ONLY
- E8/9 VALIDATION *
- CAP VALIDATION *

13. SEX (M F)

14. SPECIAL GROUP
- EOD
- UDT
- SEAL
- DIVER
- NAVY BAND
- PEP
- DEEP FREEZE
- IR ADV PG

* After submission of answer sheet to NETPDC via REGISTERED Mail, and completion of Block (E), provide CAP/E8/E9 candidate with a copy of this worksheet

15. ADSD (YR MO DA) | 16. TIR Date (YR MO DA) | 17. Performance Average

18. AWARDS | 19. (YR/MO/DA order, for actual date of advancement) A B C D E F | 20. FOR DRILLING RESERVISTS ONLY: Time in Serv (YRS MOS) | 21. Time in Grade (YRS MOS)

ELIG CHECK (A)
- TIR
- MRPO Course
- Prof Course
- PAR
- MILEAD Exam

I hereby verify the information hereon and certify it to be correct

(Date) _____ (Signature of Candidate) _____ (B)

This certifies that the candidate named above fulfills currently prescribed requirements, is in all respects qualified, and is recommended for advancement or change of rate as indicated.

(Date) _____ (Signature of CO or by direction) _____ (C)

CHANGE OF RATING AUTHORITY

Participated in _____ (Exam Rate) examination for change of rating in accordance with _____.

(FORWARD CERTIFIED COPY OF AUTHORIZATION TO NETPDC WITH ANS SHT) (D)

TO BE COMPLETED BY THE EXAMINING BOARD

Candidate named above has been examined for advancement or change of rating in accordance with the instructions contained in BUPERSINST 1430.16 (series), and Part IV of the General and Verbatim Instructions.

Exam serial Nr. _____ for Cycle _____ was utilized.

(Ser Nr and Date of Trans Ltr) _____ (Registered Mail Nr.) _____

(Date Exam Admin) _____ (Location of Board) _____

(Date) _____ (Signature of Senior Member) _____ (E)

Terminal Eligibility Date (TED): _____

USE BELOW FORMULAS TO COMPUTE SIPG AND TAS TO CHECK TIR ELIG AND VERIFY SIPG/TAS ON RCA/ESVR/DATA MAILERS:

SIPG CHECK	Yr	Mo	Da	TAS CHECK	Yr	Mo	Da
TED				TED			
Minus				Minus			
TIR Date				ADSD			
SIPG=				TAS=			

Enter TAS and SIPG in below blocks for future verification

SIPG YR	SIPG MO	TAS YR	TAS MO

NOTES: (1) ACTIVE DUTY PERS — Compute Drill Service in paygrade (DSPG) Block 21, if and ONLY if needed to meet minimum TIR eligibility for advancement.
(2) INACTIVE RESERVE PERS — Make no entries in Blocks 15 & 16. Enter all Time in Service and Time in Grade in Blocks 20 & 21. (F)

INACTIVE RESERVE PERSONNEL ONLY

Nr. Days ACDUTRA in Paygrade: _____ ACDUTRA Waiver in Paygrade: (Max. of one period) Yes ☐ No ☐

Authi _____ (G)

COMPLETE WHEN EXAM RESULTS ARE PUBLISHED

( ) Advancement/Concurrent change of rate authorized eff. _____. AUTHI: NETPDC ADV LTR ___ – ____.
( ) Lateral change of rate authorized.
( ) Designated striker authorized.
( ) Passed exam, not advanced due to quota limitations. PNA Points earned: ____ / ____.
( ) Passed exam, C/R not authorized.
( ) Passed exam, Selection Board Ineligible.
( ) Selection Board Eligible, Non-selectee.
( ) Passed exam, LDO Selection Board Eligible.
( ) Failed exam.

(H) (Date) _____ (Initials) _____

[This space for local use as desired].

AUTHORITY TO REQUEST THIS INFORMATION IS DERIVED FROM 5 UNITED STATES CODE 301, DEPARTMENTAL REGULATIONS. THE PURPOSE OF THIS WORKSHEET IS TO PERMIT AN INDIVIDUAL TO COMPETE IN A NAVY-WIDE EXAMINATION FOR ADVANCEMENT IN RATE OR CHANGE OF RATING. THE INFORMATION IS RECORDED IN THE AUTOMATED NAVAL ENLISTED ADVANCEMENT SYSTEM UNDER THE NAVAL TRAINING INFORMATION SYSTEM AND IS USED TO SELECT THE BEST QUALIFIED PETTY OFFICERS THAT THE NAVY REQUIRES TO MAN ITS SHIPS AND STATIONS. IN ADDITION, THIS INFORMATION MAY BE USED IN STATISTICAL ANALYSIS FOR THE PURPOSE OF MAINTAINING THE INTEGRITY OF, AND IMPROVEMENTS TO THE ADVANCEMENT SYSTEM. COMPLETION OF THIS WORKSHEET IS MANDATORY FOR ADVANCEMENT CONSIDERATION. IF THE INDIVIDUAL DOES NOT PROVIDE THE INFORMATION REQUESTED, HE OR SHE WILL NOT BE CONSIDERED FOR ADVANCEMENT.

86NP0103

Figure 9-1.—Recommendation for Advancement in Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2.

NAVYWIDE ADVANCEMENT EXAMINATIONS

All eligible personnel compete for advancement or change in rating to fill vacancies in the total Navy/Naval Reserve allowances. Candidates compete for these vacancies by taking a Navywide advancement examination.

The Naval Education and Training Program Management Support Activity (NETPMSA) develops examinations for paygrades E-4 through E-7 for all Navy ratings. Figure 9-2 shows you an aerial photograph of NETPMSA which is located at Saufley Field, Pensacola, Florida.

Examinations contain 150 questions supported by the most current occupational standards (OCCSTDs)

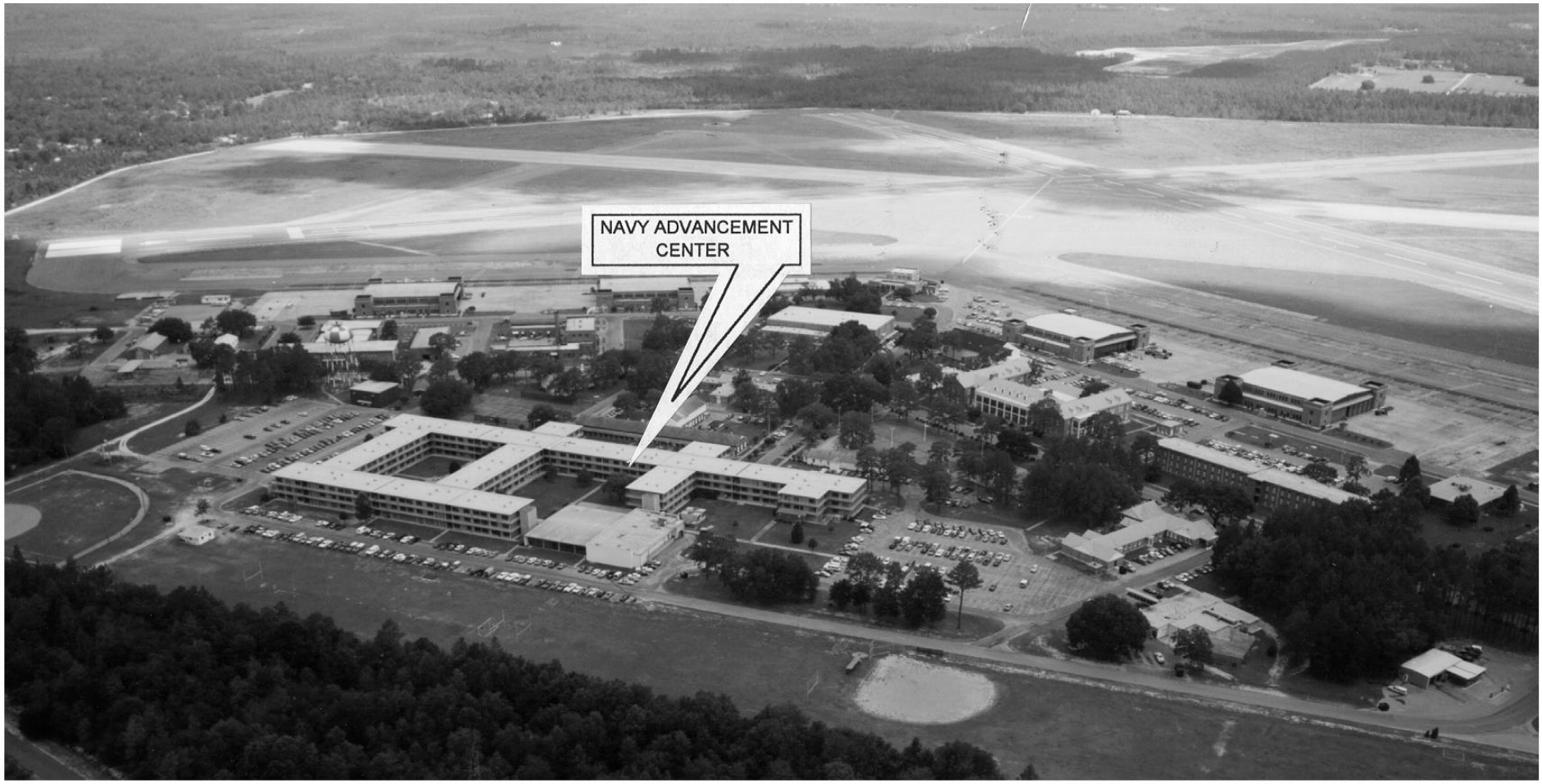


Figure 9-2.-Aerial photograph of the Naval Education and Training Program Management Support Activity, Pensacola, Florida.

for each rate and rating. For your information, the OCCSTDs express the Navy's minimum requirement for enlisted occupational skills established by manpower and personnel managers. They form the basis for implementing and supporting actions for personnel training, advancement, and distribution. The exam writers use the OCCSTDs to support advancement exams. The TRAMAN writers also base their training manuals on OCCSTDs.

NETPMSA scores and processes examination sheets using a high-speed electronic scanner and other related equipment as shown in figure 9-3. Examination grades are then combined with other factors to determine the advancement status of qualified personnel. Eligible personnel are advanced to P03 through PO1 to fill Navywide vacancies on the basis of their final multiple score (FMS) (examination score plus performance and service factors).

An examination is not required for advancement to E-8 or E-9. Advancement to chief petty officer (CPO), senior chief petty officer (SCPO), and master chief petty officer (MCPO) requires selection board action. Boards are convened annually by the Chief of Naval Personnel (CHNAVPERS). CPO, SCPO, and MCPO candidates who qualify for selection board consideration are designated selection board eligible (SBE) by NETPMSA. The total number of individuals selected is based on Navywide vacancies. CPO candidates are designated SBE on the basis of their FMS (standard score plus performance factors). SCPO and MCPO candidates are designated SBE based on the recommendation of their CO.

In the following paragraphs we discuss the term *total active federal military service* (TAFMS), explain the difference between regular and early advancement candidates, and discuss high-year tenure (HYT).

TOTAL ACTIVE FEDERAL MILITARY SERVICE

TAFMS is the sum of total active naval service and other active service. The Department of Defense (DOD) prescribes the minimum TAFMS an advancement candidate must accrue to compete as a regular candidate for advancement.

The TAFMS requirements for advancement to paygrades E-4 through E-9 are as follows:

MINIMUM TAFMS FOR A REGULAR CANDIDATE			
PAYGRADE	DOD TAFMS	PAYGRADE	DOD TAFMS
E-4	2 years	E-7	11 years
E-5	3 years	E-8	16 years
E-6	7 years	E-9	19 years

Figure 9-3.—High-speed electronic scanner for processing examination sheets plus other related equipment.

Candidates who meet the TIR and other advancement requirements may compete for advancement whether or not they have accrued the DOD prescribed TAFMS. The number of advancement quotas that may be filled by early candidates is determined by DOD manning restrictions to a maximum of 10 percent of the total enlisted forces in each paygrade E-5 through E-9 and 20 percent for E-4. Advancement of early candidates may require a higher FMS than the regular candidate competing for the same rating.

REGULAR AND EARLY ADVANCEMENT CANDIDATES

Regular advancement candidates are members whose TAFMS equals or exceeds the DOD TAFMS by the end of the fiscal year in which the terminal eligibility date (TED) is computed. Early advancement candidates are members whose TAFMS falls short of the DOD TAFMS by the end of the fiscal year in which the TED is computed.

HIGH-YEAR TENURE

At the other end of the early advancement spectrum is a system used to provide fair promotion opportunities. This system is known as HYT that prescribes the maximum years of active service allowed between paygrades for professional growth (advancement in rate) to occur.

The HYT limit is 10 years' active service for E4, 20 years for E-5 and E-6,24 years for E-7, 26 years for E-8, and 30 years for E-9.

With the ongoing reduction in personnel as a result of the drawdown, it is possible that the maximum years of active service a Navy member maybe authorized to serve on active duty will change. If you want to verify the number of years a person is allowed to remain on active duty, you must refer to *Reenlistment Quality Control Program,* OPNAVINST 1160.5, and/or other current directives indicating HYT restrictions.

RESULTS OF NAVYWIDE ADVANCEMENT EXAMINATIONS

The following paragraphs briefly discuss the results of the Navywide advancement examinations for petty officer third class through petty officer first class, chief petty officer through master chief, rating change authorization, and appointment certificates.

PETTY OFFICER THIRD CLASS THROUGH PETTY OFFICER FIRST CLASS

NETPMSA issues examination results and advancement authority to individual commands by Examination Status Verification Report (ESVR), Rating Change Authorization (RCA), data mailer, message, or letter. Figures 9-4 and 9-5 show you samples of an ESVR and an RCA.

After receipt of the examination results and final check to confirm all requirements have been met and all

CYCLE 147 (MAR 95) EXAMINATION STATUS VERIFICATION REPORT MAY 25 1995

USS CASIMIR PULASKI BLUE
UIC 30142

THIS REPORT DOES NOT CONSTITUTE AUTH FOR ADV, CHG OF RATE, OR STKR DESIG. VERIFY ALL FMS DATA PRIOR TO EFF ANY ACTION. TO CLEAR DISCREPANCIES, SUBMIT INFO/ DOCUMENT BY LTR, SPOLTR OR MSG, REFER PARA 427 ADVMAN.

- - - - - - - VERIFICATION DATA - - - - - - - - -

NAME	SSN	PRATE	ERATE	BR/CL	C D	S	AW	TAS	DTIS	SIPG	DSPG	PNA	GRP	PERF	E A	STATUS
DOE JOHN	888888888	MM3	MM2	USN		A	02	0310	0000	0306	0000	01.0	2	3.72		PNA-PTS 0.5/0.5

THE DATE(S) (ADSDA AND/OR TIRDA) OR BR/CL (BR/CLA) ON THE ANSWER SHEET FOR THE CANDIDATES LISTED BELOW ARE IN DISAGREEMENT WITH THE DATE(S) AND/OR BR/CL CONTAINED IN THE NAVY MASTER FILE. TAS AND/OR SIPG AND EXAMINATION RESULTS HAVE BEEN CALCULATED AND DETERMINED USING MASTER FILE DATA. REFER TO PARAGRAPH 425, ADVMAN FOR CORRECTIVE ACTION IF MASTER FILE DATA IS IN ERROR. "OK" INDICATES DATE(S)/BRCL AGREE.

NAME	SSN	PRATE	ERATE	ADSDE	ADSDA	TAS	TIRDE	TIRDA	SIPG	BR/CLE	BR/CLA
DOE JOHN	888888888	MM3	MM2	OK	OK	0310	90/01/01	90/01/	0306	OK	OK

42NP0031

Figure 9-4.—Examination status verification report (ESVR).

CYCLE 147 (MAR 95) RATING CHANGE AUTHORIZATION MAY 25 1995
ADVANCEMENTS/STRIKERS/CHANGES OF RATE EFFECTIVE 07/16/95

USS CASIMIR PULASKI BLUE
UIC 30142

PROVIDED ELIGIBILITY IS MAINTAINED, CANDIDATES LISTED ARE AUTHORIZED ADVANCEMENT, STRIKER DESIGNATION, OR CHANGE OF RATE. VERIFY ALL FMS DATA PRIOR TO EFFECTING ANY ACTION. AUTHORITY IS NETPMSA ADV LTR 3-95 .

- - - - - - - - - VERIFICATION DATA - - - - - - - - -

NAME	SSN	PRATE	AUTH RATE	BR/CL	C D	S	AV	TAS	DTIS	SIPG	DSPG	PNA	GRP	PERF	E A
BOAT J	999999999	STSSN	STS3	USN	C	02		0404	0000	0104	0000	00.0		3.48	

THE DATE(S) (ADSDA AND/OR TIRDA) OR BR/CL (BR/CLA) ON THE ANSWER SHEET FOR THE CANDIDATES LISTED BELOW ARE IN DISAGREEMENT WITH THE DATE(S) AND/OR BR/CL CONTAINED IN THE NAVY MASTER FILE. TAS AND/OR SIPG AND EXAMINATION RESULTS HAVE BEEN CALCULATED AND DETERMINED USING MASTER FILE DATA. REFER TO PARAGRAPH 425, ADVMAN FOR CORRECTIVE ACTION IF MASTER FILE DATA IS IN ERROR. "OK" INDICATES DATE(S)/BRCL AGREE.

NAME	SSN	PRATE	ERATE	ADSDE	ADSDA	TAS	TIRDE	TIRDA	SIPG	BR/CLE	BR/CLA
BOAT J	999999999	STSSN	STS3	89/02/23	89/ /	0404	OK	OK	0104	OK	OK

42NP0032

Figure 9-5.—Rating change authorization (RCA).

information is correct, the CO is vested with independent authority to advance members to paygrades E-4 through E-6.

CHIEF PETTY OFFICER, SENIOR CHIEF PETTY OFFICER, AND MASTER CHIEF PETTY OFFICER

For E-7 candidates, NETPMSA provides examination results announcing Selection Board Eligible, Selection Board Ineligible, Fail or Discrepancy Status as soon as practical after processing returns. For E-8 and E-9 candidates, NETPMSA provides ESVR's listing candidates as Selection Board Eligible or Discrepancy as soon as possible after receipt of validation answer sheets.

After the E-7 and E-8/9 selection boards adjourn, a naval administrative (NAVADMIN) messages announces the names of selectees. The NETPMSA advancement letter forwarded with the initial RCA listing first segment advancers and the ESVR listing second segment selectees and nonselectees contains advancement authority. If the member is otherwise qualified, COs may effect an advancement to paygrades E-7 through E-9 only after receipt of promotion authorization form NETPMSA.

The following section further discusses RCA and also the appointment certificates.

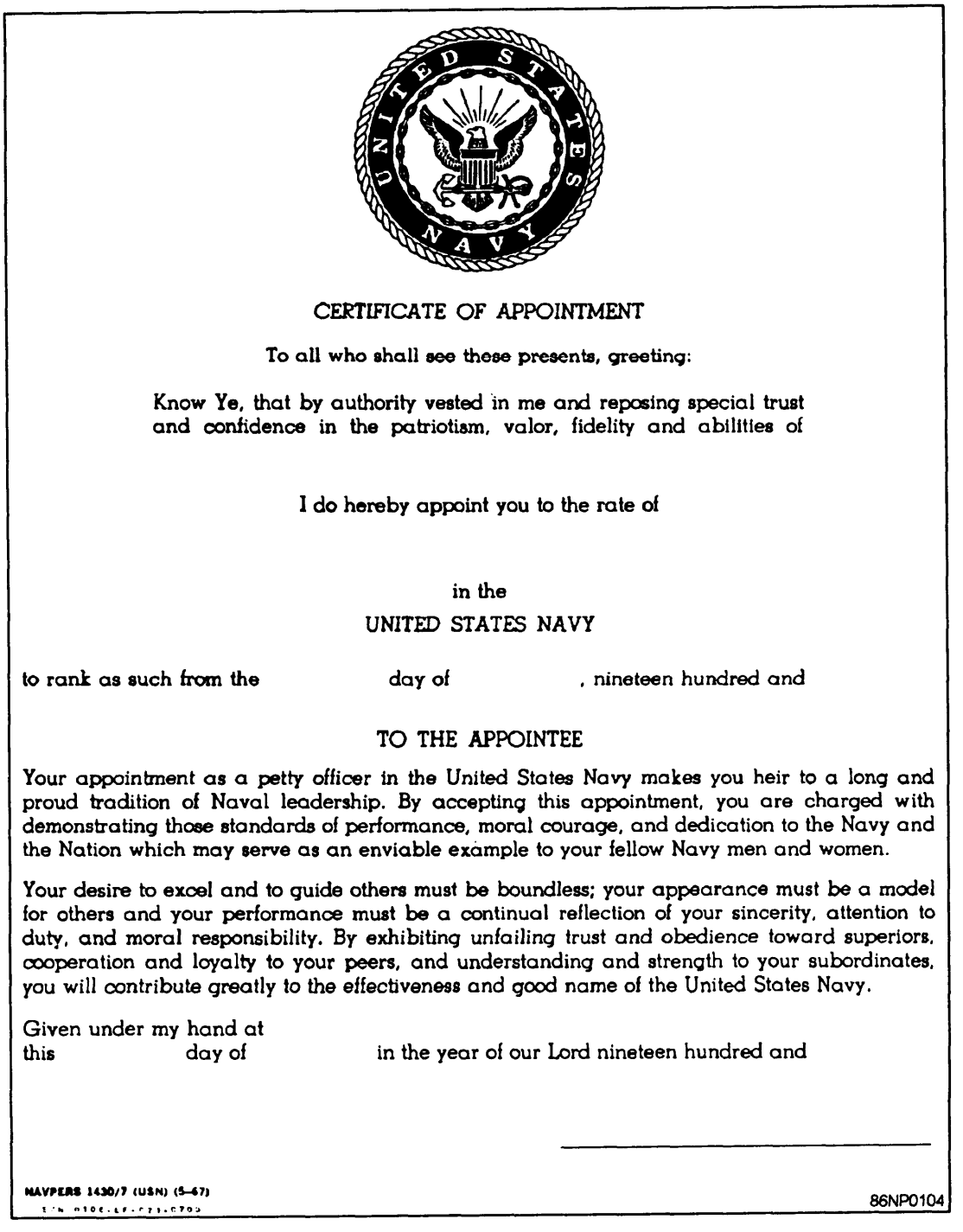
RATING CHANGE AUTHORIZATION AND APPOINTMENT CERTIFICATES

NETPMSA mails to all appropriate commands the RCA. The RCA reflects the advancement dates of individuals. It is issued for each advancement cycle and covers the full incrementation period over which advancements and changes of rating are authorized. A sample RCA was shown in figure 9-5. When your command receives the RCA, you must review it and determine the effective date of advancement. Make page 4 and page 9 service record entries to record the advancement on the date authorized by the RCA provided member maintains eligibility.

Follow the instructions in the *Advancement Manual* regarding personnel who will not be attached to your command before their advancement dates. You will be required to make a page 13 entry or entries.

In addition to making service record entries for individuals being advanced to paygrades E-4 through E-9, your CO should also present certificates of appointment. Figures 9-6 through 9-10 showyou blank samples of appointment certificates that your command should acquire through the naval supply system and present to individuals as appropriate.

Additional information is contained in the *Advancement Manual,* BUPERSINST 1430.16, concerning the Navy's advancement system. Always refer to the *Advancement Manual* whenever you have



CERTIFICATE OF APPOINTMENT

To all who shall see these presents, greeting:

Know Ye, that by authority vested in me and reposing special trust and confidence in the patriotism, valor, fidelity and abilities of

I do hereby appoint you to the rate of

in the
UNITED STATES NAVY

to rank as such from the day of , nineteen hundred and

TO THE APPOINTEE

Your appointment as a petty officer in the United States Navy makes you heir to a long and proud tradition of Naval leadership. By accepting this appointment, you are charged with demonstrating those standards of performance, moral courage, and dedication to the Navy and the Nation which may serve as an enviable example to your fellow Navy men and women.

Your desire to excel and to guide others must be boundless; your appearance must be a model for others and your performance must be a continual reflection of your sincerity, attention to duty, and moral responsibility. By exhibiting unfailing trust and obedience toward superiors, cooperation and loyalty to your peers, and understanding and strength to your subordinates, you will contribute greatly to the effectiveness and good name of the United States Navy.

Given under my hand at
this day of in the year of our Lord nineteen hundred and

NAVPERS 1430/7 (USN) (5-67)

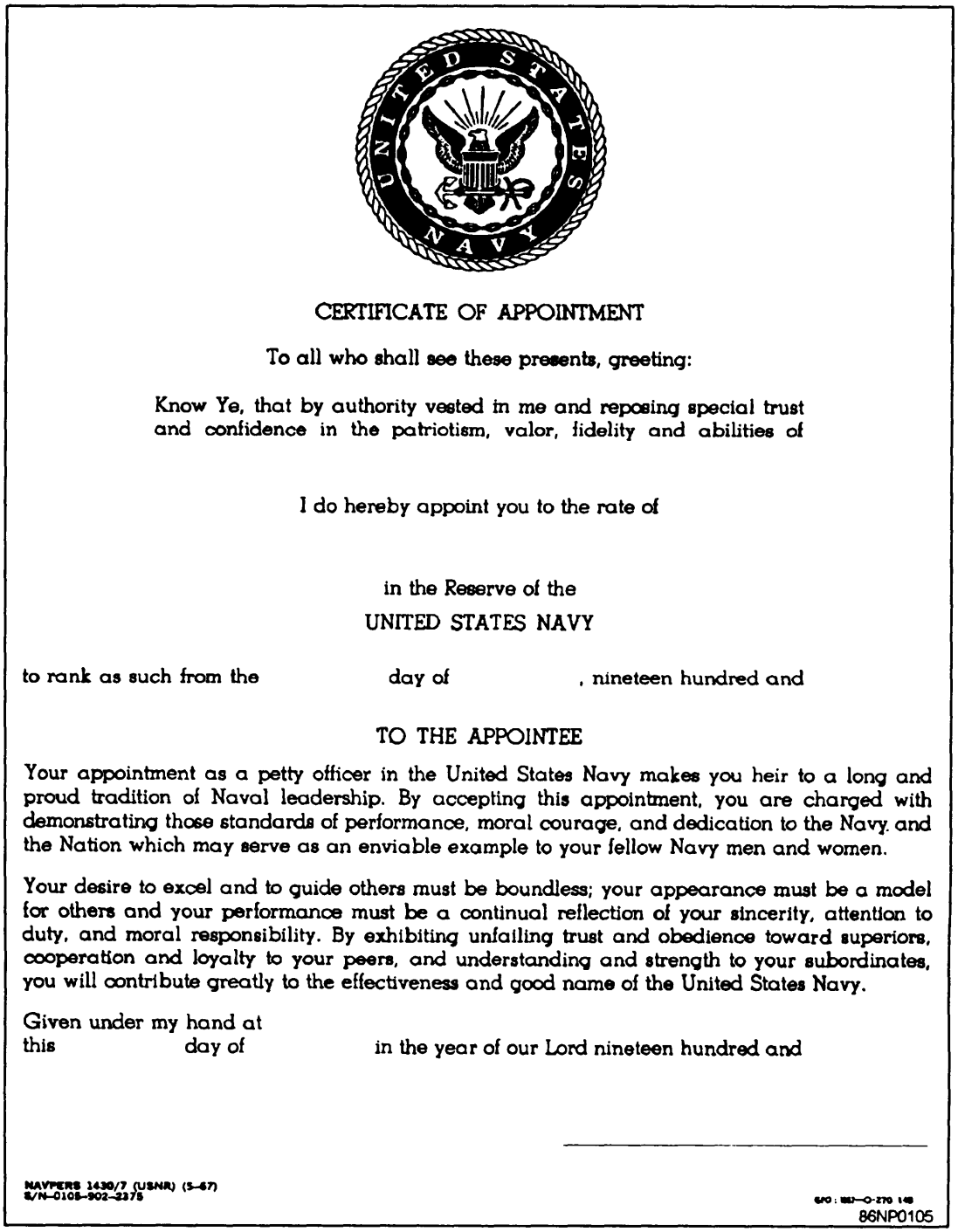
86NP0104

Figure 9-6.—Certificate of Appointment Petty Oficer Third Class, NAVPERS 1430/7 (USN).

questions concerning advancements as well as other current and pertinent publications such as the *Naval Military Personnel Manual,* (MILPERSMAN), NAVPERS 15560.

SERVICE SCHOOLS ELIGIBILITY

Service school candidates must meet the general requirements described in chapter 7 of the *Enlisted Transfer Manual* (ENLTRANSMAN), NAVPERS 15909, and the specific prerequisites for each school as set forth in the *Catalog of Navy Training Courses* (CANTRAC), NAVEDTRA 10500, and/or other appropriate directives. COs must screen candidates to make sure they meet school entrance standards including appropriate security clearance requirements. The following paragraphs discuss the specific eligibility



CERTIFICATE OF APPOINTMENT

To all who shall see these presents, greeting:

Know Ye, that by authority vested in me and reposing special trust and confidence in the patriotism, valor, fidelity and abilities of

I do hereby appoint you to the rate of

in the Reserve of the
UNITED STATES NAVY

to rank as such from the day of , nineteen hundred and

TO THE APPOINTEE

Your appointment as a petty officer in the United States Navy makes you heir to a long and proud tradition of Naval leadership. By accepting this appointment, you are charged with demonstrating those standards of performance, moral courage, and dedication to the Navy and the Nation which may serve as an enviable example to your fellow Navy men and women.

Your desire to excel and to guide others must be boundless; your appearance must be a model for others and your performance must be a continual reflection of your sincerity, attention to duty, and moral responsibility. By exhibiting unfailing trust and obedience toward superiors, cooperation and loyalty to your peers, and understanding and strength to your subordinates, you will contribute greatly to the effectiveness and good name of the United States Navy.

Given under my hand at
this day of in the year of our Lord nineteen hundred and

NAVPERS 1430/7 (USNR) (5-67)
S/N-0108-902-2375

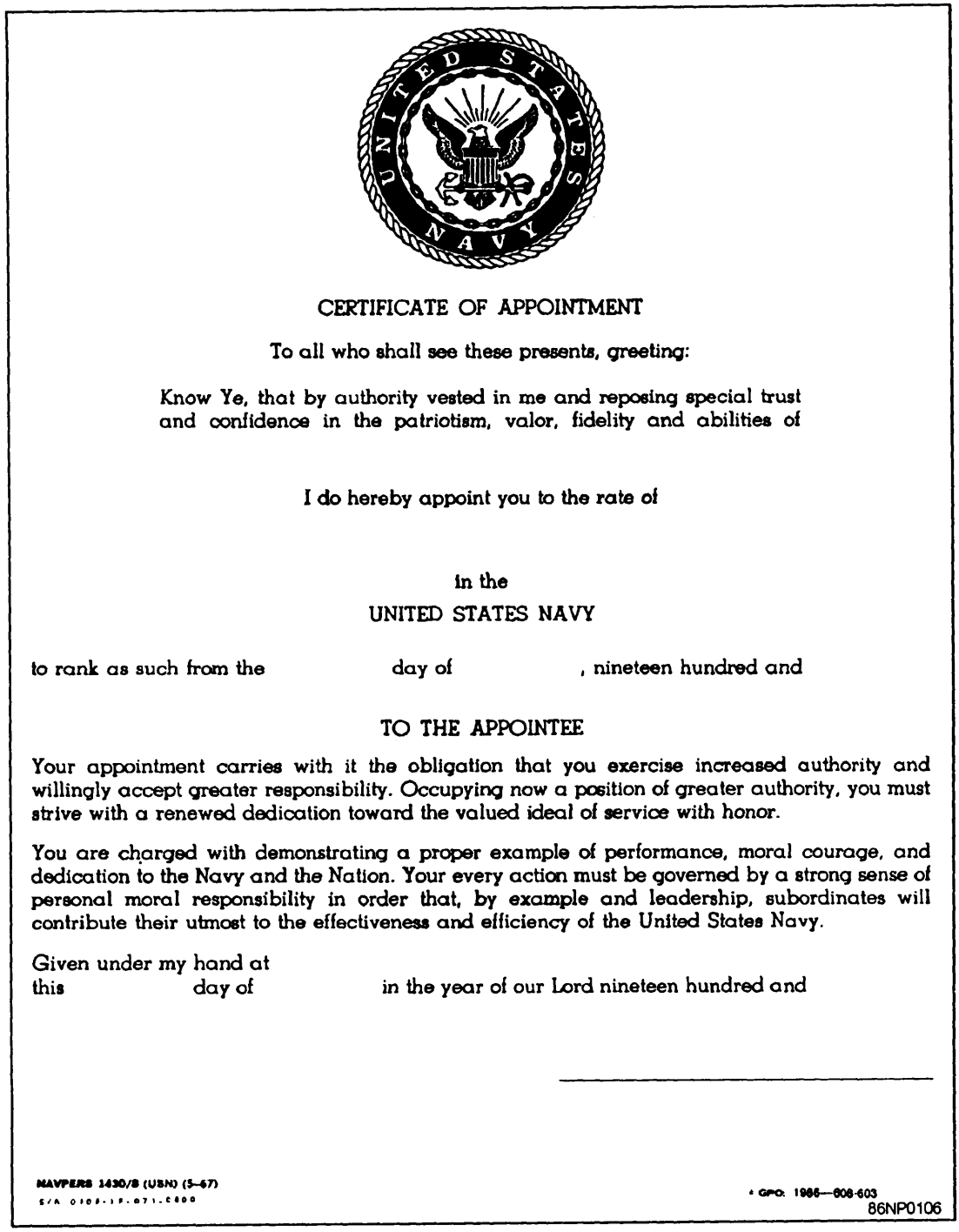
86NP0105

Figure 9-7.—Certificate of Appointment Petty Officer Third Class, NAVPERS 1430/7 (USNR).

requirements as specified in chapter 7 of the ENLTRANSMAN.

Fleet applicants should submit their Enlisted Personnel Action Request, NAVPERS 1306/7, with your assistance, to reach the Bureau of Naval Personnel (BUPERS) approximately 6 to 9 months before the desired class convening date. Submit requests for "A" schools to BUPERS (PERS 291). Requests for other schools should be addressed to the PERS code specified in the CANTRAC.

Members applying for a service school must be physically qualified for transfer according to the *Manual of the Medical Department* (MANMED), NAVMED P-117. Those requiring medical attention that will not allow uninterrupted completion of a course of instruction should not be transferred to the school.



CERTIFICATE OF APPOINTMENT

To all who shall see these presents, greeting:

Know Ye, that by authority vested in me and reposing special trust and confidence in the patriotism, valor, fidelity and abilities of

I do hereby appoint you to the rate of

in the

UNITED STATES NAVY

to rank as such from the day of , nineteen hundred and

TO THE APPOINTEE

Your appointment carries with it the obligation that you exercise increased authority and willingly accept greater responsibility. Occupying now a position of greater authority, you must strive with a renewed dedication toward the valued ideal of service with honor.

You are charged with demonstrating a proper example of performance, moral courage, and dedication to the Navy and the Nation. Your every action must be governed by a strong sense of personal moral responsibility in order that, by example and leadership, subordinates will contribute their utmost to the effectiveness and efficiency of the United States Navy.

Given under my hand at
this day of in the year of our Lord nineteen hundred and

NAVPERS 1430/8 (USN) (5-67)
S/N 0105-1F-071-C800

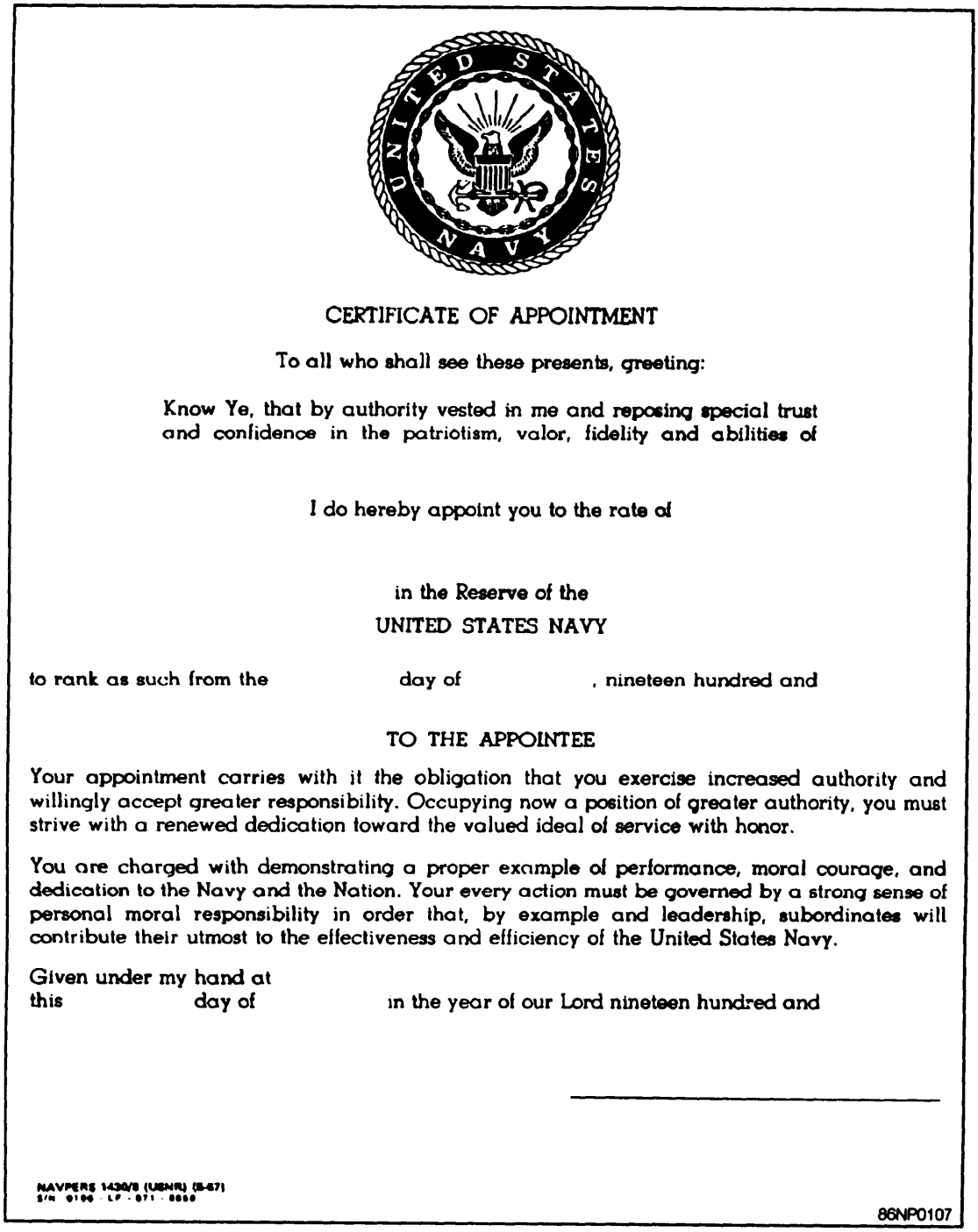
GPO: 1986—608-603
86NP0106

Figure 9-8.—Certificate of Appointment Petty Officer Second and First Class, NAVPERS 1430/8 (USN).

When high school graduation is a prerequisite for a particular service school, successful passing of the high school level general educational development (GED) test is accepted for qualification.

COs must make sure members selected for transfer to Navy service schools are well suited to the course of instruction as well as the type of work associated with the training. The basis for evaluation should include performance and military behavior, physical characteristics, mental aptitude, applicable scores on Navy tests, civilian occupations, previous training, experience, hobbies, and interests.

Candidates may not have a record of conviction by any court-martial and not more than one nonjudicial punishment (NJP) during the 18 months preceding assignment to the school. Waivers for more than one NJP must be submitted to BUPERS (PERS 291).



CERTIFICATE OF APPOINTMENT

To all who shall see these presents, greeting:

Know Ye, that by authority vested in me and reposing special trust and confidence in the patriotism, valor, fidelity and abilities of

I do hereby appoint you to the rate of

in the Reserve of the
UNITED STATES NAVY

to rank as such from the day of , nineteen hundred and

TO THE APPOINTEE

Your appointment carries with it the obligation that you exercise increased authority and willingly accept greater responsibility. Occupying now a position of greater authority, you must strive with a renewed dedication toward the valued ideal of service with honor.

You are charged with demonstrating a proper example of performance, moral courage, and dedication to the Navy and the Nation. Your every action must be governed by a strong sense of personal moral responsibility in order that, by example and leadership, subordinates will contribute their utmost to the effectiveness and efficiency of the United States Navy.

Given under my hand at
this day of in the year of our Lord nineteen hundred and

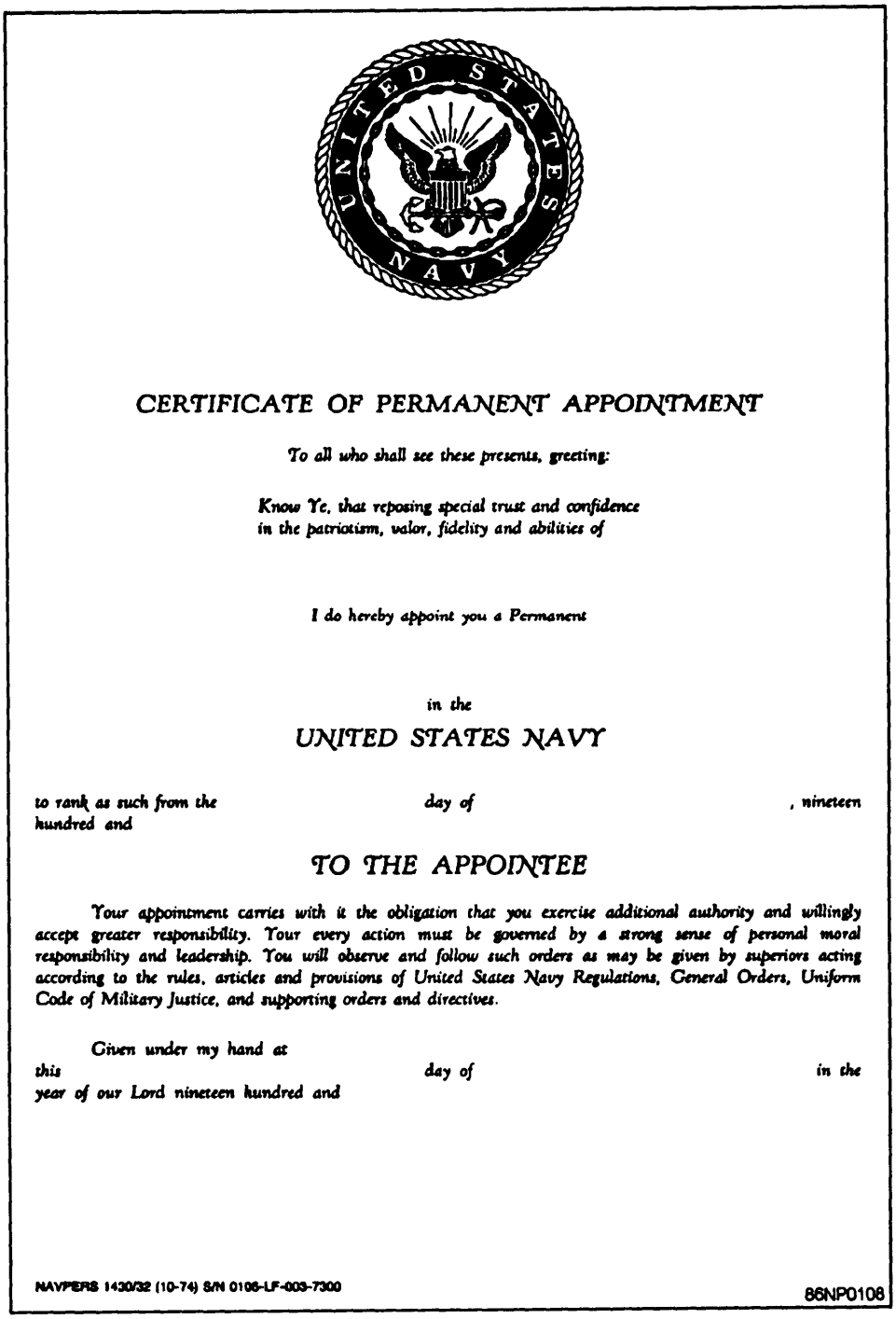
NAVPERS 1430/8 (USNR) (8-67)

86NP0107

Figure 9-9.—Certificate of Appointment Petty Officer Second and First Class, NAVPERS 1430/8 (USNR).

Personnel assigned to their first duty station, except those at overseas commands, must have a minimum of 12 months on board before submission of requests for temporary duty under instruction (TEMDUINS) or duty under instruction (DUINS) assignment to class "A" schools and must have 18 months on board before transfer. Rated personnel must have 24 months on board before transfer, with the exception of training in the Hospital Corps, Navy Enlisted Classification (NEC) codes 8402 and 8425, which is reduced from 24 to 15 months.

Members requesting temporary additional duty under instruction (TEMADDINS) assignment to "A" schools may submit their NAVPERS 1306/7 as soon as the CO determines that the assignment is warranted. Those attached to activities with established DOD area



CERTIFICATE OF PERMANENT APPOINTMENT

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the patriotism, valor, fidelity and abilities of

I do hereby appoint you a Permanent

in the

UNITED STATES NAVY

to rank as such from the *day of* *, nineteen hundred and*

TO THE APPOINTEE

Your appointment carries with it the obligation that you exercise additional authority and willingly accept greater responsibility. Your every action must be governed by a strong sense of personal moral responsibility and leadership. You will observe and follow such orders as may be given by superiors acting according to the rules, articles and provisions of United States Navy Regulations, General Orders, Uniform Code of Military Justice, and supporting orders and directives.

Given under my hand at this *day of* *in the year of our Lord nineteen hundred and*

NAVPERS 1430/32 (10-74) S/N 0106-LF-003-7300 86NP0108

Figure 9-10.—Certificate of Permanent Appointment, Chief, Senior Chief, and Master Chief Petty Officer, NAVPERS 1430/32 (USN).

tour requirements are not eligible for TEMDUINS/DUINS transfer before the projected rotation date (PRD).

Candidates must be willing to incur sufficient active obligated service according to chapter 7 of the ENLTRANSMAN and be eligible to extend or reenlist according to the *Reenlistment Quality Control Program,* OPNAVINST 1160.5.

Always refer to the ENLTRANSMAN to verify the service school eligibility requirements since they could change in the future.

RECRUIT INPUT

Recruits are assigned to class "A" school by the Deputy, CHNAVPERS. Based on BUPERS established

standards, some recruits are granted an Armed Services Vocational Aptitude Battery (ASVAB) test score waiver for assignment to class "A" school.

REQUESTS FOR WAIVER OF ELIGIBILITY REQUIREMENTS AND COMMAND ACTION ON RECEIPT OF WAIVER APPROVAL

Waiver of eligibility requirements (except requirements involving security clearance, obligated service [OBLISERV], requisite training and/or physical standards for personal safety, and urinalysis testing) may be requested for individuals who have exceptional potential. Waiver requests should be submitted in the CO's endorsement to the quota request and should include the following:

- Specific deficiency and full justification for waiver. In case of test score waiver, all available scores should be listed separately.
- Length of time the member has been striking for the rating for which training is requested and/or comments concerning the member's civilian experience as it relates to the requested course of instruction.
- Evaluation of the member's overall potential to the Navy, including the member's career intentions and leadership potential.
- Courses the individual has completed that will enhance the prospect of successful school completion

When a waiver has been granted, an appropriate Administrative Remarks, NAVPERS 1070/613 entry, must be made in the individual's service record before he or she transfers to the school.

ACTIVE OBLIGATED SERVICE

Active OBLISERV for class "A" and "C" schools and factory/contractor training is computed from the class convening date and must be incurred before transfer to the school by executing an extension agreement. A page 13 entry is not acceptable except if monetary loss of selective reenlistment bonus (SRB) will result from a hard extension.

Chapter 7 of the ENLTRANSMAN contains the OBLISERV requirement for the "A" and "C" school and factory/contractor training which, of course, depends on the length of training.

In the event a student completes the course of instruction in less than the scheduled course length, initial OBLISERV may be reduced to that corresponding to the actual time spent under instruction. Forward correspondence requesting adjustment of OBLISERV under such circumstances to BUPERS (PERS 243) with certified copies of all page 4s, both front and back.

In addition to the previous requirements, a member acquiring an additional OBLISERV for a course of instruction must also execute and sign a page 13 entry of understanding concerning OBLISERV payback for disenrollment. This page 13 entry is found in chapter 7 of the ENLTRANSMAN.

Additional information concerning OBLISERV in other situations concerning this subject is contained in chapter 7 of the ENLTRANSMAN.

DEFINITIONS OF TYPES OF SCHOOL QUOTAS

The types of quotas assigned to attend service schools are listed in the following paragraphs.

Temporary Additional Duty Under Instruction

TEMADDINS quotas are assigned only for personnel ordered to courses of instruction of less than 20 weeks' duration when it is appropriate that the member be returned to the originating command. Provided a valid billet requirement will exist at the current command for the member on completion of training, the assignment of the member to school will normally be made on a TEMADDINS quota.

Temporary Duty Under Instruction (TEMDUINS)

Personnel assigned quotas to courses of instruction of less than 20 weeks; duration in connection with a permanent change of station (PCS) are assigned to their ultimate permanent duty station (PDS) in one of two ways:

- Transfer directives issued indicate that the ultimate duty station will be assigned on completion of schooling. These personnel are transferred for TEMDUINS and are made available on completion of schooling for further assignment by BUPERS.
- Transfer directives issued include a PDS. These personnel are transferred on completion of schooling to the PDS included in the transfer directives.

Duty Under Instruction (DUINS)

All personnel assigned quotas to a course or courses of instruction of 20 weeks' duration or longer are transferred for DUINS, which is considered a permanent change of duty. On completion of schooling, these personnel are assigned a new PDS by BUPERS.

Determination of Change of Status From TEMDUINS to DUINS

Orders to a course scheduled for less than 20 weeks constitute a temporary assignment. In some instances, unforeseen delays extend a scheduled course beyond 20 weeks. The possibility of unforeseen delays does not change the fact that the orders, based on the scheduled length of the course, constitute a temporary assignment. However, temporary duty allowances are no longer payable after receipt of an order modification to DUINS as this constitutes a PCS transfer. BUPERS is the determining authority for cases not covered by the previous paragraph.

Refer to chapter 7 of the ENLTRANSMAN for additional information concerning service schools.

ASSIGNMENT OF ENLISTED PERSONNEL TO SPECIAL PROGRAMS

To provide for the ever-increasing complexity of the Navy's mission, it is frequently necessary to establish special programs to perform support functions requiring skills not identified by existing ratings.

This section briefly discusses some of the special programs available for enlisted personnel. Be aware, however, that there are additional special programs available to enlisted service members and that they are contained in chapter 9 of the ENLTRANSMAN, NAVPERS 15909. In particular this section discusses the Navy Food Management Teams; Physical Security-Law Enforcement Specialist; Brig Unit Staff Selection and Training; Command Career Counselor Program; U.S. Navy Ceremonial Guard; Naval Aircrew Program; Yeoman (YN)/Personnelman (PN) Incentives for Washington, DC; Flag Officer Writer and Staff Writer; and the Personnel Exchange Program (PEP).

You should became familiar with the special programs contained in this TRAMAN and in chapter 9 of the ENLTRANSMAN. You should be able to determine and identify additional reference sources you need to review for the most current information concerning these programs.

It must be noted that COs are responsible for carefully screening personnel under consideration for assignment to special programs and for providing the Deputy, CHNAVPERS, with a recommendation for determining a member's suitability for the assignment.

Candidates are identified either through nomination messages or assignment directives, depending on the program involved. On receipt of nominator correspondence, COs review member's qualifications, background, and personal traits to determine eligibility according to chapter 9 of the ENLTRANSMAN and any additional criteria cited in the nominator correspondence.

COs must respond within 10 working days, providing any requested information and recommendation of suitability. Specific reasons for disqualification and/or waiver requests must be included with the CO's response.

NAVY FOOD MANAGEMENT TEAMS

The Navy Food Management Teams provide technical and management assistance to Mess Management Specialists in the operation of enlisted messing facilities and afloat officer messing facilities with on-the-job instruction in areas of food preparation and service, mess management, and sanitation. Their mission is to assist both fleet units and shore activities in the improvement of foodservice operations staffed with Navy Mess Management Specialists. These teams are located at Norfolk, Virginia; Charleston, South Carolina; Mayport, Florida; San Diego, California; and Pearl Harbor, Hawaii.

PHYSICAL SECURITY-LAW ENFORCEMENT SPECIALIST

The Physical Security-Law Enforcement Specialist performs specialized duties in internal security at installations and facilities as a member of the Navy Internal Security Force. The Law Enforcement Specialist provides security for restricted areas; controls entry and exit of military and civilian personnel, vehicles and other equipment at access points to restricted areas; and patrols property concentration areas on foot and using vehicles. The Law Enforcement Specialist also conducts auto accident scene and traffic control, crime investigation, crime scene control and criminal apprehension, and provides written reports. He or she additionally enforces general and special orders and regulations applicable to the area of

operations and performs convoy escort and defense against intrusion by hostile elements, riot, or other unusual circumstances.

Qualities of prospective Law Enforcement Specialists, such as good common sense, sound judgment, initiative, and unquestioned reliability and honesty, are essential to mission accomplishment. Personnel selected for assignment to Physical Security Duty are ordered via 6 weeks at the Law Enforcement Specialist Training School located at Lackland Air Force Base (AFB) in San Antonio, Texas. All graduates earn the Law Enforcement Specialist Navy NEC code 9545. It is imperative that the qualifications listed in the ENLTRANSMAN be met to make sure members ordered to these billets are of the highest caliber and are temperamentally suited for police duty.

BRIG UNIT STAFF SELECTION AND TRAINING

Brigs, which are located throughout the United States and at a few overseas locations, provide exceptional opportunities for personnel to enhance their leadership qualities without regard to their military specialty.

Members who are eligible for shore duty may request assignment to a brig staff provided they meet required high standards of personal conduct and military bearing. Personnel selected for assignment to a brig staff are ordered via Corrections Specialist Training at the Naval Institute of Correctional Administration and earn NEC 9575 upon successful completion of the training.

COMMAND CAREER COUNSELOR PROGRAM

The Command Career Counselor Program provides for the assignment of personnel in ratings other than Navy Counselors to full-time command career counselor billets. Personel so assigned assist COs/unit commanders in maintaining an effective career counseling program as outlined in the *Retention Team Manual,* NAVPERS 15878, and the *Career Information Program Management,* NAVEDTRA 10238-A.

U.S. NAVY CEREMONIAL GUARD

The U.S. Navy Ceremonial Guard is the official ceremonial unit of the Navy and, as such, is a Presidential support activity. The Ceremonial Guard is a component of the Naval District Washington. Nonpetty officers are assigned directly from recruit training centers (RICs). Those recruits who volunteer and are accepted for the Ceremonial Guard must execute a page 13 entry waiving whatever guarantee program they enlisted for. This does not prevent a member of the Ceremonial Guard from subsequently requesting class "A" school or a transfer to sea duty. Requests of this nature can be expected to receive favorable consideration if the individual is otherwise eligible and a requirement exists. Petty officers are selected from those eligible for shore duty.

NAVAL AIRCREW PROGRAM

The Naval Aircrew Program is comprised of personnel of various ratings assigned by BUPERS or the Naval Reserve Personnel Center (NAVRESPERSCEN), in the case of enlisted Training and Administration of Reserve (TM) personnel, under a distribution NEC code of 78XX or 82XX. Naval Aircremen perform duties in fixed and rotary wing aircraft based ashore and afloat in those crew member positions determined by the Chief of Naval Operations (CNO).

Personnel assigned to this program are under permanent flight orders that are governed by the *Administration of Enlisted Flight Orders,* BUPERSINST 1326.4.

YEOMAN/PERSONNELMAN INCENTIVES FOR WASHINGTON, DC

More YN and PN shore billets are located in the Washington, DC, complex than in any other location. This creates a continuing requirement for top performing personnel whose talents can be used in direct support of Navy headquarters activities in the Washington, DC, complex.

The incentive options available to YNs and PNs are possible 1-year shore tour extensions and intra-area completion of tour (COMPTOUR). To enhance professional growth and permit maximum exposure to the many high-level military and civilian offices, YNs and PNs serving the normal minimum shore tour for their rating may request a no-cost transfer for COMPTOUR within the Washington, DC, area.

These incentives are implemented to encourage more of the best clerical personnel to volunteer for Washington, DC, duty. If you desire additional information concerning Washington, DC, assignment, contact the Washington area and staff assignment detailer at BUPERS (PERS 4010D).

FLAG OFFICER WRITER AND STAFF WRITER

Flag Officer Writers are assigned to personal staffs of flag officers, executive level activities and, in some cases, joint or foreign officer billets to assist those officers and senior level civilians with administrative details so that they may devote a larger portion of their time to other more important matters.

For additional information, refer to chapter 9 of the ENLTRANSMAN.

PERSONNEL EXCHANGE PROGRAM

This program provides the opportunity for U.S. Navy personnel to become an integrated part of the host country's service. The intent of the program is to provide a better understanding and appreciation of our allies, to allow foreign nations to become better acquainted with the United States through personal contact, and to provide an interesting foreign duty assignment. Additional information is contained in chapter 9 of the ENLTRANSMAN and The *U.S. Navy Personnel Exchange Program* (PEP), OPNAVINST 5700.7.

SUBMISSION OF REQUESTS FOR SPECIAL PROGRAMS

To request assignment to any special program mentioned in this TRAMAN and other programs contained in chapter 9 of the ENLTRANSMAN, members must submit an Enlisted Duty Preferences, NAVPERS 1306/63, indicating the specific program and area of preference. An Enlisted Personnel Action Request, NAVPERS 1306/7, should also be submitted to BUPERS, using the cognizant BUPERS, via the appropriate chain of command. Applications should arrive at BUPERS approximately 8 months before the member's PRD.

All members requesting assignment to one of the special programs must meet certain requirements as specified in chapter 9 of the ENLTRANSMAN and other pertinent publications.

EDUCATIONAL PROGRAMS AND NAVY CAMPUS

This section discusses various educational programs available to enlisted personnel. In particular this section briefly discusses the Navy Campus and On-Base Navy Campus Program, Program for Afloat College Education (PACE), Tuition Assistance (TA) Program, Navy Campus Certification/Degree Program, and Service Members Opportunity Colleges Navy Associate Degree (SOCNAV) Program. This section also discusses the Skill Enhancement Program, Navy Campus High School Completion Program, National Apprenticeship Program, Defense Activity for Non-Traditional Education Support (DANTES), and the Enlisted Education Advancement Program (EEAP).

NAVY CAMPUS AND ON-BASE NAVY CAMPUS

The Navy Campus is the Navy's voluntary educational program. Navy Campus Program guidance is contained in the *Navy Voluntary Education Programs (Navy Campus),* OPNAVINST 1560.9. Personnel should contact the nearest Navy Campus education specialist or their ESO to participate in Navy Campus.

A range of courses or programs, from high school completion through college degree programs, are given by civilian colleges and universities on Navy installations. Classes are provided primarily for base personnel and their adult dependents.

PROGRAM FOR AFLOAT COLLEGE EDUCATION

Postsecondary and college introductory level courses are provided aboard ship by civilian colleges and universities under contract with the Navy. This is a fully funded program. Participants must, however, buy their own books.

TUITION ASSISTANCE PROGRAM

The TA program is the primary in-service support program that provides part of the cost of tuition for active duty personnel. TA provides financial assistance to eligible personnel who attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational certificate, or a college degree. It is the policy of the CNO that TA be available to all active duty Navy members and other active duty armed forces personnel attached to Navy commands.

Refer to *Navy Voluntary Education Programs (Navy Campus),* OPNAVINST 1560.9, and *Navy Voluntary Education Programs,* CNETINST 1560.3, for additional information and procedures on TA.

NAVY CAMPUS CERTIFICATION/DEGREE PROGRAM

The Navy has made arrangements with a number of 2-year and 4-year colleges to waive residency requirements for active duty personnel so that they may complete degree programs.

SERVICE MEMBERS OPPORTUNITY COLLEGES NAVY ASSOCIATE DEGREE PROGRAM

SOCNAV was implemented in 1984 in conjunction with Service Members Opportunity Colleges (SOC) to offer Navy personnel associate degrees in technical areas associated with their rating and military job. Current programs are Data Processing, Management Science, and General Studies. Additional networks are being developed for 2-year associate degrees in the following areas-Communication Electronics, Digital Electronics, and Law Enforcement.

SKILL ENHANCEMENT PROGRAM

This fully funded, on-duty program may be offered to shore and afloat commands by request of the CO. Courses are intended to improve individual competency in reading, mathematics, English, and writing skills. Courses are taught under contract with civilian colleges.

NAVY CAMPUS HIGH SCHOOL COMPLETION PROGRAM

This program is offered either on-base or off-base and it enables personnel to earn their high school diploma. The level of assistance available for Navy members who do not have a high school diploma is 100 percent of high school completion courses and instructional related fees.

NATIONAL APPRENTICESHIP PROGRAM

This program enables enlisted personnel to register in and complete an apprenticeship in a civilian trade as related to their Navy rating. It is provided in cooperation with the Bureau of Apprenticeship and Training of the U.S. Department of Labor.

The Chief of Naval Education and Training (CNET) is responsible for the administration of National Apprenticeship Standards within the Navy and for securing, through prescribed channels, the national registration of Navy programs of apprenticeship with the National Office of the Bureau of Apprenticeship and Training, U.S. Department of Labor.

For additional information concerning this program, refer to the *Administration of the Navy's National Apprenticeship Program,* OPNAVINST 1560.10, and/or contact NETPMSA, Pensacola, Florida.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT

Through DANTES, military personnel can take college entrance tests as well as tests for college credits. DANTES publishes an independent study guide and distributes the *American Council on Education* (ACE) *Guide,* which is used by colleges and universities to recommend college credit for military training.

ENLISTED EDUCATION ADVANCEMENT PROGRAM (EEAP)

The EEAP provides an opportunity for highly qualified and career motivated enlisted personnel to earn an associate/bachelor of arts or associate/bachelor of science degree.

Primary consideration for selection to EEAP is the sea/shore rotation cycle as it affects the potentially limited opportunity to participate in off-duty education and the Career Reenlistment Objectives (CREO) of the member's particular rating. Other considerations include performance evaluations, performance in Navy schools, and evidence of individual effort to advance academically while in the Navy.

Selectees receive full pay and allowances and may compete for advancement while enrolled in the program, but are not eligible for proficiency pay (except submariners who receive continuous submarine [CONSUB] pay). Selectees must pay for tuition, fees, books, and other expenses incurred while participating in the EEAP. The Navy Tuition Assistance Program may not be used to defray costs while enrolled in the EEAP. Eligible students may use in-service Veterans Educational Assistance Program (VEAP) or the Montgomery GI Bill (MGIB) educational benefits

Selectees normally attend a college or university located near their present duty station or near a major installation (continental United States (CONUS) or Hawaii). If the desired curriculum is not available or there are other assignment considerations, for example, spouse co-location, then other locations that have been authorized by the BUPERS are selected by the CO, Naval Education and Training Program Management Support Activity (NETPMSA).

Students have up to 24 months to complete degree requirements. If the degree is earned in less than the allotted amount of time, students may use the remaining time to work toward a baccalaureate degree.

Six years of OBLISERV is incurred upon enrollment in the EEAP. No relationship exists between this OBLISERV requirement and the number of months of school received.

For additional information and eligibility requirements, refer to Article 1020357 of the NULPERSMAN, *Regulations Governing the Navy Enlisted Education Advancement Program* (EEAP), OPNAVINST 1560.8, and the most current *Enlisted Education Advancement Program* (EEAP), OPNAVNOTE 1510.

APPLYING FOR CREDIT FOR MILITARY TRAINING AND WORK EXPERIENCE

The following paragraphs discuss the requesting of credit for military training and work experience, and applying for credit for military experience by naval personnel.

CREDIT FOR MILITARY TRAINING AND WORK EXPERIENCES

Naval personnel may obtain academic credit from civilian schools for certain educational or work experiences achieved while performing normal military duties, as recommended by the ACE in the *Guide to the Evaluational Experiences in the Armed Services* (ACE Guide).

Academic credit is granted only by civilian educational institutions and may be applied toward the requirements of a vocational certificate, associate, baccalaureate, or graduate degree. Colleges/ universities that participate in the SOCNAV consortium programs award credit for applicable military courses or experiences. However, academic credit is not guaranteed in advance.

The granting of academic credit is solely the prerogative of each educational institution or state department of education. In selecting schools to conduct on-base programs and, in recommending off-base schools, the Navy Campus education specialist makes every effort to recommend an institution that adheres to the recommendations in the ACE Guide.

APPLYING FOR CREDIT FOR MILITARY EXPERIENCE

When no Navy Campus education specialist is available, the command's ESO should assist and advise personnel to apply for academic credit for military experience. Reference should be made to the ACE Guide (available through DANTES), which provides a listing of credit recommendations for service schools and ratings.

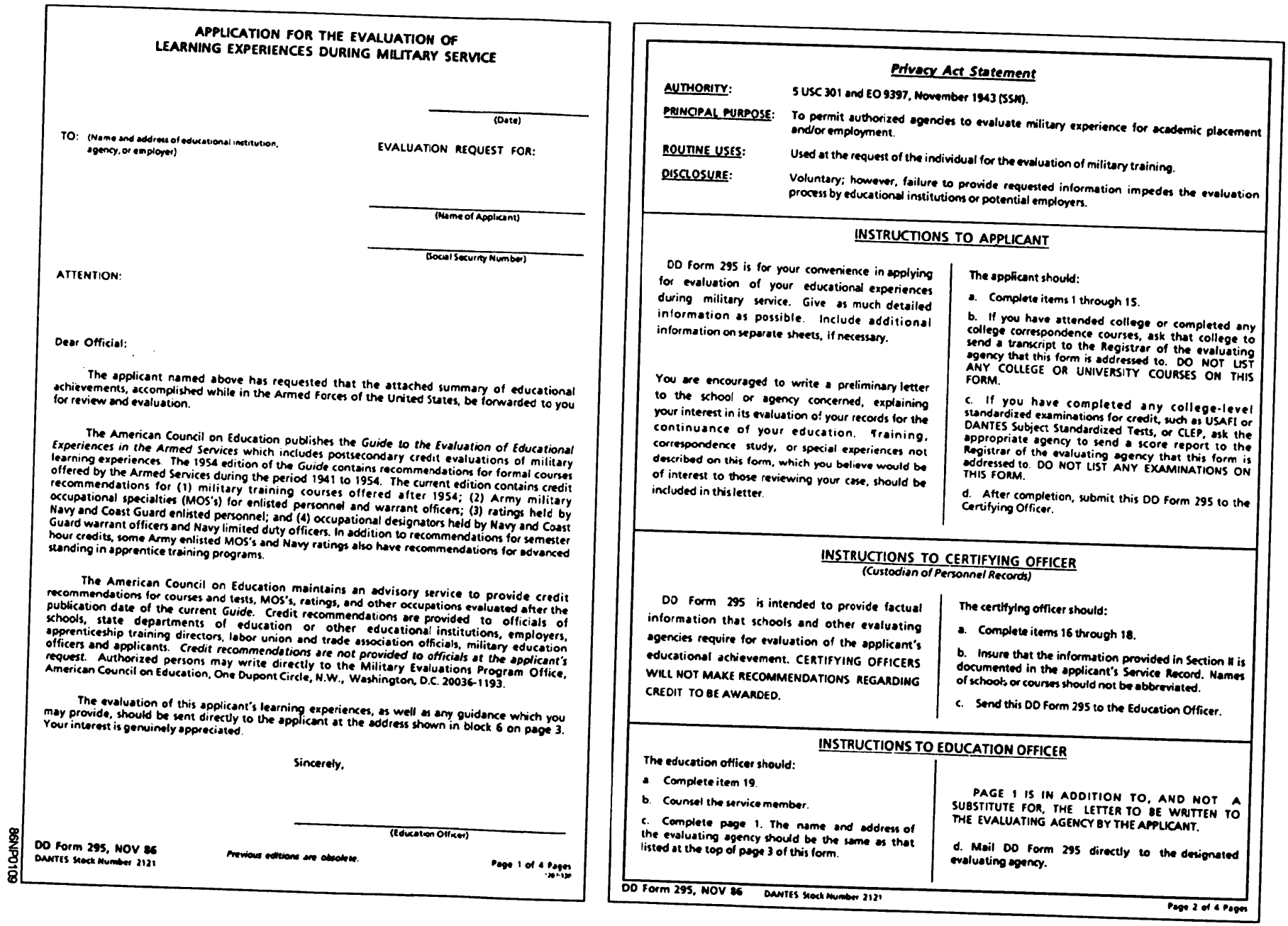
A recommendation of credit is no guarantee that the amount of credit will be granted. Neither the Navy nor ACE award academic credit. Academic credit for an individual's military educational experiences can only be awarded by the civilian school where the individual is seeking admission, or from a state department of education where the individual requests a high school diploma or equivalency certificate.

With the assistance of the ESO or custodian of military records, the service member must prepare and submit to the civilian school the Application for the Evaluation of Learning Experiences During Military Service, DD Form 295. Refer to figure 9-11.

When completing the DD Form 295, the preparer should make sure it is addressed to the school where the applicant is seeking credit and that all military course titles, numbers, and locations have been verified. Complete information on this form is of the utmost importance.

SUMMARY

This chapter briefly discussed the Navy's advancement system, commands' and individuals' responsibilities in regard to advancement, and the distribution of eligibility status listing to commands to notify them about personnel eligible for advancement. It identified most of the requirements for advancement, the importance of the CO's recommendation for advancement, service record entries for recommending personnel for advancement, worksheets, Navywide advancement examinations, and results of Navywide advancement examinations.



APPLICATION FOR THE EVALUATION OF LEARNING EXPERIENCES DURING MILITARY SERVICE

(Date)

TO: (Name and address of educational institution, agency, or employer)

EVALUATION REQUEST FOR:

(Name of Applicant)

(Social Security Number)

ATTENTION:

Dear Official:

The applicant named above has requested that the attached summary of educational achievements, accomplished while in the Armed Forces of the United States, be forwarded to you for review and evaluation.

The American Council on Education publishes the *Guide to the Evaluation of Educational Experiences in the Armed Services* which includes postsecondary credit evaluations of military learning experiences. The 1954 edition of the *Guide* contains recommendations for formal courses offered by the Armed Services during the period 1941 to 1954. The current edition contains credit recommendations for (1) military training courses offered after 1954; (2) Army military occupational specialties (MOS's) for enlisted personnel and warrant officers; (3) ratings held by Navy and Coast Guard enlisted personnel; and (4) occupational designators held by Navy and Coast Guard warrant officers and Navy limited duty officers. In addition to recommendations for semester hour credits, some Army enlisted MOS's and Navy ratings also have recommendations for advanced standing in apprentice training programs.

The American Council on Education maintains an advisory service to provide credit recommendations for courses and tests, MOS's, ratings, and other occupations evaluated after the publication date of the current *Guide*. Credit recommendations are provided to officials of schools, state departments of education or other educational institutions, employers, apprenticeship training directors, labor union and trade association officials, military education officers and applicants. *Credit recommendations are not provided to officials at the applicant's request.* Authorized persons may write directly to the Military Evaluations Program Office, American Council on Education, One Dupont Circle, N.W., Washington, D.C. 20036-1193.

The evaluation of this applicant's learning experiences, as well as any guidance which you may provide, should be sent directly to the applicant at the address shown in block 6 on page 3. Your interest is genuinely appreciated.

Sincerely,

(Education Officer)

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86NP0109

Privacy Act Statement

AUTHORITY: 5 USC 301 and EO 9397, November 1943 (SSN).

PRINCIPAL PURPOSE: To permit authorized agencies to evaluate military experience for academic placement and/or employment.

ROUTINE USES: Used at the request of the individual for the evaluation of military training.

DISCLOSURE: Voluntary; however, failure to provide requested information impedes the evaluation process by educational institutions or potential employers.

INSTRUCTIONS TO APPLICANT

DD Form 295 is for your convenience in applying for evaluation of your educational experiences during military service. Give as much detailed information as possible. Include additional information on separate sheets, if necessary.

You are encouraged to write a preliminary letter to the school or agency concerned, explaining your interest in its evaluation of your records for the continuance of your education. Training, correspondence study, or special experiences not described on this form, which you believe would be of interest to those reviewing your case, should be included in this letter.

The applicant should:

a. Complete items 1 through 15.

b. If you have attended college or completed any college correspondence courses, ask that college to send a transcript to the Registrar of the evaluating agency that this form is addressed to. DO NOT LIST ANY COLLEGE OR UNIVERSITY COURSES ON THIS FORM.

c. If you have completed any college-level standardized examinations for credit, such as USAFI or DANTES Subject Standardized Tests, or CLEP, ask the appropriate agency to send a score report to the Registrar of the evaluating agency that this form is addressed to. DO NOT LIST ANY EXAMINATIONS ON THIS FORM.

d. After completion, submit this DD Form 295 to the Certifying Officer.

INSTRUCTIONS TO CERTIFYING OFFICER
(Custodian of Personnel Records)

DD Form 295 is intended to provide factual information that schools and other evaluating agencies require for evaluation of the applicant's educational achievement. CERTIFYING OFFICERS WILL NOT MAKE RECOMMENDATIONS REGARDING CREDIT TO BE AWARDED.

The certifying officer should:

a. Complete items 16 through 18.

b. Insure that the information provided in Section II is documented in the applicant's Service Record. Names of schools or courses should not be abbreviated.

c. Send this DD Form 295 to the Education Officer.

INSTRUCTIONS TO EDUCATION OFFICER

The education officer should:

a. Complete item 19.

b. Counsel the service member.

c. Complete page 1. The name and address of the evaluating agency should be the same as that listed at the top of page 3 of this form.

PAGE 1 IS IN ADDITION TO, AND NOT A SUBSTITUTE FOR, THE LETTER TO BE WRITTEN TO THE EVALUATING AGENCY BY THE APPLICANT.

d. Mail DD Form 295 directly to the designated evaluating agency.

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Figure 9-11.—Application for the Evaluation of Learning Experiences During Military Service, DD Form 295.

APPLICATION FOR THE EVALUATION OF LEARNING EXPERIENCES DURING MILITARY SERVICE

TO (Name and address of educational institution, agency, or employer)

SECTION I - TO BE COMPLETED BY APPLICANT

1. NAME (Last, first, middle initial)
2. GRADE/RANK OR RATING
3. SOCIAL SECURITY NO.
4. PREVIOUS SERVICE NUMBER(S)
5. PRESENT BRANCH OF SERVICE (Include National Guard and Reserve components) ☐ a. ARMY ☐ b. NAVY ☐ c. AIR FORCE ☐ d. MARINE CORPS ☐ e. COAST GUARD
6. APPLICANT'S MAILING ADDRESS FOR REPLY FROM EDUCATIONAL INSTITUTION
7. DATE OF BIRTH
8. PERMANENT HOME ADDRESS

CIVILIAN EDUCATION

9. HIGHEST GRADE OF SCHOOL COMPLETED (X one) ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12
10. HIGHEST YEAR OF COLLEGE COMPLETED (X one) ☐ a. NONE ☐ b. FRESHMAN ☐ c. SOPHOMORE ☐ d. JUNIOR ☐ e. SENIOR
11. COLLEGE DEGREE EARNED (X if applicable) ☐ a. ASSOCIATE ☐ b. BACHELOR
12. EDUCATIONAL INSTITUTION LAST ATTENDED
a. NAME
b. MAILING ADDRESS

13. USAFI COURSES COMPLETED IN SERVICE (Prior to 1974)
(The applicant should request a transcript for all courses to be forwarded directly to the evaluating agency.)

a. CATALOG NUMBER AND TITLE OF COURSE (If no courses were taken, print NONE)	b. METHOD OF STUDY (Correspondence, self-teaching, locally conducted classes, etc.)	c. LOCATION WHERE COMPLETED	d. DATE COURSE COMPLETED
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			

14. MILITARY CORRESPONDENCE COURSES COMPLETED
(The applicant should attach a copy of the course completion letter or certificate.)

a. COURSE NAME (If no courses were taken, print NONE)	b. COURSE SPONSOR (AAPO, MCI, ECI, CGI)	c. DATE COURSE COMPLETED
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		

15. APPLICANT CERTIFICATION: I have read the Privacy Act Statement on Page 2.
a. SIGNATURE
b. DATE SIGNED

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SECTION II - TO BE COMPLETED BY CERTIFYING OFFICER
(Read instructions on Page 2 before completing this page)

16. FORMAL SERVICE SCHOOLS ATTENDED (If longer than one week) (If none, print NONE)

a. COURSE TITLE	b. MILITARY COURSE NUMBER	c. NAME OF SCHOOL CITY, STATE	d. DATE ENTERED	e. LENGTH (In weeks)	f. DATE COMPLETED	g. FINAL MARK AND/OR CLASS STANDING*	19. ACE GUIDE COURSE OR OCCUPATION IDENTIFICATION NO. (To be filled out in Education Center)
(1)							
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							
(8)							
(9)							
(10)							

17. MILITARY OCCUPATIONAL HISTORY

a. MILITARY SPEC. CODE (MOS, AFSC, Rate, etc.)*	b. MILITARY OCCUPATIONAL TITLE (Do Not Abbreviate)	c. DATES HELD From (mo/yr)	c. DATES HELD To (mo/yr)	d. MOS/SQT SCORE (For Army Enlisted Personnel)	
(1)					
(2)					
(3)					

NOTES: *Print SP if course length was self paced.
*If information is available, give grade received. If class standing is shown, give number in class, e.g. 10 in 241.
*List most recent skill levels or grade.
*MOS/SQT Evaluation Score and Date of evaluation.

THIS APPLICATION MUST BE SIGNED BY AN OFFICER OR A DULY AUTHORIZED NONCOMMISSIONED OFFICER.
I certify that the information contained herein has been compared with official records, and that this information is correct.

18. CERTIFYING OFFICER
a. NAME (Print or Type)
b. GRADE/RANK
c. MILITARY ADDRESS (Include ZIP Code)
d. SIGNATURE
e. DATE SIGNED

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86NP0110

Figure 9-11.—Application for the Evaluation of Learning Experiences During Military Service, DD Form 295—Continued.

This chapter also discussed TAFMS and explained the difference between regular and earl y advancement candidates. It also discussed HYT, ESVRs, RCAs, and appointment certificates. This chapter also discussed service school eligibility requirements, recruit input, waiver of eligibility requirement, action required on receipt of waiver approval, OBLISERV requirements, and defined the types of school quotas.

This chapter also discussed the assignment of personnl to special programs. The special programs discussed were the Navy Food Management Teams; Physical Security-Law Enforcement Specialist; Brig Unit Staff Selection and Training; Command Career Counselor Program; U.S. Navy Ceremonial Guard; Naval Aircrew Program; Yeoman (YN)/Personnelman (PN) Incentives for Washington, DC; Flag Officer Writer and Staff Writer; and the Personnel Exchange Program.

Also discussed were the educational programs available to Navy enlisted personnel, which are the Navy Campus and On-Base Navy Campus Program; Program for Afloat College Education (PACE); Tuition Assistance (TA) Program; Navy Campus Certification/Degree Program; Service Members Opportunity Colleges Navy Associate Degree (SOCNAV) Program; Skill Enhancement Program, Navy Campus High School Completion Program; the National Apprenticeship Program; The Defense Activity for Non-Traditional Education Support (DANTES); and the Enlisted Education Advancement Program (EEAP).

The last topic discussed in this chapter was a section on how to apply for credit for military training and experience.

CHAPTER 10

COMMISSIONING PROGRAMS

Several commissioning programs are available to enlisted personnel. This chapter contains a discussion of these programs to include the following:

- Naval Reserve Officer Training Corps (NROTC) Scholarship Programs
- Naval Academy Program
- Broadened Opportunity for Officer Selection and Training (BOOST) Program
- Nurse Corps Baccalaureate Degree Completion Program (NCBDCP)
- Medical Service Corps In-Service Procurement Program
- Active Duty Limited Duty Officer (LDO) Program
- Chief Warrant Officer (CWO) program
- Enlisted Commissioning Program (ECP)
- Medical Enlisted Commissioning Program (MECP)
- The Seaman to Admiral program

As a PN, you will answer service members' questions about these programs. Therefore, you should know about the commissioning programs covered in this chapter. Remember, always review the most current publications when answering service members' questions. You should be familiar with the following publications contained in figure 10-1.

1. *Naval Military Personnel Manual* (MILPERSMAN), NAVPERS 15560C, Article 1020210, Article 1020220, Article 1020360, and Article 1020355
2. Navy-Marine Corps ROTC College Scholarship Bulletin
3. *Secretary of the Navy Nomination for the Naval Academy Naval Academy Preparatory School,* OPNAVINST 1531.4
4. *Appointment of Regular and Reserve Officer in the Nurse Corps of the Navy,* SECNAVINST 1120.6
5. *Administrative Separations of Officers,* SECNAVINST 1920.6
6. *In-Service Procurement Program (IPP) for Appointment in the Active Duty Medical Service Corps and the Inactive Duty Physician Assistant Chief Warrant Officer to Medical Service Corps Conversion Program,* BUPERSINST 1131.2
7. *In-Service Procurement for Appointment Under the Active and Inactive Limited Duty Officer and Chief Warrant 0fficer Programs,* BUPERSINST 1131.1
8. *U.S. Naval Reserve Officer Programs Open to Active Duty Naval Enlisted Personnel,* OPNAVINST 1120.2
9. *Enlisted Bonus and Special Duty Assignment Pay Programs,* OPNAVINST 1160.6
10. *Navy Voluntary Education Programs (Navy Campus),* OPNAVINST 1560.9
11. *Navy Tuition Assistance Program specified in the Navy Voluntary Education Programs (Navy Campus),* OPNAVINST 1560.9
12. *Federally Legislated Educational Benefit Programs,* OPNAVINST 1780.3
13. *Medical Enlisted Commissioning Program (MECP),* BUPERSINST 1131.3
14. NAVADMIN 096/94 and NAVADMIN 130/94

Figure 10-1.—Publications and/or references associated with commissioning programs.

NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) SCHOLARSHIP PROGRAMS

The NROTC Navy-Option Scholarship Programs are designed to educate and train well qualified men and women for careers as commissioned officers of the U.S. Navy Unrestricted Line (URL) and Nurse Corps. Graduates of these programs are initially appointed as ensigns in the Navy.

The Four-Year and Two-Year NROTC Scholarship Programs, including the NROTC Nurse Corps Four-Year and Two-Year Scholarship options, provide qualified students tuition, books, instructional fees, uniforms, and a subsistence allowance of $100 per month. Room and board expenses aren't provided. To be eligible for a commission, scholarship students must successfully complete naval science courses, drills, and summer training as prescribed by the Chief of Naval Education and Training (CNET) before graduation from college. During the academic year, selectees attend classes full time.

Enlisted personnel selected for and enrolled in NROTC Scholarship Programs are released from active duty. Therefore, they aren't eligible for active duty pay and allowances, medical benefits, and other active duty entitlements while enrolled in these programs.

An NROTC scholarship applicant must meet the following eligibility requirements, which are specified in Article 1020210 of the *Naval Military Personnel Manual* (MILPERSMAN), NAVPERS 15560C (only the age requirements may be waived):

- Be a U.S. citizen
- Be under 25 years of age on 30 June of the year in which the applicant will be eligible for commissioned status. An age waiver may be granted for prior active military service, on a month-for-month basis, computed as of 1 September of the year of enrollment in NROTC. This is provided the applicant will not reach his or her 29th birthday by 30 June of the year in which graduation and commissioning are anticipated. Command verification of service must be provided to receive an age waiver.
- Be a high school graduate or possess an equivalency certificate.
- Be physically qualified for the NROTC program as determined by the Department of Defense Medical Examination Review Board (DODMERB).
- Possess personal qualities of high moral character and loyalty. Loyalty is defined as having no moral obligations or personal convictions that would prevent conscientiously supporting and defending the *Constitution of the United States* against all enemies, foreign and domestic.
- Have no court-martial conviction or civil felony conviction. Have no disciplinary action under Article 15, *Uniform Code of Military Justice* (UCMJ), or conviction by civil court for misdemeanors, except minor traffic violations, during the 3 years preceding application for the NROTC Scholarship Program. A fine of $200 or less, exclusive of court charges, is considered minor. Any substantiated drug abuse while in an enlisted status results in disqualification and exceptions are not considered.

For specific additional eligibility requirements and application procedures, refer to Article 1020210 of the MILPERSMAN, and the Navy-Marine Corps ROTC College Scholarship Bulletin.

NAVAL ACADEMY PROGRAM

The United States Naval Academy (USNA) provides 4 years of college training to men and women as midshipmen (figs. 10-2 and 10-3) in the United States Navy. This training leads to a commission as an ensign in the line (in some cases the Staff Corps) of the Regular Navy or second lieutenant in the Marine Corps.

Candidates for the Naval Academy must be citizens of the United States, be of good moral character, be unmarried, have no dependents, be not less than 17 years of age, and not have reached their 22d birthday on 1 July of the year in which admitted to the Naval Academy.

To be considered for an appointment to the Naval Academy, an applicant must obtain a nomination from one of the authorized sponsors prescribed by law. The applicant must be qualified scholastically, physically, and medically. Detailed procedures are prescribed in the Naval Academy catalog, which is published annually.

The majority of nominations for appointment to the Naval Academy are made by U.S. Senators and Representatives. Other nomination sources are the Vice President, the Secretary of the Navy, and civil officials of Puerto Rico, the Virgin Islands, Guam, and American Samoa. Some of the Presidential appointment and Secretary of the Navy appointment numbers are discussed in the following paragraphs:

Figure 10-2.-Midshipmen marching at the Naval Academy.

Figure 10-3.-Graduation ceremonies at the Naval Academy.

- The President may appoint 100 midshipmen each year. For specific information on eligible individuals who may be appointed to the Naval Academy by the President, refer to Article 1020220 of the MILPERSMAN.

- The Secretary of the Navy may appoint 85 enlisted members of the Regular Navy and Marine Corps to the Naval Academy each year. The applicants must have enlisted in the Navy or Marine Corps on or before 1 July of the year preceding the desired year of entrance to the Naval Academy.

- The Secretary of the Navy may appoint 85 enlisted members of the Naval Reserve and Marine Corps Reserve each year. These men and women must be qualified as to age, and they must have served in the Reserve for at least 1 year by 1 July of the year of entrance to the Naval Academy. They must be on active duty or must be members of a drilling unit of the Reserve, be recommended by their commanding officers, and have maintained efficiency in drill attendance with their Reserve units. Midshipmen USNR of the Regular NROTC Program are not eligible for appointment under this quota.

For additional information and application procedures, refer service members to Article 1020220 of the MILPERSMAN, and the *Secretary of the Navy Nomination for the Naval Academy/Naval Academy Preparatory School,* OPNAVINST 1531.4.

BROADENED OPPORTUNITY FOR OFFICER SELECTION AND TRAINING (BOOST) PROGRAM

The BOOST Program supports the Navy's Affirmative Action Plan by offering enlisted men and women a comprehensive program of academic preparation for successful pursuit of a Navy or Marine Corps commission through the NROTC Program or the USNA.

The BOOST Program prepares selected applicants for entry into the NROTC Scholarship Program, NROTC Scholarship Program Nurse Corps Option, or USNA. Each BOOST graduate is offered an NROTC scholarship or an appointment to the USNA, depending on individual qualifications.

The BOOST Program provides an upward mobility opportunity to persons who have demonstrated qualities necessary for careers as unrestricted line naval officers, but whose past academic performance does not qualify them for immediate selection into an officer accession program. As the BOOST Program is a significant part of the Navy Affirmative Action Plan, interested minority personnel are strongly encouraged to apply.

The BOOST Program is located at the Naval Education and Training Center, Newport, Rhode Island. This program consists of a rigorous 12-month college preparatory curriculum that consists of mathematics, English, science, computer science, campus skills, and military training. Upon graduation from BOOST, individuals and/or the Navy have several options:

- If the graduate accepts an NROTC scholarship, he/she is released from active duty into the Naval Reserve and assigned to an NROTC unit. For NROTC scholarship recipients, university assignments are not determined until the last quarter of BOOST school. The individual may be assigned to a school other than his/her first choice if considered in the best interest of the selectee or the Navy.

- Nurse Corps option selectees must attend a university that offers an accredited nursing program.

- If accepted by the USNA, the graduate reports to the academy for plebe summer indoctrination.

For additional information and application procedures, refer to Article 1020360 of the MILPERSMAN.

NURSE CORPS BACCALAUREATE DEGREE COMPLETION PROGRAM (NCBDCP)

The NCBDCP gives qualified individuals the opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as a Nurse Corps officer. The NCBDCP candidate will be in an active status as an Officer Candidate Seaman (OCSN) (E-3), U.S. Naval Reserve, and receive full pay and allowances (except clothing) while attending college as a full-time student. Tuition, fees, books, and other expenses must be paid by the NCBDCP candidate.

To be eligible for the NCBDCP, the applicant must meet the following criteria:

- Be a civilian or an enlisted member of a Reserve component of one of the Armed Forces branches not on active duty

- Be 18 years of age and not be more than 34 years of age on the date of commission

- Be enrolled in or accepted for transfer to a National League for Nursing accredited program that confers a baccalaureate degree in nursing

The NCBDCP must be completed within 24 months of enlistment as an OCSN. Interested individuals should contact a medical programs recruiter at the closest Navy recruiting district (NAVCRUITDIST) for complete details.

Selectees for the NCBDCP must sign the NCBDCP agreement before enlistment and acceptance of orders as a NCBDCP candidate. The Commander, Navy Recruiting Command, maintains administrative responsibility for the NCBDCP and the candidates. Two meritorious promotions are possible while a participant is in the NCBDCP:

1. For those candidates who make the Dean's List during two consecutive semesters or three quarters, and
2. For those candidates who refer a lead that results in an accession into the NCBDCP or Navy Nurse Corps.

Upon conferral of the baccalaureate degree, the NCBDCP candidate is appointed as an Ensign, Nurse Corps, United States Naval Reserve on the active duty list and concurrently discharged from enlisted status. This individual incurs an active duty obligation (beginning with conferral of the baccalaureate degree and appointment as a Nurse Corps officer) for 4 years, and the total commissioned obligation is 8 years. There should not be a break in active service. Appointees are retained under the administrative control of their NAVCRUITDIST pending assignment to the next available officer indoctrination school class.

Nurse Corps officers must obtain and maintain a license to practice as a registered professional nurse from a state, territory, or the District of Columbia. This license is based on a licensing examination provided by the National Council of State Boards of Nursing, which is administered by one of its member boards of nursing. Obtaining and maintaining a license to practice nursing is the responsibility of the officer. Officers who fail to become licensed may be—

1. Reappointed in a different competitive category to complete any incurred active duty obligation, or
2. Separated under the guidance of *Appointment of Regular and Reserve officer in the Nurse Corps of the Navy,* SECNAVINST 1120.6, and *Administrative Separations of Officers,* SECNAVINST 1920.6.

The NCBDCP and the subsequent appointment of a candidate as a Nurse Corps officer are governed by SECNAVINST 1120.6.

MEDICAL SERVICE CORPS IN-SERVICE PROCUREMENT PROGRAM

The Medical Service Corps In-Service Procurement Program is a continuing program. It is specifically intended to provide a path of advancement to commissioned officer status for outstanding, career-motivated Navy Hospital Corpsman (HM) and Dental Technician (DT) personnel. Applications are considered for the Health Care Administration or the Physician Assistant section of the Medical Service Corps. Candidates submit formal applications via their COs in time to reach the Chief of Naval Personnel (CHNAVPERS) (PERS251) by 15 December.

Eligibility requirements and application procedures are contained in the *In-Service Procurement Program (IPP) for Appointment in the Active Duty Medical Service Corps and the Inactive Duty Physician Assistant Chief Warrant 0fficer to Medical Service Corps Conversion Program,* BUPERSINST 1131.2.

ACTIVE DUTY LIMITED DUTY (LDO) AND CHIEF WARRANT OFFICER (CWO) PROGRAMS

The LDO and CWO Programs are the principal enlisted-to-officer programs sponsored by the Navy that don't require a college degree. The Navy has a need for warrant officers, who serve and are developed as officer technical specialists, and for LDOs, who serve and are developed as officer technical managers.

Competition in both of these programs has been and will continue to be particularly fierce. Interested persons should begin preparation early in their career. Increased knowledge gained through occupational experience and specialized training through school and correspondence courses should be sought by all Potential candidates. This will help them prepare for officer status.

The LDO and CWO Programs are applicable to the following individuals:

- Enlisted personnel of the Regular Navy and Naval Reserve on active duty (including the Training

and Administration of the Reserve [TAR] Program) who may seek appointment to CWO status via the Active Duty CWO Program or commissioned officer status via the Active Duty LDO Program

- Warrant officers of the Regular Navy and Naval Reserve on active duty who may seek appointment to commissioned officer status via the Active Duty LDO Program

- Enlisted personnel of the Naval Reserve on inactive duty who are assigned to a drilling unit and who may seek appointment to CWO status via the Inactive Duty CWO Program or commissioned officer status via the Inactive Duty LDO Program

- Warrant officers of the Naval Reserve on inactive duty who are assigned to a drilling unit and who may seek appointment to commissioned officer status via the Inactive Duty LDO Program

- Naval reservists on temporary active duty (TEMAC) and naval reservists assigned duties as canvasser recruiters who may seek appointment to CWO status via the Inactive Duty CWO or commissioned status via the Inactive Duty LDO Program

Interested enlisted personnel should review the *In-Service Procurement for Appointment Under the Active and Inactive Limited Duty Officer and Chief Warrant Officer Programs,* BUPERSINST 1131.1, for required submission dates, detailed eligibility requirements, obligations, and other pertinent information.

ENLISTED COMMISSIONING PROGRAM (ECP)

The ECP is a full-time, undergraduate education program that provides an excellent opportunity for outstanding active duty enlisted personnel in the Navy or Naval Reserve who have previous college credit (less than a baccalaureate degree) to earn a commission in the URL or Civil Engineer Corps (CEC). Members who already have their baccalaureate degrees are not considered for the ECP and should apply directly for admission to Officer Candidate School (OCS) under the provisions of *U.S. Naval Reserve Officer Programs Open to Active Duty Naval Enlisted Personnel,* OPNAVINST 1120.2. The ECP is divided into three categories-Basic ECP, which includes all URL designators; ECP Nuclear Option, which includes surface and subsurface; and ECP CEC Option, where candidates receive CEC appointments.

ASSIGNMENT OF SELECTEES

Selectees are ordered to an NROTC unit at a host university on a permanent change of station (PCS) basis. Basic ECP candidates attend the Naval Science Institute (NSI) en route to their host universities for an intensive 6 1/2-week academic and physical training program. Nuclear Option and CEC Option candidates do not attend NSI but they do attend OCS after graduation.

PAY AND ALLOWANCES FOR ECP STUDENTS

ECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement. ECP students should be encouraged to complete all advancement requirements for their next enlisted paygrade before detaching from their present command. Entitlement to the Selective Reenlistment Bonus (SRB) is as specified in the *Enlisted Bonus and Special Duty Assignment Pay Programs,* OPNAVINST 1160.6. All special duty assignment pay ceases upon transfer to NSI or the NROTC host university.

TUITION, FEES, AND OTHER EXPENSES

Under the ECP, all tuition, fees, books, and other expenses incurred while participating in the program are paid by the student. ECP students are not eligible for tuition assistance under the Navy Tuition Assistance Program specified in the *Navy Voluntary Education Programs (Navy Campus),* OPNAVINST 1560.9. Eligible students may use the Veterans Educational Assistance Program (VEAP) or the Montgomery GI Bill educational benefits. Questions about the use of the GI Bill benefits should be directed to the Department of Veterans Affairs, regional office. Eligibility requirements for VEAP and the Montgomery GI Bill educational benefits are specified in the *Federally Legislated Educational Benefit Program,* OPNAVINST 1780.3.

DEADLINE FOR COMPLETING DEGREE REQUIREMENTS

Selectees are required to complete degree requirements for nontechnical degrees in not more than 30 calendar months. Technical degree candidates are required to complete degree requirements in not more than 36 calendar months. Selectees attend school on a full-time, year-round basis. Nuclear Option selectees enrolling in an established 5-year degree program may

receive extensions of up to 6 months on a case-by-case basis. The time starts upon enrollment at the NROTC host university.

A technical degree is defined as a degree in mathematics, physics, any of the engineering disciplines, or any of the hard sciences, such as chemistry. A nontechnical degree is any other degree program applicable to URL.

Advanced academic standing may be granted at the discretion of the individual university; however, students so advanced will be expected to complete degree requirements in a proportionally reduced time period. If disenrolled from the ECP at any time, students are issued PCS orders to a new assignment to complete their remaining enlisted active duty obligation.

Additional information and application procedures are contained in MILPERSMAN, Article 1020355.

MEDICAL ENLISTED COMMISSIONING PROGRAM (MECP)

The MECP gives active duty enlisted personnel, including those in the TAR Program, an opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as a Nurse Corps officer. The program provides upward mobility for outstanding performers in all ratings. Naval reservists on active duty for special work or 1-year recall and canvasser recruiters are not eligible for this program.

MECP selectees receive full pay and allowances for their enlisted paygrades and are eligible for advancement while attending college on a full-time basis, including summer sessions. Tuition, fees, books, and other expenses must be paid by the MECP candidate.

Upon graduation, candidates are appointed as Ensign, Nurse Corps, United States Naval Reserve. Candidates incur an active duty obligation of 4 years, with a total commissioned obligation of 8 years. Time not spent on active duty is spent in the Inactive Reserve.

Candidates are commissioned upon completion for MECP and must successfully complete Officer Candidate Indoctrination School. Nurse Corps officers must obtain and maintain a license to practice as a registered professional nurse from a state, territory, or the District of Columbia, This license is based on a licensing examination provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing.

Obtaining and maintaining a license is the responsibility of the officer. Officers who fail to become licensed may be appointed in a different competitive category to complete any incurred active duty obligation or separated for cause under the guidance of SECNAVINST 1120.6 and SECNAVINST 1920.6.

Applications are due annually by 1 January. Eligibility criteria and application procedures for the MECP are contained in the *Medical Enlisted Commissioning Program (MECP),* BUPERSINST 1131.3.

SEAMAN TO ADMIRAL PROGRAM

The Seaman to Admiral Program is a new program that allows personnel another opportunity to become commissioned officers. Information provided here is not all-inclusive, and you should review other publications for additional information.

ELIGIBLE APPLICANTS

The Seaman to Admiral Program is applicable to enlisted personnel of the Regular Navy and Naval Reserve on active duty (including TAR personnel).

Eligible applicants are considered by a Board convened by the CHNAVPERS. The Board selects candidates considered best qualified for appointment in the unrestricted line within quotas authorized by CHNAVPERS. The names of selectees are published by NAVADMIN. Personnel not selected are not individually notified.

SELECTEES

Selectees are appointed as permanent Ensigns, U.S. Naval Reserve, after indoctrination at the OCS in Pensacola, Florida. Following commissioning in the Unrestricted Line, officers are assigned to the warfare community specific training, as appropriate. While it is expected that the vast majority of selectees will succeed in OCS and follow-on training, it is necessary to establish ground rules should a selectee fail to complete early training.

MEMBERS DISENROLLED FROM OCS

Members disenrolled from OCS for any reason are reverted to their former rates in the Navy or Naval Reserve and are made available for general assignment. Normally, reverted members will be required to serve

their original or extended period of obligated service. Members disenrolled from training after commissioning, if not selected for another officer community, will be able to enlist at their former paygrade with permission from CHNAVPERS.

ASSIGNMENT

Community assignment is determined by the Assistant Chief of Naval Personnel for military policy and career progression (Pers-2) after approval of the Board results. Community assignment is based on the needs of the Navy, individual qualifications, aptitude, experience, and preference. Every effort is made to meet individual preferences, but careful consideration is given to service in all designators in the event the stringent academic and physical requirements cannot be met for service in the preferred community.

Upon successful completion of initial sea duty and warfare qualification, officers are administratively screened for selection for a college degree program.

ELIGIBILITY REQUIREMENTS

To be eligible for appointment, all applicants must meet certain basic requirements. The following are some of these requirements:

- Have a superb record and be recommended by the commanding officer.
- Be a U.S. citizen.
- Be serving on active duty in the U.S. Navy or Naval Reserve, including the TAR program, at the time of application and remain on active duty until commissioned.
- Be serving in paygrade E-5 or above with at least 4 years of continuous active duty as of the date specified by CHNAVPERS.
- Have not reached their 27th birthday by the date as specified by CHNAVPERS. No age waivers are granted.
- Be physically qualified for appointment in the URL.
- Meet physical fitness and body fat standards at time of application and appointment.
- Be a high school graduate or possess a General Educational Development (GED).
- Have no record of conviction by court-martial, non-judicial punishment (NJP) or civil court for any offense other than minor traffic violations since age 17. Driving under the influence violations are not considered minor traffic violations for this program and are disqualifying.
- Be of a good moral character and of unquestioned loyalty to the United States as determined by interview and investigation.
- Not be in other accession programs.

For additional information and application procedures, refer to NAVADMIN 096/94 and NAVADMIN 130/94. You should also refer to other publications that, by now, should have been published concerning this program.

SUMMARY

Various commissioning programs were discussed in this chapter. Some of the eligibility requirements that members must meet before applying for the following programs were identified:

- The NROTC Scholarship Programs
- The Naval Academy Program
- The BOOST Program
- The NCBDCP
- The Medical Service Corps In-Service Procurement Program
- The LDO and CWO Programs
- The ECP
- The MECP
- The Seaman to Admiral Program

CHAPTER 11

OVERSEAS TRAVEL AND ORDERS

This chapter contains a discussion of overseas Service. As you read this chapter, you will learn about command sponsorship of dependents at overseas duty stations, permanent change of station (PCS) of members traveling to overseas locations accompanied by dependents, and dependents traveling overseas without the sponsor. You will also learn the purpose and restriction on use of a no-fee passport, and be able to explain terms associated with passport and visa requirements. Additionally, you will be able to identify some of the forms used when applying for passports, application procedures, and visa requirements. Finally, you will be able to identify the types of orders and recognize the purpose of the travel certificate separation without orders.

OVERSEAS SERVICE

As a PN you will be involved in processing overseas transfers atone time or another in your career. You must realize before hand the importance of properly screening all personnel who are under orders to an overseas activity. Proper screening of personnel and their dependents before their actual transfer prevents a subsequent early return because of unsuitability. Refer to figures 11-1 and 11-2, which show you two different Sailors being interviewed for overseas assignment by two different transfer PNs. Notice the care they display in explaining to individuals their specific requirements. You should do the same.

In this section, a discussion on screening of personnel for actual overseas activities is presented. Also discussed is the requirement for screening personnel for certain activities that are not considered overseas but do require the use and completion of the Report of Suitability for Overseas Assignment, NAVPERS 1300/16.

Overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the forty-eight contiguous United States. Hawaii is considered all overseas area, but is exempt from personnel screening

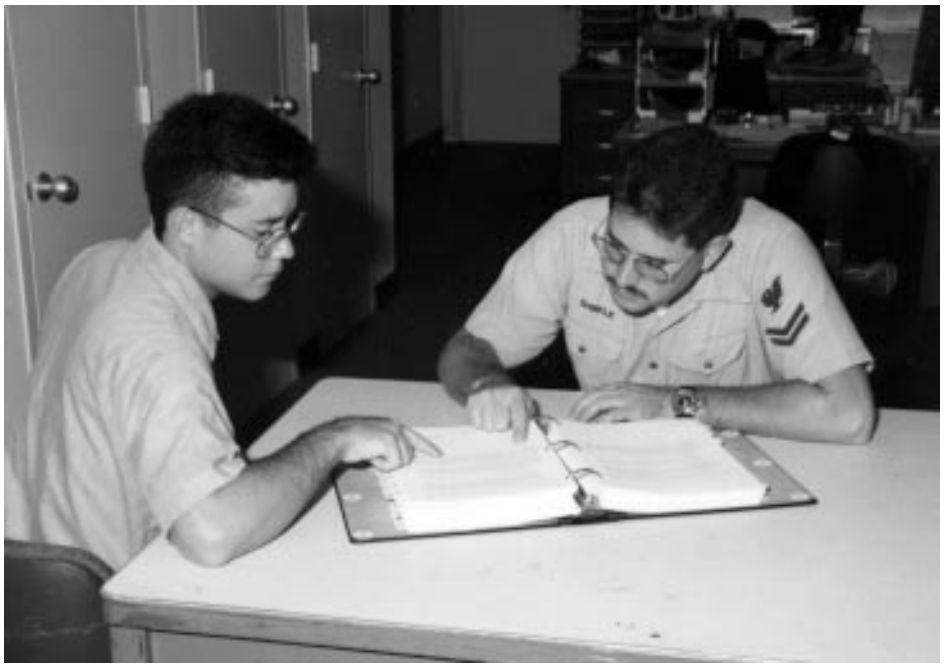


Figure 11-1.—PN2 is shown here explaining information to a young Sailor from the ENLTRANSMAN on his prospective overseas transfer.

Figure 11-2.—A PN is shown here helping a First Class Petty Officer complete some of the documents required in conjunction with her overseas transfer.

requirements with the exception of Barking Sands, Hawaii.

OVERSEAS SCREENING REQUIREMENT FOR DIEGO GARCIA AND MIDWAY ISLAND

According to chapter 24, item 275 of the *Enlisted Transfer Manual (ENLTRANSMAN),* NAVPERS 15909, modified overseas screening is required for personnel being assigned to Diego Garcia and Midway Island. The Report of Suitability for Overseas Assignment, NAVPERS 1300/16, parts I and II, and questions 3,7,8, and 9 of part III should be completed by appropriate personnel. Appropriate personnel include the medical overseas screening coordinator, commanding officer (CO) or officer in charge (OIC) of the medical treatment facility, and the member's CO.

The CO should also complete part III of NAVPERS 1300/16 requiring his or her final approval. Figure 11-3 shows you a blank sample of a NAVPERS 1330/16.

ASSIGNMENT OF PERSONNEL TO KEY WEST, FLORIDA

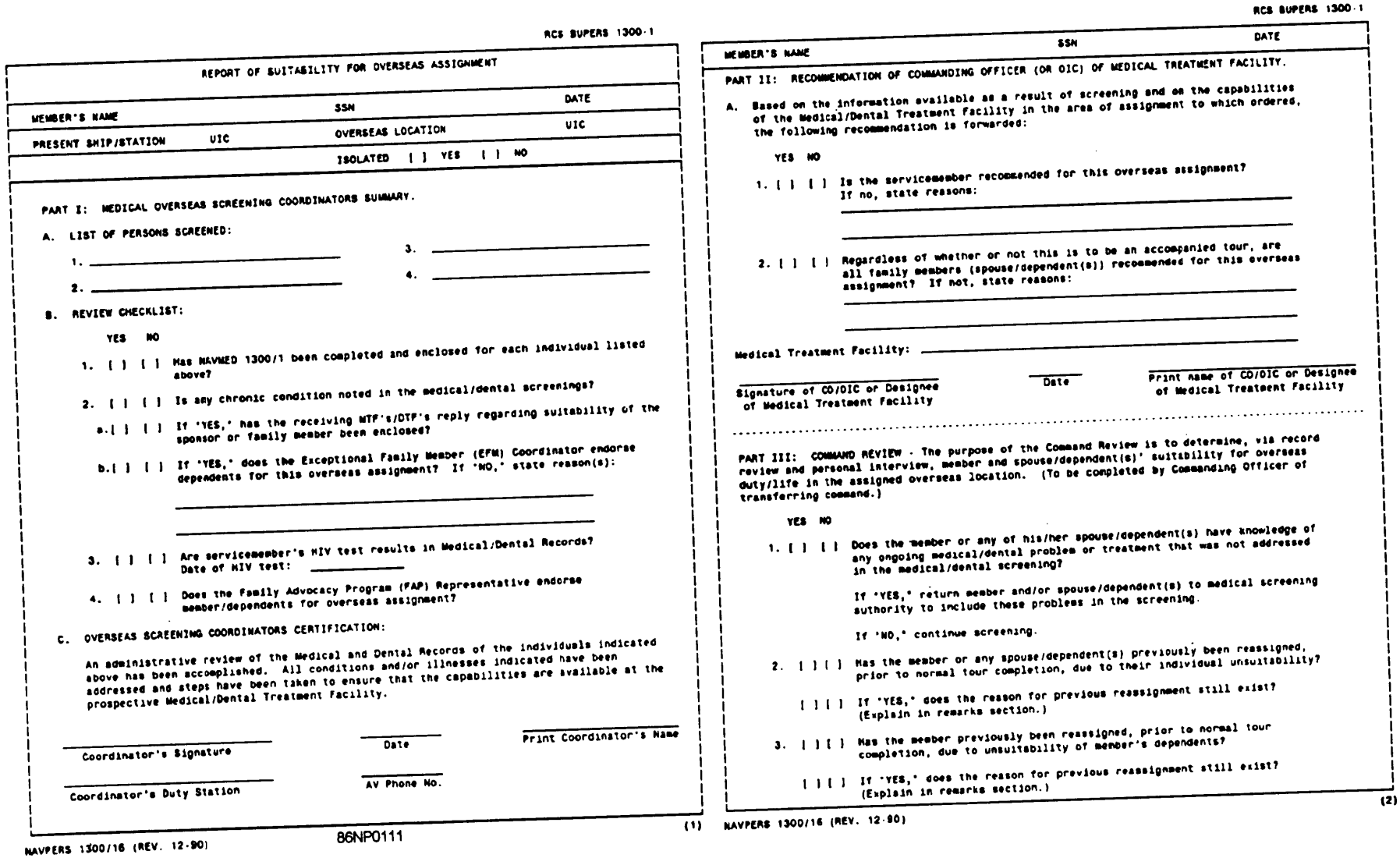
The Key West, Florida, area is considered a remote or isolated location. As such, it has very limited government and civilian medical services available to provide sufficient care to members and their dependents in some medical specialty areas. Therefore, appropriate personnel as identified previously, must complete parts I and II as well as the section of part III of NAVPERS 1300/16 requiring the CO's final approval.

OVERSEAS SCREENING REQUIREMENT FOR ALL USNS VESSELS AND OTHER UNITS OPERATING IN AN OVERSEAS AREA FOR CONTEMPLATED PERIODS OF 1 YEAR OR MORE

Members being assigned to the following activities require overseas screening:

- Any USNS vessel
- Oceanographic unit
- USS La Salle
- Commander, Maritime Propositioning Ships Squadron (COMPSRON ONE, TWO, and THREE)
- Commander, Middle East Force (COMIDEASFOR) (staff)
- Commander, Standing Naval Forces Atlantic (COMSTANAVFORLANT) (staff)

while these vessels or units are homeported in the Continental United States (CONUS), their



RCS BUPERS 1300-1

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

MEMBER'S NAME | SSN | DATE

PRESENT SHIP/STATION | UIC | OVERSEAS LOCATION | UIC

ISOLATED [ ] YES [ ] NO

PART I: MEDICAL OVERSEAS SCREENING COORDINATORS SUMMARY.

A. LIST OF PERSONS SCREENED:

1. _____ 3. _____

2. _____ 4. _____

B. REVIEW CHECKLIST:

	YES	NO	
1.	[ ]	[ ]	Has NAVMED 1300/1 been completed and enclosed for each individual listed above?
2.	[ ]	[ ]	Is any chronic condition noted in the medical/dental screenings?
a.	[ ]	[ ]	If "YES," has the receiving MTF's/DTF's reply regarding suitability of the sponsor or family member been enclosed?
b.	[ ]	[ ]	If "YES," does the Exceptional Family Member (EFM) Coordinator endorse dependents for this overseas assignment? If "NO," state reason(s):
3.	[ ]	[ ]	Are servicemember's HIV test results in Medical/Dental Records? Date of HIV test: _____
4.	[ ]	[ ]	Does the Family Advocacy Program (FAP) Representative endorse member/dependents for overseas assignment?

C. OVERSEAS SCREENING COORDINATORS CERTIFICATION:

An administrative review of the Medical and Dental Records of the individuals indicated above has been accomplished. All conditions and/or illnesses indicated have been addressed and steps have been taken to ensure that the capabilities are available at the prospective Medical/Dental Treatment Facility.

Coordinator's Signature | Date | Print Coordinator's Name

Coordinator's Duty Station | AV Phone No.

NAVPERS 1300/16 (REV. 12-90) 86NP0111 (1)

RCS BUPERS 1300-1

MEMBER'S NAME | SSN | DATE

PART II: RECOMMENDATION OF COMMANDING OFFICER (OR OIC) OF MEDICAL TREATMENT FACILITY.

A. Based on the information available as a result of screening and on the capabilities of the Medical/Dental Treatment Facility in the area of assignment to which ordered, the following recommendation is forwarded:

	YES	NO	
1.	[ ]	[ ]	Is the servicemember recommended for this overseas assignment? If no, state reasons:
2.	[ ]	[ ]	Regardless of whether or not this is to be an accompanied tour, are all family members (spouse/dependent(s)) recommended for this overseas assignment? If not, state reasons:

Medical Treatment Facility: _____

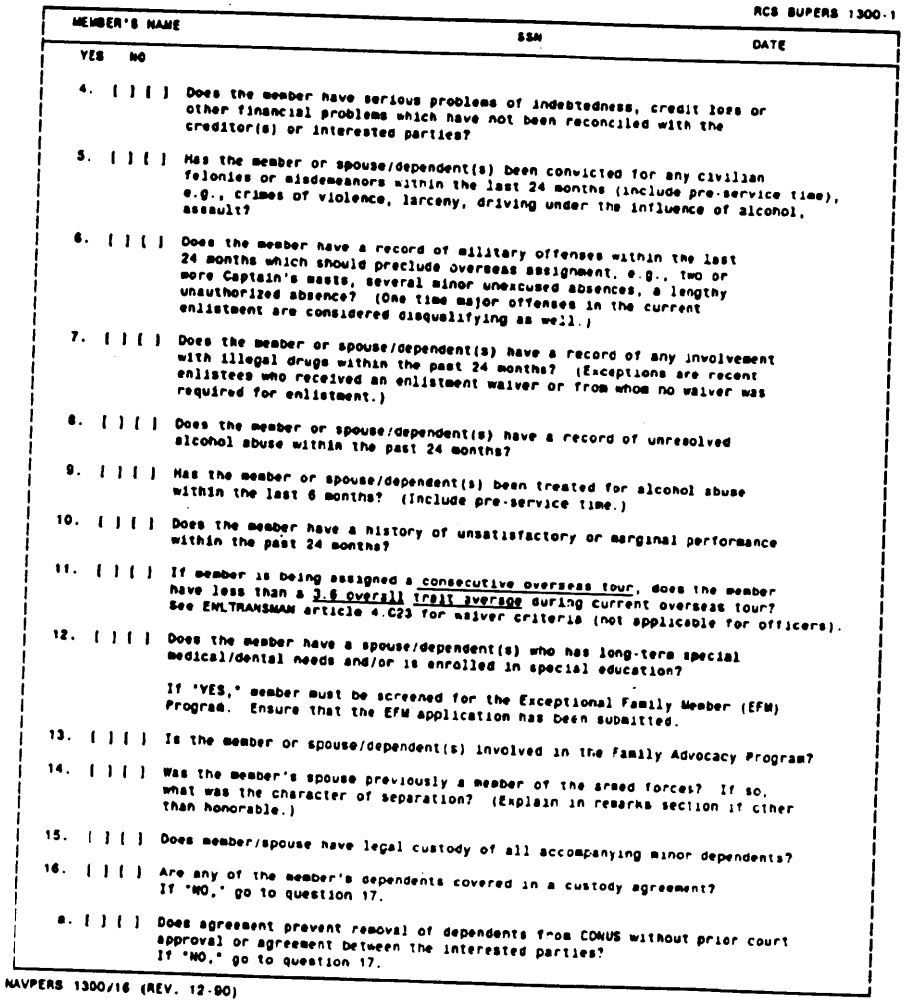
Signature of CO/OIC or Designee of Medical Treatment Facility | Date | Print Name of CO/OIC or Designee of Medical Treatment Facility

PART III: COMMAND REVIEW - The purpose of the Command Review is to determine, via record review and personal interview, member and spouse/dependent(s)' suitability for overseas duty/life in the assigned overseas location. (To be completed by Commanding Officer of transferring command.)

	YES	NO	
1.	[ ]	[ ]	Does the member or any of his/her spouse/dependent(s) have knowledge of any ongoing medical/dental problem or treatment that was not addressed in the medical/dental screening? If "YES," return member and/or spouse/dependent(s) to medical screening authority to include these problems in the screening. If "NO," continue screening.
2.	[ ]	[ ]	Has the member or any spouse/dependent(s) previously been reassigned, prior to normal tour completion, due to their individual unsuitability?
	[ ]	[ ]	If "YES," does the reason for previous reassignment still exist? (Explain in remarks section.)
3.	[ ]	[ ]	Has the member previously been reassigned, prior to normal tour completion, due to unsuitability of member's dependents?
	[ ]	[ ]	If "YES," does the reason for previous reassignment still exist? (Explain in remarks section.)

NAVPERS 1300/16 (REV. 12-90) (2)

Figure 11-3.—Report of Suitability for Overseas Assignment, NAVPERS 1300/16.



RCS BUPERS 1300-1

MEMBER'S NAME | SSN | DATE

YES NO

4. [ ] [ ] Does the member have serious problems of indebtedness, credit loss or other financial problems which have not been reconciled with the creditor(s) or interested parties?

5. [ ] [ ] Has the member or spouse/dependent(s) been convicted for any civilian felonies or misdemeanors within the last 24 months (include pre-service time), e.g., crimes of violence, larceny, driving under the influence of alcohol, assault?

6. [ ] [ ] Does the member have a record of military offenses within the last 24 months which should preclude overseas assignment, e.g., two or more Captain's masts, several minor unexcused absences, a lengthy unauthorized absence? (One time major offenses in the current enlistment are considered disqualifying as well.)

7. [ ] [ ] Does the member or spouse/dependent(s) have a record of any involvement with illegal drugs within the past 24 months? (Exceptions are recent enlistees who received an enlistment waiver or from whom no waiver was required for enlistment.)

8. [ ] [ ] Does the member or spouse/dependent(s) have a record of unresolved alcohol abuse within the past 24 months?

9. [ ] [ ] Has the member or spouse/dependent(s) been treated for alcohol abuse within the last 6 months? (Include pre-service time.)

10. [ ] [ ] Does the member have a history of unsatisfactory or marginal performance within the past 24 months?

11. [ ] [ ] If member is being assigned a consecutive overseas tour, does the member have less than a 3.6 overall trait average during current overseas tour? See ENLTRANSMAN article 4.C23 for waiver criteria (not applicable for officers).

12. [ ] [ ] Does the member have a spouse/dependent(s) who has long-term special medical/dental needs and/or is enrolled in special education?

If "YES," member must be screened for the Exceptional Family Member (EFM) Program. Ensure that the EFM application has been submitted.

13. [ ] [ ] Is the member or spouse/dependent(s) involved in the Family Advocacy Program?

14. [ ] [ ] Was the member's spouse previously a member of the armed forces? If so, what was the character of separation? (Explain in remarks section if other than honorable.)

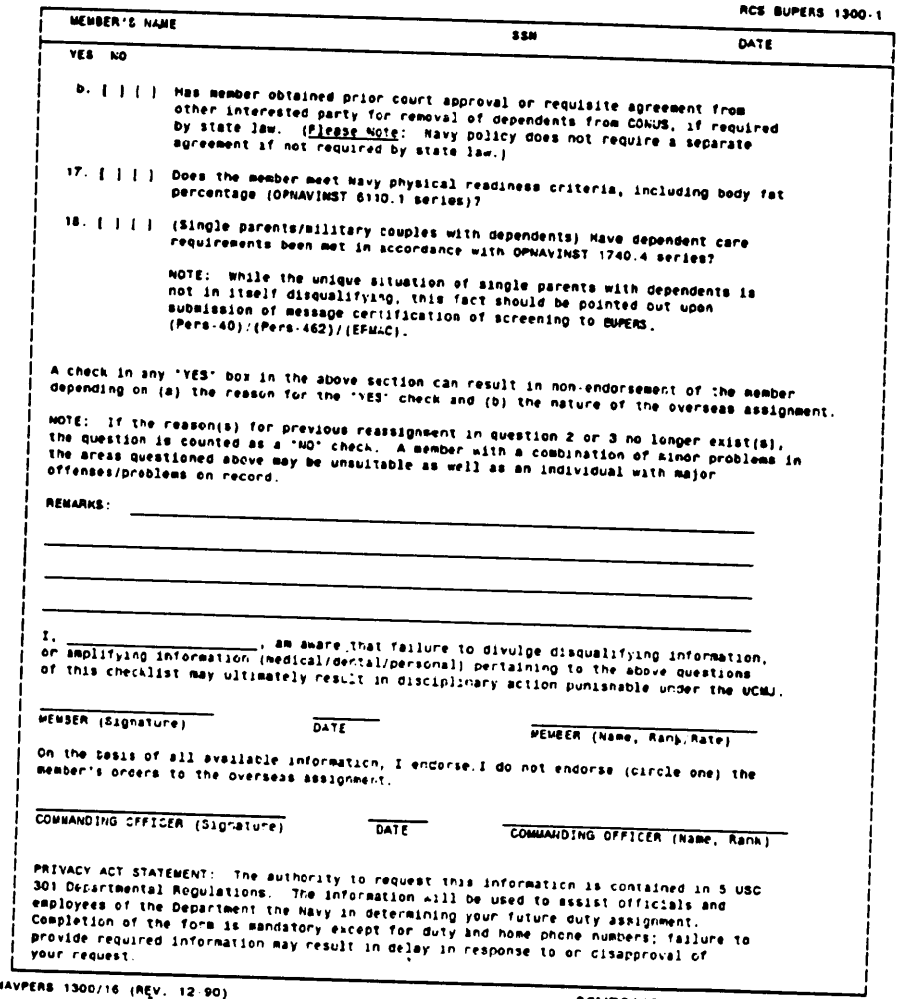
15. [ ] [ ] Does member/spouse have legal custody of all accompanying minor dependents?

16. [ ] [ ] Are any of the member's dependents covered in a custody agreement? If "NO," go to question 17.

a. [ ] [ ] Does agreement prevent removal of dependents from CONUS without prior court approval or agreement between the interested parties? If "NO," go to question 17.

NAVPERS 1300/16 (REV. 12-90)

(3)



RCS BUPERS 1300-1

MEMBER'S NAME | SSN | DATE

YES NO

b. [ ] [ ] Has member obtained prior court approval or requisite agreement from other interested party for removal of dependents from CONUS, if required by state law. (Please Note: Navy policy does not require a separate agreement if not required by state law.)

17. [ ] [ ] Does the member meet Navy physical readiness criteria, including body fat percentage (OPNAVINST 6110.1 series)?

18. [ ] [ ] (Single parents/military couples with dependents) Have dependent care requirements been met in accordance with OPNAVINST 1740.4 series?

NOTE: While the unique situation of single parents with dependents is not in itself disqualifying, this fact should be pointed out upon submission of message certification of screening to BUPERS. (Pers-40)/(Pers-462)/(EFMAC).

A check in any "YES" box in the above section can result in non-endorsement of the member depending on (a) the reason for the "YES" check and (b) the nature of the overseas assignment.

NOTE: If the reason(s) for previous reassignment in question 2 or 3 no longer exist(s), the question is counted as a "NO" check. A member with a combination of minor problems in the areas questioned above may be unsuitable as well as an individual with major offenses/problems on record.

REMARKS: _____

I, _____, am aware that failure to divulge disqualifying information, or amplifying information (medical/dental/personal) pertaining to the above questions of this checklist may ultimately result in disciplinary action punishable under the UCMJ.

_____ _____ _____

MEMBER (Signature) DATE MEMBER (Name, Rank, Rate)

On the basis of all available information, I endorse/I do not endorse (circle one) the member's orders to the overseas assignment.

_____ _____ _____

COMMANDING OFFICER (Signature) DATE COMMANDING OFFICER (Name, Rank)

PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 USC 301 Departmental Regulations. The information will be used to assist officials and employees of the Department the Navy in determining your future duty assignment. Completion of the form is mandatory except for duty and home phone numbers; failure to provide required information may result in delay in response to or disapproval of your request.

NAVPERS 1300/16 (REV. 12-90)

86NP0112

(4)

Figure 11-3.—Report of Suitability for Overseas Assignment, NAVPERS 1300/16—Continued.

high-operating tempo limits access to adequate medical and dental facilities. For this reason, personnel being assigned to these activities require a complete overseas screening.

SELECTION OF PERSONNEL FOR OVERSEAS SERVICE

While overseas, service members and their dependents represent the United States. The CO of the transferring command determines suitability of personnel for overseas service. The CO decides whether the member or dependents possess any performance, disciplinary, financial, psychological, medical, or other physical attributes that would prevent them from conducting themselves as representatives of the United States in a foreign country.

The decision on suitability begins when a detailer at the Bureau of Naval Personnel (BUPERS) (PERS 40) or Enlisted Personnel Management Center (EPMAC) nominates the member for overseas duty and ends with a message to BUPERS (PERS 40 and PERS 462) from the CO indicating the suitability of the member and dependents for overseas duty. In the case of nondesignated Seamen, Airmen, and Firemen, the message is addressed to EPMAC with an information copy to BUPERS (PERS 462).

Suitability screening includes a review of the member's service record and physical readiness status. It includes a check of the medical and dental fitness of the individual and his or her dependents. Screening also includes a command review to determine suitability. In recruit training and service school environments, the training school command is responsible for scrutinizing the training records of personnel and interviewing personnel to determine their overall suitability for overseas duty. Other suitability factors are discussed later in the chapter.

A face-to-face interview between the CO of the transferring command, the service member, and his or her dependents, if any, is desirable. If this is not possible, the CO must make sure such an interview is conducted by an experienced and knowledgeable representative. On request of the CO, a skilled interviewer (such as a chaplain, command career counselor, command master chief, Navy social worker, or specified family service center staff member) may also be included to determine overseas suitability. In all cases, the CO must sign the Report of Suitability for Overseas Assignment, NAVPERS 1300/16. This authority cannot be delegated except to an officer "Acting" or to OICs of isolated detachments.

SUITABILITY DECISION FACTORS

The CO of the transferring command must make sure that the following factors are addressed and used as the basis for the overseas suitability decision:

- Medical fitness
- Human immuno deficiency virus (HIV) screening
- Dependent suitability, which includes screening for exceptional family members. Refer to the glossary contained in this training manual for a definition of exceptional family members.
- Family advocacy
- Dental fitness
- Physical fitness
- Drug-related problems
- Alcohol-related problems
- Psychiatric disorders
- Performance
- Disciplinary history
- Pregnancy, if applicable
- Financial stability
- Individual and family characteristics

Dependents should be screened for overseas assignment even if the member elects an unaccompanied tour of duty. This screening is conducted to make sure the member does not have the potential for early return from an overseas location because of an existing family problem. Also, in most locations, the member may elect an accompanied tour within 90 days of arrival overseas. It is better to identify the potential problems before the member executes the orders.

OVERSEAS SERVICE SCREENING PROCEDURES

As you know, the CO of the transferring command is responsible for the overseas screening. However, you, as the PN, will conduct the actual transfer interview, type the orders and/or endorsements, send the

message of suitability or unsuitability after receipt of the completed NAVPERS 1300/16, and make the appropriate service record entries.

Although the CO is ultimately responsible for making sure that the following actions are accomplished, you, as a PN, will actually perform most of these functions yourself. The CO makes sure the following actions are taken:

- Each individual and dependent being assigned overseas is screened within 30 days after receipt of the transfer directive. If delay is anticipated beyond the 30-day period, an interim message must be sent by the transferring command or servicing Personnel Support Activity Detachment (PERSUPPDET) to BUPERS (PERS 40 and PERS 462) explaining the delay and stating an estimated date of completion. Members cannot be transferred before satisfactorily completing overseas screening.

- A command review is conducted according to provisions of chapter 4 of the ENLTRANSMAN and the *Suitability Screening for Overseas Assignment,* OPNAVINST 1300.14, to determine if the individual and dependents, if applicable, meet the eligibility requirements for overseas assignment.

- During the command review, members and family members are briefed on dependent entry requirements, traveling, and living conditions at the next duty station. For members that are assigned and have elected an unaccompanied tour, make sure the member is familiar with article 6810105 of the *Naval Military Personnel Manual (MILPERSMAN),* NAVPERS 15560, concerning command-sponsored and noncommand-sponsored dependents. Additional information concerning command sponsorship is discussed later in the chapter.

- Suitability/unsuitability determination is based on member/dependent(s) medical and command reviews and any other reliable information from individuals, such as the chaplain, family advocacy representative, command financial specialist, and so forth.

- The member has sufficient obligated service to complete the appropriate accompanied/unaccompanied Department of Defense (DOD) area tour or that the member incurs sufficient obligated service to complete DOD area tour. *Page 13 entries for obligated service are not authorized.*

- The appropriate page 13 entries are made in the member's service record.

- The Report of Suitability for Overseas Assignment, NAVPERS 1300/16, is completed when the member and dependents, if applicable, are considered suitable in all respects for duty overseas, and before preparation of the Standard Transfer Order (STO). After the appropriate message is sent to BUPERS and/or EPMAC, the report is filed in the member's service record.

In the next section, you will learn the procedures that must be complied with if personnel are found not suitable for overseas assignment.

PERSONNEL FOUND UNSUITABLE FOR OVERSEAS ASSIGNMENT

If the transferring command's CO does not consider an individual and/or his or her dependents suitable for overseas service, the following actions should be carried out by that command:

- Report such action within 30 days of receipt of orders by message to BUPERS (PERS 40BB) or EPMAC for nondesignated Seamen, Airmen, and Firemen. Send an information copy to the receiving command indicating the nature of the disqualifying reason(s), to include steps taken to resolve problem(s), resulting in the CO's non-endorsement of overseas assignment. Reports should be as complete as possible to permit equitable disposition. In all cases, hold orders in abeyance until notified by BUPERS (PERS 40BB) or EPMAC concerning final determination.

- Once a member has been successfully screened by the detaching command, for any subsequent information, misconduct, or emergency medical problems that make the member unsuitable (Occurring at the transferring command or at any intermediate activity en route to overseas duty), hold orders in abeyance and notify BUPERS or EPMAC, as appropriate. The CO must make sure the member and dependents are aware of their responsibility to report any circumstances that may change their suitability status after being determined suitable for overseas assignment.

WAIVERS OF SCREENING REQUIREMENTS

While strict adherence to overseas screening requirements cannot be overemphasized, BUPERS and/or EPMAC, as appropriate, can grant waivers on a case-by-case basis. Individual COs can best judge the qualifications and potential of each member. A CO may

decide on completion of a member's overseas screening interview that a waiver should be submitted, even though a member is not technically qualified for overseas assignment. Under these conditions, such requests for waivers are encouraged and should be submitted to BUPERS (PERS 40) or EPMAC, as appropriate.

A request for a waiver must be completely documented with comments on the member's performance with particular emphasis placed on potential. BUPERS (PERS 40) or EPMAC, as appropriate, screens the request and makes the final decision concerning overseas assignment eligibility. A member should not be transferred until written authorization granting waiver is obtained. File a copy of the waiver request and the subsequent reply in the member's service record.

REASSIGNMENT DUE TO UNSUITABILITY

If the CO of an overseas activity receives improperly screened personnel or dependents, the overseas activity should send an Overseas Screening Deficiency Report (OSDR), as shown in chapter 4 of the ENLTRANSMAN, by message or letter to BUPERS (PERS 40 and PERS 462). EPMAC is included as an action addressee if nondesignated Seamen, Airmen, and Firemen are involved.

If reassignment (early return) of the member is desired because of unsuitability, submit an OSDR for early return. COs should not use this procedure to transfer personnel instead of using disciplinary or administrative action. Use of the OSDS is restricted to those cases where transfer is the only possible solution. Each case is decided on its merits by BUPERS or EPMAC, as appropriate.

If transfer is approved, make sure a page 13 service record entry is made indicating unsuitability for overseas duty and reasons for disqualification. On approval of early return, send an availability report according to guidelines contained in chapter 20 of the ENLTRANSMAN.

To permit proper BUPERS and/or EPMAC disposition of personnel found unsuitable for continued overseas duty because of medical reasons, inform your area commander, fleet commander, and the Bureau of Medicine and Surgery (BUMED).

On approval of BUPERS and/or EPMAC, personnel determined to be unsuitable for continued overseas service will be transferred to duty for which they are eligible.

OVERSEAS SCREENING REPORTS

There are two reports dealing with overseas screening: Report of Suitability and Unsuitability and OSDR. Both of these reports have been mentioned in previous paragraphs, but are further mentioned to remind you of their purpose.

The Report of Suitability/Unsuitability. This report is shown in chapter 4 of the ENLTRANSMAN. It is sent to BUPERS (PERS 40 and PERS 40BB) or EPMAC for nondesignated Seamen, Firemen, and Airmen, and BUPERS (PERS 462) by the command completing the overseas screening. This report indicates whether an individual or his/her dependents are suitable or unsuitable for overseas duty.

The Overseas Screening Deficiency Report (OSDR). This report is sent to BUPERS (PERS 40 and PERS 40BB) or EPMAC in case of nondesignated Seamen, Firemen, and Airmen, and BUPERS (PERS 462 and PERS 662). Include BUMED (CODE 3B435) as an addressee when an overseas command receives improperly screened personnel and/or their dependents because of medical deficiencies. The OSDR is used to report discrepancies in the screening conducted by the transferring command that may or may not require early return of the member and/or dependents.

This OSDR may also be used for requests for early return for reasons other than screening deficiencies. These requests are prompted by problems that develop after arrival overseas that make the member and/or dependents unsuitable for continued overseas assignment.

- BUPERS sends serious OSDRs to the responsible manning control authority (MCA) and BUMED, when appropriate. The MCA tasks the immediate superior in command (ISIC) of the transferring activity to correct the conditions causing the improper screening.

- Servicemembers with exceptional family member(s) complete appropriate forms per chapter 28 of the ENLTRANSMAN.

As the PN in charge of transfers and working in a PERSUPPDET or any other personnel office that processes overseas transfers, you must make sure that all the pretransfer administrative requirements are completed. Pretransfer administrative requirements include promptly notifying and interviewing the

member, fully explaining the orders during the interview, and answering any questions the member may have.

Also, you must make sure the member has sufficient obligated service for the assignment. Additionally, you must keep in mind the high-year tenure (HYT) restrictions. Furthermore, you must make sure the message of suitability or unsuitability is sent out and a copy of the message filed in the service record along with the Report of Suitability/Unsuitability for Overseas Assignment, NAVPERS 1300/16. Remember also to make appropriate service record entries.

Whenever you process overseas transfers, always use the mandatory checklist provided in chapter 4 of the ENLTRANSMAN to make sure no items are overlooked.

NOTE: Chapter 4 of the ENLTRANSMAN contains additional information that is not discussed in this training manual. You should refer to this chapter if there are questions about determining what actions to take in case of personnel approaching fleet reserve/retirement eligibility, when the transfer involves consecutive overseas tours, when determining overseas tour lengths, and so forth.

Also, you should refer to the *Suitability Screening for Overseas Assignment,* OPNAVINST 1300.14; and the Navy *Passenger Transportation Manual (PTM),* NAVMILPERSCOMINST 4650.2.

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS

From time to time, you will be required to submit dependent entry approval requests while processing overseas transfers. The purpose of requesting a dependent entry approval is to make sure that dependents of the transferring member are—

- Authorized to reside at the overseas location
- Authorized to be command-sponsored
- Eligible for government transportation to and from overseas duty stations

Occasionally, dependent entry approval requests are disapproved for some reasons. Usually, the most common reason for disapproval is a shortage of government housing at the overseas duty station location. This disapproval prevents the member from traveling concurrently with his/her dependents. In some instances it takes months to receive approval of the initial entry approval request.

As a PN, you should be aware that not all overseas duty station locations require dependent entry approval. You should also be aware that not all overseas duty station locations authorize the travel of dependents because of certain restrictions there; for example, Diego Garcia A member cannot take dependents, because Diego Garcia is classified as a dependent restricted area. In fact, a dependent entry approval cannot even be submitted

Some of the terms you will find when dealing with command sponsorship of dependents are defined in this section.

Acquired dependent. An acquired dependent is an individual who becomes a dependent through marriage, adoption, or other action during the course of a Navy servicemember's current overseas tour of duty. The term does not include those individuals dependent on the servicemember or children born of a marriage that existed before commencement of the current overseas tour.

In servicemember-married-to-servicemember situations, a servicemember separating from the service at an overseas station becomes an acquired dependent of the service member remaining on active duty on the day of separation.

A dependent, returned early for personal reasons from an overseas area under paragraph U5240-D of the *Joint Federal Travel Regulations (JFTR),* volume 1, NAVSO P-6034, is treated as an acquired dependent on return to the overseas area at personal expense.

Appropriate military commander. The appropriate military commander is normally the commander authorized to grant dependent entry approval for the overseas area. Refer to chapter 2, appendix D, of the *Passenger Transportation Manual (PTM),* NAVMILPERSCOMINST 4650.2, which identifies the appropriate military commanders. In areas where prior approval for dependent entry is not required, the authority directing the servicemember's transfer is the appropriate military commander. The appropriate overseas commander, as defined next, is the appropriate military commander for servicemembers who request dependent entry approval after reporting to the overseas permanent duty station (PDS).

Appropriate overseas commander. The appropriate overseas commander is the commanding officer of the service member's overseas PDS except where the area or appropriate military commander has issued supplementary instructions restricting such authority.

Command-sponsored dependent. A command-sponsored dependent is a dependent meeting the following criteria:

- The service member sponsor is authorized to serve the accompanied tour in an area that has an accompanied tour prescribed.
- The servicemember sponsor is granted authorization for dependents to be present in the vicinity of the overseas PDS.
- The dependent resides with the servicemember at the overseas PDS.

If a servicemember's spouse is command-sponsored, children born of that marriage during the current overseas tour of duty also are command-sponsored at birth.

Dependent entry approval. A dependent entry approval is a procedure for authorizing dependents to enter overseas PDSs. In those areas designated as requiring dependent entry approval, such approval allows dependents to travel to the overseas PDS at government expense and constitutes command sponsorship. Refer to chapter 2, Appendix E, of the *Navy Passenger Transportation Manual (PTM),* NAVMILPERSCOMINST 4650.2, for the format for entry approval requests.

Formerly command-sponsored dependent. A formerly command-sponsored dependent is a dependent who was command-sponsored. This person continues to reside in the vicinity of the overseas PDS at which command sponsorship was conferred while the servicemember who is the sponsor serves a consecutive unaccompanied overseas tour in another country or is assigned to unusually arduous sea duty in the contiguous 48 United States and the District of Columbia.

Noncommand-sponsored dependent. A noncommand-sponsored dependent is a dependent, residing in an overseas area, who was or is not command-sponsored.

For additional information concerning command sponsorship of dependents at overseas duty stations, you should refer to article 6810105 of the MILPERSMAN, NAVPERS 15560, JFTR, and the PTM.

PERMANENT CHANGE OF STATION OF MEMBERS TRAVELING TO AN OVERSEAS LOCATION ACCOMPANIED BY DEPENDENTS

The information in this section deals with processing orders for personnel transferring overseas. In this section you will read about the determination of entitlement to dependent transportation, dependent entry approval, the application for transportation of dependents, and confirmation of dependents' travel arrangements.

DETERMINATION OF ENTITLEMENT TO DEPENDENT TRANSPORTATION

Before a dependent can be transported to an overseas location at government expense, the member must be entitled to transportation of dependents to the overseas area according to the JFTR. Enlisted personnel who do not have sufficient obligated service to complete an accompanied overseas tour must sign an agreement to remain on active duty for the prescribed accompanied overseas tour.

Dependent travel to a duty station outside CONUS is not authorized if the member's expiration of active obligated service (EAOS) date is less than the prescribed overseas tour with dependents. Before dependent transportation can be authorized, the member must obtain the obligated service through actual reenlistment and/or signed extension of enlistment. A service record page 13 entry is not acceptable evidence of reenlistment or reenlistment intentions for transportation purposes.

If additional obligated service is required, it must be obtained before requesting overseas transportation for dependents from a Navy Passenger Transportation Office (NAVPTO). Refer to figure 11-4, which shows personnel working at a NAVPTO office at a PERSUPPDET.

Refer to figure 11-5, which shows personnel working at the Scheduled Airline Ticket Office (SATO), which, in this case, is located at the same PERSUPPDET as the NAVPTO. The SATO is constantly being used by the NAVPTO in obtaining commercial airline reservations for members being transferred. The SATO is also used to obtain train, hotel, and car reservations for military personnel whether under official orders or on leave.

Figure 11-4.—Picture of personnel working at a NAVPTO.

Navy personnel ordered overseas with the Personnel Exchange Program (PEP) and attached duty have been specifically selected for the billet. In these cases, dependent entry approval and determination of EAOS are not required.

DEPENDENT ENTRY APPROVAL

Earlier in this chapter, you learned about dependent entry approval requests. You need to remember request a dependent entry approval from the appropriate overseas commander. The appropriate overseas

Figure 11-5.—Picture of personnel working at a SATO.

commanders are listed in chapter 2, appendix D of the PTM. The format for the request is also found in chapter 2, appendix E, of the PTM.

APPLICATION FOR TRANSPORTATION OF DEPENDENTS

The member must complete an Application for Transportation for Dependents, DD Form 884 (fig. 11-6). Information required on this form is self-explanatory. However, as a PN you should provide assistance to the transferring member, if he or she requests it. This form must be completed for overseas and CONUS travel when the member is under PCS orders.

CONFIRMATION OF DEPENDENTS' TRAVEL ARRANGEMENTS

The NAVPTO confirms travel arrangements by issuing a port call when the following documents have been received:

APPLICATION FOR TRANSPORTATION FOR DEPENDENTS — DEPARTMENT OF THE

THE PRIVACY ACT OF 1974. AUTHORITY: 37 U.S.C. 406 (Military); 5 U.S.C. 5726 (Civilian). THE PRINCIPAL PURPOSE: Application for transportation-in-kind of dependents with CONUS used as an authority to issue transportation requests in absence of dependent travel orders. ROUTINE USES: Used in lieu of dependent travel orders by transportation offices to issue transportation requests within CONUS. VOLUNTARY: However, if information is not furnished, transportation would not be furnished.

NAME OF APPLICANT (Last, First, MI):	RANK	GRADE	FILE or SERVICE NO./SSAN

SHIP OR STATION

NAME OF DEPENDENT FOR WHOM TRANSPORTATION IS REQUESTED (Last, First, MI)	RELATIONSHIP* (Adopted son, step-dau., etc.)	DATE OF BIRTH (Children)(YYMMDD)	LOCATION AT TIME OF RECEIPT OF ORDERS ** (City, State)

* If other than a lawful spouse or unmarried legitimate child under 21 years of age of a member, complete applicable certificates below.

PRESENT ADDRESS OF DEPENDENTS (Street Address, City, State and ZIP Code.)

OLD PERMANENT STATION	NEW PERMANENT STATION	DATE OF ORDERS (YYMMDD)
TRANSPORTATION REQUESTED (FROM) (City,State)	(TO) (City, State)	(VIA)(ROUTE) (City, State)
DATE OF DEPARTURE (YYMMDD) / BY (Air, Rail, etc.)	FOR TRAVEL OUTSIDE THE U.S., IS GOVERNMENT AIR TRANSPORTATION ACCEPTABLE FOR YOUR DEPENDENTS? YES ☐ NO ☐	

** If travel is from other than vicinity of old station or to other than vicinity of new station, state reasons; if orders were received during temporary absence of dependents from old duty station, explain necessity for their return thereto prior to proceeding to new station.

I CERTIFY THAT TRANSPORTATION FOR PERSONS LISTED ABOVE, WHO WERE MY DEPENDENTS ON THE EFFECTIVE DATE OF APPLICABLE ORDERS, IS BEING REQUESTED WITH THE INTENT OF ESTABLISHING A BONA FIDE RESIDENCE. I FURTHER CERTIFY THAT I HAVE NOT MADE APPLICATION OR SUBMITTED CLAIM FOR TRANSPORTATION OF MY DEPENDENTS ON THIS CHANGE OF STATION EXCEPT AS FOLLOWS:

I CERTIFICATE OF PROOF OF DEPENDENCY	(Required for dependent parents, adopted children, stepchildren and for mentally or physically incapacitated children over 21 years of age.) I CERTIFY THAT MY DEPENDENT(S) (Relationship)_____, NAMED ABOVE, IS/ARE IN FACT DEPENDENT UPON ME AND THAT A CERTIFICATE OF DEPENDENCY WAS APPROVED BY THE APPROPRIATE AGENCY. I FURTHER CERTIFY THAT THERE HAS BEEN NO CHANGE IN THE CONDITIONS OF DEPENDENCY SINCE THE CERTIFICATE WAS APPROVED. (NOTE: In the case of a dependent parent, the certificate of dependency must be approved annually.)
II CERTIFICATE OF RESIDENCE OF PARENT	(Required for a dependent parent in addition to I.) I CERTIFY THAT MY DEPENDENT(S) (Relationship)_____, IS/ARE RESIDING AS A MEMBER OF MY HOUSEHOLD AND WILL RESIDE AS A MEMBER OF MY HOUSEHOLD ESTABLISHED INCIDENT TO THIS CHANGE OF STATION.
III CERTIFICATE FOR STEPCHILD	(Required for a stepchild in addition to I.) I CERTIFY THAT (Name of child's other parent)_____ THE MOTHER/FATHER OF THE STEPCHILD/STEPCHILDREN NAMED ABOVE, WAS MY LEGAL SPOUSE ON THE EFFECTIVE DATE OF APPLICABLE ORDERS.

_____ DATE (YYMMDD) _____ APPLICANT (Signature)

DD FORM 884 90 NOV SN 0102-LF-000-8841 SUPERSEDES ALL PREVIOUS EDITIONS 86NP0113

Figure 11-6.-Sample Application for Transportation for Dependents, DD Form 884.

- Passenger Reservation Request (PRR)
- Signed original DD Form 884
- Copies of the PCS orders
- Copy of the overseas area commander's entry approval of dependents, if required
- Dependents' passports, issued by the Department of State

Submit PRRs according to instructions provided in chapter 2, appendix A, of the PTM. When PERSUPPDETS are geographically separated from the NAVPTO and mail service must be used, the PRR may state that required supporting documents have been completed and are on file. Names of the dependents will be listed on the port call.

Dependents' travel arrangements must be confirmed before travel may begin. Dependents should not, under any circumstances, proceed to the Area Port of Embarkation (APOE) for transportation until all the required documentation has been issued; that is, port call, no-fee passport(s), as required, and transportation documents such as airline tickets and Government Transportation Requests (GTRs). Refer to the glossary of this TRAMAN for the definition of port of embarkation.

DEPENDENTS TRAVELING OVERSEAS WITHOUT SPONSOR

At times, dependents must travel to overseas locations without their sponsor. The following paragraphs explain the procedures you should follow when dependents are not accompanied by the sponsor. Keep in mind that the necessity for dependents to travel overseas without the sponsor can be attributed to, for example, a previous denial of entry approval. It is also possible that the member may have decided to defer his or her dependents travel to a later date for personal reasons.

FORWARDING OF DOCUMENTS TO THE NAVPTO BY THE MEMBER

The member should submit the following documents to the appropriate NAVPTO to substantiate future date travel arrangements of his or her dependents:

- A subsequent entry approval authorization (if entry approval has previously been denied), or the original entry approval authorization
- Completed DD Form 884
- Copy of the member's orders
- Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056 (fig. 11-7) (when required)

The member should submit these documents in addition to any other documents or information required by the appropriate NAVPTO before he or she transfers overseas. You, as the transferring command's PN, are responsible for informing the member of all requirements in conjunction with travel and transportation arrangements.

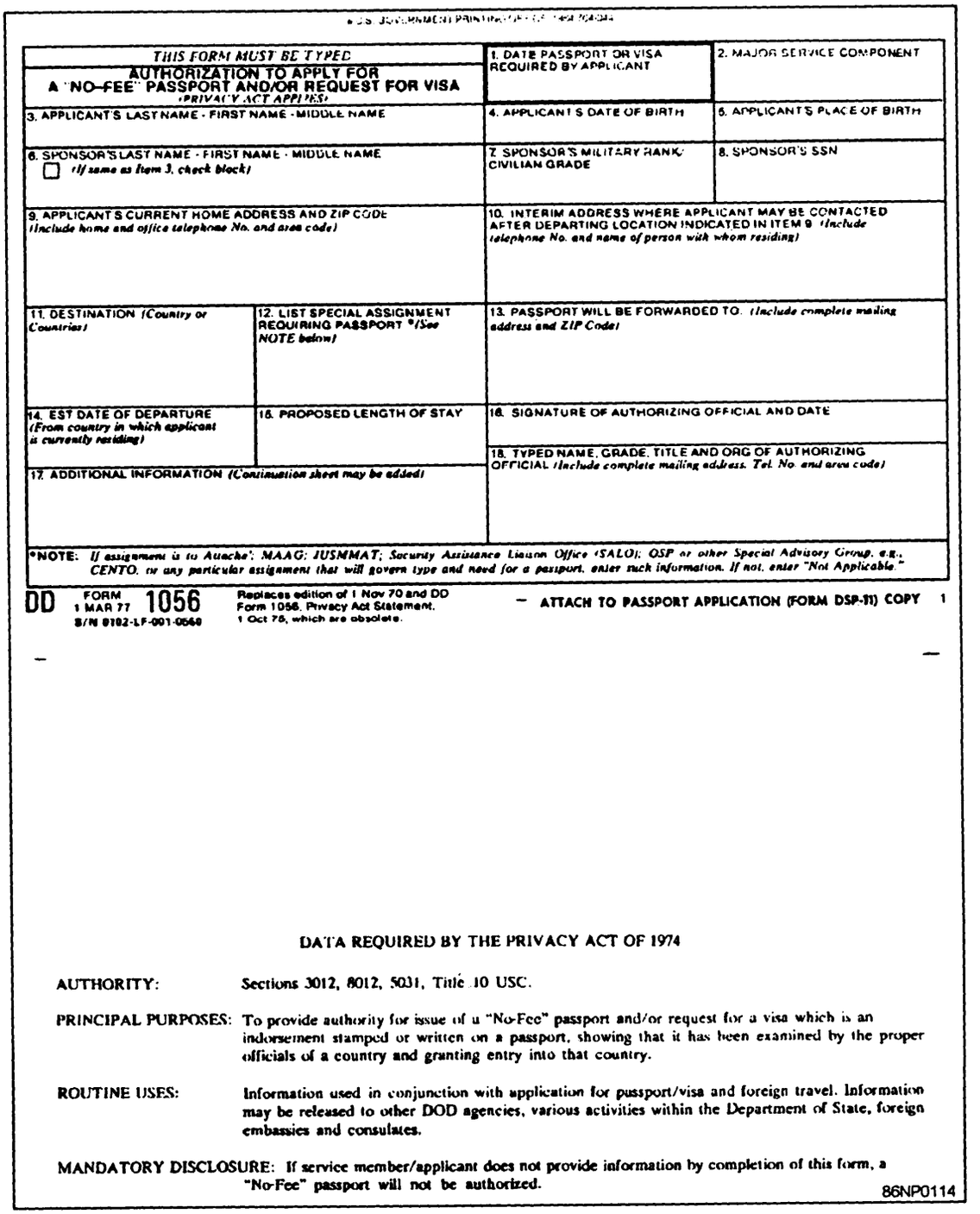
Although the member is responsible for submitting these documents to the NAVPTO and/or the transportation office of the PERSUPPDET, you as the transfer's PN may have to submit these documents yourself for the member before he or she transfers. You must make sure that the Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056, is correctly filled-out and signed. Remember also that it is always a good idea to communicate with the office arranging the transportation of dependents concerting any other documents that may be required and/or new procedures.

Before the member transfers overseas, you should inform him or her about your office's willingness to further assist his or her dependents in any way your office can. Explain the member that if your unit should be deployed after he or she departs and his or her dependents need assistance, that they should report to the nearest PER SUPPDET and/or the appropriate NAVPTO for assistance. You should make the member's transfer as painless as possible. Do not inconvenience either the member or his or her dependents.

TRAVEL CASE FILE

In most cases, the NAVPTO that issues the sponsoring member's port call, makes sure that a complete travel case file is developed for all dependents who will be traveling separately from the member. The file includes the following documents:

- The member's orders
- A copy of the dependent entry denial, if appropriate
- All documentation required for obtaining passports, when appropriate



THIS FORM MUST BE TYPED

AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA (PRIVACY ACT APPLIES)

1. DATE PASSPORT OR VISA REQUIRED BY APPLICANT
2. MAJOR SERVICE COMPONENT
3. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME
4. APPLICANT'S DATE OF BIRTH
5. APPLICANT'S PLACE OF BIRTH
6. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME ☐ (If same as Item 3, check block)
7. SPONSOR'S MILITARY RANK/ CIVILIAN GRADE
8. SPONSOR'S SSN
9. APPLICANT'S CURRENT HOME ADDRESS AND ZIP CODE (Include home and office telephone No. and area code)
10. INTERIM ADDRESS WHERE APPLICANT MAY BE CONTACTED AFTER DEPARTING LOCATION INDICATED IN ITEM 9 (Include telephone No. and name of person with whom residing)
11. DESTINATION (Country or Countries)
12. LIST SPECIAL ASSIGNMENT REQUIRING PASSPORT *(See NOTE below)
13. PASSPORT WILL BE FORWARDED TO: (Include complete mailing address and ZIP Code)
14. EST DATE OF DEPARTURE (From country in which applicant is currently residing)
15. PROPOSED LENGTH OF STAY
16. SIGNATURE OF AUTHORIZING OFFICIAL AND DATE
17. ADDITIONAL INFORMATION (Continuation sheet may be added)
18. TYPED NAME, GRADE, TITLE AND ORG OF AUTHORIZING OFFICIAL (Include complete mailing address, Tel. No. and area code)

*NOTE: If assignment is to Attache'; MAAG; JUSMMAT; Security Assistance Liaison Office (SALO); OSP or other Special Advisory Group, e.g., CENTO, or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."

DD FORM 1 MAR 77 1056 S/N 0102-LF-001-0560

Replaces edition of 1 Nov 70 and DD Form 1056, Privacy Act Statement, 1 Oct 75, which are obsolete.

— ATTACH TO PASSPORT APPLICATION (FORM DSP-11) COPY 1

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Sections 3012, 8012, 5031, Title 10 USC.

PRINCIPAL PURPOSES: To provide authority for issue of a "No-Fee" passport and/or request for a visa which is an indorsement stamped or written on a passport, showing that it has been examined by the proper officials of a country and granting entry into that country.

ROUTINE USES: Information used in conjunction with application for passport/visa and foreign travel. Information may be released to other DOD agencies, various activities within the Department of State, foreign embassies and consulates.

MANDATORY DISCLOSURE: If service member/applicant does not provide information by completion of this form, a "No-Fee" passport will not be authorized.

86NP0114

Figure 11-7.-Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056.

NOTE: The NAVPTO will file the entry approval authorization (if previously denied) when received and make appropriate travel arrangement for the member's dependents.

When required, the no-fee passports for dependents are obtained as soon as possible and held in the dependent's file. In cases involving transportation from CONUS to overseas, passports are not given by the NAVPTO to dependents before the entry approval is granted.

ADVICE TO SPONSORING MEMBER

The sponsoring member must be advised before detachment that dependent entry approval, when granted, and a PRR should be submitted by his or her

overseas supporting PERSUPPDET to the NAVPTO retaining the dependents' file. This action is necessary because that NAVPTO will arrange for dependents' subsequent travel. **This information should also be included as an endorsement on the member's travel orders.** A reliable address and telephone number of the dependents must be retained in the case file, and the member must be made aware of this requirement.

ARRANGING TRANSPORTATION

On receipt of dependent entry approval and a PRR from the sponsor's overseas supporting PERSUPPDET, the NAVPTO holding the dependents' travel case file arranges transportation, issues a port call, and provides no-fee passports to dependents. Names of the dependents are listed on the port call. If dependents have moved to a designated place, the port call, passsports, and transportation documents are mailed to that location. Transportation documents and passports are not provided separately by the NAVPTO unless absolutely necessary.

DENIED ENTRY APPROVAL IN CONNECTION WITH AN ACCOMPANIED TOUR OF DUTY

As was previously mentioned, at times, entry approval for a dependent-accompanied area tour is denied. When entry approval is denied for a period of 20 weeks or more in conjunction with an accompanied tour of duty, on the member's request, transportation for dependents may be arranged to a designated place within CONUS without jeopardizing further entitlement to transportation to the member's overseas duty station. For additional information, refer to paragraph U5222-D of the JFTR.

MEMBER OBTAINS ENTITLEMENT FOR DEPENDENT OVERSEAS TRAVEL SUBSEQUENT TO TRAVEL

If a member obtains an entitlement to travel of dependents to the overseas location after reporting to the overseas duty station, the overseas supporting PERSUPPDET should forward all required documentation to the NAVPTO nearest the location of the dependents. Documents include the following:

- The PRR
- DD Form 884
- Copies of the PCS orders
- Dependent entry approval
- DD Form 1056, if required, and other pertinent documents

PURPOSE AND RESTRICTION ON USE OF A NO-FEE PASSPORT

In this section, you will learn the purpose for and restriction on the use of a no-fee passport.

PURPOSE OF A NO-FEE PASSPORT

A no-fee passport identifies the bearer as an official traveler. All personnel traveling overseas on official business to a country requiring such a passport and all command-sponsored dependents must obtain a separate no-fee passport.

RESTRICTIONS ON USE OF A NO-FEE PASSPORT

The bearer of a no-fee passport may not use the passport when leaving the United States for personal travel. However, a person traveling abroad on official business for the U.S. Government may use the no-fee passport for personal travel while abroad provided the foreign government(s) do not object. If there is an objection to the use of a no-fee passport for unofficial travel, a regular-fee (tourist) passport must be obtained at personal expense. A person may simultaneously possess both a valid fee passport and a valid no-fee passport.

PASSPORTS

The following section discusses terms used or associated with passports and visas. This section also identifies several forms used when applying for passports and discusses when and where to apply for passports.

TERMS ASSOCIATED WITH PASSPORTS AND VISAS

The following are terms used or associated with passports and visas.

Fee passport. A fee passport is a passport issued to U.S. citizens who are traveling abroad for personal or unofficial reasons. Also known as a tourist passport, it is issued to personnel traveling in a leave status or tourist status and for dependents who wish to reside abroad at their own expense.

These passports are issued on a full-fee basis. All required fees, including the cost of photographs and birth documents, must be provided at the traveler's personal expense. In certain specific cases the regular fee passport is obtained for Navy-sponsored travelers to enhance travel security.

No-fee passport. The regular passport is also issued on a no-fee basis for official travel of dependents of military personnel who will be serving an accompanied tour of duty overseas. The passport is valid only for use in conjunction with the bearer's residence abroad as a dependent of a military member on active duty outside the continental limits of the United States. The regular no-fee passport is also issued to civilian employees traveling under non-appropriated fund orders and to personal service contract employees who are proceeding abroad under official orders and receiving their pay directly from the Department of the Navy (DON).

Official passport (no-fee). The official passport (no-fee) is issued to active duty personnel and DOD civilian employees proceeding abroad on official duty under orders to a country requiring documentation. It is also issued to the dependents of such personnel when deemed necessary by the Office of Passport Services, Department of State, and depends on the sponsor's assignment and/or country of assignment.

Diplomatic passport (no-fee). The diplomatic passport (no-fee) is issued to a foreign service officer, a person in the diplomatic service, or to a person having a diplomatic status either because of the nature of the foreign mission or by reason of the office held. Where appropriate, dependents of such persons may be issued diplomatic passports.

Visa. A visa is permission granted by the government of a country to an alien to enter that country and to remain for a specified period of time. A visa is usually in the form of an imprinted stamp affixed to one of the pages of a passport.

Navy passport agent. A Navy passport agent is a civilian employee of the U.S. Navy or a U.S. Navy member who has been designated by the Office of Passport Services, Department of State, to accept and process passport applications for U.S. Navy-sponsored personnel traveling in an official status.

FORMS USED IN APPLYING FOR PASSPORTS

There are several forms used when applying for passports. In this section, you will learn what forms are used when personnel apply for passports.

Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD FORM 1056

An Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056 fig. 11-7) is prepared by both the member and/or the personnel office assisting the member concerned. This form is submitted to the Department of State along with the Application for Passport Registration, DSP-11 (fig. 11-8), or Application for Passport by Mail, DSP-82 (fig. 11-9), as soon as possible after receipt of orders necessitating travel.

Department of State Passport Applications

Personnel receiving an Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056, must complete an Application for Passport Registration, DSP-11 or Application for Passport by Mail, DSP-82. These forms may be obtained from a Navy passport agent, a clerk of any federal, state, or probate court, or a designated postal employee at a post office selected to accept passport applications. The applicant completes the appropriate form using a typewriter or by printing legibly in block letters. The block marked "MAILING ADDRESS," is left blank. This block is completed by the office processing the application, such as a NAVPYO.

APPLICATION FOR PASSPORT REGISTRATION, DSP-11.— This application is used by persons who arc applying for a no-fee passport for the first time. DSP-11 must be personally presented to and executed before a passport agent.

APPLICATION FOR PASSPORT BY MAIL, DSP-82.— This application maybe used if the applicant has been issued a passport within the past 12 years and was at least 16 years old when the passport was issued. The application must be submitted through a Navy passport agent along with a properly prepared DD Form 1056. The passport agent processes the forms in the same manner as for the DSP-11.

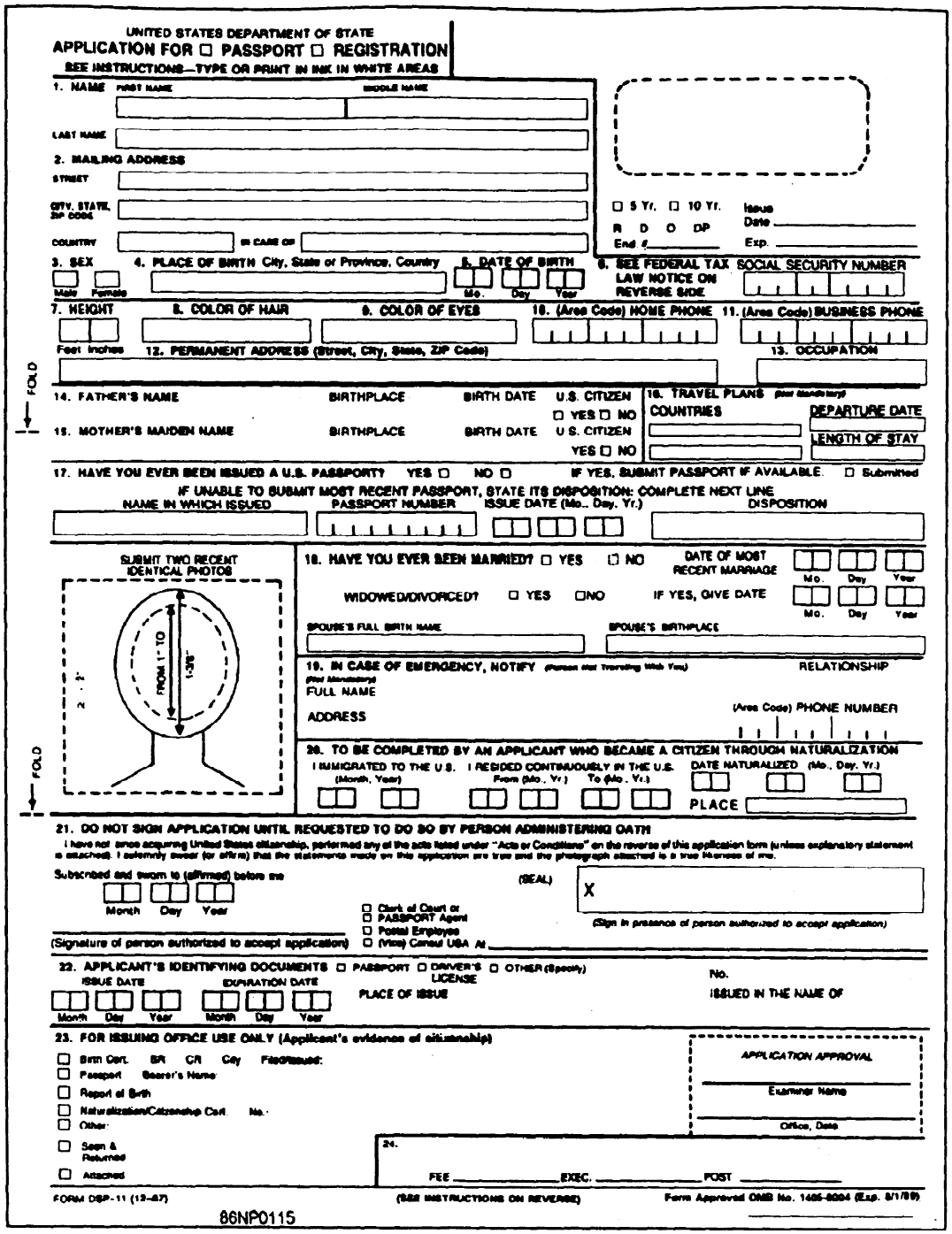


Figure 11-8.-Sample Application for Passport Registration, DSP-11.

PASSPORT APPLICATION PROCEDURES

The following paragraphs discuss when and where personnel should apply for a passport. Also, the procedures are covered for personnel applying for passports in and outside the United States.

When to Apply for a Passport

Applicants should apply for a passport as soon as the Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056, has been issued. A passport must be obtained for each member of the family proceeding to a foreign country having this requirement. Generally, passports are required by

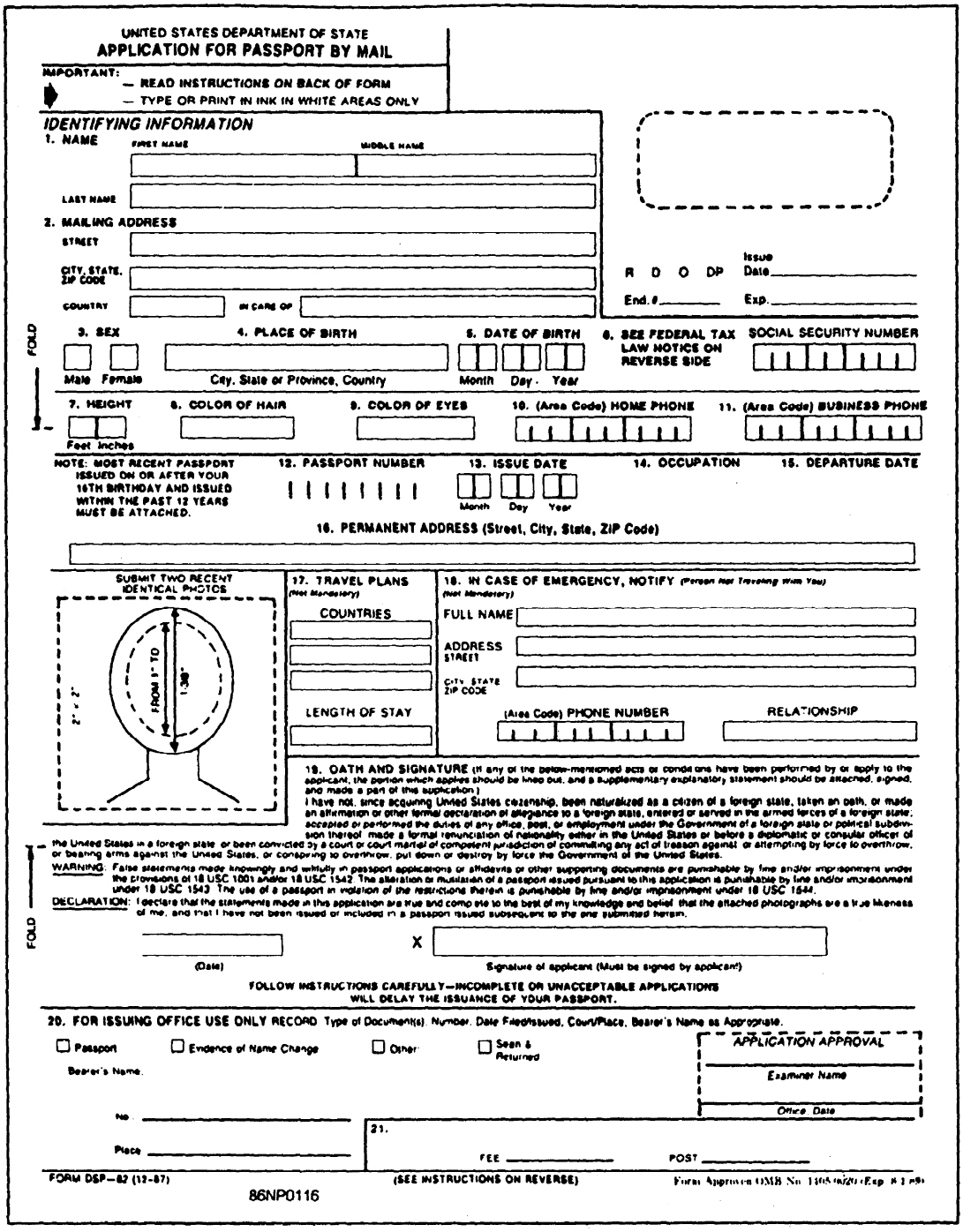

UNITED STATES DEPARTMENT OF STATE
APPLICATION FOR PASSPORT BY MAIL
IMPORTANT:
— READ INSTRUCTIONS ON BACK OF FORM
— TYPE OR PRINT IN INK IN WHITE AREAS ONLY
IDENTIFYING INFORMATION
1. NAME
FIRST NAME
MIDDLE NAME
LAST NAME
2. MAILING ADDRESS
STREET
CITY, STATE, ZIP CODE
COUNTRY
IN CARE OF
R D O DP
Issue Date
End. #
Exp.
FOLD
3. SEX
Male Female
4. PLACE OF BIRTH
City, State or Province, Country
5. DATE OF BIRTH
Month Day Year
6. SEE FEDERAL TAX LAW NOTICE ON REVERSE SIDE
SOCIAL SECURITY NUMBER
7. HEIGHT
Feet Inches
8. COLOR OF HAIR
9. COLOR OF EYES
10. (Area Code) HOME PHONE
11. (Area Code) BUSINESS PHONE
NOTE: MOST RECENT PASSPORT ISSUED ON OR AFTER YOUR 16TH BIRTHDAY AND ISSUED WITHIN THE PAST 12 YEARS MUST BE ATTACHED.
12. PASSPORT NUMBER
13. ISSUE DATE
Month Day Year
14. OCCUPATION
15. DEPARTURE DATE
16. PERMANENT ADDRESS (Street, City, State, ZIP Code)
SUBMIT TWO RECENT IDENTICAL PHOTOS
FROM 1" TO 1 3/8"
2" x 2"
17. TRAVEL PLANS
COUNTRIES
LENGTH OF STAY
18. IN CASE OF EMERGENCY, NOTIFY
FULL NAME
ADDRESS
STREET
CITY, STATE ZIP CODE
(Area Code) PHONE NUMBER
RELATIONSHIP
19. OATH AND SIGNATURE
WARNING: False statements made knowingly and willfully in passport applications or affidavits or other supporting documents are punishable by fine and/or imprisonment under the provisions of 18 USC 1001 and/or 18 USC 1542. The alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under 18 USC 1543. The use of a passport in violation of the restrictions therein is punishable by fine and/or imprisonment under 18 USC 1544.
DECLARATION: I declare that the statements made in this application are true and complete to the best of my knowledge and belief, that the attached photographs are a true likeness of me, and that I have not been issued or included in a passport issued subsequent to the one submitted herein.
FOLD
(Date)
X
Signature of applicant (Must be signed by applicant)
FOLLOW INSTRUCTIONS CAREFULLY—INCOMPLETE OR UNACCEPTABLE APPLICATIONS WILL DELAY THE ISSUANCE OF YOUR PASSPORT.
20. FOR ISSUING OFFICE USE ONLY RECORD Type of Document(s), Number, Date Field/Issued, Court/Place, Bearer's Name as Appropriate.
Passport
Evidence of Name Change
Other
Seen & Returned
Bearer's Name
No.
Place
APPLICATION APPROVAL
Examiner Name
Office Date
21.
FEE
POST
FORM DSP—82 (12-87)
(SEE INSTRUCTIONS ON REVERSE)
86NPO116

Figure 11-9.-Sample Application for Passport by Mail, DSP-82.

dependents and civilian personnel proceeding overseas to places other than Alaska, Hawaii, and American territorial possessions.

Where to Apply for a Passport in the Case of Persons in the United States

Within the United States, applications for passports should be executed before a Navy passport agent located at PERSUPPDETs and NAVPTOs. Navy-sponsored travelers should be encouraged to use a Navy passport agent to prevent delays. If circumstances do not allow the use of a Navy passport agent, a clerk of any Federal court, a judge or clerk of any probate court, a clerk of any state court of record, a postal employee designated by the Postmaster General at a post office selected to accept passport applications, or a Department of State Passport Agency maybe used.

All applications must be forwarded directly to the Office of Passport Services, Department of State, except where expeditious processing is necessary or as otherwise authorized by the Department of State.

Where to Apply for a Passport in Case of Persons Outside the United States

A U.S. diplomatic or consular officer abroad may accept applications for U.S. passports, and the individual must apply in person. If in an isolated area, or in cases where the location of a deployed unit would preclude the person from applying in person, the commanding officer may execute the DSP-11 as "acceptance agent." In this case, the indicating title is entered in the "Clerk of Court or" line and activity name/ship type and hull number in "Passport Agent/Postal Employee" line. The DSP 11 is mailed to the address shown in chapter 3 of the PTM.

If the individual intends to return to the United States before reporting to the new overseas duty station and has sufficient time authorized, the member may apply in person immediately on arrival in the United States at a location as specified in the preceding paragraph.

Passport applications executed in Guam may be forwarded to the passport agency in Honolulu, Hawaii, for processing of no-fee regular passports.

VISA INFORMATION

Before personnel can travel in some countries, a visa is required. In this section, visa requirements are discussed. Also, information is presented on obtaining a visa.

VISA REQUIREMENTS

Visa requirements of foreign governments are subject to change. Visa requirements must be checked with consular officials of the countries to be visited well in advance of the traveler's departure date. BUPERS (PERS 332) determines visa requirements, based on items 11 (Destination) and 15 (Proposed Length of Stay) of DD Form 1056 (fig. 11-7). The name(s) of the country(ies) where the official travel will be performed and the length of intent stay are entered in these items.

Some countries have standard visa requirements, and military passport agents are urged to use the visa application forms that have been provided to them by the NAVPTO. Personnel who are scheduled for foreign travel should apply for a new passport 6 months before expiration of the presently held passport. Before granting a visa, the majority of foreign embassies require that a passport be valid for periods in excess of 6 months.

OBTAINING A VISA

To obtain a visa when a traveler already has an appropriate passport, the NAVPTO forwards passport containing the bearer's signature and properly completed DD Form 1056 to BUPERS (PERS 332). Item 17 (Additional Information) of the DD Form 1056 should be used to indicate the type and number of the passport and the action being requested. Applicable visa application form(s) and photograph(s) should accompany the passport and DD Form 1056. Authority to obtain visas from local foreign consulates may be granted by BUPERS (PERS 332) on an exception basis.

For additional information concerning passport and visa requirements, you should refer to the PTM.

TYPES OF ORDERS

In this section, different types of orders are discussed and defined. In particular, this section discusses PCS orders, temporary duty (TEMDU) orders, additional duty (ADDU) orders, temporary additional (TEMADD) orders, repeat travel orders, first duty orders, temporary active duty orders, release from active duty orders or separation orders, and training orders. This section also contains a discussion on the purpose of accounting data in the section that discusses TEMADD.

CHANGE OF DUTY ORDERS

Change of duty orders are orders that detach a member from one duty station and assign him or her to another station. The type of duty from which the member is detached or to which assigned may be either temporary or permanent duty.

Permanent Change of Station Orders

PCS orders are orders that involve detachment from one PDS and assignment to a new PDS. Periods of TEMDU may be included in orders that assign a new PDS on completion of the TEMDU.

Temporary Duty Orders

TEMDU orders are orders that involve detachment from one station and assignment to another station or

stations for TEMDU, pending further assignment to a new PDS or for return to the old permanent station. Members on TEMDU are not attached to any PDS.

ADDITIONAL DUTY ORDERS

ADDU orders are orders that assign a member to a duty that they are to perform in addition to and in conjunction with their permanent duty. No travel is authorized by ADDU orders unless specifically stated in the orders.

- The following types of ADDU orders for officers can be issued only by the Chief of Naval Personnel (CHNAVPERS):

- Any ADDU orders that result in an increase in basic pay or allowances of the officer; for example, hazardous duty, additional duty in a flying status involving operational or training flights (DIFOPS), or duty that entitles the officer to incentive pay.

- Any ADDU orders that would entitle the officer to reimbursement for travel expenses.

- Any ADDU orders of a permanent or semipermanent nature more than 6 months in duration to a command other than the officer's parent command, where they perform paramount duty.

- Any ADDU orders to an officer assigning him or her to a command.

- Any ADDU orders for officers other than those in these categories may be issued locally at the discretion of the local commanding officer.

TEMPORARY ADDITIONAL DUTY ORDERS

TEMADD orders (fig. 11-10) are orders that assign a member to TEMDU in addition to his or her present duties, and that direct the member, upon completion of this TEMADD, to resume regular or TEMDU. When travel is involved, one journey away from the member's duty station to one or more places and a return journey to the duty station are directed in the orders.

TEMADD orders automatically expire when the member returns to the duty station from which he or she proceeded on TEMADD. Personnel on TEMADD remain attached to the station from which they initially proceeded on TEMADD. They are subject to the command of each commanding officer to whom they may report for TEMADD.

Competent orders for members attached to nuclear-powered, two-crew submarines undergoing training or rehabilitation (TRAHAB) away from the submarine or its home port should be worded "for temporary additional duty TRAHAB." Verbal or written TEMADD orders that have the effect of making members on active duty a part of the work force of any federal activity or agency outside the DOD may be issued only when those assignments have been approved by CHNAVPERS. The following types of TEMADD orders do not require CHNAVPERS approval when issued by competent authority for members who are in the following situations:

- Performing temporary additional duty under instruction (TEMADDINS)

- Participating in athletic events

- Serving as escorts for congressmen, foreign military officers, and other dignitaries

- Attending authorized meetings, conferences, and seminars

- Performing TEMADD required to meet the CNO-assigned mission of the activity; for example, liaison between naval research and development laboratories and other federal activities such as the Federal Aviation Administration

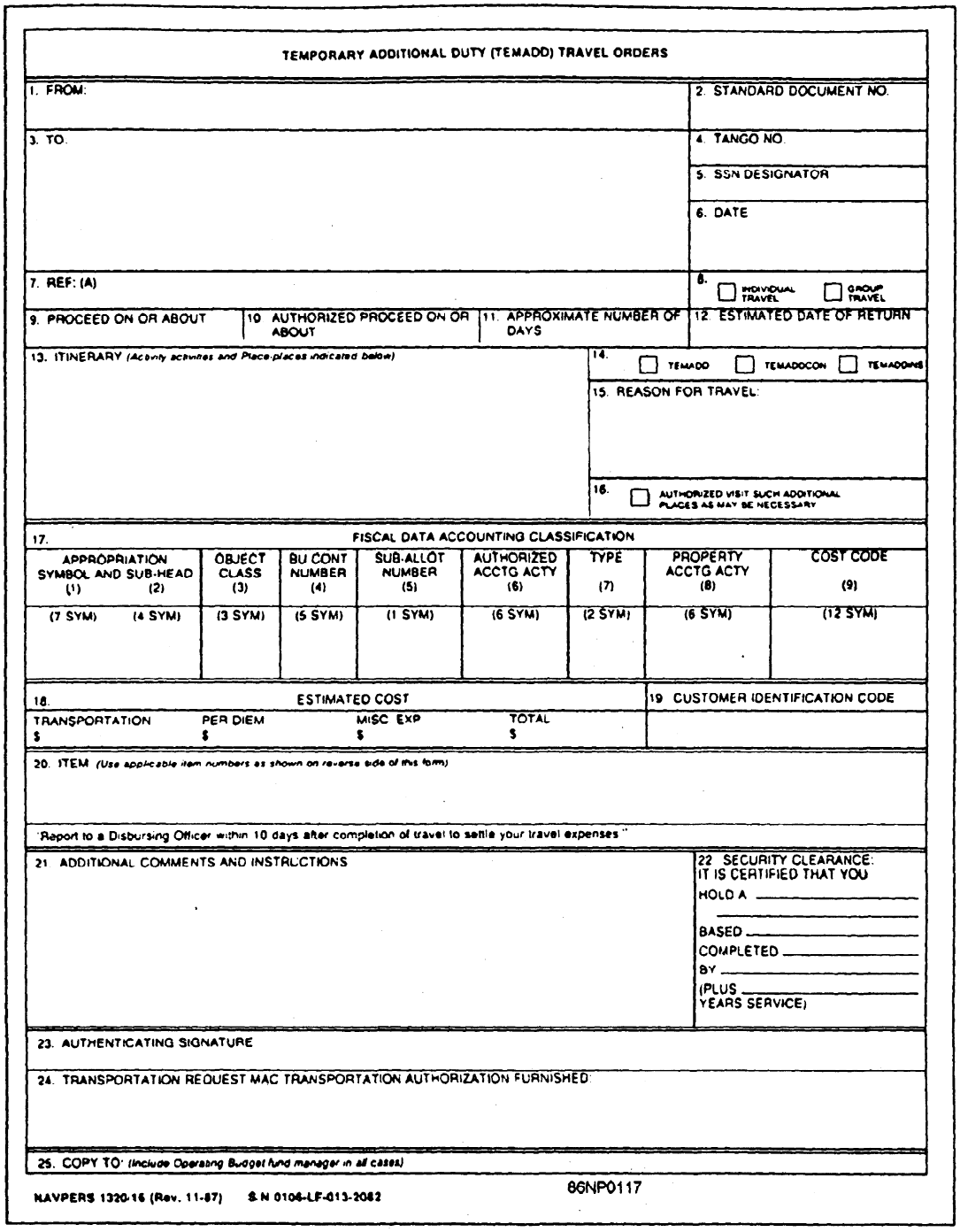
- Participating in house hunting in conjunction with PCS orders

- Appearing in federal court as witnesses on behalf of the Federal Government as guided by the provisions of the *Judge Advocate General (JAG) Manual*

To the maximum extent possible, military TEMADD travel costs should be borne by those activities whose business or functions are directly concerned. As a general rule, funds chargeable for TEMADD travel expenses are paid by the appropriate sponsor. Requests for determination of the appropriation chargeable in specific cases should be forwarded to the Comptroller of the Navy via the chain of command.

Whenever the need arises for you to type TEMADD orders that require accounting data, you should refer the following publications:

- *Navy Comptroller Manual,* NAVSO P-1000, volume 2, Accounting Classifications, chapter 1, which contains a discussion of the purpose and use of accounting classifications



TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS

1. FROM:

2. STANDARD DOCUMENT NO.

3. TO:

4. TANGO NO.

5. SSN DESIGNATOR

6. DATE

7. REF: (A)

8. ☐ INDIVIDUAL TRAVEL ☐ GROUP TRAVEL

9. PROCEED ON OR ABOUT | 10. AUTHORIZED PROCEED ON OR ABOUT | 11. APPROXIMATE NUMBER OF DAYS | 12. ESTIMATED DATE OF RETURN

13. ITINERARY *(Activity activities and Place-places indicated below)*

14. ☐ TEMADD ☐ TEMADDCON ☐ TEMADDINS

15. REASON FOR TRAVEL:

16. ☐ AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY

17. FISCAL DATA ACCOUNTING CLASSIFICATION

APPROPRIATION SYMBOL AND SUB-HEAD (1) (2)	OBJECT CLASS (3)	BU CONT NUMBER (4)	SUB-ALLOT NUMBER (5)	AUTHORIZED ACCTG ACTY (6)	TYPE (7)	PROPERTY ACCTG ACTY (8)	COST CODE (9)
(7 SYM) (4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(6 SYM)	(12 SYM)

18. ESTIMATED COST

TRANSPORTATION	PER DIEM	MISC EXP	TOTAL
$	$	$	$

19. CUSTOMER IDENTIFICATION CODE

20. ITEM *(Use applicable item numbers as shown on reverse side of this form)*

"Report to a Disbursing Officer within 10 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS

22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A _____ BASED _____ COMPLETED _____ BY _____ (PLUS _____ YEARS SERVICE)

23. AUTHENTICATING SIGNATURE

24. TRANSPORTATION REQUEST MAC TRANSPORTATION AUTHORIZATION FURNISHED

25. COPY TO: *(Include Operating Budget fund manager in all cases)*

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Figure 11-10.—Temporary Additional Duty (TEMADD) Travel Orders, NAVPERS 1320/16.

• *U.S. Navy Travel Instructions (NTI),* NAVSO P-1459, chapter 3, part C, article 3120, which specifically discusses accounting data

• *Officer Transfer Manual (OTM),* NAVPERS 15559, chapter 2, which discusses guidance for the use of NAVPERS 1320/1 6

• Your type commander (TYCOM) or fleet commander instruction that discusses preparation instructions of cost TEMADD orders, including emergency leave orders

REPEAT TRAVEL ORDERS

Repeat travel orders are orders that authorize a member to perform, in addition to their present duties, such travel from time to time as necessary for a purpose stated in the orders. This travel is from their duty station

to (and from) the points designated in the orders. Repeat travel orders are issued only by CHNAVPERS to members who are in billets that require regular and frequent trips away from their duty stations in the performance of their duties.

FIRST DUTY ORDERS

First duty orders are orders (first set) that assign the following individuals to a PDS:

- Inactive personnel
- Persons being newly commissioned from civilian status

TEMPORARY ACTIVE DUTY ORDERS

Temporary active duty orders are orders (first set) that assign inactive members to TEMDU for a limited or specified period of time and that direct, upon completion, release to inactive duty.

RELEASE FROM ACTIVE DUTY ORDERS OR SEPARATION ORDERS

Release from active duty orders or separation orders are any orders that separate members from active duty in the naval service.

TRAINING DUTY ORDERS

Training duty orders are orders that assign Naval Reserve members to training duty.

TRAVEL CERTIFICATE SEPARATION WITHOUT ORDERS

Regular Navy or Naval Reserve members who are honorably discharged, as distinguished from being released to inactive duty, are not issued release orders.

To provide these members with the necessary substantiation for dependent's transportation and/or shipment of HHG, the *Travel Certificate Separation Without Orders,* NAVPERS 4650/22 (fig. 11-11), is issued to the members according to the NTI, NAVSO P-1459, chapter 4, part A, article 4002, and chapter 7, part D, article 7158.

The travel certificate must be issued as an original. A sufficient number of copies must be made to meet individual requirements. The original and two copies are necessary for dependent's transportation. Four copies, one of which must be certified as a true copy, are necessary for each shipment of HHG. Orders for separation should not be issued more than 6 months before the effective date of separation.

SUMMARY

This chapter contained a discussion on overseas service. It explained the importance of making sure that personnel are properly screened for overseas assignment to prevent an early return from the overseas area. The section on overseas service discussed the requirement for completing overseas screening requirements for certain locations that are not considered overseas; such as the assignment of personnel to Key West, Florida. Also discussed was the requirement for completion of overseas screening for personnel being assigned to USNS vessels and other units operating in overseas areas for periods of 1 year or more, and the selection of personnel for overseas service. Identification of suitability decision factors were explained. Also explained were overseas screening procedures, what action needs to be taken when personnel are not considered suitable for overseas assignment, and the possible waiver of overseas screening requirements. Actions to take if a member must be reassigned due to unsuitability were identified and screening reports were discussed.

This chapter contained a discussion on command sponsorship of dependents at overseas duty station locations.

This chapter contained a discussion on permanent change of station of members traveling to an overseas location accompanied by dependents, the determination of entitlement to dependent transportation, and dependent entry approval. The purpose of the *Application for Transportation for Dependents,* DD Form 884, and action taken upon confirmation of dependents travel arrangements were discussed.

The purpose and restriction on the use of a no-fee passport was covered, to include the forms used in applying for passports such as the Authorization to Apply for a "No-Fee" Passport and/or Request for Vias, DD Form 1056, Application for Passport Registration, DSP-11, and Application for Passport by Mail, DSP-82. Application procedures for applying for passports in case of personnel who are in the United States and outside the United States were discussed. Finally, various types of orders and the purpose for their issuance and the travel certificate separation without orders were discussed.

TRAVEL CERTIFICATE
SEPARATION WITHOUT ORDERS

(Prepare in triplicate)

DATE:_____

NAME (Last, first, middle)	RATE:	SSN:

In connection with travel claims, I certify that the service record of the above named member contains the following information:

CHARACTER OF SERVICE:	DISCHARGED AT (Name of Activity):	DETACHED (Time and date):

LAST PERMANENT DUTY STATION:	PAY ENTRY BASE DATE (Paygrade E-4 only):

PLACE MEMBER ELECTED FOR TRAVEL (City & State) (JTR, par.M4157 or Chapter 5, Part G as appropriate):

TRAVEL CHARGEABLE TO:

RESTRICTION on travel entitlements for member serving less than prescribed period of service.
If on initial enlistment, did member complete 90% of the period of time (active duty) for which member initially enlisted? YES_____ NO_____
If NO, indicate reason for early release (See JTR, par.M4157-1e):

REGULAR	RESERVE
HOME OF RECORD (City & State) (JTR, par.M4157-2 and Appendix J):	HOME OF RECORD AT TIME OF LAST ASSIGNMENT TO ACTIVE DUTY (City & State) (JTR, par.M4157-2 and Appendix J):
PLACE FROM WHICH ORDERED TO ACTIVE DUTY (City & State) (JTR, Volume 1, Appendix J):	PLACE FROM WHICH ORDERED TO ACTIVE DUTY (City & State) (JTR, Volume 1, Appendix J):

DATE COMMENCED CONTINUOUS ACTIVE DUTY WITH NO SINGLE BREAK THEREIN OF MORE THAN 90 DAYS (Show only for members discharged with Severance Pay):

SIGNATURE:

NAVPERS 4650/22 (Rev 3-85) S/N 0106-LF-046-5110

86NP0118

Figure 11-11.-Travel Certificate Separation Without Orders, NAVPERS 4650/22.

CHAPTER 12

TRANSFERS AND RECEIPTS

As a PN3 or PN2, your primary duties will include checking-in and transferring personnel. Depending on where you are stationed, you might be assigned to processing receipts and processing transfers. Normally, the concurrent assignment of both of these jobs occur at Personnel Support Activity Detachments (PERSUPPDETs). On the other hand, a striker assigned to a small ship might be assigned to perform only one of these duties — processing either receipts or transfers. As you continue gaining knowledge and experience these tasks will become routine.

You need to become knowledgeable in both of these areas because you, as a PN, are considered the expert in both areas.

This chapter is primarily dedicated to transfers and receipts; however, it contains information about areas associated with transfers and receipts. After reading this chapter, you will be able to identify and describe the procedures related to projected rotation date (PRD), including processing receipts and transfers, permanent change of station (PCS) entitlement policy, PCS allowances, the Navy's Sponsor Program, and case file establishment and maintenance.

PROJECTED ROTATION DATE

A PRD for a member's next duty station is established when assignment orders are written. The PRD is based on an individual's paygrade or projected paygrade (in the case of selectees) at the time orders are written and the distributable community in which the member will serve at the new duty station. The PRD is not affected by advancement or reduction in rate. Normally, a PRD will not be changed once it is established unless there is a change made to the sea/shore tour rotation for the entire community.

RULES FOR ESTABLISHING PROJECTED ROTATION DATES

The rules used to establish PRDs are contained in the *Enlisted Transfer Manuel* (ENLTRANSMAN), NAVPERS 15909, chapter 3. Some of the general rules used for establishing PRDs are as follows:

- All PRD determinations are based on distribution rates and/or Navy Enlisted Classification (NEC), except for overseas areas, which are based on Department of Defense (DOD) tour requirements.
- PRDs never exceecd the estimated date of loss to Navy (EDLN).
- PRDs are determined without regard to obligated service (OBLISERV), except for overseas tours.
- PRDs for first-term personnel assigned to type 1 Continental United States (CONUS) shore duty, equal their normal shore tours (NST), according to chapter 3 of the ENLTRANSMAN. However, there are exceptions, and these are covered in chapter 3 of the ENLTRANSMAN.
- Onboard activity PRDs may be preceded by 1 month or exceeded by up to 3 months to satisfy a manning control authority (MCA) requirement.
- Onboard activity PRDs may be preceded by 2 months or exceeded by up to 4 months to satisfy an MCA requirement for E-8 and E-9 personnel.

RECORDING THE PROJECTED ROTATION DATE

After assignment orders are written by the appropriate detailer, a member's PRD is shortly thereafter reflected in the current and ultimate activity's *Enlisted Distribution and Verification Report (EDVR).* The PRD is eventually recorded on the NAVPERS 1070/605, page 5, of the enlisted service record when a member reports for duty to the new duty station. If the PRD is modified during a member's tour of duty, this change is recorded on the page 5 of the service record along with the authority and the date the PRD change was authorized.

VERIFICATION AND CHANGE OF THE PROJECTED ROTATION DATE

As a PN, you should verify a newly reported member's PRD using your command's EDVR and the

member's orders that direct the member to your command. While verifying a member's PRD, you might find one or more of the following discrepancies:

- PRD has not been assigned.
- PRD appears erroneous.
- The individual is entitled to special tour options (additional OBLISERV, unaccompanied tours, and so on).

If you find one or more discrepancies, you should forward a PRD adjustment request, with a certified copy of service record page 5, to the Assignment Control Authority (ACA), BUPERS (PERS 40) or the Commanding Officer, Enlisted Personnel Management Center (EPMAC) for Seamen, Firemen and Airmen.

NOTE: The PRD cannot be changed by a personnel diary entry.

For more information on PRDs, refer to chapter 3 of the ENLTRANSMAN.

PROCESSING TRANSFERS

As a PN3 or PN2, you will be responsible for processing various types of orders. In chapter 11, overseas travel and orders were discussed. Again, this chapter contains a discussion of PCS orders since PCS orders pertain to the transfer of personnel. In addition to PCS orders, this chapter covers reporting and detaching endorsements, accounting data, items that you must explain to the member before his or her transfer, and advance pay on PCS orders.

The importance of verifying the information on the orders when they are received at your command cannot be overemphasized. You should pay particular attention to the *comply with instructions* contained on the orders. Never overlook an item or consider it irrelevant or unimportant. Always explain "comply with instruction items" contained on the transfer directive if they are in a coded form. Remember, even if items are not in a coded form, some of the information may not be clear or understood by members. Therefore, you should explain it to them.

After orders are received at your command, you should promptly notify the member's division officer and/or department head, as appropriate, of the member's pending transfer. You should have a locally prepared transfer check-off sheet, such as the one shown in figure 12-1 to assist you when processing transfers.

Remember, although all transfers are similar, they are not the same. Each set of orders calls for different requirements. For example, you wouldn't follow the same procedures for a member being transferred overseas that you would follow for a member being transferred within CONUS.

NOTE: Always refer to the appropriate manuals and/or instructions, such as the ENLTRANSMAN, for information and guidance. Never rely solely on your personal experience because information changes so rapidly that you may lose track of all these changes. The manuals and/or instructions are there for your use, and you should always use them.

When you are in doubt about a certain transfer procedure and/ or travel entitlement that may have been recently changed, communicate with the source. Here, the source might be commands such as the BUPERS and DFAS. It is always better to obtain the correct, up-to-date information rather than process a transfer or transfers; especially if you suspect the information may have been recently changed, and you did not obtain the correct information.

You should also establish contacts to get help when the need arises. For example, if you are attached to a squadron and you are embarked aboard a ship, talk to the other PNs aboard the ship. They may have information you do not have.

You must always remember that asking questions or getting assistance from others does not mean you are less competent. As a matter of fact, when you ask questions from those who have the answers, it clearly shows your concern for your job. Never be afraid to ask for assistance.

TRANSFER ORDERS AND ENDORSEMENTS

The following section contains information concerning the different types of PCS transfer orders and endorsements.

Enlisted Permanent Change of Station Transfer Order

The Enlisted Permanent Change of Station Transfer Order (PCSTO) is normally used for PCS orders issued by the following authorities:

- BUPERS
- EPMAC

TRANSFER CHECK-OFF SHEET

Use the Transfer Information Sheet, the transfer directive, and the appropriate manuals/publications to make sure all required actions are completed before transfer.

When time permits, follow the deadlines outlined below. However, in all cases, complete the items as far in advance as possible.

1. UPON RECEIPT OF PCSTO OR EPAD
   - a. Send a copy to the EDVR PN for EDVR Section 2 update ☐
   - b. Prepare a transfer info sheet, attach a copy of the orders, and send them to member's division ☐
   - c. Call member down to :
     - 1) Advise him/her that orders are on board ☐
     - 2) Advise him/her of OBLISERV and screening requirements ☐
     - 3) Explain all special items listed on orders ☐
     - 4) Request from him/her all info you will need to complete the transfer documents ☐
     - 5) Complete the sponsor notification form (NP 1330/2) ☐

2. WITHIN 10 DAYS OF RECEIPT
   - a. Indicate a screening if required by the orders (overseas, recruiting, security duty, etc.) ☐
   - b. Forward the sponsor form to the gaining command. ☐
   - c. Prepare an endorsement to the PCSTO and forward it to all intermediate and the ultimate duty stations. ☐

3. WITHIN 30 DAYS OF RECEIPT
   - a. Complete the required OBLISERV documents and forward them to NMPC. ☐
   - b. Report the completion of the required screening (overseas, instructor, recruiter, etc.) (TRANSMAN) ☐
   - c. Submit dependent's entry approval request (2-day to 4-week waiting period) (NMPCINST 4650.2) ☐
   - d. Submit passport request (4- to 6-week waiting period) (NMPCINST 4650.2) ☐

4. 30 - 45 DAYS PRIOR TO TRANSFER.
   - a. Submit PRP. (NMPCINST 4650.2) ☐
   - b. Prepare STO, if transfer directive is not a PCSTO. ☐

5. 15 - 30 DAYS PRIOR TO TRANSFER.
   - a. Verify you have passports, dependents' entry approval and port call in hand. ☐
   - b. Ensure that the member is completely aware of the status of his/her transfer orders. ☐
   - c. Prepare NAVCOMPT 3067. ☐
   - d. Prepare page 5 entry. ☐
   - e. Prepare page 9 entry upon receipt of the transfer eval. ☐
   - f. Have member verify his/her page 2. Retype if necessary. ☐
   - g. Request the Risk Factor Screening/Physical Readiness Test Results, OPNAV 6110/2. ☐
   - h. Prepare page 13 entries for:
     - 1) DEERS enrollment certification ☐
     - 2) Advancement status. ☐
     - 3) Screening Suitability Report (ENLTRANSMAN) ☐
     - 4) Sea duty credit. ☐
   - i. Prepare notice of change of address (OPNAVINST 5112.6) ☐
   - j. Verify Dependents Care Certificate, OPNAV 1740/2. (OPNAVINST 1750.5) ☐
   - k. Ensure transfer eval is received. Notify your supervisor if not. ☐

6. 10 DAYS PRIOR TO TRANSFER.
   - a. Forward all necessary documents to Disbursing for payment of advances. ☐
   - b. Ensure all passport entry approval, travel and household goods shipment actions are complete. ☐

7. 3 DAYS PRIOR TO TRANSFER.
   - a. Have the member complete a Travel Information Form, NP 7041/1. (BUPERSINST 7040.6) ☐
   - b. Issue the member a checkout card. ☐
   - c. Ensure original orders and endorsements are returned from Disbursing. ☐

8. 1 DAY PRIOR TO TRANSFER.
   - a. Compile the transfer package. Include:
     - 1) The medical, dental, pay, training, and service records ☐
     - 2) File the Personnel Advancement Requirement in the service record ☐
     - 3) File the Career Counselor's report in the service record ☐
     - 4) File the Division Officer's Notebook page in the service record ☐
   - b. Compile your command file package, which should include a copy of the STO/PCSTO, endorsements, screenings and message reports, the checkout card, the transfer eval, dependent entry approval and any other document deemed appropriate. ☐
   - c. Submit a diary feeder to the Diary PN. ☐

Figure 12-1.—Sample transfer check-offsheet.

```
ZCZCNLA2802
RTTUZYUW RUEACNP1440 2032117 UUUU--RULKPEL RULKSAH.
ZNR (#####)
R 2109172 JUL 95 ZYB
FM BUPERS WASHINGTON DC//PERS400//
TO RULKSAH/NAVSECGRUACT PENSACOLA FL//JJJ//
RULKPEL/PERSUPPDET CORRY STATION PENSACOLA FL //JJJ//
BT
UNCLAS //N01326// SECTION 01 OF 02
MSGID/GENADMIN/COMNAVMILPERSCOM//
SUBJ/BUPERS ORDER//
RMKS/
  BUPERS ORDER: 2023 123-45-6789/CTO2 (PERS-400CG )
       OFFICIAL CHANGE DUTY ORDERS FOR
       CTO2 JOHN J. BOAT, USN
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO
       MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                          P A R T     O N E
                 ------- DETACHING ACTIVITY (M) -------
WHEN DIRECTED DETACH IN AUG 95                          EDD: AUG 95
FROM NAVSECGRUDET PENSACOLA FL/CSS                      UIC: 46830



PAGE 02 RUEACNP1440 UNCLAS
PERMANENT DUTY STATION   PENSACOLA, FL
FROM DUTY                                               ACC: 100
PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET CORRY STA PNCLA
                                                        UIC: 43082
                 ------- ULTIMATE ACTIVITY (M) -------
REPORT NOT LATER THAN 31 AUG 95                         EDA: 31 AUG 95
TO NAVSECGRUDET PENSACOLA FL/CC                         UIC: 46829
PERMANENT DUTY STATION   PENSACOLA, FL
FOR DUTY                                                ACC: 100
ASSIGNED RATE: CTO2  DNEC1: 9115 DNEC2:                 PRD: 9609
PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET CORRY STA PNCLA
                                                        UIC: 43082
                 ------- ACCOUNTING DATA -------
MAC CIC: 3NDH3123456789
CIC: AGDH31AO
PCS ACCOUNTING DATA:
NDH3 1751453.2252 F 000022 AG DHS/1/A/O DHS123456789
                          P A R T     T W O
BUPERS ORDER: 2023 123-45-6789/CTO2 (PERS-400CG )
OFFICIAL CHANGE DUTY ORDERS FOR
CTO2 JOHN J. BOAT, USN
                 ------- DETACHING ACTIVITY (M) -------
  PROVIDED NO EXCESS LEAVE INVOLVED, MEMBER IS AUTHORIZED TO
DELAY 00 DAYS IN REPORTING TO COUNT
AS LEAVE (MILPERSMAN 1810360).  KEEP OLD AND NEW DUTY STATION
ADVISED LEAVE ADDRESS.  FOR CIRCUITOUS TRAVEL AND LEAVE VISITS TO
FOREIGN COUNTRIES SEE NAVMILPERSCOMINST 4650.2 SERIES, CHAPTER VII,
SECTIONS A AND E; ALSO SEE MILPERSMAN 3020520.
  SUBMISSION OF NAVPERS 7041/1 NOT REQUIRED.
  COMMAND DELIVERING ORDERS:  ENSURE MEMBER HAS A COMPLETED AND
DOCUMENTED HIV TEST WITHIN TWELVE MONTHS OF EDD.  EVERY EFFORT SHOULD
BE MADE TO ENSURE RESULTS ARE RECEIVED PRIOR TO TRANSFER.  HOWEVER,
IF RESULTS ARE NOT RECEIVED, ENSURE MEMBER'S MEDICAL/DENTAL RECORD
REFLECTS THAT THE MEMBER'S TEST WAS COMPLETED AND AWAITING RESULTS.
TEST RESULTS SHOULD BE FORWARDED TO NEW DUTY STATION UPON RECEIPT FOR
INCORPORATION IN MEDICAL/DENTAL RECORDS.
   TRANSFERRING COMMAND: IF THIS IS A MODIFICATION, PORT CALL
CANCELLATION/MODIFICATION MAY BE REQUIRED. IF SO, IMMEDIATELY
CONTACT SERVICING NAVY PASSENGER TRANSPORTATION OFFICE (SEE
NAVMILPERSCOMINST 4650.2 SERIES).



PAGE 04 RUEACNP1440 UNCLAS
  COMMAND DELIVERING ORDERS AND ULTIMATE COMMAND: DIRECTED TO COMPLY
WITH MILPERSMAN 1810360 AND OPNAVINST 1740.3 REGARDING THE NAVY
SPONSOR PROGRAM.
  MEMBER ADVISED: INFORMATION ON ULTIMATE DUTY STATION CAN BE
OBTAINED FROM YOUR LOCAL FAMILY SERVICE CENTER.
  MEMBER ADVISED: UPON RECEIPT OF ORDERS VISIT YOUR PERSONAL PROPERTY
TRANSPORTATION OFFICE (PPTO) TO RECEIVE COUNSELING FOR SHIPMENT OF
YOUR PERSONAL PROPERTY FROM CURRENT DUTY STATION.  UPON ARRIVAL AT
NEW DUTY STATION CONTACT THE PPTO IMMEDIATELY TO PROVIDE THEM WITH
A TELEPHONE NUMBER WHERE YOU CAN BE CONTACTED.
  ENSURE MEMBER RECEIVES FOLLOWING COPIES THAT MAY BE REPRODUCED FROM
THE ENLTRANSMAN (FIGURE 24K AND 24L):
     1. PAMPHLET "RENTING IN THE CIVILIAN COMMUNITY" (S/N
0503-LP-003-0510 ORDER FORM FROM NAVPUBFORMCEN).
     2. DETAILED SALES/RENTAL LISTING DD FORM 1667, 1 NOV 73, (S/N
0102-019-5501)
  THE DO IT YOURSELF (DITY) HOUSEHOLD GOODS MOVE PROGRAM CAN MEAN
CASH INCENTIVES TO MEMBERS MOVING HOUSEHOLD GOODS WITHIN THE
CONTINENTAL U.S. ON PERMANENT CHANGE OF DUTY ORDERS.  CONTACT YOUR
PERSONAL PROPERTY TRANSPORTATION OFFICE FOR INFORMATION.
```

42NP0033

Figure 12-2.-Sample message Enlisted Permanent Change of Station Transfer Order (PCSTO).

- NRPC

- Any other agency granted order issuing authority by the Chief of Naval Personnel (CHNAVPERS) or the Deputy Chief of Naval Personnel (DCNP)

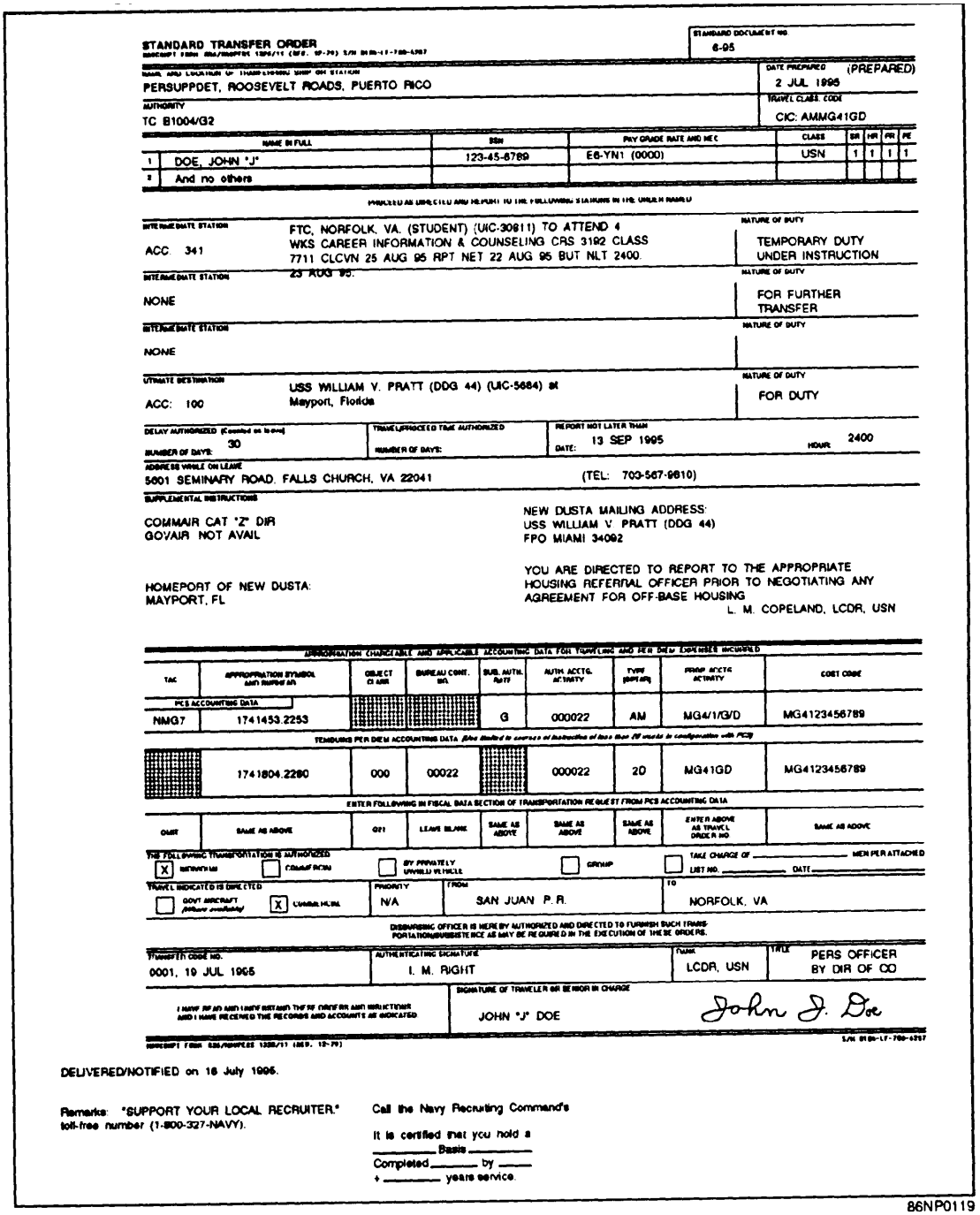
Look at figure 12-2 which shows parts one and two of a sample message (PCSTO) issued by BUPERS. PCSTO can also be issued by letter.

After your command receives the transfer directive, you should make a COPY and certify it to be true. Stamp the original transfer directive as original. After you do that, furnish the member with 20 copies of the certified to be true orders.

NOTE: If the member requires additional copies, you should provide them.

Standard Transfer Order

The Standard Transfer Order, NAVCOMPT 536/NAVPERS 1326/11, is used when PCSTO is not provided by the order issuing authority. Refer to figure 12-3 for a sample Standard Transfer Order.



STANDARD TRANSFER ORDER

STANDARD DOCUMENT NO: 6-95

PERSUPPDET, ROOSEVELT ROADS, PUERTO RICO — DATE PREPARED (PREPARED): 2 JUL 1995

AUTHORITY: TC B1004/G2 — TRAVEL CLAIM CODE: CIC: AMMG41GD

	NAME IN FULL	SSN	PAY GRADE RATE AND MEC	CLASS	DR	HR	PR	PE
1	DOE, JOHN "J"	123-45-6789	E6-YN1 (0000)	USN	1	1	1	1
2	And no others							

DIRECTED AS INDICATED AND REPORT TO THE FOLLOWING STATIONS IN THE ORDER NAMED

INTERMEDIATE STATION: ACC 341	FTC, NORFOLK, VA. (STUDENT) (UIC-30811) TO ATTEND 4 WKS CAREER INFORMATION & COUNSELING CRS 3192 CLASS 7711 CLCVN 25 AUG 95 RPT NET 22 AUG 95 BUT NLT 2400 23 AUG 95.	NATURE OF DUTY: TEMPORARY DUTY UNDER INSTRUCTION
INTERMEDIATE STATION: NONE		NATURE OF DUTY: FOR FURTHER TRANSFER
INTERMEDIATE STATION: NONE		NATURE OF DUTY:
ULTIMATE DESTINATION: ACC: 100	USS WILLIAM V. PRATT (DDG 44) (UIC-5684) at Mayport, Florida	NATURE OF DUTY: FOR DUTY

DELAY AUTHORIZED (Counted as leave): NUMBER OF DAYS: 30 — TRAVEL APPROVED TIME AUTHORIZED: NUMBER OF DAYS: — REPORT NOT LATER THAN: DATE: 13 SEP 1995 HOUR: 2400

ADDRESS WHILE ON LEAVE: 5601 SEMINARY ROAD, FALLS CHURCH, VA 22041 (TEL: 703-567-9810)

SUPPLEMENTAL INSTRUCTIONS:

COMMAIR CAT "Z" DIR
GOVAIR NOT AVAIL

HOMEPORT OF NEW DUSTA:
MAYPORT, FL

NEW DUSTA MAILING ADDRESS:
USS WILLIAM V. PRATT (DDG 44)
FPO MIAMI 34092

YOU ARE DIRECTED TO REPORT TO THE APPROPRIATE HOUSING REFERRAL OFFICER PRIOR TO NEGOTIATING ANY AGREEMENT FOR OFF-BASE HOUSING

L. M. COPELAND, LCDR, USN

APPROPRIATION CHARGEABLE AND APPLICABLE ACCOUNTING DATA FOR TRAVEL AND PER DIEM EXPENSES INCURRED

TAC	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB. AUTH. ACTY	AUTH. ACCTG. ACTIVITY	TYPE (DUTY AIR)	PRINT ACCTG ACTIVITY	COST CODE
PCS ACCOUNTING DATA								
NMG7	1741453.2253			G	000022	AM	MG4/1/G/D	MG4123456789
TEMDURG PER DIEM ACCOUNTING DATA (Also studied to courses of instruction of less than 20 weeks in conformation with PCS)								
	1741804.2280	000	00022		000022	20	MG41GD	MG4123456789

ENTER FOLLOWING IN FISCAL DATA SECTION OF TRANSPORTATION REQUEST FROM PCS ACCOUNTING DATA

CHGT	SAME AS ABOVE	021	LEAVE BLANK	SAME AS ABOVE	SAME AS ABOVE	SAME AS ABOVE	ENTER ABOVE AS TRAVEL ORDER NO	SAME AS ABOVE

THE FOLLOWING TRANSPORTATION IS AUTHORIZED: [X] GOVERNMENT [ ] COMMERCIAL [ ] BY PRIVATELY OWNED VEHICLE [ ] GROUP [ ] TAKE CHARGE OF _____ MEN PER ATTACHED LIST NO. _____ DATE _____

TRAVEL INDICATED IS DIRECTED: [ ] GOVT AIRCRAFT (when available) [X] COMMERCIAL — PRIORITY: N/A — FROM: SAN JUAN P.R. — TO: NORFOLK, VA

DISBURSING OFFICER IS HEREBY AUTHORIZED AND DIRECTED TO FURNISH SUCH TRANSPORTATION/SUBSISTENCE AS MAY BE REQUIRED IN THE EXECUTION OF THESE ORDERS.

TRANSFER CODE NO.	AUTHENTICATING SIGNATURE	NAME	TITLE
0001, 19 JUL 1995	I. M. RIGHT	LCDR, USN	PERS OFFICER BY DIR OF CO

I HAVE READ AND UNDERSTAND THESE ORDERS AND INSTRUCTIONS AND I HAVE RECEIVED THE RECORDS AND ACCOUNTS AS INDICATED

SIGNATURE OF TRAVELER OR SENIOR IN CHARGE: JOHN "J" DOE — John J. Doe

DELIVERED/NOTIFIED on 18 July 1995.

Remarks: "SUPPORT YOUR LOCAL RECRUITER." toll-free number (1-800-327-NAVY).

Call the Navy Recruiting Command's

It is certified that you hold a _____ Basis _____
Completed _____ by _____
+ _____ years service.

86NP0119

Figure 12-3.-Sample Standard Transfer Order (STO), NAVCOMPT 536/NAVPERS 1326/11.

To be more specific, the STO is used for local command-initiated transfers. For example, an STO is issued when orders must be prepared for an individual being transferred for temporary duty (TEMDU) for hospitalization, or when the orders are provided by an Enlisted Personnel Action Document (EPAD) (fig. 12-4).

You should be aware that EPADs such as the one shown in figure 12-4 are slowly being phased out. They are being replaced by an EPAD facsimile document (fig. 12-5).

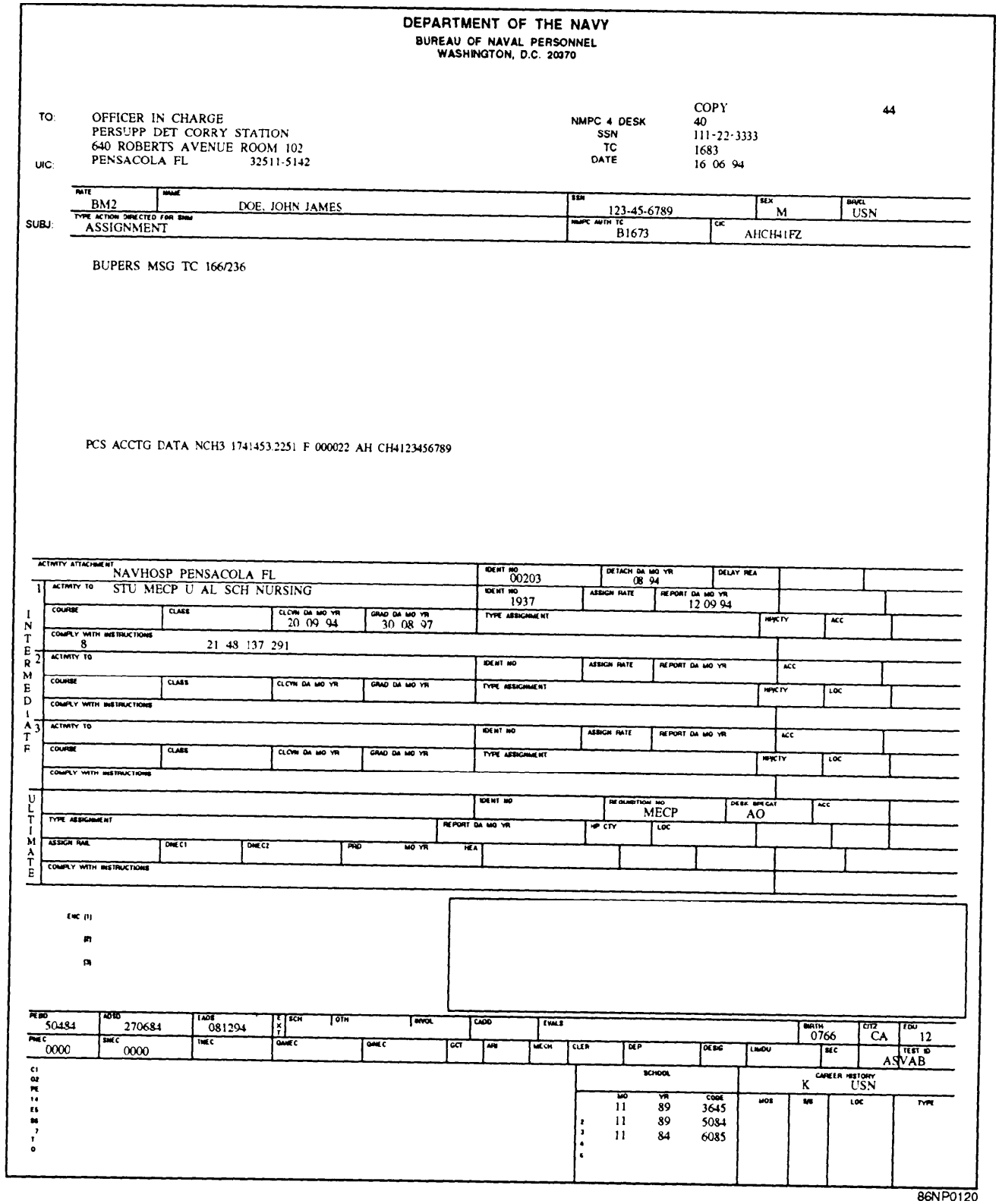


Figure 12-4.-Sample Enlisted Personnel Action Document (EPAD).

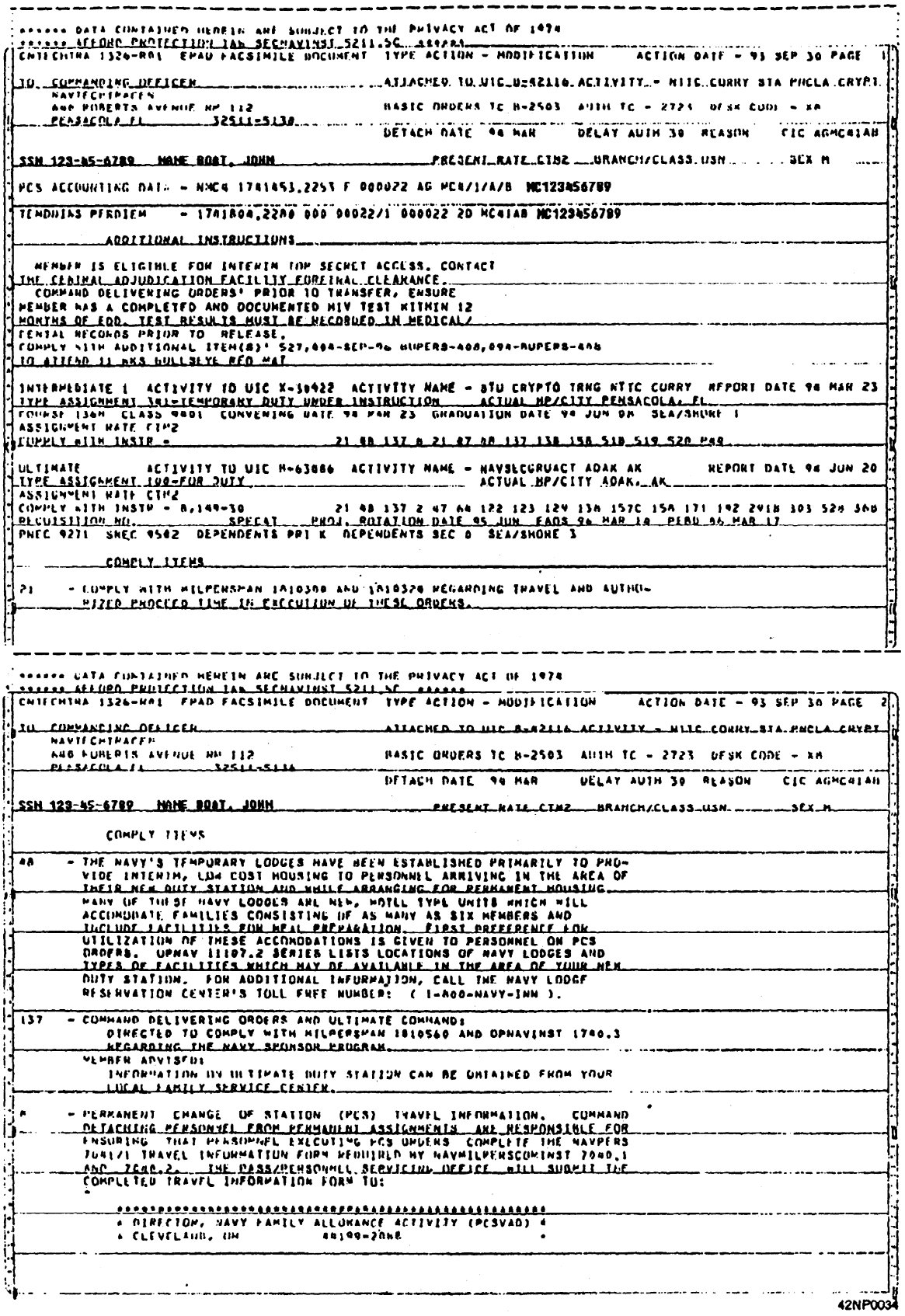


Figure 12-5.-Sample Enlisted Personnel Action Document (EPAD) facsimile.

PERSUPPDETs use the EPAD facsimile documents to prepare the actual Standard Transfer Directive (STD). Figure 12-6 shows a sample front section of an STD.

STDs are prepared by activities having access to a computer system called Standard Transfer Directive Module (STDM). Figure 12-7 shows a young PN3 using the STDM to type an STD. Figure 12-8 shows the same PN3 reviewing the STD for accuracy. Regardless of how the orders are received, always follow additional instructions provided in chapter 23 of the ENLTRANSMAN.

Permanent Change of Station Accounting Data

For PCS (including TEMDU in connection with a PCS), use the accounting data furnished on the transfer directive. In those cases where accounting data is not furnished, you should refer to the *Financial Management Guide for Permanent Change of Station Travel (Military Personnel, Navy),* BUPERSINST 7040.6. In block 20 of the STO (fig. 12-3), enter the applicable accounting data as shown in BUPERSINST 7040.6.

```
****** DATA CONTAINED HEREIN ARE SUBJECT TO THE PRIVACY ACT OF 1974
****** AFFORD PROTECTION IAN SECNAVINST 5211.5C  ******
  STANDARD TRANSFER DIRECTIVE                    ORIG ORDERS  93 OCT 13
  AUTHORITY: BUPERS TC 82173/X8                  ORDER NUMBER  25193-93

  ************************************************************************

  DOE, JOHN  NMN                  E-3 HN          NAVHOSP
  123-45-6789     (0000/0000)  USN                6000 WEST HIGHWAY 98
                                                  PENSACOLA FL        32512-0003
  PEBD: 92 JAN 07 EAOS: 96 JAN 06 PRD: 97 APR
                                                  UIC: 00203
  ************************************************************************
                          **  SUMMARY OF ORDERS  **

  PROCEED AS DIRECTED AND REPORT TO THE FOLLOWING STATIONS IN THE ORDER SHOWN

  1.  WHEN DETACHED REPORT NOT LATER THAN 94 JAN 01  2400
      TO: STU NAV AV SCHS COM        AT PENSACOLA, FL

  2.  WHEN DETACHED REPORT NOT LATER THAN 94 MAR 31
      TO: NAVHOSP PATUXENT RIVER     AT PATUXENT RIVER, MD

  ************************************************************************
  LEAVE ADDRESS:                                                  PHONE:
  881  SAILOR  CT  PENSACOLA  FL  32508                           904-222-2222

  AUTHORIZED:  30 DAYS LEAVE                          AUTH POV AUTO (PA)
               03 DAYS TRAVEL
               00 DAYS PROCEED

  PHY QUAL FOR TRANS IAN MILPERSMAN 1830180 AND 1830200

  ************************************************************************

  ACCOUNTING DATA:
  PCS: NDL4 1741453.2263 C 000022 AT DL4/1/U/M DL4123456789

  TEMDUINS PER DIEM: 1741804.2280 000 00022/1 000022 2D DL41UM DL4123456789

  ************************************************************************

  TRANS ACTIVITY ASSURE LOCATION OF MOBILE UNIT PRIOR TO MEMBER'S TRANSFER.
  PROCEED AS DIRECTED AND REPORT TO THE FOLLOWING STATIONS IN THE ORDER
  NAMED.

  UIC 30500                                          RPT NLT 94 JAN 01  2400
  STU NAV AV SCHS COM          341-TEMPORARY DUTY UNDER INSTRUCTION
  HOME PORT-CITY:   PENSACOLA, FL                    AT: PENSACOLA, FL

   TO ATTEND.005 WKS NACCS          CRS 806E  CLASS 9412  CLCVN 94 JAN 04

  COMPLY ITEMS:
  21 48 137 8 21 47 48 137 138 158 519 519 520 P43
  MAILING ADDR: COMMANDING OFFICER
                NAVAVSCHSCOM
                181 CHAMBERS AVE SUITE C
                PENSACOLA FL        32508-5221
```

42NP0035

Figure 12-6.-Sample front section of a Standard Transfer Directive (STD).

Figure 12-7.—A PN3 using the STDM.

Figure 12-8.—A PN3 reviewing an STD.

Refer to BUPERSINST 7040.6 when you need to obtain PCS accounting data. If you have difficulty determining the accounting data, ask your supervisor for assistance. If you and your supervisor are unable to determine the correct accounting data, contact the order issuing authority. If you are ashore, use the telephone; if you are on a ship, send a message.

There may also be times when Temporary Duty Under Instruction (TEMDUINS) accounting data is not provided in the transfer directive. In this case, immediately contact the order issuing authority. The order issuing authority will provide this information via an order modification (ORDMOD) shortly after the request for the TEMDUINS accounting data is received. Similarly, when PCS accounting data is not initially provided in the transfer directive, and the order issuing authority is requested to provide such data, the order issuing authority issues it by ORDMOD.

Reporting and Detaching Endorsemats

When traveling under PCS orders, TEMDU (regardless of length) at intermediate stations is accounted for by the Reporting (Arrival) Endorsement to Orders, NAVCOMPT Form 3068, and the Detaching

(Departing) Endorsement to Orders, NAVCOMPT Form 3067. The Reporting Endorsement is used as the final endorsement when a member reports for duty on PCS orders.

BRIEFING MEMBERS BEFORE TRANSFER

Always brief transferring members before they are transferred. The following subjects should be covered:

- That records and accounts should be delivered to the new commanding officer. That member is responsible for reporting to the new duty station with all records and accounts, as well as his/her personal effects.

- That personnel under orders, including authorized delay, are considered to be attached to the ultimate destination or the next designated intermediate station. If, in cases of emergency, the member is unable to contact these activities, he/she should contact the nearest known naval activity. If a member is ordered to a ship and the ship to which he or she is ordered is not in port, the member should report to the nearest naval activity.

- That members ordered to a command serviced by the Personnel Administrative Support System (PASS) should be informed as to their ultimate duty station and which Personnel Support Activity Detachment (PSD or PERSUPPDET) they should check into for administrative and/or accounting purposes.

- That in the case of illness or accident, the member should notify the nearest known naval activity immediately and request instructions.

- That, if leave is granted, the member is responsible for receiving any communications forwarded to the leave address on the orders. That, if leave is canceled, the member must return immediately.

- That the contents of orders and whereabouts of ships and personnel must not be divulged to unauthorized persons.

- That a copy of the orders (in the case of a locally prepared STO and/or STD) is being mailed directly to the ultimate destination so the gaining command knows the actual arrival date. (You should also mail a copy to any intermediate duty stations.)

- That personnel must cooperate with Shore Patrol and Armed Services Police at all times and conduct themselves in a professional military manner, remembering that misconduct will be cause for disciplinary action.

- That current regulations do not authorize transportation of dependents to intermediate locations at government expense, and where temporary duty (TEMDU)/temporary duty under instruction (TEMDUINS) has been directed; that personnel occupying government family quarters at their old duty station are authorized to retain such quarters up to 20 weeks until reporting to their ultimate duty station.

- That personnel traveling aboard government-owned or government-operated aircraft may wear civilian clothes provided they are in good taste and not in conflict with acceptable attire. This is, of course, provided it is not otherwise directed.

- That personnel arriving before the "report not earlier than" date specified in the orders when TEMDU is directed will be given the option of either remaining in a leave status until the required reporting date or terminating leave status and reporting on the date of arrival. In the later case, the member must understand that per diem will not commence until the date he/she is required to commence the TEMDU directed by the orders.

- That recent series of terrorist hijackings provide clear evidence that DOD personnel are being singled out as targets for attack. Explain to the member that although the chance of becoming a victim of terrorism is remote, personnel traveling to or through a high-threat area/airport are vulnerable to terrorist attacks and to exercise caution.

- That personnel transferring to deployed activities may encounter transportation delays in reaching their duty station. They must be prepared to meet lodging and meal expenses they will incur during such delays.

Brief the member on additional items listed in chapter 23 of the ENLTRANSMAN.

ADVANCE PAY ON PERMANENT CHANGE OF STATION

Advance pay is intended to enable a member to have sufficient money to move without having to contact disbursing officers en route. Advance pay should prevent the member from having to submit claims at his/her new duty station until settled in the new residence and reported for duty.

A member may be paid an advance in pay upon PCS, except PCS incident to separation from the service or trial by court-martial. Advance payments on PCS within the same geographical area are only authorized when the member is entitled to ship household goods (personal property) at government expense under Chapter 5 of the *Joint Federal Travel Regulations (JFTR),* Volume 1, NAVSO P-6034. Generally, such shipments are prohibited under JFTR, Volume 1, paragraph U5317, for PCS in the same geographical area (defined as within the corporate limits) as the member's prior duty station, home port, or place from which ordered to active duty. This restriction does not apply to no-cost PCS orders outside the geographical area.

Normally, requests for advance pay are limited to 30 days before departure and 60 days after reporting to a new permanent duty station. However, under extenuating circumstances, severe hardship, or unusually large expenses when clearly justified, a member may request advance pay up to 90 days before the scheduled date of departure and not to exceed 180 days after reporting to the new permanent duty station.

The member may request 3 months advance pay and liquidation up to 24 months. All members requesting advance pay must sign an Advance Pay Certificate/Authorization, such as the one shown in figure 12-9.

Commanding officers or their representatives must provide written approval for the following:

- Members in paygrade E-3 and below requesting advance pay
- Any advance pay request for more than 1 month
- Repayments greater than 12 months
- Request for advance pay prior to 30 days before departure or 60 days after arrival at the new permanent duty station
- Justification by the member is required for the following:
- More than 1 month of advance pay, less deductions
- More than a 12-month repayment schedule
- Advance outside the window of 30 days before departure to or 60 days after arrival at the new PCS station

The member should submit the justification on a Special Request Authorization, NAVPERS 1336/3, which is also known as a request chit. If additional space is required, the member may attach a memorandum to the request chit with additional details.

Before approval of a request for advance pay, COs should make sure the financial status of the member is thoroughly reviewed to determine that the member has not shown a pattern of financial irresponsibility. COs should use their discretion to limit advance pay if the member demonstrates or has demonstrated fiscal immaturity.

A member who requests advance pay under article 2650100 of the MILPERSMAN, which discusses advance pay on PCS, must be advised that the advance may be paid off in one lump sum at anytime within the authorized repayment period. Advise the member that the total pay due after a move, including dislocation allowance (DLA), travel allowances, rations, basic allowances for quarters (BAQ), and basic pay, may be used to pay off the loan provided it equals or exceeds the advance pay.

The repayment period is scheduled to liquidate the advance pay before the member's expected date of separation. Also, liquidation is scheduled for completion before the start of a subsequent PCS move.

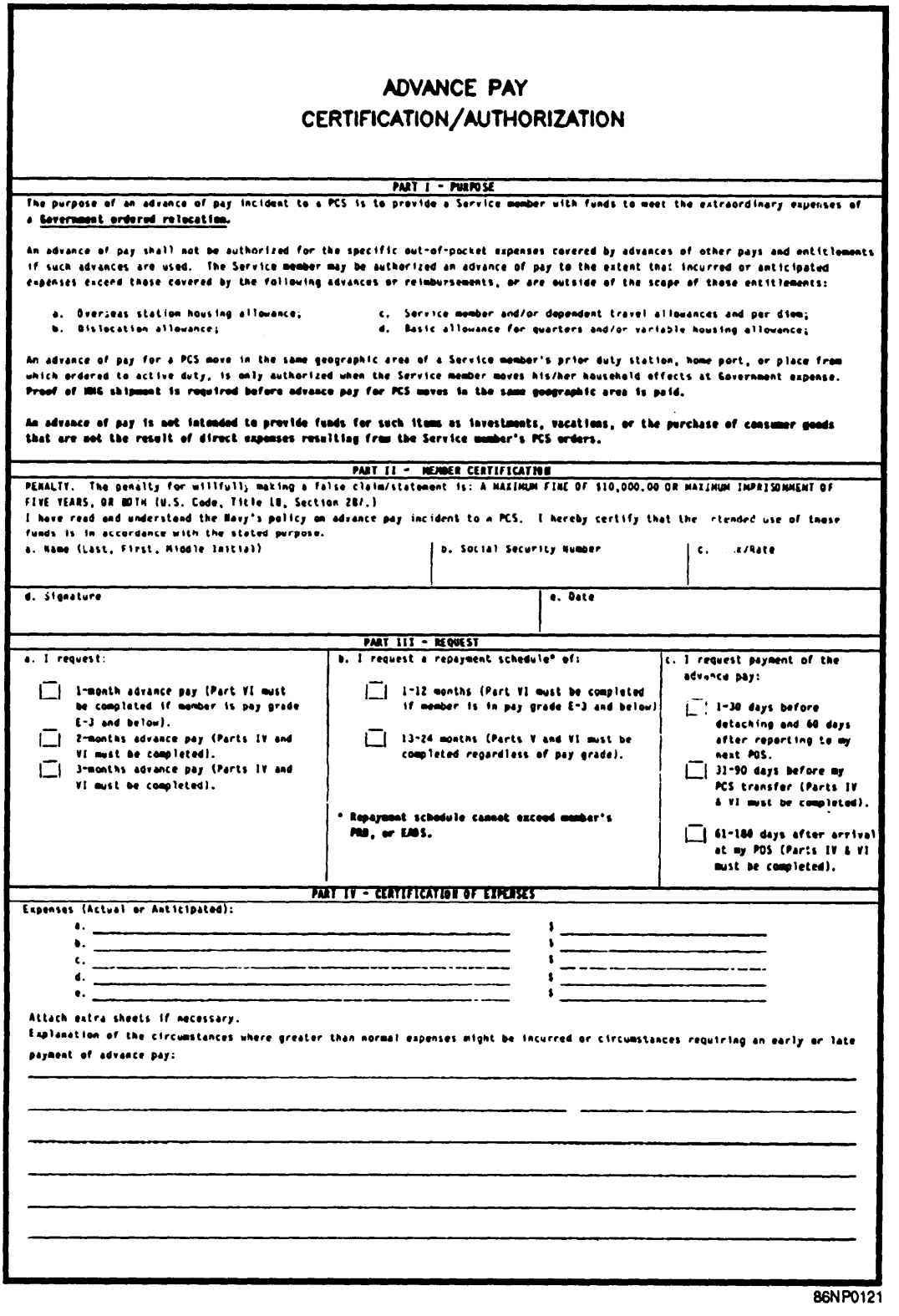
Members in one of the following statuses must meet the criteria for PCS for that purpose of advance pay on PCS:

- A call to extend active duty of a reservist, a retired member, or a member of the Fleet Reserve (FLTRES)
- A duly authorized change of home yard or home port
- On orders to a duty station upon reenlistment after a break in service

For more information on advance pay, refer to JFTR, paragraph U8014, which provides guidance for advance payment of BAQ and variable housing allowance (VHA).

PERMANENT CHANGE OF STATION ENTITLEMENT POLICY

Servicemembers who are ordered to make a PCS move are entitled to personal travel and transportation allowances under chapter 5 of the JFTR. No command can deny any of the travel and transportation allowances or entitlements associated with PCS movement of a



ADVANCE PAY
CERTIFICATION/AUTHORIZATION

PART I - PURPOSE

The purpose of an advance of pay incident to a PCS is to provide a Service member with funds to meet the extraordinary expenses of a Government ordered relocation.

An advance of pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other pays and entitlements if such advances are used. The Service member may be authorized an advance of pay to the extent that incurred or anticipated expenses exceed those covered by the following advances or reimbursements, or are outside of the scope of these entitlements:

a. Overseas station housing allowance;
b. Dislocation allowance;
c. Service member and/or dependent travel allowances and per diem;
d. Basic allowance for quarters and/or variable housing allowance;

An advance of pay for a PCS move in the same geographic area of a Service member's prior duty station, home port, or place from which ordered to active duty, is only authorized when the Service member moves his/her household effects at Government expense. Proof of HHG shipment is required before advance pay for PCS moves in the same geographic area is paid.

An advance of pay is not intended to provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the Service member's PCS orders.

PART II - MEMBER CERTIFICATION

PENALTY. The penalty for willfully making a false claim/statement is: A MAXIMUM FINE OF $10,000.00 OR MAXIMUM IMPRISONMENT OF FIVE YEARS, OR BOTH (U.S. Code, Title 18, Section 287.)
I have read and understand the Navy's policy on advance pay incident to a PCS. I hereby certify that the intended use of these funds is in accordance with the stated purpose.

a. Name (Last, First, Middle Initial)	b. Social Security Number	c. [illegible]/Rate

d. Signature	e. Date

PART III - REQUEST

a. I request:
- ☐ 1-month advance pay (Part VI must be completed if member is pay grade E-3 and below).
- ☐ 2-months advance pay (Parts IV and VI must be completed).
- ☐ 3-months advance pay (Parts IV and VI must be completed).

b. I request a repayment schedule* of:
- ☐ 1-12 months (Part VI must be completed if member is in pay grade E-3 and below)
- ☐ 13-24 months (Parts V and VI must be completed regardless of pay grade).

* Repayment schedule cannot exceed member's PRD, or EAOS.

c. I request payment of the advance pay:
- ☐ 1-30 days before detaching and 60 days after reporting to my next POS.
- ☐ 31-90 days before my PCS transfer (Parts IV & VI must be completed).
- ☐ 61-180 days after arrival at my POS (Parts IV & VI must be completed).

PART IV - CERTIFICATION OF EXPENSES

Expenses (Actual or Anticipated):

a. _____ $ _____
b. _____ $ _____
c. _____ $ _____
d. _____ $ _____
e. _____ $ _____

Attach extra sheets if necessary.
Explanation of the circumstances where greater than normal expenses might be incurred or circumstances requiring an early or late payment of advance pay:

_____

_____

_____

_____

_____

_____

86NP0121

Figure 12-9.—Advance Pay Certificate/Authorization.

PART V - JUSTIFICATION FOR OVER 12 MONTHS PAYBACK

Justification must demonstrate that severe hardship would result for a liquidation period of 12 months.

a. List outstanding debts that significantly reduce your discretionary pay check:

_____	$ _____	_____	$ _____
_____	$ _____	_____	$ _____
_____	$ _____	_____	$ _____
_____	$ _____	_____	$ _____
_____	$ _____	_____	$ _____

b. Number of dependents: _____.

c. Specifics of your financial situation that might indicate a severe hardship in repaying the advance in the normal 12-month time period:

_____

_____

_____

_____

_____

_____

PART VI - COMMANDING OFFICER APPROVAL/DISAPPROVAL

a. I hereby ☐ approve ☐ disapprove the member's request for:

(1) advance pay for:
- ☐ 1 month
- ☐ 2 months
- ☐ 3 months

(2) with liquidation for:
- ☐ 12 months
- ☐ 24 months
- ☐ other (Specify # of months)

(3) with the payment of the advance:
- ☐ within 30 days of PCS transfer or within 60 days after reporting at PDS.
- ☐ 31-90 days before PCS transfer.
- ☐ 61-180 days after reporting at PDS.

b. Name of Official (Last, First and Middle Initial)	c. Rank	d. Title

e. Signature	f. Date

Privacy Act Statement

This statement is provided in compliance with the provision of the Privacy Act of 1974 (PL 93-579) which requires that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.

1. Authority, 37 U.S.C. 1006
2. Principal Purpose. To provide information required to legally pay advance of pay for Naval personnel.
3. Routine Use(s). The member provides actual/anticipated expenses and justification for the payment of advance pay. The commanding officer either approves or disapproves the member's request.
4. Mandatory or Voluntary Disclosure. Voluntary. If member does not provide the information, advance pay cannot be paid.

86NP0122

Figure 12-9.—Advance Pay Certificate/Authorization—Continued

servicemember from one permanent duty station (PDS) to another. Issuance of a PCS order does not in and of itself carry travel and transportation entitlements. The orders must be read to determine if there is, in fact, a change of permanent station and not just a change of activity.

The following paragraphs contain a discussion on situations that affect the PCS entitlement policy.

TRANSFER BETWEEN TWO NONSHIPBOARD ACTIVITIES LOCATED IN THE SAME PDS LOCATION WITHIN CONUS

A servicemember transferring between two nonshipboard activities/unit identification codes (UICs) and/or units located within CONUS at the same PDS location has no PCS entitlements. However, if the service member's household relocation is mission essential and in the best interest of the government, a local move of household goods (HHG) may be authorized if the commanding officer issues a statement that such a local move is necessary as a direct result of the transfer. For the purpose of DLA, PCS includes relocation of a household due to military necessity or government convenience within the corporate limits of the same city or town in connection with a transfer between activities.

TRANSFER BETWEEN TWO NONSHIPBOARD ACTIVITIES IN PROXIMITY TO EACH OTHER BUT NOT AT THE SAME PDS LOCATION

A servicemember transferring between two nonshipboard activities or units in proximity to each other but not at the same PDS does have a personal travel and transportation entitlement. However, the member does not automatically have HHG shipment, dependent travel and transportation, or DLA entitlement.

Normally, shipment of HHG is not authorized in connection with a PCS between PDSs in proximity to each other. However, if the gaining CO issues a statement that HHG shipment is mission essential and in the best interest of the government and appropriate accounting data is provided by CHNAVPERS (PERS 4) in the PCS order, HHG can be authorized.

Remember, if the PCS order does not have the appropriate accounting data, a request for a modification to the PCS order must be submitted to PERS 4 before executing the orders to obtain the accounting data.

PDSs are in proximity to each other when they are both in an area ordinarily serviced by the same local transportation system and servicemembers could reasonably commute daily from home to either PDS. Figure 12-10 is an example of such a change in PDS.

PCS ORDERS BETWEEN SHIPS IN THE SAME HOME PORT OR BETWEEN A SHIP AND SHORE ACTIVITY IN THE VICINITY OF THE SAME HOME PORT

PCS orders between ships in the same home port or between a ship and a shore activity in the vicinity of the same home port may be issued without accounting data for HHG shipment or dependent travel and transportation. If household relocation will occur and accounting data was not issued in the PCS order, your command should send a request for a modification to the PCS order to include appropriate accounting data to PERS 4 before executing them.

EFFECTIVE DATE OF PCS ORDERS

The effective date of PCS orders is important for determining entitlement for transportation of dependents and shipment of HHG. The basic definition

A servicemember receives PCS orders to detach from the Navy Yard, Washington, DC. The servicemember is to report to a place located 3 miles outside the Washington, DC, corporate limits. The servicemember could commute daily to the new PDS from the same residence occupied while assigned to the old PDS (Washington, DC). In this case there is no entitlement to movement of HHG, dependent travel and transportation, or DLA. However, the servicemember is entitled to personal travel and transportation allowances incident to the transfer.

If the servicemember relocates the household, there aren't any PCS entitlements, unless the gaining CO issues a statement that the relocation was neccessary as a direct result of the PCS and appropriate accounting data is provided by PERS 4.

Figure 12-10.-Sample change in PDS.

of the effective date of PCS orders is contained in JFTR Volume 1, Appendix A, and the glossary of this training manual. For orders amended, modified, canceled, or revoked, the effective date is per JFTR Paragraph U2140-A. The effective date of orders for some specific types of orders is shown in the following paragraphs:

Orders Involving Change of Home Port. The effective date of orders involving a change in home port of a ship, ship-based staff, squadron, or other afloat-based mobile unit is the date announced by the Chief of Naval Operation (CNO), normally by message.

Orders Involving Change for PDS Location of Shore-Based Mobile Units. The effective date of orders involving a change of PDS location of a shore-based mobile unit is the date following the announcement of the change by the CNO on which the servicemember must commence travel to the new station for the purpose of remaining and performing normal duties. This is regardless of whether the travel is commenced before or after the announced effective date of the change.

Release From Active Duty Orders. The effective date of orders for release from active duty is the date of release.

REIMBERSEMENT RULES FOR PRIVATELY-OWNED CONVEYANCE (POC) TRAVEL

The general reimbursement rules for POC travel incident to PCS travel are based on the number of people traveling at the same time. Some rules are as follows:

- If servicemember and dependents travel between PDSs in one POC, the per mile rate paid is for one POC based on the number of travelers. If the servicemember travels separately from dependents, the servicemember is paid a per mile rate.

- The payment for dependents is a per mile rate based on the number of dependents traveling together. No specific authority for more than one POC is needed as the group (the dependents in the case) are using only one POC. Per diem is also paid.

- Unless authority is granted for payment based on two POCs, and the servicemember and dependents travel together using more than one POC (or if five or more dependents travel together using more than one POC), the per mile rate for one POC and the number of travelers is paid.

- Payment may be made for use of more than one POC by the group traveling together only if permission is received under JFTR, paragraph U5205-A2. If permitted, the per mile rate is paid for each POC based on the group traveling together.

- Commanding officers may approve payment for the use of more than one POC by a group traveling together if there are five or more travelers in the group. They may also approve payment when a dependent needs special accommodations. Specifics are in the JFTR.

- If less than five travelers are involved, payment for use of more than one POC is unlikely. A servicemember, who believes a valid reason exists for needing more than one POC for less than five travelers, may submit a request via the servicemember's commanding officer to the Chief of Naval Personnel (PERS 201) either before or after execution of orders. Details must be provided. Owning a compact car(s) is not a valid reason.

- In the situations described in JFTR, paragraphs U5205-A2C or U5205-A2e (dependents travel separately from the servicemember due to official reasons), reimbursement for such travel is not made unless supported by a statement from the service member certifying the circumstance involved.

Additional information concerning translation of a privately-owned vehicle (pov) is contained in the PCS allowance section discussed later in the chapter.

HOUSEHOLD GOODS SHIPMENT AND STORAGE ENTITLEMENT POLICY

Some of the conditions under which servicemembe are entitled to HHG shipment and storage are listed in this section. Additional information concerning HHG shipment and storage is contained in Article 6810115 of the MILPERSMAN.

Servicemembe are entitled to shipment of HHG incident to PCS orders according to chapter 5, Part D, of the JFTR volume 1.

Shipment of a lesser weight of HHG is authorized incident to temporary duty (TEMDU) or temporary additional duty (TEMADD) according to chapter 4, Part H of the JFTR, Volume 1.

Instead of shipment, nontemporary storage (NTS) is authorized in connection with PCS orders according to JFTR, paragraph U5380.

Temporary storage is storage authorized in connection with a shipment of HHG. Temporary storage of HHG is cumulative; that is, items may be stored at origin point, in transit, at destination, or any combination of these.

TRAVEL AND TRANSPORTATION OF CHILDREN OF SERVICEMEMBER-MARRIED-TO-SERVICEMEMBER

For travel and transportation purposes, children of servicemember-married-to-servicemember parents may travel under either but not both parents' PCS orders. The entitlement to travel and transportation allowance, DLA, and station allowances is based on children accompanying a servicemember parent and not based on BAQ dependency. One parent may draw travel and transportation allowances on behalf of the children, DLA, and station allowance at the with *dependent rate* while the other parent draws BAQ at the *with dependent rate* on behalf of the same children.

For additional information concerning PCS entitlement policy, refer to Article 6810100 of the MILPERSMAN.

CONSECUTIVE OVERSEAS TOURS LEAVE TRAVEL ENTITLEMENT POLICY

Consecutive overseas tours (COT) leave travel is described in the JFTR, paragraph U7200. A servicemember who received COT leave travel cannot receive any incentive under the Overseas Tour Extension Incentive program for the same overseas tour.

A servicemember, who is stationed outside CONUS and whose orders meet the following criteria is entitled to receive COT travel:

- A COT at the same PDS involving two full DOD area tours
- Make a PCS from one PDS outside CONUS to another PDS outside CONUS
- Make a PCS to/froml one PDS outside CONUS from/to a ship expected to operate in an overseas area for a contemplated period of 1 year or more

For additional information concerning consecutive overseas tour leave travel entitlement policy, refer to Article 6810300 of the MILPERSMAN and JFTR U7200.

CHANGE OF HOME PORT

The change of home port of a ship, mobile unit, or afloat staff is a PCS (except for servicemember travel). The CO may issue a change of home port/PDS certificate. You should refer to chapter 15 of the ENLTRANSMAN for additional information concerning issuance of change of home port/PDS certificates.

PERMANENT CHANGE OF STATION ALLOWANCES

The information in this section provides a general description of the PCS travel entitlements. The application of entitlements depends on various factors and circumstances surrounding the PCS travel and can be difficult to apply if you, the PN, are not totally familiar with the member's individual travel situation. Specifically, this section contains a discussion on member and dependent travel and transportation allowances, transportation and storage of HHG, transportation of unaccompanied baggage, transportation of POV, mobile home allowance, dislocation allowance, temporary lodging expense, and temporary lodging allowance.

MEMBER AND DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

When a member is required to travel in compliance with orders, the government either furnishes the transportation or reimburses the member at rates established by law and prescribed in the JFTR. Generally, members may select the mode of transportation— for example, airplane, train, bus, or POC for travel between the old and new PDS and the method of reimbursement. However, in some instances a particular mode of travel may be directed for the member (but not for dependents).

For computation of travel time when a directed mode is not used, you should refer to JFTR, paragraph U5160-E. For the types of reimbursement authorized for the member's travel incident to a PCS, refer to JFTR, paragraph U5105; and for a member's travel to the first PDS, refer to JFTR, paragraph U5108-D.

TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS

Members directed to make a PCS are entitled to transportation of HHG. The amount of weight the member is entitled to have shipped or stored depends

on the member's grade and whether the member has dependents. However, the amount that may be shipped to a specific location to which a member is being assigned may be administratively limited by the Navy. For example, under JFTR, paragraph U5310-B, an E-6 with dependents is entitled to ship or store 11,000 pounds of HHG. If the member was transferred between two stations, both in CONUS, the full 11,00 pounds of HHG could be shipped to the new location. However, if the member was transferred to a location outside CONUS which is "weight restricted" because government-owned furniture is available, only a portion of the member's weight allowance could be shipped to the overseas duty station. The remainder could be placed in NTS.

Generally, any portion of the member's authorized HHG weight allowance that the member elects not to ship may be placed in NTS. HHG that are precluded from shipment by the government to a specific area due to an administrative weight restriction maybe placed in NTS until the member's next PCS. In connection with a shipment of HHG, a member is also entitled to temporary storage, unless prohibited under the JFTR. This storage may be authorized at the point of origin, in transit, at destination, or any combination of these. The purpose is to provide temporary storage of HHG until a member arranges for a new permanent residence.

TRANSPORTATION OF UNACCOMPANIED BAGGAGE

Unaccompanied baggage is that portion of the HHG weight allowance that is normally shipped separately from the major items of furniture. The purpose of providing an unaccompanied baggage shipment is to allow shipment of HHG needed for interim housekeeping immediately or soon after the member's (or dependents') arrival at destination, pending the arrival of the bulk of the shipment. The weight of unaccompanied baggage shipped at government expense incident to a PCS may be limited by the Navy.

TRANSPORTATION OF PRIVATELY OWNED VEHICLE

A member ordered to make a PCS to, from, or between stations outside CONUS, or upon official change in home port of a vessel or mobile unit, maybe authorized to have one POV owned or on a long-term lease by the member or dependent(s) shipped to the port serving the member's new PDS or other place as authorized in the JFTR. The vehicle must be for the member's personal use or for the use of the dependents. However, there are some limitations, restrictions, or prohibitions on the shipment of POVs.

MOBILE HOME ALLOWANCE

A member ordered on a PCS, or in the case of the member's death, the member's dependents, who would otherwise be entitled to shipment of HHG at government expense, is entitled to any combination of the allowances prescribed in the JFTR for transportation and temporary storage of a mobile home from the old PDS to the new PDS or between points otherwise authorized. Except as provided in JFTR, paragraph U5505-B, such allowances are in lieu of the transportation of baggage and HHG. These allowances are only authorized for transportation of a mobile home within CONUS, within Alaska, and between CONUS and Alaska.

DISLOCATION ALLOWANCE (DLA)

A discussion of DLA can be found in chapter 8 of this TRAMAN. DLA is briefly discussed here because it pertains to information contained in this chapter.

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the household upon a PCS or incident to an evacuation when quarters are not assigned. The amount payable as a DLA is determined by the member's dependency status and the rate of the BAQ prescribed for the member's grade.

CONUS TEMPORARY LODGING EXPENSE

Temporary lodging expense (TLE) was also discussed in chapter 8 of this TRAMAN. It is discussed here because this chapter deals with allowances and TLE is an allowance that certain members are entitled to receive in connection with PCS orders.

TLE is paid in CONUS under the JFTR, Volume 1, chapter 5, part H. TLE is intended to partially offset the cost of occupying temporary lodging incident to a PCS move.

Refer to the JFTR, Volume 1, chapter five, part H, and MILPERSMAN, Article 2640400, for additional information concerning temporary lodging expense.

TEMPORARY LODGING ALLOWANCE

Temporary lodging allowance (TLA) was also discussed in chapter 80 of this TRAMAN. It is discussed here because it is an allowance that is authorized in connection with PCS to certain members.

TLA is a PCS allowance payable incident to initially reporting to an overseas PDS, detaching from an overseas PDS, or under certain other circumstances. It is authorized to partially reimburse a servicemember for more than normal expenses incident to the use of temporary lodgings outside CONUS.

TLA cannot be paid at the same time as overseas housing allowance (OHA) or cost-of-living allowance (COLA) except under conditions specified in JFTR, Volume 1, paragraph U9100-C4. TLA is not payable for a member or on behalf of a dependent acquired subsequent to the effective date of PCS orders while they are initially seeking a residence.

Refer to the glossary contained in this TRAMAN for the definition of effective date of orders.

Refer to the JFTR, Volume 1, chapter 9, part C, and MILPERSMAN, Article 2640330, for additional information concerning overseas TLA.

PROCESSING OF NEW RECEIPTS

Processing new personnel when they report aboard requires attention to a number of details. To make sure that all receipt procedures are followed, you should develop and use a check-off list containing all the actions required in checking-in personnel. This check-off listing should satisfy your local command's requirements.

You should become familiar with the manuals and instructions necessary to properly complete all the check-in requirements and to make sure all actions are completed. Important manuals include the ENLTRANSMAN, *Source Data System Procedures Manual* (SDSPROMAN), and the MILPERSMAN.

In the following paragraphs, various check-in procedures are covered and include precheck-in procedures, check-in procedures, verification and purging of service records, travel claims, receipt endorsements, and other administrative procedures that are required in the receipt of new personnel.

PRECHECK-IN PROCEDURES

When you receive an assignment directive for a prospective gain, take the following actions:

1. Annotate the EDVR to show the receipt of the assignment directive or enter the appropriate information by pen-and-ink change if not already listed.

2. File the assignment directive in a receipts tickler file in alphabetical order by transfer month to await the receipt of a copy of the transferring command's completed orders. If the orders are not received before the first of the month following the indicated transfer month, request a copy from the transferring command.

3. Forward a sponsor letter and welcome aboard material in all cases as indicated in MILPERSMAN, Article 1810580.

4. Upon receipt of the orders from the transferring command, verify that the member is being directed to proceed to the correct port. If not, advise the transferring command by message. Make sure you retain a copy of the message you have sent to the member's transferring command concerning correct routing instructions.

CHECK-IN PROCEDURES

An important responsibility you will have is the reception extended to a new member on board. All too often reporting personnel are treated as intruders instead of welcome members by the command's team. The initial impression that you give of yourself and the command is very important. It is essential that you receive new personnel in a friendly manner, welcoming them aboard, and assisting them in anyway that you can. Remember the customer service skills discussed in chapter 1 of this TRAMAN.

You will be responsible for assisting them in the completion of various forms such as travel claims or perhaps a new page 2. It will also be your job to answer any questions new personnel may have, or to refer them to the appropriate person who can give them the information they need. Whenever a new person checks in to your command, always remember that you should put his or her concerns ahead of yours. You should take your time and complete all the necessary forms and obtain all the needed information from the member on his or her initial reporting. This will make sure that all actions are completed in a timely manner and prevent unnecessary delays caused by inattention to detail on your part.

Immediately verify the service record with the individual at the time when the member is received aboard. Completing this action cannot be overemphasized. Verifying the service record must be accomplished during the receipt process to make sure that the record is correct and completely up to date, and also that information concerting the individual on the EDVR is correct.

In conducting the record verification upon receipt, you are ensuring that the service record data is correct before the record is filed away and either forgotten or neglected because of higher priority tasks. Take the necessary steps to correct any deficiencies in the record, such as missing transfer evaluations or service record entries. The verification process will not only improve your service to the member, but it may save you and the command from future embarrassment.

Verification of Service Records

Whenever personnel report aboard regardless of their paygrade, one of your responsibilities is to verify the service record together with the member. This verification is necessary so any discrepancies noted can be corrected on the spot or shortly thereafter. You may be asking yourself how this is done. Well, here are some of the steps you should take.

1. Review all the information on your command's EDVR and make sure that all information pertinent to the member is correctly reflected in the EDVR. If you find mistakes, write them down on a separate sheet of paper so you may take corrective action at a later time. Review both sides of the enlisted service record.

2. Make sure that the appropriate pages on the right-hand side of the service record are all accounted for. Make sure that pages requiring the member's complete name, social security number, and branch are completed. If you notice that pages do not contain this information, or are partially completed, you should type in this information.

3. If the service record needs to be replaced, replace it and neatly identify the new service record as being the member's. Use a label-maker, if possible, to make up the member's name, social security number, and branch of service; otherwise, neatly write the information thereon.

4. If you determine that an action is required based on service record verifications and you need to send messages or letters outside the command, make sure you establish an action tickler. This is necessary so that you can make sure that the required action is currently completed.

Purging Service Records

Purging of service records was discussed in chapter 5 of this TRAMAN. Since the verification of service records was discussed here, it is necessary to once again remind you that you should also purge service records whenever you receive new personnel on board your command.

Service records should always be purged upon a member's arrival to a command, whether it be for TAD, TEMDU, or permanent duty. For members who are serving on permanent duty at your command, you should purge their records at least annually and upon their permanent detachment. You can, however, purge them as often as necessary.

The documents you purge from the service record should be documents that have served their purpose and are no longer needed to be filed in the service record. You should use common sense in this matter. If in doubt, ask your supervisor if a document or documents should remain in the service record.

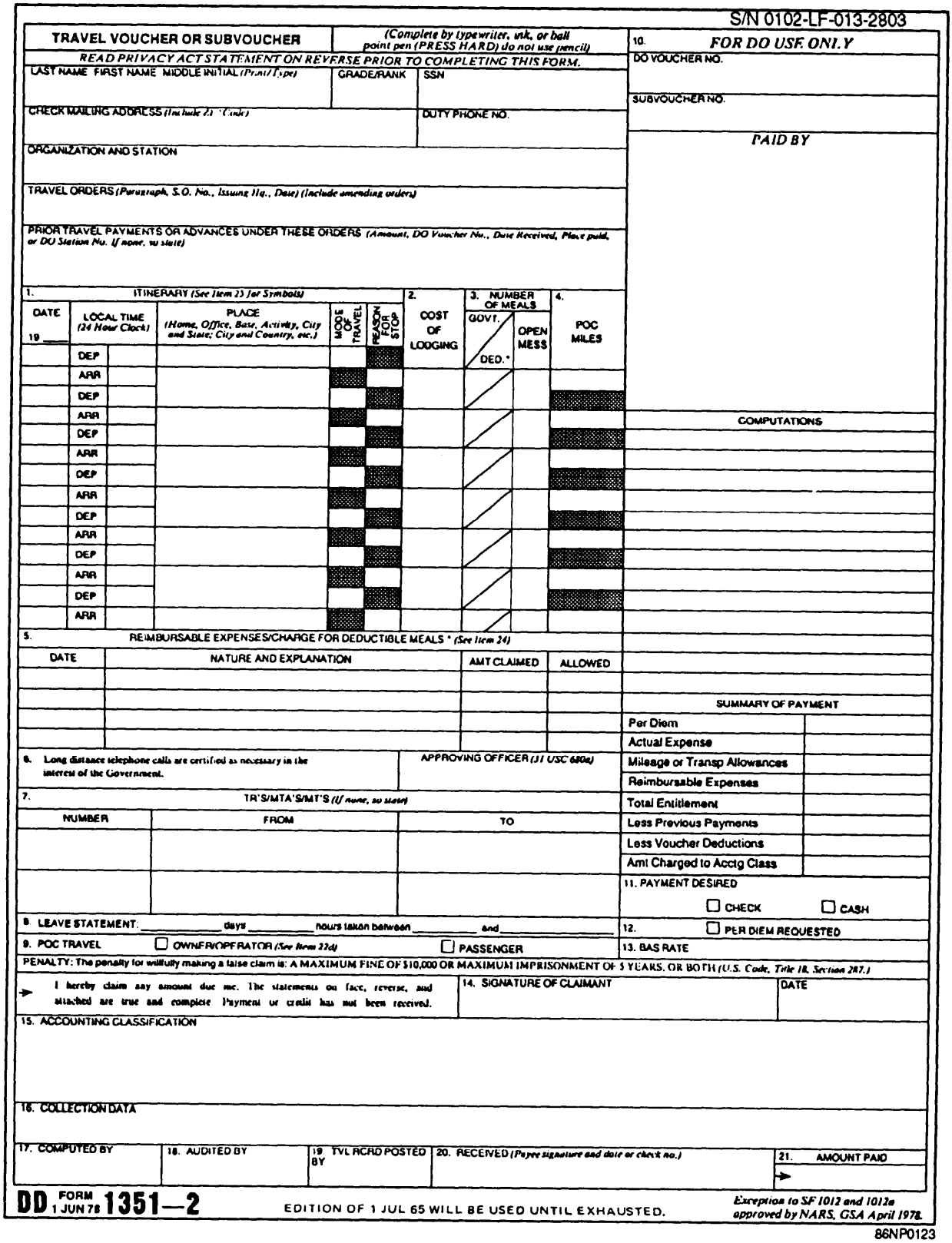
Do not discard documents. You should give all the documents you purge from service records to the respective individual. You should also explain to them that they should keep these documents as long as they can or for future reference.

Travel Claims

Upon members check-in, you should furnish him/her the forms necessary to file travel claims, dependent's travel claims, and DLA, if applicable. Copies of the front section of both member and dependent travel claims are shown in figures 12-11 and 12-12 respectively.

If a dependent's claim for DLA is filed, it must be supported by the previous NAVPERS 1070/602. If the previous Page 2 has been lost or destroyed, the claim(s) should be supported by an updated copy. Forward completed claims with the original and copies of orders and endorsements to the disbursing office so that the claim can be settled promptly.

Information and instructions on the completion of travel claims for both member and dependents is found in the *U.S. Navy Travel Instructions (NTI),* NAVSO P-1459.



S/N 0102-LF-013-2803

TRAVEL VOUCHER OR SUBVOUCHER — (Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)

READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM.

LAST NAME FIRST NAME MIDDLE INITIAL (Print/Type) | GRADE/RANK | SSN

CHECK MAILING ADDRESS (Include ZIP Code) | DUTY PHONE NO.

ORGANIZATION AND STATION

TRAVEL ORDERS (Paragraph, S.O. No., Issuing Hq., Date) (Include amending orders)

PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date Received, Place paid, or DO Station No. If none, so state)

10. FOR DO USE ONLY

DO VOUCHER NO.

SUBVOUCHER NO.

PAID BY

1. ITINERARY (See Item 23 for Symbols)

DATE 19__		LOCAL TIME (24 Hour Clock)	PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MODE OF TRAVEL	REASON FOR STOP	2. COST OF LODGING	3. NUMBER OF MEALS GOVT. / DED.*	3. NUMBER OF MEALS OPEN MESS	4. POC MILES
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								

COMPUTATIONS

5. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See Item 24)

DATE	NATURE AND EXPLANATION	AMT CLAIMED	ALLOWED

SUMMARY OF PAYMENT

Per Diem	
Actual Expense	
Mileage or Transp Allowances	
Reimbursable Expenses	
Total Entitlement	
Less Previous Payments	
Less Voucher Deductions	
Amt Charged to Acctg Class	

6. Long distance telephone calls are certified as necessary in the interest of the Government.

APPROVING OFFICER (31 USC 680a)

7. TR'S/MTA'S/MT'S (If none, so state)

NUMBER	FROM	TO

11. PAYMENT DESIRED ☐ CHECK ☐ CASH

8. LEAVE STATEMENT: _____ days _____ hours taken between _____ and _____

12. ☐ PER DIEM REQUESTED

9. POC TRAVEL ☐ OWNER/OPERATOR (See Item 22d) ☐ PASSENGER

13. BAS RATE

PENALTY: The penalty for willfully making a false claim is: A MAXIMUM FINE OF $10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH (U.S. Code, Title 18, Section 287.)

I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.

14. SIGNATURE OF CLAIMANT — DATE

15. ACCOUNTING CLASSIFICATION

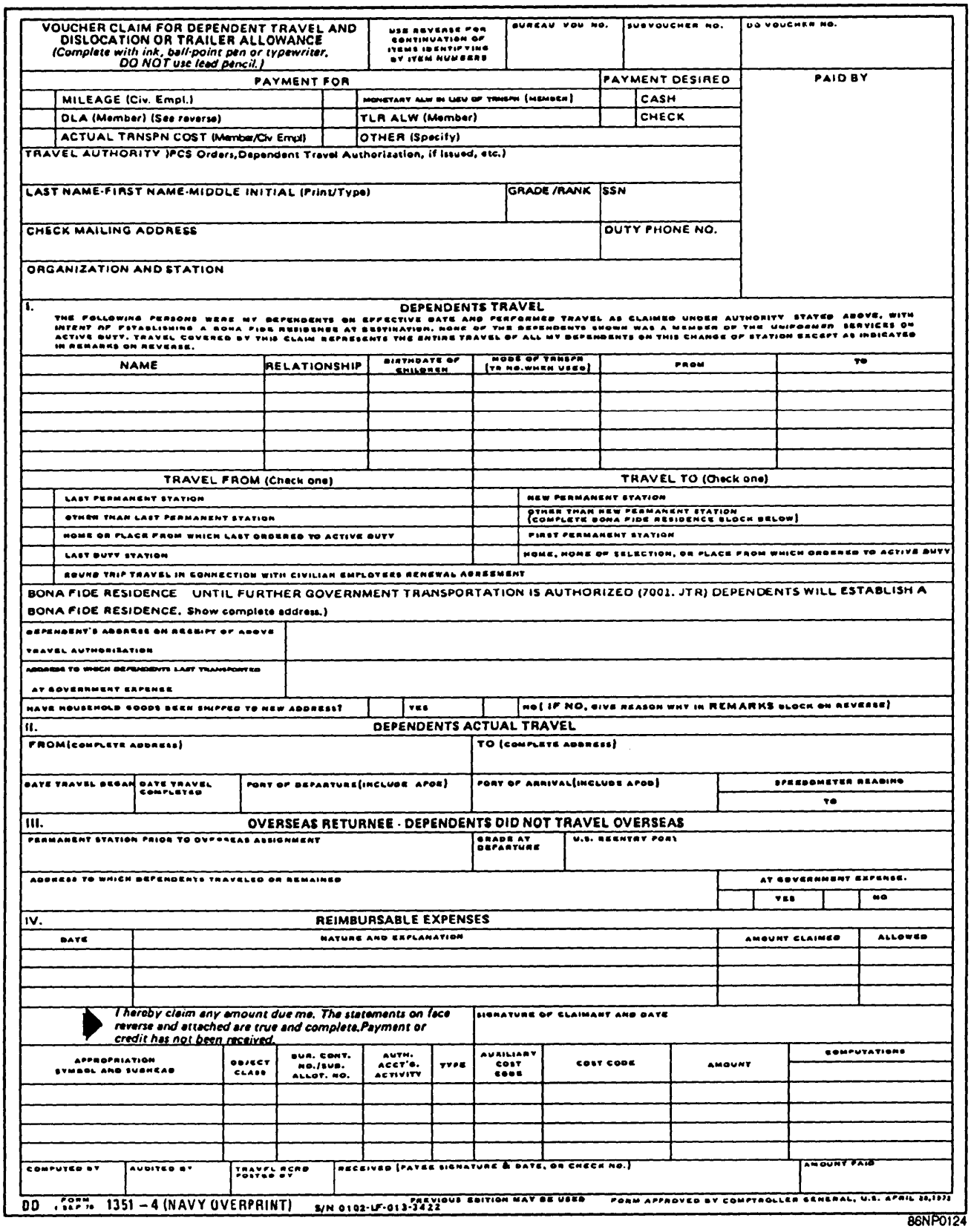
16. COLLECTION DATA

17. COMPUTED BY	18. AUDITED BY	19. TVL ACRD POSTED BY	20. RECEIVED (Payee signature and date or check no.)	21. AMOUNT PAID

DD FORM 1 JUN 78 1351—2 EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED. Exception to SF 1012 and 1012a approved by NARS, GSA April 1978.

86NP0123

Figure 12-11.—Travel Voucher or Subvoucher, DD Form 1351-2.



VOUCHER CLAIM FOR DEPENDENT TRAVEL AND DISLOCATION OR TRAILER ALLOWANCE
(Complete with ink, ball-point pen or typewriter. DO NOT use lead pencil.)

USE REVERSE FOR CONTINUATION OF ITEMS IDENTIFYING BY ITEM NUMBERS

BUREAU VOU NO. | SUBVOUCHER NO. | DD VOUCHER NO.

PAYMENT FOR

- MILEAGE (Civ. Empl.)
- DLA (Member) (See reverse)
- ACTUAL TRNSPN COST (Member/Civ Empl)
- MONETARY ALW IN LIEU OF TRNSPN (MEMBER)
- TLR ALW (Member)
- OTHER (Specify)

PAYMENT DESIRED: CASH / CHECK

PAID BY

TRAVEL AUTHORITY)PCS Orders,Dependent Travel Authorization, if issued, etc.)

LAST NAME-FIRST NAME-MIDDLE INITIAL (Print/Type) | GRADE /RANK | SSN

CHECK MAILING ADDRESS | DUTY PHONE NO.

ORGANIZATION AND STATION

I. DEPENDENTS TRAVEL

THE FOLLOWING PERSONS WERE MY DEPENDENTS ON EFFECTIVE DATE AND PERFORMED TRAVEL AS CLAIMED UNDER AUTHORITY STATED ABOVE, WITH INTENT OF ESTABLISHING A BONA FIDE RESIDENCE AT DESTINATION. NONE OF THE DEPENDENTS SHOWN WAS A MEMBER OF THE UNIFORMED SERVICES ON ACTIVE DUTY. TRAVEL COVERED BY THIS CLAIM REPRESENTS THE ENTIRE TRAVEL OF ALL MY DEPENDENTS ON THIS CHANGE OF STATION EXCEPT AS INDICATED IN REMARKS ON REVERSE.

NAME	RELATIONSHIP	BIRTHDATE OF CHILDREN	MODE OF TRNSPN (TR NO.WHEN USED)	FROM	TO

TRAVEL FROM (Check one)

- LAST PERMANENT STATION
- OTHER THAN LAST PERMANENT STATION
- HOME OR PLACE FROM WHICH LAST ORDERED TO ACTIVE DUTY
- LAST DUTY STATION
- ROUND TRIP TRAVEL IN CONNECTION WITH CIVILIAN EMPLOYEES RENEWAL AGREEMENT

TRAVEL TO (Check one)

- NEW PERMANENT STATION
- OTHER THAN NEW PERMANENT STATION (COMPLETE BONA FIDE RESIDENCE BLOCK BELOW)
- FIRST PERMANENT STATION
- HOME, HOME OF SELECTION, OR PLACE FROM WHICH ORDERED TO ACTIVE DUTY

BONA FIDE RESIDENCE UNTIL FURTHER GOVERNMENT TRANSPORTATION IS AUTHORIZED (7001. JTR) DEPENDENTS WILL ESTABLISH A BONA FIDE RESIDENCE. Show complete address.)

DEPENDENT'S ADDRESS ON RECEIPT OF ABOVE TRAVEL AUTHORIZATION

ADDRESS TO WHICH DEPENDENTS LAST TRANSPORTED AT GOVERNMENT EXPENSE

HAVE HOUSEHOLD GOODS BEEN SHIPPED TO NEW ADDRESS? YES NO (IF NO, GIVE REASON WHY IN REMARKS BLOCK ON REVERSE)

II. DEPENDENTS ACTUAL TRAVEL

FROM(COMPLETE ADDRESS) | TO (COMPLETE ADDRESS)

DATE TRAVEL BEGAN	DATE TRAVEL COMPLETED	PORT OF DEPARTURE(INCLUDE APOE)	PORT OF ARRIVAL(INCLUDE APOD)	SPEEDOMETER READING
				TO

III. OVERSEAS RETURNEE - DEPENDENTS DID NOT TRAVEL OVERSEAS

PERMANENT STATION PRIOR TO OVERSEAS ASSIGNMENT | GRADE AT DEPARTURE | U.S. REENTRY PORT

ADDRESS TO WHICH DEPENDENTS TRAVELED OR REMAINED | AT GOVERNMENT EXPENSE: YES / NO

IV. REIMBURSABLE EXPENSES

DATE	NATURE AND EXPLANATION	AMOUNT CLAIMED	ALLOWED

I hereby claim any amount due me. The statements on face reverse and attached are true and complete.Payment or credit has not been received.

SIGNATURE OF CLAIMANT AND DATE

APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	SUB. CONT. NO./SUB. ALLOT. NO.	AUTH. ACCT'G. ACTIVITY	TYPE	AUXILIARY COST CODE	COST CODE	AMOUNT	COMPUTATIONS

COMPUTED BY | AUDITED BY | TRAVEL RCRD POSTED BY | RECEIVED (PAYEE SIGNATURE & DATE, OR CHECK NO.) | AMOUNT PAID

DD FORM 1 SEP 70 1351 – 4 (NAVY OVERPRINT) S/N 0102-LF-013-3422 PREVIOUS EDITION MAY BE USED FORM APPROVED BY COMPTROLLER GENERAL, U.S. APRIL 28,1971

86NP0124

Figure 12-12.—Voucher Claim for Dependent Travel and Dislocation or Trailer Allowance, DD Form 1351-4.

Receipt Endorsements

After the member has completed his or her travel claim, prepare a receipt, or reporting endorsement, NAVCOMPT 3068. Instructions for preparation of this endorsement are contained in the SDSPROMAN or the DFAS *Pay and Personnel Procedures Manual* (Navy), as appropriate, and distribute accordingly. Figure 12-13 shows two Personnelman using the SDS computer at a PERSUPPDET while processing new receipts which, of course, includes the preparation of reporting endorsements.

Leave, proceed time, and travel time are charged in that order on the reporting endorsement. Only that portion of the period between stations that is not authorized as proceed or travel time is chargeable as leave. However, travel time authorized in the orders but in excess of the time properly allowable will be charged as leave.

If the member reports for duty at the new duty station before the stipulated reporting date, the member is not charged with leave equal to the full amount authorized in the orders. He/she is charged with the amount of leave actually used after proceed and/or travel time have been deducted.

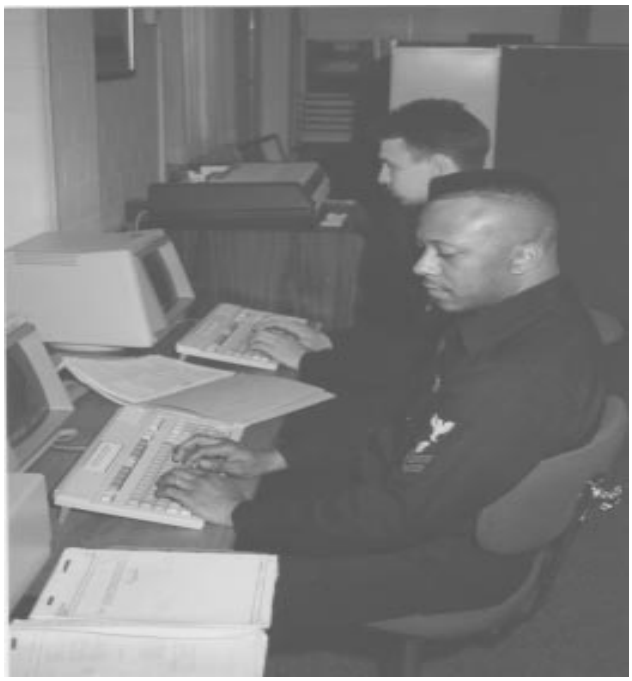


Figure 12-13.—Personnelmen are shown using the Source Data System (SDS) preparing reporting endorsements.

When only proceed and travel time are involved, leave is not authorized. If the member uses a period of time less than the properly allowable combined total of proceed and travel time, proceed time is reduced to the time remaining (if any) after the allowable travel time has been deducted.

Other Administrative Procedures

In addition to the procedures already covered in this section, you should complete the following actions:

- Update the page 2, if necessary.
- Prepare the page 5 to record the member's receipt on board.
- Prepare the diary entry or SDS event.
- Prepare new security clearance forms, if required.
- Determine whether or not the member has sufficient obligated service.
- Update all your local rosters and or computer data.
- Determine date of eligibility for next good conduct award and establish a tickler for this purpose.
- Review page 4 to make sure that the previous command recorded all the member's schools and/or courses the member claims he or she completed.
- Determine advancement eligibility.
- Verify NECs against the EDVR.
- Determine whether the member needs to receive TLE and/or TLA.
- Determine whether or not the member should receive a meal pass or commuted rations (COMRATS) card.
- If appropriate, update the VHA certificate, and type the NAVCOMPT Form 3060 to record this action.
- Forward medical and dental records to the appropriate medical department.

There may be other actions not covered here that you should take. Therefore, you should establish a locally prepared check-off sheet, such as the one shown in figure 12-14 to make sure that no detail is overlooked. Prepare the sheet to satisfy your local

ENLISTED RECEIPTS CHECK OFF LIST

1. Compare the member's records. Verify that he has all records, original orders and an ID card, and that they all match. _____

2. Remove the advance copy of the STO/PCSTO from the PG file. File EPADs in the service record, destroy all other documents. _____

3. Prepare a diary entry per DMRS Manual or SDS event. _____

4. Verify the contents of page 4's to ensure all advacement qualifications, schools, correspondence courses, designations, etc. completed at previous command are listed. _____

5. Verify the page 2. If not correct, retype it immediately. _____

6. Verify eligibility for FSA. Prepare a NC 3057, if entitlement exists. _____

7. If SGLI election is on file, review it with the member. Provide the member with an SGLV-8286 if changes are desired. _____

8. Verify that the member has a valid ID card, Geneva Convention Card (HM/DT/RP only) and identification (Dog) Tags. _____

9. Prepare a page 5, reporting entry. _____

10. Verify the page 9 to make sure that all periods of service are accounted for on evaluations and that the transfer evaluation is listed, and filed in the record. _____

11. Verify the page 13's to ensure that an entry concerning a pending advancement or frocking was made, if appropriate. _____

12. Prepare a page 13 entry for sea duty counter. _____

13. Verify the left side of the service record, purging all documents that have served their purpose. Give them to the member. _____

14. Assist the member in preparing a travel voucher DD 1351-2, and DD 1351-4 (if applicable) for him or her dependents. _____

15. Verify that previously issued endorsements are on file and prepare them if necessary. _____

16. Make sure that the Risk Factor Screening/Physical/Readiness Test Results OPNAV 6110/2 is in the record. Give it to the member for delivery to the division officer. If form is not in the record, contact member's last command. _____

17. If the member is a single parent, he or she must have a Dependent Care Plan and Dependent Care Certificate, OPNAV 1740/1, on file. _____

18. Assist the member with preparing an Enlisted Duty Preference Form, NP 1306/63. _____

19. Add the member's name to your Good Conduct Awards list. _____

20. If you keep a data base of all personnel assigned, add his or her name to it. _____

21. Forward health and dental records to the Medical Department. _____

22 Forward the PAR to the member's division officer. _____

23 Foward the Career Counselor's Report, NP 1133/11, to the Command Career Counselor. _____

24. Foward the pay record, orders, endorsements and travel claim to the Disbursing Office. Make sure you return the activity copies. _____

25. Prepare letters to the previous duty station to correct errors found during the verification of the service record. _____

42NP0036

Figure 12-14.—Sample Receipts Check-Off Sheet.

command requirements. As changes occur, you should modify it. Also, for example, when you determine that something is important and should be added, add it to the sheet and inform others in your office about the change or changes you made. Make sure that you reproduce the new copies and destroy the old ones.

DIVISIONAL ASSIGNMENT

When all routine check-in procedures have been completed, the enlisted member is assigned to a division on board ship or at the shore station to which attached. If the member is in one of the first three paygrades and not designated, it may be one of your duties to recommend a suitable assignment. This is one of the occasions when you will have an opportunity to apply what you know about classification. Examine the page 4 carefully. Do not overlook any recommendations entered there by classification interviewers.

In most cases the command to which a member is reporting has already predetermined the division to which the member will be assigned. All you have to do is make a telephone call to determine the division. In some cases, the member may report to your office already accompanied by the sponsor, and the sponsor will already know the division to which the newly reporting member will be assigned.

Each command has implemented and uses an indoctrination division (I division) for all newly reporting personnel. The *I division* is tailored by the individual command to achieve the necessary indoctrination objectives in the shortest time possible, normally 1 to 2 weeks, so the member or members may move into the permanent division as soon as possible.

NAVY SPONSOR PROGRAM

All commanding officers are required to maintain an effective sponsor program designed to ease relocation and reception of members and their dependents when transferred on PCS orders. As you know, the commanding officer cannot possibly do everything himself or herself therefore, you, the PN, will be responsible for making sure that the sponsor program works well in your command.

A sponsor must be assigned by the receiving activity for all PCS transfers. After you find out the sponsor's name, write in on the copy of the orders that you have received. By doing this, you will be able to answer questions about whether or not a sponsor has actually been assigned.

Upon receipt of PCS orders on an assigned member, make maximum effort to make sure the member or members receive sponsor notification and are provided specific area information 30 days before detachment. Your command should also take the following actions:

- Make sure the individual is notified by the most expeditious manner possible of their sponsor's name, mailing address, and both commercial and Defense Switched Network (DSN) telephone number.

- Make sure activity and area information materials are sent to the member in a timely reamer. Where Family Service Centers are established, material is assembled into welcome aboard brochures that may be used to fulfill or supplement area information.

- Advise each member reporting to a deployed command of the command's representative ashore, OMBUDSMAN, and assistance official's identities and locations.

- Provide members with information on the command's schedule when available and if it is unclassified.

- Take other action as necessary to assist members and their dependents in getting established.

Specific implementating actions, such as communication with the member to explain local conditions, assistance in relocating, on-site indoctrination, and welcome of the member and family, are left to the ingenuity and initiative of each sponsor and/or commanding officer. It is emphasized that receipt of current information before transfer of a member is essential for proper planning and morale.

Refer to Article 1810580 of the MILPERSMAN and the *Navy Sponsor Program,* OPNAVINST 1740.3.

CASE FILE ESTABLISHMENT AND MAINTENANCE

Chapter 4 of this TRAMAN contains a discussion of case file establishment and maintenance. It is necessary to discuss it here once again because you will be responsible for establishing and maintaining two different files. One file will contain information concerning transfers, and the other one will contain information concerning receipts. Case files should contain as much information as possible concerning the transfer and/or the receipt. There are some occasions when you have to refer to those case files to respond to inquiries. The need to maintain accurate and complete

case files cannot be overemphasized. Always keep proper case files for future reference.

SUMMARY

This chapter contained a section on the PRD. Within this section, the rules for establishing, recording, and verifying and changing of PRD were discussed. This chapter discussed the processing of transfers. Within this section, the chapter discussed transfer orders, endorsements, and accounting data. This section also discussed information you should use to brief members before departure, advance pay on PCS, and entitlement policy. Within this section of the chapter, topics such as the transfer of members between two activities located in the same area, effective date of certain PCS orders, change of home port, reimbursement rules for POC travel, travel and transportation of children of servicemember-married-to-servicemember, and the shipment of POV were discussed. This section also discussed HHG shipment and storage entitlement policy, TEMDU travel entitlement policy, and consecutive overseas tours leave travel entitlement policy.

This chapter discussed PCS allowances. The allowances included were member and dependent travel and transportation allowances, transportation and storage of HHG, transportation of unaccompanied baggage, transportation of POV, mobile home allowance, DLA, TLE, and TLA.

This chapter also discussed the processing of new receipts. Within this section, precheck-in procedures and check-in procedures were covered. Included in the discussion are the verification of service records, purging service records, travel claims, reporting endorsements, and other administrative receipt procedures as well as divisional assignment. The chapter also discussed the Navy's sponsor program, and the establishment and maintenance of transfer and receipt files.

CHAPTER 13

NAVAL RESERVE PROGRAM, REENLISTMENT INCENTIVE PROGRAMS, AND SEPARATIONS

This chapter contains a discussion about the Naval Reserve Program, the Training and Administration of Reserves (TAR) program, reenlistment incentives, and pre-separation counseling,. Also, some of the procedures concerting the separation of Reserve and the Retired List are discussed. Additionally, veterans benefits and survivor benefits are discussed. As a PN, you will be able to discuss these programs and benefits with servicemembers. You will also be able to locate additional information for counseling personnel.

NAVAL RESERVE PROGRAM

Let's first discuss the Naval Reserve Program. The Naval Reserve is a reservoir of trained personnel. Reserve personnel may be mobilized to augment active Naval forces in the event of war, national emergency, or other times, as national security requires.

The Naval Reserve is an integral part of the Navy's operating force. Personnel separating honorably from the Navy at their Expiration of Active Obligated Service (EAOS) must be made aware of the benefits that may be derived as the result of association with the Naval Reserve program. Also, along with those reservists serving on active duty, all separating personnel must be made aware of the vital role they play in the "ONE NAVY."

Personnel being separated from active duty are required to attend a Naval Reserve Career Information Presentation within 120 days of their projected release date. The Atlantic Fleet (LANTFCT) and Pacific Fleet (PACFLT) Career Information teams (CARIT) are responsible for the coordination and presentation of Naval Reserve information through formal presentations throughout the east and west coasts. Refer to the *Naval Reserve Pre-Separation Counseling of Active Duty Personnel,* OPNAVINST 1900.1, for additional information.

ORGANIZATION OF THE NAVAL RESERVE

The Naval Reserve is strutured into the same mission program of the Regular Navy. The Naval Reserve is under the command of the Commander, Naval Reserve Force, with headquarters in New Orleans, Louisiana. The following personnel assist in the administration and training of Naval Reservists **(NOTE:** The numbers shown here may change with the downsizing of the Naval Reserve):

- Commander, Naval Surface Reserve Force
- Commander, Naval Air Reserve Force
- Sixteen Naval Reserve Readiness Commands
- Six Naval Reserve Air Wings
- Fifteen Naval Air Stations/Facilities/Reserve Commands
- Over 40 afloat units under cognizance of the Commander in Chief, United States Pacific Fleet (CINCPACFLT) and the Commander in Chief, United States Atlantic Fleet (CINCLANTFLT)
- The Reserve Naval Construction Force located throughout the United States and overseas

MILITARY SERVICE OBLIGATION

Beginning on 1 June 1984, all persons entering the military service incurred an 8-year obligation. The total military obligation can be accomplished through various combinations in length of active and inactive service. Any part of such service that is not active duty, or annual training, is performed in a reserve component. Upon release from active duty, each Navy member receives a letter from the Commanding Officer, Naval Reserve Personnel Center that then directs the member to the Naval Reserve activity nearest their home for an interview. Each reservist is counseled as to his/her particular obligation and the opportunities available to fulfill that obligation. Upon completion of that obligation, and upon request by the member, the member may be transferred to the Standby Reserve and subsequently discharged from the Naval service. Naval Reservists assigned to reserve units obligate themselves as follows:

- Attend at least 90 percent of regularly scheduled drills
- Perform annual training which is 12 to 14 days each year
- Meet annual physical qualifications

Additional information and requirements are contained in the *Administrative Procedures for Naval Reservists on Inactive Duty,* BUPERSINST 1001.39.

BENEFITS

Some benefits the member earns by being a Naval Reservist include pay, bonuses, uniforms, and advancement.

Pay

Reservists assigned to a drill pay billet receive 1 day's basic pay for each drill satisfactorily performed. The minimum period for a drill for pay purposes is 4 continuous hours. Reservists perform two drill periods a day totaling four drill periods during a drill weekend. Some programs, such as Naval Reserve Force ships, special boat units, and aviation squadrons offer opportunities to perform additional paid drills. Full pay and allowances, except VHA, are earned during annual training (AT) performed in a pay status. Members under duty in a flying status involving operational or training flights (DIFOT) orders may also earn aviation career incentive pay during both drill and AT periods. Also, other hazardous duty pay, such as diving and demolition, may be earned during AT. Information on types of drills are contained in the *Administrative Procedures for Naval Reservists on Inactive Duty* BUPERSINST 1001.39.

Computation of Drill Pay

Drill pay is computed on the basis of the member's paygrade and length of service. The monthly basic pay, as applicable, is divided by 30 to provide the daily pay a member receives for each drill completed. The training category of the member determines the number of authorized drills for which a member may be paid during the fiscal year.

Computation of Annual Training Pay

AT pay is computed on the basis of the member's paygrade and length of service. The basic pay, BAQ, COMRATS/BAS, as applicable, are divided by 30 to provide the daily pay a member receives for each day of AT performed.

Affiliation Bonus

Individuals in certain ratings in the Selected Reserve who have completed their term of obligated service and have no remaining mandatory drilling obligation at the time of affiliation are eligible for an affiliation bonus. Affiliation bonuses provide incentive for personnel who have been released from active duty, with some military service obligation remaining, to affiliate with the Selected Reserve for the remainder of their military service obligation.

Additional information concerning the affiliation bonus is contained in the *Administrative Procedures for Naval Reservists on Inactive Duty,* BUPERSINST 1001.39.

Reenlistment Bonus

Certain ratings within the Selected Reserve are eligible for reenlistment incentives while assigned to a Reserve Unit. Reenlistment incentives may be offered in ratings where critical shortages exist in the Selected Reserve.

Additional information concerning the reenlistment incentive programs available are contained in the *Administrative Procedures for Naval Reservists on Inactive Duty,* BUPERSINST 1001.39.

Uniforms

The initial clothing issue of enlisted personnel, who are below the E-7 paygrade, must be retained throughout the member's period of obligated service. Those who reenlist and affiliate with a Reserve unit more than 90 days after discharge are entitled to a new issue of clothing, if the prior issue is no longer serviceable. Additionally, unserviceable clothing items may be exchanged for new on a one-for-one basis while assigned to a Naval Reserve unit.

Officers and chief petty officers are eligible to receive a periodic uniform maintenance allowance.

Advancement

When regular Navy personnel with remaining obligated service are transferred to the Naval Reserve to complete their obligation, they retain their rate by timely affiliation with a drilling unit of a Reserve component. Other Reserve personnel, upon release

from active duty, also retain their rate as do Regular Navy personnel. Timely affiliation is considered affiliation within 90 days after release from active duty.

Continued advancement is the same as for active duty personnel with examinations for E-4 through E-6 being given in February and August. Selection Boards for E-7, E-8, and E-9 selection board eligible candidates convene, as for active duty members, except that they convene during different months. The *Advancenment Manual* shows the months that Selection Boards meet to select eligible candidates.

Always refer to the *Advancement Manual,* BUPERSINST 1430.16, for additional information concerning advancement of Reserve personnel.

For information concerning additional benefits which are available to Naval Reserve Personnel, refer to chapter 12 of the *Retention Team Manual,* NAVPERS 15878.

RETIREMENT

This section contains a discussion about retirement eligibility, qualifying service for retirement, defines anniversary year, and discusses how Naval Reservists can earn retirement points.

Retirement Eligibility

Members of the Naval Reserve may qualify for retirement pay by completing 20 years of qualifying service. The last 8 years of qualifying service must be accomplished in a Reserve component. Upon application, qualified reservists are eligible to begin receiving retirement pay and other benefits on reaching age 60.

Qualifying Service

According to current directives, a Naval Reservist must earn a minimum of 50 retirements points in an anniversary year to be credited with 1 year of qualifying service for retirement purposes.

Anniversary Year

An anniversary year is defined as the date of entry into the Naval Reserve to a date 365 days in the future, provided there is no break in service of over 24 hours. After a break of more than 24 hours, the reentry date into Naval Reserve starts a new anniversary year.

Retirement Points Earned

One point is awarded for each day of active duty or AT/ADT including constructive travel time served. One point is awarded for each authorized drill attended that can be either on a pay or non-pay status. Also, varying point credits can be awarded for completion of approved correspondence courses. Additionally, a maximum of 15 gratuitous points can be credited for completion of membership in an active status reserve component during an anniversary year except for Standby Reserve.

The Commanding Officer, Naval Reserve Personnel Center, issues retirement point statements to reservists annually. Each reservist should receive his or her statement approximately 5 months after each anniversary date.

NOTE: No more than 60 inactive points per anniversary year can he credited for retirement pay computation purposes.

The 60 inactive points are combined with all active points earned per anniversary year to be used in retirement pay computations.

TRAINING AND ADMINISTRATION OF RESERVE PROGRAM

The purpose of the Training and Administration of Reserve (TAR) Program is to manage, train, and administer the Naval Reserve according to the policies prescribed by the Chief of Naval Operations (CNO).

Enlisted TAR personnel serve in demanding billets at sea and ashore. They provide the functional support necessary to prepare Naval Reservists to conduct prompt and sustained operations in support of U.S. national interest. Enlisted TAR personnel may be assigned to the following types of duty:

- Operational units such as Naval Reserve Force ships
- Small shore activities such as reserve centers
- Major shore staffs/commands, such as the Bureau of Naval Personnel (BUPERS), Commander Naval Reserve Force (COMNAVRESFOR), and Naval Hospitals

Career Opportunities exist in the Enlisted TAR program for enlisted personnel in many ratings, including the YN and PN ratings. Recall/conversion to the TAR program is normally restricted to paygrade E-5 and below. However, there are limited opportunities for

accession at the E-6/E-7 level to meet specific rate/rating requirements.

For additional information concerning the Reserve Program, refer to chapter 12 of the *Retention Team Manual,* NAVPERS 15878, chapter 22 of the *Enlisted Transfer Manual,* NAVPERS 15909 and other pertinent publications.

REENLISTMENT INCENTIVE PROGRAMS

There are may incentive programs for enlisted personnel. This section contains a brief discussion of some of them. As a PN, you should become familiar with these programs so you can make individuals aware of them. In particular, this section contains a discussion on the Selective Conversion and Reenlistment (SCORE) Program, Recruiting Selective Conversion and Reenlistment (RESCORE)Program, Selective Training and Reenlistment (STAR) Program, and the Guaranteed Assignment Retention Detailing (GUARD III) Program.

SELECTIVE CONVERSION AND REENLISTMENT (SCORE) PROGRAM

The SCORE program offers special career incentives to enlisted members who reenlist for conversion to ratings that are undermanned (in CREO 1) as listed in the most current CREO NAVADMIN and is, therefore, reserved for personnel who exhibit sustained superior performance.

A SCORE reenlistment is defined as the reenlistment of a member currently on active duty. For personnel reenlisting after a 24-hour break in service, it is referred to as RESCORE Program, which is discussed later in this chapter.

The career incentives offered by SCORE are as follows:

- Assignment to class "A" school, with rating conversion on satisfactory completion of that school. The Chief of Naval Personnel (PERS 292) may waive the class "A" school requirement if prior training or experience meets or exceeds class "A" school skill level.
- Assignment to an appropriate class "C" school, class "C" school package, or Advanced First Term Avionics (AFTA) training for the Aviation Electronics Technician (AT) rating.
- Possible advancement to petty officer third class or petty officer second class.
- Entitlement to Selective Reenlistment Bonus (SRB) if otherwise eligible per the *Enlisted Bonus and Special Duty Assignment Pay Programs,* OPNAVINST 1160.6.
- Entitlement to selective reenlistment bonus (SRB) if otherwise eligible per the *Enlisted Bonus and Special Duty Assignment Pay Programs,* OPNAVINST 1160.6.

For additional information and specific eligibility requirements for reenlistment under the SCORE program, refer to Article 1060010 of the MILPERSMAN.

RECRUITING SELECTIVE CONVERSION AND REENLISTMENT (RESCORE) PROGRAM

The RESCORE program offers career incentives to Navy Veterans (NAVETS) who reenlist after a 24-hour break in service. It also offers career incentives for conversion to ratings that are undermanned as reflected in the *Career Reenlistment Objectives (CREO),* OPNAVINST 1160.4.

Career incentives offered by RESCORE for conversion via "A" school or direct conversion are as follows:

- Assignment to class "A" school, with rating conversion on satisfactory completion of that school.
- Possible assignment to a class "C" school, class "C" school package, or AFTA training for the new rating.
- Possible advancement to petty officer third class, if eligible in all respects, on satisfactory completion of class "A" school listed as AEF/ATF quota.
- Possible advancement to petty officer second class, if eligible in all respects, on satisfactory completion of class "C" school, class "C" school package, or AFTA.
- Possible direct conversion to a new rating.
- A member may qualify for SRB if otherwise eligible per the OPNAVINST 1160.6.

For additional information and specific RESCORE eligibility requirements, refer to article 1060011 of the MILPERSMAN.

SELECTIVE TRAINING AND REENLISTMENT (STAR) PROGRAM

The STAR program offers career designation to first term enlisted members who enlist or reenlist and thereby become eligible for the following career incentives:

- Guaranteed assignment to an appropriate class "A" or "C" school, but not both
- Guaranteed advancement from petty officer third class, to petty officer second class on completion of a class "C" school or class "C" school package, if otherwise eligible
- Guaranteed advancement to petty officer third class on completion of Phase I of an AEF class "A" school under automatic advancement procedures for the AEF Program
- SRB, if otherwise eligible

For additional information and eligibility requirements, refer to article 1060020 of the MILPERSMAN.

GUARANTEED ASSIGNMENT RETENTION DETAILING (GUARD III) PROGRAM

The GUARD III program offers two guaranteed assignments within a 25-year career timeframe for active duty USN, USNR-R (TAR), and USNR personnel in return for a 4-, 5-, or 6-year reenlistment.

The first guaranteed assignment **must** be used during a member's first reenlistment. For GUARD purposes only, first reenlistment is defined as a member's first immediate reenlistment; that is, there has been no lapse in active service. Any broken service, whether Navy or in any other component of the armed services, is not considered as a first reenlistment under this program.

Subsequent guarantees for those personnel who have received one or two guaranteed assignments under GUARD I and/or GUARD II in their first 10 years of service or who are in their second or subsequent term, are entitled to one additional guaranteed assignment under this program.

The GUARD III assignment is the result of negotiations between the member and his/her detailer for a mutually agreeable assignment. All assignments must be to valid billet requirements and must be in accordance with priorities established by the manning control authorities (MCAs).

For additional information and eligibility requirements, refer to chapter 8 of the *Enlisted Transfer Manual (ENLTMNSMAN),* NAVPERS 15909.

PRE-SEPARATION COUNSELING

Now, turn you attention to the opposite side of the spectrum-separations. In this section, the discussion centers around pre-separation counseling information that you should know. You should always provide this information to personnel whenever you conduct pre-separation interviews.

Pre-separation counseling involves a discussion of military obligation in the Naval Reserve effective 1 June 1984, Naval Reserve affiliation of discharged personnel, wearing of the uniform after discharge, dependents' travel and shipment of household goods, and transportation of household goods. This section also discusses information you should provide to members who are separating if they have questions concerning service and pay status while on inactive duty. Additionally, this section contains a discussion on the possession of handguns by members upon separation and the transitional health insurance coverage available to certain members and their dependents.

When you interview or counsel personnel who are separating from the Navy, make sure that you always refer to the *Separation and Reenlistment Guide,* addendum A, of the *Enlisted Transfer Manual,* NAVPERS 11590, for guidance. Also refer to any other pertinent instructions and/or manuals that discuss enlisted separations.

MILITARY OBLIGATION IN THE NAVAL RESERVE

As previously mentioned, effective 1 June 1984, all members, who enlisted and/or who have subsequently enlisted in the Navy acquire a total military obligation of 8 years under the provisions of Title 10 U.S.C. section 651, as amended by the Fiscal Year 1984 Department of Defense (DOD) Authorization Act. This service may be performed in the Regular Navy or as a combination of Regular Navy, and Naval Reserve service. For specific information on the various means of fulfilling

the 8-year obligation, you should refer to articles 1040150, 1040400, 1880100, 1880140 through 1880220, 3640457, and 3640470 of the *Naval Military Personnel Manual (MILPERSMAN),* NAVPERS 15560.

NAVAL RESERVE AFFILIATION OF DISCHARGED PERSONNEL

Many well-trained and experienced petty officers who are not required under Title 10 U.S.C. section 651 to affiliate with the Naval Reserve on discharge are presently being lost to the Naval Reserve because of lack of knowledge of programs available to them. As a PN, you should inform eligible personnel who are being discharged and who do not enlist or reenlist in the Regular Navy at the time of their separation of the opportunities in the Naval Reserve. Explain to them the advantages of reserve participation, and the retirement benefits available.

You also should furnish them with the address listed in the *Standard Navy Distribution List (SNDL),* OPNAV P09B2-105(90), of a Naval and Marine Corps Reserve Center, Naval Reserve Center, Naval Reserve Air Station, or Naval Air Reserve Unit nearest their home. Additionally, you should advise them of the provisions regarding possible advancement in the Naval Reserve of enlisted personnel on inactive duty who have passed the Navywide advancement examination while on active duty. Furthermore, you should furnish each individual leaving active duty with a copy of the *Naval Reserve Indoctrination Guide* which can be obtained through the appropriate Naval Reserve Indoctrination Officer.

WEARING OF THE UNIFORM AFTER DISCHARGE

As a PN conducting pre-separation counseling, you should inform individuals who are entitled to retain their uniforms after discharge that they may wear them. However, the uniform must be worn from the place of discharge to their home within 3 months after the date of discharge. The 3-month period relates to the period between the date of discharge and the date of the person's arriving home. Uniforms cannot be worn after arrival home, even though the 3-month period has not expired. Any further wearing of the uniform after separation should be accomplished according to the *United States Navy Uniform Regulations,* NAVPERS 15665, and article 3610320 of the *MILPERSMAN.*

Some individuals may wear their uniform after separation, others may not. An enlisted member who is separated for any of the following reasons must surrender the outer garments and distinctive parts of the uniform that are in his/her possession at the time of discharge:

1. Defective enlistment and induction (fraudulent entry into the naval service or released from naval jurisdiction)
2. Unsatisfactory performance
3. Homosexuality
4. Drug abuse rehabilitation failure
5. Alcohol abuse rehabilitation failure
6. Misconduct
7. Misconduct-drug abuse
8. Security with an honorable or general discharge
9. Discharged for any reason with a dishonorable, bad conduct, or a discharge under other than honorable conditions

When the items of clothing authorized to be retained by the dischargee are insufficient to provide the discharge with one outfit of civilian clothing suitable for wearing home, necessary items of civilian clothing may be issued at no cost to the discharge to augment the retained clothing.

For further information, refer to article 3610320 of the MILPERSMAN.

DEPENDENTS' TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS

Chapter 5 of the *Joint Federal Travel Regulations (JFTR),* volume 1, NAVSO P-6034, contains instructions and regulations covering entitlement to transportation for dependents and shipment of household goods. Implementing instructions covering the procedures to be followed in procuring transportation for dependents and shipment of household goods or reimbursement thereof, are contained in the *U.S. Navy Travel Instructions (NTI),* NAVSO P-1459, and the *Transportation of Personal Property,* NAVSUP 490.

To determine entitlements for dependent travel, transportation and shipment of household goods incident to a member's court-martial sentence or other than honorable (OTH) discharge, you should refer JFTR, paragraphs U5240 and U5370.

You must inform each individual that separation from the service does not terminate their personal

responsibility in connection with the submission of claims against the government. Special emphasis must be placed on the following:

- Claims for reimbursement for transportation of dependents may not be submitted until the travel has been completed and the member has completed separation processing. However, transportation in kind may be furnished to dependents according to JFTR, paragraph U5212.

- Advance travel pay for dependents may be authorized up to 75 percent of entitlement.

- Payment depends on actual performance of travel for the purpose of establishing residence. Reimbursement is not authorized for such things as pleasure or business trips.

- The claim should correctly reflect the points and dates of the travel performed for which reimbursement is claimed.

- Reimbursement may be claimed only for bona fide dependents as defined in volume 1, chapter 5 and Appendix A of the JFTR.

- Travel must normally be effected within 180 days for dependents of members separating and within 1 year for dependents of members retiring or transferring to the Fleet Reserve. Refer to JFTR, paragraphs U5225 and U5230, for additional details.

- Claims for transportation of dependents before orders are issued must be supported by a statement from the permanent change-of-station order-issuing authority, or designated representative, that the member was advised before the issuance of change-of-station orders that such orders would be issued. Refer to JFTR, paragraph U5205.

- Personnel in paygrade E-4 who complete just short of 2 years service at their EAOS may not be retained on active duty solely to qualify for dependents' transportation at government expense.

- Since neither the Department of the Army, nor the Department of the Air Force can process travel claims for a Navy member, advise the separatee that travel claims (that you will provide) must be processed at the Navy disbursing office at the activity (PERSUPPDET and/or personnel office) where he/she is being processed for separation Emphasize to the separatee the importance of returning the signed travel claim(s) and the original orders as soon as possible for prompt liquidation.

The following information should be given to the separating individual:

- That he/she is fully responsible for completeness and accuracy of all statements of facts contained in his or her travel claim

- That, notwithstanding advice or assistance he/she may have received in connection with preparation and submission of the travel claim, he/she alone is responsible for information contained in the travel claim

- That misrepresentation or concealment of any particular material may constitute a serious federal offense

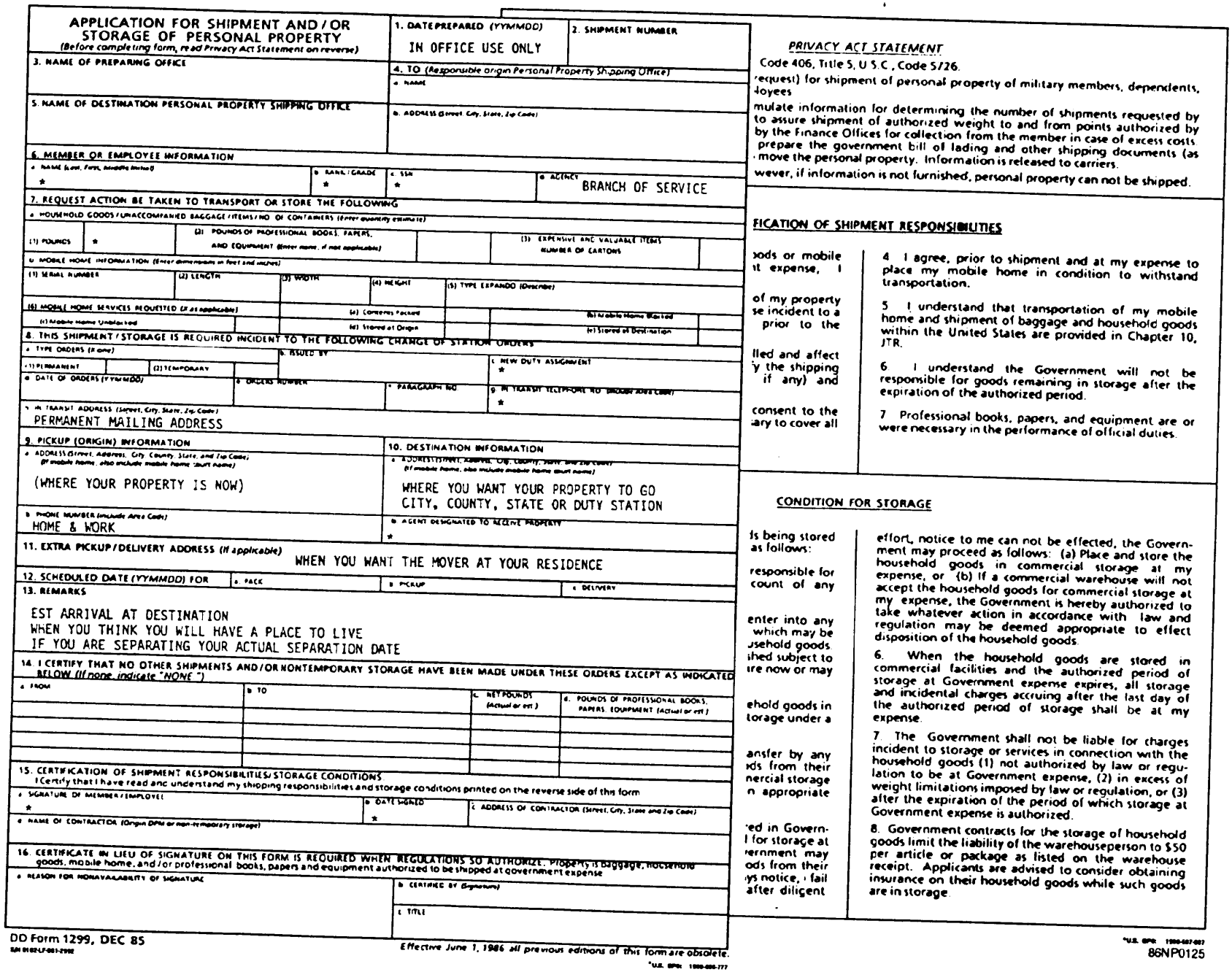
NOTE: Explain to the individual being separated that the penalty for willfully making a false claim is a maximum fine of $10,000 or a maximum imprisonment of 5 years, or both. Also tell the individual that money fraudulently received will be recovered by the U.S. Government.

Don't try to memorize everything that you should explain to the member during the separation interview or while you are counseling a member in connection with his/her separation. Remember, always check the appropriate manuals, such as the ENLTRANSMAN and/or the appropriate instruction for guidance.

TRANSPORTATION OF HOUSEHOLD GOODS

According to the JFTR, paragraph U5360, household goods or personal effects must be turned over to a transportation officer or to a carrier for shipment at government expense within 1 year from the date of retirement, temporary disability retirement, or transfer to the Fleet Reserve. Personnel being discharged or released from active duty have 180 days to apply for transportation of household goods or personal effects.

The member should obtain a worksheet from the personal property office which is called *Application for Shipment and/or Storage of Personal Property,* DD Form 1299 (fig. 13-1). DD Form 1299 (work sheet) should be completed according to instructions contained on the form. Notice that blocks required to be completed are identified with an asterisk and that some others provide information about what is required in them. This work sheet is returned to the personal property office as soon as possible. Then, the personal property office inputs the information provided from the DD Form 1299 worksheet to a computer and prints



APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY
(Before completing form, read Privacy Act Statement on reverse)

1. DATE PREPARED (YYMMDD): IN OFFICE USE ONLY
2. SHIPMENT NUMBER
3. NAME OF PREPARING OFFICE
4. TO (Responsible origin Personal Property Shipping Office)
a. NAME
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE
b. ADDRESS (Street, City, State, Zip Code)
6. MEMBER OR EMPLOYEE INFORMATION
a. NAME (Last, First, Middle Initial) *
b. RANK/GRADE *
c. SSN *
d. AGENCY: BRANCH OF SERVICE
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO OF CONTAINERS (Enter quantity estimate)
(1) POUNDS *
(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (Enter none, if not applicable)
(3) EXPENSIVE AND VALUABLE ITEMS NUMBER OF CARTONS
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)
(1) SERIAL NUMBER
(2) LENGTH
(3) WIDTH
(4) HEIGHT
(5) TYPE EXPANDO (Describe)
(6) MOBILE HOME SERVICES REQUESTED (If applicable)
(a) Contents Packed
(b) Mobile Home Blocked
(c) Mobile Home Unblocked
(d) Stored at Origin
(e) Stored at Destination
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS
a. TYPE ORDERS (If one)
(1) PERMANENT
(2) TEMPORARY
b. ISSUED BY
c. NEW DUTY ASSIGNMENT *
d. DATE OF ORDERS (YYMMDD)
e. ORDERS NUMBER
f. PARAGRAPH NO
g. IN TRANSIT TELEPHONE NO (Include Area Code) *
h. IN TRANSIT ADDRESS (Street, City, State, Zip Code)
PERMANENT MAILING ADDRESS
9. PICKUP (ORIGIN) INFORMATION
a. ADDRESS (Street, Address, City, County, State, and Zip Code; (If mobile home, also include mobile home tiedown name)
(WHERE YOUR PROPERTY IS NOW)
b. PHONE NUMBER (Include Area Code)
HOME & WORK
10. DESTINATION INFORMATION
a. ADDRESS (Street, Address, City, County, State, and Zip Code) (If mobile home, also include mobile home tiedown name)
WHERE YOU WANT YOUR PROPERTY TO GO
CITY, COUNTY, STATE OR DUTY STATION
b. AGENT DESIGNATED TO RECEIVE PROPERTY *
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)
WHEN YOU WANT THE MOVER AT YOUR RESIDENCE
12. SCHEDULED DATE (YYMMDD) FOR
a. PACK
b. PICKUP
c. DELIVERY
13. REMARKS
EST ARRIVAL AT DESTINATION
WHEN YOU THINK YOU WILL HAVE A PLACE TO LIVE
IF YOU ARE SEPARATING YOUR ACTUAL SEPARATION DATE
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE")

a. FROM	b. TO	c. NET POUNDS (Actual or est.)	d. POUNDS OF PROFESSIONAL BOOKS, PAPERS, EQUIPMENT (Actual or est.)

15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS
I Certify that I have read and understand my shipping responsibilities and storage conditions printed on the reverse side of this form
a. SIGNATURE OF MEMBER/EMPLOYEE *
b. DATE SIGNED *
c. ADDRESS OF CONTRACTOR (Street, City, State and Zip Code)
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense
a. REASON FOR NONAVAILABILITY OF SIGNATURE
b. CERTIFIED BY (Signature)
c. TITLE

DD Form 1299, DEC 85
Effective June 1, 1986 all previous editions of this form are obsolete.

PRIVACY ACT STATEMENT

Code 406, Title 5, U.S.C., Code 5726.
request) for shipment of personal property of military members, dependents, loyees
mulate information for determining the number of shipments requested by to assure shipment of authorized weight to and from points authorized by by the Finance Offices for collection from the member in case of excess costs. prepare the government bill of lading and other shipping documents (as move the personal property. Information is released to carriers.
wever, if information is not furnished, personal property can not be shipped.

FICATION OF SHIPMENT RESPONSIBILITIES

oods or mobile
t expense, I
of my property
se incident to a
prior to the
lled and affect
y the shipping
if any) and
consent to the
ary to cover all

4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.

5. I understand that transportation of my mobile home and shipment of baggage and household goods within the United States are provided in Chapter 10, JTR.

6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.

7. Professional books, papers, and equipment are or were necessary in the performance of official duties.

CONDITION FOR STORAGE

is being stored
as follows:
responsible for
count of any
enter into any
which may be
usehold goods
ished subject to
re now or may
ehold goods in
torage under a
ansfer by any
ds from their
nercial storage
n appropriate
ed in Govern-
l for storage at
ernment may
ods from their
ys notice, I fail
after diligent

effort, notice to me can not be effected, the Government may proceed as follows: (a) Place and store the household goods in commercial storage at my expense, or (b) If a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.

6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense.

7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized.

8. Government contracts for the storage of household goods limit the liability of the warehouseperson to $50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.

86NP0125

Figure 13-1.—Application for Shipment and/or Storage of Personal Property, DD Form 1299.

out an original DD Form 1299, which is signed by the member.

Authority to approve shipments of household goods before receipt of orders has been delegated to the transportation officer at the local household goods shipping activity. This authority is subject to the provisions contained in the *Transportation Personal Property,* NAVSUP 490.

Submission of claims for loss or damage of household goods must be handled according to the Personnel Claims Regulations of the *Manual of the Judge Advocate General (JAGMAN),* JAGINST 5800.7C. Advise members to seek assistance, if it is needed, from the nearest naval activity.

QUESTIONS CONCERNING SERVICE AND PAY STATUS WHILE ON INACTIVE DUTY

Advise Regular Navy and Naval Reserve Personnel released from active duty of the proper procedures for obtaining answers to questions they may have while on inactive duty. Specifically, you should provide them with the complete mailing address of the Commander, Naval Reserve Personnel Center, New Orleans, Louisiana, in case they have questions concerning their service status. You should also provide them with the complete address of the Defense Finance and Accounting Service (DFAS), Cleveland Center, Cleveland, Ohio, in case they have questions concerning pay matters. It will also be of great help to the separating member if you can provide the telephone number to these locations.

POSSESSION OF HANDGUNS UPON SEPARATION

State police officials have brought to the attention of the Secretary of Defense (SECDEF) that some separating service personnel are returning to civilian life with handguns acquired while in the service. Since the possession of handguns is strictly regulated in many jurisdictions, personnel may unintentionally violate the law by having handguns in their possession. Advise Navy personnel during separation processing that some states prohibit or limit the possession of handguns. Unless existing regulations are complied with, they may be subject to arrest by civilian law enforcement officials if a handgun is detected in their possession.

HEALTH CARE INSURANCE COVERAGE FOR MEMBERS BEING SEPARATED FROM ACTIVE DUTY

Inform members being separated from the Navy of the need for civilian health care insurance. Medical care for service members and their eligible family members ceases upon the member's discharge or separation from active duty. Many members are unaware of this and have little knowledge of what civilian medical plans are available.

To help them during the transitional period until adequate medical insurance coverage can be bought, a private-pay health insurance policy is available through the DOD. Inform each member of the cost and benefits of the plan, and advise them that participation is strictly voluntary. Make sure you make a page 13 entry in the member's service record indicating that he/she has been afforded the opportunity to elect or decline participation. Additional details follow in the next paragraphs.

What is CHCIBP?

Implementation of the Continued Health Care Benefit Program (CHCBP) was directed by Congress in section 4408 of the National Defense Authorization Act for Fiscal Year 1993. This law directed the implementation of a program of temporary continued health benefits coverage for servicemembers that is comparable to the benefits provided for former civilian employees of the Federal Government. The CHCBP is a premium-based, temporary health care coverage program available to qualified beneficiaries. Medical benefits under this program mirror the benefits offered via the basic Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) program. The CHCBP is not part of the CHAMPUS program; however, it functions under most of the rules and procedures of CHAMPUS.

How Long Does CHCBP Coverage Last?

For any member discharged or released from active duty or full-time National Guard duty, whether voluntarily or involuntarily, coverage under the CHCBP is limited to 18 months. For an unmarried dependent child of a member or former member, coverage under the CHCBP is limited to 36 months.

Who is Eligible?

Personnel who fit in one of the following categories are eligible for CHCBP:

- A person who is discharged or released from active duty, whether voluntarily or involuntarily, under other than honorable conditions, and was entitled to medical and dental care under a military health care plan.

- A person who is not eligible for any benefits under CHAMPUS or Transitional Assistance Program (TAP).

- A person who ceases to meet requirements for being considered an unmarried dependent child of a member or former member of the Uniformed Services.

- A person who, on the day before ceasing to meet those requirements, was covered under CHAMPUS or TAP as a dependent of the member or former member.

- A person who would not otherwise be eligible for any benefits under CHAMPUS.

- A person who is an unremarried former spouse of a member or former member of the Uniformed Services.

- A person who on the day before the date of the final decree of divorce, dissolution, or annulment was covered under a health benefits plan under CHAMPUS or TAP as a dependent of the member of former member.

- A person who is not eligible for CHAMPUS as a former spouse of a member or former member.

Enrollment Procedures

To enroll in the CHCBP, an eligible individual must request enrollment via an application or letter to the following address: CHCBP Administrator, P.O. Box 1608, Rockville, MD 20849-1608.

Although beneficiaries have 60 days to enroll in the CHCBP, the period of coverage must begin on the day after entitlement to a military health care plan ends (including transitional health care) under TAP. The application must also include payment for the premium for the first quarter (3 months) coverage under the CHCBP.

Applications must be accompanied by proof of eligibility, such as the Certificate of Release or Discharge from Active Duty (DD Form 214), Defense Enrollment Eligibility Reporting System (DEERS), or any other official statement of service, and/or proof of dependency status.

What does CHCBP Cost?

Premium rates are established by the Assistant Secretary of Defense (Health Affairs) for two rate groups—individual and family. The rates are based on the Federal Employees Health Benefits Program employee and agency contributions that would be required for a comparable health benefits plan, plus an administrative fee. The premium rates may be updated annually and will be published when updated. The rates are also available from the CHCBP administrator.

Members discharged or released from active duty or full-time National Guard duty must select their rate group at the time they enroll, either individual or family. After enrollment, beneficiaries may change from family to individual at any time by notifying the CHCBP administrator, in writing. Changes from individual to family may not be made.

Premiums are to be paid quarterly by check or money order. Payment must be received no later than 30 days after the start of the quarter. Refer to the Continued Health Care Benefit Program application shown in figure 13-2.

SEPARATION OF ENLISTED PERSONNEL

Some aspects of separation can be complicated. Some areas that you, as the PN, need to be aware of and that will help you when you counsel and process personnel who are separating include the following:

- Make sure you verify the enlisted service record for completeness and accuracy. This must be accomplished before the member separates and during the pre-separation interview.

- Be aware of personnel who have had access to classified material and debrief them prior to their departure.

- Be aware of the command's responsibility to acknowledge a member's valuable contributions to the United States Navy before the member departs.

- Make sure you prepare the Standard Transfer Order according to guidelines contained in the ENLTRANSMAN.

VERIFICATION OF SERVICE RECORD

You should review the enlisted service record with the individual being separated for completeness and accuracy of all service record entries. In the case of

Continued Health Care Benefit Program
for the Office of the Assistant Secretary of Defense (Health Affairs)

1. Applicant's name _____ (Title) (First) (Middle) (Last) (Area Code and Phone No.)

2. Residence address _____ (No. and Street and Apt. No.) (City and State) (Zip Code)

3. Address where policy will be delivered _____ (No. and Street and Apt. No.) (City and State) (Zip Code)

4. Social Security No. _____

5a. If service member, date of entry on active duty _____

5b. If eligibility is created by termination of military benefits, check reason and show date such benefits end:

- ☐ Separation from active duty. Date MFT/CHAMPUS benefits end _____.
- ☐ Divorce. Date CHAMPUS benefits end _____.
- ☐ No longer a dependent child. Date benefits end _____.
- ☐ Unremarried Former spouse. Date benefits end _____.
- ☐ Unremarried former spouse drawing annuity/retainer pay. Date benefits end _____

6. Service sponsor through whom you qualify _____ (Name) (Social Security No.)

7. Complete the following for each person (including yourself) to be covered.

Name	Social Security Number	Age	Date of Birth (Mo./Day/Yr.)	Sex (M/F)	Full-time Student (Yes or No)
Applicant:					
Spouse:					
Child:*					
Child:					
Child:					

*Children age 21 (23 if a full-time student) losing military coverage must apply separately for their own certificate at adult premiums. If more than three children, use separate sheet of paper.

8. Individual Three-Month Premium is $ 410.00 Family Three-Month Premium is $ 891.00

Total Three-Month Premium Enclosed: $ _____ Premium paid is for: ☐ Individual coverage ☐ Family coverage.

9. Do you or any covered dependents currently have other insurance? ☐ Yes ☐ No _____ (Name of Carrier)

Validation of Eligibility

Name and Address of Separation Center or Appropriate Authority _____

Validation by _____ Phone No. _____

APPLICATIONS MUST BE ACCOMPANIED BY PROOF OF ELIGIBILITY SUCH AS DD 214, DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) OR ANY OTHER OFFICIAL STATEMENT OF SERVICE, AND/OR PROOF OF DEPENDENCY STATUS.

Mail this application along with a check or Money Order payable to United States Treasury to:

CHCBP Administrator
P.O. Box 1608
Rockville, MD 20849-1608

CHCBP Toll Free Number:
1-800-809-6119

Premium payment must accompany application. Paid by: ☐ Check ☐ Money Order (make check/M.O. payable to United States Treasury)

Dated at ____ (City, State) ,on _____ (Month, Day) ,19____ (Year). _____ (Signature of Applicant)

Have you: Checked all appropriate boxes and signed the application? Included premium payment? Included proof of eligibility?

86NP0126

Figure 13-2.—Continued Health Care Benefit Program Application, CHCBP Form 7524.

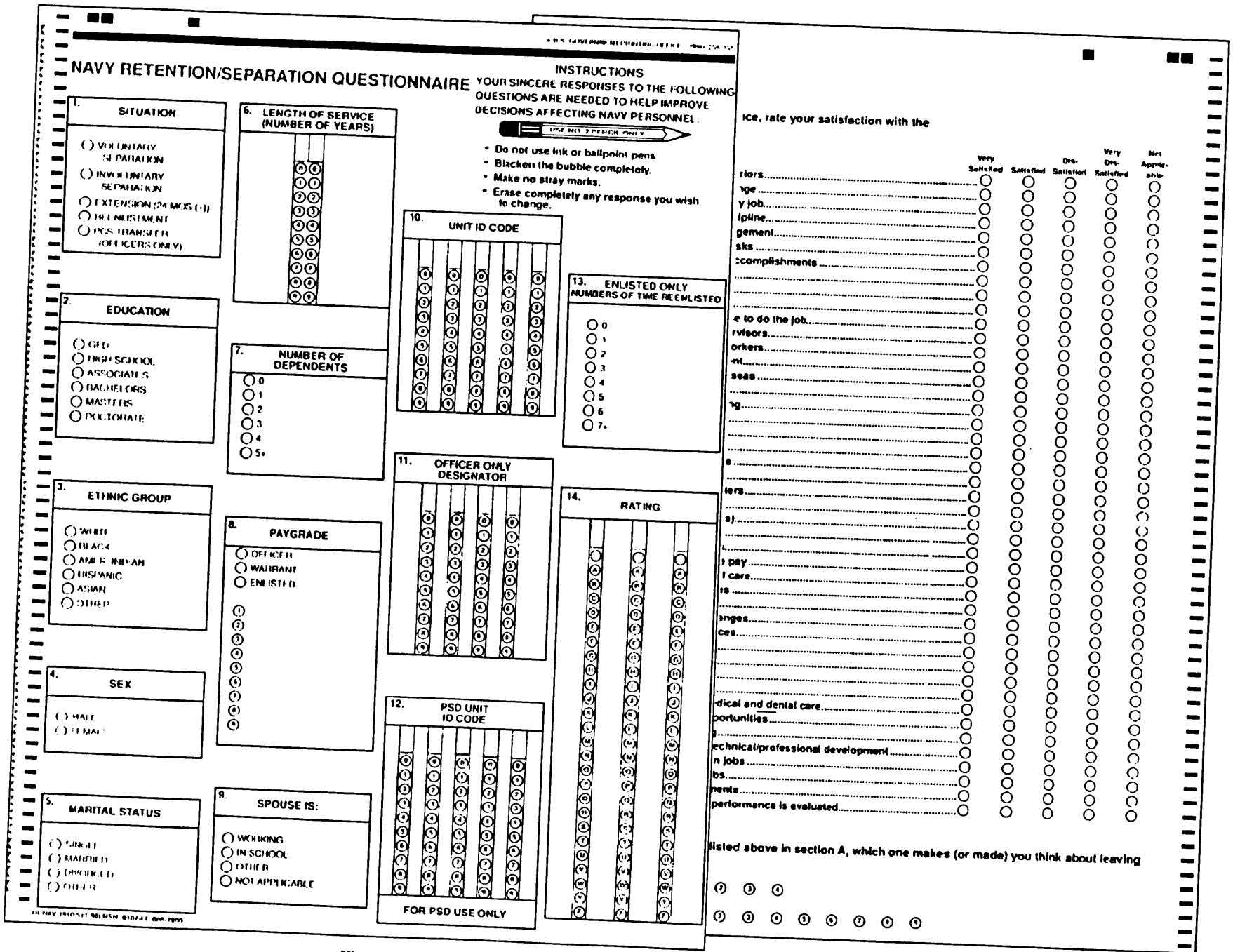


Figure 13-3.—Navy Retention/Separation Questionnaire, OPNAV 1910/5.

personnel who are being transferred for separation, this function is the responsibility of the last duty station, and not the activity to which the member is transferred for separation. Pay particular attention to the required reenlistment recommendation entry, and other entries that you should make on the *Administrative Remarks,* NAVPERS 1070/613, page 13. Sample entries are contained in addendum A, Separation and Reenlistment Index of the ENLTRANSMAN. You should refer to the MILPERSMAN.

Make sure that original and duplicate pages required for mailing to the Bureau of Naval Personnel (BUPERS), or other activities, are not improperly retained in the service record. Remove misfiled page's and duplicate pages from the service record.

In the case of reservists, do not remove original orders to active duty, annual training orders, disability and mobilization affidavits, clothing requisitions, certificates of clearance, and correspondence course completion letters.

If the member is the subject of a request for a Background Investigation that is still pending, your command should notify the Commanding Officer, Naval Criminal Investigative Service Headquarters of separation. This separation includes discharge or transfer to inactive Naval Reserve. The foregoing is not applicable to pending National Agency Checks. You should return personal documents filed for safekeeping to the separatee. Refer to article 5030120 of the MILPERSMAN.

PRE-SEPARATION INTERVIEW

All enlisted personnel being processed for separation or being transferred for separation processing must be interviewed and counseled concerning their reenlistment intentions. A record of the interview must be entered on the *Administrative Remarks,* NAVPERS 1070/613 of the enlisted service record. Refer to Article 3640470 of the MILPERSMAN and Addendum A, Separation and Reenlistment Index of the ENLTRANSMAN.

Additionally, the Project Operation Referral Navy Form may be filled out on all qualified personnel recommended for reenlistment. Your command's career counselor should have these forms. Make sure that the Navy veteran's separation rate is included on the card.

The command career counselors administer the *Navy Retention/Separation Questionnaire,* OPNAV 1910/5 (fig. 13-3), to all members in the required separation interview before transfer for separation.

The administrative officer administers the questionnaire to enlisted personnel in the absence of a command career counselor. The PERSUPPDETs assume responsibility for administering questionnaires to separating personnel transferred for separation to activities designated in Article 3640476 of the MILPERSMAN. The questionnaires should be mailed according to instructions provided in the *Navy Retention/Separation Questionnaire,* OPNAVINST 1040.8.

CLASSIFIED MATTER, CLEARANCE TERMINATION, AND DEBRIEFING

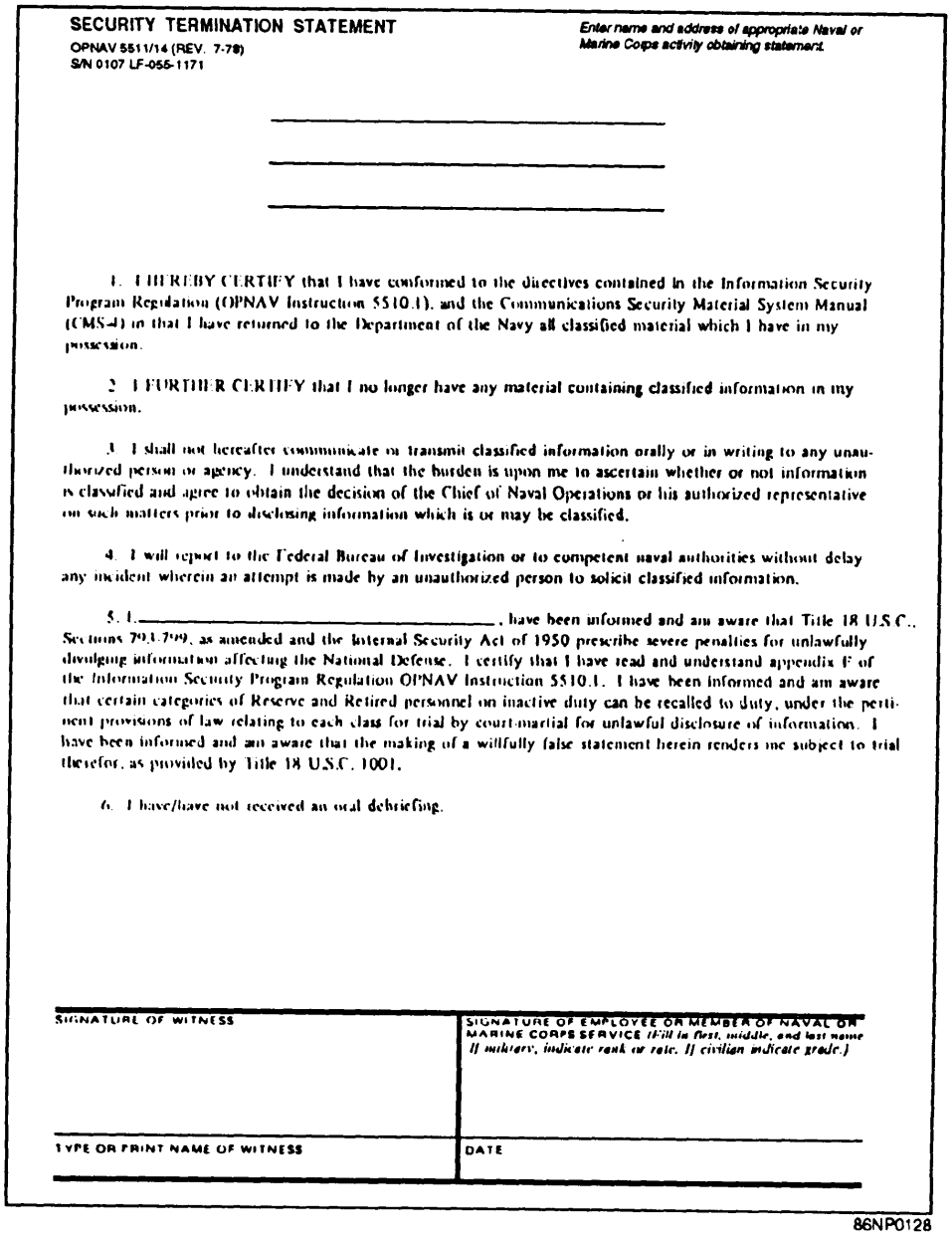
When military personnel are to be separated from active duty, all classified matter held by them must be turned in to the source from which received.

In the case of members who have had access, the *Security Termination Statement,* (OPNAV 5511/14 (fig. 13-4), must be completed by members before transfer for separation. The original OPNAV 5511/14 is filed in the individual's service record; and one copy is kept in the terminating command's files and/or the transfer packet for a period of 2 years.

Personnel security clearance documents and the *Personnel Reliability Program (PRP) Screening and Evaluation Record,* NAVPERS 5510/3 (fig. 13-5), should be left in "open" service records when members are transferred from one duty station to another and when they are released from active duty to inactive duty in the Naval Reserve.

Such documents should be transferred to the "open" service record on immediate reenlistment of members according to article 5030140 of the MILPERSMAN. When members are being discharged without immediate reenlistment on board, such documents should be left in the "closed" service record.

When considered appropriate by commanding officers, personnel will be given an oral debriefing before separation from active military service or transfer for separation as applicable.



SECURITY TERMINATION STATEMENT

OPNAV 5511/14 (REV. 7-79)
S/N 0107 LF-055-1171

Enter name and address of appropriate Naval or Marine Corps activity obtaining statement

1. I HEREBY CERTIFY that I have conformed to the directives contained in the Information Security Program Regulation (OPNAV Instruction 5510.1), and the Communications Security Material System Manual (CMS-4) in that I have returned to the Department of the Navy all classified material which I have in my possession.

2. I FURTHER CERTIFY that I no longer have any material containing classified information in my possession.

3. I shall not hereafter communicate or transmit classified information orally or in writing to any unauthorized person or agency. I understand that the burden is upon me to ascertain whether or not information is classified and agree to obtain the decision of the Chief of Naval Operations or his authorized representative on such matters prior to disclosing information which is or may be classified.

4. I will report to the Federal Bureau of Investigation or to competent naval authorities without delay any incident wherein an attempt is made by an unauthorized person to solicit classified information.

5. I, _____, have been informed and am aware that Title 18 U.S.C., Sections 793-799, as amended and the Internal Security Act of 1950 prescribe severe penalties for unlawfully divulging information affecting the National Defense. I certify that I have read and understand appendix F of the Information Security Program Regulation OPNAV Instruction 5510.1. I have been informed and am aware that certain categories of Reserve and Retired personnel on inactive duty can be recalled to duty, under the pertinent provisions of law relating to each class for trial by court-martial for unlawful disclosure of information. I have been informed and am aware that the making of a willfully false statement herein renders me subject to trial therefor, as provided by Title 18 U.S.C. 1001.

6. I have/have not received an oral debriefing.

SIGNATURE OF WITNESS	SIGNATURE OF EMPLOYEE OR MEMBER OF NAVAL OR MARINE CORPS SERVICE *(Fill in first, middle, and last name If military, indicate rank or rate. If civilian indicate grade.)*
TYPE OR PRINT NAME OF WITNESS	DATE

86NP0128

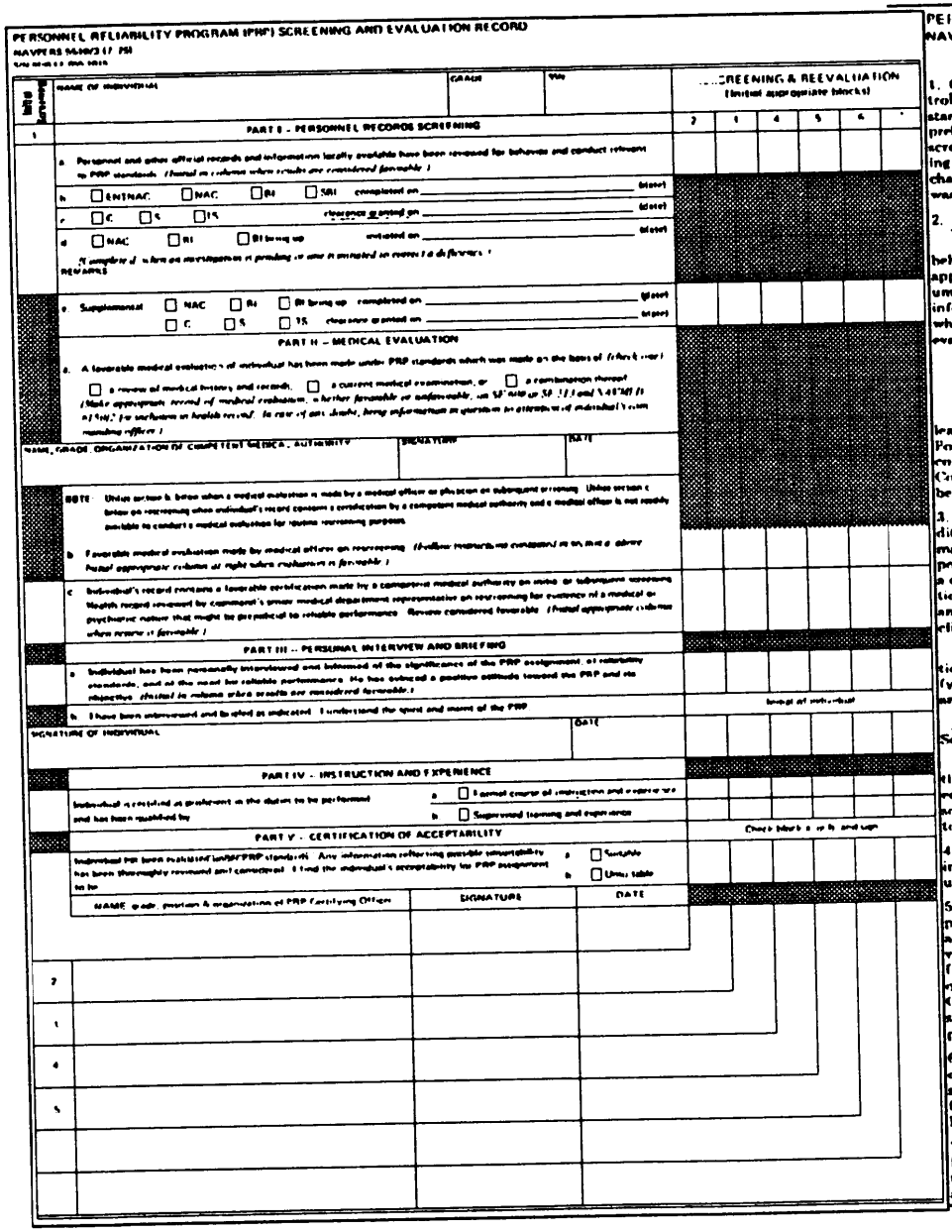
Figure 13-4.—Security Termination Statement, OPNAV 5511/14.

ACKNOWLEDGEMENT OF HONORABLE SERVICE

Just before a member departs from his/her permanent duty station for separation, the commanding officer or executive officer should personally convey an expression of appreciation for the separatee's service on behalf of the President, the Secretary of Defense (SECDEF), the Secretary of the Navy (SECNAV), and the Chief of Naval Operations (CNO). If the requirement for personal acknowledgement of service by the commanding officer or executive officer would delay or inconvenience the separatee, the commanding officer may delegate an appropriate senior officer, such as the individual's department head, to render his/her honor. When appropriate, a letter of appreciation should be delivered to the member as set forth in article 3640473 of the MILPERSMAN.

TRANSFER FOR SEPARATION ORDERS

Orders for separation should not be issued more than 6 months before the effective date of separation; however, there is an exception. Orders for personnel transferring to the Fleet Reserve or retiring may be prepared when your command receives the BUPERS



PERSONNEL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD

NAVPERS 5510/3 (7-75)

NAME OF INDIVIDUAL | GRADE | SSN

SCREENING & REEVALUATION (Initial appropriate blocks)

PART I - PERSONNEL RECORDS SCREENING

a. Personnel and other official records and information locally available have been reviewed for behavior and conduct relevant to PRP standards. (Instruct as to where results are considered favorable.)

b. ☐ ENTNAC ☐ NAC ☐ BI ☐ SBI completed on _____ (date)

c. ☐ C ☐ S ☐ TS clearance granted on _____ (date)

d. ☐ NAC ☐ BI ☐ BI being upgraded initiated on _____ (date)

REMARKS (If completed, indicate any investigations or pending or other information or reasons for differences.)

e. Supplemental ☐ NAC ☐ BI ☐ BI being upgraded completed on _____ (date)
☐ C ☐ S ☐ TS clearance granted on _____ (date)

PART II - MEDICAL EVALUATION

a. A favorable medical evaluation of individual has been made under PRP standards which was made on the basis of (check one)

☐ a review of medical history and records, ☐ a current medical examination, or ☐ a combination thereof

(Make appropriate record of medical evaluation, whether favorable or unfavorable, on SF 600 or SF 513 and NAVMED 6150/2. If no significant medical history or findings are found, so indicate on health record. In case of any doubt, bring information in question to attention of individual's commanding officer.)

NAME, GRADE, ORGANIZATION OF COMPETENT MEDICAL AUTHORITY | SIGNATURE | DATE

NOTE: Unless section b below when a medical evaluation is made by a medical officer or physician on subsequent screening. Unless section c below on rescreening when individual's record contains certification by a competent medical authority and a medical officer is not readily available to conduct a medical evaluation for routine rescreening purposes.

b. Favorable medical evaluation made by medical officer on rescreening. (Indicate instructions contained in SF 600 or SF 513 above. Instruct appropriate evaluation as right when evaluation is favorable.)

c. Individual's record contains a favorable certification made by a competent medical authority on initial or subsequent screening. Health record reviewed by command's senior medical department representative on rescreening for evidence of a medical or psychiatric nature that might be prejudicial to reliable performance. Review considered favorable. (Instruct appropriate evaluation when review is favorable.)

PART III - PERSONAL INTERVIEW AND BRIEFING

a. Individual has been personally interviewed and informed of the significance of the PRP assignment, of reliability standards, and of the need for reliable performance. He has entered a positive attitude toward the PRP and its objectives. (Instruct in reasons when results are considered favorable.)

b. I have been interviewed and briefed as indicated. I understand the spirit and intent of the PRP.

Initial of individual

SIGNATURE OF INDIVIDUAL | DATE

PART IV - INSTRUCTION AND EXPERIENCE

Individual is certified as proficient in the duties to be performed and has been qualified by

a. ☐ A formal course of instruction and experience

b. ☐ Supervised training and experience

Check block a or b, and sign

PART V - CERTIFICATION OF ACCEPTABILITY

Individual has been evaluated under PRP standards. Any information reflecting possible unsuitability has been thoroughly reviewed and I find the individual's acceptability for PRP assignment to be

a. ☐ Suitable

b. ☐ Unsuitable

NAME, grade, position & organization of PRP Certifying Officer | SIGNATURE | DATE

7

6

4

5

PERSONNEL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD

NAVPERS 5510/3 (7-75) (Back)

INSTRUCTIONS

1. Columns 1-7. Personnel in training for, or performing in, an assignment or position designated as Critical or Controlled are required to be screened initially and as necessary thereafter to ensure that they meet specified reliability standards. Complete applicable parts of the form and initial appropriate blocks under Column No. 1 when conducting preliminary screening incident to transfer to a course of instruction requiring PRP screening, when conducting initial screening or otherwise making initial use of the form, or when continuation sheets are necessary. Utilize next succeeding column (2-7) when rescreening, in whole or in part, is conducted on a periodic basis or for special reasons such as change of duty, medical or disciplinary reasons or to include the evaluation of a personnel security investigation that was initiated for PRP screening purposes.

2. Part I - Personnel Records Screening

a. Review the individual's personnel record and other official records and information locally available concerning behavior and conduct which is relevant to PRP standards, to include any file relating to drug abuse exemption. When appropriate, the review should include an interview with the individual's supervisor(s). Initial block in appropriate column when review is entirely favorable. When review is not considered entirely favorable, bring questionable or adverse information to the attention of the PRP Certifying Officer without initialing. In either case, attach personnel record when or as required by the PRP Certifying Officer and when appropriate to assist medical officer in making a medical evaluation.

b. Self-explanatory.

c. Self-explanatory. Issue adequate clearance when and as appropriate.

d. Indicate any personnel security investigation initiated to qualify the individual for a PRP assignment or training leading thereto. For personnel selected for a course of instruction essential for and leading to assignment to a Critical Position who do not have a BI completed or initiated, a request for the BI will be initiated by the command required to conduct preliminary screening incident to transfer to a course of instruction. Consult the Catalog of Navy Training Courses (CANTRAC) for level of clearance and investigation required for various courses of instruction. If an SBI is being initiated, insert an "S" in front of "BI."

3. Part II - Medical Evaluation. On initial screening, a medical evaluation of the individual's physical and mental condition and qualifications under the standards of the PRP is required to be made by a competent medical authority. It may be made on the basis of medical history and records which are sufficiently comprehensive and current for the purpose. In all other cases, a current medical examination is required to be accomplished as determined to be necessary by a competent medical authority for the evaluation of medical qualifications under PRP standards, to include consideration of psychiatric aspects of the case and psychiatric consultation when indicated. The screening of medical records and interview of personnel may be accomplished by other qualified medical personnel as part of the referral process for clinical evaluation by competent medical authority.

a. Provision is made in Section a. for a competent medical authority to complete and sign when the medical evaluation is favorable. When the evaluation is not favorable or any question arises, make information available to PRP Certifying Officer and sign only when case is favorably resolved. Enter record of medical evaluation on SF 600 or SF 513 and NAVMED 6150/2.

b. To be initialed by a medical officer or physician when a favorable medical evaluation is made on rescreening and Section a. previously has been completed. Otherwise, utilize Section a. Make appropriate entries in health record.

c. Section c. is provided for the command's senior medical department representative to initial on rescreening when the individual's health record or this form contains a previous certification by a competent medical authority or accepted equivalent on NAVMED 6150/2 and a medical officer is not readily available to conduct a medical evaluation for rescreening purposes. When clinical evaluation is indicated as a result of such rescreening, the individual will be referred to a medical officer or physician for medical evaluation. Make appropriate entries in health record.

4. Part III - Personal Interview and Briefing. Interviewer initial and have individual sign or initial when the required interview and briefing are conducted and the results are satisfactory. Have individual sign when Column No. 1 is being utilized; initial when interviewed and briefed on rescreening.

5. Part IV - Instruction and Experience. Personnel who perform modifications, retrofits, LLC changes, etc., and EOD personnel and their supervisors must be qualified by a formal course of instruction and experience for the duties they are to perform. All other personnel under the PRP must be qualified by a formal course of instruction or other supervised training and experience for the duties they are to perform. In both cases, the individual must be certified as proficient by a qualified person designated in writing for the purpose. The experience requirement may be achieved by on-the-job training or during the required instructional phase. Ensure prescribed instructional requirements are met. Certify individual by checking block a. or b. and initialling when Column No. 1 is utilized. Initial appropriate block in succeeding column when recertification is made on rescreening. Completion of Part IV is not required when conducting preliminary screening incident to transfer to a course of instruction.

6. Part V -- Certificate of Acceptability. Review case, ensure appropriate facets of screening are accomplished, make determination, check appropriate block and sign. When individual is determined to be suitable, also initial for any screening official who forwarded questionable information for review of PRP Certifying Officer without initialling form. Certification of acceptability must be made by commanding officer unless authority for another officer to act as PRP Certifying Officer is authorized by regulation or it is delegated by the commanding officer.

7. General Instructions. File completed NAVPERS 5510/3 in local service record. File NAVPERS 5510/1 (Record Identifier for Personnel Reliability Program) in service and health record to reflect assignment of individual to or in training for a position requiring extraordinary reliability. Identify individual to supervisors, managers and other line and staff officers for purposes of assuring continuing evaluation.

86NP0129

Figure 13-5.—Personnel Reliability Program (PRP) Screening and Evaluation Record, NAVPERS 5510/3.

authorization. Look at figure 13-6, which shows a sample BUPERS authorization letter and statement of service. This authorization may also be given by message.

The Standard Transfer Order (STO), NAVCOMPT 536/NAVPERS 1326/11, is used to transfer a member to another activity for separation. The STO is prepared according to the guidelines contained in Chapter 23 of the *Enlisted Transfer Manual,* NAVPERS 15909.

A member entitled to the transportation of dependents and/or household goods at government expense is provided with an individual STO. This is done to avoid any difficulty with regard to establishing entitlement to the transportation of dependents and household goods. As the PN, you need to make sure that sufficient copies of the orders are provided to the member.

To obtain the appropriation data, or what is most commonly referred to as the accounting data, you must refer to the *Financial Management Guide for Permanent Change of Station Travel (Military Personnel, Navy),* BUPERSINST 7040.6. Pay particular attention to article 3640476.8, which provides for the transfer of members to separation activities not more than 7 days plus travel time before date of eligibility for separation.

At the request of a member stationed outside CONUS, the transferring command may authorize separation processing at one of the major naval activities listed in article 3640476.4 of the MILPERSMAN rather than the separation activity nearest the port of debarkation.

Commands having facilities available on board or in the vicinity to conduct pre-separation physicals should conduct such physical examinations before transferring personnel to separation activities.

Making sure that all requirements have been complied with before a member transfers for separation can't be overemphasized. Often, separation activities receive personnel whose records have not been verified or purged and appropriate service entries haven't been made. Sometimes, the members haven't been properly interviewed before they transferred for separation. As a responsible PN, you should do as much as you can to help the separation activity expedite the member's separation. Remember, always refer to the appropriate manuals and/or instructions to make sure that no minor details are overlooked.

FLEET RESERVE AND THE RETIRED LIST

The following paragraphs discuss transfer to the Fleet Reserve or retirement. Eligibility for transfer to the Fleet Reserve or retirement includes the requirement of U.S. citizenship while in the Fleet Reserve or retired list, creditable service, application procedures, retirement orders and authorizations, submission of application for voluntary retirement, and the requirement for the completion of the Navy Retired/Retainer Pay Data Form, NAVCOMPT Form 2272.

TRANSFER TO THE FLEET RESERVE

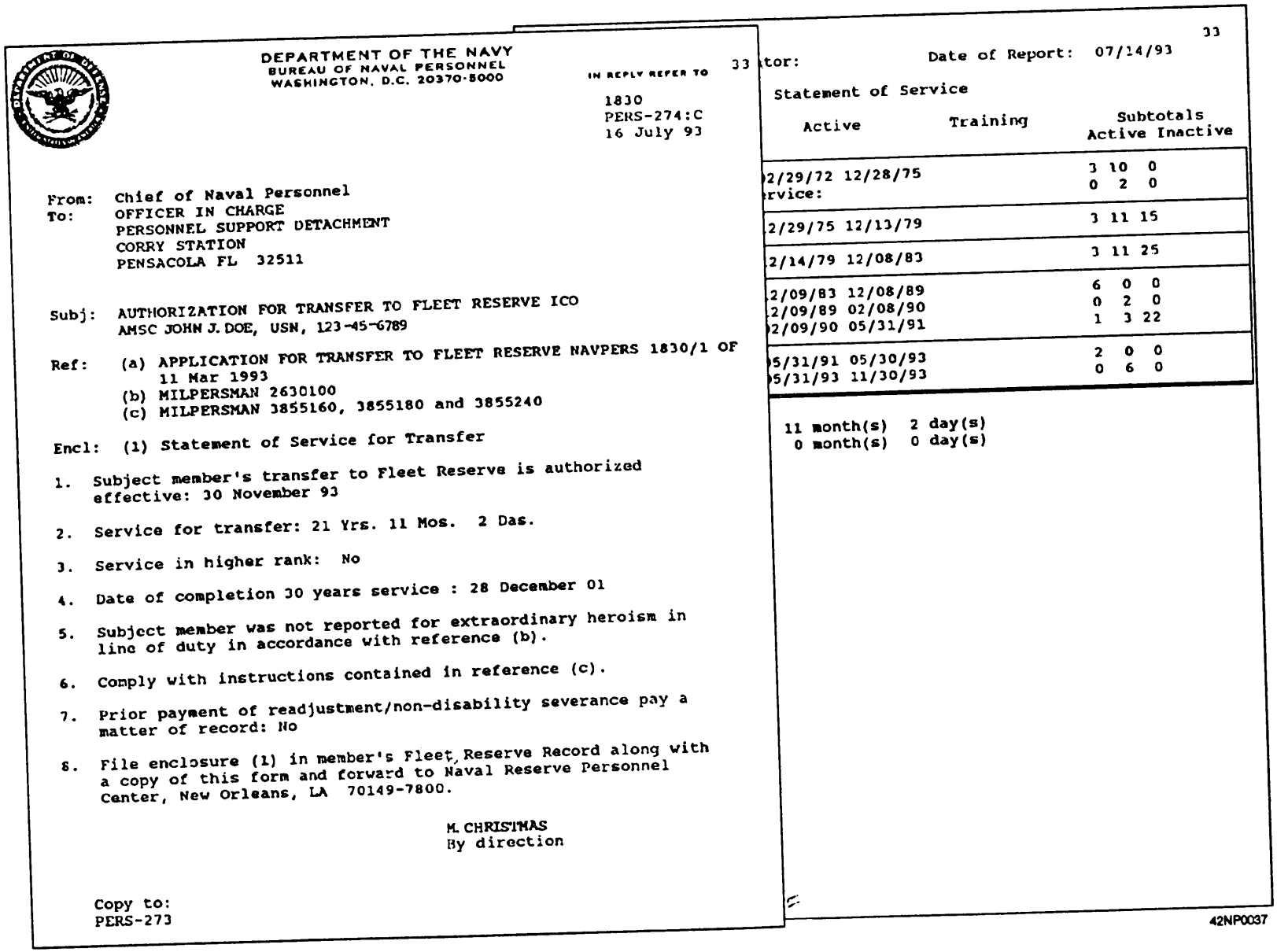
The purpose of the Fleet Reserve is to provide an available reserve of former members of the Regular Navy and the Naval Reserve who may be used without further training to fill those billets requiring experienced personnel in the initial stage of mobilization during an emergency or in war. Enlisted members of the Regular Navy or Naval Reserve are eligible for transfer to the Fleet Reserve on completion of the required active service.

REQUIREMENT OF UNITED STATES CITIZENSHIP

There are cases where members arc not required to hold U.S. citizenship or nationality to be eligible for transfer to the Fleet Reserve and for retainer pay. When members who are citizens of the United States lose their citizenship or acquire foreign citizenship by their voluntary action inconsistent with their oath of enlistment to bear true faith and allegiance to the United States and thus repugnant to their status as members of the U.S. Armed Forces, they may lose both membership in the Fleet Reserve and entitlement to retainer or retired pay.

CREDITABLE SERVICE FOR TRANSFER TO THE FLEET RESERVE

Provided that a member has completed 20 years creditable active service (active day-for-day service, including constructive service credit earned through 31 December 1977) and meets all other applicable eligibility criteria outlined in article 3855180 of the MILPERSMAN, transfer to the Fleet Reserve maybe



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO 33
1830
PERS-274:C
16 July 93

From: Chief of Naval Personnel
To: OFFICER IN CHARGE
PERSONNEL SUPPORT DETACHMENT
CORRY STATION
PENSACOLA FL 32511

Subj: AUTHORIZATION FOR TRANSFER TO FLEET RESERVE ICO
AMSC JOHN J. DOE, USN, 123-45-6789

Ref: (a) APPLICATION FOR TRANSFER TO FLEET RESERVE NAVPERS 1830/1 OF 11 Mar 1993
(b) MILPERSMAN 2630100
(c) MILPERSMAN 3855160, 3855180 and 3855240

Encl: (1) Statement of Service for Transfer

1. Subject member's transfer to Fleet Reserve is authorized effective: 30 November 93

2. Service for transfer: 21 Yrs. 11 Mos. 2 Das.

3. Service in higher rank: No

4. Date of completion 30 years service : 28 December 01

5. Subject member was not reported for extraordinary heroism in line of duty in accordance with reference (b).

6. Comply with instructions contained in reference (c).

7. Prior payment of readjustment/non-disability severance pay a matter of record: No

8. File enclosure (1) in member's Fleet Reserve Record along with a copy of this form and forward to Naval Reserve Personnel Center, New Orleans, LA 70149-7800.

M. CHRISTMAS
By direction

Copy to:
PERS-273

33

tor: Date of Report: 07/14/93

Statement of Service

Active	Training	Subtotals Active	Subtotals Inactive
2/29/72 12/28/75		3 10	0
rvice:		0 2	0
2/29/75 12/13/79		3 11	15
2/14/79 12/08/83		3 11	25
2/09/83 12/08/89		6 0	0
2/09/89 02/08/90		0 2	0
2/09/90 05/31/91		1 3	22
5/31/91 05/30/93		2 0	0
5/31/93 11/30/93		0 6	0

11 month(s) 2 day(s)
0 month(s) 0 day(s)

42NP0037

Figure 13-6.—Authorization for Transfer to Fleet Reserve BUPERS Letter, and respective Statement of Service.

approved by the Chief of Naval Personnel (CHNAVPERS) at a member's own request.

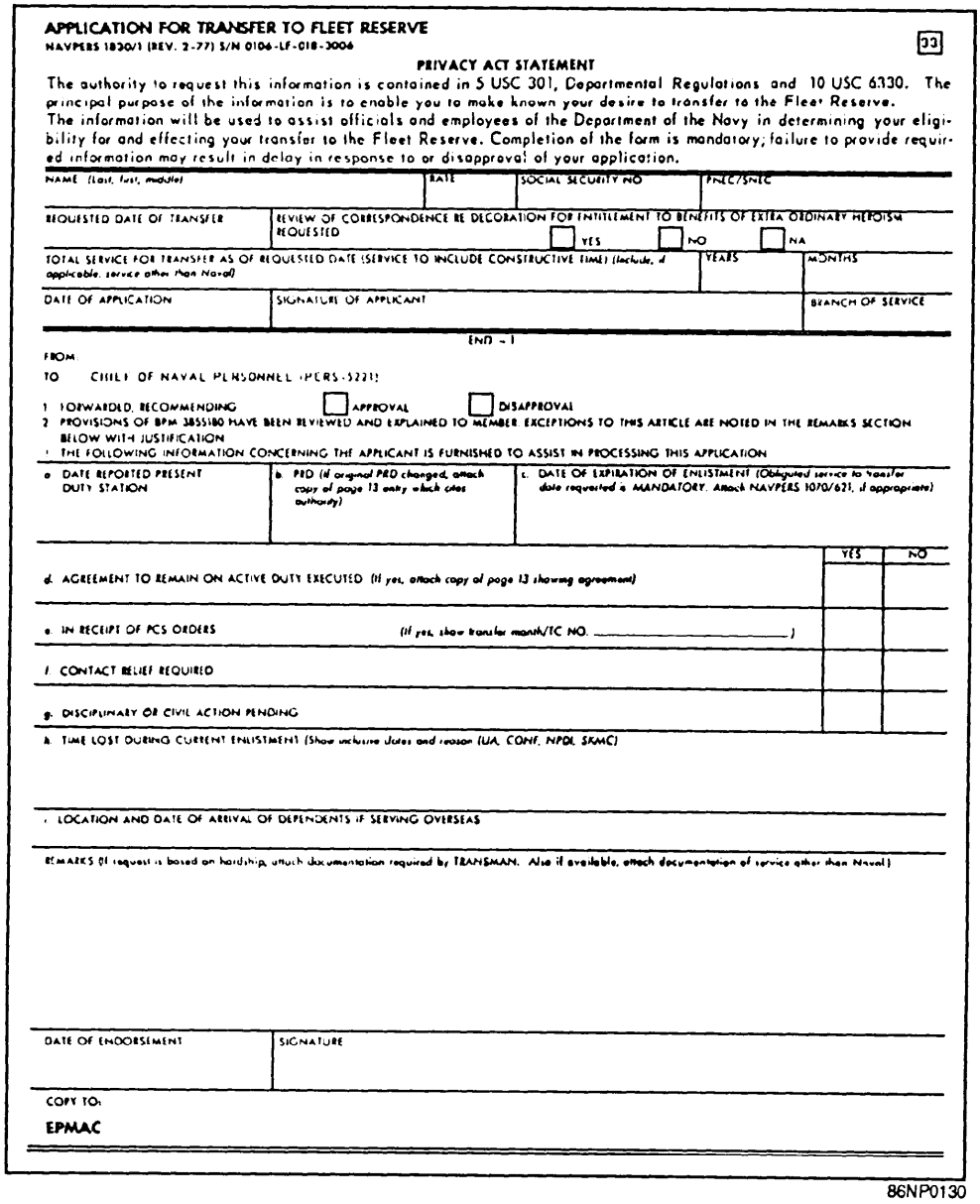
For the purpose of transfer to the Fleet Reserve only, active service is defined as follows:

- All active duty (and active duty for training performance subsequent to 9 August 1956) in the Army, Navy, Air Force, Marine Corps, and Coast Guard, or any component thereof.
- All active duty (and active duty for training performed subsequent to 9 August 1956) in the Army National Guard or Air National Guard on federal duty

An enlistment or extension of enlistment served in an active duty status that terminated within 3 months of the date of expiration of enlistment is counted as a complete enlistment. A complete minority enlistment (served to within 3 months of the expiration of enlistment) is counted as 4 years of active service. Deductions are made for all lost time.

APPLICATION PROCEDURES FOR TRANSFER TO THE FLEET RESERVE

Applications for transfer to the Fleet Reserve are sent to the Chief of Naval Personnel (CHNAVPERS) (PERS 273). Previously, applications were sent (in quadruplicate) using Application for Transfer to the Fleet Reserve, NAVPERS 1830/1 (fig. 13-7), they are now sent by message.



APPLICATION FOR TRANSFER TO FLEET RESERVE
NAVPERS 1830/1 (REV. 2-77) S/N 0106-LF-018-3006

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 USC 301, Departmental Regulations and 10 USC 6330. The principal purpose of the information is to enable you to make known your desire to transfer to the Fleet Reserve. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and effecting your transfer to the Fleet Reserve. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your application.

NAME (Last, first, middle) | RATE | SOCIAL SECURITY NO | PNEC/SNEC

REQUESTED DATE OF TRANSFER | REVIEW OF CORRESPONDENCE RE DECORATION FOR ENTITLEMENT TO BENEFITS OF EXTRA ORDINARY HEROISM REQUESTED ☐ YES ☐ NO ☐ NA

TOTAL SERVICE FOR TRANSFER AS OF REQUESTED DATE (SERVICE TO INCLUDE CONSTRUCTIVE TIME) (Include, if applicable, service other than Naval) | YEARS | MONTHS

DATE OF APPLICATION | SIGNATURE OF APPLICANT | BRANCH OF SERVICE

END - 1

FROM

TO CHIEF OF NAVAL PERSONNEL (PERS-5221)

1 FORWARDED, RECOMMENDING ☐ APPROVAL ☐ DISAPPROVAL
2 PROVISIONS OF BPM 3855180 HAVE BEEN REVIEWED AND EXPLAINED TO MEMBER. EXCEPTIONS TO THIS ARTICLE ARE NOTED IN THE REMARKS SECTION BELOW WITH JUSTIFICATION
3 THE FOLLOWING INFORMATION CONCERNING THE APPLICANT IS FURNISHED TO ASSIST IN PROCESSING THIS APPLICATION

a. DATE REPORTED PRESENT DUTY STATION | b. PRD (If original PRD changed, attach copy of page 13 entry which cites authority) | c. DATE OF EXPIRATION OF ENLISTMENT (Obligated service to transfer date requested is MANDATORY. Attach NAVPERS 1070/621, if appropriate)

	YES	NO
d. AGREEMENT TO REMAIN ON ACTIVE DUTY EXECUTED (If yes, attach copy of page 13 showing agreement)		
e. IN RECEIPT OF PCS ORDERS (If yes, show transfer month/TC NO. _____)		
f. CONTACT RELIEF REQUIRED		
g. DISCIPLINARY OR CIVIL ACTION PENDING		

h. TIME LOST DURING CURRENT ENLISTMENT (Show inclusive dates and reason (UA, CONF, NPDL, SKMC)

i. LOCATION AND DATE OF ARRIVAL OF DEPENDENTS IF SERVING OVERSEAS

REMARKS (If request is based on hardship, attach documentation required by TRANSMAN. Also if available, attach documentation of service other than Naval)

DATE OF ENDORSEMENT | SIGNATURE

COPY TO:
EPMAC

86NP0130

Figure 13-7.—Application for Transfer to the Fleet Reserve, NAVPERS 1830/1.

Obligated service through the requested date is mandatory. To increase personnel stability insofar as enlisted distribution is concerned, commanding officers should advise members planning to transfer to the Fleet Reserve that they must submit an application. This application should be received by CHNAVPERS (PERS 273) not less than 6 months and nor more than 1 year in advance or the requested date.

NOTE: An exception to these dates is discussed in the following paragraph.

When a member will meet the initial 20-year eligibility requirements for transfer to the Fleet Reserve 1 to 6 months beyond the normal PRD and requests a Fleet Reserve date to coincide with his/her date of eligibility, a maximum 6-month overtour beyond the present PRD maybe authorized.

NOTE: Sevicemembers in receipt of orders are not afforded this option.

The PRD is adjusted to reflect the overtour on issuance of the Authorization for Transfer to Fleet Reserve BUPERS letter or message. Members who want to elect this option should make sure their application for transfer to the Fleet Reserve is sent between 6 to 12 months before the expiration of their current enlistment PRD.

PRE-SEPARATION CEREMONY FOR TRANSFER TO FLEET RESERVE OR RETIRED LIST

Transfer of individuals to the Fleet Reserve or to the Retired List should be preceded by a ceremony designed to express the Navy's appreciation for the many years of faithful and honorable service. It is during this ceremony that certificates, such as the Fleet Reserve Certificate, NAVPERS 1830/3 (fig. 13-8), and the Certificate of Retirement, DD Form

86NP0131

Figure 13-8.—Fleet Reserve Certificate, NAVPERS 1830/3.

363N (fig. 13-9), are presented along with letters of appreciation, shadowbox and so on. Blank samples of NAVPERS 1830/3 and DD Form 363N are shown in figures 13-8 and 13-9. Figure 13-10 shows you a picture of an actual Fleet Reserve transfer ceremony. Figure 13-11 shows you a picture of a chief petty officer receiving a shadowbox from the command master chief during his Fleet Reserve transfer ceremony.

Additionally, during the Fleet Reserve and/or retirement ceremony, the member's spouse is recognized and presented a Certificate of Appreciation, NAVPERS 1650/59 (fig. 13-12), for a wife or a Certificate of Appreciation, NAVPERS 1650/62, for a husband. Both of these certificates are stocked by the Chief of Naval Personnel (PERS 27). Also, both of these certificates are prepared at the command level and signed by the commanding officer.

In the case of personnel who are to be transferred to another activity for further transfer to the Fleet Reserve or Retired List, the pre-separation ceremony should be conducted by the last duty station and not by the activity to which a member is transferred.

Refer to article 3810200 of the MILPERSMAN, which discusses the pre-separation ceremony for

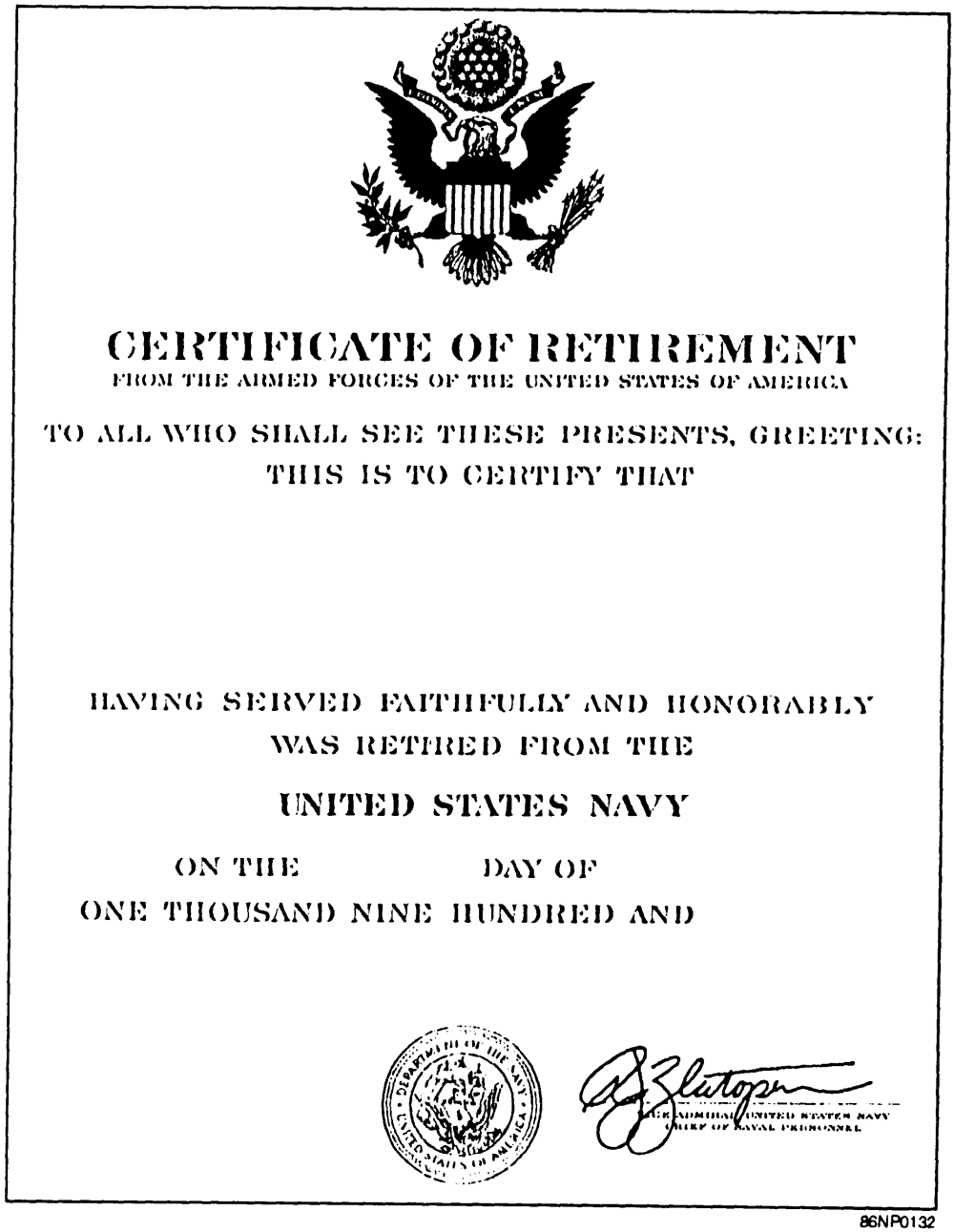


Figure 13-9.—Certificate of Retirement, DD Form 363N.

Figure 13-10.—Picture of an Actual Fleet Reserve Transfer Ceremony.

Figure 13-11.—Picture showing a Chief Petty Officer receiving a shadowbox from the Command Master Chief during his Fleet Reserve Transfer Ceremony.

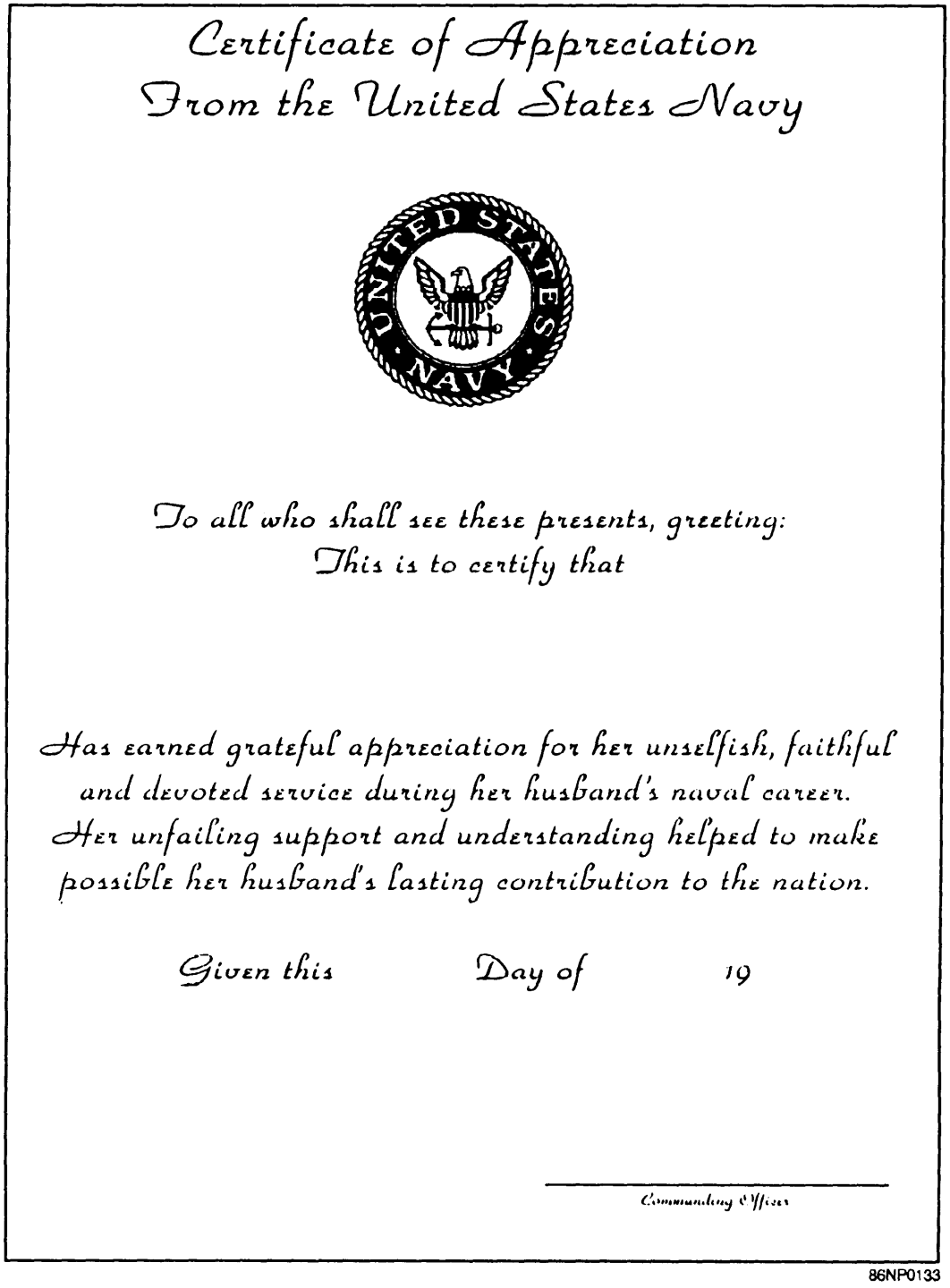


Figure 13-12.—Certificate of Appreciation, NAVPERS 1650/59.

transfer to Fleet Reserve or retirement. Articles 3855180 through 3855300 of the MILPERSMAN contain additional information concerning procedures for transfer to the Fleet Reserve. In addition to the MILPERSMAN articles, you should also refer to addendum A of the ENLTRANSMAN for additional separation instructions and procedures.

THE RETIRED LIST

Transfer to the Retired List of the Navy is a permanent change of status and may not be changed by resignation or discharge approved by the Secretary of the Navy (SECNAV) or following the sentence of a court-martial. Retired Members are subject to the orders and regulations of the SECNAV.

Policy on Ordering Retired Members to Active Duty

Retired members may be ordered to active duty in time of war or national emergency at the discretion of the SECNAV. They may not be ordered to active duty at other times without their consent. They may not be ordered to active duty solely for the purpose of receiving hospitalization or medical treatment.

Notification of Address Change by Retirees

Retired members not on active duty must always keep the DFAS, Cleveland Center, Cleveland, Ohio informed of their address.

Retired Members who Travel Outside the United States

Members of the Retired List who desire to travel or reside outside the United States must report their departure, expected duration of travel, and forwarding address to the Commanding Officer, Naval Reserve Personnel Center. Retired members should advise the proper United States Naval Attache of their presence if they intend to reside in the country or, while visiting, to call on senior officers of the local military. This is not intended to impose any restriction, but rather to enable the Naval Attache to advise retired members of local conditions regarding calls or visits.

Retirement Orders and Authorizations

Retirement orders and authorizations for personnel on active duty are issued by the CHNAVPERS or by SECNAV. Retirement orders for involuntary retirement are normally issued 3 to 6 months in advance of the scheduled date of retirement. Disability retirement orders and voluntary retirement orders or authorizations are issued as early as practical following approval of retirement by the SECNAV. Retirement orders and authorizations for personnel on inactive duty are issued by the CHNAVPERS.

Voluntary Retirement of Enlisted Personnel

Under authority contained in Title 10 U.S.C. section 6326, any enlisted member of the Regular Navy who has completed at least 30 years of active service maybe retired upon application. The following service, less time lost, is creditable in determining whether the required active service for retirement has been met:

- Active service as an enlisted member, aviation cadet, warrant or commissioned officer, including active duty for training performed subsequent to 9 August 1956, in the Navy Marine Corps, Army, Air Force, or Coast Guard, or in the Reserve components of those services.

- An enlistment in the Regular Navy terminated by discharge for the convenience of the government within 3 months of the normal expiration of the enlistment or extended enlistment may be credited as the full term of enlistment or extended enlistment. The period elapsing between the date of early discharge and normal date of expiration of enlistment or extended enlistment is not creditable for purposes of computing basic pay. A minority enlistment is not creditable as a full enlistment for retirement.

Release from active duty is effected on the day immediately preceding the effective date of retirement. The effective date of retirement is specified in the retirement orders issued by the Chief of Naval Personnel or by the Secretary of the Navy. A member should not be retained on active duty beyond the scheduled date of release from active duty unless authority for such retention is specified in the retirement authorization.

Two copies of retirement orders should be forwarded by endorsement, indicating the member's home address following retirement, to the Commanding Officer, DFAS, Cleveland Center, via the disbursing officer carrying the personal financial record (PFR) of the member on the date of release from active duty. One copy of the retirement orders, after being completed by the disbursing officer, is placed in the current service record of the member.

Submission of Application for Voluntary Retirement from Active Duty

Enlisted members, including temporary officers with permanent enlisted status, who desire retirement under Title 10 U.S.C. section 6326 (voluntary retirement after completiom of 30 years of active service) should submit an official letter to the President of the United States, via their commanding officer, BUPERS (PERS 27), and the SECNAV, with copy to the appropriate Pay/Personnel Administrative Support System (PASS) office.

Applications for retirement at the PRD should be submitted in time to reach BUPERS between 6 and 9 months in advance of the requested retirement date. Applications for retirement before PRD should be

submitted 9 to 12 months in advance of the requested retirement date.

NAVY RETIRED/RETAINER PAY DATA FORM

Among the many forms required to be completed by the member, with your assistance, before he/she retires or transfers to the Fleet Reserve is the Navy Retired/Retainer Pay Data Form, NAVCOMPT Form 2272 (fig. 13-13). You must prepare this form in quadruplicate and distribute it according to instructions contained in the *Survivor Benefits, including the Retired Serviceman's Family Protection Plan (RSFPP) (Title 10 USC section 1431 et seq.) and the Survivor Benefit Plan (SBP) (Title 10 USC section 1447 et seq.), as amended,* NAVMILPERSCOMINST 1750.2.

The member's spouse is required to sign the NAVCOMPT Form 2272 if the member elects nonparticipation or reduced coverage. If the spouse is unavailable for signature, you must forward a letter via certified mail informing the spouse of the member's election. You should make the appropriate entry on the Application/Record of Emergency Data, NAVPERS 1070/602, according to guidelines contained in NAVMILPERSCOMINST 1750.2. You should also attach a copy of the signed statement on the NAVPERS 1070/602, and all correspondence to each copy of the NAVCOMPT Form 2272.

Make sure the NAVCOMMPT Form 2272 is completed properly and in time for the disbursing office to mail the original to the DFAS, Cleveland Center, Cleveland, Ohio, not later than 30 days before a member's retirement or transfer to the Fleet Reserve.

You should always refer to addendum A of the ENLTRANSMAN for additional separation instructions and procedures.

SEPARATION ORDERS

In addendum A of the ENLTRANSMAN, you will find the required orders you need to prepare in various situations, such as Transfer to the USNR and Release to Inactive Duty of USN Personnel, NAVPERS 1910/29 (fig. 13-14), and Release to Inactive Duty of USNR Personnel (Other than Fleet Reserve), NAVPERS 1910/30 (fig. 13-15).

You can obtain these forms through the normal supply system. Also, make sure you modify orders as indicated in Addendum A of the ENLTRANSMAN. Some of the information on these orders has changed; however, they can still be used. You should make appropriate changes according to most current information.

VETERANS' BENEFITS

There are many benefits available to veterans. In this section, you will learn about Federal Civil Service employment, job-finding assistance, reemployment rights, unemployment compensation, and small business loans. Also briefly discussed here are the Vietnam Era GI Bill, the Veterans' Educational Assistance Program (VEAP), and the Montgomery GI Bill which are all considered Federally Legislated Education.

FEDERAL CIVIL SERVICE EMPLOYMENT

The Dual Compensation Act (PL 88-448) governs the employment of retired military personnel in federal civilian jobs and the employment of government workers in more than one federal job.

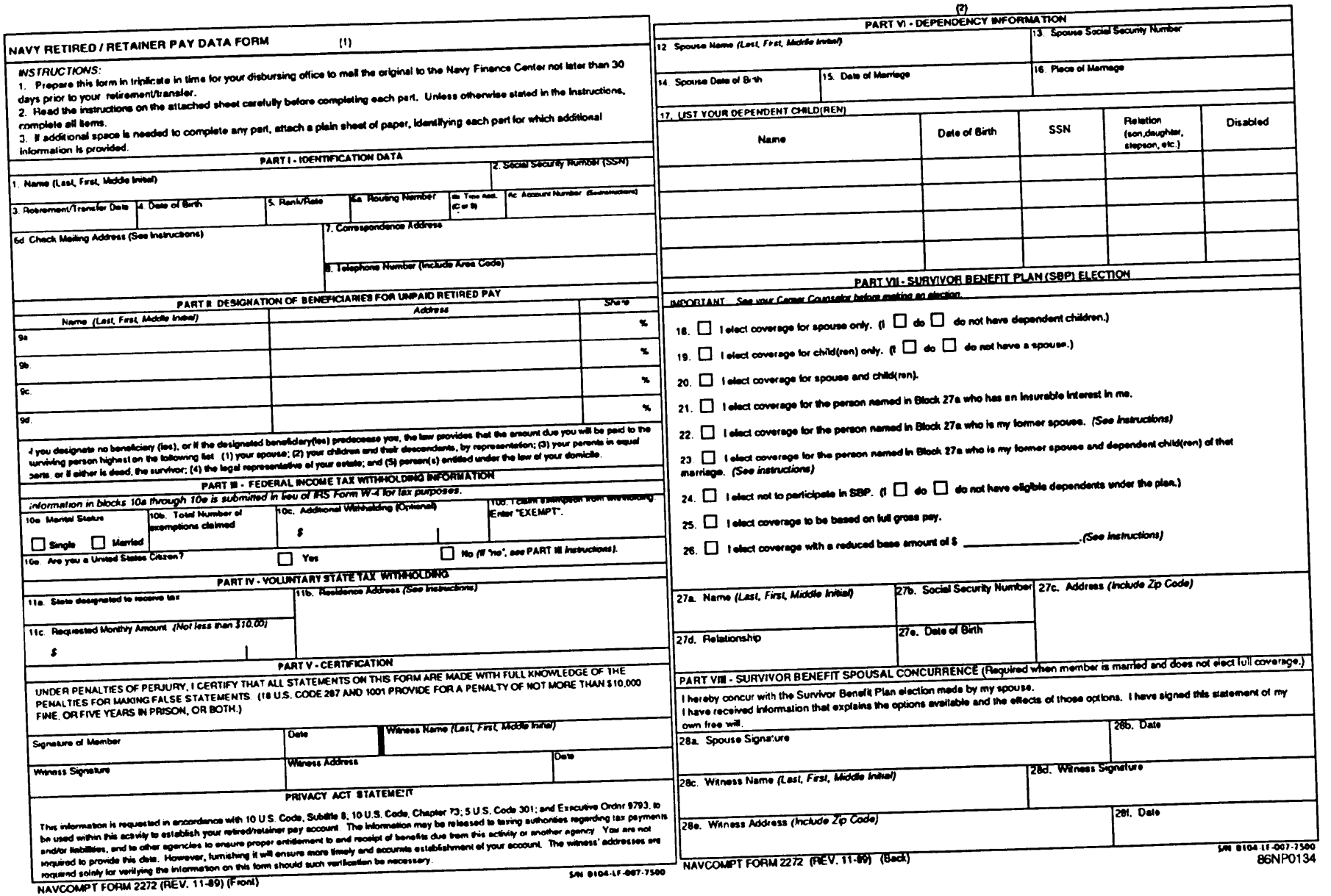
Under the Veterans' Education and Employment Assistance Act of 1976, PL 94-502, individuals entering the military service after 14 October 1976 do not receive veterans preference unless they become disabled during, or as a result of, military service. With few exceptions, such as serving in a combat area, veterans preference in government employment has been eliminated for peacetime military service.

Certain veterans with military service prior to 15 October 1976, who pass examinations for civil service employment, receive 5 to a maximum of 10 additional credit points on top of the overall examination score. Applicants are selected for employment from those with the higher numerical ratings on the civil service examinations. The extra points are a decided advantage to the veteran.

Information concerning federal jobs and examinations, including veterans' preference, may be obtained by writing to the Office of Personnel Management. A listing of the Federal Job Information Centers may be obtained by writing the Office of Personnel Management, Federal Job Information Center, 1900 E Street NW, Room 1425, Washington, DC 20415-0001.

JOB-FINDING ASSISTANCE

The Public Employment Service is a network of over 1,900 local offices across the country. There



NAVY RETIRED / RETAINER PAY DATA FORM (1)

INSTRUCTIONS:
1. Prepare this form in triplicate in time for your disbursing office to mail the original to the Navy Finance Center not later than 30 days prior to your retirement/transfer.
2. Read the instructions on the attached sheet carefully before completing each part. Unless otherwise stated in the instructions, complete all items.
3. If additional space is needed to complete any part, attach a plain sheet of paper, identifying each part for which additional information is provided.

PART I - IDENTIFICATION DATA

1. Name (Last, First, Middle Initial) | 2. Social Security Number (SSN)
3. Retirement/Transfer Date | 4. Date of Birth | 5. Rank/Rate | 6a. Routing Number | 6b. Type Acct. (C or S) | 6c. Account Number (See Instructions)
6d. Check Mailing Address (See Instructions) | 7. Correspondence Address | 8. Telephone Number (Include Area Code)

PART II DESIGNATION OF BENEFICIARIES FOR UNPAID RETIRED PAY

Name (Last, First, Middle Initial)	Address	Share
9a.		%
9b.		%
9c.		%
9d.		%

If you designate no beneficiary (ies), or if the designated beneficiary(ies) predecease you, the law provides that the amount due you will be paid to the surviving person highest on the following list: (1) your spouse; (2) your children and their descendants, by representation; (3) your parents in equal parts, or if either is dead, the survivor; (4) the legal representative of your estate; and (5) person(s) entitled under the law of your domicile.

PART III - FEDERAL INCOME TAX WITHHOLDING INFORMATION

Information in blocks 10a through 10e is submitted in lieu of IRS Form W-4 for tax purposes.

10a. Marital Status: ☐ Single ☐ Married | 10b. Total Number of exemptions claimed | 10c. Additional Withholding (Optional) $ | 10d. I claim exemption from withholding. Enter "EXEMPT".
10e. Are you a United States Citizen? ☐ Yes ☐ No (If "no", see PART III instructions).

PART IV - VOLUNTARY STATE TAX WITHHOLDING

11a. State designated to receive tax | 11b. Residence Address (See Instructions)
11c. Requested Monthly Amount (Not less than $10.00) $

PART V - CERTIFICATION

UNDER PENALTIES OF PERJURY, I CERTIFY THAT ALL STATEMENTS ON THIS FORM ARE MADE WITH FULL KNOWLEDGE OF THE PENALTIES FOR MAKING FALSE STATEMENTS. (18 U.S. CODE 287 AND 1001 PROVIDE FOR A PENALTY OF NOT MORE THAN $10,000 FINE, OR FIVE YEARS IN PRISON, OR BOTH.)

Signature of Member | Date | Witness Name (Last, First, Middle Initial)
Witness Signature | Witness Address | Date

PRIVACY ACT STATEMENT

This information is requested in accordance with 10 U.S. Code, Subtitle B, 10 U.S. Code, Chapter 73; 5 U.S. Code 301; and Executive Order 9793, to be used within this activity to establish your retired/retainer pay account. The information may be released to taxing authorities regarding tax payments and/or liabilities, and to other agencies to ensure proper entitlement to and receipt of benefits due from this activity or another agency. You are not required to provide this data. However, furnishing it will ensure more timely and accurate establishment of your account. The witness' addresses are required solely for verifying the information on this form should such verification be necessary.

NAVCOMPT FORM 2272 (REV. 11-89) (Front) S/N 0104-LF-007-7500

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PART VI - DEPENDENCY INFORMATION

12. Spouse Name (Last, First, Middle Initial) | 13. Spouse Social Security Number
14. Spouse Date of Birth | 15. Date of Marriage | 16. Place of Marriage
17. LIST YOUR DEPENDENT CHILD(REN)

Name	Date of Birth	SSN	Relation (son, daughter, stepson, etc.)	Disabled

PART VII - SURVIVOR BENEFIT PLAN (SBP) ELECTION

IMPORTANT: See your Career Counselor before making an election.

18. ☐ I elect coverage for spouse only. (I ☐ do ☐ do not have dependent children.)
19. ☐ I elect coverage for child(ren) only. (I ☐ do ☐ do not have a spouse.)
20. ☐ I elect coverage for spouse and child(ren).
21. ☐ I elect coverage for the person named in Block 27a who has an insurable interest in me.
22. ☐ I elect coverage for the person named in Block 27a who is my former spouse. *(See instructions)*
23. ☐ I elect coverage for the person named in Block 27a who is my former spouse and dependent child(ren) of that marriage. *(See instructions)*
24. ☐ I elect not to participate in SBP. (I ☐ do ☐ do not have eligible dependents under the plan.)
25. ☐ I elect coverage to be based on full gross pay.
26. ☐ I elect coverage with a reduced base amount of $ _____. *(See instructions)*

27a. Name (Last, First, Middle Initial) | 27b. Social Security Number | 27c. Address (Include Zip Code)
27d. Relationship | 27e. Date of Birth

PART VIII - SURVIVOR BENEFIT SPOUSAL CONCURRENCE (Required when member is married and does not elect full coverage.)

I hereby concur with the Survivor Benefit Plan election made by my spouse.
I have received information that explains the options available and the effects of those options. I have signed this statement of my own free will.

28a. Spouse Signature | 28b. Date
28c. Witness Name (Last, First, Middle Initial) | 28d. Witness Signature
28e. Witness Address (Include Zip Code) | 28f. Date

NAVCOMPT FORM 2272 (REV. 11-89) (Back) S/N 0104-LF-007-7500

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13-25

Figure 13-13.—Navy Retired/Retainer Pay Data Form, NAVCOMPT Form 2272.

(3)

INSTRUCTIONS FOR NAVCOMPT FORM 2272

INFORMATION ABOUT YOUR DATA FORM

1. Read these instructions carefully before completing the data form. All retired / retainer pay accounts are maintained by the Retired Pay Department, Navy Finance Center (Code 6316), Cleveland, Ohio 44199-2058. Address all correspondence accordingly and include your name, address and social security number.

2. Navy Finance Center will establish your retired / retainer account based on the data provided by the form and your retirement /transfer orders. Your personnel office and disbursing office will assist you in the proper completion and submission of this form. You should maintain this instruction sheet along with a copy of the form as a permanent record of pay data. Please complete the form by typing or printing in ink.

3. Please keep the Navy Finance Center advised of your current correspondence and check address(es) at all times. Change of address requests received up to the 10th of a month will normally redirect the payment for that month to the new address. A change of address form will be provided to you by the Navy Finance Center at the time your account is established.

INSTRUCTIONS FOR COMPLETING THE FORM

PART I - IDENTIFICATION: Complete all items as instructed below.

Blocks 1 through 5: Enter the information requested.

Blocks 6a through 6c: If you want your net retired / retainer pay sent to your financial institution by Direct Deposit, simply provide the nine digit Routing Transfer Number of your financial institution in Block 6a, indicate whether your account is a Savings (S) or Checking (C) account in Block 6b, indicate your account number in Block 6c, and complete Block 6d. If you do not know your Routing Transfer Number (RTN), it can be obtained in the following ways: If you have a checking account at the financial institution to which you want your pay sent, the RTN is the nine digit number located in the lower left-hand corner of either your checks or check deposit tickets. Also, if you are directing your retired pay to the same financial institution to which you directed your active duty pay, you should have been provided a copy of the Standard Form 1199A, Direct Deposit Sign-Up form; the RTN is on this form under the caption ROUTING NUMBER. If you still are unable to obtain the RTN, you will have to contact the financial institution to which you want your retired / retainer pay directed and request the RTN. Leave these blocks blank if you want your net retired / retainer pay sent to a non-financial institution address.

Block 6d. Enter the address to which you want your net retired / retainer pay sent.

Block 7: If this address is different than the address in Block 6d, enter the address to which you want all correspondence mailed. If this address and the address in Block 6d are identical, write "same" in this block.

Block 8: Enter Area Code and telephone number, if known.

PART II - DESIGNATION OF BENEFICIARIES FOR UNPAID RETIRED / RETAINER PAY: Upon your death, any pay due and unpaid will be paid to the person(s) you may designate. You may designate the number of beneficiaries desired by you, and the percentage of pay to be paid to each. If you designate more than one person, and the total percentage designated is greater than 100%, the person listed first is considered the primary beneficiary. Those persons on the list whose percentages exceed the initial 100% designated will receive payment only if the primary beneficiary is deceased at the time of your death (Example: You may designate a primary beneficiary to receive 100% and then two or more others to share a percentage of pay due if the primary beneficiary is deceased at the time of your death.)

Blocks 9a through 9d: Enter the name, address and share to be paid for each beneficiary you desire to designate. (Use additional sheets of paper as necessary).

PART III - FEDERAL INCOME TAX WITHHOLDING INFORMATION: After determining your allowed exemptions with the aid of your disbursing office, or from the instructions available on IRS Form W-4, or other available IRS publication, complete this section.

Block 10a. Check the status you desire to claim.

Block 10b. Enter the number of exemptions you are claiming.

Block 10c: Enter the dollar amount of additional Federal income tax you desire withheld from each month's pay. Leave blank if you do not desire additional withholding.

Block 10d: Enter the word "Exempt" in this block only if you meet all the following criteria: (1) You had no Federal income tax liability in the prior year, and (2) you anticipate no Federal income tax liability this year; and (3) you therefore desire no Federal income tax to be withheld from your retired / retainer pay (NOTE: You must file with Navy Finance Center a new exemption claim form by 15 February of each year for which you claim exemption from withholding).

Block 10e: If you are not a U.S. citizen, provide, on an additional sheet, a list of all periods of ACTIVE duty served in the continental U.S., Alaska and Hawaii. Indicate periods of service by year and month only. List only service at shore activities; do not report service aboard ship. For example:

FROM (Year / Month)	TO (Year / Month)	DUTY STATION
86/02	89/01	NAVSTA, Norfolk, VA

(NOTE: This information may affect the determination as to that portion of retired/retainer pay which is taxable in accordance with the Internal Revenue Code, if you will maintain your permanent residence outside the U.S., Alaska, or Hawaii.)

NAVCOMPT FORM 2272 (REV. 11-89)

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PART IV - VOLUNTARY STATE TAX WITHHOLDING

Block 11a. Enter the name of the state for which you desire state tax withheld.

Block 11b. Enter only if different than the address(es) in Blocks 6d and 7.

Block 11c. Enter the dollar amount you want deducted from your monthly pay. This amount must not be less than $10.00 and must be in whole dollars (Example: $50.00, not $50.25).

PART V - CERTIFICATION: Read the statement carefully, then sign your name and indicate the date of signature. For your SBP election to be valid, you must sign and date the form prior to the effective date of your retirement / transfer. The witness may not be any person named in PARTS II, VI, or VII.

PART VI - DEPENDENCY INFORMATION: This information is needed by Navy Finance Center to determine Survivor Benefit Plan (SBP) costs, annuities and options, and to maintain of your account correctly in special circumstances at the time of death.

Block 12: Provide your spouse's name; if none, enter N/A and proceed to Block 17.

Blocks 13 through 16: Provide the requested information about your spouse.

Block 17: If you do not have any dependent children, enter N/A in Block 17 and proceed to PART VII. If you do have dependent children, provide the requested information. (NOTE: Utilize the space marked "Disabled" to indicate if a child is incapable of self-support as defined under the Survivor Benefit Plan. Your career counsellor can provide you with this definition, and you may also refer to the NAVMILPERSCOM Instruction 1750.2 series. If a child is incapacitated as defined, enter "yes" in the column; otherwise leave blank.)

PART VII - SURVIVOR BENEFIT PLAN (SBP) ELECTION: It is very important that you are counselled and are fully aware of your options under SBP. Any SBP election made prior to your retirement/transfer is irrevocable after your date of entitlement to retired/retainer pay. It is highly advisable to complete this part in your career counsellor's presence.

Blocks 18 through 20: Check the applicable block(s) that indicate the type of coverage you desire for your dependents.

Block 21: Check if you desire coverage for a person with an insurable interest in you, and provide the requested information about that person in Blocks 27a through 27e. If you check Block 21, you must have a check in Block 25 as coverage for a person with an insurable interest is automatically based on the full gross retired / retainer pay with no option for reduction.

Block 22: Check if you desire coverage for a former spouse and provide the requested information about that person in Blocks 27a through 27e. Also, if you checked this block, you must provide a photocopy of the final divorce decree for the former spouse for whom coverage has been elected.

Block 23: Check if you desire coverage for a former spouse and dependent child(ren) of that marriage and provide the requested information about these persons in Block 27a through 27e and Block 17, as appropriate. Also, if you checked this block, you must provide a photocopy of the final divorce decree for the former spouse for whom coverage has been elected.

Block 24: Check if you do not desire coverage under SBP. Blocks 28a through 28f of Part VIII must be completed, if married.

Block 25: Check if you desire the coverage to be based on your full gross retired/retainer pay.

Block 26: Check if you desire the coverage to be based on a reduced portion of your retired/retainer pay. This reduced amount may not be less than $300.00 unless your gross retired/retainer pay is less than that amount, in which case the full gross pay is automatically used as the base amount. Enter the desired amount in the space provided to the right of Block 26. Proceed to Part VIII, if married, and complete Blocks 28a through 28f.

PART VIII - SURVIVOR BENEFIT PLAN SPOUSAL CONCURRENCE: 10 U.S. Code 1448 requires that an otherwise eligible spouse concur if the member declines to elect SBP coverage or elects less than maximum coverage. Therefore, if either Block 24 or 26 is checked, Blocks 28a through 28f must be completed by the spouse and a witness. If Block 19 is checked and you have a spouse, Blocks 28a through 28f must also be completed by the spouse and a witness.

NAVCOMPT FORM 2272 (REV. 11-89) (Back)

S/N 0104-LF-007-7500

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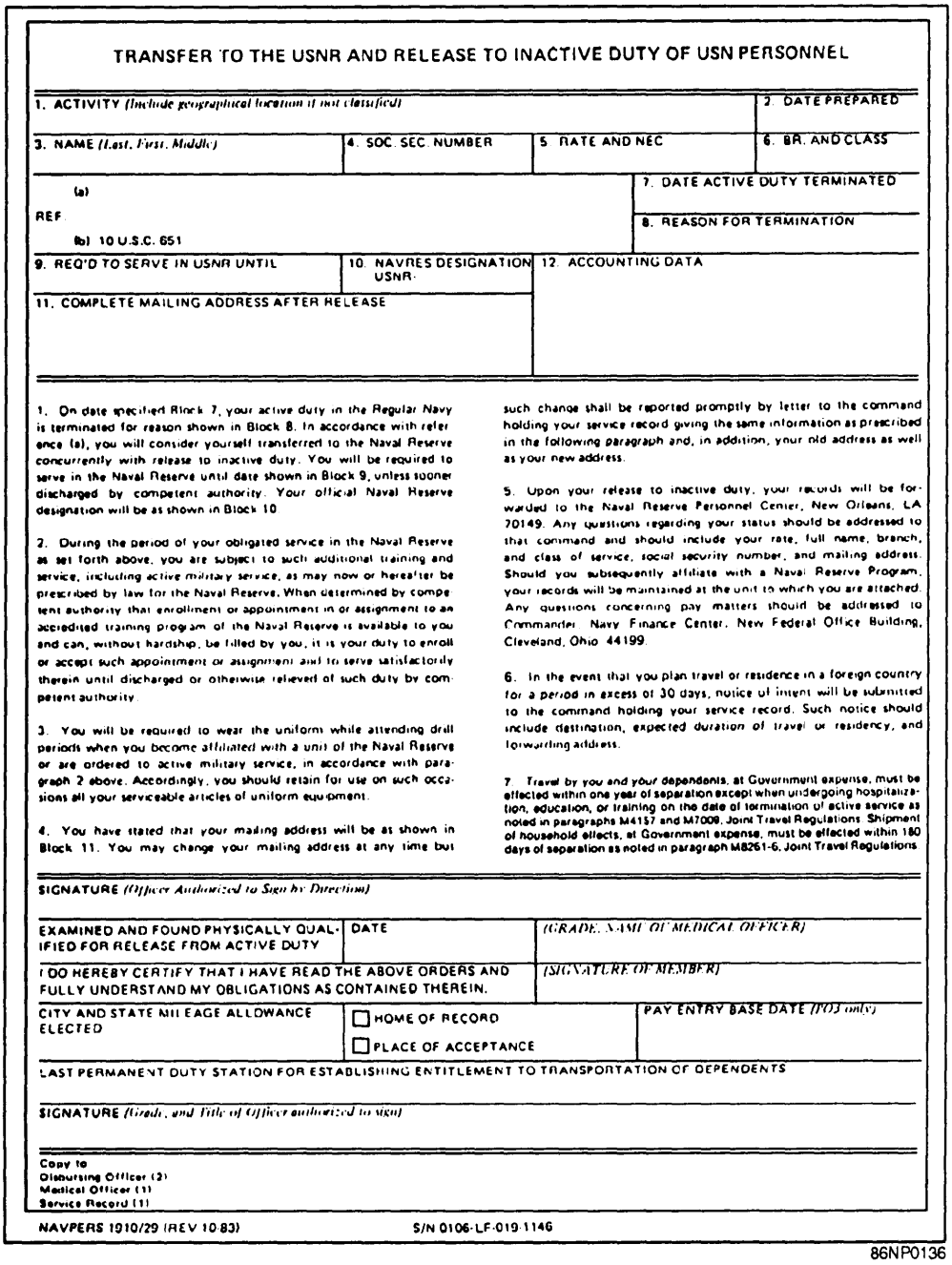
Figure 13-13.—Navy Retired/Retainer Pay Data Form, NAVCOMPT Form 2272—Continued.



TRANSFER TO THE USNR AND RELEASE TO INACTIVE DUTY OF USN PERSONNEL

1. ACTIVITY *(Include geographical location if not classified)* | 2. DATE PREPARED

3. NAME *(Last, First, Middle)* | 4. SOC. SEC. NUMBER | 5. RATE AND NEC | 6. BR. AND CLASS

(a)

REF

(b) 10 U.S.C. 651

7. DATE ACTIVE DUTY TERMINATED

8. REASON FOR TERMINATION

9. REQ'D TO SERVE IN USNR UNTIL | 10. NAVRES DESIGNATION USNR | 12. ACCOUNTING DATA

11. COMPLETE MAILING ADDRESS AFTER RELEASE

1. On date specified Block 7, your active duty in the Regular Navy is terminated for reason shown in Block 8. In accordance with reference (a), you will consider yourself transferred to the Naval Reserve concurrently with release to inactive duty. You will be required to serve in the Naval Reserve until date shown in Block 9, unless sooner discharged by competent authority. Your official Naval Reserve designation will be as shown in Block 10.

2. During the period of your obligated service in the Naval Reserve as set forth above, you are subject to such additional training and service, including active military service, as may now or hereafter be prescribed by law for the Naval Reserve. When determined by competent authority that enrollment or appointment in or assignment to an accredited training program of the Naval Reserve is available to you and can, without hardship, be filled by you, it is your duty to enroll or accept such appointment or assignment and to serve satisfactorily therein until discharged or otherwise relieved of such duty by competent authority.

3. You will be required to wear the uniform while attending drill periods when you become affiliated with a unit of the Naval Reserve or are ordered to active military service, in accordance with paragraph 2 above. Accordingly, you should retain for use on such occasions all your serviceable articles of uniform equipment.

4. You have stated that your mailing address will be as shown in Block 11. You may change your mailing address at any time but such change shall be reported promptly by letter to the command holding your service record giving the same information as prescribed in the following paragraph and, in addition, your old address as well as your new address.

5. Upon your release to inactive duty, your records will be forwarded to the Naval Reserve Personnel Center, New Orleans, LA 70149. Any questions regarding your status should be addressed to that command and should include your rate, full name, branch, and class of service, social security number, and mailing address. Should you subsequently affiliate with a Naval Reserve Program, your records will be maintained at the unit to which you are attached. Any questions concerning pay matters should be addressed to Commander, Navy Finance Center, New Federal Office Building, Cleveland, Ohio 44199.

6. In the event that you plan travel or residence in a foreign country for a period in excess of 30 days, notice of intent will be submitted to the command holding your service record. Such notice should include destination, expected duration of travel or residency, and forwarding address.

7. Travel by you and your dependents, at Government expense, must be effected within one year of separation except when undergoing hospitalization, education, or training on the date of termination of active service as noted in paragraphs M4157 and M7008, Joint Travel Regulations. Shipment of household effects, at Government expense, must be effected within 180 days of separation as noted in paragraph M8261-6, Joint Travel Regulations.

SIGNATURE *(Officer Authorized to Sign by Direction)*

EXAMINED AND FOUND PHYSICALLY QUALIFIED FOR RELEASE FROM ACTIVE DUTY | DATE | *(GRADE, NAME OF MEDICAL OFFICER)*

I DO HEREBY CERTIFY THAT I HAVE READ THE ABOVE ORDERS AND FULLY UNDERSTAND MY OBLIGATIONS AS CONTAINED THEREIN. | *(SIGNATURE OF MEMBER)*

CITY AND STATE MILEAGE ALLOWANCE ELECTED | ☐ HOME OF RECORD ☐ PLACE OF ACCEPTANCE | PAY ENTRY BASE DATE *(FOD only)*

LAST PERMANENT DUTY STATION FOR ESTABLISHING ENTITLEMENT TO TRANSPORTATION OF DEPENDENTS

SIGNATURE *(Grade, and Title of Officer authorized to sign)*

Copy to
Disbursing Officer (2)
Medical Officer (1)
Service Record (1)

NAVPERS 1910/29 (REV 10-83) S/N 0106-LF-019-1146

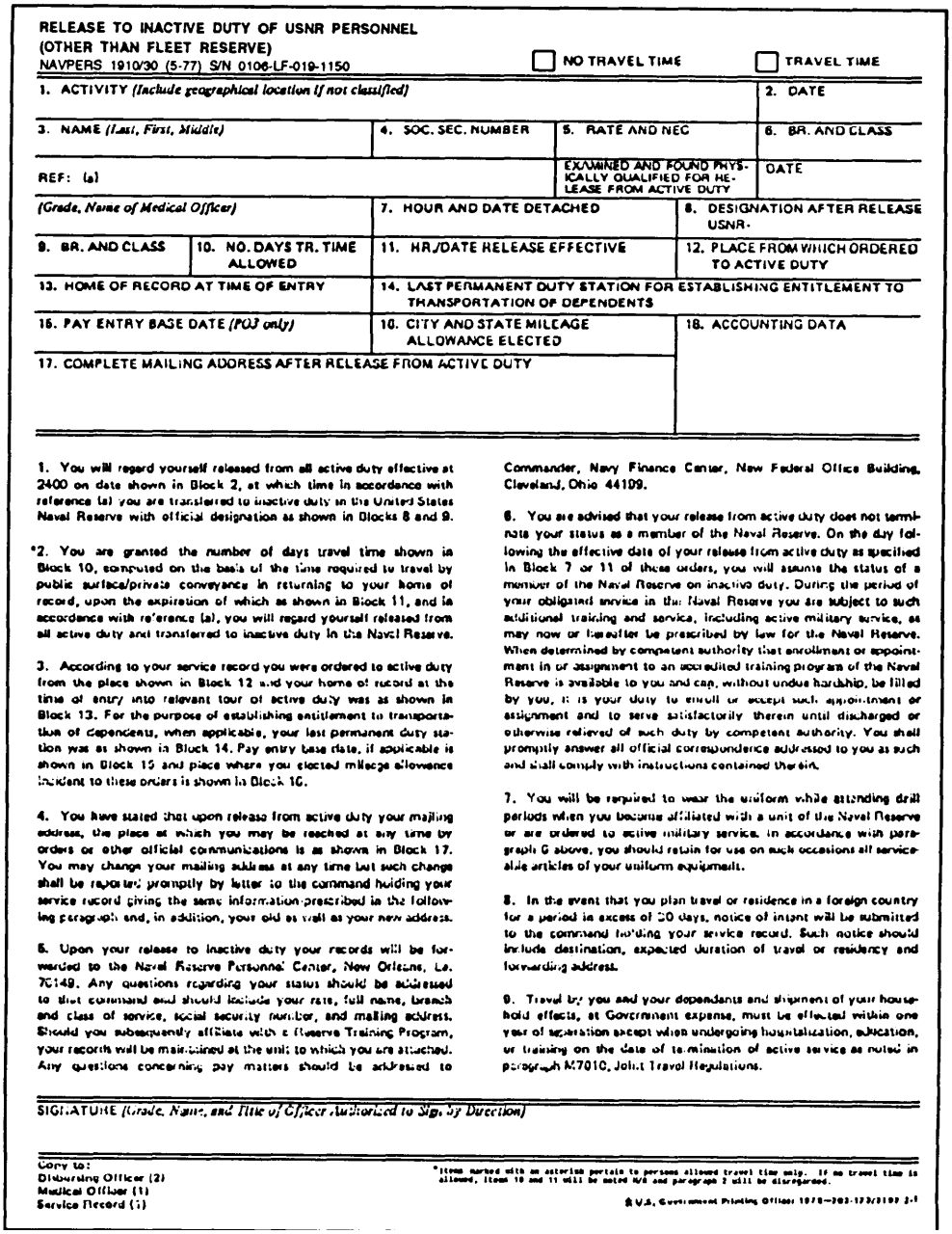
86NP0136

Figure 13-14.—Transfer to the USNR and Release to Inactive Duty of USN Personnel, NAVPERS 1910/29.

principal task is to assist job seekers find employment, with no charge for the service. The Employment Service gives veterans priority in referrals to suitable jobs and training. Disabled veterans have preference over all other applicants. Veterans who are not ready for work can receive job training, counseling, and work aptitude testing. They can also obtain information on careers, skill training, and the types of jobs available in the local area. Each office has a Veterans' Employment representative who is ready to assist veterans with special employment problems or questions. The addresses of local offices can be obtained from any post office, the state employment agency at the state capital, or the telephone book listed under U.S. Government.

REEMPLOYMENT RIGHTS

The veteran may be entitled to reemployment in a position held prior to his/her service in the Armed Forces or to a job with like seniority, status, and pay.



RELEASE TO INACTIVE DUTY OF USNR PERSONNEL
(OTHER THAN FLEET RESERVE)
NAVPERS 1910/30 (5-77) S/N 0106-LF-019-1150

☐ NO TRAVEL TIME ☐ TRAVEL TIME

1. ACTIVITY *(Include geographical location if not classified)*			2. DATE
3. NAME *(Last, First, Middle)*	4. SOC. SEC. NUMBER	5. RATE AND NEC	6. BR. AND CLASS
REF: (a)		EXAMINED AND FOUND PHYSICALLY QUALIFIED FOR RELEASE FROM ACTIVE DUTY	DATE
(Grade, Name of Medical Officer)	7. HOUR AND DATE DETACHED		8. DESIGNATION AFTER RELEASE USNR-
9. BR. AND CLASS / 10. NO. DAYS TR. TIME ALLOWED	11. HR./DATE RELEASE EFFECTIVE		12. PLACE FROM WHICH ORDERED TO ACTIVE DUTY
13. HOME OF RECORD AT TIME OF ENTRY	14. LAST PERMANENT DUTY STATION FOR ESTABLISHING ENTITLEMENT TO TRANSPORTATION OF DEPENDENTS		
15. PAY ENTRY BASE DATE *(PO3 only)*	16. CITY AND STATE MILEAGE ALLOWANCE ELECTED		18. ACCOUNTING DATA
17. COMPLETE MAILING ADDRESS AFTER RELEASE FROM ACTIVE DUTY			

1. You will regard yourself released from all active duty effective at 2400 on date shown in Block 2, at which time in accordance with reference (a) you are transferred to inactive duty in the United States Naval Reserve with official designation as shown in Blocks 8 and 9.

*2. You are granted the number of days travel time shown in Block 10, computed on the basis of the time required to travel by public surface/private conveyance in returning to your home of record, upon the expiration of which as shown in Block 11, and in accordance with reference (a), you will regard yourself released from all active duty and transferred to inactive duty in the Naval Reserve.

3. According to your service record you were ordered to active duty from the place shown in Block 12 and your home of record at the time of entry into relevant tour of active duty was as shown in Block 13. For the purpose of establishing entitlement to transportation of dependents, when applicable, your last permanent duty station was as shown in Block 14. Pay entry base date, if applicable is shown in Block 15 and place where you elected mileage allowance incident to these orders is shown in Block 16.

4. You have stated that upon release from active duty your mailing address, the place at which you may be reached at any time by orders or other official communications is as shown in Block 17. You may change your mailing address at any time but such change shall be reported promptly by letter to the command holding your service record giving the same information prescribed in the following paragraph and, in addition, your old as well as your new address.

5. Upon your release to inactive duty your records will be forwarded to the Naval Reserve Personnel Center, New Orleans, La. 70149. Any questions regarding your status should be addressed to that command and should include your rate, full name, branch and class of service, social security number, and mailing address. Should you subsequently affiliate with a Reserve Training Program, your records will be maintained at the unit to which you are attached. Any questions concerning pay matters should be addressed to Commander, Navy Finance Center, New Federal Office Building, Cleveland, Ohio 44199.

6. You are advised that your release from active duty does not terminate your status as a member of the Naval Reserve. On the day following the effective date of your release from active duty as specified in Block 7 or 11 of these orders, you will assume the status of a member of the Naval Reserve on inactive duty. During the period of your obligated service in the Naval Reserve you are subject to such additional training and service, including active military service, as may now or hereafter be prescribed by law for the Naval Reserve. When determined by competent authority that enrollment or appointment in or assignment to an accredited training program of the Naval Reserve is available to you and can, without undue hardship, be filled by you, it is your duty to enroll or accept such appointment or assignment and to serve satisfactorily therein until discharged or otherwise relieved of such duty by competent authority. You shall promptly answer all official correspondence addressed to you as such and shall comply with instructions contained therein.

7. You will be required to wear the uniform while attending drill periods when you become affiliated with a unit of the Naval Reserve or are ordered to active military service. In accordance with paragraph 6 above, you should retain for use on such occasions all serviceable articles of your uniform equipment.

8. In the event that you plan travel or residence in a foreign country for a period in excess of 30 days, notice of intent will be submitted to the command holding your service record. Such notice should include destination, expected duration of travel or residency and forwarding address.

9. Travel by you and your dependants and shipment of your household effects, at Government expense, must be effected within one year of separation except when undergoing hospitalization, education, or training on the date of termination of active service as noted in paragraph M7010, Joint Travel Regulations.

SIGNATURE *(Grade, Name, and Title of Officer Authorized to Sign by Direction)*

Copy to:
Disbursing Officer (2)
Medical Officer (1)
Service Record (1)

*Items marked with an asterisk pertain to persons allowed travel time only. If no travel time is allowed, Items 10 and 11 will be noted N/A and paragraph 2 will be disregarded.

U.S. Government Printing Office: 1978—203-173/3192 2-1

Figure 13-15.—Release to Inactive Duty of USNR Personnel (Other than Fleet Reserve), NAVPERS 1910/30.

UNEMPLOYMENT COMPENSATION

Under the Ex-Servicemen's Unemployment Compensation Act of 1958, the veteran maybe entitled to unemployment compensation if he/she is unable to find a job after returning to civilian life. Although this Act was enacted by Federal statute, each state has implemented the law as it pertains to the state's residents. Therefore, the amounts of benefits vary from state to state.

Veterans must comply with requirements of state unemployment compensation laws to be eligible for unemployment pay benefits. Application for Unemployment Compensation should be made at the appropriate unemployment office where the veteran is residing at the time.

SMALL BUSINESS LOANS

The Small Business Administration (SBA) has a number of programs designed to help foster and encourage small business enterprise, including businesses owned or operated by veterans. SBA also assists veterans to become the owners of their own small businesses.

SBA makes most loans under its Loan Guaranty Program. The money is advanced by the bank or other lending institution, with SBA guaranteeing up to ninety percent of the total amount.

Information on any of SBA's programs is available from any of its national network of about 100 field offices.

DEPARTMENT OF VETERANS' AFFAIRS

This section contains a brief discussion about the VEGIB, VEAP, the MGIB, all which are federally legislated Educational benefit programs.

Vietnam Era GI Bill

The VEGIB was an educational assistance program available to eligible individuals with service between 1 February 1955 and 31 December 1976. This program was terminated on 31 December 1989. On 1 January 1990, eligible members were converted automatically from the VEBIB to the MGIB. For an individual to have been eligible for conversion to the MGIB, that individual was required to have remaining entitlement under the VEGIB on 31 December 1989.

Veterans' Educational Assistance Program

The VEAP was a voluntary contributory education benefit plan available to those service members who entered active duty on or between 1 January 1977 and 30 June 1985. The VEAP was terminated 1 April 1987 after which time no new enrollments were allowed.

Montgomery GI Bill

The MGIB is an educational assistance program available to those individuals who meet the following criteria:

1. First entered on active duty on or after 1 July 1985
2. Are entitled to education benefits under the Vietnam Era GI Bill, and who satisfy certain eligibility criteria
3. Enlist, reenlist, or extend an enlistment as a drilling Reservist for service in the Selected Reserve (SELRES) for a period of not less than 6 years on or after 1 July 1985

The SELRES GI Bill replaces the educational benefits program provided for in Title 10, United States Code, chapter 106.

For information on the application procedures for receiving benefits from participation in these educational benefit programs by eligible individuals, refer to the *Federally Legislated Educational Benefit Programs,* OPNAVINST 1780.3. Also, when counseling members concerning educational benefits who are eligible for the educational programs mentioned here, and you are unable to answer some of the questions the member ask, refer them to the nearest Navy Campus Office and/or the Department of Veterans Affairs (DVA) office. Refer to the chapter 15 of the *Retention Team Manual,* NAVPERS 15878 for additional information concerning other veterans' benefits.

SURVIVOR BENEFITS

This section contains a discussion on survivor benefits to include the death gratuity, Servicemen's Group Life Insurance, Veterans' Group Life Insurance, Dependency and Indemnity Compensation, Social Security, and the Survivor Benefit Plan.

DEATH GRATUITY

Death gratuity is a lump sum payment that is made to eligible survivors immediately upon death of a servicemember. It is designed to assist the family until other regular monthly payments start. The payment is a lump sum amount of $6,000.00.

Servicemembers must be on active duty, annual training, inactive duty training or traveling en route to or from such duty when death occurs, or die within 120 days after discharge or release from active duty of a service-connected cause as determined by the DVA.

Eligible survivors are listed as follows:

1. Widow or widower.
2. Children (receive equal shares).
3. Parents, "persons in loco parentis," or brothers and sisters when designated by the member on the page 2 of the service record. When parents are designated, they receive equal shares as is the case with brothers an sisters.

Death gratuity is paid to the living survivor highest on the above list. Refer to the *Retention Team Manual,* and part four, chapter 5, of the *Department of Defense Financial Management Regulation (DODFMR) Military Pay, Policy, and Procedures,* Volume 7, part A, DOD 7000.14-R, for additional information concerning death gratuity.

SERVICEMEN'S GROUP LIFE INSURANCE

Each member serving on active duty, performing annual training, or performing inactive duty training is eligible to be insured under the SGLI up to a maximum of $200,000 while he/she is on active duty, and 120 days after separation. The cost of SGLI for the maximum coverage, for eligible members, is $18.00 per month, as reflected on the leave and earnings statement.

Refer to part 7, chapter 4, of the of the *Department of Defense Financial Management Regulation (DODFMR) Military Pay, Policy, and Procedures,* Volume 7, part A, DOD 7000.14-R, and article 6230120 of the MILPERSMAN for additional information concerning SGLI.

VETERANS GROUP LIFE INSURANCE

The VGLI was created by Public Law 93-289 and became effective on 1 August 1974. VGLI is a 5-year nonrenewable term policy that has no cash, loan, paid-up, or extended values.

Members on active duty who are entitled to full-time coverage and who have SGLI in force at the time of separation or release from active duty are automatically eligible for VGLI in the same amounts as the SGLI held at the time of separation or release. Application and payment of the first premium must be made within 120 days of separation and should be sent to the Office of Servicemen's Group Life Insurance (OSGLI), 213 Washington Street, Newark, NJ 07102.

The DVA receives a copy of the *Certificate of Release or Discharge from Active Duty,* DD Form 214 on personnel who are released from active duty, discharged, retired, and transferred to the Fleet Reserve. They automatically send the separatee a booklet explaining the VGLI and an Application for Veterans Group Life Insurance, SGLV-8714, within approximately 30 to 40 days after separation.

If application is not made within 120 day period, application may be made within 1 year after separation provided evidence of good health is supplied. Remember, automatic coverage under SGLI expires on the 120th day after separation and you should make sure that all members separating are aware of this coverage expiration.

Refer to Article 6230120 of the MILPERSMAN for additional information concerning VGLI.

DEPENDENCY AND INDEMNITY COMPENSATION

Dependency and Indemnity Compensation (DIC) provides partial compensation to surviving dependents for the loss of financial support sustained as a result of the veteran's service-connected death. Eligible dependents are listed as follows:

1. Widow or widower, who must have been married for 1 year or more or for any period of time if a child was born of or before the marriage.
2. Children under the age of 18, and in some cases (attending DVA approved schools) up to age 23.
3. Parents, according to their income.

To determine eligibility criteria, refer to the following sources:

- *Retention Team Manual,* which your command's career counselor (CCC) should have.
- The *Federal Benefits for Veterans and Dependents,* Pamphlet 80-93-1, which can be ordered through the normal supply system.
- *Summary of Department of Veterans Affairs Benefits,* VA Pamphlet 27-82-2, which can be obtained from the regional Department of Veterans Affairs Office.

SOCIAL SECURITY

Title IV of the Servicemen's and Veterans' Survivor Benefit Act, Public Law 881, 84th Congress, provides wage credits for active military service toward Social Security benefits. Under this Act, on or after 1 January 1957, all members of the Armed Services of the United States performing active duty, annual training, including Midshipmen at the Naval Academy and NROTC Midshipmen and Contract Students during such period when they are ordered to annual training (summer cruises), come under the contributory coverage provisions of the Social Security System.

Retired members are entitled to both full retired/retainer pay and the full social security pension they have earned under this Act. However, retired military members who combine their military service with civil service to qualify for a Civil Service retirement will lose a portion of their military retirement pay.

If a member of the Armed Forces becomes disabled or dies after retirement, he or she and his/her dependents may be eligible for Social Security Benefits. Benefits in varying amounts are payable if the contributor is fully insured, currently insured, or meets the requirements for disability benefits. Refer to the glossary of this training manual to help you understand the definition of the terms *fully insured and currently insured.*

For additional information, you should refer to Article 6230100 of the MILPERSMAN or contact the local Social Security Administration office.

SURVIVOR BENEFIT PLAN (SBP)

The SBP was enacted 21 September 1972, to provide benefits to survivors of retired and retirement-eligible military personnel. The program has been greatly improved since its enactment through numerous legislative amendments. Active duty military personnel who have completed 20 or more years of service are covered by the plan at no cost while on active duty. Upon transfer to the Fleet Reserve or Retired List, SBP coverage is automatically extended to cover all eligible dependents unless the member specifically declines coverage, with the written concurrence of his/her spouse, before the date of transfer or retirement.

Refer to the *Survivor Benefits, including the Retired Serviceman's Family Protection Plan (RSFPP) (10 USC 1431 et seq.) and the Survivor Benefit Plan (SBP) (Title 10 USC section 1447 et seq.), as amended,* NAVMILPERSCOMINST 1750.2, for additional information concerning the Survivor Benefit Plan.

SUMMARY

This chapter discussed the Naval Reserve, particularly its organization, the Military Service Obligation, the benefits of being in the Naval Reserve, and retirement. Also discussed was the purpose of the Training and Administration of Reserves Program. This chapter also discussed some of the Incentive Programs available to Navy enlisted personnel, which are the Selective Conversion and Reenlistment (SCORE) Program, Recruiting Selective Conversion and Reenlistment (RESCORE) Program, Selective Training and Reenlistment (STAR) Program, and the Guaranteed Assignment Retention Detailing (GUARD III) program. This chapter also discussed pre-separation counseling, and within this section the chapter once again emphasized military obligation, discussed Naval Reserve affiliation of discharged personnel, the wearing of the uniform after discharge, dependents' travel and shipment of household goods, discussed information to provide separates in case they have questions concerning service and pay status while on inactive duty, restrictions imposed on possession of handguns upon separation, and the health care insurance coverage for members being separated from active duty. This chapter also discussed the separation of enlisted personnel, and within this section, the chapter discussed the importance of verifying the enlisted service record before a member separates, the pre-separation interview, discussed what a command must do if a member has or has had access to classified material, discussed the responsibility of a command to acknowledge a member's service before that member is transferred for separation. Additionally, this chapter discussed the Fleet Reserve and the Retired List, the Purpose of the Navy Retired/Retainer Pay Data Form, NAVCOMPT Form 2272, some of the Veterans' Benefits and the Survivor Benefit Plan.

CHAPTER 14

LEAVE PROCEDURES

There are many occasions when we all need time off. On some occasions special liberty is granted. At other times, leave is granted. Most often, leave comes in the form of the annual leave earned through the year. Leave is time spent away from the job to take care of personal business, to visit relatives, to get married, to go on fishing trips, or to merely get some much needed rest and relaxation. At other times, leave is needed because of family emergencies, such as a death or serious illness of a family member.

As a PN, regardless of the type of leave involved, you are responsible for being familiar with all the administrative tasks associated with processing leave requests. In this chapter, you will learn about the different types of leave, leave policy, the limitation on earned leave, how leave is computed, and some personnel office leave procedures.

LEAVE DEFINITION

Leave, as defined in *Navy Regulations-* 1990, is the authorized absence of a member from a place of duty chargeable against such member according to the Armed Forces Leave Act of 1946, as amended. In the following paragraphs, annual leave, advance leave, excess leave, earned leave, convalescent leave, graduation leave, emergency leave, separation leave, rest and recuperation leave, environmental and morale leave are discussed and defined.

Annual leave. Annual leave is leave granted in execution of a command's leave program, chargeable to the member's leave account. Annual leave is also called ordinary leave and is distinguished from emergency leave and special leave.

Advance leave. Advance leave is leave granted before its actual accrual to the member's leave account. Advance leave is based on a reasonable expectation that leave will be earned by the member during the remaining period of obligated service of active duty.

Excess leave. Excess leave is leave granted in excess of earned leave and advance leave and when the member is not entitled to pay and allowances. A minus leave balance at the time of discharge, first extension of an enlistment or separation from active duty, desertion, or death is considered as excess leave. Excess leave is without regard to the authority under which the leave resulting in a minus leave balance was granted. The pay and allowances received while on excess leave are checked from a member's pay account once the member returns from leave, or excess leave is determined.

Earned Leave. Earned leave is leave accrued to a member's credit as of any given date. Earned leave may indicate a minus leave credit, but such amount of minus leave credit must not exceed the amount of leave that would normally be earned during the remaining period of obligated service of active duty. A minus leave credit on date of discharge, on effective date of first extension of an enlistment, or separation from active duty is excess leave and is subject to checkage.

The account balance of ordinary earned or accrued leave must be reduced to 60 days at the end of the fiscal year. The exception to this account balance is when personnel are authorized special leave accrual up to 90 days for service in an area designated for imminent danger or hostile fire pay or when assigned to designated deployable ships and mobile units as defined in Article 3020140 of the *Naval Military Personnel Manual (MILPERSMAN),* NAVPERS 15560.

Convalescent leave. Convalescent leave is a period of authorized absence granted to persons while under medical care that is part of the care and treatment prescribed for a member's recuperation or convalescence. Convalescent leave is not chargeable to a member's leave account.

Graduation leave. Graduation leave is a period of authorized absence granted as a delay in reporting to the first duty station for graduates of the Naval Academy who are appointed commissioned officers in the Armed Forces. Graduation leave is not chargeable to a member's leave account.

Separation leave. When consistent with military requirements, a member maybe granted leave that expires on the day of separation without the necessity of the member having to return to the

activity that granted the separation leave or that is processing his or her separation.

Refer to Article 3020250 of the MILPERSMAN for additional information concerning separation leave.

Rest and recuperation leave. Rest and Recuperation Leave (R&R) is granted in conjunction with rest and recuperation programs established in areas designated for imminent danger or hostile fire pay, and when operational military considerations preclude the full execution of ordinary annual leave programs. R&R is not chargeable to the member's leave account; however, any additional leave granted in connection with authorized R&R programs is chargeable to the member's leave account.

Refer to Article 3020400 of the MILPERSMAN for additional information concerning Rest and Recuperation (R&R) leave.

Environmental and morale leave. Environmental and Morale Leave (EML) programs are established at overseas installations where adverse environmental conditions require specific arrangements for leave in more desirable places at periodic intervals. Environmental and morale leave programs involve space-available travel privileges. The leave taken under the EML program is ordinary leave chargeable to the member's account.

Members, regardless of their accompanied status, and/or their family members may be provided space-available air transportation from an EML destination site.

Note: The member's family must be command sponsored to participate in the EML program. In addition, participants may take no more than two EML trips per year. Except those servicemembers assigned to dependent-restricted areas, EML trips for the servicemember may not be taken within 6 months of the beginning or end of the member's tour of duty at the eligible location.

Refer to Article 3020420 of the MILPERSMAN for additional information concerning EML.

Emergency leave. Emergency leave is leave granted for a person or family emergency requiring the members presence. Emergency leave is chargeable to the member's leave account.

Refer to the following paragraphs which further discuss emergency leave and the importance of being properly trained to process emergency leave papers when the need arises.

Although servicemembers don't like to think about going on emergency leave, it is an unfortunate reality at one time or another. Remember, even if you never face a situation requiring emergency leave, you must always be prepared to assist you shipmate.

As a PN, you must be familiar with emergency leave procedures, especially in those situations involving the actual typing of temperory additional duty (TEMADD)-funded orders authorizing emergency leave. Being able to process emergency leave orders, especially funded orders, is an important part of the PN's job.

Normally, commands hold periodic training sessions to help new personnel become familiar with emergency leave procedures and to re-stress information previously learned. During these training sessions, the instruction should identify the appropriate instructions that provide guidance on preparing emergency leave orders. The training petty officer should establish and maintain a folder containing sample emergency leave orders and/or leave papers. This folder can be used during the training lectures to show individuals actual samples of emergency leave documents. These documents are an invaluable source reference. In the office, the supervisor should require that personnel keep a sample of funded orders on disk When the need arises, the PN can bring these orders up on the computer for processing and modifying, as needed.

If an emergency were to occur and you or one of your shipmates needs to go home on emergency leave, you should know what has to be done. This is not the time to be researching information on what to do. Be perpared to handle such situations by being properly trained. If you are assigned as the training petty officer, you are responsible for holding the training and for making sure that all personnel in your office are properly trained in emergency leave procedures.

Refer to Article 3020280 for the MILPERSMAN for additional information concerning emergency leave.

LEAVE POLICY

Commanding officers (COs) or officers in charge (OICs) may grant leave and liberty to officers and enlisted personnel under their command or in their charge. Granting leave is subject to the limitations as set forth in Article 3020060 of the MILPERSMAN and

pursuant to regulations prescribed by the Chief of Naval Operations (CNO).

Officers authorized to grant leave, establish and regulate schedules to provide for maximum use of earned leave consistent with operational and training workloads, the maintenance of the required degree of operational readiness, and the desires of the individual members. Officers in command should encourage all members to use their entire 30 days leave each year.

Maximum effectiveness can be maintained by personnel taking vacations and short periods of rest from duty. The lack of such break from the work environment adversely affects health, and, therefore, availability and performance. Lack of leave intensifies the separation from home and family that is a normal result of military duties, training, and operational deployment from home station or homeport. Likewise, the lack of leave also affects the attitudes of the member's family. Since personal and family attitudes influence the member's career motivation and performance, leave is an important performance and morale booster.

In the interest of the maximum use of leave, commands should place particular emphasis on granting leave to those members in the following circumstances:

- On permanent change of station (PCS)
- After periods of particularly arduous duty and long periods of deployment
- On reenlistment and augmentation from active reserve to regular status
- During the traditional national holiday periods of Thanksgiving and Christmas
- Where members or their families have been personally affected by floods, hurricanes, or similar disasters
- For attendance at spiritual retreats or for other religious observances for which liberty is inadequate
- During the preprocessing period incident to release from active duty, to the extent of unused leave; and
- Upon retirement, when requested, to the extent of unused leave

Additional information on policy about the granting of leave is contained in Article 3020060 of the MILPERSMAN.

LIMITATION ON EARNED LEAVE

Earlier, you learned that earned leave may exceed 60 days during a fiscal year but is reduced to 60 days as of the first day of the new fiscal year. Leave not to exceed 90 days may be accumulated by personnel serving in an area in which special pay for duty subject to imminent danger or hostile fire is authorized and when assigned to designated ships or mobile units as defined in Article 3020140 of the MILPERSMAN.

Leave accumulated in excess of 60 days must be taken within 3 fiscal years after the fiscal year in which the service in the area is terminated. Leave accumulated in the excess of these stipulated limitations, and not used, is irrevocably lost and may not be compensated for in cash.

Additional information concerning the limitation of earned leave is contained in Article 3020120 of the MILPERSMAN.

COMPUTATION OF LEAVE

The primary responsibility for leave accounting rests with the Defense Finance and Accounting Service (DFAS) - Cleveland Center, Cleveland, Ohio. Leave is computed as follows:

1. Leave is credited at the rate of 2 1/2 days for each full month on active service and at the rates provided in figure 14-1 for fractional parts of a month.

2. Leave is not creditable for any period when the member is in a lost time, excess leave, or other nonpay status. Leave earnings are reduced for each noncreditable period using figure 14-1.

NUMBER OF DAYS	DAYS OF LEAVE
1-6	1/2
7-12	1
13-18	1 1/2
19-24	2
25-31	2 1/2

Figure 14-1.—Leave computation.

Additional information concerning leave accounting is contained in Article 3020160 of the MILPERSMAN.

PERSONNEL OFFICE LEAVE PROCEDURES

As a PN working in a personnel office aboard ship or at a Personnel Support Activity Detachment (PERSUPPDET), you will answer many questions asked about leave and leave policy procedures. Many individuals will come to you with questions ranging from simple to complex; you will be expected to provide correct answers and the proper assistance. In this section, you will be introduced to information that will help you carry out those duties.

DEFINITIONS

Some of the terms you need to know when processing leave or answering servicemember's questions about various types of leave are defined in this section.

Leave control number (LCN). A 10-position number assigned to approved leave authorizations to assist in controlling and monitoring leave. The first through fifth positions of the LCN identify a command's unit identification code (UIC). The sixth through the tenth positions identify the leave sequence number.

Approved leave tickler file. A file of all approved leave authorizations (part 2s). The tickler file is maintained by the member's command

Leave authorization log. A record of all LCNs assigned. This log is maintained to ensure LCNs' sequential assignment.

Leave tickler file. A file maintained by the PERSUPPDET, and/or disbursing office of all leave authorizations (part 3s received).

Co's leave listing. A monthly listing of all members assigned to each UIC and their current leave balances. This listing is important because it helps reconcile records of leave previously granted. This listing is normally maintained in the personnel or administrative office.

LEAVE AND EARNINGS STATEMENT

The Leave and Earnings Statement (LES), NAVCOMPT Form 2285, is the source document that contains details of both the member's pay and leave account. The LES is a printout of the member's Master Military Pay Account (MMPA). The ID line of each LES contains identifying information such as name, social security number (SSN), paygrade, and years of service. The ID line also contains important information about the member's leave account. As you read this section, refer to figure 14-2. There are six fields on the LES that contain information on a member's leave account.

BEG LV BAL. This is the beginning leave balance. It is the balance on a member's leave account at the beginning of each fiscal year or 1 October.

LV EARNED. This is the number of days leave earned during the current fiscal year through the current LES.

LV USED. This is the number of days leave used during the current fiscal year through the current LES.

END LV BAL. This is the ending leave balance. It is the balance of leave days currently on the member's account at the ending date on the current LES.

BAL TO EAOS. This is the leave balance to the expiration of active obligated service (EAOS). Based on current EAOS and current leave balance, this is the amount of leave one would have up to his or her EAOS. This is the sum amount of the current leave balance and the number of days yet to be earned.

PAID LV. This represents the number of days leave the member has sold back to the government. You should know that according to Article 2650180, no

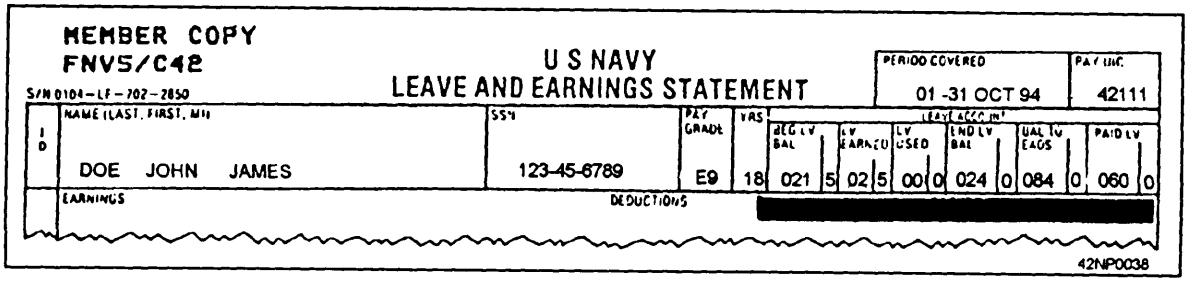


Figure 14-2.—Sample leave entries contained on the LES.

member may sell back more than 60 days of accrued leave during a military career.

The LES is an important document for both the disbursing office and the member. While the majority of the information in this document deals with pay, the information on leave should not be overlooked. At times, you will be questioned about a member's leave balance. For this reason, you should understand the LES and be ready to explain the bloks to leave.

PREPARATION OF THE LEAVE REQUEST/AUTHORIZATION

The Leave Request/Authorization NAVCOMPT Form 3065 (fig. 14-3), is a three-part carbon-interleaved

LEAVE REQUEST/AUTHORIZATION
NAVCOMPT FORM 3065 (3PT) (REV. 2-83)

INSTRUCTIONS FOR COMPLETING THIS FORM ARE ON THE REVERSE OF PART 3.

SEE REVERSE FOR PRIVACY ACT STATEMENT

1. DATE OF REQUEST: 931201
2. FOR ADMIN. USE ONLY — APPROVAL OF THIS LEAVE IS NOT VALID WITHOUT CONTROL NO. LEAVE CONTROL NO.: 4304300234
3. SSN: 123-45-6789
4. NAME (Last, First, MI): BOAT, JAMES DOE
5. PAYGRADE: E5
6. SHIP/STATION: PERSUPPDET JACKSONVILLE, FL
7. DEPT/DIV: MILPERS
8. DUTY SECTION: AS ASSIGNED
9. DUTY PHONE: 423-1111
10. TYPE LEAVE: [X] REGULAR [ ] SICK [ ] EMERGENCY [ ] SEPARATION [ ] RETIREMENT [ ] OTHER
FOR USE OUTUS ONLY
11a. Leaving Area of PERMDUTYSTA [ ] YES [ ] NO
11b. Taking Leave INCONUS [ ] YES [ ] NO
12. MODE OF TRAVEL: [ ] AIR [ ] BUS [X] CAR [ ] TRAIN
13. DAYS REQUESTED: 10
14. FROM (Hour, Date) (YYMMDD): 1600, 931206
15. TO (Hour, Date) (YYMMDD): 0730, 931217
16. NORMAL WORKING HOURS DAY OF DEPARTURE: FROM: 0730 TO: 1600
DAY OF RETURN: FROM: 0730 TO: 1600
17. LEAVE BALANCE: 20 DAYS AS OF 931130
18. LEAVE USED THIS FY: 5
19. LEAVE PHONE: 1 904 435-4444
20. LEAVE ADDRESS: 4291 COLLINS ROAD, LOT 11, JACKSONVILLE, FL 32244
21. RATION STATUS (Enlisted): [ ] COMMUTED RATIONS (COMRATS) [X] Meal Pass No. V0815275 Entitled to EDF meals except during periods of leave

I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE, IF APPROVED, RESULT IN MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UNEXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION, MY PAY WILL BE CHECKED FOR SUCH EXCESS LEAVE.
22. SIGNATURE OF APPLICANT: James Doe Boat JAMES DOE BOAT

RECOMMENDED			
[X] YES	[ ] NO	C. J. CHRISTMAS, PN1, USN	DATE 931201
[X] YES	[ ] NO	J. T. LIMA, PNCA USN	DATE 931202
[X] YES	[ ] NO	I. M. STRONG, PNCM, USN	DATE 931203
[ ] YES	[ ] NO		DATE
23. APPROVED	DISAPPROVED	REVIEWING OFFICER'S NAME AND SIGNATURE	DATE
[X]	[ ]	I. M. BOSS, LT, USN, OIC	931204

24. COMMENTS/REMARKS: R/R leave to take care of personal business. Thank you!
Meal Pass surrendered to: D. Best; D. Best 931206
Meal pass returned to: James D. Boat: James D. Boat 931217

25. SHIP OR STATION (Including telegraphic address): PERSUPP DET JACKSONVILLE FL, NAVAL AIR STATION, JACKSONVILLE, FL 32244
26. REPORT ON EXPIRATION OF LEAVE TO (If other than block 25):

DEPARTED ON LEAVE		RETURNED FROM LEAVE		GRANTED EXTENSION OF LEAVE ENDING	
27a. HOUR: 1600	27b. DATE (YYMMDD): 931206	28a. HOUR: 0730	28b. DATE (YYMMDD): 931217	29a. HOUR:	29b. DATE (YYMMDD):
27c. OOD'S SIGNATURE: D. L. Sandwitch		28c. OOD'S SIGNATURE: K. A. Peters		29c. AUTHORIZING OFFICER'S SIGNATURE:	

IN CONSIDERATION OF THE MEMBER'S COMPLETION OF A FULL WORKDAY (AS DEFINED IN MILPERSMAN, NAVPERS 15560) ON THE DAYS OF DEPARTURE AND RETURN, THE INCLUSIVE DAYS SHOWN ARE CORRECT AND PROPER FOR CHARGING AS LEAVE.

30. INCLUSIVE LEAVE PERIOD TO BE CHARGED

FIRST: (YY) (MM) (DD)	LAST: (YY) (MM) (DD)	31. NO. OF DAYS
93 12 07	93 12 16	10

I CERTIFY THAT THE ABOVE IS CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE.
32. CERTIFYING OFFICER'S TYPED NAME/RANK/TITLE: I. M. BOSS, LT, USN, OIC
33. CERTIFYING OFFICER'S SIGNATURE: I M Boss LT, SC, USN

FORWARD THIS COPY TO PERSONNEL OFFICE VIA COMMAND ONLY ON COMPLETION OF LEAVE.

86NP0138

S/N 0104-LF-703-0656 PART 1

Figure 14-3.—Sample Leave Request/Authorization, NAVCOMPT Form 3065.

form. This form is used to request leave, serve as the leave authorization document, and report ordinary leave, sick leave, graduation leave, and emergency leave when funded orders are not required.

Preparation/Distribution

Block 1, and blocks 3 through 22, of the NAVCOMPT Form 3065, are completed by the member requesting leave. When leave is approved, commands and/or departments assign the next LCN in block 2 and complete blocks 24 through 26.

NOTE: The member is authorized to make comments on block 24 of the leave request authorization, if so desired.

As soon as the LCN is assigned on the leave papers, part 3 should be sent to the disbursing office. In the disbursing office, part 3 is used as part of a tracking system that provides *checks and balances.*

NOTE: Checks and balances mean that both offices can check with each other. This helps avoid any problems that could arise.

When a member departs on leave, blocks 27a through 27c are signed by the command duty officer, his or her assistant, or the member according to local command policy. If the member is authorized to call in, he or she must record the time, date, and person contacted. The member is provided part 1 of the leave authorization. He or she must keep this form in his or her possession for the duration of the leave period.

Upon the member's return from leave, blocks 28a through 28c of part 1 are completed indicating the hour and date of return plus the signature of the individual checking in the member. This information is then transcribed onto part 2 of the leave request/authorization that is kept in the command/department leave file. Part 2 is then forwarded to the member after all applicable blocks have been completed and leave has been charged.

To make sure that leave is charged, part 1 of the leave request/authorization must be sent to the PERSUPPDET and/or the personnel office. Part 1 is sent to the PERSUPPDET and/or personnel office so that an SDS event and/or a NAVCOMPT Form 3060 can be prepared to charge leave. After documents have been prepared and submitted charging the leave, part 1 becomes a retain file at the disbursing office and is used for future reference.

When members are in possession of a meal pass, the meal pass must be retrieved before they depart on leave. An entry such as the one shown in block 24 of figure 14-3 should be made on the leave authorization. After the member returns from leave, the meal pass should be returned to the member.

When an extension to an approved leave request/authorization is granted, commands/ departments must remove part 2 from the approved leave tickler file, annotate and highlight blocks 29a through 29c, make a copy of part 2, and forward it to the PERSUPPDET and/or the personnel office so that they may update the leave ticker file and notify the disbursing office.

Before personnel depart on leave, they should be reminded to make sure they turn in the part 1 as soon as they return from leave so that leave may be charged.

If you are responsible for charging leave, make sure you charge leave on time. Review your leave tickler file daily. If personnel forget to return the part 1, give them a call and inquire as its whereabouts. If the part 1 has been lost, use the part 2 to charge them. Nevertheless, if you have not received the servicemember's leave papers by the tenth day tier the expiration date of the leave, charge the entire amount of leave authorized on the leave request authorization.

Be aware, however, that sometimes members do not take the whole leave period authorized on their leave papers. Sometimes members take more leave than was authorized and somehow you do not receive notification about the leave extension. In these cases, you should verify the number of days leave the member actually took with the member's supervisor.

Administrative Procedures

To find the procedures for the administration of and accounting for leave, refer to *Leave Authorization and Reporting Procedures, Navy Members Only,* SECNAVINST 7220.81. It provides the procedures for the administration of an accounting for leave taken by all active duty Navy members, Regular and Reserve. Additional information on leave procedures is contained in the MILPERSMAN.

PERSUPPDETS and personnel offices with SDS capability report all leave taken according to procedures contained in the *Source Data System Procedures Manual (SDSPROMAN),* volume II.

SUMMARY

This chapter covered and defined different types of leave, including annual leave, advance leave, excess leave, earned leave, and convalescent leave. Also, covered was graduation leave, separation leave, rest and recuperation leave, environmental and morale leave, and emergency leave.

You probably also noticed in the section concerning emergency leave that we stressed the importance of being properly training in processing emergency leave. If you have not learned how to prepare emergency leave documents, ask the training petty officer, or your supervisor to teach you.

Leave policy was discussed in this chapter. Here, you learned that it is up to the CO to allow personnel to take leave consistent with operational and training commitments. You also learned that all personnel should be encouraged to take their 30 days leave each year.

This chapter also contained a section that discussed leave computation Also covered was some personnel office leave procedures and preparation and distribution of the leave request/authorization.

CHAPTER 15

ELECTRONIC DATA PROCESSING AND SOURCE DATA SYSTEM

The world is constantly changing. Using computers has changed the way business is done. Today's Navy operates through the use of modern state-of-the-art weapons and computer systems. New computer technology has had a tremendous impact on the efficiency of operation, and as a PN, you will be able to accomplish more by using a computer keyboard or mouse. Because of this advanced computer technology, jobs that used to take a long time to accomplish can be done rapidly and more easily. In this chapter, you will learn about electronic data processing, different computers, the Source Data System (SDS), and a relatively new computer system allowing fleet personnel access to the Bureau of Naval Personnel, known as *BUPERS ACCESS*. This chapter also discusses the handling of documents by PNs and DKs.

ELECTRONIC DATA PROCESSING

For one person to know all there is about existing automatic data processing (ADP) equipment and systems is impossible; in fact, it is beyond the scope of this chapter. ADP encompasses all operations, from the collection of raw data to the final preparation of meaningful reports. The important thing to remember is that data processing systems, regardless of the size and type, share certain common fundamental concepts and principles.

After you read this chapter, you will have some knowledge concerning different computers and an idea of how the Navy's operations are changing with the use of modem computer technology. This chapter contains a discussion on some computers currently used in the Navy.

CLASSIFICATIONS OF COMPUTERS

Did you know that computers can be classified in many different ways? They can be classified by the purpose for which they were designed *(special-purpose* or *general-purpose),* by the method by which they handle data *(digital* or *analog),* by the amount they cost (from $50 to $10 million and up), and even by their physical size (hand held to room size). In this section, you will learn about the purposes and types of functions performed by special-purpose and general-purpose computers and by analog and digital computers.

Special-Purpose Computers

A special-purpose computer, as the name implies, is designed to perform a specific operation and usually satisfies the needs of a particular type of problem. Such a computer system would be useful in weather predictions, satellite tracking, or oil exploration. While a special-purpose computer may have many of the same features found in a general-purpose computer, its applicability to a particular problem is a function of its design rather than of a stored program. The instructions that control it are built directly into the computer, which makes for a more efficient and effective operation. However, a drawback of this specialization is the computer's lack of versatility. It cannot be used to perform other operations.

General-Purpose Computers

On the other hand, a general-purpose computer is designed to perform a wide variety of operations. It can do this because different programs can be stored in the central processing unit (CPU). In most situations, flexibility makes up for any loss in speed.

Analog Computers

All analog computers are special-purpose computers. They are designed to measure continuous electrical or physical conditions, such as current, voltage, flow, temperature, length, or pressure. Then, they convert these measurements into related mechanical or electrical quantities. The early analog computers were strictly mechanical or electromechanical devices. They did not operate digitally. If digits were involved at all, they were obtained indirectly. Your wrist watch (if nondigital) and your car's speedometer, oil pressure, temperature, and fuel gauges are considered analog computers. The output of an analog computer is often an adjustment to the control of a machine; such as an adjustment to a

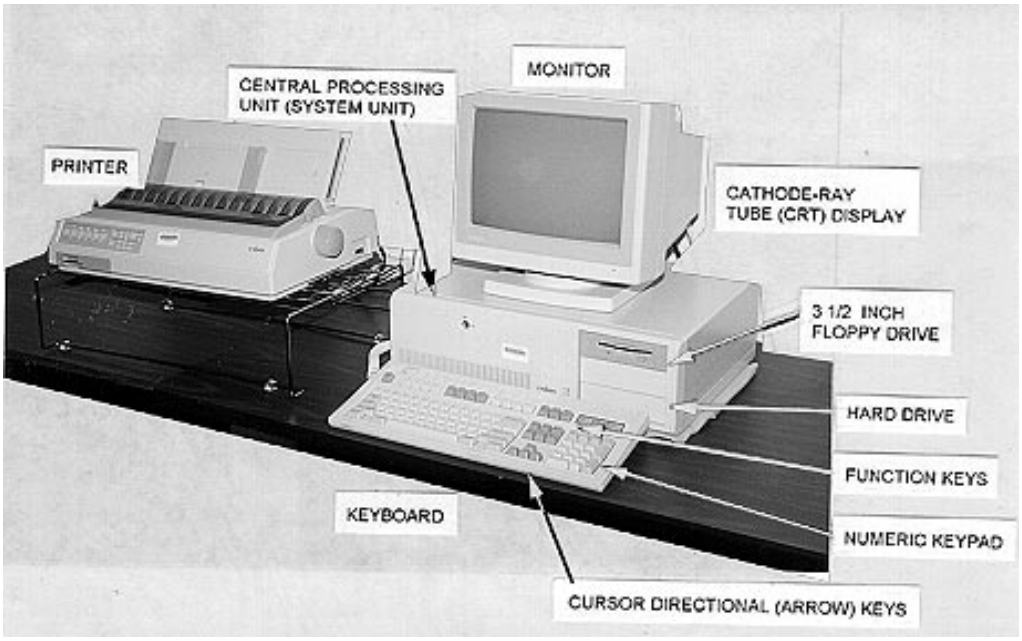


Figure 15-1.-A personal computer system.

valve that controls the flow of steam to a turbine generator or a temperature setting to control the ovens in the ship's galley for baking. Analog computers are also used for controlling processes. To do so, they must convert analog data to digital form, process it, and then convert the digital results back to analog form.

Digital computers can process data more accurately than analog computers, but analog computers can process data faster than digital computers. Some computers combine the functions of both analog and digital computers, and are known as *hybrid computers.*

As a PN, you will probably never work with analog computers since they are not designed for administrative
data processing applications.

Digital Computers

Digital computers perform arithmetic and logic functions on separate discrete data, like numbers, or combinations of discrete data, such as name, rate, and division. This makes them different from analog computers, which operate on continuous data, like measuring temperature changes. As a rule, digital computers are used for business and scientific data processing. They may be either special or general-purpose.

WORD PROCESSING SOFTWARE

You can use word processing software for any function that involves text, such as letters, memorandums, forms, and reports. You could be using microcomputers (fig. 15-1) to perform any of these functions.

At a minimum, computers are used for creating, editing, storing, retrieving, and printing text. Under the word processing software control, you generally enter the text on the keyboard and it is displayed on a screen (fig. 15-2). Then the material may be changed (edited), stored on a disk or tape, or printed on a printer.

When you use a computer for a word processing job, you can change material by adding or deleting words, characters, lines, sentences, or paragraphs. You can rearrange text by moving a paragraph or block of information to another place in the same document or

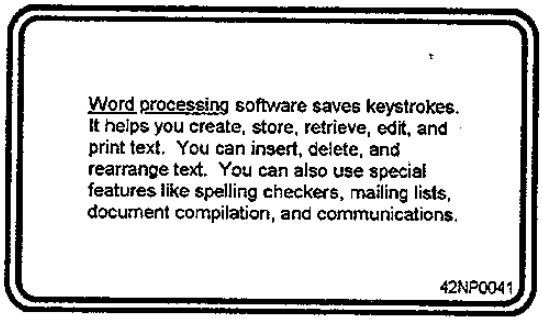


Figure 15-2.-Word Processing example.

even to a different document. Word processing is particularly useful for documents that are repetitive or that require a lot of revisions, such as letters, instructions, and notices. Use of a computer saves time and a lot of rekeying.

Other features and software often available with a word processing software package include spelling checkers, mailing list programs, document compilation programs, and communications programs.

Spelling checker software helps find misspelled words but not a misused real word. This type of software scans the text, matching each word against a dictionary of words. If the word is not found in the dictionary, the system flags the word. You check it. If it is a real word and spelled correctly, you can add it to the dictionary. If it is misspelled, you can correct it. You'll still have to proofread the document to make sure that everything was keyed and that the words are used correctly.

Mailing list programs software lets you maintain name and address files. They often include a capability to individualize letters and reports by inserting names, words, or phrases to personalize them. Generally, word processing software has a merge feature that can be used for creating and maintaining names and addresses.

Document compilation programs are useful when you have standard paragraphs of information that you need to combine in different ways for various purposes. For example, you may be answering inquiries or someone in your office maybe required to put together contracts or proposals. Once you select the standard paragraphs you want, you add variable information. This saves both keying and proofreading time.

Communications software and hardware enable you to transmit and receive text on your microcomputer. Many organizations use this capability for electronic mail. In a matter of minutes you can enter and transmit a memorandum to other commands or to personnel in other locations. You can transmit monthly reports, instructions, notices, or any documents prepared on the microcomputer via a modem.

SOURCE DATA SYSTEM

The following paragraphs contain a discussion of the source data system (SDS). In particular, SDS is defined in terms of its operating concepts, the organization structure that supports SDS, and the organization of the SDS pertaining to event processing, event accounting, security, and events reported.

SOURCE DATA SYSTEM SUPPORT OF FIELD PAY AND PERSONNEL MANAGEMENT

The Pay and Personnel SDS is an automated information system that provides the Pay and Personnel Administrative Support System (PASS), the Geographically Separated Site (GSS) offices ashore, and the personnel and disbursing offices afloat direct assistance in the performance of their missions. Through the combination of data processing and communications facilities, SDS supports field pay and personnel management in three different ways:

1. SDS helps the field prepare and send necessary data to headquarters (BUPERS, Washington, DC, and the Defense Finance and Accounting Service (DFAS) - Cleveland Center, Cleveland, Ohio) in a reduced timeframe with increased accuracy. By sending data that affects individuals and their careers in a reduced timeframe, customer service is substantially increased.

2. SDS provides the field with an opportunity to receive timely feedback from BUPERS and DFAS - Cleveland Center.

3. SDS provides a variety of data storage and retrieval capabilities to support the local information needs of the field offices and their customers.

SDS capabilities have had a tremendous impact on the administrative/personnel/disbursing offices' ability to accomplish their jobs in a number of ways.

- The SDS has improved the working environment at Personnel Support Activity Detachments (PERSUPPDETs) by removing much of the monotony from their jobs.

- SDS enables the operator or user to recall a document on a key video display terminal (KVDT) and correct any incorrect information.

- If you typed optical character recognition (OCR) documents in the recent past, you can remember how frustrating it was to have to retype them over and over when mistakes were made. This does not mean that when you use the SDS computer that mistakes are not made. Sure mistakes are made. Mistakes are made when you input incorrect information. This is, however, a system that allows you to retrieve and correct data much more rapidly.

- A powerful "inquiry" system allows you, the operator to look up information in a local data base

instead of going through time-consuming manual searches to find required data.

- The SDS allows its users to report gains, losses, and other events with a single entry that updates the data base. By reporting events on a single entry, often duplicate reporting is eliminated. For instance, in the past, members reporting for duty to a command would require the completion of both a NAVCOMPT Form 3068 and a diary entry. This reporting can now be done with a single SDS event entry. Master data bases at BUPERS and DFAS - Cleveland Center continually provide updates to the local data bases, so that PNs, DKs, and other users of the system can provide Navy members with accurate reflections of their official records.

SOURCE DATA SYSTEM BENEFITS

The development and implementation of SDS required a major investment of Navy resources. The benefits, however, have continued to be far-reaching. The improved timeliness and accuracy of BUPERS and DFAS - Cleveland Center data affects every Navy member and every naval activity. As a result of SDS, the Navy is able to do the following:

- Calculate pay correctly at DFAS - Cleveland Center, avoiding the need for field override of pay
- Prevent overpayments of separating members
- Improve the distribution of Navy members and manning of Navy activities
- Realize efficiencies in the management of Military Pay Navy (MPN) appropriation
- Improve planning and management of Navy end strength and recruiting goals
- Improve pay and personnel service to every Navy member

Navy men and women, such as yourself, when serving in PASS offices, Naval Reserve activities, or shipboard personnel and disbursing offices are part of a large Navy team dedicated to the improvement of pay and personnel support. SDS is a tool to help you provide this personnel support that your shipmates need.

SOURCE DATA SYSTEM OVERVIEW

Whether located on a ship, in a PASS office, or GSS, users of SDS operate the system through KVDTs and printers located in their work spaces. On a ship, terminals are connected to the Uniform Microcomputer Disbursing System (UMIDS). **(NOTE:** Before UMIDS, they were connected to onboard Shipboard Nontactical Automated Data Processing (SNAP) Phase I and II computers.) As technology advances, a better system for transmitting information from units afloat should be developed.

Terminals in PASS and GSS offices are linked by telemmmunications to computers located at regional processing centers, such as naval computer telecommunication stations (NCTSs) and naval data automation facilities (NAVDAFs). Telecommunications also link these regional processing centers to the headquarters pay and personnel systems.

- The pay system, known as the *Navy Joint Uniform Military Pay System (JUMPS),* is managed by DFAS - Cleveland Center.
- The personnel systems are the responsibility of BUPERS and include Manpower and Personnel Management Information System (MAPMIS) and the Inactive Manpower and Personnel Management Information System (IMAPMIS).

SOURCE DATA SYSTEM OPERATING CONCEPTS

The SDS design recognizes the interdependence of pay and personnel matters and provides a single, integrated system to support both functions. SDS is a standard system that supports both active and Reserve forces, afloat and ashore. To help you understand SDS, some basic concepts are explained in this section.

The Data Base

Information stored on the computer that supports each PERSUPPDET, GSS, or shipboard office is contained in a data base. The automated data base, known as the *Mini-Master,* has a record for each Navy member for which the PERSUPPDET, GSS, or ship is responsible. The data base contains both pay and personnel information and is linked electronically to BUPERS and DFAS - Cleveland Center, permitting the field and headquarters to exchange information rapidly. The data base contains data elements that the field users

can access to prepare input to headquarters or to retrieve information for themselves or their customers.

Pay and Personnel Events

Often, an action involving a Navy member occurs requiring a change to the information stored in the data base. That occurrence is called an *event.* For example, when a Navy member reports to a PERSUPPDET for duty, SDS calls that an *activity gain event.* The SDS software program allows the SDS user to input data to record each event. When the event is inputted, it receives a document control number (DCN). SDS software also determines who needs to know about that event—BUPERS, DFAS - Cleveland Center, or both, and updates the field data base and sends data to headquarters. Data is collected only one time, even if it goes to two different headquarters. Each event is assigned a unique event control number (ECN) when the event is released for processing.

Data Editing

The SDS software program that processes event input data contains many edits to help make sure only valid data is entered. **(NOTE:** In the SDS software program, *edits* refers to information that flags you and tells whether or not certain entries are made correctly.) Data sent from SDS sites to headquarters for update into the master pay and personnel records average less than a 3 percent error rate. If invalid data is entered during event processing, SDS responds with a message to help the user identify the problem. SDS tries to give meaningful messages and be user friendly.

Help Screens

A series of SDS help screens are available to provide the user with important information and valid data entry codes. These help screens are a kind of automated user manual. If a user is not sure about what type of data is required, he or she can easily request help from the system.

Suspense File and Feedback

SDS keeps track of events that have been sent to MAPMIS, IMAPMIS, or JUMPS by creating a suspense file. Data is kept in this file until MAPMIS, IMAPMIS, or JUMPS sends feedback records to tell what happened. This positive tracking capability helps prevent important pay and personnel information from being lost.

Retrieving Information

Users can find what is in the data base by several methods.

1. A record can be displayed on the KVDT.
2. The same screen information also can be printed on one of the companion printers.
3. Many reports are available that can be selected at the terminal and printed on the batch printer.
4. The SDS query capability lets a user search the data base to find, display, and/or print records meeting certain requirements.

Authorized Users

Because the SDS contains data protected by the Privacy Act, only authorized users may retrieve information. Data contained in the SDS maybe viewed or retrieved only for the proper performance of assigned duties. **This data should never be disclosed for other than official use.** Personnel who use data for other than the performance of assigned duties should be reported immediately to the terminal area security officer (TASO) or any other person in authority.

ORGANIZATION STRUCTURE SUPPORTING SOURCE DATA SYSTEM

The PERSUPPDET and GSS are the primary functional organizations that SDS supports. The Personnel Support Activity (PERSUPPACT), as the managerial organization in the field geographical area, is also supported by SDS. Within these field organizations, personnel are selected to perform specific jobs necessary for the operation of SDS. In this section, you are introduced to the personnel who make SDS work.

Terminal Operator

The terminal operator (TO), which will probably be you the PN, is responsible for all event processing and makes sure all required entries are correctly filled. The To releases the event into the event file and prints a hard copy for the supervisor for auditing and release. Connect event entry reporting and processing are the extent of the TOs responsibility.

Supervisor

The supervisor is responsible for a designated fictional work area of operations, and supervises and assists the TO, whenever required. In the SDS, the supervisor's primary responsibility is the accuracy and release (if authorized) of events from the event file to the central files. The supervisor uses system reports to monitor his or her functional area of operations and to confirm processing of events to BUPERS and DFAS - Cleveland Center. The supervisor resolves problems encountered by the TO and refers ADP problems beyond his or her resolution to the site manager (SM).

Terminal Area Security Officer

The TASO manages the hardware/software security aspects of SDS within the PERSUPPDET/GSS. The TASO establishes local security procedures and controls needed to protect SDS equipment and preserve the privacy of SDS data.

Site Manager

The SM directs and controls SDS operations within the PERSUPPDET/GSS. The SM monitors the operational status of SDS and helps TOs and supervisors use all of the SDS capabilities. The SM serves as the liaison between the supervisor and associate data base administrator (ADBA), who is located at the PERSUPPACT. The SM refers ADP problems that aren't solvable at his/her level to the ADBA.

Associate Data Base Administrator

The ADBA is the SDS ADP manager at the PERSUPPACT and he/she is responsible for all SDS ADP functions within the PERSUPPACT network. The ADBA coordinates operations of SDS with the SMS and the processing center. He/she is the primary field person responsible for data security. The ADBA contacts the user assistance section (UAS) at BUPERS to resolve SDS problems and to recommend improvements in procedures or functional capabilities.

User Assistance Section

A UAS at BUPERS maintains liaison with each ADBA. Major ADP problems are referred to the UAS by the ADBA for resolution by means of trouble reports (TRs) or system change requests (SCRS). The UAS logs problems, initiates or assigns responsibilities for corrective action, and communicates findings and resolution of problems back to the ADBA. The UAS is also responsible for preparing announcements to users when changes are incorporated into SDS.

As you can see, the personnel who make up the organization structure supporting SDS have their own particular responsibilities. Their combined efforts contribute to the overall mission effectiveness of the SDS.

ORGANIZATION OF THE SOURCE DATA SYSTEM

The SDS is a computer processing network. Terminals located at each PERSUPPDET provide interaction between the operator reporting a pay/personnel event and an on-line computer called a *field host processor* (FHP). The FHPs are geographically located at processing centers (PCs) to distribute workloads and minimize costs. The FHPs support a local data base for personnel assigned at activities serviced by the PERSUPPDET. Various files are maintained by the FHPs. These files can be compared to the information stored in a file cabinet. As you read about the different types of files, refer to figure 15-3.

Mini-master file. This file contains excerpts from the master file at MAPMIS. The MAPMIS master file contains personnel data related to members who are assigned to the activity or to the various unit identification codes (UICs) serviced by a particular PERSUPPDET. For a complete listing of data elements contained in the mini-master file, refer to the *Source Data System Procedures Manual* (SDSPROMAN), volume 1, part II.

Local-master file. This file contains data for local use only and is **not** transmitted to JUMPS/MAPMIS. The local master file includes such information as local addresses and phone numbers.

Event file. This file is used to store data that has been entered into the system but has **not** been released from the PERSUPPDET.

Suspense file. This file is used to track information released from the activity/PERSUPPDET until feedback is received from JUMPS/MAPMIS.

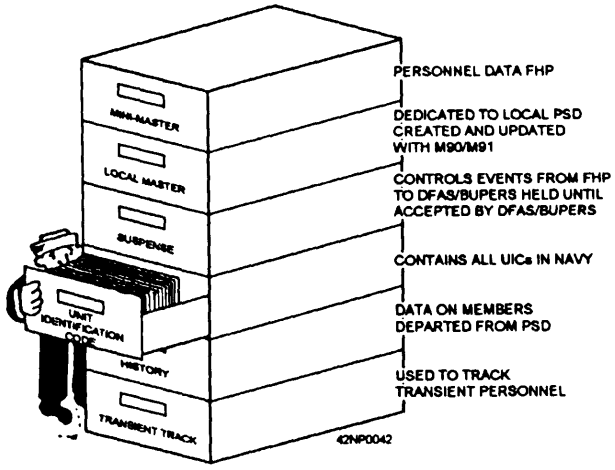


Figure 15-3.—Files contained in the source data system.

The FHPs interface with central host processors (CHPs) located at BUPERs and DFAS - Cleveland Center. CHPs are responsible for providing interim and/or final disposition for all SDS events received. When events are received from the FHP by the CHP, the CHP processes these events according to the type of events—personnel or payroll.

Personnel events. SDS events are created for the purpose of updating a member's record (officer or enlisted). The BUPERS CHP processes the event and passes the data into either the officer or enlisted update cycle. At this time, various edits are performed against the data. If the data is valid, it is applied to the member's record and accepted feedback is provided to the FHP. If discrepancies are found, the data is rejected. No changes are made to the member's master record until analysis and changes (if required) are made at the headquarters level or the event is sent back to the field for resubmission. Feedback is also provided to the FHP for data that fails MAPMIS edits.

Payroll events. DFAS - Cleveland Center CHP processes all payroll events. The events are entered into the event master set to maintain an audit trail and provide for statistical reporting. The events are then entered into the JUMPS update cycle. The output from the updates is then reformatted into feedback records for the originating PERSUPPDET. Feedback ranges from control information for accepted events to control information and status/error codes for rejected, recycled, or canceled events. Figure 15-4 illustrates the flow of data to and from the PERSUPPDET and BUPERS/DFAS - Cleveland Center.

Event Processing

When an action occurs creating a requirement for an SDS event, it is inputted into the system by accessing a KVDT. Following input, the event remains in the local system until it is released by an authorized individual. After release, the data is forwarded, via telecommunications, to MAPMIS or JUMPS, or both, depending on the event. If all data is accurate, it is applied to the master files, and feedback is provided to the originator of the system or where the document was prepared. For each event entered into the system, a hard copy (referred to as the *substantiating document)* is printed for review and signature by the supervisor. Depending on the event, a copy may be filed in the member's service record or personal financial record (PFR). Look at figure 15-5. Here you see two petty officers using the SDS at a PERSUPPDET.

Event Accounting

Each event entered into the system is immediately identified by a unique sequence of numbers called a *document control number* (DCN). A DCN is then applied to every single document in order to trace them from origin to release. Events released are assigned ECNs to track events until they are applied to the master record on MAPMIS or JUMPS.

Security

A critical element of the computerization of any pay or personnel data base is security. The integrity of the data must not be compromised. For that reason, only selected personnel are authorized the passwords required to access the system. Additionally, there we many levels of access for "read only" through manipulation of entire data bases.

Whenever tasks are completed, users are required to "log off" the system. **Logging off is important!** If the user leaves the computer terminal unattended without logging off, another person can make unauthorized entries. If this occurs, the person who initially was using the system is responsible for the unauthorized entries made. To make the system harder for an unauthorized person to enter, the SDS has a

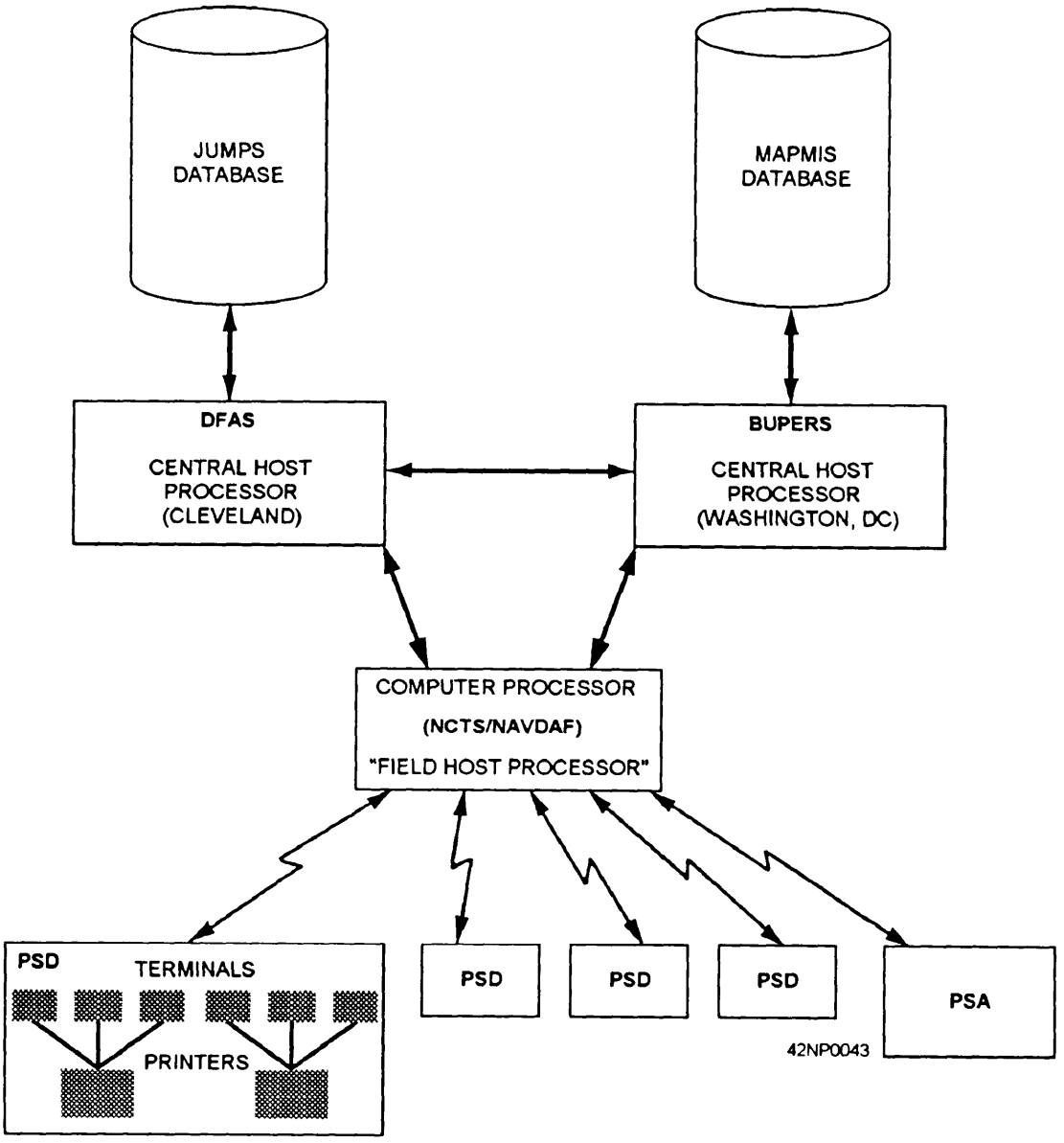


Figure 15-4.—Example of SDS network data flow.

program that automatically logs off if the user is away from the terminal for 15 minutes. **The user should always log off when done using the system.**

Events Reported

Pay and personnel transactions entered into the SDS are broken down by SDS event codes, depending on the specific transaction. It is important to note that NAVPERS and NAVCOMPT form numbers and names have not changed, only the method by which they are prepared. Before they were prepared using OCR documents; now, they are being prepared as SDS events on a microcomputer. Instructions for completing SDS documents is contained in the *Source Data System Procedures Manual (SDSPROMAN),* volumes 1 and 2.

The following forms are now prepared using the SDS.

- Immediate Reenlistment Contract, NAVPERS 1070/601
- Dependency Application and Record of Emergency Data, NAVPERS 1070/602
- Record of Unauthorized Absence, NAVPERS 1070/606
- Court Memorandum, NAVPERS 1070/607

Figure 15-5.—Personnelmen using the source data system at a PERSUPPDET.

- Agreement to Extend Enlistment, NAVPERS 1070/621
- Assignment to and Extension of Active Duty, NAVPERS 1070/622
- Family Separation Allowance, NAVCOMPT 3057/3058
- Military Pay Order, NAVCOMPT 3060/3061
- Orders for Hazardous or Special Duty, NAVCOMPT 3062
- Overseas Station Allowance, NAVCOMPT 3063
- Basic Allowance for Subsistence, NAVCOMPT 3064
- Uniform Allowance Claim, NAVCOMPT 3066
- Detaching Endorsement, NAVCOMPT 3067
- Reporting Endorsement, NAVCOMPT 3068

Remember, each event reported via the SDS has a separate event code. In some cases, a single form may be used to report multiple events and also report a variety of event codes. For example, there are two separate transaction codes that start FSA Ship and FSA Temporary (Tmpry). They are event **FS2** for Ship, and event **FS3** for Tmpry.

In addition to a specific event code, the NAVCOMPT Forms 3060 and 3061 also contain a *reason for changes code.* For example, the event code for SDS transactions on the 3060 or 3061 is **MPO.** Each action taken also has a *reason for change code.* For example, when commuted rations are started, the event code would be **MPO** and the reason for change code would be **A07.** When commuted rations are stopped, the event code remains **MPO** while the reason for change code would be **S21.**

SOURCE DATA SYSTEM GENERATED REPORTS

The SDS has the capability of generating many reports, which are classified as standard and ad hoc reports. Standard reports include the following reports:

- Activity locator reports
- Student locator reports
- Navywide advancement eligibility reports
- E-2 and E-3 eligibility reports
- Good conduct award eligibility reports
- Performance evaluation due listings
- Expiration of active obligated service (EAOS) and Fleet Reserve (FLTRES) reports
- Projected rotation date (PRD) reports

- Meal pass reports
- Separate rations (COMRATS) reports
- Advancement worksheet reports
- Leave schedule reports
- Prospective loss reports for transient personnel

Ad hoc reports are reports that are required in special cases or as required by an individual or command. Ad hoc reports might include the following:

- A listing of all personnel with social security number (SSN) ending in let's say the number 9 for urinalysis random testing
- A listing of personnel with the last name Jones, or a listing of the oldest person to the youngest person, and so on

The SM at the PERSUPPDET is responsible for issuing ad hoc and standard reports to the different sections, individual, or commands that require them. For example, the educational services office (ESO) receives the reports dealing with advancements; the transfers and separation section receives reports dealing with PRDs and EAOSs; and if, for example, the commanding officer (CO) of a squadron requires the squadron's leave tickler, that report is generated. These reports allow the different sections within the PERSUPPDET and/or other commands to manage their work.

As the PN3 or PN3, you will be required to review the reports that are generated for your section. You will use these reports for various reasons. For example, you will review these reports to prepare the good conduct certificates on time, or you will review these reports to verify members' EAOSs and PRDs to plan for members' separation, reenlistment (if eligible), or transfer.

Remember, some of these reports are generated long in advance of the actual due dates. This is done so that various individuals may notify personnel about their EAOS and inquire as to members' intentions, find out why members have not received orders, and so on. Many of these reports help you plan your work by reminding you of future events.

BUPERS ACCESS

BUPERS ACCESS is a personal computer system that uses the most advanced features of bulletin board technology. It provides fleet Sailors with easy access to their detailers, up-to-date Navy policies, retention news, and more. This technology allows members to use their command or personal home computer to communicate with BUPERS ACCESS through a modem and one of 64 dedicated phone lines.

In addition to a fleet Sailor's ability to communicate with his/her detailer, he/she can also obtain information concerning orders, including date orders were cut, transaction date (TC) number, message date-time group (DTG), and any modifications. Command career counselors may also use this system to obtain major enlisted advancement and board results and officer promotions lists.

Because of the capability of this system, the Enlisted Naval SWAP Program is now totally automated. The system allows electronic submitting and viewing of SWAPS. Also, duty preference submission may now be made electronically through the use of this system.

Contact your career counselor for further information concerning BUPERS ACCESS. The career counselor should have additional information concerning the equipment required, contacting the system, BUPERS ACCESS telephone numbers, and other capabilities of the system.

DOCUMENT HANDLING BETWEEN PERSONNEL AND DISBURSING OFFICES

Most SDS-generated documents that are taken from the personnel office to the disbursing office must have supporting documentation. Supporting documentation can be in the form of a Special Request/Authorization (NAVPERS 1336/3), memorandum, letter, or any other Navy-approved form that supports the request for a specific entitlement.

As a PN3 or PN2, you will handle many requests submitted by individuals for different entitlements. You must remember to check the requests to make sure that the members are eligible to receive the entitlement or entitlements. Provided the members are eligible to receive such entitlements, you must type the appropriate SDS event documents.

After you type the document or documents, you must make sure that you double-check your work for errors before you give the SDS documents to your supervisor for his or her signature. After your supervisor has verified and signed the document(s), you

should hand-carry the document(s) to the disbursing office.

NOTE: Your office might have a policy for delivering documents to the disbursing office on a periodic basis, meaning twice a day or three times a day.

Remember also that you must place a copy of the document or documents in the member's service record. The purpose of placing a copy of the SDS document in a member's record is to show the member that the request was taken care of, and of course, for future reference.

If, after the documents have been delivered to the disbursing office, errors are discovered by the DKs, they will return them to your office for corrective action. Make sure you correct them, take out the incorrect copies from the members' service record, and deliver new documents to the disbursing office after you and your supervisor have reverified the documents for accuracy and a signature is obtained. Remember to file a copy of the new document in the member's service record.

If the documents delivered to the disbursing office are determined to be accurate, they will be released and the disbursing office personnel will forward copies to your office for your administrative files. The copies that are received from the disbursing office are assigned an ECN. You should file copies of the documents containing the ECN in the member's record and in any other administrative files you are required to maintain.

Of course entitlement documents are not the only documents that you will be required to type as a PN3 or PN2. In addition to these entitlement documents, you will be required to type such documents as NAVPERS 1070/601s, NAVPERS 1070/602s, NAVPERS 1070/606s, NAVPERS 1070/607s, NAVPERS 1070/621s, and NAVPERS 1070/622s. You will be required to type whatever documents are necessary while performing your duties as a Personnelman.

Whether you are aboard a ship or a PERSUPPDET, handling pay documents or any other documents that affect a member's career must be completed carefully and with concern. Members rely on you to take care of their needs. Take care of them. Members do not like to be overpaid or underpaid, especially if it is due to your negligence.

SUMMARY

This chapter contains a discussion on electronic data processing. The different classifications of computers were identified—special-purpose computers, general-purpose computers, analog computers, and digital computers. Also, the chapter contains a discussion about word processing to include the use of spell checking programs, mailing list programs, data base programs, and communications programs. Also SDS was discussed to include its many capabilities and how this system has helped improve performance in the PASS and GSS offices and on ships through the use of UMIDS. In this chapter, you also learned about a new computer system innovation called *BUPERS ACCESS,* which allows fleet Sailors easy access to the Bureau of Naval Personnel. In addition, the handling of documents between the personnel office and disbursing office by PNs and DKs was discussed.

APPENDIX I

GLOSSARY

ACA– Assignment control authority. An ACA selects, details, and orders particular individuals to fill billets according to the manning levels and priorities designated by the manning control authority (MCA). BUPERS (PERS 40) is the assignment control authority for designated strikers and all petty officers. Naval Reserve Personnel Center (NAVRESPERSCEN) (Code 30) is the assignment control authority for all enlisted TAR personnel. Commanding Officer, Enlisted Personnel Management Center (EPMAC) is the assignment control authority for SN, FN, and AN personnel.

ACC– Accounting category code.

ACE– American Council on Education.

ACN– Activity control number. Used in the handling of classified correspondence such as top secret.

ACQUIRED DEPENDENT– A military member's dependent acquired through marriage, adoption, or other action during the course of a member's current tour of assigned duty. The term does not include persons dependent on the member or children born of a marriage that existed before the beginning of a current overseas tour.

ACT, RES, or RET– As relating to the issuance of identification (ID) cards, these acronyms stand for active duty (ACT), Reserve (RES), or retired (RET).

ACTING– When the commanding officer is absent, the executive officer may be "Acting" as commanding officer. For example, in correspondence, when a letter is written from the commanding officer to an organization and the person "Acting" signs it, the "Acting" word will be indicated below the signature line.

ACTIVE DUTY– Full-time duty in the active service of a uniformed service, including full-time training duty, annual training duty, and attendance while in the active service at a school designated as a service school by law of the Secretary concerned, such as the Secretary of the Navy.

ACTIVE DUTY FOR TRAINING (ADT)– Full-time training duty in the active military service for the express purpose of training members of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at Service schools so designated by law or the Secretary of the Service concerned, such as the Secretary of the Navy.

ACTIVE SERVICE– Active service means service on active duty.

ADDU– Additional duty.

ADP– Automatic data processing.

ADSD– Active duty service date.

ADSW/OYR– Active duty for special work/one year recall.

ADVANCE LEAVE– Advance leave is leave granted before its actual accrual to the member's leave account. It is based on a reasonable expectation that leave will be earned by the member during the remaining period of obligated service of active duty.

ADVANCEMENT IN RATE OR REDUCTION IN RATE– Promotion to a higher paygrade or demotion to a lower paygrade.

ADVANCE PAY– Advance pay is intended to enable a member to have sufficient money to execute a move without visiting disbursing officers en route or submitting claims at the member's new duty station until the member has settled in the new residence and reported for duty.

ADVANCE PAYMENT– Payment of pay (pay and allowances in certain cases) before it is earned.

AEF– Advanced electronics field.

AFB– Air Force base.

AFFIDAVIT– A written statement made on oath before a notary public or other person authorized to administer oaths.

AFTA– Advanced first term avionics.

AIS– Automated Information Systems.

ALLOWANCE– A monetary amount paid to an individual in lieu of furnished quarters, subsistence, and so forth.

AMC– Air Mobility Command.

ANNUAL LEAVE– Annual leave is leave granted in execution of a command's leave program, chargeable to the member's leave account. Annual leave is also called ordinary leave, as distinguished from emergency leave and/or special leave.

APATHY– Unconcern or lack of interest.

APOD– Area port of debarkation. When a passenger travels by air, the port of debarkation is the destination airport where the traveler debarks (leaves) an international/transoceanic flight. When a passenger travels by vessel, the port of debarkation is the place at which the passenger leaves a vessel after the journey.

APOE– Area port of embarkation. When a passenger travels by air, the port of embarkation is the airport where the traveler boards an international/transoceanic flight for travel to, from or between points outside the continental United States (CONUS). The port of embarkation is designated in the port call, if applicable. When a passenger travels by vessel, the port of embarkation is the place at which the passenger boards a vessel for a journey of 24 hours or more in duration.

APPROVED– The ratification or confirmation of an act already done.

ARMED FORCES OF THE UNITED STATES– This includes the Army, Navy, Air Force, Marine Corps, and Coast Guard, and all components thereof.

ARTM– Availability reporting and tracking module.

ASROC– Antisubmarine rocket.

ASVAB– Armed Services Vocational Aptitude Battery. The ASVAB is designed primarily for administration to potential non-prior service recruits as an aid in determining enlistment eligibility and eligibility to attend class "A" schools.

AT– Annual training.

ATF– Advanced technical field.

ATTITUDE– A manner of acting, feeling, or thinking that shows one's disposition.

AUTHORIZED– The giving of permission before an act.

AWOL– Absent without leave.

BA– Billets authorized.

BAQ– Basic allowance for quarters. BAQ is an amount of money prescribed and limited by law that an officer or enlisted member receives to pay for quarters not provided by the government.

BAS– Basic allowance for subsistence. BAS is a cash allowance, by law payable to officers at all times. BAS helps reimburse them for the expense of subsisting themselves. For enlisted personnel, it is a cash allowance payable when rations in kind are not available; when permitted to ration separately; or when assigned to duty under emergency conditions where no messing facilities of the United States are available.

BASIC PAY– The pay of an officer or enlisted member according to the rank and longevity before additional amounts are added for quarters, subsistence, flying status, overseas duty, and so on.

BCNR– Board for Correction of Naval Records. The BCNR was established to relieve the Congress of the burden of considering private bills for the correction of naval records.

BENEFICIARY– The recipient of certain benefits due as a result of relationship to or designation by a member, such as the beneficiary you designate on the Servicemen's Group Life Insurance (SGLI) election and certificate.

BI– Background investigation.

BLANKET TRAVEL ORDER– An order issued to a member who regularly and frequently makes trips away from his or her permanent duty station within certain geographical limits in performance of regularly assigned duties.

BMR– Basic military requirements.

BOOST– Broadened opportunity for Officer Selection and Training. The BOOST Program supports the Navy Affirmative Action Plan by offering enlisted men and women a comprehensive program of academic preparation that prepares them for successful pursuit of a Navy or Marine Corps commission through the Naval Reserve Officer Training Corps (NROTC) Program or the United States Naval Academy (USNA).

BUMED– Bureau of Medicine and Surgery.

BUPERS– Bureau of Naval Personnel, which is located in Washington, DC, and is used synonymously with Chief of Naval Personnel (CNP and CHNAVPERS).

BY DIRECTION– The term used to denote the signature authority given by commanding officers or officers in charge to designated personnel.

CACO– Casualty assistance calls officer. This is a uniformed Navy representative who is designated to assist the primary and secondary next of kin (NOK) of members who die, are reported as "duty status whereabouts unknown" (DUSTWUN), become missing while on active duty, annual training, or inactive duty training. The representative assists primary or secondary next of kin in respect to rights, benefits, and privileges to which they may have entitlement. The representative must be an officer with a minimum of 2 years active duty or a senior enlisted member, E-7 through E-9.

CANREC– Canvasser recruiter.

CANTRAC– Catalog of Navy Training Courses.

CAP– Command Advancement Program.

CARIT— Career information team. CARIT is responsible for coordinating and presenting Naval Reserve information through formal presentations throughout the east and west coasts.

CBR– Chemical, biological, and radiological warfare defense.

CCC– Command career counselor.

CD-ROM– Compact-disk–read only memory.

CEC– Civil Engineer Corps.

CENTRAL PROCESSING UNIT (CPU)– The part of a computer that controls its overall activity by executing instructions and performing logical operations.

CHAMPUS–- Civilian Health and Medical Program of the Uniformed Services.

CHANGE IN RATE– Change in rate is applicable to a lateral change in the apprenticeships (paygrade E-1, E-2, E-3) in the same paygrade.

CHANGE IN RATING– Change in rating is a lateral change in occupational skill without change in paygrade; for example, YN2 to LN2.

CHCBP– Continued Health Care Benefit Program. Implementation of the CHCBP was directed by Congress in Section 4408 of the National Defense Authorization Act for Fiscal Year 1993. This law directed the implementation of a program of temporary, continued health benefits coverage comparable to the benefits provided for former civilian employees of the Federal Government. The CHCBP is a premium-based, temporary health care coverage program that is available to qualified beneficiaries. Under this

program, medical benefits mirror the benefits offered via the basic CHAMPUS program. The CHCBP is not part of the CHAMPUS program; however, it functions under most of the rules and procedures of CHAMPUS.

CHNAVPERS– Chief of Naval Personnel, which is located in Washington, DC, and occasionally used synonymously with BUPERS.

CHP– Central host processor.

CIC– Combat information center.

CIM– Communications Improvement Memorandum. CIM is an official document used to inform message drafters, releasers, or processors of drafting and/or procedural errors. Generated as an after-the-fact training aid, these memorandum are intended to improve communications.

CINCLANTFLT– Commander in Chief, United States Atlantic Fleet.

CINCPACFLT– Commander in Chief, United States Pacific Fleet.

CIRCUITOUS TRAVEL– Travel by a route other than the one that would normally be prescribed by a transportation officer between the places involved.

CLASS E MESSAGE– A class E message is a personal message that can be sent; for example, from you to your parents using the Navy's telecommunication facilities.

CNET– Chief of Naval Education and Training.

CNO– Chief of Naval Operations.

CO– Commanding officer.

COLA– Cost of living allowance. The overseas cost-of-living allowance is prescribed to maintain the purchasing power of basic military compensation in an overseas area.

COMIDEASTFOR– Commander, Middle East Force.

COMMAND SPONSORED DEPENDENT– Dependent(s) residing with the member at a location outside CONUS, where the accompanied-by-dependents tour is authorized and the member is authorized to serve that tour. However, certain conditions must be met. Refer to Appendix A of the *Joint Federal Travel Regulations* (JFTR).

COMMON CARRIER– A firm furnishing commercial transportation as a public service under rates prescribed by lawful authority. Common carriers include railroad, bus, airplane, or ship.

COMRATS–COMMUTED RATIONS, RATSSEP–SEPARATE RATIONS, OR LEAVE RATIONS– The monetary allowance given in lieu of subsistence to entitled personnel on leave or otherwise authorized to mess separately.

COMNAVCRUITCOM– Commander, Navy Recruiting Command.

COMNAVRESFOR– Commander, Naval Reserve Force.

COMSEC– Communications Security.

COMPASS– Computer Assisted Assignment System.

COMPSRON– Commander, Maritime Propositioning Ships Squadron.

COMPTOUR– Completion of tour.

COMSTANAVFORLANT– Commander, Standing Naval Forces Atlantic.

CONCURRENT CHANGE IN RATING– Conversion from one rating to another rating concurrent with advancement in rate. For example, Yeoman Second Class (YN2) to Legalman First Class (LN1).

CONFINEMENT– As used in this training manual, this means the physical restraint imposed by oral or written orders of competent authority or as adjudged by sentence of court-martial, which deprives the member of freedom for the period involved.

COT– Consecutive overseas tour. The PCS reassignment of a member from one overseas permanent duty station (PDS) to another overseas PDS, regardless of whether it is within the same country or intra- or intertheater. Completion of the initial overseas tour is not essential. (Exception to the PCS requirement is when the member serves an in-place consecutive overseas tour.)

CONSORTIUM– A partnership or association.

CONSUB– Relates to continuous submarine pay.

CONTIGUOUS– This word is often used when referring to the contiguous United States and the District of Columbia. The word *contiguous* means in physical contact; touching along all or most of one side, and near, next, or adjacent. In other words, the contiguous United States includes all of the continental United States and the District of Columbia less the states of Hawaii and Alaska are connected.

CONUS– Continental United States. CONUS means the 48 contiguous states and the District of Columbia.

CONVALESCENT LEAVE– Convalescent leave is a period of authorized absence granted to persons while under medical care that is part of the care and treatment prescribed for a member's recuperation or convalescence. Convalescent leave is not chargeable to a member's leave account.

COPA– Council on Postsecondary Accreditation.

CORRESPONDENCE– As used in the Navy, this term applies to all written material, including publications, letters, memoranda, and forms.

CPO– Chief petty officer.

CREO– Career Reenlistment Objectives.

CROSS-REFERENCE SHEET– A sheet that is distributed with a directive, and filed in the directives binder, to assist users in locating the directive, when the directive is filed separately.

CRP– Command religious programs.

CURRENT EAOS– Section 2 of the Enlisted Distribution and Verification Report (EDVR) lists members with current EAOS. These are members who must extend, reenlist, separate, or transfer for separation during the current month.

CURRENT PRD– Section 2 of the EDVR lists members with current PRD. These are members with a PRD in the current month who have not yet been ordered to detach.

CURRENT PROSPECTIVE GAINS– Section 1 of the EDVR lists members as current prospective gains. These are members who are due to report on board during the current month.

CURRENT PROSPECTIVE LOSSES– Section 2 of the EDVR lists members as current prospective losses. These are members who are under orders to transfer from the activity during the current month.

CURRENTLY INSURED– For Social Security purposes, currently insured means that certain benefits are paid to survivors if a contributor is currently insured when he or she dies. To be currently insured, a contributor must have Social Security credits for at least 1 1/2 years for work within the 3-year period before death. Using this format, a first-term servicemember, who is 30 years old and who has never worked under Social Security coverage before enlisting would be currently insured when he/she has completed 18 months of his/her enlistment.

CV– Multipurpose aircraft carrier.

DANTES– Defense Activity for Non-Traditional Education Support.

DATE-TIME GROUP (DTG)– The DTG is assigned on messages for identification and file purposes only. The DTG is expressed in six digits; the first two digits being the day, the second two digits being the hour and the third two digits being the minutes. This is followed by a zone suffix, the month, and the year. The month is expressed by its first three letters and the year by the last two digits of the year of origin. The zone suffix ZULU (Z), for Greenwich Mean Time, is used as the universal time for all messages except where theater or area

commanders prescribe the use of local time for local tactical situations.

DCNO– Deputy Chief of Naval Operations.

DCNP– Deputy Chief of Naval Personnel.

DCS– Defense Courier Service.

DDG– Guided missile destroyer.

DDP– Dependents' Dental Plan.

DEATH GRATUITY– Death gratuity is a lump sum payment that is made to eligible survivors immediately upon death of a servicemember. It is designed to assist the family until other regular monthly payments start. The payment is a lump sum amount of $6,000.00. However, remember that this amount could change in the future.

DEEP SEA DIVER PROGRAM– This program includes all enlisted personnel qualified and assigned SNECs 5311, 5341, 5342, 5343, and 5346. Additionally, these personnel carry the enlisted designator (DV). Deep sea divers plan, supervise, and execute salvage, repair, and rescue diving operations for various periods of time at various depths dependent on the individual's degree of qualification. They are responsible for the maintenance and safe operation of diving equipment and tools.

DEERS– Defense Enrollment Eligibility Reporting System.

DEPENDENT RESTRICTED TOUR— An overseas PDS with an established tour that does not permit command-sponsored dependents. Also referred to as unaccompanied hardship overseas tour, or remote tour.

DFAS– Defense Finance and Accounting Service – Cleveland Center, Cleveland, Ohio.

DFAS PAYPERSMAN– DFAS Pay/Personnel Procedures Manual (Navy), Volume II, NAVSO-P 3050-S.

DG NECs– Defense Grouping NECs. These NECs relate to groups of ratings for which there is an identification requirement. These NECs appear as DG-9700 through DG-9780.

DIC– Dependency and indemnity compensation. DIC provides partial compensation to surviving dependents for the loss of financial support sustained as a result of the veteran's service-connected death.

DIFOPS– Additional duty in a flying status involving operational or training flights.

DIFOT– Duty in a flying status involving operational or training flights.

DIPLOMATIC PASSPORT (NO-FEE)– This passport is issued to a foreign service officer, a person in the diplomatic service, or a person having a diplomatic status either because of the nature of the foreign mission or by reason of the office held. Where appropriate, dependents of such persons may be issued diplomatic passports.

DIRECTIVE– A directive is an instruction, notice, or change transmittal that prescribes or establishes policy, organization, conduct, methods, or procedures.

DIRECTIVES ISSUANCE SYSTEM– The standard procedures and formats used to promulgate policy, procedures, and informational releases in the Department of the Navy.

DIVISION OFFICER– A division officer is an individual regularly assigned by the commanding officer to command a division of the unit's organization.

DISLOCATION ALLOWANCE (DLA)– The purpose of the DLA is to partially reimburse a member with or without dependents for the expenses incurred in relocating his or her household. This is in addition to all other allowances authorized in the JFTR, volume 1, and may be paid in advance.

DMRS– Diary Message Reporting System.

DMRSMAN– Diary Message Reporting System Users' Manual. The DMRSMAN is the official manual forr submitting officer and enlisted personnel diaries in coded format via naval

message. The DMRSMAN supplements basic regulations and reporting requirements published elsewhere.

DNEC– Distribution Navy Enlisted Classification Code. The DNEC is a distribution tool used to match an individual's NECs, as displayed in the Manpower and Personnel Management Information System (MAPMIS) Enlisted Master Record (EMR), to a command's authorization for an NEC.

DOD– Department of Defense.

DODIWIR– *Department of Defense Financial Management Regulation Military Pay, Policy, and Procedures,* Volume 7, Part A.

DODMERB– Department of Defense Medical Examination Review Board.

DON– Department of the Navy.

DRAFTER– As relating to message preparation, the drafter is the individual who composes the message and must have a detailed knowledge and understanding of the procedures contained in the NTP 3.

DSN– Defense Switched Network. This acronym replaces the term *Autovon.*

DUINS– Duty under instruction.

DUTY STATION– The place at which a member is assigned for regular duty; also, the place at which the member performs an assigned duty.

DVA– Department of Veterans Affairs.

EAOS– Expiration of active obligated service.

EAOS (WITH EXTENSIONS) LESS THAN PRD– Section 2 of the EDVR lists members whose EAOS (with extensions) is less than PRD. These are members whose EAOS is within 1 to 10 months, and the EAOS is less than PRD. The command is required to take action on members whose names appear in this category. The command must (1) adjust PRD to equal EAOS for noncareerist; and (2) determine reenlistment or extension intentions of careerists. Members are listed in EAOS (plus extensions) sequence.

EARNED LEAVE– Earned leave is leave accrued to a member's credit as of any given date.

EAWS– Enlisted Aviation Warfare Specialist.

ECN– Event control number. As used in the SDS, it applies to the number assigned to events once they have been released. ECNs are used to track events until they are applied to an individual's master record.

ECP– Enlisted Commissioning Program. The ECP is a full-time undergraduate education program that provides an excellent opportunity for outstanding active duty enlisted personnel in the Navy or Naval Reserve, who have previous college credit (but less than a baccalaureate degree), to earn a commission in the Unrestricted Line (URL) or Civil Engineer Corps (CEC).

EDLN– Estimated date of loss to the Navy.

EDVR– Enlisted Distribution and Verification Report. It is a monthly statement of an activity's enlisted personnel account.

EDVRMAN– *Enlisted Distribution and Verification Report User's Manual.* The EDVRMAN is the official manual for interpreting and validating the Enlisted Distribution and Verification Report (EDVR). The EDVRMAN supplements basic regulations and requirements published in other manuals.

EEAP– Enlisted Education Advancement Program. The EEAP provides an opportunity for highly qualified and career motivated enlisted personnel to earn an Associate/Bachelor of Arts or Associate/Bachelor of Science Degree.

EFFECTIVE DATE OF PCS ORDERS– For members being separated or retired, the effective date of determining the entitlement to travel and transportation allowances (authorized weight of household goods, eligibility for travel of dependents, and so on) is the last day of active duty. This does not apply to reservists being separated and recalled retired members

who continue in an active duty status during the time allowed for return travel home. For those members, and members other than those being separated or retired, it is the date a member is required to begin travel from the old PDS, the member's home or place from which called (or ordered) to active duty, the last temporary duty station, or the designated place, whichever applies, in order to arrive at the new PDS, home, or place from which called (or ordered) to active duty, on the date authorized by the mode of transportation authorized and/or used. Refer to Appendix A of JFWR, volume 1, for examples that show you how to determine the effective date of orders.

EFMs– Exceptional family members. EFMs are described as handicapped or exceptional dependents who require special medical care and/or special education.

EMERGENCY LEAVE– Emergency leave is leave granted for a personal or family emergency requiring the member's presence. Emergency leave is chargeable to the member's leave account.

EMERGENCY RATINGS– Ratings encompassing skills or qualifications common to the civilian sector that are not required as ratings in peacetime but are required in time of war.

EML– Environmental and morale leave. EML programs are established at overseas installations where adverse environmental conditions require specific arrangements for leave in more desirable places at periodic intervals. EML programs involve space-available travel privileges. The leave taken under the EML program is ordinary leave chargeable to the member's account.

EMR– Enlisted Master Record.

ENLISTED BONUS– An enlistment bonus is paid to an enlistee when that enlistee meets conditions as specified in part 1, chapter 9 of the DODFMR, volume 7, Part A.

ENLISTED PERSONNEL– Personnel below the grade of warrant officer are considered enlisted personnel.

ENLISTEE– A person who has voluntarily enlisted for military service.

ENLTRANSMAN– *Enlisted Transfer Manual*

ENTITLEMENT– The legal right to receive items of pay and/or allowances.

ENTNAC– Entrance National Agency Check.

EOD– Explosive ordnance disposal. Personnel qualified as EOD are assigned Secondary NECs 5332 and 5333. Additionally these personnel carry the enlisted designator parachute jumper (PJ) and/or DV. Once qualified, personnel perform Explosive Ordnance Disposal Operations as EOD Technicians.

EPADs– Enlisted Personnel Action Documents. These documents are used by BUPERS to issue PCS orders, notification of adjustment of projected rotation dates (PRDs), and even acknowledgement of Fleet Reserve and retirement requests.

NOTE: There is a possibility that by the time you receive this training manual these documents will no longer be issued.

EPMAC– Enlisted Personnel Management Center, which is located in New Orleans, Louisiana.

EREN– Expiration of reserve enlistment.

ERRONEOUS PAYMENT– A payment of pay and/or allowances to a member to which he or she is not entitled.

ESO– Educational services officer or educational services office.

ESWS– Enlisted Surface Warfare Specialist.

EXAMINING BOARDS– Examining boards administer examinations, furnish necessary material, give complete instructions on examination procedures, and forward Navywide examinations to other activities for use by personnel transferred or in a transient or leave status on examination date. The board is normally established about 2 months before scheduled examination dates and consists of at least three members (officer or civilian) with

sufficient experience to perform duties of the board in an optimum manner. The senior member must be a lieutenant or higher, with the exception of officers in charge of Personnel Support Detachments (PERSUPPDETS), who are authorized to assume positional authority as senior member of consolidated examining boards.

EXCESS LEAVE– Excess leave is leave granted in excess of earned leave and advance leave and when the member is not entitled to pay and allowances. A minus leave balance at the time of discharge, first extension of an enlistment or separation from active duty, desertion, or death is considered as excess leave.

EXIGENCIES OF THE SERVICE– Urgent demands of the military service.

EXPIRATION OF TERM OF SERVICE– The end of a required or contracted period of service.

EXPIRED AND BLANK PRD– Section 2 of the EDVR lists members who have an expired and/or a blank PRD. These are members with a PRD prior to the current month, or a blank PRD, who have not yet been ordered to detach.

EXPIRED EAOS– Section 2 of the EDVR lists members who have an expired EAOS. These are members who should have already extended, reenlisted, separated, or transferred for separation. They are listed by the month in which their EAOS expired.

EXPIRED PROSPECTIVE GAINS– Section 1 of the EDVR reflects members who are considered expired prospective gains. These are members who should have already reported on board a command. They are listed by the month in which they should have reported.

EXPIRED PROSPECTIVE LOSSES– Section 2 of the EDVR reflects members who are considered expired prospective losses. These are members who should have already detached from an activity. They are listed by the month in which they should have detached.

EXTENSION OF ENLISTMENT– Contracted agreement that extends an enlisted member's current enlistment for a stated period beyond normal expiration of that enlistment.

FACSIMILE STAMPS– A commanding officer may authorize others to use stamps that duplicate his or her signature where the personal signing of correspondence causes hardship or is impractical. If you are authorized to use a facsimile stamp of someone else's signature, pen your initials (provided you are authorized to do so) next to each signature you stamp to authenticate the facsimile. Safeguard such stamps from unauthorized use.

FEE PASSPORT- A fee passport is a passport issued to U.S. citizens who are traveling abroad for personal or unofficial reasons. Also known as a tourist passport, it is issued to personnel traveling in a leave status or tourist status and for dependents who wish to reside abroad at their own expense. These passports are issued on a full-fee basis.

FHP– Field host processor.

FLTRES– Fleet Reserve. A form of retirement where a naval member who has completed 20 years but less than 30 years of active service is released from active duty.

FMS– Final Multiple Score. A FMS is computed for each candidate taking the Navywide advancement examination. A FMS can be determined only after a candidate's standard score is known. A candidate's standard score is reflected on the Examination Profile Information.

FORMAN– Force management.

FPOV– Foreign-made privately owned vehicle.

FSA– Family separation allowance. The FSA is payable only to members with dependents. Two types of FSA are authorized–Type I and Type II. Both types are payable in addition to any other allowance or per diem to which a member may be entitled.

FULLY INSURED— For Social Security purposes, fully insured means that no one individual can be fully insured who has credit for less than

1 1/2 years of work. A person who has credit for 10 years can be sure that he or she will be fully insured for life. The amount of payment depends on the contributor's average earnings over the period stated by law.

FUTURE EAOS– Section 2 of the EDVR reflects members who have a future EAOS. These are members who must extend, reenlist, separate, or transfer for separation within the next 10 months. They are listed by the month in which their EAOS will expire.

FUTURE PRD– Section 2 of the EDVR reflects members who have a future PRD. These are members who are projected losses to the activity within the next 10 months. They are listed by the month of PRD.

FUTURE PROSPECTIVE GAINS– Section 1 of the EDVR reflects members who are considered future prospective gains. These are members who are due to report on board in future months. They are listed by the month in which they are ordered to report.

FUTURE PROSPECTIVE LOSSES– Section 2 of the EDVR reflects members who are considered future prospective losses. These are members who are under orders to transfer from the activity within the next 10 months. They are listed by the month in which they are ordered to detach.

GCM– Good Conduct Medal.

GED– General Education Development. Relates to the successful passing of the high school level General Educational Development test.

GENERAL RATING– A broad occupational field encompassing duties and functions requiring related aptitudes and qualifications. The PN is an example of a general rating. Notice that the paygrade level is not considered when referring to the term *rating*.

GMPO– Guard mail petty officer.

GOVERNMENT CONVEYANCE– Any means of transportation owned, leased, or chartered by the government, including aircraft on loan to or owned by an Aero Club. A government-owned vessel totally leased for commercial operation or a rental vehicle, as referred in paragraph U5320-E of the JFTR, will not be considered as a government conveyance.

GOVERNMENT PROCURED TRANSPORTATION– Transportation procured directly from a commercial carrier with a government transportation request (GTR) or other document issued by an appropriate government official.

GPW– Geneva Convention Relative to Treatment of Prisoners of War of 12 August 1949.

GRADUATION LEAVE– Graduation leave is a period of authorized absence granted as a delay in reporting to the first duty station for graduates of the Naval Academy who are appointed commissioned officers in the Armed Forces. Graduation leave is not chargeable to a member's leave account.

GSS– Geographically separated site.

GTR– Government transportation request.

GUARD III– The GUARD III program offers two guaranteed assignments within a 25-year career timeframe for active duty USN, USNR-R (TAR), and USNR personnel in return for a 4-, 5-, or 6-year reenlistment.

HELP SCREEN– As relating to computers, special screens that provide the user a ready reference about a particular program. For example, the special help screens available in the Source Data System (SDS) on valid data entry codes.

HHG– Household goods.

HIGH YEAR TENURE (HYT)– Section 2 of the EDVR reflects members who are approaching HYT who have taken action to request a waiver, or who must take required action to request a waiver. HYT is to the maximum amount of years a member is allowed to remain on active duty in any one paygrade.

HIV– Human Immuno Deficiency Virus. Any of several retroviruses that infect human T cells and cause AIDS.

HOME OF RECORD– This term means the place recorded as the home of the member when commissioned, appointed, enlisted, inducted, or ordered into a relevant tour of active duty, or the place recorded as the home of the individual when reinstated, reappointed, or reenlisted only when such reinstatement, reappointment, or reenlistment follows a break in service of at least 1 full day. The home of record is used for the purpose of determining travel and transportation allowances or other compensations provided by law when entitlement is based on the home of record at the time of entry into service, or call to active duty.

HUMS– Humanitarian assignment.

IFF– Identification friend or foe.

IFR– Instrument flight rules.

IMAPMIS– Inactive Manpower and Personnel Management Information System.

IN-PLACE CONSECUTIVE OVERSEAS TOUR– An in-place consecutive overseas tour is one in which, upon completion of an initial overseas tour (including voluntary extensions), a member agrees to serve another prescribed tour at the same PDS. No PCS movement is involved.

INSTRUCTION– A directive containing authority or information having continuing reference value, or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or higher authority.

IRR– Individual Ready Reserve.

ISIC– Immediate superior in command.

ISSUE IN KIND– An issue in goods rather than in money.

IUSS– Integrated Undersea Surveillance System.

JAG– Judge Advocate General.

JAGMAN– *Manual of the Judge Advocate General.*

JFTR– *Joint Federal Travel Regulations,* Volume 1, NAVSO P-6034. This publication is now published on a disk rather than on paper.

JUMPS– Joint Uniform Military Pay System.

KVDT– Keyboard video display terminal. As used in the SDS, the KVDT is a component of the computer used to process SDS events.

LAN– Local area network.

LANTFLT– Atlantic Fleet.

LATERAL CHANGE IN RATE– A conversion from one rate to another; for example, Seaman Apprentice (SA) to Airman Apprentice (AA) or Boatswain's Mate Third Class (BM3) to Quartermaster Third Class (QM3).

LDO/CWO PROGRAM– Limited Duty Officer/Chief Warrant Officer Programs. These programs are the principal enlisted-to-officer programs sponsored by the Navy that do not require a college education.

LES– Leave and Earnings Statement. The LES is the source document that contains details of both the member's pay and leave account. It is a printout of information contained in the member's Master Military Pay Account (MMPA).

LETTERHEAD– In letters, this is the address of a command preceded by the DEPARTMENT OF THE NAVY. This information is all centered on the fourth line from the top of the page.

LIMDU– Limited duty.

LOCO PARENTIS– A person who stood in place of a parent to the servicemember 24 hours a day for a period of at least 5 years before the servicemember became 21 years old or entered military service.

LOST TIME– That period of time not included in determining cumulative years of service for all military purposes.

LPD– Amphibious transportation dock.

LPH– Amphibious assault ship (helicopter).

MAIL COVER– The term *mail cover* is used when a record is made of any data appearing on the outside cover of any class of mail matter, or found in the contents oe any class of mail.

MAILING ADDRESS– The address at which a member of the naval service can be reached at any time by ordinary mail. The mailing address of a member serving on extended active duty is normally the address of the duty station to which he or she is assigned.

MANMED– *Manual of the Medical Department.*

MAPMIS– Manpower and Personnel Management Information System.

MAPTIS– Manpower and Personnel Training Information System.

MCA– Manning control authority. Manning control consists of two functions–manning and placement. This control is exercised by the MCA. BUPERS (PERS 453) is the MCA for most CONUS activities. COMNAVRESFOR (Code 02A) is MCA for most CONUS activities that are primarily concerned with the training of Naval Reservists. CINCPACFLT is MCA for activities in the Pacific Ocean area. CINCLANTFLT is MCA for activities in the Atlantic Ocean area.

MCPO– Master chief petty officer.

MCPON– Master Chief Petty Officer of the Navy.

MECP– Medical Enlisted Commissioning Program. MECP gives active duty enlisted personnel, including those in the Training and Administration of Reserve (TAR) Program, an opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as a Nurse Corps officer.

MEMBER– A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. As used in this definition the words *retired person* includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

MEPS– Military Entrance Processing Station.

MGIB– Montgomery G.I. Bill. The MGIB is an educational assistance program available to those individuals who (1) first entered on active duty on or after 1 July 1985; (2) are entitled to education benefits under the Vietnam Era GI Bill, and who satisfy certain eligibility criteria; or (3) enlist, reenlist, or extend an enlistment as a drilling Reservist for service in the Selected Reserve (SELRES) for a period of not less than 6 years on or after 1 July 1985. The SELRES GI Bill replaces the educational benefits program provided for in Title 10, United States Code, Chapter 106.

MIA– Missing in action.

MICROFICHE RECORD– Your microfiche record, is maintained in the Bureau of Naval Personnel (BUPERS) (Pers 313), Washington, DC. It is a small sheet of microfilm on which microcopies of your service record pages are recorded.

MILPERSMAN– *Naval Military Personnel Manual.*

MIRCS– Mechanical instrument repair and calibration shop.

MINIMASTER– A personnel data base, maintained at each field host processor (FHP), containing an extract of headquarters (DFAS/BUPERS) data elements and certain locally maintained data elements.

MINIMIZE– Sometimes it is necessary to reduce the volume of record and/or voice communications ordinarily transmitted over U.S. military-owned or leased telecommunications facilities. This action, known as *MINIMIZE,* is designed to clear communications networks of traffic, the urgency of which does not require transmission by electrical means during MINIMIZE. Only traffic of any precedence that concerns accomplishing a mission or safety of life is considered essential and therefore requires electronic transmission.

MMPA– Master military pay account.

MODEM– A modem is a device that converts data to a form that can be transmitted from one device to another. For example, when hooked up to a computer, a modem can be used to transmit data electrically to another computer

where a modem receives and reconverts the data.

MORAL TURPITUDE– Behavior contrary to the accepted and customary rules of right and wrong and duty between humans. Moral turpitude is an act or behavior that gravely violates moral sentiment or accepted moral standards of community and is a morally culpable quality held to be present in some criminal offenses as distinguished from others. It is also the quality of a crime involving grave infringement of the moral sentiment of the community as distinguished from statutory malum prohibitum.

MPO– Military post office.

MPS– Military Postal Service.

MSC– Military Sealift Command.

NAC– National Agency Check.

NAVADMIN– Naval administrative messages.

NAVCRUITDIST– Navy recruiting district.

NAVDAF– Naval data automation facility.

NAVETS– Navy veterans.

NAVPTO– Navy Passenger Transportation Office.

NAVRESPERSCEN– Naval Reserve Personnel Center (also NRPC).

NAVY PASSPORT AGENT– A Navy passport agent is a civilian employee of the U.S. Navy or a U.S. Navy member who has been designated by the Office of Passport Services, Department of State, to accept and process passport applications for U.S. Navy-sponsored personnel traveling in an official status.

NCBDCP– Nurse Corps Baccalaureate Degree Completion Program. The NCBDCP gives qualified individuals the opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as a Nurse Corps officer.

NCTS– Naval computer telecommunication station.

NDRB– Naval Discharge Review Board. The NDRB was established under the Servicemen's Readjustment Act of 1944 to review, as provided in 10 U.S.C. 1553, upon the petition of whether under reasonable standards of naval administration and discipline the type and nature of the discharge should be changed, corrected, or modified; and if so, to decide what change, correction, or modification should be made.

NEC– Navy Enlisted Classification Code. NEC codes identify a nonrating-wide skill, knowledge, aptitude, or qualification that must be documented to identify both people and billets for management purposes.

NETPMSA– Naval Education and Training Program Management Support Activity. This is the location where the Navywide advancement examinations and training manuals are written.

NETSC– Naval Education and Training Support Center.

NHSC– National Home Study Council Schools.

NITRAS– Navy Integrated Training Resource and Administration System.

NJP– Nonjudicial punishment.

NMP– Navy Manning Plan.

NODAC– Navy Occupational Development and Analysis Center.

NO-FEE PASSPORT– The no-fee passport is issued on a no-fee basis for official travel of dependents of military personnel who will be serving an accompanied tour of duty overseas. The passport is valid only for use in conjunction with the bearer's residence abroad as a dependent of a military member on active duty outside the continental limits of the United States.

NONCOMMAND-SPONSORED DEPENDENTS– Dependents residing with the member at a location outside CONUS, where the accompanied-by-dependents tour may or may not be authorized, and who are not entitled to travel to and from the member's overseas duty station at government expense nor do they entitle said member to station allowances at the "with dependents" rate. These dependents may either be "acquired dependents" or "individually sponsored by the member" into the command without endorsement of the appropriate authority.

NONPERFORMANCE OF DUTY (CIVIL ARREST)– Any period in excess of 24 consecutive hours of nonperformance of duty while confined under sentence or while confined before and during trial by civil authority. If the member is convicted under the laws of the state or government concerned, the time lost must be made up.

NOTICE– A directive of a one-time or brief nature that has a self-canceling provision. Notices have the same force and effect as an instruction. Usually, it remains in effect for less than 6 months, but it is not permitted to remain in effect for longer than 1 year.

NROTC– Naval Reserve Officers Training Corps. The NROTC Navy-option scholarship programs educate and train well-qualified young men and women for careers as commissioned officers of the U.S. Navy Unrestricted Line (URL) and Nurse Corps, with initial appointment in the Navy and in the grade of ensign.

NRPC– Naval Reserve Personnel Center.

NSI– Naval Science Institute.

NST– Normal shore tour.

NTI– *U. S. Navy Travel Instructions.*

NTP 3– *Naval Telecommunications Procedures.* The official publication that discusses message preparation procedures and format requirements. This publication is on CD-ROM.

OBLISERV– Obligated service.

OCCUPATIONAL FIELDS– As used in the description of Navy occupations, they reflect the 23 groupings in which ratings of similar or related skills are organized.

OCCUPATIONAL STANDARDS (OCCSTDs)– Enlisted OCCSTDs are the Navy's minimum requirements for the enlisted occupational skills established by manpower and personnel managers. OCCSTDs form the basis for implementing and supporting actions for personnel training, advancement, and distribution. Training manual writers base rate training manuals on OCCSTDs, and the exam writers use OCCSTDs to support advancement exams.

OCR– Optical character recognition.

OCS– Officer candidate school.

ODCR– Officer Distribution Control Report. The Bureau of Naval Personnel (BUPERS) prepares an ODCR for each naval activity with officer billets authorized or officers on board in a temporary duty status.

OFFICER– A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary, of the Uniformed Services. As used in this definition, the word *temporary* includes temporary officers whose permanent status is that of an enlisted person.

OFFICER'S JUNK JACKET– A folder that is maintained separately from the officer's service record where you should file old documents such as TAD and PCS orders. Any documents that do not belong in the officer's service record should be filed in the junk jacket.

OFFICIAL PASSPORT (NO-FEE)– This passport is issued to active duty personnel and DOD civilian employees proceeding abroad on official duty under orders to a country requiring documentation.

OHA– Overseas housing allowance. The OHA system provides an allowance to servicemembers assigned to overseas locations that defrays a significant amount of housing costs.

OIC– Officer-in-charge.

OJT– On-the-job training.

OOD– Officer of the deck.

OPEN MESS– A nonappropriated fund activity established to provide services essential to messing, billeting, and recreation of officers, warrant officers, noncommissioned officers, and their dependents.

OPNAV– Chief of Naval Operations.

ORDERS– As used in the transfer of personnel, orders are the written authority given to personnel to execute an assignment by competent authority.

ORDMOD– Order modification.

ORIGINATOR– When it relates to message preparation, the originator of a message is the authority (command or activity) in whose name a message is sent. The originator is responsible for the functions of the message releaser and drafter.

ORIGINATOR'S CODE– When referring to originator's code in letters, this means the office symbol of the drafter, but it may be the hull number of a ship. Local activities decide the makeup of an originator's code. You should put it on all letters, either by itself or as part of a serial number.

OSDR– Overseas Screening Deficiency Report.

OSGLI– Office of Servicemen's Group Life Insurance.

OSVETS– Other service veterans.

OTH– Other than honorable.

OTM– *Officer Transfer Manual.*

OVERPAYMENT– An amount paid to a member that is in excess of that to which he or she is entitled.

OVERSEAS SERVICE– overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the 48 contiguous United States and District of Columbia.

OYR– One year recall.

PACE– Program for Afloat College Education.

PACFLT– Pacific Fleet.

PAO– Public Affairs Officer or Public Affairs Office.

PARs– Personnel Advancement Requirements. PARs are skills and abilities required for advancement or change in rating that can best be demonstrated by actual performance. PARs are required for advancement to paygrades E-4 through E-7.

PASS– Pay/Personnel Administrative Support System.

PAYPERSMAN– *DFAS Pay/Personnel Procedures Manual (Navy).* This manual was replaced by the *Disbursing, Administration, and Personnel Manual* (DAPMAN).

PC– Personal computer.

PCDMRS– Personal Computer Diary Message Reporting System.

PCP– Passenger control point.

PCS– Permanent change of station.

PCSTO– Permanent change of station transfer orders.

PDS– Permanent duty station.

PEBD– Pay entry base date.

PEP– Personnel Exchange Program.

PERFUNCTORY– Done without care or interest.

PERMDU– Permanent duty.

PERSONNEL CASUALTY REPORT– A personnel casualty report is required on members of the Navy, certain former members, certain Navy

family members, and other members of the Armed Forces and civilians serving with or attached to Navy commands who become casualties.

PERSONNELMAN– The Navy Personnelman (PN), as the name implies, is someone who works in a personnel-related field and is normally assigned to a personnel office.

PERSONNEL OFFICE– The personnel office is an administrative control center within a command.

PERSUPPDETS– Personnel Support Detachments (Also referred to as PSDs). PERSUPPDETS are the "one-stop service centers" that retain and maintain the pay accounts and service records for all shore commands and activities within a specific geographical area.

PFR– Personal financial record.

PIM– As used in the Enlisted Performance Evaluation System, this acronym means performance information memorandum.

PLA– Plain language address. PLA, also called the message address, is the address component used to denote the correct spelling of command short titles and geographical locations in message addressing.

PMA– Performance mark average. A PMA is required for each advancement candidate except for PEP, CAP, and E-8/9 candidates. The PMA is computed using the trait marks assigned on performance evaluations in present paygrade (including those prepared while sewing in a frocked status) received during the minimum time in rate period specified in the NAVADMIN message issued for that particular advancement cycle.

PNEC– Primary Navy Enlisted Classification Code.

PO– Petty officer.

POB– Projected on board.

POC– Privately owned convey ance.. Unless otherwise qualified, any mode of transportation actually used for the movement of persons from place to place other than a government conveyance or common carrier. A conveyance rented by a member at personal expense for transportation on PCS or TDY/TAD, when such rental conveyance has not been authorized or approved as a special conveyance as provided for in paragraph U3415 of the JRTR is also included.

PORT CALL– Official notification or instructions that requires a member and/or dependents to report for transoceanic transportation. The port call designates the aerial or sea port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the required reporting time and date, and provides other instructions that are relevant to the transportation arrangements made on behalf of the traveler(s).

POV– Privately owned vehicle.

POW– Prisoner of War.

PPSUIC– Personnel and Pay Support Unit Identification Code.

PRC– Passenger reservation confirmation. A reply by the Air Mobility Command (AMC) or Passenger Control Point (PCP) in response to a passenger reservation request (PRR), confirming a seat reservation.

PRD– Projected rotation date. Detailers use this date to determine when orders will be written. The new assignment's PRD is also reflected on the new orders issued by the ACA.

PRECEDENCE– When it refers to message traffic, precedence enables message drafters to indicate to the telecommunications center the relative order of processing and delivery. There are four precedence categories–ROUTINE, PRIORITY, IMMEDIATE, and FLASH.

PRECERT– Precertification.

PROBATE– The act or process of proving before a duly authorized person that a document submitted for official certification and registration, as a last will and testament, is genuine. It also means to establish officially the genuineness or validity of; for example, a will.

PROBATE COURT– A court having jurisdiction over the probating of wills, the administration of estates, and usually, the guardianship of minors and incompetents.

PROCEED TIME– A period of time not chargeable as leave, delay, or allowed travel time that is granted for the purpose of facilitating necessary personal arrangements inherent in certain PCS orders.

PRP– Personnel Reliability Program.

PRR– Passenger reservation request. A request submitted to a NAVPTO or PCP for international or overseas passenger transportation.

PSA– Personnel support activity. Activities that manage a number of PERSUPPDETS within a geographical area.

PSC– Postal service center.

PSD– Personnel support activity detachment.

PSI– Personnel security investigation.

PST– Prescribed sea tour.

PTM– *Navy Passenger Transportation Manual,* NAVMILPERSCOMINST 4650.2.

RAPIDS– Real-Time Automated Personnel Identification System. This computer system is used to access DEERS.

RATE– The term rate defines personnel by occupation and paygrade; for example, Personnelman Third Class (PN3).

RATIONS IN KIND– Meals furnished rather than money.

RCA– Rating change authorization. The RCA reflects the advancement dates of individuals after successful participation in the Navywide advancement examination and/or individuals who required selection board action and who have been selected for promotion.

REENLISTMENT BONUS– Special pay to an enlisted member who reenlists under provisions of 37 U.S.C. 308.

RELEASER– When it relates to message preparation, the message releaser is a properly designated individual authorized to release a message for transmission in the name of the originator. In addition to validating the contents of the message, the releaser's signature affirms compliance with the message drafting instructions contained in the NTP 3 and related publications. Also, the releaser's signature authorizes transmission of the message.

RESCORE– Recruiting Selective Conversion and Reenlistment Program. The RESCORE program offers career incentives to Navy Veterans (NAVETS) who reenlist after a 24-hour break in service, career incentives for conversion to ratings that are undermanned as reflected in the *Career Reenlistment Objectives (CREO),* OPNAVINST 1160.4.

RESFIRST– Reserve Field Reporting System.

RESOURCE SPONSOR– OPNAV principal official (OPO) responsible for an identifiable aggregation of resources that constitute inputs to warfare and supporting tasks. The span of responsibility includes interrelated programs or parts of programs located in several mission areas.

REST-AND-RECUPERATION LEAVE (R&R)– R&R is granted in conjunction with the rest and recuperation program established in areas designated for imminent danger or hostile fire pay, and when operational military considerations preclude the full execution of ordinary annual leave programs. Leave granted in connection with an authorized R&R program is chargeable to the member's leave account. R&R itself is not chargeable.

RMC– Regular military compensation.

RTC– Recruit Training Command.

SATO– Scheduled Airline Ticket Office.

SBA– Small Business Administration.

SBE– Selection board eligible.

SBI– Special background investigation.

SBP– Survivor Benefit Plan. The SBP was enacted 21 September 1972 to provide benefits to survivors of retired and retirement-eligible military personnel.

SCORE– Selective Conversion and Reenlistment (SCORE) Program. The SCORE Program offers special career incentives to enlisted members who reenlist for conversion to ratings that are undermanned (in CREO 1) as listed in the most current CREO NAVADMIN and is, therefore, reserved for personnel who exhibit sustained superior performance.

SCPO– Senior chief petty officer.

SCWS– Seabee Combat Warfare Specialist.

SDS– Source Data System.

SDSPROMAN– *Department of the Navy Source Data System Prucedures Manual,* Volumes I and II, NAVSO P-3069.

SEAL/UDT (NAVAL SPECIAL WARFARE) PROGRAM– The Navy Special Warfare Community includes enlisted personnel qualified to and assigned Secondary NECs (SNECs) 5321, 5322, 5326, and 5327. Additionally, these personnel carry the enlisted designators DV and PJ. Once qualified, personnel perform Special Warfare Operations as SEAL/UDT Combatant Swimmers.

SECDEF– Secretary of Defense.

SECNAV– Secretary of the Navy.

SECNAVFIND– Secretary of the Navy finding. A member is not entitled to more than one dislocation allowance during any fiscal year unless the Secretary of the Navy finds that the exigencies of the service require more than one PCS during the same fiscal year. This finding is referred to a SECNAVFIND.

SELRES– Selected reserve.

SEPARATION– Discharge, release from active duty, retirement, death, or in the case of enlisted members, the date when they begin to serve on a voluntary extension of enlistment for any period of time.

SEPARATION LEAVE– When consistent with military requirements, a member maybe granted leave which expires on the day of separation without the necessity of the member returning to the activity that granted the separation leave, or that is processing his or her separation.

SEQ– When referring to message diaries, the sequence number is a two-digit number that identifies the sequence number of the DMRS message being transmitted.

SERVICE RATINGS– Service ratings are subdivisions of certain general ratings that provide for increased specialization in training and employment of personnel. For example, the general rating AB is divided into ABE, ABF, and ABH. The E, F, and H, indicate a certain specialization.

SGLI– Servicemen's Group Life Insurance. Each member serving on active duty, performing annual training, or performing inactive duty training is eligible to be insured under the SGLI up to a maximum of $200,000 while he or she is on active duty, and 120 days after separation.

SKMC– Sickness resulting from misconduct. SKMC is a period in excess of 24 consecutive hours of absence from regular duty, that is determined to be due to intemperate use of drugs or alcohol, or disease or injury resulting from a member's own misconduct. This absence is considered as time lost pending final action by the officer exercising general court-martial convening authority.

SITE TV– Shipboard information training and entertainment television.

SNEC– Secondary Navy Enlisted Classification Code.

SNDL– Standard Navy Distribution List.

SOC– Servicemembers opportunity colleges.

SOCNAV– Servicemembers Opportunity Colleges Navy Associate Degree Program.

SPCMCA– Special Court-Martial Convening Authority.

SPECIALTY MARK– The insignia worn by personnel to identify their rating.

SRA– Shop-replaceable assemblies.

SRB– Selective Reenlistment Bonus Program. The SRB program is used to increase the number of reenlistments in ratings and NEC codes having insufficient retention.

SRIP– Selected Reserve Incentive Program.

SSIC– Standard subject identification code. The SSIC is a four- or five-digit number that represents a letter's subject. This number helps to file and retrieve correspondence, and eventually dispose of it.

SSN– Social security number.

STAR– Selective Training and Reenlistment (STAR) Program. This program offers career designation to first-term enlisted members who enlist or reenlist and thereby become eligible for certain career incentives such as a selective reenlistment bonus and guaranteed assignment to a Class "A' or "C" school.

STD– Standard Transfer Directive.

STEREOTYPING— The forming of a standardized oversimplified mental picture of members of a group.

STDM– Standard Transfer Directive Module.

STRIKER IDENTIFICATION– A term that designates the rating in which a general apprentice (E-1, E-2, or E-3) has significant skills as a result of on-the-job experience or formal classroom training. A rating abbreviation is added to a member's rate abbreviation to indicate striker identification. For example, an Airman (AN) who demonstrates significant skills in the Aviation Electronics Technician (AT) rating through on-the-job experience and passing score on the AT3 advancement exam could be designated with the new abbreviation ATAN by NETPMSA.

SWAPS– Refers to the exchanges of duty and reassignment at no-cost-to-the-government, provided the individual agrees to bear all expenses involved. SWAPS is discussed in chapter 16 of the ENLTRANSMAN.

SYNOPSIS– A statement giving a brief and general review of a subject matter.

TA– Tuition assistance.

TAC– Transaction code. When referring to message diaries, TACs are the alphabetical and/or numerical way of identifying and controlling transactions.

TAD– Temporary additional duty. TAD is a form of temporary duty that applies only when authorized in separate regulations by the Service concerned. It involves one journey away from the member's PDS, in the performance of prescribed duties at one or more places, and directs return to the starting point upon completion of such duties. Personnel on TAD remain assigned to the PDS from which they proceeded on TAD.

TAFMS– Total active Federal military service.

TAMP– Transitional Assistance Management Program.

TAR– Training and Administration of Reserve personnel.

TAS– Total active service.

TC– Transaction date. On a PCS transfer directive, the TC is the date action was authorized expressed in Julian date and year.

TDRL– Temporary Disability Retired List.

TDY– Temporary duty. TDY is duty atone or more locations, other than the PDS, at which a member performs TDY under orders which provide for further assignment, or pending further assignment, to a new PDS or for return to the old PDS upon completion of the TDY. It also includes that period spent at a location

while processing for separation from the Service, release from active duty, placement on the temporary disability retired list, or retirement, when the last PDS is different from the location where processing is accomplished.

TED– Terminal eligibility date.

TEMAC– Temporary active duty.

TEMADD– Temporary additional duty. This term is synonymously used with TAD.

TEMADDINS– Temporary additional duty under instruction.

TEMDU– Temporary duty.

TEMDUINS– Temporary duty under instruction.

TICKLER FILE– A file that is established by most offices and one which is used to remind administrative personnel of pending actions or events. This file should be checked daily if it is to be effective.

TIR– Time in rate.

TU– Temporary lodging allowance. TLA is a PCS allowance payable incident to initially reporting to an overseas PDS, detaching from an overseas PDS, or under certain other circumstances. It is authorized to partially reimburse a servicemember for more than normal expenses incident to the use of temporary lodgings outside CONUS.

TLE– Temporary lodging expense. TLE is paid in CONUS under the JFTR, volume 1, chapter 5, part H. TLE is intended to partially offset the cost of occupying temporary lodging incident to a PCS move.

TRAHAB– Training or rehabilitation.

TRANSOCEANIC TRAVEL– Travel which, if performed by surface means of commercial transportation over a usually traveled route, would require the use of oceangoing vessels.

TRAVEL ORDERS— A written instrument issued or approved by the Secretary of the Service concerned, such as the Secretary of the Navy, or such person(s) to whom authority has been delegated or redelegate to issue travel orders, directing a member or group of members to travel between designated points.

TSCO– Top Secret control officer.

TYCOM– Type commander.

UA– Unauthorized absence. UA is any period of absence determined to be without authority and not excused as unavoidable. This time must be made up.

UCMJ- Uniform Code of Military Justice.

UIC– Unit identification code. The activity's UIC as used in Manpower and Personnel Information System (MAPMIS).

UMIDS– Uniform Microcomputer Disbursing System.

UMR— Unit mailroom.

UNACCOMPANIED BAGGAGE– Unaccompanied baggage is that portion of the HHG weight allowance that is normally shipped separately from the major items of furniture.

UNACCOMPANIED MEMBER– A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNIT— A military element whose structure is prescribed by competent authority.

URL– Unrestricted line.

U.S.C.– On June 30, 1926, Congress enacted the Code of Laws of the United States of America, referred to as the U.S. Code and cited as "U.S.C." A new edition of the U.S. Code was published in 1932. Every 6 years a new edition of the U.S. Code is published with cumulative supplement volumes being issued during the intervening years.

USER– When it relates to messages, it is any individual authorized to draft, release, and/or process electronically transmitted messages.

USMC CAIA– U.S. Marine Corps (USMC) Combat Aircrew Insignia Authorization. The Chief of Naval Operations has approved the wearing of this award on Navy uniforms. The insignia may be worn in the same manner as other breast insignia, similar to the Navy's Aircrewman Insignia. The Combat Aircrew Insignia is awarded to those Navy personnel assigned to Marine Corps units as crewmembers and who have flown in combat.

USNA– United States Naval Academy.

USO– United Services Organization.

VARIABLE REENLISTMENT BONUS– Special pay to an enlisted member with a critical skill, in addition to a regular reenlistment bonus, under provisions of 37 U.S.C 308g.

VEAP– Veterans' Educational Assistance Program. The VEAP was a voluntary contributory education benefit plan available to those servicemembers who entered active duty on or between 1 January 1977 and 30 June 1985. The VEAP was terminated 1 April 1987.

VEGIB– Vietnam Era GI Bill.

VFR– Visual flight rules.

VGLI– Veterans Group Life Insurance. The VGLI was created by Public Law 93-289 and became effective on 1 August 1974. VGLI is a 5-year non-renewable term policy which has no cash, loan, paid-up, or extended values. VGLI is available to personnel who are released from active duty, discharged, retired, and transferred to the Fleet Reserve.

VHA– Variable housing allowance. VHA is intended for the purpose of assisting servicemembers, entitled to a BAQ, to defray housing costs when government quarters are not assigned.

VIETNAM ERA GI BILL (VEGIB)– The VEGIB was an educational assistance program available to eligible individuals with service between 1 February 1955 and 31 December 1976. This program was terminated on 31 December 1989.

VISA– A visa is permission granted by the government of a country to an alien to enter that country and to remain for a specified period of time. A visa is usually in the form of an imprinted stamp affixed to one of the pages of a passport.

WELLROUNDED INDIVIDUAL– For the purpose of this training manual, this term means that you should be an individual who accomplishes more than just what you are expected to accomplish. Being a well-rounded individual also means that an individual should perform beyond the realm of normal expectations. Additionally, a well-rounded individual is an individual who makes a difference in his or her life and in the lives of others for the betterment of society.

WAN– Wide area network.

WO– Warrant officer.

WRA– Weapons replaceable assemblies.

XO– Executive officer.

APPENDIX II

REFERENCES USED TO DEVELOP THE TRAMAN

NOTE: The following references were current at the time this TRAMAN was being written. However, you should always make sure you have the most current edition of all reference listed when dealing with subjects written about in this TRAMAN.

NOTE: The numbers in parentheses after the references refer to the chapters of the TRAMAN to which those specific references apply.

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Assignment Questions

Information: The text pages that you are to study are provided at the beginning of the assignment questions.

COMMANDING OFFICER
NETPDTC
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

15 Oct 98

ERRATA 1

Specific Instruction and Errata for
Nonresident Training Course

PERSONNELMAN 3 & 2

1. No attempt has been made to issue corrections for errors in typing, punctuation, etc., that do not affect your ability to answer the question or questions.

2. To receive credit for deleted questions, show this errata to your local course administrator (ESO/scorer). The local course administrator is directed to correct the course and the answer key by indicating the question deleted.

3. Assignment Booklet

a. Delete the following question, and leave the corresponding space blank on the answer sheet:

Question

10-51

b. Make the following changes:

Page	Change
60	In question 10-21, line 5, change "minimum" to read "maximum".
64	In question 10-62, line 5, change "minimum" to read "maximum".

ASSIGNMENT 1

Textbook Assignment: "Dynamics of the Personnelman Rating," chapter 1, pages 1-1 through 1-22.

LEARNING OBJECTIVE: Identify the functions of the PN rating. Identify the purpose of Personnel Support Activity Detachments (PSDS).

1-1. As a PN, you will be involved in performing which of the following tasks?

1. Typing and writing official letters and reports
2. Recordkeeping and maintaining enlisted service records
3. Interviewing and counseling individuals
4. Each of the above

1-2. Enlisted service records provide which of the following information about the service member?

1. Reference to past accomplishments and performance
2. Awards
3. Training accomplishments
4. Each of the above

1-3. What is the Navy's most valuable asset?

1. Aircraft
2. Ships
3. Submarines
4. People

1-4. Providing good customer service is fundamental to your rating and is the most important step you can take to become a better PN.

1. True
2. False

1-5. Which of the following offices is considered the administrative control center within a command?

1. Administrative
2. Captain's
3. Personnel
4. Ship's

1-6. Which of the following locations is considered the one-stop service center that retains and maintains the pay accounts and service records for all shore commands and activities within a specific geographical area?

1. Administrative offices
2. PERSUPPDETs
3. PERSUPPACTs
4. Pass liaison office

1-7. All PSDs are supported by what activity?

1. BUPERS
2. EPMAC
3. PERSUPPACT
4. Local stations' administrative office

THIS SPACE LEFT BLANK INTENTIONALLY.

1-8. To carry out their mission the PSDs perform all EXCEPT which of the following functions?

1. Provide one-stop pay, administrative, and passenger transportation support to the individual service member, dependents, and retirees, and passenger transportation support to Navy civilians
2. Maintain all personnel records of all civilian personnel working at the station
3. Provide military pay support to naval activities and/or afloat units without a disbursing officer and provide other disbursing services, as applicable
4. Provide pay, personnel, and transportation management information to customer commands to assist them in the effective management of personnel assigned

1-9. Which of the following individuals is responsible for personnel office operations and neatness?

1. PN1
2. PN2
3. PN3
4. Each of the above

1-10. In an effort to keep the personnel office neat, clean, and secure, you should follow which of the following routines each day?

1. Go through the action correspondence to make sure that all required tasks are completed
2. Put away manuals at the end of the day and clean the desk and office
3. Secure all safes, service record files, and the office
4. Each of the above

1-11. Which of the following instructions contains guidelines on how to handle classified documents?

1. OPNAVINST 1780.3
2. OPNAVINST 5510.1
3. BUPERSINST 1430.16
4. BUPERSINST 1616.9

1-12. What action, if any, should you take before you rearrange your office?

1. Plan ahead
2. Check with your supervisor
3. Check with your division officer
4. None

LEARNING OBJECTIVE: Identify the procedures used to organize an office.

1-13. In your office, chairs should be adjusted so the typists' feet rest firmly on the floor and chair seats are what minimum number of inches below the base of the keyboard?

1. 11
2. 12
3. 13
4. 14

1-14. Which of the following factors should you consider when arranging your office?

1. Supply handling convenience
2. Ease in handling files
3. Privacy for personnel counseling purposes
4. Each of the above

LEARNING OBJECTIVE: Identify the characteristics necessary for a PN to be successful.

1-15. What ability is the most important characteristic of a good PN?

1. To work and deal with people
2. To get the work done as fast as possible
3. To secure from work early
4. To refer work to other offices

1-16. Personnel in what rating are considered the most important customer service representatives in the Navy?

1. AD
2. MM
3. PN
4. PR

1-17. Individuals in what ratings are involved primarily with providing services directly to personnel?

1. AK, DK, and DT only
2. HM, LN, and MS only
3. PN, RP, and YN only
4. AK, DK, DT, HM, LN, MS, PN, RP, and YN

1-18. Providing customer service refers to which of the following statements?

1. Attentiveness provided to the customer
2. The quality of the service that you provide to the customer rather than whether you are able to comply with all the customer's wishes
3. Quality time spent with the customer
4. All of the above

1-19. Which of the following groups of enlisted personnel are influenced and get an initial impression of Navy life by how the PN deals with them?

1. Those just entering the Navy
2. Seaman recruits just out of boot camp
3. Airman recruits reporting to their first duty station
4. Each of the above

1-20. What is the effect of poor customer service?

1. Anger only
2. Disgust only
3. Frustration only
4. Anger, disgust, and frustration

1-21. If you, as a PN, provide bad service, the customer will take which of the following types of actions?

1. Inform his/her supervisor
2. Inform his/her friends
3. Inform the customer service representative's supervisor
4. Each of the above

1-22. Good customer service is considered a qualitative characteristic that is indicated by which of the following traits?

1. A person's human relation capability
2. A person's knowledge
3. A person's interest and concern for others
4. All of the above

1-23. As a PN, you should provide good customer service to which of the following personnel?

1. Chief petty officers
2. Senior petty officers
3. Officers and civilians
4. All of the above

1-24. Which of the following is a characteristic of a good PN?

1. Act professional
2. Feel professional
3. Look professional
4. Each of the above

1-25. A customer who receives poor service will have a negative impression of all EXCEPT which of the following activities?

1. All branches of the armed services
2. The personnel office
3. The command
4. The Navy

1-26. Of personnel in the following Navy ratings, which one, if any, has the most important job in the Navy?

1. The PN rating
2. The PN and the YN ratings only
3. The PN, YN, and DK ratings
4. None of the above; all Navy jobs are important

1-27. What should your image as a Navy professional portray?

1. Pride in your job only
2. Pride in yourself only
3. Pride in your job and yourself
4. Pride in your physical surroundings

LEARNING OBJECTIVE: Recognize the areas of customer service that require improvement.

1-28. The first step in making improvements in customer service is to recognize that

1. there is a need for change in customer service procedures
2. your supervisor wants you to change your attitude
3. your administrative officer wants you to change your attitude
4. your CO wants you to change your attitude

1-29. You have decided that improvements can be made in customer service. As a first step in improving service, you should consider which of the following customer desires/ feelings?

1. Customers want to be considered as individuals
2. Customers want you to feel that they are more important than physical surroundings
3. Customers want you to treat them equally and fairly
4. Each of the above

1-30. Of the factors listed below, which one is essential to improve customer service?

1. Human relations
2. Office arrangement
3. Punctuality
4. Office lighting

LEARNING OBJECTIVE: Recognize areas that require improvement in the area of customer service.

1-31. The skill of doing something well is a result of which of the following factors?

1. Talent
2. Training
3. Practice
4. Each of the above

1-32. Which of the following skills should a PN have to be effective in conducting personal interaction with customers?

1. Military
2. Professional
3. Face-to-face
4. Salesmanship

1-33. Your effectiveness as the customer service representative depends on which of the following factors?

1. How well you speak
2. How well you listen
3. Your responsiveness to the customer's needs
4. Each of the above

LEARNING OBJECTIVE: Recognize personal attitudes that increase the PN's ability to provide customer service.

1–34. Which of the following is NOT an effect of a person's attitudes?

1. Actions
2. Deeds
3. Visibility
4. Words

1-35. Of the statements shown below, which one describes attitudes?

1. To act in an irrational manner
2. To express a like or dislike for someone or something
3. To act in a rational manner
4. Each of the above

1-36. What, if anything, should you do if you find a person in your command doing something that is inappropriate?

1. Discuss it with your friends
2. Publish it in the POD
3. Report it immediately
4. Nothing

1-37. What person can change your attitude?

1. Yourself
2. The CO
3. The personnel officer
4. Your supervisor

1-38. Which of the following actions will allow you to develop a positive attitude?

1. Change your outlook on life
2. Increase your knowledge
3. Broaden your understanding about people
4. Each of the above

LEARNING OBJECTIVE: Recognize the personal traits and attitudes that will help you improve customer service.

1-39. When you are a customer, you should act toward the person providing the service in what way?

1. Courteously
2. Respectfully
3. Tactfully
4. Each of the above

1-40. You go to an office to ask about a certain matter, but you don't feel satisfied with the customer service representative's answer. What action should you take?

1. Leave the office immediately
2. Inform the customer service representative's supervisor
3. Shout at the customer service representative
4. Report it to the CO

1-41. What action should you take to understand how customers feel and want to be treated?

1. Look into their eyes
2. Look at their facial expressions for signs of frustration
3. Look for the customer's body language
4. Put yourself in the customer's shoes

1-42. Because you must handle many customers during the day, you may be affected in which of the following ways?

1. Your attitude
2. Your dedication
3. Your mood
4. Your time spent with coworkers

1-43. You are having a bad day, and you feel that you cannot provide the kind of service a customer needs. What action should you take?

1. Leave the office immediately only
2. Leave the area and hope that another person will take care of the customer's problem
3. Let your supervisor or another person know so that the customer may be assisted
4. Tell the customer to come back another day when you feel better

1-44. You feel that your efforts are not being recognized despite your hard work and dedication. Eventually, your efforts will be recognized in which of the following ways?

1. Good evaluations
2. Letters of appreciation
3. Personal awards
4. Each of the above

1-45. When you are trying to provide a solution to a customer's problem, you should consider which of the following factors?

1. The specific problem
2. The complexity of the problem
3. Both 1 and 2 above
4. Your feelings about the customer

1-46. Which of the following is NOT a pitfall to avoid when dealing with customers?

1. Leaping to conclusions
2. Personal interest
3. Personal reactions
4. Stereotyping

1-47. What are the three facets involved in communications?

1. The sender, the receiver, and understanding the message
2. The sender, the receiver, and the message format
3. Understanding the message, the receiver, and the means of sending the message
4. The means of sending the message, the sender, and the means of receiving the message

1-48. Which of the following is NOT considered a language barrier?

1. Cultural
2. Habits
3. physical
4. Speed

1-49. What is the most effective way for you to overcome language barriers?

1. Act as if you understand everything the customer says
2. Have a positive attitude
3. Speak clearly
4. Write clearly

1-50. What factors contribute to reducing the customer's ability to see a problem, to express it, and to accept an objective solution?

1. Anxiety only
2. Hostility only
3. Anxiety and hostility
4. Good or bad attitude

1-51. Apathy is also known as

1. empathy
2. indifference
3. sympathy
4. reluctance

ASSIGNMENT 2

Textbook Assignment: "Navy Enlisted Occupations," chapter 2, pages 2-1 through 2-28.

Learning Objective: Identify the enlisted occupational fields.

2-1. Recruits are assigned to class "A" school by what official?

1. Deputy, CHNAVPERS
2. CO, EPMAC
3. CO, NRPC
4. SECNAV

2-2. What is the approximate number of Navy enlisted occupations?

1. 50
2. 60
3. 70
4. 90

2-3. By what name are the Navy occupations known?

1. Jobs
2. Rates
3. Ratings
4. Trades

2-4. A member's entitlement to receive pay is determined by which of the following factors?

1. Active duty in a pay status and not prohibited by law from receiving such pay
2. Paygrade
3. Years of service
4. All of the above

2-5. Which of the following are considered general rates?

1. AN and CN
2. DN and FN
3. HN and SN
4. Each of the above

2-6. Enlisted personnel would be considered nondesignated strikers in all EXCEPT which of the following ratings?

1. AN
2. FA
3. PNSN
4. SR

2-7. An enlisted person would be considered a designated striker by being in which of the following ratings?

1. AN
2. BMSN
3. FN
4. SA

2-8. As they advance in paygrade, which of the following personnel are considered technicians and work managers within the ratings who possess increasing degrees of skill, responsibility, and authority?

1. E-3s
2. Petty officers
3. Chief petty officers
4. Senior chief petty officers

2-9. Which of the following personnel are considered technical authorities, experts, and supervisors within a rating?

1. Petty officers
2. Chief petty officers
3. Senior chief petty officers
4. Master chief petty officers

2-10. Which of the following personnel are considered senior technical supervisors within a rating or occupational field?

1. Petty officers
2. Chief petty officers
3. Senior chief petty officers
4. Master chief petty officers

2-11. Which of the following personnel are considered the senior enlisted petty officers in the United States Navy?

1. First class petty officers
2. Chief petty officers
3. Senior chief petty officers
4. Master chief petty officers

2-12. As directed by the CO and XO of a command, the responsibility for carrying out established command policy in specific areas rests with what person(s)?

1. Chief petty officers
2. Senior chief petty officers
3. Master chief petty officers
4. Master chief petty officer of the command

2-13. Of the individuals in your command, which one would take precedence over all enlisted members?

1. A master chief with 20 years service working in the administrative office
2. A master chief with 23 years service working in the operations department
3. A master chief with 29 years service working in the deck department
4. The command master chief with 19 years service

2-14. What is the specified tour length of the Master Chief Petty Officer of the Navy (MCPON)?

1. 5 years
2. 2 years
3. 3 years
4. 4 years

2-15. The MCPON is assigned to the immediate staff of what official?

1. CHNAVPERS
2. OPNAV
3. CNO
4. SECNAV

2-16. Assisted by a staff of three, the MCPON can also rely on the quality and experience of which of the following master chiefs?

1. Fleet
2. Force
3. Command master chiefs
4. Each of the above

2-17. What paygrade is the MCPON?

1. E-8
2. E-9
3. E-10
4. E-11

2-18. The senior enlisted representatives equivalent to the MCPON include which of the following individuals?

1. Chief Master Sergeant of the Air Force
2. Sergeant Major of the Army
3. Sergeant Major of the Marine Corps
4. Each of the above

Learning Objective: Identify the types of ratings within the Navy.

2-19. Within the Navy, there are what total number of categories of ratings?

1. Five
2. Two
3. Three
4. Four

2-20. What are the Navy’s rating categories?

1. General and service only
2. General and emergency only
3. Service and emergency only
4. General, service, and emergency

2-21. What ratings are considered subdivisions of general ratings?

1. Emergency
2. Future
3. Service
4. Apprentice

2-22. When are emergency ratings required?

1. In time of national emergency
2. In time of peace
3. In time of war

2-23. Ratings are defined as broad enlisted career fields. They identify occupational specialties that encompass related aptitudes, training, experience, knowledge, and skills for the purposes of career development and advancement.

1. True
2. False

2-24. Ratings are organized into what specified number of occupational fields?

1. 20
2. 21
3. 22
4. 23

A. AC	E. BM	I. OS	M. SK
B. AE	F. EN	J. OT	N. ST
C. AW	G. EW	K. PN	O. UT
D. BT	H. MA	L. QM	

Figure 2A

IN ANSWERING QUESTIONS 2–25 THROUGH 2-31, SELECT FROM FIGURE 2A THE RATING THAT BELONGS IN THE OCCUPATIONAL FIELD USED AS THE QUESTION.

2-25. Occupational field 1.

1. C
2. D
3. E
4. F

2-26. Occupational field 7.

1. A
2. B
3. C
4. D

2-27. Occupational field 15.

1. H
2. I
3. J
4. K

2-28. Occupational field 24.

1. B
2. C
3. D
4. E

2-29. Occupational field 13.

1. K
2. L
3. M
4. O

2–30. Occupational field 16.

1. A
2. D
3. M
4. O

2-31. Occupational field 19.

1. F
2. G
3. H
4. I

A. AT	F. DC	K. FT	P. TM
B. AD	G. HT	L. FC	Q. DP
C. AO	H. AB	M. GS	R. DS
D. AZ	I. ET	N. GM	
E. BT	J. FT	O. MT	

Figure 2B

IN ANSWERING QUESTIONS 2-32 THROUGH 2-36, SELECT FROM FIGURE 2B THE RATING DESCRIBED BY THE INSIGNIA USED AS THE QUESTION.

2-32. A Hero’s boiler.

1. D
2. E
3. F
4. G

2-33. A winged, two-bladed propeller.

1. B
2. C
3. D
4. E

2-34. A range finder.

1. I
2. J
3. K
4. L

2-35. A helium atom with input/output arrows.

1. R
2. Q
3. P
4. O

2-36. A crossed fire ax and maul.

1. E
2. F
3. G
4. H

2-37. What ratings make up the AM rating?

1. AME only
2. AMH only
3. AMS only
4. AME, AMH, and AMS

2-38. The organizational-level maintenance on catapults is the responsibility of personnel in what rating?

1. AB
2. AD
3. AS
4. AT

2-39. Individuals in what rating perform organizational- and intermediate-level maintenance on underwater ordnance such as torpedoes and antisubmarine rockets?

1. GM
2. MT
3. TM
4. MM

2-40. If you want to find out additional information concerning the duties and responsibilities of personnel in different Navy ratings, you should refer to which of the following publications?

1. ENLTRANSMAN
2. JFTR
3. MILPERSMAN
4. NAVPERS 18068, Vol. I, part B

2-41. If you want to find additional information concerning different badges and breast insignia worn by officers and enlisted personnel, you should refer to which of the following publications?

1. ENLTRANSMAN
2. MILPERSMAN
3. Navy Regulations
4. US. Navy Uniform Regulations

LEARNING OBJECTIVE: Identify the various warfare qualifications currently authorized in the Navy.

2-42. Which of the following is considered the most prized enlisted mark of achievement?

1. EAWS designation
2. ESWS designation
3. MCPON insignia
4. ECWS designation

2-43. Currently, there are what total number of enlisted warfare specialist qualifications?

1. Five
2. Two
3. Three
4. Four

2-44. What are the enlisted warfare specialist qualifications?

1. EAWS and ESWS only
2. EAWS, ECWS, and ESWS
3. ECWS, ESWS, and SCWS
4. EAWS, ESWS, and SCWS

2-45. A Sailor has acquired specific seagoing skills, knowledge, and experience. This Sailor has also demonstrated proficiency at the professional levels of competence above that which is expected in the routine performance of duty in surface ships. What designation signifies this achievement?

1. EAWS
2. SCWS
3. ESWS
4. ECWS

2-46. Which of the following programs recognizes the professional qualifications of enlisted personnel serving in naval aviation?

1. EAWS
2. SCWS
3. ESWS
4. ECWS

2-47. The efforts of a selected group of officer and enlisted personnel trained in military defensive combat, advance base construction, and naval construction operations are recognized by which of the following designations?

1. ECWS
2. SCWS
3. ESWS
4. EAWS

2-48. What OPNAVINST contains information about the EAWS program?

1. 1410.1
2. 1412.5
3. 1414.1
4. 1780.3

2-49. What OPNAVINST contains information concerning the SCWS program?

1. 1410.1
2. 1412.5
3. 1414.1
4. 1700.7

2-50. What OPNAVINST contains information concerning the ESWS program?

1. 1150.5
2. 1410.1
3. 1412.5
4. 1414.1

ASSIGNMENT 3

Textbook Assignment: "Personnel Support," chapter 3, pages 3-1 through 3-28.

LEARNING OBJECTIVE: Identify the proper procedures for recording NECs.

3-1. Navy Enlisted Classification (NEC) codes identify nonrating-wide skills, knowledge, aptitude, or qualification that must be documented to identify both people and billets for management purposes.

1. True
2. False

3-2. The responsibility for formulating and implementing NEC coding and for maintaining technical control over the entire NEC system rests with

1. CHNAVPERS
2. SECNAV
3. EPMAC
4. NRPC

3-3. The responsibility for effective use of the NEC information of the distribution, placement, and detailing of enlisted personnel rests with

1. CNO
2. SECNAV
3. EPMAC
4. NRPC

3-4. As a PN, with what types of NECs must you be familiar?

1. Alphanumeric and entry series
2. Numerical and rating series
3. Planning and special series
4. All of the above

3-5. What type of NECs consist of Rating Conversion and Occupational Area—Defense Grouping (DG) NECs?

1. Alphanumeric
2. Entry
3. Numerical
4. Planning

3-6. What NEC series relates to a limited number of specific ratings?

1. Alphanumeric
2. Entry
3. Rating
4. Special

3-7. What NEC series has the same purpose as Rating Series NECs but generally relates to an unlimited number of ratings?

1. Alphanumeric
2. Numerical
3. Planning
4. Special

3-8. What NEC series is used to identify discrete skills and training levels when justified by the complexity of training and management requirements?

1. Alphanumeric
2. Numerical
3. Rating
4. Special

3-9. What is the maximum number of NECs that can be listed in the Enlisted Distribution and Verification Report (EDVR) for each member?

1. Six
2. Two
3. Five
4. Four

3-10. What form should you use when active duty personnel are recommended for an NEC?

1. CHNAVRES 1220/1
2. NAVPERS 1221/1
3. NAVCOMPT 3060
4. NAVCOMPT 3061

3-11. What form should you use when inactive duty personnel are recommended for an NEC?

1. NAVRES 1220/1
2. NAVPERS 1221/1
3. NAVPERS 1070/603
4. NAVPERS 1070/609

3-12. Once the recommended NEC for an active duty member is approved by EPMAC, you should make an entry on what page of the enlisted service record?

1. 5
2. 2
3. 3
4. 4

3-13. What date should you use to record the assignment of an NEC when your command receives the approved NEC Change/ Recommendation?

1. Date the NEC Change/ Recommendation was received by your command
2. Date the NEC Change/ Recommendation was initially submitted
3. Date the NEC was awarded by EPMAC
4. First day of the month in which the NEC was approved by EPMAC

LEARNING OBJECTIVE: Identify the Enlisted Personnel Action Request and recognize preparation and submission requirements.

3-14. What NAVPERS document identifies the Enlisted Personnel Action Request?

1. 1070/605
2. 1070/609
3. 1306/7
4. 1306/63

3-15. A PN2 is applying for the Selective Conversion and Reenlistment (SCORE) program. To which of the following activities or officials should the Enlisted Personnel Action Request be submitted?

1. BUPERS
2. EPMAC
3. NRPC
4. SECNAV

3-16. Preparation instructions for the Enlisted Duty Preferences, NAVPERS 1306/63, are contained in what chapters of the ENLTRANSMAN?

1. 1 and 20
2. 2 and 25
3. 3 and 25
4. 4 and 26

LEARNING OBJECTIVE: Identify the reasons for and purposes of humanitarian reassignments, to include processing procedures.

3-17. Which of the following individuals should be involved in the screening process of a member's humanitarian reassignment request?

1. Chaplain
2. Senior officers
3. Petty officers
4. Each of the above

3-18. Where is the Humanitarian Assignment/Hardship Discharge Section located?

1. BUPERS
2. EPMAC
3. NRPC
4. SECNAV

3-19. A member's request for humanitarian reassignment must meet the criteria set forth in what chapter of the ENLTRANSMAN?

1. 17
2. 18
3. 19
4. 20

3-20. Which of the following is NOT a basic criteria for determining humanitarian reassignment?

1. The member's presence is required for specific reasons other than for morale or financial purposes alone
2. The hardship is resolvable within a reasonable period
3. There are no other family members or relatives capable of providing necessary assistance
4. The hardship is not of a temporary nature and cannot reasonably be expected to be resolved within the near future by using leave (including emergency leave if overseas)

3-21. A member has requested humanitarian assignment because he/she has been awarded custody of his/her children. The member eventually is authorized humanitarian assignment to a base close to the location of the dependents. The member must comply with which of the following instructions?

1. BUPERSINST 1430.16
2. BUPERSINST 1750.10
3. OPNAVINST 1300.14
4. OPNAVINST 1740.4

3-22. Requests for humanitarian reassignment for all enlisted personnel are addressed to what activity/official?

1. BUPERS (PERS 40HH)
2. NRPC (Code 401)
3. CNO
4. SECNAV

3-23. A copy, less enclosures, of the humanitarian reassignment request of enlisted personnel must be sent to what official?

1. CHNAVPERS
2. CO, EPMAC
3. CO, NRPC
4. SECNAV

3-24. Humanitarian reassignments are NOT considered for which of the following reasons?

1. Financial or business (including the operation of a family business)
2. Indebtedness
3. Personal convenience
4. Each of the above

3-25. Humanitarian reassignment requests of enlisted training and administration of reserve (TAR) personnel must be sent to what official?

1. BUPERS (PERS 40HH)
2. CO, EPMAC
3. CO, NRPC
4. SECNAV

3-26. An enlisted member was given a humanitarian reassignment and the hardship has ceased to exist or has been eased before the completion of the period of temporary duty assignment. What action should the activity to which the member is temporarily assigned take?

1. Submit an availability report to the assignment control authority
2. Submit a letter to BUPERS
3. Submit a letter to the last command
4. Send a message to EPMAC

3-27. Members on TD HUMS are considered for reassignment approximately what number of months before the scheduled completion of their temporary assignment?

1. 1
2. 2
3. 3
4. 4

3-28. An activity has a member on board for TD HUMS. The activity should interview the member what specific number of weeks before the member's PRD to decide if the hardship has been resolved before submitting the availability report?

1. 6
2. 5
3. 3
4. 4

LEARNING OBJECTIVE: Identify the procedures of requesting hardship discharges.

3-29. Members requesting a hardship discharge must meet criteria set forth in what MILPERSMAN Article?

1. 2640140
2. 3620210
3. 4620100
4. 4620250

3-30. Members requesting a hardship discharge must request it from which of the following officials/activities?

1. CHNAVPERS
2. SPCMCA within their chain of command
3. EPMAC
4. NRPC

3-31. Eligible members requesting separation due to hardship reasons and who do not have an additional service obligation may be discharged.

1. True
2. False

3-32. Hardship discharge cases of members on inactive duty are approved by the appropriate SPCMCA and on completion are sent to what official?

1. CHNAVPERS (PERS 913)
2. CO, EPMAC (Code 31)
3. CO NRPC (Code 401)
4. SECNAV

3-33. A member's request for a hardship discharge must meet which of the following criteria?

1. A severe hardship must exist, which is not normally encountered and/or resolved by other members of the naval service
2. The hardship is not of a temporary nature and cannot reasonably be expected to be resolved within the near future by using leave (including emergency leave if overseas) or a period of TEMDU for humanitarian reasons to better the situation
3. The hardship has occurred or has been severely aggravated since entry into the service
4. Each of the above

3-34. A member may not be separated due to hardship reasons in which of the following situations?

1. Indebtedness
2. Personal convenience
3. The member's physical or mental health
4. Each of the above

3-35. A member's request for hardship is approved and later the member indicates a desire to have the SPCMCA rescind the approval of the hardship discharge. To what official/activity must the member submit a request for cancellation of discharge authority?

1. Appropriate SPCMCA via official channels
2. CHNAVPERS (PERS 913)
3. EPMAC (Code 31)
4. NRPC (Code 401)

LEARNING OBJECTIVE: Recognize the purpose of and identify the issuance requirements of the Geneva Convention card.

3-36. Which of the following DD forms identifies the previously issued Geneva Convention Card?

1. 214
2. 295
3. 528
4. 884

3-37. If an active duty PH2 becomes a prisoner of war, he/she should show what DD form to the capturing authorities?

1. 2N (ACT)
2. 214
3. 528
4. 884

3-38. If a reservist on active duty for a period of less than 30 days becomes a prisoner of war, he/she should show what DD form to the enemy?

1. 2N (ACT)
2. 2N (RES)
3. 214
4. 528

3-39. An HN is accompanying the marines to an overseas area during a time of conflict. In addition to DD Form 2N (ACT), what other DD form should the HN be issued?

1. 214
2. 295
3. 528
4. 1934

3-40. DD Form 1934 does NOT authorize or certify eligibility for which of the following entitlements?

1. Military benefits
2. Privileges
3. Logistic support
4. All of the above

3-41. An HMC attached to a squadron has just returned from an extended deployment. The member is not expected to make any more deployments in the near future. What should you do with the DD Form 1934 that was issued before the deployment?

1. Allow the member to keep it and to use it for identification purposes
2. Forward it to BUPERS for destruction
3. Place it in an envelope and file it in the member's service record
4. Retrieve and destroy it

LEARNING OBJECTIVE: Recognize the purpose of and identify the procedures for issuing identification cards.

3-42. The Armed Forces Identification Card, DD Form 2N (ACT), is printed in what color ink?

1. Blue
2. Green
3. Pink
4. Red

3-43. DD Form 2N (ACT) may be photocopied, when necessary, to facilitate which of the following administrative requirements?

1. Administering military-related benefits to eligible beneficiaries
2. Admission to medical facilities
3. Check cashing
4. Each of the above

3-44. For a PN3 on active duty to be issued an identification (ID) card, he/she must have what properly completed DD form?

1. 214
2. 295
3. 1172
4. 1934

3-45. The guidelines for preparing DD Form 1172 are contained in what publication?

1. BUPERSINST 1430.16
2. BUPERSINST 1750.10
3. ENLTRANSMAN
4. MILPERSMAN

3-46. The Armed Forces Identification Card, DD Form 2N (RES), is printed in what color ink?

1. Blue
2. Green
3. Pink
4. Red

3-47. DD Form 2N (RES) may be issued to members of the U.S. Naval Reserve in which of the following categories?

1. Ready Reserve
2. Standby Reserve
3. Retired Reserve (retired without pay)
4. Each of the above

3-48. The United States Uniformed Services Identification Card, DD Form 2 (RET), is printed in what color ink?

1. Blue
2. Green
3. Pink
4. Red

3-49. DD Form 2 (RET) is issued to members of the U.S. Navy and Naval Reserves who are in which of the following categories?

1. Temporary Disability Retired List (TDRL)
2. Fleet Reserve (FLTRES)
3. Former members of the Naval Reserve entitled to retired pay
4. Each of the above

3-50. What DD form authorizes members access to Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)?

1. 214
2. 295
3. 2 (RET)

3-51. Personnel who have retired and require identification cards for themselves and their dependents must go to an ID card issuing authority. Which of the following is/are considered supporting documents to be presented to the issuing authority for the issuance of ID cards?

1. Current mutilated ID cards
2. DD Form 214, showing the effective date of retirement
3. Valid drivers licenses
4. All of the above

3-52. Which of the following dependents are eligible for issuance of DD Form 1173?

1. Children 21 years of age and enrolled full time in an institution of higher learning
2. Spouses
3. Unmarried legitimate children under the age of 21
4. Each of the above

3-53. When dependents of active duty members are issued ID cards, they become eligible for which of the following benefits?

1. Medical care in civilian facilities and in Uniformed Service facilities
2. Commissary and exchange privileges
3. Theater privileges
4. Each of the above

3-54. In addition to other documents necessary to determine dependent eligibility for issuance of an ID card, you should also check what service record page?

1. 1
2. 2
3. 3
4. 4

3-55. Which of the following civilian personnel would NOT be authorized issuance of DD Form 1173?

1. Military Sealift Command (MSC) civil service marine personnel deployed to foreign countries on MSC-owned vessels
2. Parents of a member who is stationed overseas and who are visiting the member
3. Red Cross paid personnel, uniformed and nonuniformed, assigned to duty with the Uniformed Services within CONUS
4. United Services Organizations (USOs) area executives, center directors, assistant directors and their accompanying dependents, living in the same household when serving in foreign countries

LEARNING OBJECTIVE: Identify meal pass colors. Recognize and identify the issuance and retrieval procedures\requlrements.

3-56. When enlisted members on active duty are entitled to eat meals at government expense in a general mess ashore, they should be issued what form?

1. DD Form 2N (ACT)
2. DD Form 295
3. DD Form 885
4. NAVSUP Form 1105

3-57. Meal passes are preserialized when printed and are available in what colors?

1. Blue and salmon only
2. Green and pink only
3. White and yellow only
4. Blue, salmon, green, white, pink, and yellow

3-58. Meal passes are temporarily withdrawn from personnel in which of the following situations?

1. When they go on leave
2. When they go TAD
3. When they go TDY
4. Each of the above

ASSIGNMENT 4

Textbook Assignment: "Correspondence and Files," chapter 4, pages 4-1 through 4-18.

LEARNING OBJECTIVE: Identify the types of letters and memorandums used by the Personnelman.

4-1. If you are asked to prepare a letter, and you aren't sure of the format, you should refer to what instruction?

1. BUPERSINST 1430.16
2. OPNAVINST 3120.32
3. SECNAVINST 5215.1
4. SECNAVINST 5216.5

4-2. What type of letter is used by commands to correspond officially with activities in the Department of Defense (DOD)?

1. Standard letter
2. Business letter
3. Speed letter
4. Memorandum

4-3. Which, if any, of the following letters is considered the same as a standard letter?

1. Business
2. Single–address
3. Multiple-address
4. None of the above

4-4. What must you prepare if your command receives a letter that reflects it as a via addressee?

1. Another letter
2. A multiple-address letter
3. A memorandum
4. An endorsement

4-5. What type of correspondence should your command use to correspond with agencies or individuals outside the Department of the Navy (DON)?

1. Business letter
2. Standard letter
3. Personal letter
4. Memorandum

4-6. What type of correspondence is used to communicate within an activity and is considered an informal way of communication?

1. A business letter
2. A memorandum
3. A multiple-address letter
4. A standard letter

LEARNING OBJECTIVE: Identify the procedures used for classifying and handling correspondence.

4-7. The serialization of correspondence depends on what criteria?

1. Administrative officer's policy
2. Executive officer's policy
3. Local practice and volume
4. Personnel officer's policy

4-8. Which of the following correspondence should be serialized before it is sent out?

1. Confidential
2. Secret
3. Top Secret
4. Each of the above

4-9. When should an activity start a new sequence of serial numbers to be used in the serialization of correspondence?

1. At any time
2. At the beginning of each month
3. Each calendar year
4. Each fiscal year

4-10. What office controls incoming and outgoing correspondence aboard ship?

1. Administrative
2. Personnel
3. Captain's

4-11. What individual is responsible for making sure that correct procedures for handling classified correspondence are followed?

1. Administrative officer
2. Personnel officer
3. Security manager
4. Ship's secretary

4-12. All incoming correspondence should have either a routing slip and/or what other form attached to it?

1. DD Form 884
2. DD Form 885
3. PS Form 3877
4. OPNAV 5216/10

4-13. What is the purpose of the Guard Mail Petty Officer's (GMPO) log?

1. To log all the CO's personal mail
2. To log all enlisted personal mail
3. To record accountability of outgoing registered guard mail and all incoming registered U.S. and guard mail
4. To record accountability of both unclassified and classified incoming mail

4-14. The GMPO log should contain which of the following information?

1. Registered/certified number of the mail and signature of the person to whom the mail is delivered
2. Addresses and originating command
3. Unit or office to which mail is delivered and date and time of delivery
4. All of the above

4-15. Which of the following form numbers identifies the firm mail book for registered and certified mail?

1. DD Form 884
2. DD Form 885
3. PS Form 3877
4. OPNAV 5216/10

4-16. What individual in your command would most likely maintain the GMPO log?

1. Administrative officer
2. CO
3. XO
4. Yeoman

4-17. Incoming mail/correspondence logs are maintained for which of the following material?

1. Confidential and controlled unclassified
2. Secret
3. Top Secret
4. Each of the above

4-18. OPNAV 5216/10 for Top Secret correspondence is filed in what manner?

1. In alphabetical order
2. By activity control number (ACN)
3. By date assigned
4. In numerical order

4-19. By what means is Top Secret material transmitted?

1. Certified mail
2. Defense Courier Service (DCS)
3. Registered mail
4. Regular mail

4-20. Top Secret correspondence should be handled by what individual?

1. The administrative office supervisor
2. The assistant personnel officer
3. The security manager

4-21. What log is part of the continuous chain of receipts system used for controlling Top Secret correspondence?

1. The DCS log
2. Firm mail log for registered and certified mail
3. Incoming mail/correspondence log
4. Top Secret correspondence log

4-22. Aboard ship, what person routes correspondence by indicating personnel responsible for action, information, and/or permanent retention of that correspondence?

1. Administrative officer
2. Executive officer
3. Personnel officer
4. Ship's secretary

4-23. What individual monitors action required on correspondence received by your command?

1. Administrative officer
2. CO
3. XO
4. Ship's secretary

4-24. Classified material may be reproduced using what type of equipment?

1. Equipment designated for reproduction of such material
2. Reproduction equipment that contains the U.S. Government seal
3. Any type of duplicating equipment

4-25. Classified material must be handled according to the guidelines contained in what instruction?

1. OPNAVINST 3120.32
2. OPNAVINST 5510.1
3. SECNAVINST 5215.1
4. SECNAVINST 5215.5

4-26. What individual is responsible for the security of classified material that enters a department?

1. The department head
2. The CO
3. The XO
4. The personnel officer

4-27. At what minimum interval should all officers review unclassified mail being routed?

1. Hourly
2. Daily
3. Biweekly
4. Weekly

4-28. An action correspondence was recently received by your command and routed to appropriate departments and/or divisions for action. What file should the ship's secretary establish to track the required responses?

1. Action
2. Administrative
3. Tickler
4. Tracking

LEARNING OBJECTIVE: Identify the mail orderlies' responsibilities and recognize the qualification requirements for mail orderlies.

4-29. Personnel designated as mail orderlies in the U. S. Navy must comply with the provision of what publication?

1. DOD 4525.6-M
2. OPNAVINST 3120.32
3. SECNAVINST 5214.1
4. SECNAVINST 5216.5

4-30. Mail orderlies are responsible for which of the following actions?

1. Picking up mail at specified times
2. Safeguarding mail at all times
3. Delivering personal mail only to the actual addressee
4. Each of the above

4-31. As a mail orderly, you must meet which of the following qualifications?

1. Be a U.S. citizen and be eligible for a Secret clearance, if required
2. Have no record of conviction by court-martial
3. Have no record of derogatory information or unfavorable conduct casting doubt of trustworthiness and integrity
4. All of the above

4-32. A command should designate what minimum number of primary and alternate mail orderlies?

1. One
2. Two
3. Three
4. Four

4-33. Upon designation, a mail orderly is required to complete mail service training. What should this required training emphasize?

1. Importance of safeguarding mail
2. Handling of accountable mail
3. Timely delivery of mail, and serious consequences of negligence of duty
4. All of the above

4-34. If the designated mail orderly loses mail, what person is held liable for the loss of that mail?

1. Administrative officer
2. Mail orderly
3. Postal officer
4. Supervisor

LEARNING OBJECTIVE: State the procedures used for safeguarding mail. Identify instructions, notices, and change transmittals used in the mail room. Identify the procedures used to prepare instructions.

4-35. Unit mail rooms that store official registered mail overnight must have an approved security container that meets the requirements for storing what materials?

1. Classified
2. Secret
3. Top Secret
4. Unclassified

4-36. Privately owned vehicles may be used to transport mail in an emergency situation only when approved by the unit commander and servicing postal activity.

1. True
2. False

4-37. In which of the following situations should you contact the post office serving your command for assistance?

1. If an examination, search, or seizure of mail or postal records is attempted or requested
2. If authorities request a controlled delivery of mail
3. If damage, destruction, or forced entry occurs to the mail room or postal service center
4. Each of the above

4-38. What form should you use to forward enlisted service records?

1. DD 295
2. DD 884
3. OPNAV 5216/10
4. OPNAV 5216/158

4-39. Which of the following is an example of a directive?

1. An instruction
2. A letter
3. A memorandum
4. Each of the above

4-40. Which of the following directives contains authority or information of continuing reference value or requiring continuing action?

1. Memorandum
2. Instructions
3. Notices
4. All of the above

4-41. Instructions remain in effect for what period of time?

1. 12 months
2. 6 months
3. 3 months
4. Until superseded or canceled by the originator or higher authority

4-42. What directive is of a one–time or brief nature and has a self-canceling provision?

1. Change transmittal
2. Instruction
3. Notice

4-43. Notices usually remain in effect for less than how many months?

1. 6
2. 9
3. 10
4. 11

4-44. Notices remain in effect for what maximum number of months?

1. 6
2. 9
3. 10
4. 12

4-45. Instructions are normally filed in what order?

1. By issuing authority, subject identification number, and consecutive number
2. By subject identification number, issuing authority, and consecutive number
3. By subject identification number, consecutive number, and issuing authority
4. By consecutive number, subject identification number, and issuing authority

4-46. One of your command's department heads takes an instruction from one of the binders in the administrative office. What, if anything, should you place in the section of the binder where the instruction was located?

1. A cross–reference sheet
2. A memorandum stating who has the instruction
3. A transmittal sheet
4. Nothing

4-47. Personnel responsible for drafting instructions and notices, or even making changes to them, should always refer to which of the following instructions?

1. OPNAVINST 1412.5
2. OPNAVINST 1414.1
3. SECNAVINST 5215.1
4. SECNAVINST 5216.5

4-48. If you want to ensure that your command has all the required directives and publications, you should refer to which of the following instructions?

1. DPSINST 5215.1
2. OPNAVINST 3120.32
3. SECNAVINST 5215.1
4. sECNAVINST 5216.5

LEARNING OBJECTIVE: Recognize messages and identify the procedures used for their handling and preparation.

4-49. Which of the following publications provides guidance on the preparation of naval messages?

1. MILPERSMAN
2. NTP 3(I)
3. SECNAVINST 5215.1
4. SECNAVINST 5216.5

4-50. What is the total number of classified and unclassified narrative messages?

1. Five
2. Two
3. Three
4. Four

4-51. What are the types of classified and unclassified narrative messages?

1. Single address and a multiple address only
2. Multiple address and general only
3. Book, multiple address, and single address only
4. Single address, multiple address, book, and general

4-52. Of the following types of messages, which one is an example of a general message?

1. ALCOM
2. ALMILACT
3. NAVOP
4. Each of the above

LEARNING OBJECTIVE: Recognize the importance of personnel accounting.

4-53. What officer is responsible for accounting for all personnel attached to your command?

1. Administrative officer
2. Commanding officer
3. Executive officer
4. Personnel officer

4-54. Your command should keep muster reports on file for what specified number of years?

1. 1
2. 2
3. 3
4. 4

ASSIGNMENT 5

Textbook Assignment: "Enlisted Service Records," chapter 5, pages 5-1 through 5-33.

LEARNING OBJECTIVE: Identify the procedures you should use to maintain general service records.

5-1. Information in the enlisted service record helps authorized individuals to accomplish which of the following actions?

1. Determine a member's eligibility for advancement
2. Make decisions concerning a member's next duty assignment
3. Obtain needed information to process legal documents
4. Each of the above

5-2. Misfiling documents in a member's service record is caused by a/an

1. administrative officer's lack of managerial skills
2. command's lack of quality control measures
3. PN's lack of attention to detail
4. personnel officer's lack of managerial skills

5-3. The enlisted service record is the property of what agency/person?

1. The administrative officer
2. The U.S. Government
3. The member
4. The personnel officer

5-4. PO3 Jack Frost reports to your command for duty. While reviewing his service record, you determine that the advancement requirement entries that were completed at his last duty station are missing. What action should you take?

1. Notify his division officer
2. Notify his department head
3. Contact his supervisor
4. Contact his last duty station and inquire about the status of the supposedly completed requirements

5-5. As a PN, you maintain enlisted service records of personnel assigned to your command. Which of the following practices will allow you to correctly maintain service records?

1. Proper completion of entries
2. Complete entries
3. Accurate entries
4. Each of the above

5-6. While reviewing a service record of a member that has reported to your command for duty, you discover a few minor discrepancies. You should wait for what minimum length of time before you correct them?

1. Fix them immediately
2. 5 days
3. 10 days
4. 15 days

5-7. At times, the responsibility for updating and maintaining the accuracy of the service record belongs to what individual(s)?

1. The administrative officer
2. The commanding officer
3. The member and the PN
4. The personnel officer

5-8. A field service record is opened by the recruiting activity when which of the following events occurs?

1. A person enlists
2. A person reenlists
3. A person is inducted in the regular Navy or Naval Reserve
4. Each of the above

5-9. What NAVPERS number identifies the U.S. Navy Enlisted Service Record?

1. 1070/66
2. 1070/600
3. 1070/603
4. 1070/604

5-10. Of the following documents, which ones should be filed on the left side of the enlisted service record?

1. NAVPERS 5210/3 and OPNAV 5214/9 only
2. OPNAV 5211/9 and DD Form 1966 only
3. NAVPERS 5510/5, OPNAV 4111/9, and DD Form 1968
4. DD Form 1968, NAVPERS 5510/3, and NAVPERS 5510/1

5-11. Which of the following documents should you file under the Career Performance Data Separator, NAVPERS 1070/617?

1. All enlisted performance evaluation reports
2. Letters of appreciation
3. Unit awards
4. All of the above

5-12. Which of the following documents should you file above the Career Performance Data Separator of an enlisted service record?

1. TAD orders issued by the current command
2. Current PCS orders with endorsements
3. DD Form 2366
4. All of the above

5-13. Which of the following documents should you file on the right side of the enlisted service record?

1. DD Form 884
2. DD Form 1172
3. NAVCOMPT 1022/1
4. NAVCOMPT 7210/3

5-14. The Certificate of Release or Discharge from Active Duty, DD Form 214, is considered the page 15 of the enlisted service record. If a member reenlists and/or remains on active duty, you should file the DD Form 214 in what place in the service record?

1. The left side of the service record, above the Career Performance Data Separator
2. The left side of the service record, under the Career Performance Data Separator
3. The member’s junk jacket
4. The right side of the service record, above page 13

5-15. Which of the following service record pages is considered the basic document that establishes a legal relationship between the U.S. Government and the enlisted member?

1. DD Form 4
2. DD Form 214
3. NAVPERS 1070/601
4. NAVPERS 1070/621

5-16. What document is considered as page 1 of the enlisted service record?

1. NAVPERS 1070/01
2. NAVPERS 1070/10
3. DD Form 4
4. DD Form 401

5-17. Where should you send the signed original reenlistment contact of a member who has just reenlisted?

1. CHNAVPERS (PERS 313C1)
2. DFAS-Cleveland Center
3. EPMAC (Code 31)
4. SECNAV

LEARNING OBJECTIVE: Recognize the various service record pages. Identify their content and state the disposition procedures.

A.	NAVPERS	1070/601
B.	NAVPERS	1070/602
C.	NAVPERS	1070/603
D.	NAVPERS	1070/604
E.	NAVPERS	1070/621
F.	NAVPERS	1070/622

Figure 5A

IN ANSWERING QUESTIONS 5-18 THROUGH 5-22, REFER TO FIGURE 5A. SELECT THE NAVPERS DOCUMENT THAT IS DESCRIBED BY THE QUESTION.

5-18. An agreement between the government and an enlisted member who immediately reenlists or enlists in the Navy or Naval Reserve at the same activity following discharge.

1. A
2. B
3. E
4. F

5-19. An agreement between the government and the enlisted member to extend the current enlistment in the Navy or Naval Reserve.

1. B
2. C
3. D
4. E

5-20. An agreement between the government and the enlisted member to recall or remain on active duty in the Naval Reserve.

1. C
2. D
3. E
4. F

5-21. The page 2 of the enlisted service record.

1. A
2. B
3. C
4. D

5-22. The page 4 of the enlisted service record.

1. C
2. D
3. E
4. F

5-23. What DD form serves the same purpose as the NAVPERS 1070/602?

1. 93
2. 214
3. 295
4. 884

5-24. The page 2 of both officer and enlisted service records is used to make which of the following determinations?

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. Dependents of member to receive allotment of pay if member is missing or unable to transmit funds
4. All of the above

5-25. You are using the Source Data System (SDS), and you need assistance completing a page 2. To what publication should you refer?

1. MILPERSMAN
2. JFTR
3. SDSPROMAN
4. DODFMR

5-26. What page in the enlisted service record is considered to be the most important page?

1. 1
2. 2
3. 5
4. 4

5-27. You should update service record page 2s of personnel permanently assigned to your command at what minimum interval?

1. 6 months
2. 12 months
3. 15 months
4. 24 months

5-28. Which of the following means should you use to inform individuals that they need to update their page 2s?

1. Publish it in the Plan of the Day (POD)
2. Call the division representatives and inform them of the requirement
3. Pass out information during pass and liaison meetings
4. Each of the above

5–29. You are updating a page 2. The member states that he/she is moving from an apartment to a new house he/she just bought. What other document should you have the member complete?

1. VHA certificate
2. Letter to the CO notifying the command of a change of address
3. An informal memorandum from the member to the department head so the department can update the recall file
4. A locally prepared statement of understanding that reflects the member's responsibility to pay the mortgage

5-30. The quality of work starts with what individual?

1. The administrative officer
2. The commanding officer
3. The supervisor
4. The worker

5-31. What NAVPERS form replaced the Enlisted Classification Record, NAVPERS 1070/603?

1. 1070/604
2. 1070/605
3. 1070/606
4. 1070/607

5-32. What should you do with the original page 3 of a member who is being transferred to the Fleet Reserve and still has this page in his/her service record?

1. Forward it to CHNAVPERS (PERS 313C1)
2. Remove it from the record and give it to the member
3. Transfer it from the right side of the record and file it above the career performance data separator; forward it with the closed record to NRPC
4. Transfer it from the right side of the record and file it under the career performance data separator; forward it with the closed record to NRPC

5-33. What page of the enlisted service record contains a chronological history of the member's occupational training-related qualifications and their awards and commendations?

1. 1
2. 2
3. 3
4. 4

5-34. What is the new title for the page 4 of the enlisted service record?

1. Awards and Training Record
2. Enlisted Qualifications History
3. Qualification Record
4. Navy Occupation/Training and Awards History

5-35. If a member reenlists, what should you do with the original page 4 contained in the member's service record?

1. Forward it to CHNAVPERS (PERS 313C1)
2. Forward it to DFAS-Cleveland Center
3. Forward it to EPMAC (Code 13)
4. Forward it to SECNAV

5-36. When a member separates from the naval service, you should send the original page 4s with the closed service record to what location?

1. EPMAC (Code 31)
2. CHNAVPERS (PERS 313C1)
3. NRPC
4. DFAS-Cleveland Center

5-37. To what publication should you refer for procedures to follow when preparing page 4 entries?

1. JFTR
2. DFAS PAYPERSMAN
3. DODFMR
4. MILPERSMAN

5-38. What service record page contains a chronological record of the member's duty assignments?

1. NAVPERS 1070/601
2. NAVPERS 1070/602
3. NAVPERS 1070/605
4. NAVPERS 1070/622

5-39. The page 5 should be maintained in both the officer and enlisted service record for what minimum length of time?

1. Throughout the member's active duty and inactive duty career
2. 8 years
3. 6 years
4. 4 years

5-40. When an enlisted member or officer separates from the naval service, the original page 5 must be sent along with the closed service record to what location?

1. EPMAC (Code 31)
2. CHNAVPERS (PERS 313C1)
3. NRPC
4. DFAS-Cleveland Center

5-41. When an enlisted member reenlists, the page 5 contained in the service record must be forwarded to what location?

1. EPMAC (Code 31)
2. CHNAVPERS (PERS 313C1)
3. NRPC
4. DFAS-Cleveland Center

5-42. What page of the enlisted service record is used to report periods of unauthorized absence in excess of 24 hours, lost time due to confinement by civil authorities, or sickness due to misconduct?

1. 5
2. 6
3. 7
4. 8

5-43. Unauthorized absences of 24 hours or less are recorded on what page of the enlisted service record?

1. 5
2. 6
3. 7
4. 13

5-44. Individuals can have lost time as a result of which of the following actions?

1. Confinement
2. Nonperformance of duty (civil arrest)
3. Unauthorized absence
4. Each of the above

5-45. The requirement to make up lost time applies to which of the following personnel?

1. Active duty personnel
2. Fleet Reservists
3. Members placed on appellate leave awaiting review of court-martial
4. Retired personnel

5-46. Lost time is computed on what basis?

1. A 30-day basis
2. A day-for-day basis
3. A cumulative basis
4. An incremental basis

5-47. PO3 John Doe is admitted to the hospital for treatment of a disease incurred because of his own misconduct on 15 June. PO3 Doe is discharged from treatment and returns to duty on 10 July. What total number of days has PO3 Doe lost?

1. 24
2. 25
3. 26
4. 27

5-48. You must prepare and distribute a page 6 to record lost time that must be made up by a member. To show the number of days the member must make up, you must make an entry on what other page of the service record?

1. 13
2. 9
3. 5
4. 4

5-49. What date(s) is/are adjusted by lost time?

1. ADSD only
2. EAOS only
3. PEBD only
4. ADSD, EAOS, and PEBD

5-50. If you have difficulty determining a member's ADSD and PEBD based on information contained in the field service record, you should request a statement of service from what activity?

1. EPMAC (Code 31)
2. BUPERS (PERS 274)
3. NRPC
4. DFAS-Cleveland Center

5-51. On what page of the service record should court-martial and nonjudicial punishment actions that affect an individual's pay be entered?

1. 5
2. 6
3. 7
4. 8

5-52. Punishment that does not affect pay should be recorded on what page of the enlisted service record?

1. 13
2. 7
3. 6
4. 5

5-53. What page of the enlisted service record is considered a chronological record of an enlisted member's performance evaluations and career milestones?

1. 5
2. 7
3. 9
4. 13

ASSIGNMENT 6

Textbook Assignment: "Enlisted Service Records," chapter 5, pages 5-33 through 5-64.

LEARNING OBJECTIVE: Identify the procedures you should use to maintain service records.

6-1. What MILPERSMAN article contains information on making enlisted service record page 9 entries?

1. 3650560
2. 5040380
3. 5030300
4. 5030360

6-2. What reason codes are considered valid and used to make page 9 entries?

1. P only
2. T only
3. P and T
4. A and B

6-3. What method should you use to dispose of the original and certified copy of page 9 after a member has reenlisted?

1. Forward it to BUPERS and file a copy on the left side of the service record under the performance divider
2. Forward it to EPMAC and file a copy on the left side of the service record under the performance divider
3. Forward it to NRPC and file a copy on the left side of the service record above the performance divider
4. Forward it to SECNAV and file a copy on the left side of the service record under the performance divider

6-4. On what page of the service record should you record entries that require expanded justification?

1. 5
2. 7
3. 9
4. 13

6-5. Normally, all page 13 entries are prepared in what format?

1. Original
2. Carbon copy
3. Reproduced

6-6. Which of the following documents is considered the Record of Discharge from the U.S. Naval Reserve (Inactive)?

1. NAVPERS 1070/606
2. NAVPERS 1070/609
3. NAVPERS 1070/613
4. NAVPERS 1070/615

6-7. Page 14, Inactive, of the service record is authorized for use by which of the following officials?

1. CHNAVPERS
2. CO, EPMAC
3. CO, NRPC
4. SECNAV

6-8. What form is considered as the page 15 of the enlisted service record?

1. DD Form 214
2. NAVPERS 1070/609
3. NAVPERS 1070/613
4. NAVPERS 1070/615

LEARNING OBJECTIVE: Identify the procedures used to prepare the DD Form 214.

6-9. The DD Form 214 is prepared to cover which of the following periods of service?

1. Active duty
2. Active duty for training
3. Full-time training duty
4. Each of the above

6-10. What instruction should you use for guidance when preparing DD Form 214s?

1. BUPERSINST 1430.16
2. BUPERSINST 1900.8
3. ENLTRANSMAN
4. MILPERSMAN

6-11. The responsibility for establishing accountability measures to safeguard the issuance of DD Form 214s and DD Form 215s rests with your

1. command
2. division
3. department
4. office

LEARNING OBJECTIVE: Recognize the purpose of having a member's name on file. Identify the documents required to change a member's name, date of birth, and citizenship.

6–12. A member's address is officially recorded by the Navy for which of the following reasons?

1. To communicate with the member when necessary
2. To provide a means for establishing and recording the home of record of a member at the time of entry on a tour of extended active duty
3. To determine entitlement to travel and transportation allowances
4. Each of the above

6-13. While a change of home of record may not be made, a correction to the home of record may be authorized by what official?

1. CHNAVPERS
2. CNO
3. DCNO
4. SECNAV

6-14. A change of name in the official record is made only after approval is granted by what official?

1. CHNAVPERS
2. CNO
3. OPNAV
4. SECNAV

6-15. Requests for change of name require documentary evidence for verification. Which of the following documents is an example of suitable evidence?

1. Marriage certificate
2. Final divorce decree
3. Court order authorizing name change and birth certificate
4. Each of the above

6-16. You receive authorization to change the name of a member who is attached to your command. In addition to making pen-and-ink changes to the rest of the record pages, an entry concerning this authorization is required on what page of the enlisted service record?

1. 13
2. 9
3. 5
4. 4

6-17. A correction of the date of birth in the service record must be authorized by what official?

1. OPNAV
2. SECNAV
3. CNO
4. CHNAVPERS

6-18. A request for correction of date of birth must be forwarded via the commanding officer and include which of the following documents?

1. A statement of the reason for the erroneous recording
2. A copy of the birth certificate or other documentary evidence of the correct date of birth
3. An affidavit that the applicant is the person referred to in the documentary evidence submitted
4. All of the above

6-19. When a correction to the member's date of birth has been authorized, which of the following forms is mailed to a member's CO?

1. DD Form 295
2. DD Form 884
3. DD Form 1343
4. DD Form 1353

6-20. Signatures in the enlisted service record must be made using what color ink?

1. Black only
2. Blue-black only
3. Black or blue-black
4. Red

6-21. Facsimile signatures may be used for entries on what page(s) of the enlisted service record?

1. 14 and 15
2 2
3. 3 and 4
4. 4 and 13

6-22. A member's citizenship can be found on what page of the enlisted service record?

1. 1
2. 2
3. 3
4. 4

6-23. Your activity reports a metier's change in citizenship via the Diary Message Reporting System (DMRS). You must also make an entry on what page of the enlisted service record?

1. 13
2. 2
3. 14
4. 4

LEARNING OBJECTIVE: Recognize the purpose of the BCNR and NDRB.

6-24. What MILPERSMAN article contains information concerning the Board for Correction of Naval Records (BCNR)?

1. 5030100
2. 5030450
3. 5040100
4. 5040200

6-25. Which of the following cases are reviewed by the BCNR?

1. Requests for physical disability retirement and removal of derogatory material from an official record
2. Cancellation of physical disability discharge and in lieu thereof retirement for disability, and review of nonjudicial punishment
3. Increase in percentage of disability and restoration of rank, grade, Or rating
4. Each of the above

6-26. The law requires that an application be filed with the BCNR within what specified number of years of the date of discovery of the error or injustice?

1. 5
2. 2
3. 3
4. 4

6–27. Which of the following statements is correct concerning the upgrading of unfavorable discharges by the Naval Discharge Review Board (NDRB)?

1. Upgrading is authorized, if so directed by CHNAVPERS
2. Upgrading is authorized, if so directed by CNO
3. Laws and regulations provide that an unfavorable discharge be upgraded based solely on the passage of time or good conduct in civilian life subsequent to leaving the service
4. No law or regulation provides that an unfavorable discharge be upgraded based solely on the passage of time, or good conduct in civilian life subsequent to leaving the service

6-28. Application for review of discharges should be submitted by individuals using what DD Form?

1. 149
2. 214
3. 295
4. 884

LEARNING OBJECTIVE: Recognize the purpose of maintaining service records in an accurate, complete, and up-to-date manner. Identify service record check-in/check-out procedures and recognize the reason for purging service records.

6-29. The accuracy and completeness of service record entries are important for which of the following reasons?

1. To assist commanding officers with personnel administration
2. To assist members during their naval career
3. To assist members after their naval career
4. Each of the above

6-30. When you verify a service record for completeness and accuracy during check-in procedures, you should have your supervisor certify this verification by making an entry on what page of the enlisted service record?

1. 13
2. 9
3. 5
4. 4

6-31. Specifically authorized individuals are the only ones that should have access to enlisted service records.

1. True
2. False

6-32. What method should you use to track service records that have been checked out of your office?

1. A check-out card
2. A personal tracking sheet
3. A personnel officer’s tracking sheet
4. An administrative officer’s tracking sheet

6-33. Enlisted service records should not be allowed to be out of the personnel office for more than what specified number of working days, unless otherwise authorized?

1. 5
2. 2
3. 3
4. 4

6-34. Which of the following is a legitimate reason for keeping service records out of the personnel office for a longer than specified period of time?

1. Legal proceedings
2. Completion of officer accession applications
3. Considerable distance between the command and the office that maintains records
4. Each of the above

6-35. What authorization should the personnel officer require for personnel to check out service records?

1. The division supervisor’s verbal authorization
2. The division officer’s verbal authorization
3. The department head’s verbal authorization
4. A written list provided by the department heads or commands

6-36. A field service record has been lost, and all efforts have been exhausted in locating the lost record. From what official should you request a microfiche copy?

1. CHNAVPERS (PERS 313C1)
2. EPMAC (Code 31)
3. NRPC (Code 322)
4. SECNAV

6-37. Under which of the following conditions should you purge service records?

1. When a member reports for permanent duty
2. When a member reports for TAD
3. When a member reports for TEMDU
4. Each of the above

6-38. You should purge service records of personnel that are serving on permanent duty at your command at what minimum interval?

1. Semiannually
2. Annually
3. Every 2 years
4. Every 3 years

6-39. What should you do with documents you purge from an enlisted service record?

1. Deliver them to the division officer
2. Give them to the member
3. Keep them for future reference
4. Remove and destroy them

6-40. You should send a closed field service record with the health treatment record as a one-record packet to what activity?

1. CHNAVPERS (PERS 313C1)
2. EPMAC (Code 13)
3. NRPC (Code 401)
4. SECNAV

6-41. A service record is closed for which of the following reasons?

1. A member is released from a voided enlistment
2. A member is discharged from the regular Navy or Naval Reserve for immediate reenlistment in another branch of the U.S. Armed Forces
3. A member is transferred to the Fleet Reserve, the Retired List, or the Permanent Disability Retired List and concurrently released from active duty
4. Each of the above

6-42. The service record and the health treatment record are eventually sent to what location to serve as the archival records?

1. New Orleans, LA
2. Gulfport, MS
3. St. Louis, MO
4. San Diego, CA

LEARNING OBJECTIVE: Recognize the purpose of performance evaluations and identify the procedures used to prepare them.

6-43. Enlisted performance evaluation reports are used in many personnel actions. Which of the following events is considered a personnel action?

1. Advancement in rate
2. Selection for responsible assignments and specialized training
3. Award of the Good Conduct Medal
4. Each of the above

A.	15 JAN/15 JUL	D.	15 JUN/15DEC
B.	15 MAR	E.	15 SEP
C.	15 APR	F.	15 NOV

Figure 6A

IN ANSWERING QUESTIONS 6-44 THROUGH 6-47, REFER TO FIGURE 6A. SELECT THE DATE WHEN THE CITED PERIODIC EVALUATION IS DUE.

6-44. E-9.

1. A
2. B
3. C
4. D

6-45. E-7 and E-8.

1. B
2. C
3. D
4. E

6-46. E-6.

1. C
2. D
3. E
4. F

6-47. E-1 through E-3.

1. A
2. B
3. C
4. D

6-48. A periodic report may be omitted if the report period is less than what total number of months?

1. 5
2. 2
3. 3
4. 4

6-49. No evaluation report period may exceed what specified number of months without prior authorization from CHNAVPERS (PERS 322)?

1. 13
2. 14
3. 15
4. 16

6-50. A Performance Information Memorandum (PIM) is prepared for which of the following situations?

1. When a member is assigned to a command for duty or temporary duty for less than 3 months
2. For a period of additional duty or temporary duty of any length
3. For any other performance that should be brought to the attention of the reporting senior
4. Each of the above

6-51. The PIM should be forwarded within what specified number of days of the evaluation report's due date to the command that will prepare the evaluation report for the covered period?

1. 5
2. 15
3. 20
4. 25

6-52. What instruction or publication contains information on the preparation of enlisted performance evaluation reports?

1. BUPERSINST 1430.16
2. BUPERSINST 1610.10
3. OPNAVINST 3120.32
4. SECNAVINST 5216.5

6-53. Which of the following enlisted performance evaluation marks would make a member ineligible to receive a Good Conduct Medal?

1. 2.8
2. 3.0
3. 3.4
4. 3.6

ASSIGNMENT 7

Textbook Assignment: "Officer Service Records," chapter 6, pages 6-1 through 6-16.

LEARNING OBJECTIVE: Identify the procedures used to create the officer's service record. Recognize the importance of maintaining the data contained in officer records in a secure manner.

7-1. The information contained in an officer's service record is accessible to which of the following personnel?

1. Only those directly involved with handling their records
2. All PNs
3. All YNs
4. Each of the above

7-2. What total number of personnel records are maintained for each officer of the Navy and Naval Reserve?

1. One
2. Two
3. Three
4. Four

7-3. The permanent microfiche record is maintained at what location?

1. CHNAVPERS
2. EPMAC
3. NRPC
4. SECNAV

7-4. Which of the following statements best describes the importance of handling and maintaining the security of officer records?

1. The personnel officer is the only individual responsible for handling and maintaining officer records and keeping them in a safe place
2. The administrative officer is the only individual responsible for handling and maintaining officer records, and keeping them in a safe place
3. The YNs are the only individuals responsible for handling and maintaining officer records in a safe, secure location in the administrative office
4. Officer records are maintained and handled by specifically authorized individuals and are filed separately from enlisted records in a secure location

7-5. An officer's microfiche record is the Property of what individual/activity?

1. The command to which the officer is attached
2. The PERSUPPDET or the administrative office that maintains the officer's record
3. The member
4. The U.S. Government

7-6. What activity creates the officer's service record?

1. EPMAC
2. NRPC
3. BUPERS
4. The activity that delivers the officer's appointment

7-7. When a permanent record is created, commissioning and other service record documents should be forwarded to what activity?

1. CHNAVPERS (PERS 313C1)
2. COMNAVCRUITCOM Code 13
3. EPMAC (Code 31)
4. NRPC (Code 401)

LEARNING OBJECTIVE: Identify the procedures used to maintain officer service records.

7-8. A Naval Academy midshipman is disenrolled from training and retained in the naval service. To which of the following publications should you refer for information on the action you should take?

1. DFAS PAYPERSMAN
2. DODFMR
3. JFTR
4. MILPERSMAN

7-9. Certain documents in an officer's service record relating to his/her tour at the present command have no permanent historical value in the personnel administration of the officer's career. What should you do with these documents?

1. Remove and destroy them
2. File them in the activity's miscellaneous file
3. Remove and give them to the member
4. Remove and send them to CHNAVPERS for inclusion in the officer's permanent microfiche record

7-10. If you are responsible for performing officer check-ins and you discover errors in the service record, what action should you take?

1. Act as if no errors were discovered and complete the check-in
2. Make a page 13 entry noting the errors only
3. Call the previous command and inquire as to why they neglected to correct discrepancies before the officer transferred
4. Communicate with the previous command that made the error and request they provide the necessary information to resolve the discrepancy

LEARNING OBJECTIVE: Recognize the purpose of microfiche service records. Identify the procedures for using microfiche records.

7-11. What is the officer microfiche record intended to reflect?

1. Awards only
2. Fitness reports only
3. Personal data only
4. Official history of the officer's career in the Navy

7-12. Which of the following types of documents are contained in the officer's official microfiche record?

1. Ones that bear or reflect on character
2. Ones that bear or reflect on performance
3. Ones that bear or reflect on professional qualifications and fitness
4. All of the above

7-13. Which of the following documents should be filed in an officer's official microfiche record?

1. Birth certificates
2. Court decrees
3. Fitness reports
4. Marriage licenses

7-14. The officer microfiche record is of particular importance in which of the following situations?

1. Selection for divisional assignment
2. Selection for departmental assignment
3. Selection for promotion
4. Selection for secret missions

7-15. What article in the MILPERSMAN discusses the availability of microfiche records?

1. 3838014
2. 5010125
3. 5030102
4. 5030130

LEARNING OBJECTIVE: Recognize the purpose of the officer field service record.

7-16. The U.S. Navy Officer Service Record is identified by what form number?

1. NAVPERS 1070/66
2. NAVPERS 1070/601
3. NAVPERS 1070/602
4. NAVPERS 1070/621

7-17. Signatures made in an officer's service record must be made using what color ink?

1. Black only
2. Blue-black only
3. Black or blue-black
4. Red

7-18. Field service record documents serve a dual purpose. However, these documents primarily record vital events in an officer's career for use in which of he following situations?

1. Assignment decisions
2. Promotion decisions
3. Permanent recordkeeping
4. Each of the above

7-19. If a microfiche record is lost or damaged, what record becomes the first source for replacing documents?

1. Officer's field service record
2. Officer's junk jacket
3. Officer's personal record
4. SECNAV's officer duplicate service record

7-20. Which of the following is NOT a purpose of officer field service records?

1. To assist the commanding officers in making daily personnel decisions
2. To record vital events in an officer's career, such as assignment recommendations
3. To record vital events in an officer's career, such as promotion potential
4. To record events in an officer's career, such as officer dependent's financial responsibility

7-21. At which of the following locations is the officer service record maintained for officers stationed ashore?

1. The base administrative office
2. Legal office
3. The parent command's administrative office
4. PERSUPPDET

7-22. If an officer is attached to a squadron that is embarked aboard an aircraft carrier, where would his/her service record be maintained?

1. The ship's administrative office
2. The squadron's adminis-trative office
3. The ship's personnel office
4. The ship's office

7-23. The field service record is the property of the

1. U.S. Government
2. member
3. member's command administrative office
4. member's command personnel officer

LEARNING OBJECTIVE: Identify the documents to be filed in the officer's field service record.

7-24. The responsibility for making sure the officer's service record is accurate in all respects rests with the

1. administrative officer
2. commanding officer only
3. commanding officer and the member
4. personnel officer

7-25. What action should be taken when an adverse matter is to be entered in an officer's service record?

1. Afford the officer an opportunity to review the material and submit a statement before it is filed in the service record
2. Make a derogatory page 13 entry without his/her knowledge
3. Send official notification to CHNAVPERS for inclusion in the officer's official microfiche service record

7-26. You should file which of the following documents in the officer's field service record?

1. Documents of personal nature
2. Current PCS orders
3. Wills
4. All of the above

7-27. An officer is transferring PCS from your command. What should you do with official correspondence from the current command, letters of appreciation, and designation letters?

1. Give them to the member
2. File them in the command's miscellaneous file
3. Forward them to the next command
4. Remove and destroy them

7-28. Which of the following documents should be filed in the left side of an officer's service record?

1. NAVRES 1321/1
2. NAVPERS 5510/1
3. OPNAV 5211/9
4. Each of the above

7-29. Which of the following documents should be filed in the right side of an officer's service record?

1. NAVPERS 1301/51
2. NAVRES 3210/2
3. NAVPERS 5510/3
4. OPNAV 5520/20

7-30. Which, if any, of the following DD Forms identifies the Personnel Security Questionnaire?

1. 398
2. 1829
3. 2384
4. None of the above

7-31. You should file the History of Assignments, NAVPERS 1070/605, for officer personnel in what location?

1. Junk jacket
2. Left side of the field service record
3. Right side of the field service record
4. Officer's personal record

7-32. To find the total number of officer dependents, which entitles the member to collect BAQ on behalf of those dependents, you should refer to what form in an officer's field service record?

1. NAVPERS 1070/125
2. NAVPERS 1070/602
3. NAVPERS 1070/605
4. NAVPERS 1070/887

7-33. To obtain identification cards for his/her dependents, an officer should complete what form?

1. DD Form 1172
2. DD Form 2284
3. NAVPERS 1070/74
4. NAVPERS 1070/610

LEARNING OBJECTIVE: Identify the purpose of the officer junk jacket. Identify the instances requiring a record to be opened or closed.

7-34. It is preferred that an officer's junk jacket be maintained by which of the following individuals?

1. The administrative office that maintains the officer's field service record
2. The commanding officer
3. The personnel officer
4. The member

7-35. You should identify the officer's junk jacket by recording what information across the top of the folder?

1. Full name
2. Junk jacket
3. Social security number
4. All of the above

7-36. What should you do with an officer's junk jacket upon his or her transfer?

1. Deliver it to the member
2. Destroy it
3. Forward it to the next commanding officer
4. Keep it in a safe location for future reference

7-37. What should you do with an officer's junk jacket upon his or her separation from the Navy?

1. Deliver it to the member
2. Destroy it
3. Forward it to NRPC
4. Keep it in the administrative officer's miscellaneous file for future reference

7-38. An officer's service record remains open when the officer is in what status?

1. Retained in an active or inactive status in a reserve component
2. Retired
3. Discharged
4. Dismissed

7-39. An officer's service record is closed when the officer is in which of the following situations?

1. Discharged
2. Dismissed or retired with no further military obligation
3. Resigned
4. Each of the above

7-40. If you mail an open service record, you should use U.S. Postal Service First Class mail and what form?

1. NAVPERS 1070/601
2. NAVPERS 1070/621
3. NAVPERS 1070/622
4. NAVPERS 5000/64

LEARNING OBJECTIVE: Identify the procedures used when handling officer service records in various situations.

7-41. If your command wants acknowledgement that records have been received by a command, you should include an additional copy of the records transmittal sheet and what other item?

1. Letter
2. Memorandum
3. Money order so they can buy postage stamps
4. Self-addressed return envelope

7-42. If an officer reports to your command for duty, and he/she states that the records were lost en route, you should request a copy of essential documents from what location?

1. CHNAVPERS (PERS 313C1)
2. EPMAC (Code 31)
3. SENAV
4. The last command

7-43. When an officer transfers from your command, you should handle his/her records in which of the following ways?

1. Allow the officer to hand carry them
2. Mail them to the officer's next reporting activity
3. Both 1 and 2 above

7-44. A reserve officer is recalled to active duty. What action should you take concerning this officer's records?

1. Transfer them to CHNAVPERS
2. Transfer them to EPMAC
3. Transfer them to NRPC
4. Transfer them with the member or forward to the activity processing the member to active duty

7-45. When reserve officers are assigned to active duty for training (ADT) over 29 days, what action is taken regarding their records?

1. Transfer them to CHNAVPERS
2. Transfer them to NRPC
3. Transfer them with the members only
4. Transfer them with the members or forward to the activity designated on the ADT orders

7-46. A reserve officer's inactive duty training orders have been terminated, and the member has been transferred to the Individual Ready Reserve (IRR). You should forward the member's service record to what command?

1. CHNAVPERS (PERS 664)
2. EPMAC (Code 13)
3. NRPC (Code 401)
4. SECNAV

7-47. An officer is attached to your command but is in a prisoner of war or missing status. You should forward the member's records to what command?

1. CHNAVPERS (PERS 663)
2. EPMAC (Code 31)
3. NRPC (Code 401)
4. SECNAV

7-48. The closed service record and/or health and treatment record packet for officers separated from the regular Navy or Naval Reserve should be forwarded to what command?

1. BUPERS
2. CNO
3. NRPC
4. sECNAV

7-49. An officer has been discharged from the regular Navy or Naval Reserve for interservice transfer to another branch of the U.S. Armed Forces. The member's records should be sent to what command?

1. CHNAVPERS (PERS 253C)
2. CNO
3. NRPC (Code 401)
4. SECNAV

7-50. You would send records of officers who are deceased to what command?

1. CHNAVPERS (PERS 663)
2. EPMAC (Code 31)
3. NRPC (Code 401)
4. SECNAV

ASSIGNMENT 8

Textbook Assignment: "EDVR, ODCR, and DMRS," chapter 7, pages 7-1 through 7-21.

LEARNING OBJECTIVE: Recognize the purpose of the EDVR and identify the reasons ensuring for its accurate maintenance.

8-1. Which of the following statements describes the information found on the Enlisted Distribution and Verification Report (EDVR)?

1. A summary, by distribution community, of the present and future manning status of the activity
2. A common reference for communicating manning status between an activity and its Manning Control Authority (MCA)
3. A statement of account for verification by the activity, and a permanent historical record of an activity's enlisted personnel account
4. Each of the above

8-2. The EDVR is distributed at what specific interval?

1. Monthly
2. Quarterly
3. Semiannually
4. Annually

8-3. What activity or official distributes the EDVR?

1. BUPERS
2. CNET
3. CO, EPMAC
4. CO, NETPMSA

8-4. Ships and squadrons receive what total number of copies of the EDVR?

1. One
2. Two
3. Three
4. Four

8-5. Activities that receive EDVRs and require additional copies should take what action?

1. Contact BUPERS to request copies
2. Contact EPMAC to request copies
3. Contact CNET to request copies
4. Reproduce copies locally

8-6. From what activity should your command request a microfiche copy of the EDVR?

1. BUPERS via ISIC
2. EPMAC via ISIC
3. EPMAC via MCA
4. NRPC via MCA

8-7. Which of the following sections of the EDVR are NOT available on microfiche for SDS activities?

1. 1 and 2 only
2. 2 and 3 only
3. 1 through 3 and 11
4. 4 through 9 and 12

8-8. Manning and assignment decisions are based on information contained in which of the following reports?

1. EDVR
2. ODCR
3. DMRS
4. All of the above

8-9. While you are verifying your command's EDVR for completeness and accuracy, you discover errors. What action should you take?

1. Contact BUPERS and request they correct errors before issuance of the next EDVR
2. Contact CNET and request they correct errors before issuance of the next EDVR
3. Contact EPMAC and request they correct errors before issuance of the next EDVR
4. Take immediate action to correct the errors

8-10. You have submitted a message diary transaction to correct information contained on your command's EDVR. What action, if any, should you take next?

1. Contact BUPERS to request they make changes to the enlisted master record
2. Contact EPMAC to request they update their computer data
3. Make proper annotation on the EDVR
4. None; no action is required

8-11. You should keep any notation on the EDVR for what specified period of time?

1. Until the correct information is reflected
2. 2 weeks
3. 3 weeks
4. 4 weeks

8-12. You have submitted information to update the EDVR. What is considered a reasonable period for waiting to make sure that information has been corrected?

1. 1 to 2 months
2. 2 to 3 months
3. 3 weeks
4. 4 weeks

8-13. If you determine that information has not yet been reflected on the EDVR despite the passage of a reasonable period, what action, if any, should you take?

1. Wait for another 3 weeks
2. Call BUPERS and inquire as to the delay
3. Send tracers or make calls to EPMAC and inquire as to the delay
4. None; no action is required

Learning Objective: Identify the various sections of the EDVR and then recognize information they contain.

SECTIONS OF THE EDVR

A.	SECTION 1	G.	SECTION 7
B.	SECTION 2	H.	SECTION 8
C.	SECTION 3	I.	SECTION 9
D.	SECTION 4	J.	SECTION 10
E.	SECTION 5	K.	SECTION 11
F.	SECTION 6	L.	SECTION 12

Figure 8A

IN ANSWERING QUESTIONS 8-14 THROUGH 8-26, REFER TO FIGURE 8A. SELECT THE EDVR SECTION DESCRIBED IN THE QUESTION.

8-14. Members not appearing in EDVR sections 1 and 2 who are on board the activity for temporary duty.

1. A
2. B
3. C
4. D

8-15. Diary Message Summary.

1. I
2. J
3. K
4. L

8-16. Total personnel on board the activity, except those in a deserter status, and those personnel who have been dropped from Navy strength accounts.

1. B
2. C
3. D
4. E

8-17. Members who remain on the activity account in a deserter status or who have been administratively dropped from Navy strength accounts.

1. H
2. G
3. C
4. A

8-18. Expired prospective losses, current losses, and losses expected to occur within the next 10 months.

1. A
2. B
3. K
4. L

8-19. Distribution Navy Enlisted Classification Code (DNEC) Management.

1. E
2. F
3. G
4. H

8-20. List of individuals who have earned Navy Enlisted Classification Codes.

1. H
2. I
3. J
4. K

8-21. A list of all members under orders to report to the activity.

1. A
2. B
3. C
4. E

8-22. NEC Billet and Personnel Inventory.

1. E
2. F
3. G
4. H

8-23. The Duty Preference Listing.

1. H
2. I
3. J
4. K

8-24. Information about the member's time-in-rate (TIR), Pay Entry Base Date (PEBD), and citizenship.

1. L
2. K
3. J
4. I

8-25. Foreign military and civilians embarked.

1. A
2. D
3. H
4. L

8-26. A numeric summary of an activity's personnel account.

1. B
2. C
3. D
4. E

THIS SPACE LEFT BLANK INTENTIONALLY.

8-27. Which of the following statements about the Message Diary Summary report is correct?

1. The report contains a list of all date-time-groups of messages received by BUPERS during the month
2. The report contains a list of all date-time-groups of messages received by BUPERS during the last 3 months
3. The report contains a list of all date-time-groups of messages received by EPMAC during the last 3 months
4. The report contains a list of all date-time-groups of messages received by EPMAC during the month and any messages from the previous month that were received after the “cut date”

8-28. As it relates to Message Diary submission, which statement describes the “cut date”?

1. The date within a month by which diaries must arrive at EPMAC, otherwise the transactions aren’t reflected until the next EDVR
2. The date within a month by which diaries must arrive at BUPERS, otherwise the transactions are not reflected until the next EDVR
3. The 20th of the month, which is the date by which transactions must arrive in BUPERS, otherwise these transactions aren’t reflected until the next EDVR
4. The 25th of the month, which is the date by which transactions must arrive at CNET, otherwise the transactions aren’t reflected until the next EDVR

8-29. What activity/official maintains duty preferences on file?

1. BUPERS
2. CNET
3. CNO
4. SECNAV

8-30. What NAVPERS form identifies the Enlisted Duty Preferences sheet?

1. 1301/3
2. 1305/7
3. 1306/9
4. 1306/63

8-31. A member should submit an Enlisted Duty Preferences sheet if the information is incorrect on what section of the EDVR?

1. Section 8
2. Section 9
3. Section 10
4. Section 11

8-32. At what point will section 10 of the EDVR be mailed to your ship?

1. Monthly
2. Every 2 months
3. When BUPERS furnishes EPMAC duty preference information
4. When EPMAC furnishes BUPERS duty preference information

8-33. You should update the EDVR at what specified interval?

1. Every 6 hours
2. Every 12 hours
3. Daily, or as changes occur
4. Weekly

8-34. After your command receives the EDVR, you should verify it within what specified period of time?

1. 1 week
2. 2 weeks
3. 3 weeks
4. Within the month

8-35. After you have verified the EDVR, what action, if any, should you take?

1. Call BUPERS and inform them that action has been completed
2. Call EPMAC and inform them that action has been completed
3. Report compliance with verification requirements, and submit a memorandum (MEMO) transaction via the DMRS to EPMAC
4. None; no action is required

8-36. What specific instruction contains information on verifying EDVRS?

1. DMRSMAN
2. EDVRMAN
3. EPMACMAN
4. MILPERSMAN

LEARNING OBJECTIVE: Identify the purpose of the ODCR and recognize the importance of maintaining it accurately.

8-37. Which of the following officials/activities prepares the Officer Distribution Control Report (ODCR)?

1. BUPERS
2. CNET
3. EPMAC
4. SECNAV

8-38. Officer billets and assignment information in the ODCR represent the computer data bank input by which, if any, of the following officials/ activities?

1. BUMED
2. CNET
3. CNO
4. None of the above

8-39. The ODCR is prepared at what specified interval?

1. Monthly
2. Every 2 months
3. Every 3 months
4. Twice a month

8-40. What is the purpose of the ODCR?

1. To provide each activity with a routine system for verifying information contained in the MAPMIS officer personnel data bank
2. To provide the command with officer statistical data
3. To provide commands with officer promotion eligibility dates
4. To provide commands with officer career path information

8-41. To what instruction or publication should you refer for guidance on correcting discrepancies on the ODCR?

1. DMRSMAN
2. EDVRMAN
3. BUPERSINST 1301.40
4. BUPERSINST 1080.5

8-42. What total number of copies of the ODCR are distributed to authorized activities on a monthly basis?

1. One
2. Two
3. Three
4. Four

8-43. The validity of ODCR information depends on timely submission of accurate data to

1. EPMAC through the Diary Message Reporting System only
2. EPMAC through the Diary Message Reporting System and the Source Data System (SDS) only
3. BUPERS through the Diary Message Reporting System and SDS only
4. BUPERS through the Diary Message Reporting system, SDS, and other pertinent reporting systems

8-44. Your command's mailing address changes. What action should you take to make sure that your command continues to receive copies of the ODCR?

1. Notify BUPERS Message Diary section immediately and inform them of the change
2. Notify CNET and inform them of the change
3. Notify EPMAC Code 31 and inform them of the change
4. Notify OPNAV and inform them of the change

8-45. You have notified the appropriate activity about a change of your command's address, but you still don't receive ODCRS. What action should you take?

1. Notify BUPERS (PERS 1024D)
2. Notify EPMAC (Code 31)
3. Notify OPNAV
4. Notify SECNAV

LEARNING OBJECTIVE: Recognize the purpose of the Diary Message Reporting System and identify the format used for Message Diary submission.

8-46. What is the purpose of the DMRS system?

1. To reduce preparation time and eliminate mailing delays so there is more accurate personnel management and manpower information
2. To report personnel gain transactions
3. To report classified information to BUPERS
4. To report embarked TAD personnel

8-47. The DMRSMAN permits authorized activities to submit officer and enlisted transactions in what format?

1. Alphabetic
2. Coded
3. Numeric
4. Single-digit

8-48. Following the occurrence of an event, you should submit a DMRS within what timeframe?

1. No later than the next working day
2. Within 2 working days
3. Within 3 working days
4. Within 5 working days

8-49. What is the classification of all DMRS messages?

1. Confidential
2. Secret
3. Top Secret
4. Unclassified

8-50. What is the meaning of transaction code (TAC) 200?

1. Received for
2. Received for TAD
3. Transferred for TAD
4. Transferred for duty

8-51. What is the meaning of the "receipt" accounting category (ACC) 100?

1. For duty
2. TAD
3. TDY
4. TEMDUINS

8-52. Which of the following is an example of a Plain Language Address (PLA) that you should use when preparing diary messages?

1. BUPERS DIARY WASHINGTON DC
2. EPMAC NEW ORLEANS LA
3. EPMAC DIARY NEW ORLEANS LA//3l//
4. NETPMSA DIARY PENSACOLA FL

8-53. Which of the following entries reflects a correct example of a diary message subject line?

1. SUBJ: MESSAGE DIARY//
2. SUBJ: MESSAGE DIARY FOR UIC 12345//
3. SUBJ: MESSAGE DIARY FOR USS RIBBONS UIC 12345//
4. SUBJ/MESSAGE DIARY FOR UIC 12345//

8-54. What is the purpose of a sequence number (SEQ) in a diary message?

1. To identify the day within the week that the diary message is being submitted
2. To identify the hour within the day that the diary message is being submitted
3. To identify the month the diary message is being submitted
4. To identify the sequence number of the DMRS message being transmitted

8-55. What specific number of digits does the SEQ of a diary message contain?

1. One
2. Two
3. Three
4. Four

8-56. A sequence number ends with what cycle number?

1. 50
2. 60
3. 99
4. 100

8-57. When should you begin a new SEQ cycle?

1. At the end of the month only
2. At the beginning of the fiscal year or after sequence number 99 is used
3. At the end of the fiscal year
4. At any time when the diary message cycle numbers have ended

ASSIGNMENT 9

Textbook Assignment: "Counseling Service Members," chapter 8, pages 8-1 through 8-24.

LEARNING OBJECTIVE: Recognize various counseling methods and/or procedures.

9-1. When did you, as a PN, begin to gain experience on counseling personnel?

1. The first time you checked in personnel
2. The first time you checked out personnel
3. The first time you were assigned to the personnel office
4. Each of the above

9-2. The more you counsel personnel, the more you learn to recognize areas that need improvement and that eventually make you a more effective counselor.

1. True
2. False

9-3. In counseling, some areas often need improvement. Which of the following is one of these areas?

1. Attitude
2. Attention to detail
3. Understanding the needs of the individual
4. Each of the above

9-4. Which of the following is a method and/or technique that should be used when counseling personnel?

1. Planning and scheduling the interview
2. Selecting the appropriate office space
3. Conducting the actual interview
4. All of the above

9-5. You are counseling PO3 Jane Doe. She asks a question, and you don't have the answer. What should you tell PO3 Doe?

1. That you don't know the answer and to check with the supervisor in her division
2. That personnel in your office have very limited knowledge on the subject matter, and that she should check with her division officer
3. That you don't know the answer, but you will find the answer as soon as you can and get back to her
4. Whatever she wants to hear and not worry about the consequences

9-6. Which of the following is the correct phase sequence to follow during an interview?

1. Opening, fact-finding, evaluation, decision, and closing
2. Opening, decision, fact-finding, evaluation, and closing
3. Opening, evaluation, fact-finding, decision, and closing
4. Opening, fact-finding, decision, evaluation, and closing

LEARNING OBJECTIVE: Define military pay and identify the factors that determine receiving pay.

9-7. What is the legal term used when referring to military pay?

1. Allowance
2. Entitlement
3. Regular military compensation
4. Regular military pay

9-8. For information on the current rates and conditions of entitlement to military pay, you should refer to what publication?

1. DFAS PAYPERSMAN
2. DODFMR
3. JFTR
4. MILPERSMAN

9-9. What is the primary means of compensating members of the uniformed services?

1. Basic pay
2. BAQ
3. COMRATS
4. VHA

9-10. The rate of basic pay is determined by what means?

1. By paygrade only
2. By length of service only
3. By paygrade and length of service
4. By time in rate

9-11. Of the following allowances, which one(s) is/are NOT subject to income tax?

1. BAQ and BAS
2. OHA
3. VHA
4. All of the above

9-12. Which of the following are NOT hazardous duties for incentive pay purposes?

1. Parachute duty and flight deck duty
2. Submarine duty and paint locker duty
3. Leprosarium duty and toxic fuels duty
4. Toxic pesticides duty and chemical munitions duty

LEARNING OBJECTIVE: Identify various allowances to include the following: BAQ, VHA, COLA, OHA, TLE, TLA, and DLA.

9-13. Which of the following statements describes the purpose for giving BAQ to service members?

1. To help pay for civilian apartments
2. To help put a down payment on a new home
3. To help pay for a new home
4. To provide a pay supplement to obtain quarters when government quarters aren't available

9-14. Enlisted members in some paygrades may elect not to occupy assigned government quarters at the PDS and subsequently become eligible for BAQ. In what paygrades should such members be?

1. E-1 and E-2
2. E-3 and E-4
3. E-5 and E-6
4. E-7 through E-9

9-15. What is the purpose of variable housing allowance (VHA)?

1. To assist service members in paying for multiple houses
2. To assist service members in paying for various apartments
3. To assist service members to defray housing costs in overseas areas only
4. To assist service members entitled to a BAQ to defray housing costs if government quarters aren't assigned

9-16. What chapter of the JFTR, volume 1, contains information on entitlement to VHA?

1. 9
2. 8
3. 3
4. 6

9-17. The allowance prescribed to maintain the purchasing power of basic military compensation in an overseas area is known as

1. COLA
2. OHA
3. TLA
4. VHA

9-18. What chapter of the JFTR, volume 1, contains information on the cost of living allowance?

1. 6
2. 7
3. 8
4. 9

9-19. The allowance provided to service members assigned to overseas locations and that defrays a significant amount of housing costs is known as

1. COLA
2. OHA
3. TLE
4. TLA

9-20. Temporary lodging expense (TLE) may be paid to a member transferring PCS to which of the following locations?

1. Dallas, Texas
2. Guam
3. Rota, Spain
4. Sasebo, Japan

9-21. What chapter of the JFTR, volume 1, contains information about TLE?

1. 5
2. 6
3. 3
4. 4

9-22. In which of the following locations may temporary lodging allowance (TLA) be paid to a member under PCS orders?

1. Jacksonville, Florida
2. Pearl Harbor, Hawaii
3. New York, New York
4. San Diego, California

9-23. The period of entitlement to TLA on departure from an authorized location will not normally exceed what specified number of days preceding the day of departure?

1. 8
2. 9
3. 10
4. 20

9-24. Normally, a member is entitled to what total number of dislocation allowance(s) during any fiscal year?

1. One
2. Two
3. Three
4. Four

9-25. What is the purpose of the dislocation allowance (DLA)?

1. To partially reimburse a member with or without dependents for the expenses incurred in relocating his/her household
2. To partially reimburse a member with dependents and who has shipped HHG under his or her entitlement
3. To partially reimburse a member with dependents and who has shipped HHG over his or her entitlement
4. To partially reimburse a member without dependents and who has shipped two POVs

9-26. Which of the following publications contains information concerning DLA entitlement?

1. ENLTRANSMAN
2. MILPERSMAN
3. NTI
4. All of the above

LEARNING OBJECTIVE: Identify the types of FSA and determine entitlement requirements.

9-27. What total number of FSA are currently available?

1. 1
2. 2
3. 3
4. 4

9-28. FSA Type I is payable to each member with dependents who is on permanent duty outside the United States or in Alaska if the member's situation meets which of the following criteria?

1. Transportation of dependents to the permanent duty station or to a place near that station is not authorized at government expense
2. Dependents do not live at or near the permanent duty station
3. Adequate government quarters or housing facilities are not available for assignment to a member and inadequate government quarters or housing facilities are not assigned
4. All of the above

9-29. If a member is aboard a ship away from its home port continuously for more than 30 days, what type of FSA would the member receive?

1. I
2. II
3. III
4. IV

9-30. In what part and chapter of the DODFMR will you find information about the different types of FSA?

1. Part 1, chapter 1
2. Part 2, chapter 2
3. Part 3, chapter 3
4. Part 4, chapter 4

LEARNING OBJECTIVE: Identify various types of allowances.

9-31. When rations in kind are not provided by the government, enlisted members entitled to receive basic pay are entitled to what allowance?

1. BAQ
2. BAS
3. OHA
4. VHA

9-32. What official is considered the final authority for approving a civilian clothing monetary allowance for officer and enlisted personnel?

1. CO, EPMAC (Code 31)
2. CHNAVPERS (PERS 20)
3. CNO
4. SECNAV

LEARNING OBJECTIVE: Recognize the purpose of SRB and identify SRB message submission requirements.

9-33. To what part and chapter of the DODFMR should you refer for information about enlistment bonuses?

1. Part 1, chapter 5
2. Part 1, chapter 7
3. Part 1, chapter 9
4. Part 2, chapter 10

9-34. The selective reenlistment bonus (SRB) program is used to increase reenlistments in what type of ratings?

1. In ratings that are considered to be 95% manned
2. In ratings that are considered to be 90% manned
3. In ratings that are considered to be 85% manned
4. In ratings and NEC codes having insufficient retention

9-35. The NAVADMIN message that contains the changes to the list of SRB-eligible ratings or NECs and respective award levels is normally released what specified number of days before the effective date of decreases or terminations?

1. 15
2. 20
3. 30
4. 35

9-36. SRB reenlistment requests must be submitted according to what publication?

1. DODFMR
2. ENLTRANSMAN
3. BUPERSINST 1133.1
4. OPNAVINST 1160.6

9-37. What activity or official provides SRB payment authority?

1. BUPERS (PERS 292)
2. DFAS-Cleveland Center
3. CO, EPMAC (Code 31)
4. CO, NAVRESPERSCEN

9-38. Your command has received approval to authorize SRB to one of the members stationed aboard your ship. To start SRB entitlement, you should prepare and submit which of the following NAVCOMPT forms?

1. 3051
2. 3060
3. 3062
4. 3062

LEARNING OBJECTIVE: Recognize the purpose of the DDP and identify enrollment requirements.

9-39. In which of the following situations will you be required to counsel personnel concerning the Dependents' Dental Plan (DDP)?

1. When they report aboard
2. When they get married and acquire dependents
3. When members have questions concerning their entitlement
4. Each of the above

9-40. The completed DDP enrollment form has been received and certified by the PERSUPPDET or personnel office on 4 Jun 96. What is the effective date of DDP coverage for all eligible dependents?

1. 1 Jun 96
2. 1 Jul 96
3. 15 Jun 96
4. 30 Jun 96

9-41. The Uniformed Services Active Duty Dependents' Dental Plan Enrollment Election is identified by what DD Form number?

1. 284
2. 295
3. 884
4. 2494

9-42. The DDP program provides dental insurance for eligible dependents of which of the following members?

1. Retired
2. Reserve
3. Active duty
4. All of the above

9-43. The DDP includes which of the following benefits?

1. Examinations and X-rays
2. Cleaning and sealants
3. Fillings and root canal treatment
4. Each of the above

9-44. For active duty members to be able to enroll their dependents in the DDP program, they must have what minimum number of months remaining on active duty?

1. 10
2. 20
3. 24
4. 30

9-45. For information on the DDP program, you should refer to what publication?

1. ENLTRANSMAN
2. JFTR
3. OPNAVINST 1414.1
4. OPNAVINST 1751.1

LEARNING OBJECTIVE: Recognize the purpose of the Legal Assistance Program and identify the various legal services available.

9-46. Which of the following officials authorizes attorneys and judge advocates to perform legal assistance functions?

1. CHNAVPERS
2. CNO
3. JAG or his/her designated representative
4. SECNAV

9-47. Legal assistance is intended primarily for what personnel?

1. Active duty personnel
2. Dependents of active duty personnel
3. Reserve personnel
4. Dependents of Reserve personnel

9–48. As resources permit, legal assistance can be provided to which of the following categories of personnel?

1. Retired military personnel
2. Dependents of retired members and dependents of deceased retired members
3. Civilian personnel who are U.S. citizens, employed by, serving with, or accompanying the Armed Forces when in foreign countries
4. All of the above

9-49. Which of the following legal assistance services are NOT available to eligible personnel at legal assistance offices?

1. Basic wills, trusts, and estate planning
2. Parent/child divorce proceedings
3. Adoption and name changes
4. Nonsupport and indebtedness

9-50. Navy attorneys and judge advocates charge what fee, if any, when they provide legal assistance to eligible personnel?

1. $10 per hour
2. $20 per hour
3. $50 per hour
4. None

9-51. Which of the following publications contains information concerning legal assistance?

1. ENLTRANSMAN
2. JAGMAN
3. JFTR
4. MILPERSMAN

LEARNING OBJECTIVE: Recognize the purpose and identify the types of availability reports. Identify their submission requirements.

9-52. What command is responsible for prompt and accurate submission of availability reports on personnel who are available for assignment or reassignment?

1. Your command
2. Your ISIC
3. CINCPACFLT
4. Each of the above

9-53. Which of the following is NOT considered a type of availability report?

1. Accession
2. Regular
3. Irregular
4. Immediate

9-54. Regular availability reports are reports that are submitted on personnel whose availability date is what minimum number of days in the future?

1. 10
2. 15
3. 20
4. 21

9-55. An accession availability report would be submitted on which of the following individuals?

1. An AKAN who has just graduated from “A” school
2. A BM3 who has been on medical hold
3. A UTC who has been on legal hold
4. An SR who has been initially gained to active enlisted naval strength

9-56. What chapter in the ENLTRANSMAN contains information about availability reports?

1. 10
2. 15
3. 20
4. 21

ASSIGNMENT 10

Textbook Assignment: "Advancement, Education, and Training," chapter 9 pages 9-1 through 9-22; and "Commissioning Programs," chapter 10, pages 10-1 through 10-8.

LEARNING OBJECTIVE: Recognize the purpose of the advancement system.

10-1. Which of the following is the purpose of the enlisted advancement system?

1. To provide for the orderly progression of qualified enlisted personnel to higher levels of responsibility throughout their careers
2. To provide for the orderly progression of qualified enlisted personnel to higher levels of accountability throughout their careers
3. To provide for the orderly progression of all enlisted personnel to higher levels of accountability throughout their careers
4. To provide for the orderly progression of all enlisted personnel to higher levels of responsibility throughout their careers

10-2. Advancement in rate or change in rating are based on which of the following factors?

1. Demonstrated proficiency in assigned duties
2. CO's recommendation
3. Written examination
4. All of the above

10-3. Many rewards of Navy life are earned through the advancement system. Which of the following is considered a reward?

1. Better pay
2. Challenging job assignments
3. Greater respect
4. Each of the above

10-4. A candidate participating for advancement has which of the following advancement responsibilities?

1. Making sure advancement requirements are met
2. Checking his/her service record for completeness
3. Studying the materials in the bibliography for advancement
4. Each of the above

10-5. What individual has the ultimate responsibility for recommending a servicemember for advancement?

1. The commanding officer
2. The department head
3. The division officer
4. The supervisor

LEARNING OBJECTIVE: Identify advancement requirements.

10-6. Other than enlisted performance evaluations, in what page(s) of the enlisted service record should you record a member's recommendation for advancement?

1. Page 9 only
2. Page 13 only
3. Page 9 and page 13
4. Page 4

10-7. Which of the following elements is NOT an eligibility requirement for advancement?

1. Completion of PARs
2. Completion of PQS school
3. Completion of appropriate correspondence courses
4. Minimum time in rate

10-8. Personnel participating for advancement must meet minimum performance criteria. What performance mark average (PMA) is required for a PN2 to participate in advancement to PN1?

1. 3.8
2. 3.6
3. 3.0
4. 3.2

10-9. In considering candidates for petty officer grades, COs should consider which of the following factors?

1. The member's loyalty to the command
2. The member's initiative
3. The member's leadership and integrity
4. Each of the above

10-10. What individual may withhold an advancement recommendation?

1. Commanding officer
2. Executive officer
3. Department head
4. Division officer

LEARNING OBJECTIVE: Recognize the importance of properly recording advancement recommendations in the service record. Identify the activity responsible for preparing Navywide advancement examinations and identify examination schedules.

10-11. Of the examples shown below, which one shows the correct entry that should be made in a service record page 9 of a YNSN being recommended for YN3?

1. Recommended
2. Recommended for advancement
3. Recommended for advancement to YN3
4. Recommended for YN3

10-12. The scheduled examination date is 3 Sep 95. Worksheets should be prepared by what date?

1. 3 Aug 95
2. 3 Jul 95
3. 3 Jun 95
4. 3 May 95

10-13. Your ship has recently received five personnel on board for duty. Before they detached from their respective duty stations, they were all recommended for advancement and appropriate entries were made in their service records. What action should your CO take?

1. Observe them for a period of 90 days before recommending them for advancement
2. Wait for command quotas to open before allowing them to participate for advancement
3. Require them to complete all local PQS qualifications before allowing them to participate for advancement
4. Provided they are eligible in all other respects, allow them to participate in the regularly scheduled advancement examination

10-14. What individual is responsible for reviewing all worksheets for accuracy and completeness before they are delivered to the examining board?

1. The office supervisor, who is a PN1
2. The personnel officer, who is a PNC
3. The administrative officer
4. The educational services officer

10-15. What command develops the Navywide advancement examinations for paygrades E-4 through E-7?

1. BUPERS
2. CNET
3. EPMAC
4. NETPMSA

10-16. Navywide advancement examinations contain what total number of questions?

1. 100
2. 115
3. 150
4. 160

10-17. What official convenes the CPO, SCPO, and MCPO boards?

1. CO, EPMAC
2. CHNAVPERS
3. CNO
4. SECNAV

10-18. The total number of individuals selected for CPO, SCPO, and MCPO is driven by what factor(s)?

1. Navy Manning Plan
2. Individual's marital status and number of dependents
3. Navywide vacancies
4. Command's basic allowance

LEARNING OBJECTIVE: Define total active federal military service (TAFMS) and high-year tenure (HYT). Identify early candidate advancement percentages.

10-19. Which of the following statements best defines the acronym TAFMS?

1. The sum of total naval service only
2. The sum of total naval and Marine Corps service only
3. The sum of total naval, Marine Corps, and Army service only
4. The sum of total active naval service and other active service

10-20. For PN1 John Door to compete as a regular candidate for advancement to PNC, he must complete what minimum number of years total active federal military service?

1. 7
2. 8
3. 9
4. 11

10-21. The number of advancement quotas that may be filled by early candidates is determined by DOD manning restrictions. What minimum percentage of the total Navy enlisted forces in paygrades E-5 through E-9 can be filled by early candidates?

1. 5%
2. 6%
3. 10%
4. 15%

10-22. What maximum percentage of total Navy enlisted forces in paygrade E-4 can be filled by early candidates?

1. 15%
2. 20%
3. 25%
4. 30%

10-23. What is the HYT limit for an E-9?

1. 27 years
2. 28 years
3. 29 years
4. 30 years

10-24. What is the HYT limit for an E-4?

1. 8 years
2. 10 years
3. 12 years
4. 15 years

10-25. What is the HYT limit for an E-8?

1. 20 years
2. 22 years
3. 24 years
4. 26 years

LEARNING OBJECTIVE: Identify the methods by which individuals are informed of their advancement status. Identify the command's responsibilities.

10-26. The Navy Education and Training Program Management Support Activity (NETPMSA) issues examinations results/ advancement authority to individual commands using which of the following means?

1. ESVR
2. RCA
3. Data mailer
4. Each of the above

10-27. After the E-7 and E-8/9 selection boards adjourn, the results are sent using what means?

1. ESVR
2. Letter
3. NAVADMIN
4. RCA

10-28. After your command receives advancement authority from NETPMSA to advance members of your command, you should record their advancement on what service record page(s)?

1. Page 4 only
2. Page 9 only
3. Pages 4 and 9
4. page 13

10-29. What publication contains specific information about the Navy's advancement system?

1. BUPERSINST 1430.16
2. DFAS PAYPERSMAN
3. BUERSINST 1418.1
4. MIPERSMAN

LEARNING OBJECTIVE: Identify service school eligibility requirements and recognize school quota requirements.

10-30 What chapter of the ENLTRANSMAN contains information about service school eligibility?

1. 8
2. 7
3. 5
4. 4

10-31. Fleet applicants should submit their Enlisted Personnel Action Request, NAVPERS 1306/7, to reach BUPERS approximately what number of months before the desired school class convening date?

1. 1 to 2
2. 2 to 3
3. 4 to 5
4. 6 to 9

10-32. Personnel assigned to their first duty station (except those stationed at overseas commands) must have what minimum time on board before they submit their request for assignment to class "A" school?

1. 10
2. 12
3. 14
4. 17

10-33. What official assigns recruits to class "A" schools?

1. CO, EPMAC
2. CNET
3. Deputy, CHNAVPERS
4. CNO

10-34. When a request for waiver of certain school eligibility requirements is granted, you should make a service record entry on what page of the enlisted service record?

1. 13
2. 9
3. 5
4. 4

10-35. A servicemember needs to obligate for a Navy school. If monetary loss of SRB will result from a hard extension, on what service record page can this member make a deferral to reenlist or extend?

1. 13
2. 9
3. 5
4. 4

10-36. TEMADDINS school quotas are assigned only for personnel ordered to courses of instruction that will be less than what specified number of weeks?

1. 5
2. 10
3. 20
4. 25

10-37. A person is transferred to school for DUINS. The action is considered a PCS move if a course of instruction is for what minimum number of weeks?

1. 10
2. 15
3. 18
4. 20

LEARNING OBJECTIVE: Identify various Navy special programs and recognize their eligibility requirements.

10-38. Which of the following is NOT a special program for enlisted personnel?

1. Physical Security — Law Enforcement Specialist
2. Brig Unit Staff
3. Postgraduate school
4. Personnel Exchange Program

10-39. What official is responsible for carefully screening personnel under consideration for assignment to special programs?

1. Commanding officer
2. CHNAVPERS
3. CNO
4. SECNAV

10-40. The Navy Food Management Teams are located in which of the following locations?

1. Norfolk, VA, and Pearl Harbor, HI
2. Charleston, SC, and Mayport, FL
3. San Diego, CA
4. Each of the above

10-41. Brig Unit Staff personnel are ordered via Corrections Specialist Training at the Naval Institute of Correctional Administration. What NEC is awarded to these personnel?

1. 9555
2. 9575
3. 9585
4. 9785

10-42. For information about enlisted special programs, you should refer to what chapter of the ENLTRANSMAN?

1. 8
2. 9
3. 10
4. 11

10-43. A member interested in applying for a special program should submit what form(s) to BUPERS?

1. NAVPERS 1306/63 only
2. NAVPERS 1306/7 only
3. NAVPERS 1306/63 and NAVPERS 1306/7
4. NAVPERS 1330/1 and NAVPERS 1340/2

10-44. Which of the following is NOT considered an educational program?

1. PACE
2. EEAP
3. Fire-fighting training
4. SOC

10-45. To what instruction should you refer for information about the administration of the Navy's National Apprenticeship Program?

1. BUPERSINST 1326.4
2. BUPERSINST 1430.16
3. OPNAVINST 1160.5
4. OPNAVINST 1560.10

LEARNING OBJECTIVE: Recognize the eligibility requirements for the NROTC, the Naval Academy, and BOOST.

10-46. NROTC scholarship applicants must meet eligibility requirements specified in what publication?

1. BUPERSINST 1430.16
2. OPNAVINST 1160.5
3. OPNAVINST 1560.10
4. MILPERSMAN

10-47. NROTC scholarship applicants must meet which of the following eligibility requirements?

1. Be a U.S. citizen
2. Be under 25 years of age on 30 June of the year in which the applicant will be eligible for commissioned status
3. Be a high school graduate or possess an equivalency certificate
4. Each of the above

10-48. The United States Naval Academy provides what specified number of years of college to midshipmen?

1. 6
2. 5
3. 3
4. 4

10-49. To be considered for the United States Naval Academy, a candidate must be what minimum age?

1. 17
2. 18
3. 19
4. 20

10-50. The majority of nominations for appointment to the United States Naval Academy are made by what persons?

1. Local city government officials
2. U.S. Senators only
3. U.S. Senators and Representatives
4. The Vice President of the United States

10-51. The President of the United States may appoint a total of how many midshipmen to the Naval Academy each year?

1. 50
2. 100
3. 150
4. 200

10-52. The Secretary of the Navy may appoint a total of how many enlisted members of the Regular Navy and Marine Corps to the Naval Academy each year?

1. 50
2. 70
3. 85
4. 90

10-53. For information about the Naval Academy Program and application procedures, you should refer to which of the following publications?

1. MILPERSMAN
2. OPNAVINST 1531.4
3. OPNAVNOTE 1531
4. Each of the above

10-54. What is the location of the BOOST program?

1. San Francisco, CA
2. San Diego, CA
3. Pensacola, FL
4. Newport, RI

10-55. The BOOST Program provides a rigorous 12-month college preparatory curriculum consisting of

1. mathematics and English only
2. English and science only
3. computer science and campus skills only
4. mathematics, English, science, computer science, campus skills, and military training

LEARNING OBJECTIVE: Recognize the eligibility requirements for the NCBDCP, LDO/CWO, ECP, and Seaman to Admiral programs.

10-56. The Nurse Corps Baccalaureate Degree Completion Program (NCBDCP) must be completed by eligible personnel within what maximum timeframe?

1. 24 months
2. 25 months
3. 28 months
4. 30 months

10-57. Information about the NCBDCP can be found in what publication?

1. BUPERSINST 1430.16
2. BUPERSINST 1325.4
3. OPNAVINST 1160.6
4. SECNAVINST 1120.6

10-58. The Medical Service Corps In-Service Procurement Program is specifically intended to provide a path of advancement to commissioned officer status for personnel serving in what rating(s)?

1. HM only
2. DT only
3. HM and DT
4. YN and PN

10-59. What instruction contains information about the Medical Service Corps In-Service Procurement Program?

1. BUPERSINST 1131.2
2. OPNAVINST 1160.5
3. OPNAVINST 1530.10
4. SECNAVINST 1120.6

10-60. What program(s) is/are the principal enlisted-to-officer program(s) sponsored by the Navy that do/does not require a college education?

1. BOOST
2. Chief Warrant officer only
3. Chief Warrant officer and the Limited Duty Officer
4. EEAP

10-61. The Enlisted Commissioning Program (ECP) is a full-time undergraduate educational program that provides an excellent opportunity for which of the following personnel?

1. Minorities only
2. Reservists only
3. Active Duty Personnel only
4. Enlisted personnel in the Navy or Naval Reserve

10-62. ECP selectees are required to complete degree requirements for (a) nontechnical degrees or (b) technical degrees within what minimum number of calendar months, provided they are attending school on a full-time, year round basis?

1. (a) 30 (b) 30
2. (a) 35 (b) 30
3. (a) 30 (b) 36
4. (a) 35 (b) 36

10-63. For information about the ECP, you should refer to what publication?

1. MILPERSMAN
2. OPNAVINST 1120.2
3. OPNAVINST 1920.6
4. SECNAVINST 1930.8

10-64. Provided they are eligible in all respects, personnel in which of the following ratings may participate in the Medical Enlisted Commissioning Program?

1. DT and ET
2. HM and HT
3. PN and YN
4. All of the above

10-65. Medical Enlisted Commissioning program applications are due annually by what day and month?

1. 1 January
2. 15 January
3. 1 February
4. 30 June

10-66. Information about the Medical Enlisted Commissioning Program is contained in what publication?

1. BUPERSINST 1326.4
2. BUPERSINST 1430.16
3. BUPERSINST 1131.3
4. OPNAVINST 5700.7

10-67. The Seaman to Admiral Program is applicable to all EXCEPT which of the following personnel?

1. Regular Navy personnel
2. Reserve personnel
3. TAR personnel
4. NJROTC personnel

10-68. The Board that selects eligible applicants for the Seaman to Admiral program is convened by what official?

1. SECNAV
2. CNO
3. SECDEF
4. CHNAVPERS

10-69. Selectees to the Seaman to Admiral Program attend Officer Candidate School at which of the following locations?

1. San Diego, CA
2. Newport, RI
3. Pensacola, FL
4. Norfolk, VA

ASSIGNMENT 11

Textbook Assignment: "Overseas Travel and Orders," chapter 11, pages 11-1 through 11-22.

LEARNNING OBJECTIVE: Define the term *overseas service* and identify the procedures that must be followed in connection with overseas service.

11-1. Which of the following statements best describes overseas service?

1. Duty performed while on ships homeported in overseas areas
2. Duty performed while stationed at overseas shore duty
3. Duty performed while assigned to ships and submarines homeported overseas
4. Duty performed while assigned to a military installation or activity permanently based outside the forty-eight contiguous United States

11-2. Personnel being assigned to which of the following locations must undergo modified overseas screening?

1. Yokosuka, Japan
2. Guantanamo Bay, Cuba
3. Diego Garcia
4. Rota, Spain

11-3. What form number identifies the Report of Suitability for Overseas Assignment?

1. NAVPERS 1070/600
2. NAVPERS 1070/501
3. NAVPERS 1070/613
4. NAVPERS 1300/16

11-4. The Report of Suitability for Overseas Assignment has to be completed for personnel transferring to Key West, Florida for what reason?

1. Key West is considered an overseas area
2. Civilian medical facilities are not available on the island
3. Key West is considered a remote or isolated location and has very limited government and civilian medical services available
4. Key West is considered a dependent restricted area

11-5. Members being assigned to all except which of the following activities require a complete overseas screening?

1. USS *La Salle*
2. Diego Garcia
3. COMPRSON ONE
4. COMSTANAVFORLANT

11–6. What individual is responsible for determining a member's suitability for overseas assignment?

1. The member's CO
2. CHNAVPERS
3. CO, EPMAC
4. CNO

11-7. Skilled interviewers that assist the CO in determining a member's suitability for overseas include which of the following personnel?

1. Chaplain
2. Command career counselor
3. Command master chief
4. Each of the above

11-8. Which of the following individuals is authorized to sign the Report of Suitability for Overseas Assignment?

1. The CO
2. The OIC of isolated detachments
3. An officer who signs as “Acting”
4. Each of the above

11-9. Which of the following is NOT a factor used as a basis for determining a member’s suitability for overseas assignment?

1. Medical fitness and HIV screening
2. Family advocacy and dental fitness
3. Number of dependents and their pets
4. Physical fitness and performance

11-10. Dependents are screened for overseas assignment even when the member elects an unaccompanied tour of duty. What is the reason for this screening?

1. To determine if they will be able to cope with the member’s absence
2. To make sure the member does not have the potential for early return from an overseas location because of an existing family problem
3. To find out if the member has registered allotments to dependents
4. To determine if assistance will be needed by the dependents after the member leaves for the overseas duty station

11-11. After reporting to an overseas area, a member elects to serve an accompanied DOD area tour and dependents are authorized to reside there. To do this, the member must make this election within what specified number of days?

1. 45
2. 60
3. 90
4. 100

11-12. Members and their dependents transferring overseas must be screened for overseas suitability within what specified number of days after receipt of the transfer directive?

1. 30
2. 40
3. 45
4. 60

11-13. You determine that AK1 John Doe, who is transferring overseas, is unable to complete his overseas suitability screening within the required timeframe. What action should you take?

1. Call his detailer
2. Ask the division officer to call the member’s detailer
3. Ask the CO to send a personal letter
4. Send an interim message to the order issuing authority explaining the delay and stating the estimated date of completion

11-14. What ENLTRANSMAN chapters contains information concerning overseas screening requirements?

1. 6
2. 5
3. 3
4. 4

11-15. During the command interview to determine HT3 Jack Frost and his dependents suitability for overseas assignment, HT3 Frost is provided with information concerning overseas living conditions. What instruction contains this information?

1. NAVMILPERSCOMISNT 1720.1
2. NAVMILPERSCOMINST 4650.2
3. OPNAVINST 1300.14
4. OPNAVINST 1466.9

LEARNING OBJECTIVE: Recognize the purpose of the Overseas Suitability and Unsuitability Reports, and identify OCDR and service record entries required. Identify the consequences of sending personnel overseas who are not properly screened.

11-16. Which of the following is NOT an acceptable method for incurring sufficient obligated service to complete a DOD area tour?

1. Execution of NAVPERS 1070/601
2. Execution of a NAVPERS 1070/613 entry
3. Execution of NAVPERS 1070/621
4. Execution of NAVPERS 1070/622

11-17. What is the proper disposition of the original Report of Suitability for Overseas Assignment upon completion?

1. Give it to the member
2. Forward it to the applicable rating control authority at BUPERS
3. File it in the member's service record
4. File it in the transfer retain files

11-18. The transferring command's CO does not consider a member and/or dependents suitable for overseas assignment. The CO should send an Overseas Unsuitability Report to (a) what command (b) within what specified number of days of receipt of orders, if appropriate?

1. (a) BUPERS only
   (b) 15
2. (a) BUPERS or EPMAC
   (b) 15
3. (a) BUPERS or EPMAC
   (b) 30
4. (a) BUPERS only
   (b) 30

11-19. Which of the following statements describes the BUPERS/EPMAC policy concerning waiver of overseas screening requirements?

1. Waivers are always authorized
2. Waivers are never authorized
3. Waivers can only be authorized if requested by a commands' ISIC
4. Waivers are authorized on a case-by-case basis, as conditions warrant

11-20. The CO may decide upon completion of a member's overseas screening that a waiver should be submitted even though the member is not technically qualified for the assignment.

1. True
2. False

11-21. What action should the CO of a overseas command take if improperly screened personnel are received?

1. Send an Overseas Screening Deficiency Report, according to ENLTRANSMAN, chapter 4
2. Issue them orders back to the previous duty station
3. Call the last command and inquire about the personnel's screening

11-22. What page of the Enlisted Service Record should you use to record a member's suitability and/or unsuitability for overseas assignment?

1. NAVPERS 1070/601
2. NAVPERS 1070/605
3. NAVPERS 1070/609
4. NAVPERS 1070/613

11-23. An overseas unsuitability report for a PN2 would be sent to which of the following offices or officials?

1. BUPERS
2. EPMAC
3. CNO
4. SECNAV

LEARNING OBJECTIVE: Recognize the purpose for requesting dependent entry approval and identify the reasons for denial of dependent entry approval. Define the terminology associated with command sponsorship.

11-24. Information about service members with an exceptional family member is contained in what section of the ENLTRANMAN?

1. Chapter 23
2. Chapter 24
3. Chapter 28
4. Addendum A

11-25. What is the purpose for requesting a dependent entry approval?

1. To determine if DOD schools are available for dependents at the overseas station
2. To make sure that dependents of the transferring member are authorized to reside at the overseas location and that they are eligible for government transportation to and from overseas
3. To determine if there are any medical facilities available for dependents
4. To determine if there are any travel restrictions to dependents

11-26. What is one of the most common reasons that dependent entry approval requests are disapproved?

1. Lack of DOD schools
2. Lack of medical facilities
3. Shortage of government housing
4. Shortage of recreational facilities

A.	ACQUIRED DEPENDENT
B.	COMMAND-SPONSORED DEPENDENT
C.	NONCOMMAND-SPONSORED DEPENDENT
D.	FORMERLY COMMAND-SPONSORED DEPENDENT

Figure 11A

IN ANSWERING QUESTIONS 11-27 THROUGH 11-31, REFER TO FIGURE 11A. SELECT THE TYPE OF DEPENDENT DESCRIBED BY THE QUESTION.

11-27. A dependent whose sponsor is granted authorization for dependents to be present in the vicinity of the overseas PDS.

1. A
2. B
3. C
4. D

11-28. An individual who becomes a dependent through marriage, adoption, or other action during the course of a Navy member's current overseas tour of duty.

1. A
2. B
3. C
4. D

11-29. A dependent who was command-sponsored and who continues to reside in the vicinity of the sponsor's overseas PDS at which command sponsorship was conferred.

1. A
2. B
3. C
4. D

11-30. A dependent, residing in an overseas area, who is not command sponsored.

1. A
2. B
3. C
4. D

11-31. A dependent who resides with the service member at the overseas PDS.

1. A
2. B
3. C
4. D

11-32. The term *appropriate military commander is* best described by which of the following statements?

1. Any commanding officer
2. Any shore duty commanding officer
3. The commander authorized to grant dependent entry approval for the overseas area
4. Any sea or shore duty commanding officer serving overseas

11-33. The term *appropriate overseas commander* is best described by which of the following statements?

1. The commander authorized to grant dependent entry approval for the overseas area
2. The commanding officer of the servicemember's overseas PDS, provided he/she is not otherwise restricted from acting in such a capacity
3. Any individual serving overseas who has commanded at least two units while stationed overseas
4. Any individual serving overseas whose rank exceeds that of a captain

11-34. Information about command sponsorship can be found in which of the following publications?

1. MILPERSMAN
2. JFTR
3. PTM
4. Each of the above

11-35. The acronym "NAVPTO" stands for which of the following titles?

1. Naval Postgraduate Technical Officer
2. Naval Parts Transportation Office
3. Navy Passenger Transportation Office

11-36. Which of the following DD forms identifies the Application for Transportation for Dependents?

1. 214
2. 295
3. 884
4. 984

11-37. For the Navy Passenger Transportation Office to arrange transportation for a member and dependents, you as the PN, must submit which of the following documents?

1. PCS orders only
2. PCS orders and dependent entry approval only
3. PCS orders and PRR
4. PRR, signed Application for Transportation for Dependents, copies of PCS orders, and a copy of the overseas area commander's entry approval

11-38. You are aboard a ship that has recently deployed. Shortly after deployment there is a requirement to request a port call on a member who is transferring PCS. To obtain information concerning PRR preparation procedures, you should refer to which of the following publications?

1. ENLTRANSMAN
2. DODFMR
3. MILPERSMAN
4. PTM

11-39. A PNCS has transferred overseas without dependents since the dependent entry approval request was denied before transfer. The PNCS has subsequently received dependent entry approval from the appropriate military commander and wants to bring dependents to the overseas duty station. What transportation office should arrange the dependents' travel?

1. The supporting PERSUPPDET overseas
2. The member's command transportation office
3. The NAVPTO that retained the dependent's travel file
4. Any NAVPTO in CONUS

11-40. When entry approval is denied for a period of 20 weeks or more in conjunction with an accompanied tour of duty, transportation for dependents may be arranged to which, if any, of the following locations?

1. A designated place in CONUS
2. A designated place near the overseas duty station
3. A designated place determined by the order issuing authority
4. None of the above

LEARNING OBJECTIVE: Recognize the purpose of passports and visas. Identify documents required for obtaining a passport and/or a visa. Recognize the conditions requiring the need for applying for different types of passports.

11-41. What is the purpose of a No-fee passport?

1. To identify the bearer as an American citizen
2. To identify the bearer as an official traveler
3. To identify noncommand-sponsored dependents
4. To identify a service member traveling under PCS orders overseas

11-42. Which of the following is considered a restriction on the use of a No-fee passport?

1. No-fee passports can only be used in conjunction with TAD orders
2. No-fee passports can only be used by enlisted personnel and their dependents
3. No-fee passports can only be used when traveling abroad on official business for the U.S. Government
4. No-fee passports can only be used by officers and enlisted members

11-43. A Fee passport is issued to U.S. citizens when they are traveling for which of the following reasons?

1. Official business
2. Unofficial business
3. Classified missions
4. Highly clandestine missions

11-44. An Official passport (No-fee) is issued to all EXCEPT which of the following personnel?

1. Active duty personnel proceeding abroad on official duty
2. DOD civilian employees proceeding abroad on official duty
3. Both 1 and 2 above
4. Inactive duty personnel proceeding abroad on official duty

11-45. A Diplomatic passport (No-fee) is issued to which of the following personnel?

1. Foreign service officers
2. Persons in the diplomatic service
3. Persons having a diplomatic status
4. Each of the above

11-46. Visas are issued with no expiration date and are accepted as long as you are in possession of a valid passport.

1. True
2. False

11-47. Which of the following individuals serving at a PERSUPPDET would be in a position to serve as a Navy passport agent?

1. A PN1 serving in the transportation office
2. The PNC in charge of the transportation and visa section
3. A GS-5 designated by the Office of Passport Services to accept and process passport applications
4. The officer-in-charge

11-48. What DD Form is the Authorization to Apply for a request No-fee Passport and/or request for Visa?

1. 214
2. 295
3. 884
4. 1056

11-49. You may obtain an Application for Passport by Mail, DSP-82, from which of the following agencies?

1. Navy passport agent
2. A clerk of any federal, state, or probate court
3. A designated postal employee at a post office selected to accept passport applications
4. Each of the above

11-50. The DSP-11 is used by persons who are applying for a No-fee passport for which time?

1. First
2. Second
3. Third
4. Fourth

11-51. You are outside the United States aboard a ship and want to apply for a U.S. passport. At which of the following offices should you apply?

1. The command’s administration office
2. The command’s personnel office
3. The ship’s office
4. A U.S. diplomatic or consular office when you arrive in port

11-52. You are traveling overseas and need information about visa requirements. Which of the following officials/offices should you contact to ask about this information?

1. BUPERS (PERS 332)
2. CO, EPMAC
3. NAVPTO office
4. SATO office

11-53. A Travel Certificate Separation Without Orders, NAVPERS 4650/22, is issued to honorably discharged members using what publication?

1. NTI
2. DFAS PAYPERSMAN
3. DODFMR
4. MILPERSMAN

ASSIGNMENT 12

Textbook Assignment: "Transfers and Receipts," chapter 12, pages 12-1 through 12-25.

LEARNING OBJECTIVE: Define the acronym PRD and recognize the purpose of the PRD. Identify the instruction used to prepare PRDs and identify other documents related to the transfer of personnel.

12-1. When is a member's projected rotation date (PRD) established?

1. After the member reports to his/her ultimate duty station
2. Upon completion of a required school and just before the member reports to the ultimate duty station
3. When assignment orders are written
4. When the member contacts his/her detailer before transfer

12-2. When an individual's PRD is established by the detailer, it is based on which of the following factors?

1. Paygrade
2. Projected paygrade
3. Distributable community
4. Each of the above

12-3. A member's PRD is not normally changed once it is established unless which of the following events occurs?

1. There is a change made to the sea/shore tour rotation for the entire community
2. The commanding officer directs a member's detailer to change the member's PRD
3. The members department head writes a personal letter to the member's detailer
4. The member's division officer contacts the member's detailer

12-4. Which of the following statements is considered a general rule for establishing PRDs?

1. All PRD determinations are based on distribution rates and/or NEC, except for overseas areas, which are based on DOD tour requirements
2. PRDs never exceeds EDLN
3. PRDs are determined without regard to OBLISERV, except for overseas tours
4. Each of the above

12-5. Which of the following statements is correct concerning the PRD?

1. The PRD may be preceded by 3 months or exceeded by up to 3 months to satisfy a Manning Control Authority (MCA) requirement
2. The PRD may be preceded by 1 month or exceeded by 2 months to satisfy MCA requirements
3. The PRD may be preceded by 1 month or exceeded by up to 3 months to satisfy MCA requirements
4. The PRD may be preceded by 1 month or exceeded by up to 4 months to satisfy MCA requirements

12-6. In which of the following documents would you be able to find a member's established PRD?

1. Service record only
2. EDVR only
3. EDVR and service record
4. ODCR

12-7. PNSN John Doe's PRD has not been assigned or appears erroneous in your command's EDVR. What action should you take to correct it?

1. Forward a PRD adjustment request, along with a copy of the service record page 5, to EPMAC
2. Forward a PRD adjustment request, along with a copy of the service record page 5, to SECNAV
3. Forward a PRD adjustment request, along with a copy of the service record page 5, to CNO
4. Forward a PRD adjustment request, along with a certified copy of service record page 5, to BUPERS (PERS 40)

12-8. In what chapter of the ENLTRANSMAN can you find information about PRD adjustment procedures?

1. 1
2. 2
3. 3
4. 4

12-9. When processing transfers, what should you have available to help you?

1. A locally prepared transfer check-off sheet
2. A BUPERS-prepared transfer check-off sheet
3. An EPMAC-prepared transfer check-off sheet
4. A transfer check-off sheet contained in the MILPERSMAN

12–10. Which of the following is NOT an issuing command for enlisted PCS orders?

1. BUPERS
2. CNO
3. EPMAC
4. NRPC

12-11. What minimum number of copies of PCS orders should you give a member so he/she can arrange for shipment of household goods?

1. 5
2. 10
3. 15
4. 20

12-12. What is the form number for the Standard Transfer Order?

1. NAVCOMPT 653/ NAVPERS 1236/11
2. NAVPERS 1070/NAVCOMPT 543
3. NAVCOMPT 536/ NAVPERS 1326/11
4. NAVCOMPT 645/ NAVPERS 1632/25

12-13. Which, if any, of the following statements describes the use of the Standard Transfer Order (STO)?

1. The STO is used for local command-initiated transfers
2. The STO is used only by mobile units operating away from their home port
3. The STO is used only when directed by SECNAV
4. None of the above

12-14. To what chapter of the ENLTRANSMAN should you refer for step-by-step instructions concerning the preparation of STOs?

1. 4
2. 10
3. 23
4. 24

12-15. Which of the following actions should you take if your command receives a transfer directive that does not contain PCS accounting data?

1. Wait for BUPERS to automatically issue an order modification containing the missing accounting data
2. Obtain accounting data by referring to ENLTRANSMAN, chapter 23
3. Obtain accounting data from EPMAC
4. Obtain accounting data by referring to BUPERSINST 7040.6 and/or contact the order issuing authority

12-16. Which of the following documents is considered the reporting endorsement?

1. NAVPERS 1070/601
2. NAVCOMPT Form 3067
3. NAVCOMPT Form 3068
4. NAVCOMPT Form 3069

12-17. Which, if any, of the following statements is correct concerning the status of personnel who have already transferred from a command?

1. Members are considered attached to their previous duty stations only
2. Members are considered attached to the ultimate duty station only
3. Members are considered to be attached to both the previous and the ultimate duty station while they are en route
4. None of the above

12-18. If an individual is assigned to attend TEMDUINS and no TEMDUINS accounting data appears on the PCS orders, what command is responsible for issuing an order modification to provide this information?

1. The detaching command
2. The command providing the training
3. The order issuing authority
4. The ultimate duty station

12-19. When briefing a member who is transferring, you should brief him/her on all EXCEPT which of the following areas?

1. Tell the member that records and accounts should be delivered to the new commanding officer
2. Tell the member that in case of illness or accident, he/she should notify the nearest known naval activity immediately and request instructions
3. Tell the member that if leave is canceled, he/she should proceed to the ultimate duty station
4. Tell the member that a copy of the orders is being mailed directly to the ultimate destination so the new command will know the actual date of arrival

12-20. Current regulations do not authorize transportation of dependents to intermediate locations at government expense.

1. True
2. False

LEARNING OBJECTIVE: Identify the purpose of PCS travel and identify PCS entitlements.

12-21. Which, if any, of the following statements is correct concerning a member being authorized advance pay?

1. The member may be paid advance pay when traveling under TAD orders
2. A member may be paid advance pay when executing PCS, except PCS incident to separation from the service or trial by court-martial
3. The member may be paid advance pay when traveling under PCS incident to court-martial
4. None of the above

12-22. A member is transferring PCS within the same geographical area. Under these conditions, the member is authorized to advance pay when what other criteria is met?

1. The member has a POV that requires shipment
2. The member has received authorization from the department head
3. The member has obtained written authorization from the commanding officer
4. The member is entitled to ship household goods at government expense according to the JFTR, Volume 1

12-23. Normally, a member may request advance pay what specified number of days before departure?

1. 15
2. 20
3. 25
4. 30

12-24. You report to your new duty station and decide that you need additional funds to complete your PCS move. If you are eligible for and decide to request advance pay, you must request it within what specified number of days after your arrival?

1. 30
2. 45
3. 60
4. 70

12-25. If there are extenuating circumstances, service hardship, or unusually large expenses that are clearly justified, a member may request advance pay up to (a) what number of days before transfer and (b) what maximum number of days after arrival at the ultimate duty station?

1. (a) 80 (b) 180
2. (a) 80 (b) 150
3. (a) 90 (b) 150
4. (a) 90 (b) 180

12-26. If authorized, a member may draw what maximum number of months advance pay?

1. 1
2. 2
3. 3
4. 4

12-27. All members requesting advance pay must sign which of the following documents?

1. Advance Pay Authorization
2. Advance Pay Request Memorandum
3. Advance Pay Authorization Certificate
4. Advance Pay Certificate/Authorization

12-28. Commanding officers or the representatives must provide written approval for members to be able to draw advance pay. Which of the following is an exception to this rule?

1. If the member is in pay grade E-9 and requests 1 month advance pay
2. If the member is in pay grade E–3 and below
3. If the advance pay request is for more than 1 month
4. If the repayments will take longer than 12 months

12-29. Before a CO approves a request for advance pay, he/she should make sure the member's financial status is reviewed for what reason?

1. To verify whether the member has a valid need for advance pay
2. To make sure the member pays all bills to local creditors before departure
3. To make sure the member has not shown a pattern of financial irresponsibility
4. To advise the member on how much advance pay to request

12-30. Information about entitlement to personal travel and transportation allowances is contained in what chapter of the JFTR?

1. 5
2. 6
3. 7
4. 8

12-31. Shipment of HHG is not authorized in connection with a PCS between PDSs in proximity to each other. However, if the gaining CO issues a statement that the HHG shipment is mission essential and in the best interest of the Government, shipment may be authorized. What official would issue accounting data if the member were in this particular situation?

1. The member's administrative officer
2. The member's CO, based on current regulations
3. CHNAVPERS (PERS 4)
4. EPMAC (Code 125)

12-32. In what section of the JFTR can you find the definition of the effective date of PCS orders?

1. Volume 1, appendix A
2. Volume 2, appendix A
3. Volume 3, appendix B
4. Volume 3, appendix C

12-33. The effective date of orders involving a change in home port of a ship, ship-based staff, squadron, or the afloat-based mobile unit is announced by which of the following officials?

1. CHNAVPERS
2. SECNAV
3. CNO
4. The President

12-34. Which of the following is the effective date of orders for members that are being released from active duty?

1. The date the orders are typed
2. The date the orders are delivered to the member
3. The date the orders are delivered to the disbursing office
4. The date of the member's release

12-35. The total amount payable to dependents traveling via one POC is computed using which of the following criteria?

1. Per mile rate
2. Number of dependents in the group
3. Per diem authorized
4. All of the above

12-36. Which of the following individuals may approve payment for the use of more than one POC by a group traveling together if there are five or more travelers in the group?

1. BUPERS
2. EPMAC
3. The member's XO
4. The member's CO

12-37. If a member believes a valid reason exists for needing more than one POC for less than five travelers, the member must submit a request, via his/her CO, to what official?

1. EPMAC (Code 4)
2. CHNAVPERS (PERS 201)
3. CNO
4. SECNAV

12-38. Temporary storage of HHG authorized in connection with a HHG shipment may be stored at what location(s)?

1. At the point of origin only
2. At a point in transit only
3. At the ultimate destination only
4. At the point of origin, point in transit, ultimate destination, or any combination of these points

12-39. For travel and transportation purposes, children of servicemember-married-to-servicemember parents may travel under what orders?

1. Orders authorized by the order-issuing authority
2. Either but not both parent's PCS orders only
3. Either parent's PCS orders when directed by higher authority only
4. Both parents' PCS orders

12-40. In what JFTR paragraph is consecutive overseas tours leave travel described?

1. U5105
2. U5108
3. U6409
4. U7200

12-41. What chapter of the ENLTRANSMAN contains information about changes of home port?

1. 5
2. 15
3. 20
4. 23

12-42. Generally, members may select the mode of transportation in connection with their PCS transfer. From which of the following modes of transportation are members authorized to choose?

1. POC and airplane only
2. Train and POC only
3. Bus and POC only
4. All of the above

LEARNING OBJECTIVE: Identify weight allowances and restrictions in connection with PCS orders.

12-43. On what does the amount of weight a member is entitled to have shipped or stored depend?

1. The member's total active obligated service remaining
2. The member's paygrade only
3. The member's paygrade and whether the member has dependents
4. The member's martial status and total active obligated service remaining

12-44. An E-6 with dependents is entitled to ship what total amount of HHG?

1. 10,000 pounds
2. 11,000 pounds
3. 12,000 pounds
4. 13,000 pounds

12-45. If a member is being transferred to a location that has HHG weight restrictions, what options, if any, does the member have?

1. Place HHG in contemporary storage
2. Place HHG in storage at his/her relatives' homes at government expense
3. Place HHG at the permanent duty stations' storage facilities until return from the ultimate duty station
4. None

12-46. What is considered unaccompanied baggage?

1. Luggage that is carried aboard an aircraft by dependents
2. Baggage that is left at the NTS facility
3. That portion of the HHG weight allowance that is normally shipped separately from the major items of furniture
4. That portion of the HHG weight allowance that is to be shipped with the major items of furniture

LEARNING OBJECTIVE: Identify the procedures to follow when new personnel are ordered and/or report to a command.

12-47. Which of the following actions should you take when you receive an assignment directive for a prospective gain?

1. Annotate the EDVR
2. File the assignment directive in a receipts tickler file
3. Forward a sponsor letter and welcome aboard package
4. Each of the above

12-48. When a member is received aboard and you conduct the service record verification, you are making sure that what action is accomplished?

1. The member's name is correct on all the record pages
2. The member has brought to your attention any noted discrepancies
3. All misfiled documents are destroyed
4. The service record data is correct before the record is filed

12-49. Which of the following DD Forms is completed by the member and considered the member's travel claim?

1. 1351-2
2. 1351-4
3. 1351-6
4. 1351-8

12-50. In which of the following publications can you specifically find information about the preparation of travel claims?

1. ENLTRANSMAN
2. DODFMR
3. JFTR
4. NTI

12-51. In what order is proceed time, travel time, and leave charged?

1. Leave, proceed time, and travel time
2. Leave, travel time, and proceed time
3. Travel time, leave? and proceed time

12-52. What official is responsible for maintaining an effective sponsor program?

1. CHNAVPERS
2. SECNAV
3. Executive officer
4. Commanding officer

12-53. Which of the following publications contains information about the Navy Sponsor Program?

1. ENLTRANSMAN
2. MILPERSW only
3. OPNAVINST 1740.3 only
4. MILPERSMAN and OPNAVINST 1740.3

ASSIGNMENT 13

Textbook Assignment: "Naval Reserve Program, Reenlistment Incentive Programs, and Separations," chapter 13-1 through 13-31.

LEARNING OBJECTIVE: Recognize the purpose of the Naval Reserve Program. Identify entitlements of being associated with the Naval Reserve.

13-1. Which of the following statements best describes the purpose of the Naval Reserve?

1. A reservoir of trained personnel assets that may be mobilized to augment the Marine Corps in the event of war or national emergency
2. A reservoir of trained personnel assets that may be mobilized to augment the U.S. Army in the event of war or other times as national security requires
3. A reservoir of trained personnel assets that may be mobilized to augment the U.S. Air Force in the event of war or national emergency
4. A reservoir of trained personnel assets that may be mobilized to augment active naval forces in event of war, national emergency, or other times as national security requires

13-2. Within what specified number of days before separation must a member attend a Naval Reserve Career Information Presentation?

1. 30
2. 50
3. 100
4. 120

13-3. The Naval Reserve is under the command of what official or command?

1. CNO
2. COMNAVRESFOR
3. EPMAC
4. BUPERS

13-4. Personnel who entered the military service beginning on 1 June 1984 were required to incur what total number of years obligation?

1. 8
2. 7
3. 5
4. 4

13-5. Naval Reservists assigned to reserve units obligate themselves for all EXCEPT which of the following requirements?

1. At least 90 percent attendance at regular scheduled drills
2. Performance of annual training that is 12 to 14 days each year
3. Annual physical qualifications
4. Annual PQS requirements

13-6. Which of the following is a benefit of being a member of the Naval Reserve?

1. Pay
2. Affiliation bonus
3. Advancement
4. Each of the above

13-7. Reservists assigned to a drill pay billet receive what total days basic pay for each drill satisfactorily performed?

1. 1
2. 2
3. 3
4. 4

13-8. Which of the following factors is considered in determining a member's drill pay?

1. The member's rate
2. The member's paygrade and length of service
3. The member's marital status
4. Each of the above

13-9. When computing annual training pay, you would consider all EXCEPT which of the following entitlements?

1. BAQ
2. COMRATS
3. Uniform allowance
4. BAS

13-10. Upon application, at what age are qualified reservists eligible to begin receiving retirement pay and other benefits?

1. 50
2. 60
3. 65
4. 70

13-11. Current directives require that a Naval Reservist must earn what minimum number of retirement points in an anniversary year to be credited with a year of qualifying service for retirement purposes?

1. 20
2. 40
3. 50
4. 60

13-12. After a break of what minimum number of hours does the re-entry date into the Naval Reserve start a new anniversary year?

1. 12
2. 24
3. 36
4. 48

13-13. What minimum number of points are awarded for each day of active duty or Annual Training (AT)?

1. One
2. Two
3. Three
4. Four

13-14. For retirement pay computation purposes, what maximum number of inactive points per anniversary year can an individual be credited?

1. 50
2. 60
3. 70
4. 80

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LEARNING OBJECTIVE: Recognize the purpose of the TAR program.

13-15. Which of the following statements describes the purpose of the Training and Administration of Reserve (TAR) program?

1. To be a reservoir of trained personnel assets that may be mobilized to augment active naval forces in the event of war
2. To be a reservoir of trained personnel assets that may be mobilized to augment active U.S. Army personnel in case of national emergencies
3. To manage, train, and administer the Naval Reserve according to policies prescribed by the CNO
4. To manage, train, and administer the Naval Reserve according to policies prescribed by the President of the United States

13-16. Enlisted TAR personnel may be assigned to all EXCEPT which of the following activities?

1. BUPERS
2. COMNAVRESFOR
3. Naval Reserve Force Ships
4. Trident submarines

13-17. Career opportunities exist in the TAR program for personnel in all enlisted ratings.

1. True
2. False

13-18. Conversion to the TAR program is normally restricted to personnel in what paygrade and below?

1. E-4
2. E-5
3. E-6
4. E-7

13-19. Which of the following publications contains information about the TAR program?

1. DODFMR
2. OPNAVINST 1040.8
3. OPNAVINST 1900.1
4. ENLTRANSMAN

LEARNING OBJECTIVE: Identify the benefits and eligibility requirements of the SSCORE, RESCORE, and STAR programs.

13-20. Which of the following incentives is NOT a benefit of the SCORE program?

1. Assignment to class “A” school
2. Assignment to class “C” school
3. Guaranteed assignment to any location the member desires
4. Possible advancement to PO3 or PO2

13-21. The RESCORE program offers career incentives to Navy Veterans (NAVETS) who reenlist after a break in service of what timeframe?

1. 15 hours
2. 17 hours
3. 20 hours
4. 24 hours

13-22. Which of the following groups of personnel is entitled to reenlist under the STAR program?

1. First term enlisted personnel
2. Second term enlisted personnel
3. Inactive Reserve personnel
4. NAVETS

IN ANSWERING QUESTIONS 13-23 THROUGH 13-25 REFER TO THE GUARD III PROGRAM.

13-23. Under this program, an active duty member has what specified number of guaranteed assignments within a 25-year career timeframe?

1. Five
2. Two
3. Three
4. Four

13-24. Under this program, a member must use his/her first guaranteed assignment at what time?

1. First reenlistment
2. Second reenlistment
3. Third reenlistment
4. Fourth reenlistment

13-25. What chapter of the ENLTRANSMAN contains information about this program?

1. 5
2. 7
3. 8
4. 9

LEARNING OBJECTIVE: Identify entitlements members are authorized as a result of their separation from the service.

13-26. After separation from the naval service, authorized members may wear their uniform to travel to their home up to or within what specified number of months?

1. 1
2. 2
3. 3
4. 4

13-27. A member must surrender his/her outer garments and distinctive parts of the uniform in all EXCEPT which of the following situations?

1. When separated by reason of defective enlistment
2. When separated with an honorable discharge
3. When separated because of unsatisfactory performance
4. When separated because of homosexualtiy

13-28. Specific information about regulations on entitlement to transportation for dependents and shipment of HHG can be found in which of the following publications?

1. DODFMR
2. DFAS PAYPERSMAN
3. JFTR
4. JAGMAN

13-29. Except for dependents of members transferring to the Fleet Reserve or retiring, dependents of members separating must affect their travel within what maximum number of days?

1. 100
2. 160
3. 180
4. 190

13-30. Dependents of members retiring or transferring to the Fleet Reserve must affect their travel within what specific timeframe after the effective date of separation?

1. 6 months
2. 9 months
3. 10 months
4. 12 months

13-31. After a member completes the travel claim required after separation from the Navy, the individual should send it to what location?

1. The disbursing office of the Air Force base closest to his/her home
2. The disbursing office of the Army base closest to his/her home
3. The Navy disbursing office of the activity that processed the separation
4. The personnel office of the activity that processed the separation

13-32. Normally, members who have transferred to the Fleet Reserve, or who have retired, must have their HHG shipped within what timeframe?

1. 6 months
2. 12 months
3. 3 months
4. 4 months

13-33. Personnel being discharged or released from active duty have how many days to apply for transportation of HHG?

1. 100
2. 150
3. 180
4. 190

13-34. What DD Form is the Application for Shipment and/or Storage of Personal Property?

1. 214
2. 295
3. 884
4. 1299

13-35. Information about the submission of claims for loss or damage of HHG is contained in which of the following publications?

1. ENLTRANSMAN
2. DODFMR
3. JAGMAN
4. DFAS PAYPERSMAN

13-36. If, after members separate from the Navy, they have questions concerning pay, they should contact which of the following activities or officials?

1. SECNAV
2. DFAS
3. CHNAVPERS
4. CO, NRPC

LEARNING OBJECTIVE: Identify the medical benefits of both member and dependents that are available after a member's separation.

13-37. When does medical care for servicemembers and their eligible family members cease?

1. Upon the member's discharge or separation from active duty
2. When the member is UA
3. When the member is in the brig

13-38. What maximum length of time may a service member who is released from active duty receive health care coverage under the CHCBP?

1. 6 months
2. 12 months
3. 18 months
4. 24 months

13-39. Which of the following service members is eligible to apply for temporary health care coverage under the CHCBP?

1. A member being transferred to the Fleet Reserve
2. A member being released from active duty upon completion of initial enlistment
3. A member being transferred to the retired list
4. A member being involuntarily separated and eligible for benefits under TAP

13-40. What maximum number of days after entitlement to military medical coverage ceases can an eligible beneficiary request enrollment in the CHCBP?

1. 30
2. 60
3. 90
4. 180

13-41. Which of the following documents may be required to prove eligibility when submitting an application for enrollment in the CHBP?

1. DD 214
2. Statement of service
3. Proof of dependency status
4. All of the above

LEARNING OBJECTIVE: Identify service record handling procedures of separating personnel. Identify different documents required in connection with the transfer of personnel for separation.

13-42. When a member is separating, the primary responsibility for verifying a member's service record for completeness and accuracy rests with which of the following activities?

1. The member's last duty station
2. The member's intermediate duty station
3. If transferring from overseas for separation, the ultimate duty station
4. Each of the above

13-43. Which of the following individuals or activities is responsible for administering and mailing the Navy Retention/Separation Questionnaire?

1. PERSUPPDET
2. Command career counselor
3. Administrative officer
4. All of the above

13-44. After it has been properly completed, what action should you take to dispose of the OPNAV 5511/14?

1. Give it to the member as a personal record
2. File the original in the individual's service record only
3. Make a copy and file it in the service record, and keep the original for the command's file
4. File the original in the individual's service record and keep a copy in the terminating command's file

13-45. Orders for separation should not be issued more that what maximum number of months before the effective date of separation?

1. 5
2. 6
3. 3
4. 7

13-46. Personnel transferring for separation should not be transferred more than what total number of days before their actual separation date plus travel time?

1. 5
2. 6
3. 7
4. 8

13-47. When members are stationed outside CONUS, they may be transferred to a specific major naval activity for separation processing. What MILPERSMAN article lists these activities?

1. 1040150
2. 3640476
3. 5030120
4. 6230120

13-48. Normally, before a member can be transferred to the Fleet Reserve, he or she must have what minimum number of years?

1. 10
2. 15
3. 20
4. 30

13-49. Applications for transfer to the Fleet Reserve are sent to which of the following officials?

1. CHNAVPERS (PERS 273)
2. CNO
3. The President
4. SECNAV

13-50. A request for transfer to the Fleet Reserve should be sent (a) not less than what specified number of months before the requested date and (b) not more than what specified number of months before the requested date?

1. (a) 2 (b) 9
2. (a) 6 (b) 9
3. (a) 2 (b) 18
4. (a) 6 (b) 12

13-51. When a member is transferring, or has transferred for separation, what command should conduct the pre-separation ceremony?

1. The transferring command
2. The intermediate duty station
3. The separation activity

13-52. When, if ever, can retired members be ordered to active duty?

1. In time of war
2. When directed by BUPERS
3. When directed by NRPC
4. Never

13-53. Retirement orders for personnel on active duty are issued by which of the following officials?

1. CNO
2. CO, NRPC
3. EPMAC
4. SECNAV

13-54. Retirement orders for involuntary retirement are normally issued within what maximum number of months in advance of the scheduled date of retirement?

1. 8 to 12
2. 2 to 3
3. 3 to 6
4. 4 to 9

13-55. To be eligible for transfer to the retired list, a member of the Regular Navy must complete what minimum number of years of active duty or service?

1. 15
2. 20
3. 25
4. 30

13-56. Applications for transfer to the retired list should be submitted to what command or official?

1. CHNAVPERS
2. NAVRESPERSCEN
3. SECNAV
4. The President of the United States

13-57. You must prepare the NAVCOMPT Form 2272 in

1. duplicate
2. triplicate
3. quadruplicate

13-58. The member’s spouse is required to sign the NAVCOMPT Form 2272 if the member elects nonparticipation or reduced coverage.

1. True
2. False

13-59. Which of the following is NOT a retirement benefit?

1. Federal Civil Service employment
2. Job finding assistance
3. Reemployment rights
4. Guaranteed employment with the Federal Government

13-60. Which of the following is NOT a survivor benefit?

1. Death gratuity
2. Dependency and Indemnity compensation
3. Veterans Group Life Insurance
4. Burial at Arlington National Cemetary

ASSIGNMENT 14

Textbook Assignment: "Leave Procedures," chapter 14, pages 14-1 through 14-7.

LEARNING OBJECTIVE: Identify the different types of leave.

14-1. When, if ever, should you type emergency leave TEMADD orders for members going on emergency leave?

1. When members are stationed aboard ships only
2. When members are stationed on submarines only
3. When members require that funding be provided in order for them to complete their emergency leave travel
4. Never

14-2. What should your supervisor do to make sure that you are well trained in emergency leave procedures?

1. Conduct periodic training sessions
2. Wait for an actual emergency to happen, then conduct training
3. Wait for the chief to tell you what to do
4. Conduct training once a year

14-3. To conduct effective emergency leave training lectures, the training petty officer should have which of the following items in his/her possession while lecturing?

1. Instructions containing emergency leave procedures
2. Sample emergency leave authorizations
3. Sample TEMADD-funded emergency leave orders
4. All of the above

14-4. Leave is the absence of a member from a place of duty chargeable against such member. Which of the following publications defines leave?

1. DODFMR
2. ENLTRANSMAN
3. BUPERSINST 1430.16
4. Navy Regulations

A. ADVANCE LEAVE
B. ANNUAL LEAVE
C. CONVALESCENT LEAVE
D. EARNED LEAVE
E. ENVIRONMENTAL AND MORALE LEAVE
F. EXCESS LEAVE
G. GRADUATION LEAVE
H. REST AND RECUPERATION LEAVE
I. SEPARATION LEAVE

Figure 14A

IN ANSWERING QUESTIONS 14-5 THROUGH 14-13, REFER TO FIGURE 14A. SELECT THE TYPE OF LEAVE DEFINED BY THE QUESTION.

14-5. A period of authorized absence granted to persons while under medical care that is part of the care and treatment prescribed for a member's recuperation or convalescence.

1. A
2. B
3. C
4. D

14-6. Leave taken by a commissioned officer who has graduated from the Naval Academy and is not chargeable to the member's leave account.

1. E
2. F
3. G
4. H

14-7. Leave that expires on the day of separation without the member having to return to the activity that granted the leave, or that processed his/her separation.

1. A
2. D
3. E
4. I

14-8. Leave granted before its actual accrual to the member's leave account.

1. A
2. C
3. F
4. G

14-9. Leave granted in execution of a command's leave program, chargeable to the member's leave account.

1. A
2. B
3. E
4. G

14-10. Leave granted in excess of earned leave and advance leave and when the member is not entitled to pay and allowances.

1. D
2. E
3. F
4. G

14-11. Leave accrued to a member's credit as of any given date.

1. B
2. C
3. D
4. E

14-12. Leave taken under this program involves space-available travel privileges from overseas installations and is chargeable to the member's leave account.

1. D
2. E
3. F
4. G

14-13. This leave is granted in conjunction with programs established in areas designated for imminent danger or hostile fire pay.

1. F
2. G
3. H
4. I

14-14. In what MILPERSMAN article can you find information about separation leave?

1. 3020140
2. 3020250
3. 3020270
4. 3020300

LEARNING OBJECTIVE: Define the EML Program and identify personnel that may use it. Identify the conditions under which leave should be authorized. Identify the activity responsible for accounting for leave.

14-15. Which of the following is a requirement of dependents for them to participate in the environmental and morale leave program?

1. They must be noncommand sponsored
2. They must be old enough to travel
3. They must be command sponsored
4. They must possess U.S. passports

14-16. Environmental and morale leave eligible dependents may take what total number of trips per year?

1. One
2. Two
3. Three
4. Four

14-17. To what publication should you refer for information about environmental and morale leave?

1. DODFMR
2. ENLTRANSMAN
3. SECNAVINST 7720.81
4. MILPERSMAN

14-18. Which of the following is a consideration that must be taken into account before leave is authorized?

1. Operational requirements
2. Training workload
3. Desire of individual members
4. Each of the above

14-19. Commanding officers should encourage all their personnel to take what total number of days' leave each year?

1. 15
2. 20
3. 30
4. 35

14-20. What is the benefit of granting short periods of leave to military personnel?

1. Improves morale
2. Reduces family separation periods
3. Improves performance and effectiveness
4. All of the above

14-21. In the interest of maximum use of leave, particular emphasis should be placed by commands on granting leave to members in which of the following instances?

1. When there is a permanent change of station
2. After periods of particularly arduous duty and long periods of deployment
3. Upon reenlistment and augmentation from active reserve to regular status
4. Each of the above

14-22. Earned leave may exceed (a) what maximum number of days during a fiscal year but is reduced to (b) what specific number of days as of the first day of the new fiscal year?

1. (a) 30 (b) 60
2. (a) 30 (b) 30
3. (a) 60 (b) 30
4. (a) 60 (b) 60

14-23. Personnel serving in an area in which special pay for duty subject to imminent danger or hostile fire may accumulate what maximum number of days' leave?

1. 50
2. 70
3. 90
4. 100

14-24. A member was authorized to accumulate leave because he/she served in an area in which special pay for duty subject to imminent danger or hostile fire was authorized. Leave accumulated in excess of what maximum number of days is lost unless it is used before the end of the third fiscal year after the fiscal year in which the service in the area is terminated?

1. 50
2. 60
3. 70
4. 80

14-25. Which of the following offices/activities has the primary responsibility for leave accounting?

1. The disbursing office
2. The administrative office
3. BUPERS
4. DFAS-Cleveland

14-26. Leave is credited at what rate for each full month of active service?

1. 2 days
2. 2 1/2 days
3. 3 days
4. 3 1/2 days

14-27. Leave is not creditable when a member is in what status?

1. Lost time only
2. Excess leave only
3. Nonpay only
4. Lost time, excess leave, or other nonpay status

LEARNING OBJECTIVE: Identify the composition of the Leave Control Number. Identify the procedures used in leave computation.

14-28. The leave control number is composed of what total number of digits?

1. 8
2. 9
3. 10
4. 12

14-29. An individual on active duty may accumulate what number of days leave between the first of the month to the twenty-fourth day of the month?

1. 2
2. 2 1/2
3. 3
4. 3 1/2

14-30. What is identified by the first through fifth positions of the leave control number (LCN)?

1. The first five numbers of a member's SSN
2. The command's UIC
3. The command's activity number
4. The leave sequence number

LEARNING OBJECTIVE: Identify the terminology associated with a command's leave management program.

14-31. Which of the following is a description of an approved leave tickler file?

1. A file of all LCNs assigned that is maintained
2. A file maintained by the PSD disbursing office of all leave authorizations (part 3s)
3. A file of all approved leave authorizations

14-32. Which of the following is a description of a leave authorization log?

1. A record that contains the names of all personnel who previously requested leave that was subsequently canceled
2. A record of all LCNs assigned that is maintained to ensure LCN sequential assignment
3. A log that helps a PN track submitted leave requests
4. A log that helps the CO determine which individuals should be granted leave

14-33. The approved leave tickler file should contain what part of the approved leave authorization form?

1. 1
2. 2
3. 3

14-34. What office maintains part 3 of the approved leave authorization form?

1. Disbursing
2. Personnel
3. Administrative
4. Ship's office

14-35. What is considered a CO's leave listing?

1. A weekly listing of all members assigned to each UIC and their current leave balances
2. A biweekly listing of all members assigned to a command and their current leave balances
3. A monthly listing of all members assigned to each UIC and their current leave balances
4. A bimonthly listing of all members assigned to each command and their current leave balances

14-36. The CO's leave listing is maintained in what office?

1. Disbursing office
2. Administrative office only
3. Personnel office only
4. Administrative and personnel offices

LEARNING OBJECTIVE: Identify the fields of the LES that pertain to leave.

14-37. What NAVCOMPT Form identifies the Leave and Earnings Statement (LES)?

1. 1791
2. 2158
3. 2285
4. 2385

14-38. Information contained on the LES is obtained from what source?

1. Enlisted Status Verification Report (ESVR)
2. Manpower and Personnel Training Information System (MAPTIS)
3. Master Military Pay Account (MMPA)
4. Enlisted Summary Record (ESR)

A.	BEG LV BAL
B.	LV EARNED
C.	LV USED
D.	END LV BAL
E.	BAL TO EAOS
F.	PAID LV

Figure 14B

IN ANSWERING QUESTIONS 14-39 THROUGH 14-44, REFER TO FIGURE 14B. IDENTIFY THE INFORMATION THAT IS CONTAINED IN THE BLOCKS OF THE LES INDICATED IN THE FIGURE.

14-39. The balance on a member's leave account at the beginning of each fiscal year or 1 October.

1. D
2. C
3. B
4. A

14-40. The leave balance on the member's account on the ending date of the current LES.

1. C
2. D
3. E
4. F

14-41. The number of days' leave the member has sold back to the government.

1. A
2. C
3. D
4. F

14-42. Leave balance projected through the member's expiration of obligated service.

1. C
2. D
3. E
4. F

14-43. The number of days' leave earned through the ending date of the current LES.

1. A
2. B
3. C
4. D

14-44. The number of days' leave used during the current fiscal year through the ending date of the current LES.

1. C
2. D
3. E
4. F

LEARNING OBJECTIVE: Identify the procedures used for preparation and distribution of the leave request/authorization.

14-45. The Leave Request/ Authorization, NAVCOMPT Form 3065, is composed of what total number of parts?

1. One
2. Two
3. Three
4. Four

14-46. When is the LCN initially assigned to the NAVCOMPT Form 3065?

1. Just before the member submits it up the chain of command
2. When the member's supervisor recommends approval
3. When the division officer recommends approval
4. When the form is approved

14-47. What should you do as soon as YOU assign an LCN to the NAVCOMPT Form 3065?

1. Wait until it is approved before its distribution
2. Forward copy 2 to the disbursing office
3. Forward copy 3 to the disbursing office
4. Give the appropriate copy to the member

14-48. What part(s) of the NAVCOPMT Form 3065 do you give the member before he/she departs on leave?

1. 1 only
2. 1 and 2
3. 3 only
4. 2 and 3

14-49. After the member returns from leave and leave is properly charged, what part of the NAVCOMPT Form 3065 do you give the member for his/her personal records and/or for future reference?

1. 1
2. 2
3. 3

14-50. In addition to justification document(s) showing that leave was properly charged, what part of the NAVCOMPT Form 3065 does the disbursing office keep?

1. 1
2. 2
3. 3

14-51. You should review the leave tickler file at what minimum interval?

1. Daily
2. Weekly
3. Biweekly
4. Monthly

14-52. A member from your command fails to return the appropriate part of the NAVCOMPT Form 3065 by the 10th day after the leave expiration date. What action should you take?

1. Call the member to request its return as soon as possible
2. Contact the member's division officer to ask why the member failed to return the leave papers
3. Charge the whole amount of leave authorized
4. Postpone taking any action to charge the member until the 20th day after the expiration of the leave

ASSIGNMENT 15

Textbook Assignment: "Electronic Data Processing and Source Data System," chapter 15, pages 15-1 through 15-11.

LEARNING OBJECTIVE: Identify the types of computers and recognize their purpose.

15-1. What types of operations are encompassed in electronic data processing?

1. All operations dealing with electronic data submission
2. All operations dealing with satellite communications
3. All operations from the input of raw data to the final preparation of reports
4. All operations dealing with electronic data input by surface ships and shore stations

15-2. Computers may be classified in which of the following ways?

1. Physical size
2. Method by which they handle data
3. cost
4. All of the above

15-3. Computers classified by the purpose for which they were designed fall into which of the following categories?

1. Special-purpose
2. General-purpose
3. Both 1 and 2 above

15-4. Which of the following is a function of a special-purpose computer?

1. To measure continuous electrical or physical conditions, such as current, voltage, flow, temperature, length, or pressure
2. To perform arithmetic and logic computations
3. To perform specific operations and usually satisfy the needs of a particular type of problem
4. To perform a wide variety of operations

15-5. Which of the following is a function of an analog computer?

1. Weather predictions
2. Oil exploration
3. Satellite tracking
4. Temperature measurement

15-6. Which of the following computers can process data with much greater accuracy than an analog computer?

1. General-purpose computer
2. Special-purpose computer
3. Digital computer

15-7. Computers that combine the functions of both analog and digital computers are known as

1. special-purpose computers
2. general-purpose computers
3. hybrid computers

15-8. Which of the following statements is correct concerning digital computers?

1. They are used for business and scientific data processing
2. They are used in the ovens of all ships
3. They are used for satellite tracking
4. They are used on aircraft carriers for weather prediction

LEARNING OBJECTIVE: Identify computer components and recognize the capabilities of word processing software.

15-9. Which of the following documents can you type using word processing software?

1. Letters
2. Memorandums
3. Forms
4. Each of the above

15-10. What component of a general-purpose computer allows it to perform a wide variety of operations?

1. The keyboard
2. The printer
3. The central processing unit (CPU)
4. The monitor

15-11. At a minimum, a personal computer software program should include which of the following routines?

1. Creating and editing only
2. Creating and storing only
3. Creating, editing, and storing only
4. Creating, editing, storing, retrieving, and printing

15-12. What does the term “edit” mean?

1. To print
2. To store
3. To change
4. To review

15-13. Which of the following features are often available with a word processing software package?

1. Spelling checkers
2. Mailing list programs
3. Both 1 and 2 above
4. Document distribution programs

15-14. What does the spelling checker program help you do?

1. Find misspelled words only
2. Find misused words only
3. Find misspelled and misused words
4. Find similar words

15-15. What are mailing list programs used for?

1. Maintaining addresses only
2. Maintaining name and address files only
3. Maintaining officers’ names and addresses only
4. Maintaining all dependents’ names and addresses

15-16. Merge programs are used to compile which of the following types of data?

1. Standard paragraphs of information
2. Standard sentences
3. Standard words
4. Long documents

15-17. What does communications software and hardware enable you to do?

1. Communicate directly with the detailer by telephone
2. Transmit and receive text on a microcomputer
3. Communicate via satellite to and from overseas locations
4. Each of the above

LEARNING OBJECTIVE: Recognize the advantages of SDS.

15-18. What is the meaning of the acronym SDS?

1. Sequential Data Source
2. Sequential Data System
3. Superior Distribution System
4. Source Data System

15-19. The SDS supports field pay and personnel management in which of the following ways?

1. To help the field prepare and send necessary data to headquarters faster and more accurately
2. To provide the field with an opportunity to receive timely feedback from headquarters
3. To provide a variety of data storage and retrieval capabilities to support the local information needs of the field offices and their customers
4. Each of the above

15-20. When referring to the SDS, what two locations are considered headquarters?

1. BUPERS and DFAS-Cleveland
2. EPMAC and DFAS-Cleveland
3. BUPERS and DFAS-Washington, DC
4. EPMAC and DFAS-Washington, DC

15-21. When using the SDS, the operator can accomplish what action by using the inquiry system?

1. Locate information in a local data base instead of going through time-consuming manual searches to find required data
2. Locate information that can only be obtained from headquarters
3. Locate information that is considered useful in answering messages from BUPERS
4. Locate and retrieve information from EPMAC

15-22. As a result of the SDS, the Navy is able to accomplish which of the following actions?

1. Calculate pay correctly at DFAS, avoiding the need for field override of pay
2. Prevent overpayments to separating members
3. Improve pay and personnel service to every Navy member
4. All of the above

15-23. Aboard ships, which of the following systems is comparable to SDS ashore?

1. SNAP Phase I
2. SNAP Phase II
3. UDS Afloat
4. UMIDS

15-24. The pay system known as JUMPS is managed by what agency?

1. EPMAC
2. DFAS
3. CHNAVPERS
4. CNO

15-25. The SDS is a standard system that supports which of the following personnel?

1. Active duty personnel only
2. Active duty, TAR, and civilian personnel only
3. Active duty and reserve personnel ashore and afloat

LEARNING OBJECTIVE: Define the terminology used with SDS. Identify individual responsibilities when using the SDS.

15-26. Information stored on the computer that supports each PSD, GSS, or shipboard office is known as the

1. data base
2. source data
3. computerized data
4. microcomupter data

15-27. Often, an action occurs that changes the information stored in the SDS data base about the Navy member. What is this action called?

1. A corrective action
2. An event
3. A change of data
4. A validity data correction

15-28. A mini-master can be found in which of the following locations?

1. PSDs
2. GSSs
3. Ships
4. Each of the above

15-29. Each SDS event is assigned a unique number. What is this number called?

1. The entry code number
2. The enlisted case number
3. The enlisted classification number
4. The event control number

15-30. Data sent from SDS sites to headquarters for the purpose of updating the master pay and personnel records averages less than what percentage error rate?

1. 1%
2. 2%
3. 3%
4. 4%

15-31. What is the purpose of SDS "help screens"?

1. To help the user notice his/her mistakes
2. To help the user learn the system better
3. To help the user match names with social security numbers
4. To provide the user with valid data entry codes

15-32. What is the name of the file that tracks events sent to MAPMIS, IMAPMIS, or JUMPS?

1. Event file
2. Suspense file
3. Terminal file
4. Tracking file

15-33. What is the purpose of the SDS key video display terminal (KVDT)?

1. To transfer events
2. To laser print events
3. To display records
4. To retrieve and dispose of records

15-34. Personnel who use SDS data for other than the performance of their duty should be reported to what individual?

1. The OIC
2. The TASO
3. The TSO
4. The SM

15-35. What functional organization(s) is/are considered the primary one(s) supported by SDS?

1. PERSUPPACT only
2. PERSUPPDET only
3. PERSUPPDET and PERSUPPACT
4. PERSUPPDET and GSS

15-36. Which of the following activities is an SDS managerial organization?

1. EPMAC, New Orleans, LA
2. PERSUPPACT
3. PERSUPPDET
4. CHNAVPERS

A.	SDS ASSOCIATE DATA BASE ADMINISTRATOR (ADBA)
B.	SDS TERMINAL AREA SECURITY OFFICER (TASO)
C.	SDS SITE WAGER (SM)
D.	SDS TERMINAL OPERATOR (TO)
E.	SUPERVISOR

Figure 15A

IN ANSWERING QUESTIONS 15-37 THROUGH 15-41, REFER TO FIGURE 15A. SELECT THE PERSON WHOSE DUTY IS DEFINED IN THE QUESTION.

15-37. Responsible for all event processing and for making sure all required entries are correctly filled.

1. A
2. B
3. C
4. D

15-38. Responsible for the accuracy and release of events from the event file to the central files.

1. E
2. D
3. C
4. B

15-39. Responsible for managing security aspects.

1. A
2. B
3. C
4. D

15-40. Responsible for directing and controlling SDS operations within the PSD/GSS.

1. A
2. B
3. C
4. D

15-41. Responsible for all SDS ADP functions within the PSA network.

1. A
2. B
3. C
4. D

LEARNING OBJECTIVE: Identify the location of the SDS UAS. Recognize the purpose of the data contained in the SDS files and identify the reports that can be generated using the SDS.

15-42. At which of the following locations is the SDS User Assistance Section (UAS) located?

1. PSD, San Diego, CA
2. EPMAC, New Orleans, LA
3. BUPERS, Washington, DC
4. NAVRESPERSCEN, New Orleans, LA

15-43. Terminals located at each PSD provide interaction between the operator reporting a pay/personnel event and an on-line computer. What is the on-line computer called?

1. Field host processor (FHP)
2. Field entry computer
3. Primary event entry computer
4. Initial entry processor

15-44. What information is contained in the SDS mini-master?

1. A complete record of all PSD personnel
2. All the ad hoc reports
3. An excerpt of the master file at MAPMIS
4. A complete record of the master file

15-45. What is the purpose of the data contained in the SDS local master file?

1. Transmission to NAVRESPERSCEN
2. Transmission to DFAS
3. Transmission to MAPMIS
4. Local use, and is not transmitted to JUMPS or MAPMIS

15-46. Field host processors (FHPs) interface with central host processors (CHPs) that are located in which of the following locations?

1. NRPC
2. BUPERS only
3. DFAS only
4. BUPERS and DFAS

15-47. All payroll events are processed by which of the following activities?

1. BUPERS
2. NAVFINACT, Washington, DC
3. DFAS-Cleveland Center
4. All naval activities

15-48. For each SDS event entered into the system, a hard COPY is produced. What is the name of this document?

1. Retain file
2. Tickler file
3. Supplemental document
4. Substantiating document

15-49. Each event entered into the SDS is immediately identified by a unique sequence of numbers known as the

1. enlisted control number
2. event control number
3. document control number
4. daily control number

15-50. You are working on the SDS, and you receive a telephone call that requires your immediate departure? and you leave without logging off the system. Within what maximum amount of time will the SDS automatically log you off?

1. 5 minutes
2. 10 minutes
3. 15 minutes
4. 20 minutes

15-51. Which of the following reports is/are considered ad hoc reports that can be generated using SDS?

1. A listing of personnel by SSN
2. A listing of personnel by rate
3. A listing of personnel in alphabetical order
4. Each of the above

15-52. Which of the following is the purpose of the BUPERS Access system?

1. To provide Sailors with easy access to their detailer
2. To provide Sailors with easy access to up-to-date Navy policies
3. To provide Sailors with easy access to retention news
4. Each of the above