PAY/PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM (PASS)

Responsible	NAVPERSCOM	Phone:	DSN	882-3460
Office	(PERS-331)		COM	(901) 874-3460
			FAX	882-2722

Governing	OPNAVINST 1000.23B
Directive	OPNAVINST 1000.23B

1. Definition

- a. The Pay/Personnel Administrative Support System (PASS) consolidates pay, personnel, and Navy-sponsored passenger transportation functions into a central location, which provides all of these services.
- b. The Reserve Personnel Management Assistance Team (RPMAT), a component of the Naval Reserve Personnel Center, provides advice to and performs assistance visits at Personnel Support Activities (PERSUPPACTS) and Personnel Support Detachments (PERSUPPDETS) responsible for providing Reserve personnel administration support services. MILPERSMAN 1001-050 applies.
- 2. <u>Guidelines</u>. Use the procedures and guidance in OPNAVINST 1000.23B for the administration of military pay, personnel, and Navy-sponsored passenger transportation functions for Navy activities supported by PASS.
- 3. <u>Service and Pay Record Entries</u>. When an activity is supported by PASS, service and pay record entries shall be accomplished by the PERSUPPDET maintaining the records. PERSUPPDET officer in charge will use guidance in MILPERSMAN 1070-190 in granting "By direction" authority. PERSUPPDET customer commands are not required to give the PERSUPPDET "By direction" authority. The determination of what is to be entered in the service record (e.g., recommendations,

1000-010 22 Aug 2002 Page 2 of 2

advancement and achievement notations, administrative remarks, etc.) and the notification of the PERSUPPDET of the required change is the responsibility of the individual's commanding officer. In general, the command will make decisions concerning personnel actions, and the PERSUPPDET will accomplish the paperwork portion of the action.

PAY AND PERSONNEL RECORD MAINTENANCE RESPONSIBILITIES

Responsible	NAVPERSCOM	Phone:	DSN	882-3460
Office	(PERS-331)		COM	(901) 874-3460
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Governing	OPNAVINST 1000.23B
Directive	OPNAVINST 1000.23B

- 1. **Policy**. The customer and Personnel Support Detachment (PERSUPPDET) relationship is established under OPNAVINST 1000.23B.
- 2. <u>Purpose</u>. To define responsibility of maintaining pay and personnel records.
- 3. <u>Records Responsibilities</u>. The assignment of pay and personnel accounting responsibilities for all Navy commands are as follows:
- a. Active duty commands with authorized disbursing and personnel support billets maintain their own pay and personnel records.
 - b. PERSUPPDETs maintain
- (1) pay and personnel records for active duty commands without personnel and/or disbursing billets.
- (2) **personnel records only** for Selected Reserves assigned to units collocated with a PERSUPPDET and without assigned personnel support billets.

- c. Naval Reserve activities maintain all pay records for assigned Selected Reserves and the personnel records for Selected Reserves not collocated with a PERSUPPDET.
- d. Naval Reserve Personnel Center maintains personnel records for Pre-trained Individual Manpower (PIM) not in a drill status; i.e., Individual Ready Reserve, Retired and Retired Reserve personnel.
- e. Defense Finance and Accounting Service, Cleveland maintains pay records for PIM not in a drill status.

4. Recall/ Mobilization Responsibilities

- a. Upon recall or mobilization, pay and personnel records of naval reservists will be maintained by the same activity that provides personnel and disbursing support to the active duty command the member is assigned to.
- b. If a PERSUPPDET has not been designated, the active duty command or activated unit shall submit a request to the Navy Personnel Command (NAVPERSCOM) (PERS-331), copy to Enlisted Personnel Management Center (Code 31), requesting an activity be designated responsibility for pay and personnel support.
- 5. Assignment Responsibility. NAVPERSCOM (PERS-331) is responsible for assignment of pay and personnel responsibilities. Requests for deviations from the above will be submitted to NAVPERSCOM (PERS-331) for review and approval.

ACTIVE DUTY SERVICE DATE (ADSD) FOR ENLISTED PERSONNEL

Responsible	NAVPERSCOM	Phone:	DSN	882-3363
Office	(PERS-312E)		COM	(901) 874-3363
			FAX	882-2851

- 1. <u>Definition of ADSD</u>. The active duty service date (ADSD) is the actual or adjusted date from which the amount of active military service performed is calculated. The ADSD reflects all periods of active federal military service in commissioned officer, warrant officer, or enlisted status.
- 2. <u>How to Calculate the ADSD</u>. The following is provided to determine the ADSD for enlisted personnel:
- a. Members who have performed no prior active military service. The date of entry on current tour of active duty.
- b. Members who have performed prior active military service. Subtract the total of the prior periods of active service from the date of entry on current tour of active duty. If there is lost time (see MILPERSMAN 1600-100 for definition of lost time), advance date by number of days of lost time.

(1) Example:

- 95 01 03 Beginning date of current tour.
- -03 06 02 Subtract total of all prior active service (in this example, 3 years, 6 Months, 2 days), including active duty for training.
 - 91 07 02 New adjusted ADSD.
 - 15 (Time Lost) Advance date by number of days.
- 91 07 17 New adjusted ADSD.

(2) Remember: Lost time during current period of active duty. Advance the ADSD by the number of days of lost time.

(3) Rules:

- (a) All periods of lost time and periods of active duty or active duty for training of 30 days or less. Count on a day-for-day basis.
- (b) **Tours in excess of 30 days.** Subtract the first day of the tour from the last day of the tour and add 1 day to the remainder.

FINGERPRINTING

Responsible	NAVPERSCOM	Phone:	DSN		882-4445
Office	(PERS-842)		COM	(901)	874-4445
			FAX		882-2626

Governing	NAVEDTRA 82740, Master-at-Arms, provides fingerprint
Directives	methods and procedures to follow.

1. <u>Background</u>. Fingerprints are the most positive means of identifying individuals. The ridges on the skin of the palmar surfaces of the hands and the planar surfaces of the feet are commonly referred to as papillary or friction ridges. These ridges form on the fetus before birth and remain unchanged throughout life and even after death, until decomposition of skin destroys them. Damage to the skin during a person's life may either be temporary or permanent. Abrasions and slight cuts that do not permanently affect the skin are corrected in time by nature, and the ridges reappear as they existed before the damage occurred. Deep cuts and injuries affecting the innermost sections of the skin will result in permanent scars but the general pattern will continue to exist.

2. When to Fingerprint. Fingerprints will be recorded under the following circumstances:

For members who are	Prepare	At time
first term enlistees into the Navy or Naval Reserve who require an Entrance National Agency Check (ENTNAC) background investigation	DD 2280, Armed Forces Fingerprint Card	and place of enlistment.
first term enlistees into the Navy or Naval Reserve who require a security clearance background investigation	FD 258, FBI Fingerprint Card or applicant Fingerprint Card	and place that SF 86, Questionnaire for Sensitive Positions (for National Security), background investigation is requested.
Officer Candidates	FD 258	of appointment.
Reserve Officers	FD 258	applicant accepts appointment.
Naval Academy Midshipman	FD 258	member reports to Naval Academy.
Naval Reserve Officer Training Corps (NROTC) Midshipman (Regular Program)	FD 258	they report to their respective NROTC units.
NROTC Midshipman (Contracts Program)	FD 258	they enter the advanced portion of the NROTC Contract Program.
reenlisted with a break in service in excess of 24 months	FD 258	and place of reenlistment.
is a return deserter	FD 249, Fingerprint Card	at time of apprehension.

FINGERPRINTING PROCEDURES

Responsible	NAVPERSCOM	Phone:	DSN		882-4445
Office	(PERS-842)		COM	(901)	874-4445
			FAX		882-2626

1. <u>Preparation</u>. Follow the below steps in preparation of fingerprinting an individual.

Step	Action
1	Gather the following items:
	• Fingerprint or printer's ink.
	• Ink slab.
	 Appropriate fingerprint card or form (see MILPERSMAN 1000-040).
	• Rag cleaning solution.
2	Have the individual being fingerprinted wash their hands with soap and cold water so that they are free of dirt,
	grease and perspiration.
3	Have the individual being fingerprinted sign fingerprint card or form.
4	Apply a few small dabs of ink on the ink slab.
5	Thoroughly roll the ink back and forth on the slab until a thin, even film covers the surface.
	Caution: If too much ink is used, it will result in the
	obliteration of ridges. If too little ink is used, it
	will result in ridge impressions too light and too faint
	for tracing or counting.

2. <u>Rolled Impressions</u>. A rolled impression is made to show the entire friction surface of the finger or thumb, from the tip to 1/4 inch below the first joint. The large area provides all necessary ridge characteristics for correct classification. Follow the steps below to take a rolled impression.

Step	Action
1	Have the individual being fingerprinted relax and
	refrain from trying to help by exerting any pressure on
	the ink slab or fingerprint card or form.
2	Starting with the index finger on one hand, roll lightly
	from the left edge of the finger to the right edge of
	the finger on the ink slab.
3	Roll the finger on the fingerprint card or form from the
	right edge to the left edge, exerting only light
	pressure to provide a clear impression.
	Note: The roll is a single movement.
4	Repeat steps 1 through 3 for the rest of the fingers on
	both hands.
5	Roll thumb on one hand lightly from the right edge to
	the left edge on the ink slab.
6	Roll thumb on fingerprint card or form from left edge to
	the right edge, exerting only light pressure to provide
	a clear impression.
	Note: The roll is a single movement.
7	Repeat steps 5 and 6 for the other thumb.

Rule: A finger should be noted missing if any portion of it beyond the flexure of the first joint remains. The end of a mutilated finger, in all cases, should be inked and recorded as in the case of a perfect digit.

3. <u>Plain Impressions</u>. A plain impression is obtained by pressing the bulb of the finger, on the ink slab and then on paper in the same manner. The purpose is to verify the order of the rolled impressions and to show certain characteristics that are sometimes distorted in the rolled prints. Follow the steps below to take a plain impression.

Step	Action
1	Have the individual being fingerprinted hold their
	fingers straight and stiff and the hand level with the
	wrist.
2	Press all the fingers on one hand lightly on the ink
	slab, pressing the four fingers on it at a slight angle.
	Note: They should be showing the tips to 1/4 inch below
	the first joint.
3	The person taking the prints should grasp the wrist with
	one hand and press the fingers on the card with the
	other hand.
4	Repeat steps 1 through 3 for the other hand.
5	Press the thumb on one hand lightly on the ink slab.
6	Press thumb on the block next to the plain finger
	impressions.
7	Repeat steps 5 and 6 for the other thumb.
8	Clean hands thoroughly with cloth and cleaning solution.

Rule: A finger should be noted missing if any portion of it beyond the flexure of the first joint remains. The end of a mutilated finger, in all cases, should be inked and recorded as in the case of a perfect digit.

MILITARY PERSONNEL IDENTIFICATION NUMBER

Responsible	NAVPERSCOM	Phone:	DSN	882-4846
Office	(PERS-312G)		COM	(901) 874-4846
			FAX	882-2660

1. Policy

- a. The social security number (SSN) shown on a member's OA-702, Social Security Account Number card will be the sole military personnel identification number for naval personnel.
- b. Since the SSN is essential for personnel identification in the Navy, an applicant must have a SSN prior to being accepted for enlistment or commission in the Navy or Naval Reserve.
- c. To facilitate pay and personnel record maintenance, the SSN recorded on
- (1) DD 4, Enlistment/Reenlistment Document-Armed Forces of the United States; or
- (2) NAVPERS 1000/4, Officer Appointment, Acceptance and Oath of Office

must be validated and will be used on all reports, forms, documents, correspondence, and official records concerning a member of the Navy.

2. SSN Change or Correction to Service Record

- a. Submit a written request to Navy Personnel Command (PERS-312F) with a copy of the "correct" OA-702.
- b. For Navy record purposes, the change is effective on the date shown in Block 14 on DD 1343, Notification of Change in Service Member's Official Records.

IDENTIFICATION TAGS FOR MEMBERS

Responsible	NAVPERSCOM	Phone:	DSN	882-3466/3467
Office	(PERS-332)		COM	(901) 874-3466/3467
			FAX	882-2766

Governing	NAVMEDCOMINST	5260 1
Directive	NAVMEDCOMINSI	5360.1

- 1. <u>Purpose</u>. Identification (ID) tags are used to assist in identification of service members in the case of injury or death.
- 2. <u>When Issued</u>. Two complete ID tags shall be issued to each member as soon as possible after reporting for active duty.
- 3. Who Can Issue. Identification tags may be obtained from any activity possessing graphotype machines suitable for embossing the tags. Commands not possessing facilities for embossing identification tags may request them by mail from the nearest naval activity possessing embossing equipment. Requests should include a list of the personnel for whom tags are required, the appropriate number of blank tags, and the necessary data for preparation of the individual tags.
- 4. <u>Where Stocked</u>. Blank tags and necklaces are standard stock items available through the Navy Supply System and are identified as cognizance "D" material.

5. When Worn. ID tags shall be worn by each member as follows:

Active Duty	When prescribed by competent authority. At the time of release from active duty, the member shall retain the ID tags for use in case of mobilization.
	modifizacion:
Inactive Duty	When required by the Chief of Naval Reserve.

6. ID Tag Specifications

a. Identification tags are:

Monel or other adopted metal		
Approximately 2 inches long by 1-1/8 inches wide		
About 0.025 inch thick		
Finished with rounded corners and smooth edges		

- b. A necklace consisting of a 25-inch non-corrosive, nontoxic, and heat resistant material with a 2-1/2 inch extension of the same material shall be issued with the tags.
- c. Completed tags shall be made up with one tag suspended by passing the necklace through the hole in the tag and the second tag suspended by passing the necklace extension through the hole in the tag and securing the extension to the necklace.
- 7. <u>ID Tag Content</u>. Each tag has a capacity for five lines of type, 18 spaces to the line, and shall be embossed by a machine provided for that purpose. The following are the contents of each line:
- a. First line: Record the name of the member (last name, first name, and middle initial; e.g., DOE, John R). When the space in the 1st line is insufficient, the 1st line shall contain the last name only. The first and middle initial is placed on the 2nd line.

- b. Third line: Record the military personnel identification number (social security number). At the 10th space, record the letters "USN" regardless of whether Regular or Reservist. At the 14th space, record the blood type and RH factor.
- c. Fifth line: Record the religious preference of the member. Show any religion or faith group designated by the member. If possible, spell out the preference. For example:

Assembly of God
Baptist
House of David
Orthodox Jew
Protestant
Roman Catholic

d. Otherwise, use the following meaningful abbreviations. The following examples are picked at random for guidance only and may be adapted to fit the preference expressed:

RELIGION OR FAITH GROUP	ABBREVIATION	
African Methodist Episcopal Church	Af Meth Episcopal	
Albanian Orthodox Church in America	Albanian Orthodox	
American Evangelical Christian Church	Am Evang Chr	
Armenian Apostolic Orthodox Church of	Armenian Ap Ortho	
America		
Bohemian and Moravian Brethren	Boh Moravian Breth	
Calvary Pentecostal Church	Cal Pentecostal	
Christian Unity Baptist	Chr Unit Bap	
Christ Unity Science Church	Christ Unity Sci	
Church of Jesus Christ of Latter-day	Latter-day Saints	
Saints		
Church of the Brethren	Ch of Brethren	
Church of the Nazarene	Ch of Nazarene	
Congregational Christian Church	Congregational Ch	
Conservation Amish Mennonite	Con Amish Mennon	
Disciples of Christ	Dis of Christ	
Evangelical and Reformed Church	Evang Reformed	
Evangelical Lutheran	Evang Luth	
Evangelical United Brethren	Evang United Breth	
Free Christian Zion Church of Christ	Free Chr Zion	
General Church of New Jerusalem	Ch New Jerusalem	
General Six-Principle Baptist	Gen Six-Prin Bap	
New Congregational Methodist Church	New Cong Methodist	
North American Old Roman Catholic	NA Old Roman Cath	
Church		
Old German Baptist Brethren	Old Ger Bap Breth	
Orthodox Presbyterian Church	Ortho Presbyterian	
Pentecostal Holiness Church	Pentecos Holiness	
Presbyterian Church, USA	Presbyterian USA	
Primitive Adventist Christian Church	Prim Adventist Chr	
Seventh-day Adventist	7-day Adventist	
Slovak Evangelical Lutheran	Slovak Evang Luth	
United Free Will Baptist Church	United Free Bap	
United Zion Church	United Zion	

^{8. &}lt;u>Member's Death</u>. In the event of member's death, refer to NAVMEDCOMINST 5360.1, Chapter 4.

IDENTIFICATION CARDS AND ISSUING ACTIVITIES

Responsible	NAVPERSCOM	Phone:	DSN	882-3466/3467
Office	(PERS-332)		COM	(901) 874-3466/3467
			FAX	882-2766

Governing	BUDERSINST 1750	107
Directive	BUPERSINST 1750.	. 10A

- 1. **Policy**. Department of Defense policy provides identification cards for
- a. members of the Uniformed Services for use in identifying their status as active duty, reserve, or retired members and as an authorization card for Uniformed Services' benefits.
- b. eligible dependents and other eligible individuals to be used as an authorization card for benefits and privileges administered by the Uniformed Services.
- c. eligible dependents of Ready Reserve members and of Retired Reserve members who have qualified for retired pay at age 60 but have not yet attained age 60.
- d. former members (members who have been discharged after qualifying for retired pay at age 60 under the provisions of 10 U.S.C. 67) and their eligible dependents.
- 2. <u>Guidance</u>. Use the procedures in BUPERSINST 1750.10A when issuing ID cards.

RACE ENTRIES ON FORMS, RECORDS, AND REPORTS

Responsible	NAVPERSCOM	Phone:	DSN	882-4283
Office	(PERS-00H)		COM	(901) 874-4283
			FAX	882-2617

References	62 FR 58782
	OPNAVINST 5354.1E

- 1. <u>Procedure</u>. When entries regarding race and ethnicity are required on personnel forms, records, surveys, reports, or for online reporting, the race categories and standard data item codes listed in the next paragraph must be used (62 FR 58782 and OPNAVINST 5354.1E refer).
- 2. <u>Race Category Definition</u>. The definition used for race category is a division of mankind that possesses traits that are transmissible by descent and that are sufficient to characterize as a distinctive human type. The correct race categories and standard data item codes to use are:

Race	Standard Data Item	
Category	Code	Definition
American Indian or Alaska Native	A	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian	В	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American	С	A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
Native Hawaiian or Other Pacific Islander	D	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	Е	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Decline to Respond	F	Decline to Respond is a choice that will be available to members when they choose not to indicate a race preference on any Navy form or online systems. It will not be used in combination with any other code.
Identifi- cation Pending	G	Identification Pending will not be an available option to members. It will be used in mortuary affairs and graves registration. This option will be a valid value in all Navy personnel systems. It will not be used in combination with any other code.

3. <u>Multiple Race Category Selection</u>. Members may select more than one of the race categories above except for the "Decline to Respond" and "Identification Pending" category. The following matrix is provided to describe race categories and accompanying standard data item codes for members selecting more than one race category.

Race Category	Standard Data Item Code
A, B American Indian or Alaska Native (A), and Asian (B)	Н
A, B, C American Indian or Alaska Native (A), and Asian (B), and Black or African American (C)	J
A, B, C, D American Indian or Alaska Native (A), and Asian (B), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D)	K
A, B, C, D, E American Indian or Alaska Native (A), and Asian (B), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D), and White (E)	L
A, B, C, E American Indian or Alaska Native (A), and Asian (B), and Black or African American (C), and White (E)	М
A, B, D American Indian or Alaska Native (A), and Asian (B), and Native Hawaiian or Other Pacific Islander (D)	N

Race	Standard Data
Category	Item Code
A, B, D, E American Indian or Alaska Native (A), and Asian (B), and Native Hawaiian or Other Pacific Islander (D), and White (E)	Ф
A, B, E, American Indian or Alaska Native (A), and Asian (B), and White (E)	Q
A, C American Indian or Alaska Native (A), and Black or African American (C)	R
A, C, D American Indian or Alaska Native (A), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D)	S
A, C, D, E American Indian or Alaska Native (A), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D), and White (E)	Т
A, C, E American Indian or Alaska Native (A), and Black or African American (C), and White (E)	Ū
A, D American Indian or Alaska Native (A), and Native Hawaiian or Other Pacific Islander (D)	V
A, D, E American Indian or Alaska Native (A), and Native Hawaiian or Other Pacific Islander (D), and White (E)	W

Race Category	Standard Data Item Code
A, E American Indian or Alaska Native (A), and White (E)	X
B, C Asian (B), and Black or African American (C)	Y
B, C, D Asian (B), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D)	Z
B, C, D, E Asian (B), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D), and White (E)	1
B, C, E Asian (B), and Black or African American (C), and White (E)	2
B, D Asian (B), and Native Hawaiian or Other Pacific Islander (D)	3
B, D, E Asian (B), and Native Hawaiian or Other Pacific Islander (D), and White (E)	4
B, E Asian (B), and White (E)	5
C, D Black or African American (C), and Native Hawaiian or Other Pacific Islander (D)	6

Race	Standard Data
Category	Item Code
C, D, E Black or African American (C), and	7
Native Hawaiian or Other Pacific Islander (D), and White (E)	
C, E Black or African American (C), and White (E)	8
D, E Native Hawaiian or Other Pacific Islander (D), and White (E)	9

4. Ethnic Group Definition. The definition for the ethnic group category is a segment of the population that possesses common characteristics and a cultural heritage significantly different from that of the general United States population and closely identifies with that cultural heritage. The acceptable codes to use are:

	Standard Data
Ethnic Group	Item Codes
Other Hispanic descent	1
United States/Canadian Indian Tribes	2
Other Asian descent	3
Puerto Rican	4
Filipino	5
Mexican	6
Eskimo	7
Aleut	8
Cuban	9
Indian	D
Melanesian	E
Chinese	G
Guamanian	Н
Japanese	J
Korean	K
Polynesian	L
Other Pacific Island descent	Q
Latin American with Hispanic descent	S
Vietnamese	V
Micronesian	W
Other - A person whose choice of an ethnic group is not listed above and chooses not to be	X
associated with any of those ethnic groups.	
None - A person choosing not be associated with	Y
any particular ethnic group. Unknown - Not an ethnic group choice. Used to indicate an error or omission that requires correction to include the individual in one of the recognized general classifications. Persons who do not know their ethnic group should choose one of the recognized ethnic groups or use "Other" or "None."	Z

5. Review or Update of Race Categories or Ethnic Group. Effective 6 January 2003, members may review or update their race categories or ethnic group on file with the Navy by going to www.bol.navy.mil. This self-service method will be the permanent and preferred method for members to review or update their race categories or ethnic group. Members who cannot access www.bol.navy.mil may request assistance from their personnel office if the personnel office has access to the Navy Standard Integrated Personnel System (NSIPS). If members are not serviced by the local Personnel Support Detachment (PSD), they must locate an alternate location for access to www.bol.navy.mil, such as libraries, Internet cafes, and Single Sailor Centers. PSDs may only access NSIPS records of members that are permanently assigned or serviced to their pay and personnel Unit Identification Code (UIC). Self-identification will be the appropriate method of identifying and recording member's race and ethnicity.

HOME OF RECORD AND MAILING ADDRESS

Responsible	NAVPERSCOM	Phone:	DSN	882-3363
Office	(PERS-312E)		COM	(901) 874-3363
			FAX	882-2851

Governing	NAVSO P-6034, Joint Federal Travel Regulation
Directive	(JFTR), Volume 1

1. Policy

- a. To establish member's home of record and place from which ordered to tour of active duty for purposes of entitlement for travel and transportation allowances or other compensations provided by law.
- b. The home of record does not in itself establish legal domicile or legal residence which can be determined only under civil laws for specific situations.

2. **Definitions**

- a. **Home of Record**. The place recorded as the permanent 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 (24 hours).
- b. **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 assigned.

3. <u>Home of Record for Officers</u>. Use the following table to determine an officer's home of record and place from which ordered to tour of active duty.

If an officer is	then the home of	and the place from
appointed	record is	which ordered to
		tour of active duty
		is
directly from civilian status, inactive Naval Reserve Officer Training Corps (NROTC) Contract Student, enlisted status, or is a commissioned officer recalled to active duty status,	the permanent home address declared at time of appointment or recalled to relevant tour of active duty,	the place to which the active duty orders were addressed.
from active enlisted status,	the permanent home address at time of enlistment/ reenlistment as reflected on DD 4, Enlistment/ Reenlistment Document-Armed Forces of the United States (Rev. 5-88),	the place from which travel commenced for current continuous tour of active duty.
from any of the four service academies or regular NROTC midshipmen status, who had NO prior enlisted status,	the home address to which the permit/authorization to report as a midshipman was addressed,	the place at which a military status is attained (e.g., the service academy or NROTC educational institution).

4. Where to Record Home of Record for Officers. The home of record is recorded on NAVPERS 1070/74, Officer's Report of Home of Record and Place From Which Ordered to a Tour of Active Duty (Rev. 9-75).

5. Distribution of NAVPERS 1070/74

a. For newly commissioned officers:

- (1) Original Attach to the NAVCRUIT 1000/20, Officer Appointment Acceptance and Oath of Office (Rev. 7-83), and forward to the Commander, Navy Recruiting Command (Code 13).
- (2) Duplicate File in the officer field service record.

b. For all other officers:

- (1) Original Forward to Navy Personnel Command (NAVPERSCOM) (PERS-313C).
- (2) Duplicate File in the officer field service record.

6. <u>Home of Record for Enlisted</u>. Use the following table to determine an enlisted member's home of record and place from which ordered to tour of active duty.

If an enlisted	then the home of	and the place from
member is	record is	which ordered to tour
		of active duty is
immediately	the permanent home of	the place from which
placed on active	address at the time	travel commenced for
duty upon	of enlistment as	initial active duty as
enlistment,	reflected on DD 4,	stated on DD 4.
not immediately	the permanent home	the place from which
placed on active	address at the time	travel commenced for
duty upon	of enlistment as	initial active duty as
enlistment,	reflected on DD 4	stated on DD 4.
	UNLESS change in home	
	of record has been	
	recorded prior to the	
	member's actual	
	receipt of orders to	
	the tour of active	
	duty,	
reenlisted after	the permanent home	the place from which
a break in active	address at the time	called to active duty
service of one	of enlistment as	as stated on DD 4.
full day (24	reflected on the	
hours),	current DD 4,	
immediately	the permanent home	the initial enlistment
reenlisted with	address at the time	location from which
no break in	of initial enlistment	called to active duty
active service,	as reflected on DD 4,	as stated on DD 4.

NOTE: For a home address, if an enlisted member is residing at an address different from the home of record at the time of enlistment or during the enlistment, and the member wishes for personal reasons to have that address recorded in official naval records, the commanding officer may make an entry on the NAVPERS 1070/613, Administrative Remarks of the field service record to reflect that address.

7. Changes in Home of Record or Home Address

- a. The home of record remains unchanged during a continuous tour of active duty regardless of changes in the member's home address during the tour of active duty or enlistment. The official home of record may be changed upon reenlistment or reentry into the service provided there is no overlap in reenlistment contracts and a break in service of at least 1 calendar day has occurred. (Example: Member's current enlistment expires on the 12th of the month and the member reenlists on the 14th of the month.)
- b. For enlisted members, if there is a break in service of at least 1 calendar day, and the home address the enlisted member recorded as home of record upon reenlistment is different from the place recorded on the previous enlistment, the new address becomes the home of record for the current enlistment. When a member is separated from the service for the purpose of continuing on active duty in the same or another status (e.g., reenlistment occurs prior to the expiration of the current enlistment), the reenlistment is considered a continuation of the incomplete enlistment for the purpose of travel allowances, and the home of record remains the place recorded for the incomplete enlistment. The home of record cannot be changed during the relevant tour of active duty or enlistment even though the home address is changed and the change is recorded.

8. <u>Corrections</u>

- a. A request for correction to the home of record (for officer and enlisted) and/or place from which ordered to active duty (for officers only) must be authorized or approved by the NAVPERSCOM (PERS-324). The request shall be submitted by the individual to include
 - (1) full name,
 - (2) social security number,
 - (3) mailing address, and

- (4) complete documentation and justification that the home of record or place from which ordered to tour of active duty was erroneous.
- b. Active duty members will forward the request via their chain of command.
- (1) **Officer** NAVPERSCOM (PERS-324) will request the member's command to execute a new NAVPERS 1070/74.
- (2) **Enlisted** NAVPERSCOM (PERS-324) will correct the enlisted member's permanent personnel record and give commands authority to correct the field service record.

NAME AND ADDRESS LISTS OF MEMBERS OF THE NAVY AND NAVAL RESERVE

Responsible	NAVPERSCOM	Phone:	DSN	882-3165
Office	(PERS-06)		COM	(901) 874-3165
			FAX	882-2615

1. Policy.

- a. Lists containing the names and duty station address pertaining to active duty or reserve personnel may be furnished to any organization or individual external to the government provided the guidelines of the Freedom of Information Act, Privacy Act, and 10 U.S.C. 130b are followed. Specifically, the duty station address pertaining to active duty or Reserve personnel who are
 - (1) stationed overseas,
 - (2) on deployable units, or
 - (3) at sensitive units

are **not** releasable to the general public. All other duty station address information is considered releasable.

b. The home address of all U.S. Navy personnel is prohibited from release to any individual or organization external to the government unless specifically authorized by a statute that supercedes the Privacy Act or Freedom of Information Act.

CORRECTION OF DATE OF BIRTH

Responsible	NAVPERSCOM	Phone:	DSN	882-4846
Office	(PERS-312G)		COM	(901) 874-4846
			FAX	882-2660

- 1. <u>Policy</u>. A correction of the date of birth in the official records of a member is made only after an administrative examination has shown that the evidence presented is indisputable and authority has been granted by the Navy Personnel Command (NAVPERSCOM).
- 2. <u>Command's Responsibility</u>. Prior to submission of the request for change in the date of birth, the command shall advise the servicemember of the Privacy Act statement as follows:

"Authority to request this information is derived from 5 U.S.C. 301 Departmental Regulations. The purpose is to effect a correction of the date of birth. It will become a permanent part of the Navy Personnel Records System. Disclosure of information is voluntary; however, failure to provide the information will result in disapproval of the request for a change of the date of birth."

- 3. <u>Member's Responsibility</u>. The member must forward a request for correction of date of birth to NAVPERSCOM (PERS-312) via the commanding officer. b. The request must include the following:
- a. Social Security Number (SSN) and complete mailing address.
 - b. A statement of the reason for the erroneous recording.

- c. A copy of the birth certificate or other documentary evidence of the correct date of birth. When the evidence submitted is not identified as a public record, a statement by the responsible public official that no public record of birth exists shall be included.
- d. An affidavit that the applicant is the person referred to in the documentary evidence submitted.
- 4. <u>Acceptable Evidence</u>. Acceptable documentary evidence for establishing the correct date of birth is listed below in order of preference.
- a. Records made at the time of birth or baptism are considered conclusive evidence. Any one of the following documents in the form specified is acceptable:
- (1) A copy of the birth certificate provided it is officially certified by competent civilian authority.
- (2) A copy of the baptismal certificate by an ecclesiastical official, provided the baptism date is prior to first entry into the naval service.
- (3) A copy of the hospital record of birth certified by the official having custody of the records.
- (4) A certified statement of the attending physician as to the date and place of birth shown in the records.
- b. Family records or other records made subsequent to the time of birth of the member may be accepted when substantiated by another such record. When none of the evidence listed above is available, two of the documents below in the form specified is acceptable:
- (1) Photographic copy of an entry in the family Bible certified by a notary or other public official generally authorized to administer oaths. The certification must state the original has been sighted, that the particular entry appears to have been made contemporaneously with the birth of the member concerned, and that no conditions exist tending to discount its authenticity.

- (2) Corrected birth certificate bearing the raised seal of the clerk having custody of the records together with supporting evidence showing the basis for correction.
- (3) Delayed birth certificate showing the birth recorded on a report of the attending physician or midwife and bearing the raised seal of the clerk having custody of the records.
- (4) Certified extract from the census enumeration's of any two of the following periods: 1920, 1930, 1940, 1950, or 1960.
 - (5) Certified copy of a school document or record.
- c. Affidavits of relatives, friends, or disinterested parties who knew the applicant from time of birth may be accepted when the evidence above is not available. Two affidavits containing the following information are required:
- (1) Full identification of the affiants and their respective ages.
 - (2) Name, date, and place of birth of the applicant.
 - (3) Source of knowledge of the above information.

5. After Correction of Date of Birth is Authorized

- a. The NAVPERSCOM (PERS-312) will authorize a correction of birth date by issuing a DD 1343, Notification of Change in Servicemember's Official Records (Rev 5-80).
- b. For officers, copies will be sent to the officer concerned, his or her commanding officer, and all offices having custody of the officer's various personnel records.
- c. For enlisted, a copy will be sent to the member's commanding officer and Personnel Support Activity Detachment or activity maintaining the personnel record.

NAME CHANGE OF MEMBER

Responsible	NAVPERSCOM	Phone:	DSN	882-4846
Office	(PERS-312G)		COM	(901) 874-4846
			FAX	882-2660

- 1. <u>Policy</u>. Change of name in the official record is made only after an administrative examination of the evidence and approval by Navy Personnel Command (NAVPERSCOM). A change of surname due to marriage or divorce shall be reported immediately. A name may not contain punctuation marks, including a hyphen, apostrophe, comma, period, or space.
- 2. <u>Command's Responsibility</u>. Prior to submission of request for name change, the command shall advise the servicemember of the Privacy Act statement as follows:

"The authority to request this information is derived from 5 U.S.C. 301 Departmental 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."

- 3. <u>Member's Responsibility</u>. The member must forward request for name change to NAVPERSCOM (PERS-312) via the commanding officer. The member's social security number and complete mailing address are required to ensure proper identification. The request shall be accompanied by appropriate documentary evidence verifying the change in name. Examples of such suitable evidence are as follows:
 - a. Marriage certificate.
- b. Final divorce decree containing provision for restoration of maiden name.
 - c. Court order authorizing name change.

- d. Birth certificate.
- e. Naturalization certificate.
- 4. **Effective Date**. For Navy record purposes, a name change is effective from the date of NAVPERSCOM authorization as indicated in Block 1 on DD 1343 (Rev. 5-80), Notification of Change in Servicemember's Official Records.
- 5. Additional Name Change Requirement. Member shall complete and submit SSA 7008 (Rev. 5-88), Request for Correction of Earning Record to the Social Security Administration to ensure proper recording of Federal Insurance Contribution Act (FICA) wage credit deductions. SSA 7008 is available at local Social Security Administration offices.

MAILING ADDRESS OF MEMBERS ON INACTIVE DUTY

Responsible Office	NAVRESPERSCEN (N3)	Phone: DSN COM		678-69 (504) 678-69	
	, -,		FAX	678-15	

- 1. Who this Applies To. This applies to all members not on active duty of the Naval Reserve, and all retired members of the Navy or Naval Reserve, including the Fleet Reserve and the Temporary Disability Retired List (TDRL).
- 2. <u>Definition</u>. Mailing address is the address at which a member can be reached at any time by first class mail. Rural Route numbers with a post office box number are acceptable. However, United States Post Office Boxes and addresses such as banking institutions, which some members have designated as the place to receive pay checks, are not acceptable mailing addresses.
- 3. <u>Recording of Current Address</u>. Current address will be recorded in the Inactive Manpower and Personnel Management Information System (IMAPMIS) database and the member's service record.

4. Change in Mailing Address

- a. Officers will notify the service record custodian of the new mailing address. If the officer fails to do so, the Naval Reserve activity will terminate the officer's orders and forward the individual's service record to the Naval Reserve Personnel Center (NAVRESPERSCEN) for appropriate action.
- b. Enlisted members will notify the unit and service record custodian of the new mailing address. If address is a temporary change of residence (6 months or less), the service record custodian shall be informed of the temporary change of address

at the beginning of temporary residence and again at the end of such residence.

- c. Selected Reservists or Voluntary Training Unit (VTU) members will change a current address via the Reserve Standard Training Administrative and Readiness Support System (RSTARS). Changes will be made by the activity responsible for RSTARS and service record maintenance.
- d. Individual Ready Reservists, Fleet Reservist, Standby Reservists, and Retired Reservists shall submit a change of address directly to the Commanding Officer, Naval Reserve Personnel Center (Code 401), New Orleans, LA 70149.
- 5. <u>Mail Classified as "Undeliverable."</u> When an enlisted member's mail is classified as "undeliverable", the commanding officer of the Naval Reserve activity and the Commanding Officer, NRPC shall attempt to locate the member by inquiries to
- a. the member "via certified mail return receipt requested" at the last known address;
- b. the postmaster of the last known address regarding a forwarding address;
 - c. next of kin or other relatives;
 - d. employer; and
- e. Defense Finance and Accounting Service (DFAS) Cleveland Center, if the member is receiving retired or retainer pay.

6. <u>Listed as "Unlocatable."</u> When unable to obtain a new address, the member shall be reported as "unlocatable" and the following procedures will be followed:

IF	AND	THEN
an enlisted member	a local search	the records of the
is in a drilling	fails to obtain	enlisted member shall be
unit,	the new address	transferred to
	or it is outside	NAVRESPERSCEN and the
	the area of	member will not be
	jurisdiction,	recommended for
		reaffiliation or
		reenlistment without the
		approval of Navy Personnel
		Command (NAVPERSCOM)
		(PERS-913).
an enlisted member	a local search	the Naval Reserve activity
has a mandatory	fails to obtain	will initiate discharge
drilling	the new address	procedures by reason of
obligation (e.g.,	or it is outside	"unsatisfactory
SAM or SAM II),	the area of	participation in the Ready
	jurisdiction,	Reserve" (MILPERSMAN
		1910-158).
a Reserve officer	all reasonable	NAVRESPERSCEN shall submit
has been listed as	efforts to	the name to NAVPERSCOM for
"unlocatable" for	locate the	referral to the Naval
9 months,	officer are	Reserve Officer
	unsuccessful,	Mobilization Disposition
		Board for appropriate
		action.

NOTE: Service records of officers who are reported through IMAPMIS as "unlocatable" will be examined periodically by NAVRESPERSCEN.

BOARD OF CORRECTION OF NAVAL RECORDS (BCNR)

Responsible Office	NAVPERSCOM (PERS-00ZCB)	Phone:	DSN COM FAX	(901)	882-3043 874-3043 882-2604
	For information concerning BCNR matters:		DSN COMM FAX	(703)	224-1316 614-1316 224-9857

Governing	10 II C C	1552
Directive	10 0.5.0.	1332

- 1. Purpose. The Board of Corrections of Naval Records (BCNR) was established to provide a method for correction of error or removal of injustice from naval records without the necessity for private legislation. BCNR is not a part of Navy Personnel Command (NAVPERSCOM). It is a separate shore activity under the direction and supervision of the Assistant Secretary for Manpower and Reserve Affairs. Upon presentation of satisfactory evidence by the member concerned, the BCNR may recommend to the Secretary of the Navy that the record be changed.
- 2. Who may Submit Applications. BCNR applications may be submitted by:
 - a. the petitioner,
 - b. the petitioner's heir, or
 - c. the petitioner's legal representative.

3. Application Requirements

a. Applications for review to the BCNR may be submitted only after having exhausted all available administrative remedies afforded by law, unless waived by BCNR.

- b. Additionally, prior to petitioning the BCNR regarding a discharge, the case must be reviewed, and a "no change" decision is made, by the Naval Discharge Review Board (NDRB). (See MILPERSMAN 1000-160 regarding final discharges that NDRB does not review.)
 - c. Applicants or applications must
- (1) be submitted within 3 years after the claimant discovers the error or injustice. Petitions submitted later than 3 years after the petitioner discovers the error or injustice may be considered if the BCNR finds it to be in the interest of justice. Petitions submitted late should include an explanation for late submission and why consideration of the late submission is in the interest of justice.
 - (2) identify the specific error or injustice.
- (3) contain sufficient information to permit the BCNR to determine whether relief is warranted.
- (4) include any other relevant information (i.e., corroborating evidence such as affidavits or other written statements from individuals with personal knowledge of the relevant facts and specific reasons, if any, why expeditious processing is warranted).

Note regarding selection boards: If the petition is to be considered and resolved prior to the convening of a selection board, the petition should be received by the BCNR at least 4 months before the selection board convenes.

4. Where to obtain an application

a. Applications must be submitted on DD 149, Application for Correction of Military Record Under the Provisions of 10 U.S.C. 1552 (Rev 8-93).

- $\ensuremath{\text{b.}}$ Applications and general information can be obtained from
 - (1) Naval Legal Service Offices,
 - (2) Personnel Support Activity Detachments,
 - (3) Department of Veterans Affairs, or

by writing to:

Board for Correction of Naval Records Department of the Navy 2 Navy Annex Washington, DC 20370-5100

NAVAL DISCHARGE REVIEW BOARD (NDRB)

Responsible	Naval Discharge	Phone:	DSN	325-6600
Office	Review Board		COM	(202) 685-6600
			FAX	(202) 685-6581

Governing	10 U.S.C.	1553
Directive		1555

- 1. <u>Policy</u>. The Naval Discharge Review Board (NDRB) was established to review whether the type and nature of discharge issued a petitioner should be changed, corrected, or modified; and if so, what actions should be made.
- 2. **Scope**. The NDRB may review all final discharges except those
- a. awarded more than 15 years before an application for review was submitted,
 - b. resulting from a general court-martial, or
 - c. due to physical disability.
- 3. Authority. The NDRB has no authority to
 - a. revoke any discharge;
 - b. reinstate a person in the military service;
 - c. recall a person to active duty;
- d. waive discharge to permit enlistment in the naval or other Armed Forces;

- e. cancel enlistment contracts;
- f. change, correct, or modify any document other than the discharge document;
- g. change the reason for discharge from, or to, physical disability; or
 - h. determine eligibility for veteran's benefits.
- 4. Requirements. To permit relief, an error must have been found to have existed during the period of enlistment in question. The member's good conduct after discharge, in and of itself, is not sufficient to warrant changing an unfavorable discharge. There is no entitlement to a discharge upgrade, there is no automatic review of a discharge by NDRB, and there is no automatic upgrade of discharge 6 months after discharge. Individuals must submit an application (DD 293, Application for the Review of Discharge or Dismissal from the Armed Forces of the United States) for a review of the discharge.

5. Applications

a. Applications for review (DD 293) and general information can be obtained by writing to:

Naval Discharge Review Board 720 Kennon Street SE RM 309 Washington Navy Yard DC 20374-5023

b. or visit our web site at:

www.hq.navy.mil/ncpb/