

MILPERSMAN 1000-020

PAY AND PERSONNEL RECORD MAINTENANCE RESPONSIBILITIES

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References	(a) OPNAVINST 1000.23C
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1. **Policy**. The personnel support activity detachment (PERSUPP DET) and customer service desk (CSD) relationship is established under reference (a).

2. **Purpose**. To define responsibility of maintaining pay and personnel records (ESR).

3. **Records Responsibilities**. 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 ESRs.

b. PERSUPP DET and CSDs maintain

(1) **pay and ESRs** for active duty commands without personnel and or disbursing billets.

(2) **ESRs (only)** for Selected Reserves (SELRES) assigned to units collocated with a PERSUPP DET or CSD and without assigned personnel support billets.

c. Navy Reserve activities maintain all pay records for assigned SELRES and the personnel records for SELRES not collocated with a PERSUPP DET or CSD.

d. Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) maintains ESRs 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 (DFAS), Cleveland, OH, maintains pay records for PIM not in a drill status.

4. **Recall/ Mobilization Responsibilities**

a. Upon recall or mobilization, pay and ESRs of Navy 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 PERSUPP DET or CSD has not been designated, the active duty command or activated unit shall submit a request

(1) to NAVPERSCOM, Pay, Personnel Procedures and Systems Integration Branch (PERS-2); and

(2) **copy to** NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013),

requesting an activity be designated responsibility for pay and personnel support.

5. **Assignment Responsibility.** NAVPERSCOM (PERS-2) is responsible for assignment of pay and personnel responsibilities. Requests for deviations from the above will be submitted to NAVPERSCOM (PERS-2) for review and approval.