

MILPERSMAN 1070-030

CREATING THE OFFICER PERMANENT PERSONNEL RECORD

Responsible Office	NAVPERSCOM (PERS-313)	Phone:	DSN COM	882-3418 901-874-3418
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MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil
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1. **Policy.** The activity that delivers the officer appointment will forward documents listed below to Navy Personnel Command (NAVPERSCOM) Officer Accessions and Promotions Branch (PERS-806) for active duty officers or NAVPERSCOM Reserve Officer Status Branch (PERS-911) for reserve officers with the "original" NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office after it is signed and witnessed. After receiving and validating NAVPERS 1000/4, PERS-806 will forward the document to NAVPERSCOM Records Management and Policy Branch (PERS-313) to create the officer official military personnel record (OMPF).

a. A copy of each document will be provided to newly active duty or reserve commissioned officers, including Active Component (AC) to Selective Reserve (SELRES) or Training and Administration of the Reserve (TAR) to SELRES. They will be advised to maintain copies of OMPF documents in their personal files and hand-carry those to their first duty station or Navy Reserve activity in case there are problems establishing new accounts.

b. An officer record will not be created for an officer candidate or Naval Academy or Navy Reserve Officer Training Corps (NROTC) midshipman who is disenrolled from training and not commissioned. Refer to [MILPERSMAN 1070-090](#) for information on creating and or disposition of enlisted records.

2. **Documents Used to Create Record.** The following original or first-copy documents, as applicable, are used to create the permanent personnel record:

Title	Form Number
Officer Appointment Acceptance and Oath of Office (Original)	NAVPERS 1000/4
College transcripts	No Form No.
Program Service Agreements (Officer Candidate School, Aviation Officer Candidate, Nuclear Propulsion Officer Candidate, Naval Flight Officer Candidate, Officer Sea and Air Mariner, Judge Advocate General Corps, Nurse Corps, etc.) (Original)	Various Form No.
Enlistment/Reenlistment Document - Armed Forces of the United States (Original)	DD 4
Administrative Remarks (Originals)	NAVPERS 1070/613
Certificate of Release or Discharge from Active Duty (Copy No. 2)	DD 214
Montgomery GI Bill Act of 1984 (MGIB) (Original)	DD 2366
Notice of Basic Eligibility (NOBE) (Original)	DD 2384-1
Drug and Alcohol Abuse Statement of Understanding (Original)	OPNAV 5350/1 or equivalent NAVCRUIT form
Record of Emergency Data (Original)	DD 93
Dependency Application/Record of Emergency Data (Part II) (Original)	NAVPERS 1070/602 (downloaded from NSIPS)
Department of the Navy Central Adjudication Facility (DON CAF) Security Determinations	No Form No.
Classified Information Nondisclosure Agreement (Original)	SF 312
Officer's Report of Home of Record and Place from Which Ordered to a Tour of Active Duty (Original)	NAVPERS 1070/74

NOTE: All documents listed may not apply to all officers. For officers receiving permanent appointments, ensure the enlisted record is closed-out.

3. **Where to Send Documents**

a. Active duty and TAR officers mail documents to:

NAVY PERSONNEL COMMAND (PERS-806)
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-8060

b. Reserve officers mail documents to:

NAVY PERSONNEL COMMAND (PERS-911)
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-9110

c. For former and direct commissioning officer accessions via Navy Recruiting Command, documents will be submitted within Personalized Recruiting for Immediate and Delayed Enlistment Modernization II (PRIDE MOD) via a Navy Reserve officer recruiter.

d. For all active duty or TAR officers transitioning into the SELRES or Individual Ready Reserve, documents will be submitted to NAVPERSCOM Reserve Processing and Affiliation Center Division (PERS-97).

4. **How to Send Documents**

a. Securely fasten documents in a single complete group for each officer with NAVPERS 1000/4 on top. Documents for several officers may be sent in a single mailing envelope or container.

b. When mailing documents containing personally identifiable information, attach the [SF 901 Controlled Unclassified Information Cover Sheet](#) to the inside container or envelope. Double-packaged documents and tracked shipping are both highly recommended.

c. Mark the mailing envelope "OFFICER APPOINTMENT - DO NOT OPEN IN MAIL ROOM."

5. **Inter-Service Transfer**. In the case of inter-Service transfers, Assistant Commander, NAVPERSCOM Career Progression Department (PERS-8) and PERS-911 may provide additional documents from the losing Service's officer record. These documents include performance, awards, education, special qualifications, and military service information for inclusion in the officer permanent personnel record.