

## MILPERSMAN 1070-030

### CREATING THE OFFICER PERMANENT PERSONNEL RECORD

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

#### 1. Policy

a. The activity that delivers the officer appointment will forward documents listed below to Navy Personnel Command (NAVPERSCOM) (PERS-854) with the "original" NAVPERS 1000/4 (02-04), Officer Appointment Acceptance and Oath of Office (or an equivalent certificate) after it is signed and witnessed. After receiving and validating NAVPERS 1000/4, NAVPERSCOM (PERS-854) will forward the documents to NAVPERSCOM (PERS-313C1) to create the officer permanent personnel record.

b. A copy of each document will be provided to newly commissioned officers. They will be advised to maintain copies of service record documents in their personal files, and to hand-carry them to their first duty station in case there are problems establishing new accounts.

c. An officer record will not be created for an officer candidate or Naval Academy/Naval Reserve Officer Training Corps (NROTC) midshipman who is disenrolled from training and not commissioned. Refer to MILPERSMAN 1070-090, 1070-100, 1070-120, and 1070-130 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 (OCS, AOC, NUCPOC, NFOC, OSAM, JAGC, Nurse Corps, etc.) (Original)	Various Form Nos.
NROTC Scholarship/Non-Scholarship Service Agreements (Original)	CNET 1533/38, 1533/83, or 1110/3
Enlistment/Reenlistment Document - Armed Forces of the United States and Annex(es) (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 (Original)	DD 2366
Notice of Basic Eligibility (NOBE) (Original)	DD 2384-1
Statement of Understanding Selected Reserve Educational Assistance Program (Original)	OPNAV 1780/1
Drug and Alcohol Abuse Statement of Understanding (Original)	OPNAV 5350/1 or equivalent NAVCRUIT form
Record of Emergency Data (Original) (Used for new accessions by Military Entrance Processing Station or recruiting service in lieu of NAVPERS 1070/602. Must be replaced by NAVPERS 1070/602 when required by MILPERSMAN 1070-270.)	DD 93
Dependency Application/Record of Emergency Data (Part II) (Original)	NAVPERS 1070/602
Department of the Navy Central Adjudication Facility (DON CAF) Security Determinations	No Form No.
Classified Information Nondisclosure Agreement (Original)	SF 312
NROTC Education Cost Record (Original)	CNET 1533/50
Officer's Report of Home of Record and Place from which Ordered to a Tour of Active Duty (Original)	NAVPERS 1070/74
Report of Medical Examination (Copy)	DD 2808 (Replaced SF 88)
Report of Medical History (Copy)	DD 2807-1 (Replaced SF 93)

**NOTE:** All documents listed may not apply to all officers. For officers receiving permanent appointments, ensure the enlisted service record is closed and transferred per MILPERSMAN 1070-130.

3. **Where to Send Documents**. Mail documents to:

NAVY PERSONNEL COMMAND (PERS-854)  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-8540

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

5. **Interservice Transfer**. In the case of interservice transfers, Assistant Commander Navy Personnel Command (ACNPC) for Personnel Progression, Performance and Security (NAVPERSCOM (PERS-8)) and ACNPC for Naval Reserve Personnel Management (NAVPERSCOM (PERS-9)) may provide additional documents from the losing service's officer record. These documents include performance, awards, educational, special qualifications, and military service information for inclusion in the officer permanent personnel record.