

## MILPERSMAN 1070-090

### CREATING THE ENLISTED PERMANENT PERSONNEL RECORD

<b>Responsible Office</b>	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 <a href="https://my.navy.mil/">https://my.navy.mil/</a>
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<b>Reference:</b>	COMNAVCRUITCOMINST 1130.8N
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1. **Records Creation.** The service record custodians will send the required documents described in the tables below to Navy Personnel Command Records Management Policy Branch (PERS-313) to create or reinstate the permanent personnel record when:

Type of Personnel	Condition	Document Submission Table
<b>Service member</b>	• Initial entry (recruiting);	Table 1
	• Completes Navy veteran/other Service veteran (NAVET/OSVET) indoctrination;	Table 1
	• Enters the Naval Academy Preparatory School (except for fleet personnel); or	Table 1 & Table 3
	• Enters or returns to duty in the Navy or Navy Reserve.	Table 1
<b>Recruit or NAVET/OSVET, before completing training or indoctrination</b>	• Entry-level separation;	Table 1 & Table 2
	• Is declared a deserter; or	Table 1 & Table 2
	• Dies.	Table 1
<b>Officer candidate or Naval Academy midshipman</b>	• Is disenrolled from training and retained in naval service as an enlisted member;	Table 1
	• Is discharged with an entry-level separation; or	Table 1
	• Dies.	Table 1

**Table 1:**

<b>Form</b>	<b>Title</b>	<b>Notes</b>
<a href="#">DD 4</a>	Enlistment/Reenlistment Document - Armed Forces of the United States	Original
Annex(es)	Various NAVCRUIT forms	If applicable
<a href="#">DD 1966</a>	Record of Military Processing - Armed Forces of the United States	Original
<a href="#">DD 2366</a>	Montgomery GI Bill Act of 1984 (MGIB) (Chapter 30, Title 38 U.S. Code) Basic Enrollment	Original, if applicable
<a href="#">DD 2384-1</a>	Notice of Basic Eligibility (NOBE)	Original
<a href="#">DD 93</a>	Record of Emergency Data	First page, second copy, if applicable
NAVPERS 1070/602 (downloaded from NSIPS)	Dependency Application/ Record of Emergency Data	Original, if applicable
<a href="#">NAVPERS 1070/613</a>	Administrative Remarks	Permanent entries only, when applicable
<a href="#">NAVPERS 1070/621</a>	Agreement to Extend Enlistment	Original, if applicable
<a href="#">NAVCRUIT 1110/112</a>	New Accession Training Statement of Understanding	Original, if applicable
<a href="#">NAVCRUIT 1130/120</a>	U.S. Navy Aberrant Behavior Screening Certificate	Original, if applicable
<a href="#">OPNAV 5350/1</a>	Drug and Alcohol Misuse Statement of Understanding	Original
Various Documents	College degree transcripts and high school transcripts	If applicable

**Table 2:**

<b>Form</b>	<b>Title</b>	<b>Notes</b>
DD 214	Certificate of Release or Discharge from Active Duty	Copy No. 2
NAVPERS 1070/606 (downloaded from NSIPS)	Record of Unauthorized Absence	Original, if applicable
<a href="#">NAVPERS 1070/613</a>	Administrative Remarks	Declaration of desertion message entry

**Table 3:**

<b>Form</b>	<b>Title</b>	<b>Notes</b>
<a href="#">NAVPERS 1070/613</a>	Administrative Remarks	Original  Only for entries provided with Naval Academy letter of selection

2. **How to Send the Documents**

a. 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. Mail to one of the following addresses:

(1) For **regular mail** to:

NAVY PERSONNEL COMMAND (PERS-313)  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-3130

(2) For **tracking mail** to:

NAVY PERSONNEL COMMAND (PERS-313)  
5751 HONOR DRIVE  
BUILDING 769 ROOM 175  
MILLINGTON, TN 38055-3130

b. Mark the mailing envelope **"DO NOT OPEN IN MAIL ROOM."**