

MILPERSMAN 1070-170

DOCUMENTS FILED IN THE PERMANENT PERSONNEL RECORD

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Reference	a) BUPERSINST 1070.27D
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1. **Guidelines.** Reference (a) provides

- a. lists of numbered forms and subjective material which are retained or not retained in the permanent personnel record,
- b. guidance on how to submit documents for filing,
- c. guidance for requesting changes to the document lists, and
- d. guidance on revising or consolidating a retainable document.

2. **Privileged Information**

a. Adverse matter is not to be filed in a permanent personnel record or forwarded to Navy Personnel Command without first affording the member an opportunity to review and submit a statement concerning it.

(1) If the member chooses not to make a statement, the declination must be made in writing and signed and dated by the member.

(2) If no statement or declination has been submitted after having been advised of such, the adverse material will be filed with annotation to that effect.

b. Types of documentation that are filed with the adverse material are include:

(1) member's statement in reply to the adverse material.

(2) where there has been a finding of guilty, extracts from the findings and recommendations of courts and boards, including statements of disciplinary action and court-martial orders or promulgating letters of general courts-martial.

c. Adverse material that does not fall under the purview of this article and can be filed in the permanent personnel record without first affording the member the opportunity to submit a statement includes:

(1) nonjudicial punishment which includes a punitive letter,

(2) conviction by court-martial,

(3) allegations of unauthorized absence, or

(4) any other matters on the basis for which the member was previously accorded an opportunity to submit a statement or other matter for other consideration before the record entry was made.

d. Other types of information of a highly personal nature which are filed include:

(1) various board decisions which are a matter of official record.

(2) medical boards.

(3) psychiatric examinations.