MILPERSMAN 1070-320

ADMINISTRATIVE REMARKS

Responsible Office	NAVPERSCOM (PERS-313)	Phone: Toll Free	1-833-330-MNCC (6622)

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1. **Policy**

    a. The electronic service record (ESR) administrative remarks section and the NAVPERS 1070/613 Administrative Remarks filed in the official military personnel file (OMPF) are used to provide a chronological record of significant miscellaneous entries, which are not provided elsewhere, or to provide more detailed information required to clarify entries in other military human resource documents.

    b. Adverse entries must not be made unless the Service member concerned is first afforded an opportunity to submit a written statement regarding the adverse material. Should the Service member desire not to make a statement, he or she must document this decision in writing. Should the Service member refuse to acknowledge this right or to make a written statement documenting the decision, the commanding officer must document the refusal in writing.

    c. Administrative remarks entries are classified as either "temporary" or "permanent," which determines the disposition and retention of an individual entry.

    d. Administrative remarks entries must be made in the ESR and verified. If the issuing command does not have ESR access, NAVPERS 1070/613 may be created manually and submitted to the servicing personnel office in order for the remarks to be transcribed into the ESR, verified, and distributed. An administrative remarks entry is not considered valid in the ESR until verified.

Note: Administrative remarks entries created by a Navy recruiting activity, as part of the accession process for Navy applicants, are not required to be entered into the ESR.

2. **Creating Administrative Remarks**

    a. Using NAVPERS 1070/613 to Document Administrative Remarks Entries Outside the ESR (manually):

Block	Entry
Ship or Station	Enter the complete name and designation of the ship or station at which the Service member is serving.
Subject	Enter a subject that best describes the purpose of this entry (e.g., code of conduct counseling).
Permanent or Temporary	Enter an "X" in the appropriate box to identify the required retention period for this remark. If "permanent" is selected, enter the regulation or policy that requires the remark to be retained permanently (e.g., MILPERSMAN 1070-310, CNPC 301822Z DEC 10, etc). See subparagraph 2c below for additional information.

Remarks	Enter the date of the transaction, followed by the entry. Below the transaction, enter the following information for required signatures: For Service member's signature (when required) enter "Service Member's Signature" followed by a solid line for the signature and date signed. For approving official and or witness signature (when required) enter name and title of the person authorized to sign this remark and date signed. One entry per page except for entries that require an acknowledgment or additional statement required by regulation. Use single spacing.
"Entered and Verified in ESR"	For NAVPERS 1070/613 entries created manually, the rank or grade, title, date signed, and signature of the ESR verifying official must be entered, certifying the transaction has been entered in the ESR.
Name, Social Security Number (SSN), Branch, and Class	Enter the Service member's full name, SSN, and branch and class of Service.

    b. Documenting Administrative Remarks Using the ESR to Create NAVPERS 1070/613:

        (1) Data will be entered into the ESR following the procedures outlined in the Navy Standard Integrated Personnel System (NSIPS) ESR Quick Reference Guide for Personnel Specialists.

        (2) In addition to the fields listed in subparagraph 2a, the following fields are required in the ESR:

Field	Entry
Permanent and Authority (if permanent)	Enter an "X" in the "permanent" box to identify the remarks that require permanent retention. If "permanent" is selected, enter the authority, regulation, or policy that requires the remark to be retained permanently (e.g., MILPERSMAN 1070-310, CNPC 301822Z DEC 10, etc.). See subparagraph 2c below for additional information. **Note:** Leave blank for temporary administrative remarks entries.
Removal Date	For "temporary" administrative remarks entries, this date is the date the document should be purged from the ESR (normally corresponds with transfer or expiration of active service).
Removal Reason	Select the reason the "temporary" administrative remarks entry will be purged from ESR.
Subject Code	Selecting a predefined subject code shortens the pick list of actual subjects.
Remarks	ESR allows you to make the administrative remarks entry or select a preformatted remark by selecting the "Select Remarks Template."
Approving Officer's Signature/Witness Signature	Enter the name and title of the person authorized to sign this entry and the date signed. This same information is required for a witness, if the remark requires a person to witness the Service member's signature.

Service Member's Signature	If this entry requires the Service member to sign or acknowledge, the system automatically adds the Service member's name to printed documents when the date is selected in the "Service Member's Signature" block.
Acknowledgement	Enter any acknowledgement or statement the Service member is required to sign in this section.

    c. Making Entries

       (1) Temporary Administrative Remarks Entries. This designation is used for entries that only apply at the current command, acknowledgements that only apply to the current enlistment or reenlistment, or those that have a defined expiration date. Examples of these entries:

          (a) Volunteered for special duty,

          (b) Service member has read and understands regulations,

          (c) Service member has attended or been briefed on Navy's policies (e.g., sexual harassment, security, hazing, indoctrination, liberty, etc.), and

          (d) Other temporary entries routinely entered by a personnel office (e.g., basic allowance for housing, selective reenlistment bonus payments, special duty assignment pay, responsibilities while on limited duty, permanent change of station (PCS) screenings, etc.).

       (2) Permanent Administrative Remarks Entries. This designation applies to entries authorized or mandated by regulation or correspondence from higher headquarters to be filed in the OMPF (older regulations may still use the term "permanent service record"). These entries include, but are not limited to, the following:

(a) Administrative remarks required by Navy Recruiting Command for new accessions,

(b) Entries required because of adverse performance evaluation reports, and for Service members that refuse to sign performance evaluation reports,

(c) Enlisted physical fitness assessment failures,

(d) Retain in Service,

(e) Performance or conduct deficiencies,

(f) Sea duty counter or credit, and

(g) Time-in-rate date change.

(3) All entries in the ESR must be verified by a personnel supervisor authorized in writing to sign service record documents.

(4) Entries requiring a Service member's signature must be dated and signed by the Service member. Should the Service member refuse, the commanding officer must document the refusal in writing. All signatures must be in black or blue-black ink.

3. **Disposition**

a. Temporary administrative remarks entries are retained in the ESR until purged from the system on the removal date that was entered at the time the entry was made. Paper copies maintained by the command will be destroyed after the Service member transfers or separates.

b. Permanent administrative remarks entries must be printed, signed, and submitted to Navy Personnel Command (NAVPERSCOM) Records Management Policy Branch (PERS-313) for filing in the OMPF at the time they are created.

(1) The supporting personnel office will submit documents to the OMPF using the e-submission application on BUPERS Online (BOL). The supporting personnel office will provide a copy to the Service member and maintain a copy on file until OMPF receipt and acceptance is verified.

(2) Electronically signed documents will not be accepted until the OMPF is capable of accepting them and specific approval has been provided regarding submission procedures.

4. **Corrections**

a.   Unverified ESR transactions are considered "pending" and may be corrected or deleted by the servicing personnel office at any time prior to verification.

b.   Temporary administrative remarks entries may be deleted or corrected by the servicing personnel office, if created in error or if it is readily apparent on the face of the document that a clerical error was made.

c.   Permanent administrative remarks entries must not be corrected without approval from PERS-313 or the Board of Corrections for Naval Records (as applicable).

(1) For obvious clerical errors, create a new corrected remark in the ESR, with the words "CORRECTED COPY" typed at the end of the subject line. Save, print, and sign the corrected document, but do not verify the document in ESR. Submit the corrected copy along with a copy of the original to PERS-313 under cover letter explaining the error and requesting the original entry be replaced by the corrected entry. PERS-313 approval will be the authority for the NSIPS help desk to delete the original entry and to verify the corrected copy.

(2) If the change requested creates a retroactive entitlement to pay and allowances, is a material change, or involves a matter of opinion or judgement or the exercise of discretion, the Service member must submit the request to the Board for Correction of Naval Records per MILPERSMAN 1000-150.