

MILPERSMAN 1070-330

NAVPERS 1070/615, RECORD OF DISCHARGE FROM THE U.S. NAVY RESERVE (INACTIVE)

Responsible Office	NAVPERSCOM (PERS-913)	Phone:	DSN COM	882-4723 (901) 874-4723
MyNavy Career Center		Phone: Toll Free	1-833-330-MNCC (6622)	
		E-mail:	askmncc@navy.mil	
		MyNavy Portal:	https://my.navy.mil/	

1. Policy

a. NAVPERS 1070/615 Honorable Discharge from the U.S. Navy Reserve is prepared for the honorable discharge of an enlisted member on inactive duty by reason of expiration of enlistment or expiration of obligated service. NAVPERS 1070/615 may be accessed by using the following Web address:

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

b. Discharge of an enlisted member on inactive duty for any other reason is recorded on NAVPERS 1070/613 Administrative Remarks. NAVPERS 1070/613 may be accessed by using the following Web address:

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

2. Distribution of NAVPERS 1070/615. Distribute NAVPERS 1070/615 as follows:

a. Part 1 - Deliver or forward to the member.

b. Part 2 - File in the member's official military personnel file (OMPF).

c. Part 3 - Retain for recruiting or other local use.

3. **NAVPERS 1070/613 Entry.** NAVPERS 1070/613 entry must be made as follows:

(date): Discharged this date.

Reason for discharge: (e.g., misconduct due to drug abuse)

Characterization of service: (e.g., Under Other Than Honorable Conditions)

Reentry code: (e.g., RE-4)

Discharge authority: (i.e., MILPERSMAN _____ and BUPERS 111111ZFEB94)

Home address:

Signature of person with delegated
signature authority
By direction

4. **Where to File NAVPERS 1070/613.** File in the member's OMPF.