

MILPERSMAN 1306-1705

AVAILABILITY PROCESSING - TRACKING ORDERS STATUS AND TRACER ACTIONS AFTER REPORT SUBMISSION

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone	DSN: Com: Fax:	882-3779 (901)874-3779 874-2647
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MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
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1. **Tracer Action (ADTAKE) on Availability Reports.** Timely ADTAKES on availability reports (AVAILS) are required when orders have not been received after a specific amount of time has passed since AVAIL was submitted.

2. **Responsibility.** The applicable servicing personnel support detachment, customer service desk, MyNavy Career Center, functional service center, Navy Personnel Command (NAVPERSCOM), or Naval Education and Training Command (NETC), Supply Chain Operations/Accessions Distribution Branch (N33) (as applicable), and or command personnel office provided under MILPERSMAN 1306-1700 is responsible for tracking AVAILS.

3. **Verify AVAIL, Orders Status, and Service Member's Status.** Using whatever means available (i.e., Navy Standard Integrated Processing System (NSIPS) reports, the enlisted master file F3 and F6 screen, Bureau of Naval Personnel (BUPERS) online listing, any feedback from NAVPERSCOM, Enlisted Information Assignment System etc.), verify that the assignment control authority has received the AVAIL, BUPERS orders, or orders modified (ORDMOD) has been received, or it is confirmed that Service member will remain onboard, and AVAIL is not required.
 - a. AVAIL ADTAKE from applicable detachment, service center, or command personnel office (as applicable), known as ADTAKE submission, is required until BUPERS orders or ORDMOD is received, or other disposition is determined for Service member to remain onboard and not receive BUPERS orders or ORDMOD.

 - b. ADTAKE is not required and AVAIL will be deleted if Service member is no longer available for transfer due to a

status change after AVAIL submission (i.e., estimated date of loss from the Navy is within 1 year, projected rotation date is adjusted for valid reasons, or notification is received from NAVPERSCOM or the command).

4. **ADTAKE Report Submission.** Submit ADTAKE on AVAIL using the same method as an initial AVAIL submission (i.e., NSIPS, e-mail to NAVPERSCOM, Deployability Assessment Branch (PERS-454), etc.). Use work days to determine when the ADTAKE should be submitted. NSIPS should automatically calculate when an AVAIL ADTAKE is due. Submit ADTAKE if BUPERS orders are not received within 15 days after AVAIL submission date and every 15 days thereafter. Any AVAIL submitted under NSIPS will keep resurfacing on the AVAIL ADTAKE report giving the option to submit an ADTAKE and set up next tracker, ADTAKE until BUPERS orders are received, or the AVAIL is deleted for valid reasons.