

## MILPERSMAN 1306-1706

### AVAILABILITY PROCESSING – CHANGES AND DELETIONS AFTER INITIAL REPORT SUBMISSION

<b>Responsible Office</b>	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) <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a> <a href="https://my.navy.mil/">https://my.navy.mil/</a>
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1. **Availability Change**. Status changes, including corrections, removal, or submission of a new availability report (AVAIL) can occur at any time after initial AVAIL.

2. **Responsibility**. The applicable servicing personnel support detachment, customer service desk, MyNavy Career Center, functional service center, Navy Personnel Command (NAVPERSCOM), 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 are responsible for tracking AVAILS, changing and deleting AVAILS as status changes occur, and correcting previous AVAILS that were submitted with erroneous information.

3. **Command**. The command pay and personnel support administrator or other command representative will notify the servicing personnel support detachment, service center, or personnel office (as applicable) when changes to a Service member's status occurs, so action can be taken to initiate changes or deletion of an AVAIL. The command must also request advice on further disposition from applicable assignment control authority.

4. **Verify AVAIL and Orders Status**. Verify AVAIL and orders status using whatever means necessary (i.e., Navy Standard Integrated Personnel System (NSIPS) reports, the enlisted master file F3 and F6 screen, Bureau of Naval Personnel (BUPERS) online listing, Enlisted Assignment Information System (EAIS), any feedback from NAVPERSCOM, etc.). Verify whether cognizant assignment control authorities (detailers) have received the AVAIL, the assignment directives (orders) with release date have

been issued or transmitted, and the estimated date of loss to the Navy has been documented. If the Service member's projected rotation date has been adjusted to show that he or she will remain onboard, or if other feedback is provided from NAVPERSCOM or the command that AVAIL is not needed, the AVAIL may be changed or deleted as necessary.

5. **AVAIL Date Changes and Deletions.** After initial AVAIL submission, AVAIL date may change from previously scheduled date (i.e., early or delayed graduation from training path, delayed, setback while under instruction, status change that would require account category 342, etc.). AVAIL date can also become undeterminable due to placement of a Service member in a hold status (i.e., medical, legal, etc.).

a. If orders were received, a new AVAIL will normally be submitted when availability for transfer date is determined. However, a new AVAIL may not be necessary, depending on whether the command provides need for formal modification of orders.

b. If orders have not been received and AVAIL date is undetermined, or if requiring formal order modification at a later date, current AVAIL will be deleted. A new AVAIL will be submitted when transfer date is determined.

6. **Other Changes and Deletions.** Other AVAIL changes provide new information to the assignment control authorities when necessary (i.e., rate change from air-crewman mechanical to air-crewman helicopter while under instruction and training path is modified, when Service member is dropped from a course of instruction, when an AVAIL is replaced with different class AVAIL due to applicable status change, etc.). The AVAIL will be deleted if Service member will no longer be transferring (i.e., remain onboard, separate, etc.).

7. **Report Submission Methods.** Submit changes and deletions of AVAILS using the same method as the initial AVAIL submission (i.e., NSIPS, EAIS, or encrypted e-mail) to NAVPERSCOM, Deployability Assessment Branch (PERS-454).