

MILPERSMAN 1626-020

ENLISTED SERVICE RECORD ENTRIES AFTER NONJUDICIAL PUNISHMENT (NJP)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) JAGINST 5800.7F, Manual of the Judge Advocate General (JAGMAN) (b) Manual for Courts-Martial United States of 2019 (c) Defense Joint Military Pay System (DJMS) Procedures Training Guide (d) BUPERSINST 1430.16G (e) SECNAVINST 1650.1J
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1. **Procedures.** If punishment is imposed, [NAVPERS 1626/7](#) Report and Disposition of Offense(s) is used to record all nonjudicial punishment (NJP) actions and is submitted along with the [Accused's Notification and Election of Rights](#) for inclusion into a member's official military personnel file (OMPF). Additionally, per reference (a), upon completion of disciplinary action, record as follows:

Punishment Awarded	Actions Required
Dismissed or dismissed with warning	No service record entries required or authorized
Oral reprimand Written admonishment/reprimand Restriction Forfeiture of pay (suspended) Reduction of rate (suspended) Extra duty Conviction by civil authorities	Make NAVPERS 1626/7 entry and submit for inclusion in the OMPF
Forfeiture of pay Vacation of suspended sentence (affecting pay*)	Make NAVPERS 1626/7 and NAVPERS 1070/607 Court Memorandum (Navy Standard Integrated Personnel System (NSIPS) form) entries. * Separate NAVPERS 1070/607 is required (see note 1)

Reduction in rate Reinstatement of rate (time-in-rate (TIR) date same as original TIR date) Reinstatement of rate (TIR date effective after original TIR date)	Make NAVPERS 1626/7 and NAVPERS 1070/607 entry
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Note 1: When vacation of a suspended sentence and an NJP occur on the same day, a separate NAVPERS 1070/607 is required for each event and must be transmitted separately. If applicable, vacate suspension action first, then complete a new [NAVPERS 1626/7](#) and NAVPERS 1070/607 for the NJP (as applicable).

2. **Policy.** The following policy applies to the file entries:

a. Combination of Punishment. Punishments may be combined as long as they do not exceed maximums cited in reference (b), part V, subparagraph 5(d).

b. Forfeiture of Pay. Per reference (b), when punishment includes both reduction in rate (including suspended reduction) and forfeiture of pay, forfeiture is based on the reduced pay grade.

c. Unauthorized Absence (UA). Even if excused or dismissed at NJP, record disposition on NAVPERS 1070/607. See [MILPERSMAN 1600-100](#) for guidance on accounting of UA time. Prepare NAVPERS 1070/606 Record of Unauthorized Absence (NSIPS form) in cases of UA exceeding 24 hours. UA over 24 hours may affect:

- (1) Pay (reference (c))
- (2) Lost time (see [MILPERSMAN 1600-100](#))
- (3) TIR for advancement purpose (reference (d))
- (4) Good Conduct Medal eligibility (reference (e))

d. The legal or personnel office will indicate completion of NJP by dating and initialing the appropriate section on [NAVPERS 1626/7](#), and forward to Navy Personnel Command (NAVPERSCOM), Records Management Policy Branch (PERS-313), along with applicable NAVPERS 1070/606 or NAVPERS 1070/607 for Service members E-5 and below. For Service members E-6 and

above, forward to NAVPERSCOM, Enlisted Performance and Separations Branch (PERS-832) per [MILPERSMAN 1616-040](#).

Note 2: Per [MILPERSMAN 1070-080](#), documents submitted for inclusion in a Service member's OMPF should only contain personal information pertaining to the Service member of record. Unless required by the document's governing directive or otherwise considered essential by the NAVPERSCOM office of primary responsibility, third-party personal information must be redacted (blacked-out) from documents before forwarding to NAVPERSCOM.

Note 3: In the event a civil conviction is overturned or NJP appeal is granted, a request for correction to the Service member's OMPF and electronic service record must be made by official naval letter, with copies of supporting documentation, to PERS-313 and a copy to PERS-832. If the initial NJP required the submission of a NAVPERS 1070/607, a NAVPERS 1070/607 is also required to modify or correct the NJP.