

## MILPERSMAN 1910-408

### RESPONSE TIME TO NOTICE

|                           |                          |        |     |                |
|---------------------------|--------------------------|--------|-----|----------------|
| <b>Responsible Office</b> | NAVPERSCOM<br>(PERS-832) | Phone: | DSN | 882-4433       |
|                           |                          |        | COM | (901) 874-4433 |
|                           |                          |        | FAX | 882-2624       |

1. **Response Timetable.** Use this table to determine a member's response time to a notice of processing.

| IF the member is...                                    | THEN the member has a minimum of...  | AND a maximum...  |
|--|--|---|
| on active duty and <b>not</b> in civilian confinement, | 2 working days to respond to the notice,   | number of working days to respond as determined by the commanding officer (CO). |
| in civilian confinement,                               | 30 days from the date the notice is delivered personally or received by mail at the confinement address,                                 |   |
| an inactive duty reservist,                            | 30 days from the date the notice is delivered personally or received by mail at the designated mailing address (suggest return receipt), |   |

**RULE:** Failure to respond to the notice constitutes a waiver of rights and an appropriate notation will be made on the command copy of the member's notice. If applicable, the individual who mailed the notice shall prepare a sworn affidavit of service by mail per MILPERSMAN 1910-412.