

## MILPERSMAN 1910-412

### HOW TO PREPARE A SWORN AFFIDAVIT OF SERVICE BY MAIL

<b>Responsible Office</b>	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
---------------------------	--------------------------	------------------	-----------------------

MyNavy Career Center	Phone: Toll Free	1-833-330-MNCC (6622)
	E-mail:	<a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a>
	MyNavy Portal:	<a href="https://my.navy.mil/">https://my.navy.mil/</a>

1. **When Member does not Respond.** If members do not respond to their notice of separation processing by the allotted time, the person who mailed the notice shall prepare the below affidavit and forward it to the separation authority (SA) along with PS 3800, Receipt for Certified Mail and PS 3811, Domestic Return Receipt.

<b>SWORN AFFIDAVIT OF SERVICE BY MAIL</b>	
<b>STATE</b>	<b>COUNTY</b>
<p>I, _____, have been duly sworn,</p> <p>declare that on the _____ day of _____, 20____, I mailed the original notice, a true copy of which is attached hereto, by Certified Mail (return receipt requested) (or by an equivalent form of notice if such service by U.S. Mail is not available outside of the United States) to:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>in a securely wrapped and sealed official postal envelope with a PS 3811, Domestic Return Receipt attached. A PS 3800, Receipt for Certified Mail attesting to such action is attached to this affidavit.</p>	
<b>SIGNATURE OF INDIVIDUAL MAILING NOTICE</b>	<b>SWORN BEFORE ME THIS _____ DAY OF _____ 20 ____.</b>
<b>RANK AND JOB TITLE</b>	<b>RANK/RATE AND JOB TITLE</b>