

MILPERSMAN 5215-010

PROCEDURES FOR PREPARING ARTICLES AND SUBMITTING CHANGES TO NAVPERS 15560D, NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)

Responsible Office	BUPERS (BUPERS-00T4)	Phone:	(901) 874-3050/3053
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MyNavy Career Center		Phone: Toll Free	1-833-330-MNCC (6622)
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References	(a) SECNAV M-5210.2 of August 2018 (b) SECNAV M-5216.5 of May 2018 (c) U.S. Government Printing Office (GPO) Style Manual, 2016 edition (d) OPNAV M-5215.1 of May 2016 (e) OPNAVINST 5400.45
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1. **Purpose**. This article provides basic editorial policies and procedures for preparing and submitting changes to the Naval Military Personnel Manual (MILPERSMAN).

2. **Background**

a. The MILPERSMAN contains essential policy, procedures, and other information necessary for the effective management of Navy military personnel and is the principal publication for providing policy and executing military personnel administration in the Navy. MILPERSMAN article identification consists of the MILPERSMAN acronym and a standard subject identification code (SSIC) hyphenated with a series or sequential number (e.g., MILPERSMAN 5215-010). SSICs are obtained from reference (a).

b. The MILPERSMAN is maintained by the Bureau of Naval Personnel (BUPERS) Directives and Publications Division (BUPERS-00T4) and is available on the MyNavy HR Web site at <https://www.mynavyhr.navy.mil/References/MILPERSMAN>. MILPERSMAN updates are posted to the Web site upon approval.

3. **MILPERSMAN Article Ownership.** The office(s) originating an article (owner(s)) is termed the **responsible office(s) (RO)** and is responsible for biennial reviews, updates, and coordination routing of newly created and revised articles. Assignments of responsibility are listed at the top of each MILPERSMAN article (RO block) and in the MILPERSMAN table of contents.

4. **Urgent and Priority Articles**

a. An urgent article is a new or revised article containing information that has an immediate impact on policy and procedures. Urgent articles are deadline-driven and require expedited routing for final approval, normally within 5 business days.

b. A priority article is an article that needs to be expedited through the final approval routing process, normally within 5 weeks.

c. Written justification for urgent or priority processing is required. Contact the MILPERSMAN Manager at (901) 874-3050 or milpersman@us.navy.mil for questions or assistance.

5. **RO Responsibilities**

a. **Periodic Reviews.** ROs must review articles under their cognizance **at least every 2 years** for:

- (1) Currency and validity of stated policy and procedures;
- (2) Currency of references, forms, publications, and documents cited in the article;
- (3) Validity of organization titles, codes, and contact information;
- (4) Opportunity to consolidate articles (whenever possible); and
- (5) Need to cancel articles that are no longer applicable or have served their purpose.

Note: Submission of [NAVPERS 5602/7](#) MILPERSMAN Review and Change Request, with blocks 1 through 7 completed, is required to **indicate periodic review without changes.**

b. **Article Writing.** Write articles in direct, simple language so that they are easily understood by military and civilian personnel at all levels. ROs must ensure articles are drafted in the format described in this article and follow editorial policies per references (b) through (e).

c. **New Articles and Revisions.** ROs will use the following steps to assist with drafting new articles or making updates:

(1) **Identify the Type of Action.** ROs are responsible for identifying the type of action they are taking in block 1 of the [NAVPERS 5602/7](#) in order to select the proper routing. Block 1 provides for the following actions:

(a) **Policy and Procedure Update.** Amends portion(s) of an article that affects change to policy or procedure(s) (use routing cited in subparagraph 5c(3)(a)).

(b) **Administrative Change.** Amends non-substantive portions of an article (e.g., update of references and forms, grammatical corrections, minor wording changes for clarity, and correction of telephone numbers and organization codes) (use routing cited in subparagraph 5c(3)(b)).

(c) **New Article.** New material added to the MILPERSMAN (use routing cited in subparagraph 5c(3)(a)).

(d) **Deletion (cancellation) of Article.** Article recommended for removal from the MILPERSMAN (use routing cited in subparagraph 5c(3)(a)).

(e) **RO Change.** Changes ownership and functional responsibility from one organization code to another or adds a joint owner (use routing cited in subparagraph 5c(3)(a)).

(2) **Draft New Article or Revision to Current Article**

(a) **Request Template for New Article.** Send an unencrypted e-mail to milpersman@us.navy.mil to request an article template to draft a new article (Microsoft Word, Courier New, 12-pitch, and 1-inch margins all around) and a MILPERSMAN number. ROs must provide the SSIC per reference (a) so that the MILPERSMAN Manager may assign a corresponding article and series number.

(b) Revisions. For revisions or cancellation recommendations, send an unencrypted e-mail to milpersman@us.navy.mil to request the official Microsoft Word version of the article.

(d) Complete NAVPERS 5602/7. Fill out NAVPERS 5602/7 for each new article or article(s) to be revised or cancelled. If an article is being cancelled due to consolidation with another, only one NAVPERS 5602/7 is routed with an explanation stated in block 4. Include, in block 3, a general statement or reference explaining what brought about the required change. List specific changes made to the article in block 4 (e.g., subparagraph 5a removed; subparagraph 7e(2) added new policy for screening procedures, etc.). If several changes are being made throughout the article, include the following statement in block 4: "Article has been revised throughout and should be reviewed in its entirety." NAVPERS 5602/7 is available on the MyNavy HR Web site at <https://www.mynavyhr.navy.mil/References/MILPERSMAN>.

(e) Prepare Article. Make changes to the electronic copy of article using tracked changes (do not provide numerous marked-up drafts), enclose the final (clean) **and** tracked-change versions of the article. **For articles being recommended for cancellation, on the Microsoft word-version insert a watermark stating "Cancelled" diagonally across each page and enclose it in the package.**

(f) Pertinent Documents. Include documents pertaining to the new article or change request and any references not easily accessible (e.g., e-mails, not to all (NOTAL) references, memorandums, etc.).

(3) **Route Change Package**. Packages will be routed in two phases, creation and final approval. ROs must obtain required chops listed in this subparagraph during the creation routing phase, via their department, prior to submission to BUPERS-00T4 for final approval routing to Deputy Chief of Naval Personnel (DEP CHNAVPERS). For jointly-owned articles, all offices and chains of authority must coordinate changes on reviews and updates and sign block 7 of the NAVPERS 5602/7. (**Note:** ROs must e-mail the NAVPERS 5602/7 (completely filled-out and digitally signed by all stakeholders (block 6) and chain(s) of authority (block 7)); tracked change version and consolidated final version of the article (final version must have all tracked changes approved or rejected); and pertinent documents to milpersman@us.navy.mil for

final approval routing). ROs will route packages during the creation phase in the following order:

(a) **Policy and Procedural Changes**

1. Stakeholder (interested party). Stakeholders are offices or organizations, or both, having a valid interest in an article as their functions may be impacted by the creation of, change to, or cancellation of an article and for which they may need to provide input to. Generally, any office or outside agency mentioned in an article is considered an interested party and must chop the initial article and all subsequent changes to it and sign block 6 of the [NAVPERS 5602/7](#) prior to routing through the RO's chain of authority. (**Note:** the Office of the Chief of Naval Operations (OPNAV) Military Personnel Plans and Policy Division (OPNAV N13), to include its branches, will only review new and select articles as indicated on the approved OPNAV N13 MILPERSMAN review listing. BUPERS-00T4 will coordinate OPNAV N13's review during the final approval routing phase;

2. Unit, section, branch head (e.g., PERS-405);

3. Division director (e.g., PERS-40);

4. Department head or director (e.g., PERS-4);

and

5. Commander or commanding officer - if the article's RO is an activity other than OPNAV, BUPERS, or Navy Personnel Command (NAVPERSCOM).

(b) **Administrative Changes**

1. Unit, section, branch head;

2. Division director;

3. Department head; and

4. Commander or commanding officer - if the article's RO is an activity other than OPNAV, BUPERS, or NAVPERSCOM.

Note: Incomplete packages and or separate copies of [NAVPERS 5602/7](#) will be returned to the RO without action.

d. **Recommendations for Drafting and Routing Articles.** The following recommendations will assist ROs with effecting a smooth and effective routing process and with drafting and revising articles:

(1) Coordinate with BUPERS-00T4 MILPERSMAN Manager for historical information and identification of interested parties.

(2) Monitor package activity and be responsive and proactive throughout the entire routing process.

(3) Ensure the package (electronic version) is properly turned over to your relief or supervisor before you depart from your position.

(4) Work closely with subject matter experts from OPNAV and other stakeholders (as needed).

(5) To prevent frequent updates, use references that contain relevant information instead of writing detailed information in the article. ROs are responsible and accountable for ensuring all references are available or accessible. The use of **NOTAL references must provide instructions within the article for obtaining them.**

(6) Ensure your contact information is easily accessible (block 5 of [NAVPERS 5602/7](#)) to enable better communication among stakeholders and routing offices.

(7) Use the **MILPERSMAN Interactive Guide**, available on the MyNavy HR Web site at <https://www.mynavyhr.navy.mil/References/MILPERSMAN>, to assist with preparation and routing of standard, urgent, and priority articles.

6. **BUPERS-00T4 - Responsibilities**

a. **Preparing Packages for Approval**

(1) Upon receipt of a complete electronic package from the RO, initiate a tasker and upload MILPERSMAN article and associated documentation into the enterprise task management system for final approval routing;

(2) Review article change package for compliance with references (a) through (d) and other established procedures and editorial practices; and

(3) Resolve package deficiencies or questions with the RO.

Note: On a case-by-case basis and at the discretion of the MILPERSMAN Manager, BUPERS-00T4 will request an RO to initiate an article review.

b. **Routing Package Through the Final Approval Phase**
(NAVPERS 5602/7, block 8)

(1) OPNAV N13 (refer to OPNAV N13 MILPERSMAN review list before making assignments within the tasking system);

(2) RO (for review of any changes required by OPNAV N13;

(3) Director, BUPERS-00T4;

(4) NAVPERSCOM Office of Legal Counsel (PERS-00J);

(5) NAVPERSCOM Executive Director (PERS-00B);

(6) NAVPERSCOM Force Master Chief (PERS-00M) (for information on enlisted policies only); and

(7) DEP CHNAVPERS (BUPERS-00B).

Note: Final approval authority for administrative changes and periodic reviews without changes will be Director, BUPERS-00T4.

c. **Publishing Articles.** MILPERSMAN articles and formal summaries will be published on the MyNavy HR Web site at <https://www.mynavyhr.navy.mil/References/MILPERSMAN>.

Note: If information related to an article needs to be issued prior to the article's incorporation into the MILPERSMAN, the RO may initiate and forward a BUPERS notice or naval administrative (NAVADMIN) message through proper channels for concurrence and signature or release. To ensure timely inclusion into the MILPERSMAN and to avoid duplication of effort, the BUPERS notice or NAVADMIN should be accompanied with the proposed MILPERSMAN change and a copy included in the MILPERSMAN package.

d. **Incorporating Articles into the MILPERSMAN Historical Library**

(1) MILPERSMAN articles and associated documents are permanent records; canceled and superseded article cases files must be stored in the designated electronic records management application.

(2) Consult with the BUPERS Records Manager for guidance on retention, disposition, and storage of MILPERSMAN records.

(3) Maintain the MILPERSMAN historical library and provide research and retrieval support for archived articles.

7. **OPNAV N13 Roles and Responsibilities**

a. In coordination with the MILPERSMAN Manager, OPNAV N13 conducts periodic review of the MILPERSMAN table of contents for determination of article routing requirements to OPNAV N13 and its branches.

b. OPNAV N13 **only** reviews new and select articles in which they have equity.

c. Completes review of articles routed to them by BUPERS-00T4 for compliance with applicable policies and procedures within 30 calendar days of receipt. Urgent and priority article review timelines are coordinated with the MILPERSMAN Manager.

d. Subdelegates articles for review to their applicable subordinate code(s) not previously assigned by BUPERS-00T4.

e. Provides subject matter expertise and coordinates with the MILPERSMAN Manager and ROs, as needed.

8. **Basic Editorial Policies**

a. Expressions of policy regarding personnel administration will not be included in other manuals or directives unless specifically authorized or directed by the Chief of Naval Personnel. Established policy may be quoted, interpreted, and implemented, provided it does not conflict with the MILPERSMAN or other more precedent regulations.

b. References (b) through (d) provide standards for writing articles. Exhibits 1 and 2 provide editorial guidelines specifically for MILPERSMAN articles. Writers should **strive for consistency** with current MILPERSMAN style, use of terms, etc.

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
(Page 1 of 10)

ACRONYMS	<ul style="list-style-type: none">• Spell-out the complete official title, per reference (e), of an activity the first time it is used in an article. Navy Personnel Command• Refer to Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms, and the Navy Supplement to the DoD Dictionary of Military and Associated Terms to properly cite acronyms. Normally, acronyms are cited in all capital letters: NAVPERSCOM BUMED SECNAV DON <p>Note: SecDef (Secretary of Defense), Department of Defense (DoD)</p> <ul style="list-style-type: none">• If an activity will be cited again in the article, follow the first usage with its acronym, enclosed in parentheses. In later use, use only the acronym, without parentheses. Initial citation: Navy Personnel Command (NAVPERSCOM) Subsequent citation: NAVPERSCOM <p>Note: Use only official long titled formal acronyms (e.g., NAVPERSCOM vice NPC)</p> <ul style="list-style-type: none">• List organization's title and code the first time an organization code is used. Use only the code thereafter, unless it is an "N" code that may be common to several organizations, whereas the organizational acronym should be repeated. Navy Personnel Command (NAVPERSCOM) Records Management and Benefits Division (PERS-31) Subsequent citation: PERS-31
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EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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ACTION WORDS	<ul style="list-style-type: none">• Use the following verbs when action is optional or discretionary: should may• Use the following verbs when action is required, mandatory, or prohibited: must must not• Use the verb "will" to connote a statement of future condition Note: Do not use the verb "shall"
ADDRESSES	<ul style="list-style-type: none">• When referring to the location of an installation or activity, use the official command name and location as stated in reference (e). Do not use its mailing address. Naval Station Guantanamo Bay, Cuba Naval Air Station, Pensacola, FL• If a command's official name identifies its location, as stated in reference (e), there is no need to repeat the location. Naval Station Norfolk U.S. Naval Forces Iceland• If an activity is not listed in reference (e), provide the complete mailing address, including correct zip code plus 4-digit extension. U.S. Government Printing Office 732 North Capitol Street, NW Washington, DC 20401-0003
ASTERISKS	<ul style="list-style-type: none">• Do not use asterisks in MILPERSMAN articles.

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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ATTACHMENTS TO ARTICLES	<ul style="list-style-type: none"> • Avoid including exhibits, charts, graphs, samples, examples, form letters, forms, and material that do not follow the format and style of the manual. • If contents of a letter or orders are included as an example in an article, preface the information with, "Use the proper letter, order, or message format:" • When it is necessary to use additional documents for clarification of information, they should be included as exhibits at the end of the specific article.
COMMAS	<ul style="list-style-type: none"> • Use a comma after each item in a series of three or more words, phrases, letters, or figures used with "and" or "or." <p style="margin-left: 40px;"> red, white, and blue 6, 7, and 10 red, white, or blue 6, 7, or 10 red, white, or blue or all </p>
CONJUNCTIVE ADVERBS	<ul style="list-style-type: none"> • Avoid the following words, as their use often tends to join thoughts that can be better expressed in two or more sentences: <p style="margin-left: 40px;"> however furthermore otherwise therefore accordingly consequently moreover nevertheless </p>
CONUS OCONUS	<ul style="list-style-type: none"> • Spell-out these phrases the first time used in an article, followed by their acronym in parenthesis, if they will be used again in the article. <p style="margin-left: 40px;"> continental United States (CONUS) (means the 48 contiguous States plus the District of Columbia) </p> <p style="margin-left: 40px;"> outside continental United States (OCONUS) (Alaska and Hawaii are OCONUS) </p> <ul style="list-style-type: none"> • If required for clarification, specify one of the following: <p style="margin-left: 40px;"> The "48 contiguous United States and District of Columbia." </p>

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<p>CONUS OCONUS (Continued)</p>	<p>If Alaska or Hawaii is to be included, specify (e.g., "CONUS and Alaska and Hawaii.")</p> <p>If the 50 States are intended, use "the United States and District of Columbia."</p>
<p>EMPHASIZING</p>	<ul style="list-style-type: none"> • Use bold letters for emphasis. Bold only the statement meant to be emphasized, not the entire paragraph or sentence. • Do not use underscoring for emphasis. • Do not use capitalization for emphasis.
<p>FOOTNOTES</p>	<ul style="list-style-type: none"> • Do not use footnotes in MILPERSMAN articles.
<p>FORMS</p>	<ul style="list-style-type: none"> • Initially cite forms within the body of an article by their identification number and title; thereafter, use only the identification number. <p style="margin-left: 40px;"> <u>NAVPERS 1070/622 Agreement to Recall or Extend Active Duty</u> <u>DD 369 Police Record Check</u> </p> <p style="margin-left: 40px;"> <u>NAVPERS 1070/622</u> <u>DD 369</u> </p> <ul style="list-style-type: none"> • Do not list a form in the reference block of an article. • Do not use the word "form" in conjunction with a form's identification (e.g., NAVPERS Form 1070/613, DD Form 369). • Do not use a form as an exhibit within an article. • Use a hyperlink to take the reader to the form or direct the reader to its source.
<p>FRACTIONS</p>	<ul style="list-style-type: none"> • When measurements or similar combinations of numbers with fractions are written, the fractions will be separated from the preceding number by a hyphen. <p style="margin-left: 40px;"> 1-5/8" x 5-1/2" 6-1/2 inches x 3-3/4 inches </p>

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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QUOTATION MARKS	<ul style="list-style-type: none">• Limit the use of quotation marks to essential quotes and other required usage.
NAVY RESERVE	<ul style="list-style-type: none">• Use "reservist" when referring to a member of the Navy Reserve.• When referring to Navy Reserve Forces, capitalize the following: Reserve Component Individual Ready Reserve Ready Reserve Retired Reserve Selected Reserve Standby Reserve Active Reserve Training and Administration of the Reserve
NUMBERS	<ul style="list-style-type: none">• Spell-out numbers less than 10 except in the following cases (see reference (c)): Where reference is made to such items as numbered paragraphs. Do not use the words "below" or "above" following the numbered paragraphs. Paragraph 1, subparagraph 1a, subparagraph 1a(1) Units of measurement and time (age, time, clock time, and dates). 5 years old, 2 days, 3-day• When 2 or more numbers appear in a sentence and 1 of them is 10 or larger, figures are used for each number. The man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.• Spell-out numbers beginning a sentence, except when part of a titled document. 10 United States Code

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RANKS, RATINGS, AND RATES	<ul style="list-style-type: none">• Begin spelled-out ranks and ratings with a lower-case letter, except when they start a sentence or are to be followed by a name. captain, yeoman Captain Smith, Yeoman Smith• Use capital letters for abbreviation of officer grades and enlisted ratings and rates. CAPT, YN, PO1• Use pay grade when referring to level of rank.• Use rating when referring to occupational series.• Use rate when referring to a paygrade within a rating.
REFERENCES	DIRECTIVES, MANUALS, AND PUBLICATIONS <ul style="list-style-type: none">• List references in the reference block of an article in the order they appear in the body of the article. Refer to the references throughout the body of the article as "reference (a)", etc. See references (b) and (d) for proper citation. BUPERSINST 5400.9K SECNAV 5216.5 M-5216.5, Department of the Navy Correspondence Manual, June 2015• Do not use terms such as "current edition," "pertinent," "applicable," or "series" when referring to directives.• Do not use the word "series" to indicate successive changes to a basic document.

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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REFERENCES	<p>DoD ISSUANCES</p> <ul style="list-style-type: none">• DoD directives require the number and full spelled-out date, see reference (b) for proper citation: DoD Directive 5500.7 of 6 May 1997 DoD Instruction 1995.1 of 4 April 1994• DoD publications require the number, date, and subject (if not clear from the article's title/text). DoD Manual 5200.28, ADP Security Manual (C31), of January 1973 <p>FEDERAL STATUTE</p> <ul style="list-style-type: none">• United States Code (U.S.C.), list references as follows in the MILPERSMAN. Do not reference various sections, chapter, parts, etc., of one document as an individual reference. Instead, identify the main document as a reference and distinguish the specific section(s), chapter(s), part(s), etc., within the body of the text. • References (a) 38 U.S.C. (b) 10 U.S.C. In the text: reference (a), chapter 34,• Code of Federal Regulations (CFR) requires title number, "CFR," part or chapter number, and section number (optional). 41 CFR 201-45.000• Federal Register (FR) requires volume number, "FR," and page number. 21 FR 623• Executive Order (E.O.) requires "E.O." and order number. E.O. 12564
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EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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REFERENCES (continued)	MILPERSMAN AND ARTICLE NUMBERS <ul style="list-style-type: none">• Within this manual, use the acronym MILPERSMAN.• Refer to articles in this manual by their 7- or 8-digit identification number consisting of the standard subject identification code (SSIC) and a 3- or 4-digit extension number. 1306-969 1306-1100• Use the following example for a combined reference to the MILPERSMAN and an article: MILPERSMAN 5215-010• Do not list a MILPERSMAN article in the reference block of an article. Reference to a MILPERSMAN must be made within the text. PARTS OF PUBLICATIONS -- PARAGRAPHS, ARTICLES, CHAPTERS, SECTIONS, PAGES, FIGURES, VOLUME, PART, ETC. <ul style="list-style-type: none">• Do not reference various sections, chapter, parts, etc., of one document as an individual reference. Instead, identify the main document as a reference and distinguish the specific section(s), chapter(s), part(s), etc., within the body of the text. Ref: (a) 10 U.S.C.• In the body, specify the section(s), such as ". . . per reference (a), section 2349.• In the body of an article, use lowercase letters when citing parts of references reference (a), article 38, reference (b), chapter 2, section 2
SEPARATORS	<ul style="list-style-type: none">• Use a hyphen for separation of words or phrases only when necessary.• A comma or semicolon may be used for separation.

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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SERVICE RECORD PAGE	<ul style="list-style-type: none"> Refer to a service record page by its identification number and title. Initial use: NAVPERS 1070/613 Administrative Remarks Subsequent use: NAVPERS 1070/613 Do not use "Page 13" to refer to the above. 																				
SYMBOLS	<ul style="list-style-type: none"> Do not use symbols for the following words: <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">pound (lb)</td> <td>number (#)</td> </tr> <tr> <td>cent</td> <td>percent (%)</td> </tr> <tr> <td>degree</td> <td>plus or minus combined (+, -, +/-)</td> </tr> </table> 	pound (lb)	number (#)	cent	percent (%)	degree	plus or minus combined (+, -, +/-)														
pound (lb)	number (#)																				
cent	percent (%)																				
degree	plus or minus combined (+, -, +/-)																				
SOCIAL SECURITY NUMBER (SSN)	<ul style="list-style-type: none"> It is recommended that the Social Security number (SSN) not be requested in articles (e.g., letters and messages) when possible. If the SSN cannot be eliminated from your business process, then require only minimum SSN information to identify a Service member (i.e., truncated to last four or full SSN when absolutely necessary) and obtain guidance and approval (block 6 of the NAVPERS 5602/7) for use from BUPERS-07 (Privacy Information Coordinator). 																				
TERMINOLOGY	<ul style="list-style-type: none"> The following words are used to refer to non-naval Service members (e.g., prior to swearing in): <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">individual</td> <td></td> </tr> <tr> <td>person</td> <td></td> </tr> </table> The following words are synonymous to referring to those in the Navy: <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">personnel</td> <td></td> </tr> <tr> <td>Service members</td> <td></td> </tr> <tr> <td>officers</td> <td></td> </tr> </table> Preferred for consistent use in an article rather than alternate use with "personnel:" <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Members</td> <td></td> </tr> </table> Always capitalize the following words: <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Service</td> <td>(when used synonymously with a Military Service)</td> </tr> <tr> <td>Sailor</td> <td></td> </tr> <tr> <td>Service member</td> <td></td> </tr> <tr> <td>Military Services</td> <td></td> </tr> </table> 	individual		person		personnel		Service members		officers		Members		Service	(when used synonymously with a Military Service)	Sailor		Service member		Military Services	
individual																					
person																					
personnel																					
Service members																					
officers																					
Members																					
Service	(when used synonymously with a Military Service)																				
Sailor																					
Service member																					
Military Services																					

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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TERMINOLOGY (continued)	<ul style="list-style-type: none">• The following words are used to refer to male and female personnel: <table data-bbox="548 489 1104 604"><tr><td>Service member</td><td>petty officer</td></tr><tr><td>student</td><td>personnel</td></tr><tr><td>spouse</td><td>applicant</td></tr><tr><td>officer</td><td>(or similar terms)</td></tr></table>• Used only to the extent necessary to satisfy explicit statutory requirements regarding entitlement to benefits and privileges, or both.• Do not use "in accordance with," in lieu of, use "per," "by," "following" or "under."	Service member	petty officer	student	personnel	spouse	applicant	officer	(or similar terms)
Service member	petty officer								
student	personnel								
spouse	applicant								
officer	(or similar terms)								
Virgules (slashes)	<ul style="list-style-type: none">• Do not use virgules ("/") when they can be replaced with "and" or "or," as their use is ambiguous and can create confusion.• In cases where it can be used, write out "either A, or B, or both."								

EXHIBIT 2
LISTS
(Page 1 of 3)

1. **Complete Introductory Sentences**

a. When a displayed list is introduced by a **complete sentence**, that sentence may end with a period or a colon. When the introductory sentence contains such anticipatory words or phrases as **"these," "as follows,"** and **"the following"** a colon may be more appropriate.

b. When the **list items** that follow a **complete introductory sentence** are **not complete sentences**, the items may begin with either uppercase or lowercase letters and end with either periods or no punctuation. Whatever style is chosen, it should be followed throughout the publication for the same type list. **(Note: For consistency, styles in the following examples are preferred for use in the MILPERSMAN.)**

Example 1: (List items are long phrases with a period at the end.)

1. The following personnel are not eligible:

- a. Members whose services are essential to the mission of the command.
- b. Members who are ordered to active duty due to unsatisfactory participation in a Selected Reserve unit.
- c. Members seeking to qualify for citizenship by completion of 3 years of active duty.

Example 2: (List items are words, titles, or short phrases with no period at end.)

1. The following designators comprise the TAR Officer Program:

- a. Human Resources (1207)
- b. Surface Warfare (1117)
- c. Submarine Warfare (1127)

c. When the list items that follow a **complete introductory sentence** are **complete sentences**, each item must begin with an uppercase letter and end with a period.

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d. The introductory sentence ends with a colon or a period (whichever is appropriate).

Example 1:

1. The following sentences outline the minimum and mandatory inclusions required for a properly drafted command endorsement letter:

a. Commanding officers must forward the resignation request by endorsement within 10 days and certify the information provided in the officer's resignation letter is correct.

b. The commanding officer's endorsement must comment on the circumstances of all resignations submitted by officers within the command.

c. The commanding officer's endorsement must contain an assessment of the need for a qualified relief.

Example 2:

1. The following are guidelines for submission of a Service member's request for transfer to the Fleet Reserve:

a. Member should submit the request 6 to 18 months prior to the requested transfer date.

b. Member submits [NAVPERS 1336/3](#) Special Request/Authorization via the chain of command.

c. Upon the commanding officer's approval, forward the Service member's request to the command career counselor.

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3. Incomplete Introductory Sentences

a. When a displayed list is introduced by an **incomplete sentence**, the sentence fragment **should not end with a colon** because the colon interrupts the grammatical continuity of the sentence. In fact, when combined with the introductory phrase, each list item must form a grammatically correct sentence. Watch for problems in subject-verb agreement, pronoun-antecedent agreement, and verb tense.

Example:

1. Required enclosures when processing include a
 - a. Copy of the most recent performance evaluation;
 - b. Commanding officer's recommendation; and
 - c. Copy of the [NAVPERS 1070/613](#) counseling, if applicable.

b. If none of the items in the list has an internal comma, each item ends with a comma instead of a semicolon. Use care with the words "or" and "and" in the second-to-last sentence, as the way they are used can change the meaning of the sentence. When each item of the list completes the introductory sentence, the introductory sentence may end with a comma, semicolon, dash, or no punctuation at all, whichever is appropriate.

- (1) The list items can begin with lowercase letters,
- (2) All but the last item end with a comma or semicolon,
- (3) The second-to-last item ends with "and" or "or", and
- (4) The last item ends with a period.