

MILPERSMAN 5215-010

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

Responsible Office	BUPERS-00T4	Phone:	DSN	882-3050
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References	(a) SECNAV M-5210.2, Standard Subject Identification (SSIC) Manual, August 2018 (b) SECNAV M-5216.5, Department of the Navy Correspondence Manual, June 2015 (c) U.S. Government Printing Office (GPO) Style Manual, 2016 edition (d) OPNAV M-5215.1, Navy Directives Management Program Manual May 2016 (e) OPNAVINST 5400.45 (Standard Naval Distribution List (SNDL))
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1. **Purpose.** This article provides basic editorial policies and procedures for preparing and submitting changes to the Navy Military Personnel Manual (MILPERSMAN).

2. **Background**

a. The MILPERSMAN contains essential policy, procedures, and other material 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 a standard subject identification code (SSIC) and an extension number. The first four digits of an article's number comprise the SSIC, which is assigned per reference (a).

b. The MILPERSMAN is maintained by Bureau of Naval Personnel Directives and Publications Branch (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 and appear on the next edition of the BUPERS CD.

3. **MILPERSMAN Article Ownership**. The office originating an article (owner(s)) is termed the **responsible office(s) (RO)** and is responsible for annual reviews, updates, and routing. Assignments of responsibility and or ownership are listed at the top of each MILPERSMAN article (Responsible Office block) and in the MILPERSMAN table of contents.

4. **URGENT Articles**. 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 working days. Written justification explaining the need for urgent processing is required. Contact the MILPERSMAN manager at (901) 874-3050 or MILL_MILPERSMANMGR@navy.mil for questions and or assistance.

5. **RO - Responsibilities**

a. **Annual Reviews**. ROs review articles under their cognizance **annually** for:

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- (5) Need to cancel articles that are no longer applicable or have served their purpose.

b. **Article Writing**. Write articles in direct, simple language so that they are easily understood by personnel at all levels.

c. **New Articles and Revisions**. ROs are encouraged to use the "comment matrix" which is uploaded on the MyNavy HR Web site:

<https://www.mynavyhr.navy.mil/References/MILPERSMAN> for version control of drafts and better communication. ROs may use the following steps to assist with article updates:

(1) **Identify the Type of Action.** ROs are responsible for identifying the type of action they are taking so that they may choose the proper routing.

(a) Policy and or Procedure Update - Amends portions(s) of an article that affects change to policy or procedures (use routing listed in subparagraph 4b(3)(a) below),

(b) New Article - New material added to the MILPERSMAN) (use routing listed in subparagraph 4b(3)(a) below),

(c) Deletion (cancellation) of Article - Article removed from the MILPERSMAN (use routing listed in subparagraph 4b(3)(a) below),

(d) RO Change - Changes ownership and functional responsibility from one organization code to another (use routing listed in subparagraph 4b(3)(a) below), and

(e) 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 listed in subparagraph 4b(3)(b) below).

(2) **Prepare Change to Article**

(a) Request a Template. Send an e-mail to MILL_MILPERSMANMGR@navy.mil(unencrypted) to request a template for new articles (Microsoft Word, Courier New, 12-pitch, and 1-inch margins all around), a new MILPERSMAN number, and or the current version (Word Document) for updates and cancellations.

(b) Complete [NAVPERS 5602/7](#) MILPERSMAN Review and Change Request. Fill out [NAVPERS 5602/7](#) for each new article and articles to be revised or cancelled. Include, in block 3, a general statement or reference explaining what brought about the required change. List specific changes that were made to the article in block 4 (e.g., subparagraph 5a removed; subparagraph 7e(2), inserted new policy for screening procedures etc.). If several changes are being made throughout the article, state

"Article has been revised throughout, please review in its entirety." in block 4. [NAVPERS 5602/7](https://www.mynavyhr.navy.mil/References/MILPERSMAN) is available on the MyNavy HR Web site <https://www.mynavyhr.navy.mil/References/MILPERSMAN> and the BUPERS CD.

(c) Prepare Article. Make changes to the electronic copy of article using tracked changes (do not provide numerous marked-up drafts), enclose the newly drafted article or enclose the article to be **deleted** with a "Cancelled" watermark (as applicable).

(d) Upload Pertinent Documents. Include documents pertaining to the change request (e.g., e-mails, not to all (NOTAL) references, memos etc.).

(3) **Route Change Package.** ROs must e-mail article with tracked changes and [NAVPERS 5602/7](https://www.mynavyhr.navy.mil/References/MILPERSMAN) to MILL_MILPERSMANMGR@navy.mil for upload into the enterprise or command-directed task management system. BUPERS-00T4 will be the initiator of all MILPERSMAN-related taskers, ROs will be the "office of primary responsibility" (OPR), and stakeholders (interested parties) will be the "office of coordination responsibility" (OCR). ROs should obtain required chops listed in this subparagraph prior to submitting packages via their department to the Deputy Chief of Naval Personnel (DEP CHNAVPERS) for approval routing. For jointly-owned articles, all offices and chains of authority should coordinate changes on reviews and updates. (**Note:** ROs, as the OPR, are responsible for routing and coordinating change packages using command-directed task management system). Route packages in the order listed below:

(a) **Policy and Procedural Changes**

1. Stakeholders (interested party). Chops should be obtained from all stakeholders (offices and or organizations having a valid interest), as their functions may be impacted by a change to the article, or they may need to provide input concerning a change. Generally, any office code or outside agency mentioned in an article is considered an interested party and should chop all changes to the article).

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, BUPERS-3);

5. Commander or commanding officer - if article is owned by an activity other than Office of the Chief of Naval Operations (OPNAV), BUPERS, or NAVPERSCOM; and

6. OPNAV Military Personnel Plans and Policy (OPNAV N13) branches.

(b) **Administrative Changes**

1. Unit, section, branch head;

2. Division director;

3. Department head; and

4. Commander/commanding officer - if article is owned by an activity other than OPNAV, BUPERS, or NAVPERSCOM.

(4) **Forward package to BUPERS-00T4 for approval routing.**

(a) Ensure all stakeholders have reviewed and concurred with the article as written. Stakeholders must sign [NAVPERS 5602/7](#) and "complete"/"concur" in the command-directed task management system. Note: Incomplete packages will be returned to the RO.

(b) Provide article to BUPERS-00T4 with electronic consolidated changes (tracked changes), [NAVPERS 5602/7](#) (completely filled-out and approved by all stakeholders), and supporting and pertinent documents through the command-directed task management system.

(c) Ensure associated tasker is currently awaiting BUPERS-00T4 response in the designated task management system.

d. **Recommendations.** The following recommendations will assist ROs with a smooth and effective routing process:

(1) Gain access to the command-directed task management system to maintain visibility of package changes and routing status.

(2) Use comment matrix to manage version control and to enable easier visibility of changes made to the article.

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

(4) Ensure the package (electronic version) is properly turned over to your relief or your supervisor before you rotate to a new job.

(5) Work closely with subject matter experts from OPNAV N13 branches (as needed).

(6) To prevent frequent updates, use references that contain relevant information instead of writing detailed information in the article.

(7) Ensure your contact information is easily accessible in order to enable better communication among stakeholders.

(8) Use the MILPERSMAN **interactive guide** to assist with the overall process, standard routing and routing of urgent articles, and with taskers.

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

a. **Preparing Packages for Approval**

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

(2) Coordinate and resolve deficiencies or questions with RO; and

(3) Prepare and assemble smooth article and formal summary to include [NAVPERS 5602/7](#) and supporting documentation.

b. **Routing Package through the Approval Chain** (listed on [NAVPERS 5602/7](#), block 8).

(1) BUPERS-00T4

(2) OPNAV N13

(3) BUPERS Office of Legal Counsel (BUPERS-00J)

(4) Assistant Deputy Chief of Naval Personnel (BUPERS-00BB)

(5) DEP CHNAVPERS (BUPERS-00B)

c. **Publishing Articles.** MILPERSMAN articles and formal summaries will be prepared for publishing on the MyNavy HR Web site <https://www.mynavyhr.navy.mil/References/MILPERSMAN> and for distribution on the BUPERS CD.

(1) Annotate the approval date on the electronic versions of the article and change summary.

(2) Publish article and formal summary to the MyNavy HR Web site <https://www.mynavyhr.navy.mil/References/MILPERSMAN> and forward copies to the BUPERS CD manager.

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 Navy administrative (NAVADMIN) message through proper channels for concurrence and signature. To ensure timely inclusion in the MILPERSMAN, via Web and CD, and to avoid duplication of effort, the BUPERS notice or NAVADMIN should be accompanied by the proposed MILPERSMAN change.

d. **Incorporating Articles into the MILPERSMAN historical library**

(1) Maintain permanent electronic case files for MILPERSMAN changes in the designated records management application.

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

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

7. **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 (CHNAVPERS). 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 8)

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 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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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"
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EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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<p>ADDRESSES</p>	<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. <p style="text-align: center;">Naval Station Guantanamo Bay, Cuba Naval Air Station, Pensacola, FL</p> If a command's official name identifies its location, as stated in reference (e), there is no need to repeat the location. <p style="text-align: center;">Naval Station Norfolk U.S. Naval Forces Iceland</p> If an activity is not listed in reference (e), provide the complete mailing address, including correct zip code plus 4-digit extension. <p style="text-align: center;">U.S. Government Printing Office 732 North Capitol Street, NW Washington, DC 20401-0003</p>
<p>ASTERISKS</p>	<ul style="list-style-type: none"> Do not use asterisks in MILPERSMAN articles.
<p>ATTACHMENTS TO ARTICLES</p>	<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.
<p>COMMAS</p>	<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="text-align: center;"> red, white, and blue 6, 7, and 10 red, white, or blue 6, 7, or 10 red, white, and or blue </p>

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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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: <table style="margin-left: auto; margin-right: auto;"> <tr> <td>however</td> <td>furthermore</td> </tr> <tr> <td>otherwise</td> <td>therefore</td> </tr> <tr> <td>accordingly</td> <td>consequently</td> </tr> <tr> <td>moreover</td> <td>nevertheless</td> </tr> </table> 	however	furthermore	otherwise	therefore	accordingly	consequently	moreover	nevertheless
however	furthermore								
otherwise	therefore								
accordingly	consequently								
moreover	nevertheless								
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="text-align: center;">continental United States (CONUS) (means the 48 contiguous States plus the District of Columbia)</p> <p style="text-align: center;">outside continental United States (OCONUS) (Alaska and Hawaii are OCONUS)</p> If required for clarification, specify one of the following: <p style="text-align: center;">The "48 contiguous United States and District of Columbia."</p> <p style="text-align: center;">If Alaska or Hawaii is to be included, specify (e.g., "CONUS and Alaska and Hawaii.")</p> <p style="text-align: center;">If the 50 States are intended, use "the United States and District of Columbia."</p> 								
EMPHASIZING	<ul style="list-style-type: none"> Use bold letters for emphasis. Do not use underscoring for emphasis. Do not use capitalization for emphasis. 								
FOOTNOTES	<ul style="list-style-type: none"> Do not use footnotes in MILPERSMAN articles. 								
FRACTIONS	<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="text-align: center;">1-5/8" x 5-1/2" 6-1/2 inches x 3-3/4 inches</p> 								

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EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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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. <p style="text-align: center;">captain, yeoman</p> • Use capital letters for abbreviation of officer grades and enlisted ratings and rates. <p style="text-align: center;">CAPT, YN, PO1</p>
NAVY RESERVE	<ul style="list-style-type: none"> • Use "reservist" when referring to a member of the Navy Reserve.
NUMBERS	<ul style="list-style-type: none"> • Spell-out numbers less than 10 except in the following cases (see reference (c)): <p style="text-align: center;">Where reference is made to such items as numbered paragraphs. Paragraph 1, subparagraph 1a</p> <p style="text-align: center;">Units of measurement and time (age, time, clock time, and dates) (e.g., 5 years old, 2 days.</p> • When 2 or more numbers appear in a sentence and 1 of them is 10 or larger, figures are used for each number. <p style="text-align: center;">The man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.</p> • Spell-out numbers beginning a sentence, except when part of a titled document. <p style="text-align: center;">10 United States Code</p>
QUOTATION MARKS	<ul style="list-style-type: none"> • Limit use of quotation marks to essential quotes and other required usage.
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.
SERVICE RECORD PAGE	<ul style="list-style-type: none"> • Refer to a service record page by its identification number and title. <p style="text-align: center;"><u>NAVPERS 1070/613</u> Administrative Remarks</p> • Do not use "Page 13" to refer to the above.

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EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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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 for use from BUPERS-07 (Privacy Information Coordinator). 																		
SYMBOLS	<ul style="list-style-type: none"> Do not use symbols for the following words: <table data-bbox="544 699 1307 787" style="margin-left: 40px;"> <tr> <td>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 (+, -, +/-)																		
TERMINOLOGY	<ul style="list-style-type: none"> The following words are used to refer to other than members of the naval service, (e.g., prior to swearing in): <table data-bbox="544 888 706 940" style="margin-left: 40px;"> <tr> <td>individual</td> </tr> <tr> <td>person</td> </tr> </table> The following words are synonymous to referring to those in the Navy: <table data-bbox="544 1073 787 1150" style="margin-left: 40px;"> <tr> <td>personnel</td> </tr> <tr> <td>Service members</td> </tr> <tr> <td>officers</td> </tr> </table> Preferred for consistent use in an article rather than alternate use with "personnel:" <table data-bbox="544 1287 657 1308" style="margin-left: 40px;"> <tr> <td>members</td> </tr> </table> Always capitalize the following words: <table data-bbox="544 1413 1291 1556" style="margin-left: 40px;"> <tr> <td>Service (when used synonymously with a Military Service)</td> </tr> <tr> <td>Sailor</td> </tr> <tr> <td>Service member</td> </tr> <tr> <td>Military Services</td> </tr> </table> The following words are used to refer to male and female personnel: <table data-bbox="544 1686 1096 1801" style="margin-left: 40px;"> <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> 	individual	person	personnel	Service members	officers	members	Service (when used synonymously with a Military Service)	Sailor	Service member	Military Services	Service member	petty officer	student	personnel	spouse	applicant	officer	(or similar terms)
individual																			
person																			
personnel																			
Service members																			
officers																			
members																			
Service (when used synonymously with a Military Service)																			
Sailor																			
Service member																			
Military Services																			
Service member	petty officer																		
student	personnel																		
spouse	applicant																		
officer	(or similar terms)																		

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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TERMINOLOGY (continued)	<ul style="list-style-type: none"> • Used only to the extent necessary to satisfy explicit statutory requirements regarding entitlement to benefits and or privileges: <p style="text-align: center;">dependent</p>
REFERENCES	FEDERAL STATUTE <ul style="list-style-type: none"> • United States Code (U.S.C.), list references as follows in the MILPERSMAN: <p style="text-align: center;">38 U.S.C., Chapter 34, Vietnam Era GI Bill (VEGIB) 10 U.S.C., Chapter 107, Educational Assistance Active Duty Test Program (EATP)</p> • Code of Federal Regulations (CFR) requires title number, "CFR," part or chapter number, and section number (optional). <p style="text-align: center;">41 CFR 201-45.000</p> • Federal Register (FR) requires volume number, "FR," and page number. <p style="text-align: center;">21 FR 623</p> • Executive Order (E.O.) requires "E.O." and order number. <p style="text-align: center;">E.O. 12564</p>
FORMS	FORMS <ul style="list-style-type: none"> • Initially cite forms within the body of an article by their identification number and title. <p style="text-align: center;"><u>NAVPERS 1070/622</u> Agreement to Recall or Extend Active Duty <u>DD 369</u> Police Record Check</p> • Thereafter, use only the identification number. <p style="text-align: center;"><u>NAVPERS 1070/622</u> <u>DD 369</u></p> • Do not list a form in the reference block of an article.

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EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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	<ul style="list-style-type: none">• Do not use the word "form" in conjunction with a form's identification (e.g., NAVPERS Form 1070/613).• Do not use a form as an exhibit within an article. Use a hyperlink to take the reader to the form. <hr/> <p>DIRECTIVES, MANUALS, AND PUBLICATIONS</p> <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. <p style="text-align: center;">BUPERSINST 5400.9K</p> <p style="text-align: center;">SECNAV 5216.5 M-5216.5, Department of the Navy Correspondence Manual, June 2015</p> <ul style="list-style-type: none">• 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.
	<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: <p style="text-align: center;">DoD Directive 5500.7 of 6 May 1997 DoD Instruction 1995.1 of 4 April 1994</p> <ul style="list-style-type: none">• DoD publications require the number, date, and subject (if not clear from the article's title/text). <p style="text-align: center;">DoD Manual 5200.28, ADP Security Manual (C31), of January 1973</p>

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EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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	<p>MILPERSMAN AND ARTICLE NUMBERS</p> <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: <u>MILPERSMAN 5215-010</u>• Do not list a MILPERSMAN article in the references block of an article.
	<p>PARTS OF PUBLICATIONS -- PARAGRAPHS, ARTICLES, CHAPTERS, SECTIONS, PAGES, FIGURES, VOLUME, PART, ETC.</p> <p>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.</p> <p>Ref: (a) 10 U.S.C. (In the body, specify the section(s), such as ". . . per reference (a), section 2349.)</p> <ul style="list-style-type: none">• In the body of an article, use lowercase letters when citing parts of references reference (a), article 38, reference (b), chapter 2, section 2

EXHIBIT 2
LISTS
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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: (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. Aliens seeking to qualify for citizenship by completion of 3 years of active duty.

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

1. The following designators comprise the FTS Officer Program:

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

2. **Complete Introductory Sentences**

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

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

Example:

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 must 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:

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.

EXHIBIT 2
LISTS
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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.

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.

Example:

1. Required enclosures when processing for personality disorder include a
 - a. Copy of the mental health evaluation by the MHP.
 - b. Completed, legible, and signed copy of the MHE referral letter (if applicable).
 - c. Copy of the [NAVPERS 1070/613](#) counseling/warning, if applicable.