

## MILPERSMAN 5219-010

### OBTAINING FORMS, PUBLICATIONS, AND DIRECTIVES UNDER THE PURVIEW OF THE BUREAU OF NAVAL PERSONNEL

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

1. **Obtaining Bureau of Naval Personnel (BUPERS) Forms.** BUPERS forms are used Navy-wide and are provided in multiple formats (e.g., paper, electronic, and/or automated within various Navy systems). BUPERS forms are issued under the Navy Personnel (NAVPERS) designation and are available on the BUPERS/Naval Personnel Command (NAVPERSCOM) Web site at <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/> and via the BUPERS compact disk (CD) (BUPERS CD). For BUPERS (NAVPERS) forms guidance, to include controlled and system-automated forms, contact the BUPERS Directives, Printing, and Publications Branch (BUPERS-00T22) Forms Manager at (901) 874-4248/DSN 882-4248.

2. **Obtaining NAVPERS Publications.** NAVPERS publications are used Navy-wide and come in multiple formats (e.g., digital and printed).

a. **Digital Publications.** Digital publications may be accessed by using the search engine on the BUPERS/NAVPERSCOM Web site at <https://www.mynavyhr.navy.mil/References/BUPERS-CD/> and via the BUPERS CD.

b. **Printed Publications.** Printed publications are available for procurement via the Naval Logistics Library (NLL) Web site at <https://www.navsup.navy.mil/public/navsup/nll/>. For NAVPERS publication printing guidance, contact the BUPERS-00T22 Printing Officer at (901) 874-3063/DSN 882-3063.

3. **Obtaining BUPERS Directives.** BUPERS directives are used Navy-wide and are available on the BUPERS/NAVPERSCOM Web site at <https://www.mynavyhr.navy.mil/Reference/Instructions/BUPERS-Instructions> and via the BUPERS CD. For BUPERS directives guidance, contact the BUPERS-00T22 Directives Manager at (901) 874-3059/DSN 882-3059.

4. **BUPERS CD Distribution.** The BUPERS CD is produced and distributed semi-annually. Distribution is normally limited to surface ships and submarines due to their limited internet connectivity while underway. The BUPERS/NAVPERSCOM Web site contains the most current forms, publications, and directives; therefore, it is recommended that frequently used forms, publications, and directives be downloaded prior to conducting operations where degraded or no Internet connectivity is anticipated.

a. Requests for BUPERS CD distribution may be submitted by the administrative officer, senior administrative chief petty officer, or leading petty officer via letter or e-mail containing the following command information:

- (1) Long title and address,
- (2) Department of Defense activity address code,
- (3) Short title,
- (4) Standard Navy Distribution List number, and
- (5) Point of contact with phone number.

b. Submit requests via e-mail or regular mail to:

(e-mail):	<b>mill_bupers_cd.fct@navy.mil</b>
or	
(mailing address)	<b>Commander, Navy Personnel Command BUPERS-00T22 5720 Integrity Drive Millington, TN 38055-5320</b>

c. Additional copies of the BUPERS CD can be procured outside the normal distribution schedule, on-demand, via NLL Web site at <https://www.navsup.navy.mil/public/navsup/nll/>.