1070 Code 00

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From: Officer in Charge/Director, Servicing TSC

To: (CPPA name and Command), USN

Via: (Commanding Officer and Command)

Subj: AUTHORITY TO UTILIZE PERSONNEL SUPERVISOR ACCESS FOR RECORD OF EMERGENCY DATA AND DEPENDENCY APPLICATION UPDATES

Ref: (a) MILPERSMAN 1070-270

 (b) MPT&E Standard Operating Procedures

 (c) OPNAVINST 3120.32D

 (d) U.S. Navy Regulations

 (e) OPS Alert 023-21

1. Per references (a) through (e), you are authorized to review, sign and approve Record of Emergency Data (RED) and Dependency Applications (DA) for the UIC’s listed below.

2. This authorization applies exclusively to Legacy Dependency Application and RED/DA. This is not an authorization to sign any other documents or correspondence via this access. You are directed to familiarize yourself with the provisions of references (a) through (e) and all other applicable directives.

3. You are being placed in a position of trust, with access to the personnel records, data, and documents pertaining to command personnel. In this assignment, you are accountable for compliance with privacy protection requirements associated with the collection, use, dissemination, and maintenance of personally identifiable information (PII). At all times, you must protect PII and prevent unauthorized access or loss.

4. If, for any reason, you are unable to perform your assigned duties, you are required to immediately inform your chain of command and the TSC (Servicing TSC Name) Officer in Charge. This position of trust requires your active and vigilant protection of personal information.

 TSC OIC

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FIRST ENDORSEMENT

From: COMMANDING OFFICER and COMMAND

To: Officer in Charge, Personnel Support Detachment (Servicing TSC Name)

1. I have certified that the following CPPA is entrusted with this duty and responsibility to have access to PERS Supervisor via NSIPS and update Dependency Applications.
	1. CPPA Name:
	2. Rank:
	3. PRD:
	4. Responsible UIC’s:

 COMMANDING OFFICER

Enclosure (2)