



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 002-24

Procedure Update: **TIMELY SUBMISSION OF MISCONDUCT REPORTS AND DOCUMENTS**

Release Date: 1/29/2024

Effective Date: Immediately

BLUF: Due to several recent instances where the required documents following disciplinary actions imposed on a Sailor have not been submitted to the Sailor’s Official Military Personnel File (OMPF), command pay and personnel administrators (CPPA), legal officers, and administrative professionals are urged to follow procedures below to ensure proper and timely inclusion of misconduct reports and documents to the Sailors’ OMPF per naval directives.

REFERENCES:

- (a) [BUPERSINST 1070.27E](#), Document Submission Guidelines for the Electronic Military Personnel Records System
- (b) [MILPERSMAN 1070-111](#), Submission of Navy Standard Integrated Personnel System (NSIPS) and Electronic Service Record (ESR) Documents to the Official Military Personnel File (OMPF)
- (c) [MILPERSMAN 1626-020](#), Enlisted Service Record Entries after Non-Judicial Punishment (NJP)
- (d) [MILPERSMAN 1616-050](#), Enlisted Performance (E-5 and Below)
- (e) [MILPERSMAN 1616-040](#), Enlisted Performance (E-6/7/8/9)
- (f) [MILPERSMAN 1611-010](#), Officer Performance and Separations for Cause

DISCUSSION: Commander, Navy Personnel Command, Records Management Policy Branch (PER-313) continues to receive requests from the U.S. Veterans Benefits Administration regarding missing information in the OMPF that is affecting the VA’s ability to make accurate and timely adjudication decisions on a members VA benefit.

Per references (a) and (b), required documents must be submitted to the OMPF in a timely manner (shortly after the event). PERS-313 and PERS-832 have dedicated webpages regarding the process. Submit disciplinary records as follows:

Type of Misconduct	Reference	Resources Website	Submit to:
Misconduct: E-5 and junior	MILPERSMAN 1626-020 MILPERSMAN 1616-050	PERS-313 Misconduct Reporting	pers313advinfoc.fct@navy.mil
Misconduct: E-6 and senior	MILPERSMAN 1626-020 MILPERSMAN 1616-040	PERS-832 Misconduct Reporting	pers832adsepsc.fct@navy.mil
Misconduct: Officers	MILPERSMAN 1611-010	PERS-834 Officer Performance	pers-834@navy.mil

ACTION:

Utilize the [PERS-83 reporting letter templates](#) when submitting misconduct reports.

Additionally, a detailed step-by-step [legal document submission guide](#) is available on the [PER-3 website](#).

The submission of the Report of Non-Judicial Punishment (NJP/Civil Action/Courts-Martial) per references (d) and (e) **does not eliminate the requirement to e-submit** the stand-alone documents (i.e. NAVPERS 1070/607, NAVPERS 1626/7, or the NAVPERS 1070/606); see reference (b) for procedures.

WHAT THIS MEANS TO YOU:

- ✚ **CPPAs:** Ensure the timely submission of all misconduct reports and documents utilizing the **PERS-313 step-by-step guide** and **PERS-83 reporting letter template**.
- ✚ **CPPAs:** Find your Regional Support Center (RSC) contact information on the [MyNavy HR CPPA Resources Page > RSC Contacts](#). Find RSC Training Schedules and additional info on the [RSC SharePoint Pages](#).
- ✚ OPS ALERTS, PERSPAY SOPs, eCRM Case Routing Guidance (eCRM Library) and CPPA Resources can be found on the [MyNavy HR CPPA Resources Page](#).

***** REGIONAL SUPPORT CENTERS: DISSEMINATE TO COMMANDS AND CPPAs IN YOUR AOR *****

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