OFFICER PERSONNEL ACTION REQUEST

FILLABLE FORM

SUPPORTING DIRECTIVE
MILPERSMAN ARTICLE 1300-1000

PRIVACY ACT STATEMENT: THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301 DEPARTMENT REGULATIONS AND FROM E.O. 9397. THE PRINCIPAL PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRES FOR THE VARIOUS TYPES OF DUTY LISTED, OR SOME OTHER SPECIAL ASSIGNMENT CONSIDERATION. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR FUTURE DUTY ASSIGNMENT. COMPLETION OF THE FORM IS MANDATORY EXCEPT FOR DUTY AND HOME PHONE NUMBERS, FAILURE TO PROVIDE INFORMATION MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.

FROM:

TO:

DATE:	RANK:	DESIG:	SUBSPEC:	DUTY PHONE:	HOME PHONE:

CCC E-MAIL::	MEMBER'S E-MAIL:

REQUESTED ACTION

REASON FOR SUBMISSION:

☐ EXTENSION REQUEST/DETAILER ☐ PRD CHANGE REQUEST/DETAILER ☐ SPOUSE COLLOCATION/MEMBERS DETAILER/SPOUSE DETAILER *(NAVY ONLY)*
☐ LANGUAGE(S)/INTEL DETAILER ☐ SCHOOL/AS APPLICABLE ☐ OTHER/AS APPLICABLE

REMARKS OR OTHER *(REMARKS ARE LIMITED TO 300 CHARACTERS)*

MILITARY SPOUSE

SPOUSE'S RANK

SPOUSE'S SERVICE COMPONENT:
☐ NATIONAL GUARD ☐ RESERVE ☐ REGULAR

SPOUSE'S DUTY AFFILIATION:
☐ ACTIVE ☐ INACTIVE

BRANCH OF SERVICE:
☐ USA ☐ USN ☐ USCG ☐ NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
☐ USAF ☐ USMC ☐ PUBLIC HEALTH SERVICE

MILITARY PERSONNEL CLASS:
☐ CADET/MIDSHIPMAN ☐ WARRANT OFFICER
☐ ENLISTED ☐ OFFICER

DATE AVAILABLE *(MMYYYY)*:	GENDER (M/F):	ADSD (DDMMMYY):	PRD (DDMMMYY):
EARLIEST: LATEST:			

INDIVIDUAL'S OFFICIAL DATA

NUMBER OF DEPENDENTS:	LOCATION OF DEPENDENTS *(CITY, STATE/COUNTRY)*:	LOCATION OF HOUSEHOLD GOODS *(CITY, STATE/ COUNTRY)*:

EDUCATION (HIGHEST EARNED):

☐ GED ☐ PROGRESSING ☐ BACHELORS ☐ DOCTORATE
☐ H.S. DIPLOMA ☐ ASSOCIATES ☐ MASTERS DEGREE IN:

EVAL/FITREP	BLOCK 33	BLOCK 34	BLOCK 35	BLOCK 36	BLOCK 37	BLOCK 38	BLOCK 39
MOST RECENT							
2ND							
3RD							

MOST RECENT PROMOTION RECOMMENDATION:
☐ NOB ☐ PROMOTABLE
☐ SIGNIFICANT PROBLEMS ☐ MUST PROMOTE
☐ PROGRESSING ☐ EARLY PROMOTE
RETENTION:
☐ RECOMMENDED ☐ NOT RECOMMENDED

2ND/PROMOTION RECOMMENDATION:
☐ NOB ☐ PROMOTABLE
☐ SIGNIFICANT PROBLEMS ☐ MUST PROMOTE
☐ PROGRESSING ☐ EARLY PROMOTE
RETENTION:
☐ RECOMMENDED ☐ NOT RECOMMENDED

3RD/PROMOTION RECOMMENDATION:
☐ NOB ☐ PROMOTABLE
☐ SIGNIFICANT PROBLEMS ☐ MUST PROMOTE
☐ PROGRESSING ☐ EARLY PROMOTE
RETENTION:
☐ RECOMMENDED ☐ NOT RECOMMENDED

☐ YES ☐ NO HAS CLEAR RECORD (NO NJP) FOR PAST _____ YEARS AS REQUIRED.

☐ YES ☐ NO ☐ N/A MEETS SECURITY CLEARANCE REQUIREMENTS.

APPLICANT'S SIGNATURE:	DATE:

OFFICER PERSONNEL ACTION REQUEST (CONTINUED)

SUPPORTING DIRECTIVE
MILPERSMAN ARTICLE 1300-1000

COMMAND ENDORSEMENT

RECOMMENDED: ☐ YES ☐ NO	UIC:

COMMENTS:

COMMANDING OFFICER'S NAME AND RANK:	DATE	COMMANDING OFFICER'S SIGNATURE:

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