



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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MILLINGTON, TN 38055-0000

5215
PERS-532
19 Apr 16

Changes to the Naval Military Personnel Manual included in Change 54 are effective the date written at the top of each article and below the article number on this change summary.

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Changes in articles titled and briefed below are incorporated in this CD-ROM.

Table of Contents - Revised to reflect all current changes.

<u>Article No. and Date Approved</u>	<u>Article Title</u>
1070-080 CH-54 29 Feb 2016	<p>ENLISTED OFFICIAL MILITARY PERSONNEL FILE (OMPF) - FY-14 National Defense Authorization Act requires information on sex-related offenses to be filed in an unrestricted section of the personnel service records to ensure they are viewable for the Sailor's commander, commanding officer, or officer in charge.</p> <ul style="list-style-type: none">• Para 2 (table), inserted field code 91 -sexual offense accountability documents.• Para 4, clarified the types of OMPF record corrections that Navy Personnel Command is authorized to make and provided guidelines for submitting requests.• Para 5a(3), inserted Chief of Naval Personnel into the list for record review/access. <p>(COG: NAVPERSCOM (PERS-313))</p>

1070-270
CH-54
2 Mar 2016

DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA -

- Changed the responsible office from NAVPERSCOM (PERS-313) to (PERS-2212).
- Inserted references (c) and (d).
- Para 2, updated the procedures explaining when to prepare NAVPERS 1070/602.
- Para 3, updated the preparation and distribution of NAVPERS 1070/602.
- Para 4, updated the verification procedures.
- Para 5, inserted "Rules for determining relationship and dependency are provided in reference (d), and amplifying guidance is provided in reference (e)."
- Article has been revised throughout and should be reviewed in its entirety.

(COG: NAVPERS (PERS-2212))

1300-1000
CH-54
12 Mar 2016

**MILITARY COUPLE AND SINGLE PARENT ASSIGNMENT
POLICY -**

- Para 1d, inserted "Any assignment preventing military couple colocation must be approved by the Assistant Commander Navy Personnel Command (ACNPC), Career Management Department (PERS-4)."
- Para 2, inserted the requirement for "Navy members desiring colocation to each submit a one-time request, with command endorsement, to their detailers noting their military couple status, service of spouse, and spouse's detailer's contact information."
- Para 2e, updated restriction information for dual military assignments to an overseas location.
- Para 2f(3), inserted "no host nation law or status of forces agreement (SOFA) restrictions OCONUS."
- Para 3c, inserted "military couples will not normally be involuntarily assigned to a simultaneous sea duty tour" or "simultaneous permanent shift work duty assignments. Military couples may be involuntary assigned with one member assigned to a sea duty tour while the other member is assigned to permanent shift work."
- Para 3d, removed 36-month rotation for situations where one member is on sea duty and the other is on shore duty.

(COG: NAVPERSCOM PERS-451)

1301-100
CH-54
1 Mar 2016

OFFICER DISTRIBUTION - OVERVIEW -

- Updated references.
- Para 1b(table), removed several references to old processes.
- Para 4b(2), inserted the Web address for the career development information.
- Para 5a, inserted contact information for officer data card updates and corrections.
- Para 5b, updated the contents in a detailer's file.
- Para 6, updated the information release and review procedures.
- Removed exhibit 3.
- Article has been revised throughout and should be reviewed in its entirety.

(COG: NAVPERSCOM (PERS-451))

<p>1306-414 CH-54 9 Mar 2016</p>	<p>SPECIAL PROCEDURES FOR ASSIGNMENT OF SSBN PERSONNEL -</p> <ul style="list-style-type: none"> • Updated the responsible office's phone number. • Para 3f, updated the procedures for executing extensions in the Navy Standard Integrated Personnel System. • Exhibit 1, removed the requirement for the SSN. • Exhibit 2, removed the requirement for the SSN. <p>(COG: NAVPERSCOM (PERS-403))</p>
<p>1306-422 CH-54 9 Feb 2016</p>	<p>ASSIGNMENT TO SUBMARINE SURVEILLANCE EQUIPMENT PROGRAM (SSEP) GROOM TEAMS AND SUPPORT BILLETS -</p> <ul style="list-style-type: none"> • Para 2, removed "SK" and inserted "LS" and "ITS." • Para 3d, removed "SK" and inserted "LS" and "ITS." • Para 3f, inserted "Must be qualified sound navigation and ranging (SONAR) supervisor at last sea-going command (SONAR technician submarine (STS) only)." • Para 4b (1), inserted NAVPERS 1070/881 Training, Education, and Qualification History. • Para 4b(2), inserted NAVPERS 1616/26 Evaluation Report & Counseling Record (E-1 - E-6) and NAVPERS 1616/27 Evaluation & Counseling Record (E-7 - E-9). <p>(COG: NAVPERSCOM (PERS-403))</p>

1306-913
CH-54
11 Jan 2016

FLAG WRITER (NEC 2514) - Updated the requirements, qualifications, flag writer interview process, and requests for attendance at YN "C" School procedures.

- **Para 1c**, inserted verbiage to explain that once a Sailor enters the Flag Writer Program, a request to change a Sailor's projected rotation date must be submitted via administrative chain of command.
- **Para 1e**, inserted verbiage to explain that once a Sailor is in the Flag Writer Program, he or she will remain in the program for a minimum of 36 months, which begins when the Sailor reports to first flag writer assignment.
- **Para 2**, updated the requirements and qualifications to become a flag writer.
- **Para 3**, updated the flag writer interview process.
- **Para 4**, updated the details to submit a flag writer request and the package contents that are required.
- **Para 5**, inserted new paragraph that contains YN "C" School requirements.
- **Para 6**, inserted new paragraph containing the Flag Writer Program requirements.

(COG: NAVPERSCOM (PERS-44ES1))

1306-939
CH-54
29 Feb 2016

WHITE HOUSE COMMUNICATIONS AGENCY (WHCA) -

- Removed the responsible office's FAX number.
- **Para 1b**, inserted information to explain that a single scope background investigation will be initiated by the WHCA recruiting team to determine Top Secret and Sensitive Compartment Information and Presidential support duty eligibility once a candidate has been selected.
- **Para 1c**, inserted information about placing a candidate's record in a detailing hold status once the screening procedures start.
- **Para 1d**, changed all tour lengths to 4 years, with the exception of the ITCM billet, which will be a 3-year tour.
- **Para 1d(1)(2)**, removed; information now obsolete.
- **Para 2**, inserted "Exceptions will be made on a "case-by-case basis" for requirements and qualifications."
- **Para 2**, removed PH and PN and added BU, CTN, HM, MC, PS, SW, and YN.
- **Para 2**, Replaced entire paragraph with verbiage explaining that required obligated service for this program is 48 months.

(COG: NAVPERSCOM (PERS-4010F))

<p>1306-994 CH-54 29 Feb 2016</p>	<p>3-M SYSTEM COORDINATOR PROGRAM MANAGER AT SEA -</p> <ul style="list-style-type: none"> • New Article. This article establishes assignment policy, requirements, and nomination procedures for members who wish to fill the 3-M System Coordinator Program manager at sea Navy enlisted classification 9517. This article directs an obligated service requirement of 36 months in the continental United States or the required DoD area tour and replaces DGM #4012-1311. <p>(COG: NAVPERSCOM (PERS-402))</p>
<p>1741-030 CH-54 15 Mar 2016</p>	<p>FAMILY SERVICEMEMBERS' GROUP LIFE INSURANCE (FSGLI) -</p> <ul style="list-style-type: none"> • Para 15a(2), inserted "Note: In the case of infant death where the child is less than 120 days old, an official State-issued birth certificate is required." This is required by the claims department for processing. This note currently resides in MILPERSMAN 1770-250. <p>(COG: NAVPERS (PERS-13))</p>

<p>1800-020 CH-54 24 Feb 2016</p>	<p>EFFECTIVE DATE OF RETIREMENT, ISSUANCE OF RETIREMENT ORDERS AND AUTHORIZATION -</p> <ul style="list-style-type: none"> • Changed ownership from NAVPERSCOM (PERS-835) to (PERS-836). • Para 2 (table), voluntary retirement orders are now issued 3-9 months in advance of the approved retirement month. Example was inserted. Fleet Reserve transfer orders are now issued 3-9 months prior to Fleet Reserve date. • Note 1, orders may be issued greater than 9 months, but only with NAVPERSCOM (PERS-836) approval. • Exhibit 1, cost analysis inserted into waiver for early issuance of orders. Removed the first endorsement example and inserted a note asking to include CO's endorsement with waiver request. Removed the requirement for the member to provide the last 4 SSN. <p>(COG: NAVPERSCOM (PERS-836/PERS-912))</p>
<p>1910-704 CH-54 10 Mar 2016</p>	<p>DETERMINING SEPARATION AUTHORITY - Article has been updated for compliance with OPNAVINST 1752.1C and pending delegation memo.</p> <ul style="list-style-type: none"> • Removed the responsible office FAX number from the reference block and updated references. • Formatted to improve ease of use to the fleet. • Para 2b, removed the requirement to route administrative separations for victims of sexual assault to Navy Personnel Command (NAVPERSCOM) and removed NAVPERSCOM as the delegation of separation authority. • Article has been revised throughout and should be reviewed in its entirety. <p>(COG: NAVPERSCOM (PERS-832))</p>

5352-010
CH-54
15 Mar 2016

NATURALIZATION AND DERIVED CITIZENSHIP OF MILITARY PERSONNEL -

- Responsible office changed from CNIC (N911A) to OJAG (Code 16).
- **Para 1 (a)-(b)**, inserted a variety of definitions not included in the previous version.
- **Para 2 (a)-(e)**, inserted background information not included in the previous version.
- **Para 3**, updated eligibility for naturalization in greater depth.
- **Para 4**, instead of Navy regions having cognizance over post-boot camp naturalization assistance, region legal service offices will now oversee regional naturalization and citizenship legal assistance programs. Region legal services office naturalization area coordinators will now serve as local resources to commands, Sailors, and their families.
- **Para 5**, updates lay out the process for applying for naturalization.
- **Para 6**, updates lay out applying for a certificate of citizenship.
- **Para 8**, updates lay out the process for expedited application finalization.

(COG: OJAG (Code 16))