BUPERS INSTRUCTION 1080.53

From:  Chief of Naval Personnel

Subj:  ENLISTED DISTRIBUTION AND VERIFICATION REPORT USERS' MANUAL (EDVRMAN)

Ref:   (a) Defense Joint Military Pay System Procedures Training
           Guide (DJMS PTG)
       (b) NAVPERS 15560D, Military Personnel Manual (MILPERSMAN)
       (c) OPNAVINST 1000.16K
       (d) DoD 7000-14R, Vol. 7A of Feb 02
       (e) BUPERSINST 1430.16F
       (f) NAVPERS 18068F, Vol. II, Navy Enlisted Classification
           Codes
       (g) OPNAVINST 1754.2C
       (h) OPNAVINST 1160.6B

Encl: (1) Enlisted Distribution and Verification Report Users'
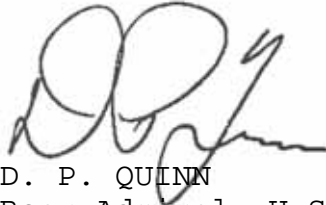          Manual (EDVRMAN)

1.  Purpose.  To publish the format and procedures for the
validation of the Enlisted Distribution and Verification Report
(EDVR).

2.  Cancellation.  EPMAC EDVR Manual of 22 Apr 99.

3.  Background.  The Enlisted Distribution and Verification Report
Users' Manual (EDVRMAN), enclosure (1), is the official manual
for interpreting and validating the EDVR.  The EDVRMAN
supplements basic regulations and requirements published in
references (a) through (h).  Nothing in the EDVRMAN shall be
construed as contravening or superseding other directives issued
by the Department of the Navy.  Appendix C provides a list of
forms used in the execution of the EDVRMAN.

4.  Action.  Effective upon receipt, the validation and correction of information in the EDVR should be accomplished per the provisions published in this manual.


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Deputy Chief of Naval Personnel


Distribution:
Electronic only, via BUPERS Web site
http://www.npc.navy.mil/

# ENLISTED DISTRIBUTION

# AND VERIFICATION REPORT

# USERS' MANUAL (EDVRMAN)

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**APPENDIX A (Continued)**

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**APPENDIX C**

**GENERAL INFORMATION**

1. <u>Discussion</u>

    a.  The EDVR is a monthly statement of an activity's enlisted personnel account.  It provides a:

        (1) Summary by distribution community of the present and future manning status of the activity.

        (2) Common reference for communicating manning status between an activity and its Manning Control Authority (MCA).

        (3) Statement of account for verification by the Personnel and Pay Services Unit Identification Code (PPSUIC) activity.  The PPSUIC is the UIC of a Personnel Support Activity Detachment (PERSUPPDET) or other organization that provides personnel and pay services to an activity.

        (4) Permanent historical record of an activity's enlisted personnel account.

    b.  The EDVR is available to each activity by downloading it electronically from https://pcedvr.epmac.persnet.navy.mil.  Afloat units who have a requirement for distribution via the Streamlined Automated Logistics Tool Set (SALTS) must submit a request to Navy Personnel Command (NAVPERSCOM), Enlisted Personnel Readiness and Support Branch (PERS-4013).

    c.  Commands requiring access to EDVRs of other activities within their chain of command must either request them from the activity concerned or submit a request to NAVPERSCOM (PERS-4013).  The request must identify the primary Unit Identification Code (UIC), the UIC of each activity requested, and provide sufficient justification for data access.

2. <u>Appendices</u>.  Appendices A and B are explanations of data elements contained in the EDVR that list all codes to help explain each page of the EDVR, e.g., abbreviations, duty status codes, dependency status of a Sailor for Basic Allowance for Housing (BAH) and inspection purposes, and the description of other codes to help with sections 3, 4, and 5 of the EDVR.  Appendix C lists all forms and where they can be obtained.

3. <u>Cover Pages</u>.  The following information is displayed on the first and second page of the EDVR:

a.  Activity Postal Address.  If the address is incorrect, submit correct address via letter or message to NAVPERSCOM (PERS-4013).

b.  Plain Language Address (PLA).  If the PLA is incorrect, submit correct PLA via letter or message to NAVPERSCOM (PERS-4013).

c.  Activity contact telephone numbers.

d.  NAVPERSCOM Placement Branch (PERS-4013) telephone numbers are for the Placement Officer, Assistant Placement Officer, and Readiness Officer for the activity.

e.  NAVPERSCOM (PERS-4013) Facsimile (FAX) telephone numbers.

f.  NAVPERSCOM (PERS-4013) e-mail addresses.

g.  Activity berthing data (ships only).

h.  If corrections are required, submit via letter or message to NAVPERSCOM (PERS-4013).

4.  Organization of EDVR.  The EDVR is organized into 12 sections.

a.  Sections 1 through 3 list prospective gains, prospective losses and personnel onboard for Temporary Duty (TEMDU), in a deserter status, or who have been administratively dropped from Navy strength accounts.  They eliminate the need to search for these categories of individuals within the activity's total account.  These sections contain action statements which tell the activity what procedures to follow to keep the account up-to-date and where to find those procedures.  Additionally, EDVR section 3 provides an alphabetic list of all Sailors assigned to the activity.

b.  Section 4 lists all Sailors assigned to the activity by rating and NEC in alphanumeric sequence.

c.  Section 5 contains the Personnel Status Summary.

d.  Section 6 contains Distribution Navy Enlisted Classification Code (DNEC) Management.

e.  Section 7 contains Navy Enlisted Classification (NEC) Billet and Personnel Inventory.

f.   Section 8 is a listing of all personnel who are qualified in one or more NECs.

g.   Section 9 contains the Diary Message and NSIPS Summary for enlisted and officer personnel.

h.   Section 10 data is no longer maintained.  Duty preference information is held in the Career Management System/Interactive Detailing (CMS/ID).

i.   Section 11 contains individual security data, citizenship code, involuntary extension months, Pay Entry Base Date (PEBD), Time in Rate (TIR), Advancement Effective Date, and Force Management (FORMAN) Status and Action Date.

j.   Section 12 contains a listing of both officer and enlisted personnel in an embarked or Temporary Additional Duty (TEMADD) status to augment normal manning.  In addition, foreign military and civilian embarked personnel appear in this section.  This listing also includes commands that are embarked onboard another command.

k.   Exception.  The EDVR for activity accounts with a MCA code of "X" (Others, Patients, and Students) will not contain information in EDVR sections 1, 2, and 5 through 8.  This type of account will only contain information in EDVR sections 3, 4, and 9 through 12.

l.   All sections are designed to help the activity accurately maintain its personnel account and to provide useful information to the activity.

5.   <u>Accuracy of the EDVR</u>.  Manning and assignment decisions are based on information contained in the EDVR.  Each activity must keep its account up-to-date and accurate by reporting personnel events as they occur and correcting errors when identified.

a.   The verification procedures outlined in this instruction are applicable for all PPSUIC activities.

b.   Any discrepancies discovered in the EDVR should be brought to the attention of the PPSUIC activity responsible for personnel accounting.

6.  Action.  Sections 2 through 7 explain the purpose and intended use of the information provided in each EDVR section. Each section lists actions that are required to resolve account discrepancies.  Data listed as "expired" requires immediate command attention.  Data identified as "current" or "future" are displayed for planning purposes.  Events or transactions applied after "accounting period ending date" will not be reflected until the next EDVR.

**SECTION 1**

1.1.  Prospective Gains.  Section 1 lists all Sailors under orders to report to the activity.  For each Sailor listed, column 3 of the EDVR contains the UIC of the activity to which the Sailor is presently attached.  Column 4 contains the PPSUIC for the activity to which the Sailor is currently assigned.  An activity's name can be obtained from the Navy Comptroller Manual (NAVCOMPT Manual), volume 2, chapter 5.  Within the EDVR section 1, Sailors are categorized as follows:

1.1.1.  Expired Prospective Gains.  Estimated Date of Arrival (EDA) is prior to the current month.  These are Sailors who should have already reported aboard, listed by the month in which they should have reported.

1.1.2.  Current Prospective Gains.  Sailors who are due to report aboard during the current month.

1.1.3.  Future Prospective Gains.  Sailors who are due to report aboard in future months listed by the month in which they are ordered to report.

1.2.  Required and Recommended Actions

1.2.1.  Expired Prospective Gains.  These Sailors have an expired EDA.  Review each event and take one of the following actions:

    a.  The Sailor is aboard, and the gain event has not been submitted.  Submit gain event per references (a) or (b) as appropriate.

    b.  The Sailor is aboard and the gain event has been submitted.  No action required.  The Sailor should appear in the next EDVR as on board.  If this change is not reflected in the next EDVR, verify the original gain event and resubmit.

    c.  The Sailor is aboard, but the gain event/transaction was submitted with a different name or Social Security Number than that which appears on the EDVR as a prospective gain.  Verify the name and SSN in the gain event/transaction with the Sailor's service record.  If the gain event/transaction is in error, submit the correct event/transaction per references (a) or (b).

    d.  The Sailor is not aboard, and the command holds a record of order cancellation or modification.  Send a message to

NAVPERSCOM. Cite the cancellation or modification authority, and request the prospective gain be removed from the activity's EDVR.

e. The Sailor is not aboard, but an advance Standard Transfer Order (STO) or Standard Transfer Directive (STD) has been received. Compare the reporting date for the ultimate activity in the STO/STD with the EDA for the prospective gain in the EDVR. If the STO/STD shows a reporting month later than the EDA, send a message to NAVPERSCOM to request a modification to the EDA in the EDVR. If the reporting date in the STO/STD and the EDA in the EDVR are the same month, send a message to the last duty station, with a copy to all intermediate duty stations and NAVPERSCOM, to request current status of the Sailor. When applicable, submit a failed to report event via Navy Standard Integrated Personnel System (NSIPS).

f. The Sailor is not aboard, and no advance STO/STD has been received. Send a message to the last duty station, with a copy to NAVPERSCOM, to request the current status of the Sailor.

g. When the current activity, indicated by the UIC in column 3, is a student account at the Recruit Training Command or Service School Command, do not request status of the Sailor by message until the ultimate reporting date in the STO/STD, if held, or the EDA in the EDVR is expired by at least 30 days. This exception is required in recognition of delays that may occur in self-paced courses of instruction.

h. When the last duty station confirms that the Sailor was transferred as ordered, but the Sailor has failed to report per the STO/STD, submit a failed to report gain event/transaction via NSIPS. Comply with reference (b), articles 1600-040 and 1600-060.

1.2.2. Current and Future Prospective Gains

a. Verify the EDA with the ultimate duty station reporting date in the advance STO/STD.

b. When an advance STO/STD has not been received by the month following the transfer month listed in an assignment directive message, request one from the transferring activity.

c. If an assignment directive, advance STO/STD, has been received but the Sailor is not listed in section 2 of the EDVR within a reasonable period of time, send a letter to NAVPERSCOM requesting action be taken to record the Sailor as a prospective gain in the EDVR.

1.2.3.  <u>Verification of Distribution Navy Enlisted Classification
(DNEC) Code and Inventory Navy Enlisted Classification (INEC)</u>.
The EDVR process has a built-in DNEC to NEC inventory discrepancy
flag process.  DNEC and NEC inventory discrepancies will be
annotated by a four position flag and require the activity to
verify prospective gain's NEC inventory.

     a.  The EDVR process automatically looks for the NEC in which
the member is distributed (DNEC) from the Sailor's entire NEC
inventory.  If the Sailor has the NEC or its principal, it will
display as INEC1 or INEC2 on EDVR Column M.  Principal and
Component NEC relationships are discussed in reference (f).

     b.  In the event the EDVR process cannot locate the NEC in
the Sailor's inventory, it will show the following DNEC to
inventory discrepancies:  a four position "flag" consisting of
three asterisks and one of the numerical codes displayed in table
1 on page 1-4.  In the event there is no identified training
(NECs with no related training, i.e., 9999, 0054) three asterisks
will be displayed without a numerical code.

**DNEC DISCREPANCY CODES**

| CODE | ACTION |
|---|---|
| ***1.  Satisfactory completion of a course of instruction (COI) is mandatory. | 1.  Verify advance PCSTO/STD.  If the Sailor is ordered to training enroute, ensure satisfactory course completion and NEC is awarded upon reporting on board.  If NEC is not in the Sailor's inventory and the Sailor is not ordered to a mandatory COI enroute, contact the appropriate detailer or NAVPERSCOM (PERS-4013), listed in the second page of the EDVR and request an order modification for the Sailor to include a COI prior to reporting on board.<br>2.  When the Sailor has already reported on board, verify the service record for satisfactory course completion and submit a NAVPERS 1221/6, Navy Enlisted Classification Change Request.  If the Sailor failed to satisfactorily complete the COI, notify the appropriate NAVPERSCOM (PERS-4013) Placement Officer (PO) for DNEC change or removal. |
| | |
| ***2.  Satisfactory completion of on-the-job (OJT) and/or formal COI is required. | 1.  After the Sailor reports aboard, submit NAVPERS 1221/6 to NAVPERSCOM (PERS-4013) upon satisfactory completion of required OJT and/or formal COI per reference (f).  If the Sailor is not qualified or did not satisfactorily complete the OJT or COI, notify the appropriate NAVPERSCOM (PERS-4013) PO for DNEC change or removal. |
| | |
| ***3.  Completion of OJT required. | 1.  Submit NAVPERS 1221/6 to NAVPERSCOM (PERS-4013) upon the Sailor's satisfactory completion of the required OJT/Job Qualification Requirement (JQR) per reference (f).  If the Sailor is not qualified or did not satisfactorily complete the OJT, notify the appropriate NAVPERSCOM (PERS-4013) PO for DNEC change or removal. |

**TABLE 1**

**SECTION 2**

2.1.  <u>Prospective Losses</u>.  Section 2 displays expired losses, current losses, and losses expected to occur within the next 10 months as a result of transfer directives, Expiration of Active Obligated Service (EAOS), Projected Rotation Dates (PRDs), or High Year Tenure (HYT).  Sailors whose status places them in more than one of these categories will be displayed in each category as appropriate.  Prospective losses are categorized as follows:

2.1.1.  <u>Losses Resulting from Transfer Directives</u>.  Those in this category have an Estimated Date of Loss (EDL) displayed in the EDVR.  In addition to Permanent Change of Station (PCS) orders, these losses include approved retirement or transfer to the Fleet Reserve, selection for appointment to commissioned grade, and approved discharges prior to EAOS.

2.1.2.  <u>Losses Due to EAOS</u>.  Sailors normally have a PRD established without regard to EAOS.  However, replacement action will be based on either the PRD or the Estimated Date of Loss to the Navy (EDLN) of the Sailor, whichever is earlier.

2.1.3.  <u>Losses Due to PRD</u>.  Those listed in this category are due to rotate from the activity, but have yet to be issued orders by NAVPERSCOM.

2.1.4.  <u>Losses Due to HYT</u>.  HYT is the maximum amount of years a Sailor is allowed to remain on active duty.

2.2.  <u>Specific Categories Within Section 2</u>

2.2.1.  <u>Expired Prospective Losses</u>.  EDL is prior to the current month.  These Sailors should have already detached from the activity.  They are listed by the month in which they should have detached.

2.2.2.  <u>Current Prospective Losses</u>.  Sailors who are under orders to transfer from the activity during the current month.

2.2.3.  <u>Future Prospective Losses</u>.  Sailors who are under orders to transfer from the activity within the next 10 months listed by the month in which they are ordered to detach.

2.2.4.  <u>Expired EAOS</u>.  Sailors who should have already extended, reenlisted, separated, or transferred for separation, listed by the month in which their EAOS expired.

2.2.5. <u>Current EAOS</u>. Sailors who must extend, reenlist, separate, or transfer for separation during the current month.

2.2.6. <u>Future EAOS</u>. Sailors who must extend, reenlist, separate, or transfer for separation within the next 10 months listed by the month in which their EAOS will expire.

2.2.7. <u>EAOS (with Extensions) Less Than PRD</u>. Sailors whose EAOS is within 1 to 10 months, and the EAOS is less than PRD. Required command action is:

   a. Adjust PRD to equal EAOS for non-careerists.

   b. Determine reenlistment or extension intentions of careerists. Careerists are defined as personnel in pay grades E6 and below, who have completed over 4 years active service and are on a second or subsequent reenlistment, or personnel in paygrades E7 through E9, regardless of the number of years active service.

2.2.8. <u>Expired and Blank PRD</u>. Sailors with a PRD prior to the current month, or with a blank PRD, who have not yet been ordered to detach.

2.2.9. <u>Current PRD</u>. Sailors with a PRD in the current month who have not yet been ordered to detach.

2.2.10. <u>Future PRD</u>. Sailors who are projected losses to the activity within the next 10 months listed by the month of PRD.

2.2.11. <u>High Year Tenure</u>. Sailors approaching HYT.

2.3. <u>Required and Recommended Actions</u>

2.3.1. <u>Expired Prospective Losses or Sailors with an Expired EDL</u>. Take one of the following actions:

   a. The Sailor has detached, and a loss event/transaction has not been submitted. Submit loss event/transaction per reference (a) or article 1000-170 in reference (b) as appropriate.

   b. The Sailor has detached and a loss event/transaction has been submitted. No action is required. If this change is not reflected in the next EDVR, verify the original loss event transaction and resubmit.

   c. The Sailor has detached under authority other than the cited event in the EDVR. Advise NAVPERSCOM code listed on "From"

line of orders cited in the EDVR, stating the reason for non-compliance with the cited orders.  Ensure that the proper loss event/transaction has been submitted.

    d.  The Sailor not detached.  Send a message to NAVPERSCOM. State the circumstances and request instructions.  This category includes those who have not detached because an order cancellation or modification has been received which invalidates the EDL cited in the EDVR.

2.3.2.  Current and Future Prospective Losses.  Upon receipt, review the assignment directive for command actions required by reference (b), article 1306-1204.

2.3.3.  Expired EAOS.  Take one of the following actions:

    a.  If the Sailor has separated or transferred for separation, submit a loss event per reference (a) or article 1000-170 in reference (b) as appropriate.

    b.  If the Sailor's EAOS is in error, use the error correction procedures outlined in reference (b), article 1050-330.

    c.  If the Sailor is retained beyond EAOS (for Convenience of the Government), submit an event via NSIPS.

2.3.4.  Current and Future EAOS.  Verify the EAOS in the EDVR with the service record.  Correct errors using the error correction procedures outlined in reference (a) or article 1070-210 in reference (b) as appropriate.

2.3.5.  EAOS (with Extensions) Less Than PRD

    a.  This section is a listing of both careerists and "non-career" personnel whose EAOS (including extensions) is less than their PRD.  The following, in addition to other actions required by this section, shall be accomplished:  For those "non-career" Sailors whose PRD is less than EAOS, send a message to the appropriate Assignment Control Authority (ACA) (info NAVPERSCOM (PERS-4013)), requesting the PRD be adjusted.

    b.  Sailors who are considered as careerists, as defined in paragraph 2.2.7, are charged against an activity's account until their PRD and not their EAOS.  It is essential to determine the reenlistment or extension intentions of careerists whose EAOS is prior to PRD.  Those careerists who indicate they do not desire to reenlist or extend must be reported by message to the appropriate

NAVPERSCOM code (info NAVPERSCOM (PERS-4013)) as soon as possible after determination of the Sailor's intent.  Submit an Enlisted Manning Inquiry Report (EMIR), if the Sailor's EAOS is within 4 months, and the loss will reduce manning below authorized Navy Manning Plan (NMP) or Billets Authorized (BA) (whichever is lowest).

2.3.6.  Expired PRD.  NAVPERSCOM will resolve all expired or blank PRDs by adjusting them or by issuing orders.  The command must correspond with the appropriate detailer to request either orders or a PRD adjustment.

2.3.7.  Current and Future PRD.  Correspond with the detailer concerning those Sailors whose PRDs are within 3 months of the current month.  Request either orders or a PRD adjustment.

2.3.8.  High Year Tenure.  Sailors must request HYT waiver from NAVPERSCOM (PERS-823), request Fleet Reserve or Retirement from NAVPERSCOM (PERS-823), or be processed for separation.  Refer to reference (b), articles 1160-030 and 1160-120, for more information.

**SECTION 3**

3.1.  Personnel Onboard for Temporary Duty (TEMDU), in a Deserter Status, or Administratively Dropped from Navy Strength Accounts. Section 3 lists Sailors not appearing in EDVR sections 1 or 2 who are on board the activity for TEMDU, Sailors who remain on the activity account in a deserter status or who have been administratively dropped from Navy Strength Accounts.  Section 3 also lists alphabetically all Sailors in the activity's personnel account regardless of status.  This alphabetic list may be used instead of section 4 to verify the EDVR as described in section 5, paragraph 5.4, for MCA "X" accounts.

3.2.  Categories

3.2.1.  Declared Deserter.  Accounting Category Code (ACC) 109 assigned only by the Navy Absentee Collection and Information Center (NAVABSCOLINFOCEN), Great Lakes, IL.

3.2.2.  Administrative Drops.  Personnel Administratively Dropped from Navy Strength Accounts, ACC 391, 393, or 394.

3.2.3.  TEMDU Programmed School Input (PSI).  TEMDU PSI, ACC 150. Sailors who have completed class "A" school and are temporarily assigned to the activity while awaiting a future school.

3.2.4.  TEMDU For Further Assignment (FFA).  TEMDU FFA, ACC 320. Sailors who are temporarily assigned to the activity while awaiting orders from NAVPERSCOM.

3.2.5.  TEMDU For Further Transfer (FFT).  TEMDU FFT, ACC 330. Sailors who are temporarily assigned to the activity under PCS orders while awaiting transfer to an ultimate duty station per a transfer directive.

3.2.6.  Duty Under Instruction/Temporary Duty Under Instruction (DUINS/TEMDUINS STU).  Student, ACCs 340-342.  Sailors who are assigned to the activity for instruction.

3.2.7.  TEMDU.  Other TEMDU, ACCs 350-352, 354-356, and 358. Sailors who are temporarily assigned to the activity for other reasons than those specified in this section.

3.2.8.  TEMDU Patient (PAT).  TEMDU PAT, ACCs 370-373.  Sailors who are temporarily assigned to the activity while receiving medical treatment.

3.2.9. <u>TEMDU Separation (SEP)</u>. TEMDU SEP, ACCs 380-382. Sailors who are temporarily assigned to the activity while being processed for separation.

3.2.10. <u>TEMDU Disciplinary (DIS)</u>. TEMDU DIS Action, ACCs 390-394. Sailors temporarily assigned to the activity while awaiting disciplinary action or trial by court-martial, or who are confined in a military or civilian facility, or who are on appellate leave.

3.2.11. <u>ALPHA List</u>. A list of all Sailors in alphabetical sequence.

3.3. <u>Required and Recommended Actions</u>

3.3.1. <u>Personnel Onboard in TEMDU Status, Except for TEMDU PSI</u>. Use the availability report submission procedures in NSIPS. Establish an availability report tickler system and submit tracers when orders are not received within 30 days.

3.3.2. <u>Personnel Onboard for TEMDU PSI, ACC 150</u>. Review each Sailor's service record to ensure orders are present and the Sailor remains qualified for the school to which ordered.

3.3.3. <u>Personnel in a Deserter Status, ACC 109</u>. Declared deserters will remain in this category until they are reported as returned to military control, at which time NAVABSCOLINFOCEN will adjust the ACC to reflect the correct on board status. Enlisted absentees who return to naval jurisdiction after being declared a deserter are returned to their parent command per the guidelines in reference (b), article 1600-050. Deserters will be reflected on the command's EDVR for 1 year from the date of unauthorized absence, at which time they will be automatically transferred to the NAVPERSCOM Deserter Account (UIC 41104). Personnel in ACC 109 are not counted as on board strength and are not charged against the activity's manning.

3.3.4. <u>Personnel Administratively Dropped from Navy Strength Accounts</u>. These Sailors have been administratively dropped from Navy Strength Accounts as a result of a convening authority approval of a Bad Conduct or Dishonorable Discharge even though the Sailor remains in confinement or on appellate leave. Policy and procedures for Navy appellate leave cases are contained in reference (b), articles 1050-310 through 380.

**SECTION 4**

4.1.  Total Personnel Onboard in Distribution Community Sequence.
Section 4 lists all enlisted personnel in the activity's
personnel account except for those in a deserter status (ACC 109)
and personnel who have been administratively dropped from Navy
Strength Accounts (ACC 391, 393 or 394).  When a Sailor also
appears in EDVR sections 1, 2, or 3 (less the alphabetic listing
in EDVR section 3), that section number is displayed in column 2
of EDVR section 4.

4.2.  Distribution (Rating and NEC) Communities.  Distribution
(rating and NEC) communities are defined in reference (b),
article 1306-100.  NECs that have been designated as distribution
communities are listed in reference (b), article 1306-100,
exhibit 1.  Sailors are listed alphabetically by pay grade within
their distribution community.  Distribution communities are
listed alphabetically by rating abbreviation with NEC communities
listed at the end of this section.  NEC communities which are
related to one rating or group of ratings will be placed
immediately following that rating or group of ratings.

4.3.  Numeric Summary.  Following the listing of Sailors in each
rating or NEC community is a numeric summary by pay grade, of the
Sailors in that community who are on board and projected to be on
board for the next 9 months.  Those pay grades that are followed
by "T" indicate Full Time Support (FTS) billets.  Included in the
summary is the number of requisitions for that community.  (See
section 5, paragraphs 5.2.9 through 5.2.12 for an explanation of
requisitions.)  At the end of each activity's account is a
numeric summary by pay grade of all Sailors who are on board and
projected to be on board for the next 9 months.

4.4.  Required and Recommended Actions.  EDVR section 4 is used
by the PPSUIC activity every month to verify the items listed in
column 4 (Verify Remarks) as outlined below.

4.4.1.  What to Verify.  Verify all data in the columns listed
under Verify Remarks (column 4) against the documents referenced
in the NES Decision Logic Table, appendix B.

4.4.2.  EDVR in Error.  Where data in the new EDVR is in error,
submit corrections per appendix B.  Do not submit copies of
annotated or corrected EDVRs.

4.4.3.  <u>Review All Submissions</u>.  Review all events/transactions submitted to verify that they have been correctly applied.  If an event is not reflected in the new EDVR, verify the event for accuracy of content and for proper method of submission.  One of the following corrective actions is required:

    a.  If the event was properly submitted, resubmit the event/transaction.

    b.  If the original event submission was in error, submit the correct information.

    c.  If the event required submission of a NAVPERS document instead of a NSIPS event, submit the proper NAVPERS document.

4.4.4.  <u>Review NAVPERS Documents</u>.  Review NAVPERS documents in the NAVPERS suspense file against the EDVR to verify that changes have been applied.

4.4.5.  <u>Personnel Deleted From the New EDVR</u>.  When a Sailor who is on board is deleted from the EDVR without any action by the activity to cause the deletion, notify NAVPERSCOM (PERS-4013) by letter or message.  State all known facts and request the Sailor be regained to the account.

4.4.6.  <u>Personnel Appearing in the New EDVR in an Onboard Status</u>.  If a Sailor is not actually on board, and a gain event has not been submitted by the activity, notify NAVPERSCOM (PERS-4013) by letter or message to request the Sailor be deleted from the account.

4.5.  <u>Monthly Accounting Period Ending Date for the EDVR</u>.  An enlisted Accounting Period Ending Date for each month is established before the EDVR is produced.  This date will fall on Tuesday of the last full week of each month.  Events submitted after each month's Accounting Period Ending Date will not be reflected until the next EDVR.

4.6.  <u>Recommended EDVR Maintenance Procedures for PPSUIC Activities</u>.  Because of different reporting modes and local capabilities, each activity must determine the most effective method of validating the information in the EDVR.  Submit corrections as they are discovered.  Validation procedures must ensure that personnel changes submitted on NAVPERS documents and events submitted via NSIPS have updated the enlisted master

personnel files.  Follow-up and correction procedures must be accomplished per NSIPS and NAVPERS document sources.  Comply with follow-up procedures specified in reference (a).

**SECTION 5**

5.1.  <u>Personnel Status Summary</u>.  Section 5 is a numeric summary of the activity personnel account showing BA, M-day plus 1 month (M+1), the NMP, and a summary of Sailors on board and POB.  Each page of the report contains the title of the section and activity information.  The activity information shown is:

    a.  UIC.  This is the activity's UIC as used in NES.

    b.  The Activity Name.

    c.  Composite.  Identifies the activity's composite.

        (1) 1 = Shore

        (2) 3 = Sea (other than 4)

        (3) 4 = Subs

5.1.1.  <u>NMP Rule</u>.  A two-position code that identifies the rules applied to the calculation of NMP for this rating or NEC community.  For FTS a "T" will precede the NMP Rule.

    a.  First Position.  A first position of "1" indicates a directed manning level established by the MCA.  A first position of "2" indicates the NMP was directed to equal billets authorized, pay grade for pay grade.  A first position of "9" indicates the NMP for the Rating/NEC was calculated on a fair share basis.  Fair share calculation is described in reference (b), article 1306-100.

    b.  Second Position.  The second position indicates a rating's authorized manning priority as defined by reference (c).  "0" means no priority.  "1" or "2" means CNO priority 1 or 2 manning has been authorized by the CNO.  "3" means that CNO priority 3 manning has been authorized by the MCA.

5.2.  <u>Column Information</u>

5.2.1.  <u>Rate or NEC</u>.  The distribution communities, identified by rating or NEC, for which the activity has billets authorized or personnel assigned are listed in the same sequence as section 4.  Pay grades are displayed within each community.  At the end of each rating or NEC there is a total of all pay grades within the community.  When there is only one pay grade within the

community, no total is displayed.  An activity summary is
displayed after the

last rating or NEC community in the section.  This activity
summary totals each pay grade across all communities and displays
a grand total for the activity.

5.2.2.  <u>Current Billets Authorized BA (date)</u>.  The activity
authorizations effective in the current month.

5.2.3.  <u>Current M+1 (date)</u>.  The activity mobilization billets
effective at M-day plus 1 month.

5.2.4.  <u>P-9 M+1 (date)</u>.  The activity mobilization billets
projected 9 months in the future.

5.2.5. <u>P-9 BA (date)</u>.  The activity authorizations that will be
effective at 9 months in the future.

5.2.6.  <u>P-9 NMP (date)</u>.  The NMP projected 9 months in the future
for each distribution rating.  An asterisk will appear
immediately to the right of the P-9 NMP total if this total has
changed during the accounting period.

5.2.7.  <u>Current Onboard</u>.  COB (date) - The number of Sailors who
are on board and assigned to the distribution rating in the month
indicated.  This column displays the current personnel strength
of the activity.

5.2.8.  <u>Projected Onboard</u>.  POB-1 (date) through POB-9 (date) -
The personnel strength of the activity, month by month, for the
next 9 months.  NAVPERSCOM and MCA personnel managers use this
information to measure the manning posture of the activity
through the next 9 months.  The P-9 NMP minus POB-9 determines
how many additional personnel will be required for the activity
to bring its onboard strength to the NMP level.  These
requirements are known as requisitions and are generated by the
Enlisted Personnel Requisition System (EPRES).

5.2.9.  <u>"N" Requisitions</u>.  The number of personnel required to
bring a distribution rating from TOTAL POB-9 to TOTAL P-9 NMP.
When the "N-RQN" column contains a negative number, it indicates
the number of requisitions, by pay grade, which must be filled to
bring the rating from its POB-9 strength to TOTAL P-9 NMP.  If
the number is positive (no negative sign), it indicates by pay
grade the number of personnel who will be on board at P-9 in
excess of the P-9 NMP.  If no information is displayed under the
"N-RQN" column, the rating has no P-9 NMP requisitions or
excesses.

5.2.10.  "P" Requisitions.  The number of personnel required to bring the rating's strength, by pay grade, to NMP, when pay grade balance is greater than plus or minus one of the NMP.  A rating may be manned at total NMP but not have the proper strength by pay grade.  The "P" requisition identifies personnel needed to achieve the NMP pay grade structure (within plus or minus one pay grade).  Since the "P" requisition indicates a need to achieve a specific pay grade structure after the rating has achieved its total NMP, there must be a "P" excess for every "P" requisition.  The "P" excess identifies the pay grade which would become in excess to NMP if the "P" requisition were filled.

5.2.11.  "A" Requisitions.  The number of personnel required to bring a rating from TOTAL NMP to TOTAL BA assuming all "N" requisitions have been filled.  "A" requisitions are created only when total POB is less than total BA and total NMP is less than total BA.  When "A-RQN" column contains a negative number, it indicates the number of requisitions by pay grade which must be filled to bring the rating from TOTAL P-9 NMP to TOTAL P-9 BA.  If the number is positive (no negative sign), it indicates by pay grade the number of personnel who will be on board at P-9 in excess of the P-9 billets authorized.  If no information is displayed under the "A-RQN" column, the rating does not have any excesses or vacancies to P-9 billets authorized other than those identified as "N" requisitions or excesses.

**SECTION 6**

6.1.  <u>Navy Enlisted Classification (NEC) Billets Authorized</u>.
Section 6 is a listing of NECs by rating for which the activity has
billets authorized.

6.2.  <u>CNO Billets Authorized Revision Number (Except MCA "X"
Accounts)</u>.  This section shows the revision number of the most
current BA contained in the Total Force Manpower Management System
(TFMMS).

6.3.  <u>Defining Columns</u>.  The following information is displayed
in each of the columns:

6.3.1.  <u>DIST COMM</u>.  Will appear only when the Distribution
Community does not equal rate abbreviation, i.e., BA requires
closed loop NEC community such as 9580 - Command Master Chief
Billet.

6.3.2.  <u>RATE ABBR</u>.  Actual rating to which the billet was
written.

6.3.3.  <u>CNO BA</u>.  This column is the number of billets authorized
for a rate or rating within the time frame of current month
through 12 months in the future.  Only the current month through
9 months in the future is shown on the report.  If the billets
authorized are effective 10 through 12 months in the future, the
date the billet will become effective will be posted in the
effective date column.

6.3.4.  <u>NEC/NEC</u>.  These columns indicate what NECs are required,
and the CNO BA indicates how many are authorized.

6.3.5.  <u>FAC</u>.  Functional Area Codes (FACs) are part of the billet
writing process and are used to describe personnel and billet
requirements, i.e., FAC "I" indicates Instructor Billet, FAC "G"
indicates General Billet.  Refer to reference (c) for information
about FAC Codes.

6.3.6.  <u>P1 Through P9</u>.  These columns indicate the CNO BA for
month and year indicated.

**SECTION 7**

7.1.  <u>NEC Billet and Personnel Inventory</u>.  Section 7 is a listing of NECs by rating for which the activity has billets authorized and reflects the totals for personnel distributed from the current month through 9 months in the future.  The following information is displayed in each of the columns:

7.2.  <u>DIST COMM</u>.  Will appear only when the Distribution Community does not equal rate abbreviation, i.e., BA requires closed loop NEC community such as 9580 - Command Master Chief Billet.

7.2.1.  <u>RATE ABBR</u>.  This column indicates the actual rating to which the billet was written and the actual rating that is distributed to the NEC requirement.

7.2.2.  <u>NEC DNEC/NEC DNEC</u>.  These columns list the NEC requirements in numerical sequence, not necessarily in primary and secondary position as reflected in EDVR section 6.

7.2.3.  <u>CUR BA/P9 BA</u>.  Indicates the current and projected CNO billet requirements for the required NECs.

7.2.4.  <u>POB1 Through POB9</u>.  Indicates the number of personnel distributed to the required NEC through the 9 month projection.

7.2.5.  <u>PCT POB</u>.  This column indicates the percentage of manning to the authorized NEC.

7.3.  <u>Distribution Navy Enlisted Classification Code (DNEC) Management</u>

7.3.1.  <u>DNEC as a Distribution Tool</u>.  The DNEC is a distribution tool used to match an individual's NECs, as displayed in the NESMAPMIS Enlisted Master Record (EMR), to a command's authorization for NEC.  Dual NEC requirements are treated as a single entity in the NEC accounting procedure.

7.3.2.  <u>Guidelines for Assignment of DNEC</u>.  The guidelines established for the assignment of a DNEC are:

a.  A command must have an authorization for an NEC or dual NEC, as displayed in EDVR section 6 of the command's EDVR, before an individual can be assigned the DNEC.

b.  An individual who holds a principal NEC in their inventory may be distributed to a component NEC.  Inventory refers to EDVR section 8, NEC1 through NEC15.

c.  A DNEC assignment will normally reflect previously earned NECs as contained in the individual's inventory except:

(1) Course of Instruction (COI) NECs.  Assignment will be made if the required training will be completed by the individual enroute to the new command or a returnable school quota has been obtained by the command.

(2) On-the-Job Training (OJT) NECs.  Assignment will be made if training enroute is unavailable and the individual is being assigned to fill that skill requirement per the NEC required by the enlisted requisition, or at the command's request.

d.  The enlisted detailer will assign the initial DNEC as a part of the order writing process.  The detailer will also be responsible for modifications to DNEC assignment while the individual is in a prospective gain (PG) status.

e.  Once an individual has reported aboard for duty, DNEC change requests must be sent to NAVPERSCOM (PERS-4013) using NSIPS, or by an NEC Discrepancy Report to the NAVPERSCOM (PERS-4013) RO code identified on the first page of the EDVR.

f.  Requests for the removal of a DNEC which would take the command below BA for that NEC will not be approved if the individual is qualified to hold the NEC.

g.  DNEC requests for which the command has no authorization will not be approved.

h.  All DNEC change requests addressed to NAVPERSCOM (PERS-4013) must include justification.

i.  DNEC change requests for individuals within 9 months of their PRD will not be considered.

7.4.  <u>Responsibilities for Assignment of DNECs</u>.  The responsibilities for the assignment of DNECs are:

7.4.1.  <u>Assignment of DNECs</u>.  NAVPERSCOM will make the initial assignment of the DNEC as an element of the order writing process using the guidelines established in paragraph 7.3.2d above.

This ensures that future assignments of personnel to the command will not exceed their authorized BA for that NEC.

7.4.2. Approval of DNECs. NAVPERSCOM (PERS-4013) will approve or disapprove all DNEC requests once an individual has been gained on board for duty. NAVPERSCOM (PERS-4013) ROs will review commands for DNEC or NEC discrepancies and assist in correcting these deficiencies.

7.5. Verification

a. Upon receipt of the monthly EDVR, the activity must verify actual NEC qualifications and the validity of the assigned DNEC of enlisted personnel on board in relation to:

(1) The NEC authorized in the AMD, and its latest revision as contained in EDVR, section 6.

(2) The individual's actual qualifications entered in the field service record.

b. If the NEC or its principal is not held in the inventory, three asterisks and a numerical code (see section 2, paragraph 2.2.3b for explanation of these codes) will appear in the INEC columns indicating that local verification of the Sailor's qualification per NAVPERS 18068F, volume II is necessary. The command must:

(1) If field records indicate that the individual is qualified to hold the NEC, submit NAVPERS 1221/6 (06-06), Navy Enlisted Classification (NEC) Change Request per reference (b) with appropriate documentation to NAVPERSCOM (PERS-4013).

(2) If field records indicate that the individual is not qualified, submit NSIPS for DNEC change or removal.

(3) If the Sailor is undergoing OJT, advise NAVPERSCOM (PERS-4013) of progress and the estimated OJT completion date.

7.5.1. Discrepancies. To report discrepancies use the following procedures:

a. Discrepancies in closed-loop or special program NECs are directed to the responsible NAVPERSCOM code on the orders message PERS code.

b.  Modifications to PCS orders for correction of DNEC are directed to the NAVPERSCOM code on the orders message PERS code.

c.  All other changes are directed to NAVPERSCOM (PERS-4013) RO.

d.  NEC discrepancies in a command's AMD should be corrected per reference (c).

7.5.2.  <u>Review</u>.  During a tour of duty, an individual may become qualified in additional NECs through either formal COI or OJT experience or may lose skills previously identified by an NEC. In addition to the award or removal of an NEC, each command must review an individual's DNEC to ensure the DNECs are an accurate reflection of the individual's employment.  Requests for changes based on new qualifications, school quota changes, or changes in employment must be submitted to NAVPERSCOM (PERS-4013) via message.

**SECTION 8**

8.1.  <u>NEC Inventory Section</u>.  Section 8 lists all personnel on board who have NECs.  The file only shows five NECs currently listed in NES EMR and the current DNEC assignments.

8.2.  <u>Defining Columns</u>

8.2.1.  <u>ACT RATE</u>.  This column indicates the Sailor's actual rate.

8.2.2.  <u>NAME</u>.  This column will only display the first 12 letters of the Sailor's name.

9.2.3.  <u>SSN</u>.  The Sailor's social security number.

8.2.4.  <u>DNEC 1/DNEC 2</u>.  These columns will indicate the DNEC to which the Sailor is assigned.

8.2.5.  <u>NEC 1 through NEC 5</u>.  These columns will show what NECs a Sailor holds in inventory per the NES.

8.2.6.  <u>DUTY STAT</u>.  A three-position numeric code which indicates the Sailor's on board status or a two position alphabetic code which indicates the Sailor is a prospective loss or a prospective gain to an activity.

8.2.7.  <u>DATE RECD</u>.  This will indicate when the Sailor was received on board or for when a Sailor is a prospective gain.

8.2.8.  <u>EDA/EDL</u>.  Estimated Date of Arrival or Estimated Date of Loss.

8.2.9.  <u>PRD</u>.  This is the Sailor's Projected Rotation Date.

**SECTION 9**

9.1.  <u>Officer and Enlisted Diary Message Summary</u>.  Section 9 lists the name, SSN, rank or rate, Transaction Code (TAC), change description, date of occurrence, and date-time-group of each officer and enlisted NSIPS transaction that was reported for the UIC during the month.  Transactions that contained errors may not be listed because they were rejected for research by NAVPERSCOM (PERS-4013).  If the activity is charged with personnel accounting responsibility (PPSUIC), this report also contains a list of all date-time-groups of messages received by NAVPERSCOM (PERS-4013) during the month and any messages from the previous month that were received after that month's cut date.  The cut date is the last Wednesday of the last full week of every month.  NSIPS events, unless they are specific to NAVPERSCOM (PERS-4013) (i.e., FORMAN Requests, SRB Requests, Sailing events, etc.), are not processed at NAVPERSCOM (PERS-4013) and are not listed in the EDVR, section 9.

**SECTION 10**

The data listed in Section 10 is no longer maintained.  Duty preference information is processed by and managed in the Career management System/Interactive Detailing (CMS/ID).  Refer to https://www.cmsid.navy.mil for preference information.

**SECTION 11**

11.1.  <u>Security and Data Validation Section</u>.  Section 11 displays security, citizenship, involuntary extension months, Pay Entry Base Date (PEBD), Time-in-Rate (TIR), Advancement Effective Date, FORMAN Status, and Action Date.  If any portion of the security data on an individual changes from the previous EDVR, an asterisk will appear immediately after the grant date as a "flag" to require verification of the changed information.  If any of the other items in this section have changed from the previous EDVR, an asterisk will appear immediately after the updated information.

11.2.  <u>Personnel Security Data</u>.  The security data consists of a 15-position code displayed immediately after the Sailor's name, social security number, and rate.  The security information reflects the most recent security investigation, the current clearance authorized by Department of the Navy Central Adjudication Facility (DON CAF), the date the clearance was granted, and the highest level of clearance for which the individual is eligible.  All security data for the EDVR is provided by DON CAF.  Correct errors by submitting OPNAV 5510/413 to DON CAF.  DON CAF provides a current date each time it grants or recertifies a security clearance or eligibility and is unable to "back-date" information.  Security data in the EDVR may be used to grant an interim security while awaiting DON CAF action.  Security data is broken down into the following five different categories:

11.2.1.  <u>TYP</u>.  The most recent type of Personnel Security Investigation which has been completed.

<u>CODE</u>      <u>DEFINITION</u>

1          Entrance National Agency Check (ENTNAC)
2          National Agency Check (NAC)
3          NAC plus written inquiries (NACI)
4          Background Investigation (BI)
5          Special Background Investigation (SBI)
6          NAC plus 10 years of service (obsolete)
7          NAC plus Special Investigative Inquiry (SII)
8          ENTNAC plus SII
9          Interview oriented BI (IBI)
0          Single Scope Background Investigation (SSBI)

CODE        DEFINITION

A           Expanded NAC
B           Local Records Check (LRC) plus NACI requested
C           NACI requested
D           NAC (or NACI) plus BI or IBI requested
E           NAC plus SBI requested
F           BI/IBI (10 year scope)
G           Periodic reinvestigation (PR) of BI/IBI
H           NAC plus partial SBI
I           Character investigation (IRS)
J           Periodic reinvestigation of SBI/SSBI
K           Limited Background Investigation (LBI) by OPM
L           Minimum Background Investigation (MBI) by OPM
M           SBI plus current NAC
N           NACI plus current NAC
O           SII
P           IBI/BI plus current NAC
Q           MBI plus current NAC
R           LBI plus current NAC
S           SBI plus current BI/IBI
T           IBI/BI requested
U           Other
V           SBI requested
W           LRC
X           MBI expanded
Y           LBI expanded
Z           NACI plus SII
#           Periodic Reinvestigation - Secret

11.2.2.  INVEST DATE.  The date the most recent personnel
security investigation was completed in YYMMDD format.

11.2.3.  ELIG.  The highest security clearance the Sailor is
eligible for based on the results of a Personnel Security
Investigation.

CODE        DEFINITION

C           Confidential
D           Clearance denied
E           Interim Confidential
J           No clearance required - file created
O           Interim Secret
P           Interim Top Secret
Q           No clearance or access required - favorable
investigation

| CODE | DEFINITION |
|------|------------|
| R | Clearance revoked |
| S | Secret |
| T | Top Secret |
| U | Interim SCI (for office of Naval Intelligence (ONI) or Naval Security Group (NAVSECGRU) only) |
| V | Top Secret - SCI eligible |
| X | Action pending |
| Z | Adjudicative action incomplete due to loss of jurisdiction |
| 1 | Limited Access Authorization (LAA) Confidential |
| 2 | Limited Access Authorization (LAA) Secret |
| 3 | Pending reply to Letter of Intent (LOI) or Statement of Reasons (SOR) |
| 5 | Position of Trust (No clearance required) |
| 6 | SCI Denied (No clearance determination) (ONI and NAVSECGRU use) |

11.2.4.  AUTH.  The current security clearance of the Sailor as authorized by Joint Personnel Adjudication System (JPAS).

| CODE | DEFINITION |
|------|------------|
| C | Confidential |
| D | Clearance denied |
| E | Interim Confidential |
| J | No clearance required - file created |
| O | Interim Secret |
| P | Interim Top Secret |
| Q | No clearance or access required – favorable investigation |
| R | Clearance revoked |
| S | Secret |
| T | Top Secret |
| U | Interim SCI (ONI or NAVSECGRU only) |
| V | Top Secret - SCI eligible |
| X | Action pending |
| Z | Adjudicative action incomplete due to loss of jurisdiction |
| 1 | Limited Access Authorization (LAA) Confidential |
| 2 | Limited Access Authorization (LAA) Secret |
| 3 | Pending reply to Letter of Intent (LOI) or Statement of Reasons (SOR) |
| 5 | Position of Trust (No clearance required) |
| 6 | SCI Denied (No clearance determination) (ONI or NAVSECGRU use) |

11.2.5.  GRANT DATE.  The date the Sailor was granted a security clearance in YYMMDD format.  A grant date of "870701" is a computer-generated date and is not an error.  DON CAF provides a current date each time it grants or recertifies a security clearance or eligibility and is unable to "back-date" information.

11.3.  Citizenship (CITZ).  The citizenship data is a two-position alphabetic code identifying the Sailor's citizenship.  Citizenship changes are effected via NSIPS event.  Citizenship codes and their definitions are:

CODE      DEFINITION

CA        U.S. citizen by birth in the U.S. ("U.S." means the
          continental U.S., Alaska, Hawaii, Puerto Rico, Guam, and
          the Virgin Islands.)
CB        U.S. citizen by naturalization, derivative (U.S.
          citizenship acquired while under age 18 through the
          naturalization of one or both parents.)
CC        U.S. citizen by birth, derivative (citizenship acquired
          at birth outside the U.S. from parents, one or both of
          whom were U.S. citizens at time of member's birth.)
CD        U.S. citizen by naturalization.  (A person born outside
          the U.S., who has completed naturalization procedures
          and has been admitted to U.S. citizenship by duly
          constituted authority.)
AY        U.S. national.  (A person who, though not a citizen of
          the U.S., owes permanent allegiance to the U.S.)
          (Persons born in American Samoa or Swains Island on or
          after formal acquisition of such possessions, of parents
          both of whom are nationals, but not citizens of the
          U.S., who have had a residence in the U.S. or one of its
          outlying possessions prior to the birth of such person.)
NY        Alien.  (A person who is neither a citizen nor national
          of the U.S.)
ZZ        Citizenship unknown.  Commands with Sailors of unknown
          citizenship must verify their citizenship status and
          ensure that the transaction in the EDVR is corrected as
          quickly as possible.

11.3.1.  Source Documents.  These documents are used to determine citizenship.  DD 1966, Record of Military Processing-Armed Forces of the United States, NAVPERS 1070/601, Immediate Reenlistment contract, and NAVPERS 1070/613, Administrative Remarks of the Enlisted Service Record.

11.4.  Involuntary Extension (INVOL EX).  This is the two-digit
number of months which indicates the amount of time a Sailor will
be extended involuntarily beyond expiration of enlistment date,
or Release from Active Duty (RAD) date.  Blank indicates none.

11.5.  Pay Entry Base Date (PEBD).  The PEBD (YYMMDD) is used to
determine when a Sailor is entitled to increased basic pay.  See
reference (d), for policy concerning service creditable for basic
pay purposes and procedures for computing the PEBD.

11.6.  Time in Rate (TIR) YYMMDD.  The TIR date is used to
determine eligibility for advancement for the next higher rate.
Reference (e), chapter III, gives policy and procedures for
verifying and correcting TIR.

11.7.  Advancement Effective Date (ADVANCE EFF DATE) YYMMDD.  This
is the date the Sailor was advanced to the present paygrade.  See
reference (e), chapter III, for determination of correct
effective date of advancement.

11.8.  FORMAN Status Indicator Code/Date.  The status code and
date (YYMMDD) of the most recent change to Sailor's FORMAN
request.

CODE       DEFINITION

0          NAVPERSCOM working on the request
1          NAVPERSCOM waiting for quota
2          Exercised reservation.  Sailor reenlisted or converted
3          Independent Extension Request
4          Hold until monthly update in order to evaluate if
record
           is eligible to be actively worked
5          NAVPERSCOM rejected or disapproved request
6          Sailor Separated
7          NAVPERSCOM approved request and assigned reservation
8          NAVPERSCOM has incomplete data.  Some required
           information has not yet been provided by the field.
           Processing of the request cannot begin
9          Cancelled request
C          Completed
D          NAVPERSCOM rejected or disapproved request
E          Error with Enlisted Community Management (ECM) –
           (BUPERS use only)
F          NAVPERSCOM disapproved Special Separation Benefit (SSB)
           request
H          NAVPERSCOM approved requested separation

I          NAVPERSCOM approved Special Separation Benefits (SSB)
           request
R          NAVPERSCOM working on the request
CODE       DEFINITION

S          NAVPERSCOM working SSB request
V          NAVPERSCOM working on the request
X          Approved request
Y          NAVPERSCOM approved VSI/SSB, but the Sailor did not
           execute
Z          Sailor separated and executed SSB request

**SECTION 12**

12.1.  <u>TEMADD and Embarked Personnel</u>.  Section 12 is a report of officer and enlisted personnel absent on sailing, embarked, and assigned to the activity for TEMADD to augment normal manning. EDVR section 12 also contains a listing of units, foreign military and civilians embarked in a ship.  This section is updated from information submitted by the activity via NSIPS events.

12.2.  <u>Column Information</u>.  Section 12 consists of the following columns of information:

  - <u>STATUS</u>.  This column reflects the event submitted via NSIPS.  It also reflects the branch of service of an individual (if applicable).  Midshipmen and personnel performing Active Duty for Special Work reflect as "TRNG".

  - <u>SSN</u>.  Social Security Number.

  - <u>NAME</u>.  Name of activity or the individual's name.

  - <u>RANK OR RATE</u>.  Rank or rate.

  - <u>UIC</u>.  Unit Identification Code or command to which TEMADD or embarked individual is permanently attached, or the UIC of the command embarked in a vessel.

  - <u>DATE OF OCCUR</u>.  Date of occurrence (YYMMDD).

  - <u>TEMADD EST STOP DATE</u>.  Estimated date (YYMMDD) the individual's TEMADDD will end.  Submit corrections using NSIPS.

  - <u>REA</u>.  Reason Code.  A one-digit code that identifies the reason the Sailor is absent on sailing, e.g., 1 - Leave, 2 - Unauthorized Absence, 3 - Temporary Additional Duty.

  - <u>EXPIRED STATUS FLAG</u>.  Three asterisks (***) in this column indicate the estimated TEMADD stop date has expired.  Submission of the Change of numbers of TAD Days (CTAD) or the Depart Date of member from UIC (DTAD) Transaction Code (TAC) is required for these personnel.

  - <u>REMARKS</u>.  This column is used for comments not covered by any of the above columns.

12.3.  <u>Correction Procedures</u>.  If activities and/or personnel are no longer embarked, submit appropriate debarked transactions per formats and samples in NSIPS Users Help Guide.  If personnel are still embarked in a TEMADD status, review the estimated stop date and, if appropriate, submit NSIPS events to update "CTAD" or "DTAD" TACs.

**APPENDIX A**

**EXPLANATION OF DATA ELEMENTS CONTAINED IN THE EDVR**

A.1.  <u>EDVR Heading Description Line</u>.  The explanation of each line element is numbered to correspond with the block in which the element is displayed.

A.1.1.  <u>BLOCK 1.  Activity Name</u>.  The activity's name as carried by NAVPERSCOM (PERS-4013).  This item cannot exceed 30 positions.  Questions concerning an activity name in the EDVR should be addressed to Office of the Chief of Naval Operations (OPNAV) (N122).

A.1.2.  <u>BLOCK 2.  Unit Identification Code (UIC)</u>.  The UIC is assigned by the Comptroller of the Navy and is used by NAVPERSCOM to identify activities in the automated personnel accounting systems.  Questions concerning an activity UIC in the EDVR should be addressed to OPNAV (N122).

A.1.3.  <u>BLOCK 3.  Effective Date of Billets Authorized</u>.  The YY-MM-DD of the current AMD, Manpower Authorization, that is available at NAVPERSCOM (PERS-4013) and is contained in section 6 of the EDVR.  An alphabetic character may be printed in the first position of the YR (G instead of 7, H instead of 8).  This character indicates that an authorization revision for this activity has been initiated but has not been completed.  Upon completion of the revision, the appropriate numeric character will be restored, and the resulting date will be the same as the date in block 11 of the AMD.

A.1.4.  <u>BLOCK 4.  Billets Authorized Revision Number</u>.  The revision number of the most current Billets Authorized contained in the Total Force Manpower Management System (TFMMS).  (Refer to reference (c)).

A.1.5.  <u>BLOCK 5.  Accounting Period Ending</u>.  YY-MM-DD of the last input processed to the EDVR.

A.1.6.  <u>BLOCK 6.  Sea and Shore Code</u>.  A one-digit numeric code indicating the type duty classification of the activity.

<u>CODE AND EXPLANATION</u>

1 - Shore Duty
2 - Sea Duty

CODE AND EXPLANATION

3 - Overseas Remote Land-based Sea Duty
4 - Overseas Sea duty
6 - Overseas Shore Duty

A.1.7.  BLOCK 7.  ATC - Area/Type/City Code.  This is a three
position code that identifies the geographic location of the
activity or the homeport of mobile units.  (Refer to reference
(b), article 1300-700).

A.1.8.  BLOCK 8.  MCA - Manning Control Authority.  Identifies the
command exercising manning control of the activity.

A.1.9.  BLOCK 9.  MMCC - Military Manpower Claimant Code.  The
two left-most positions identify the command, bureau, or office
in the administrative chain of command which has responsibility
for the management of military manpower requirements of the
activity.  The two right-most positions identify sub-claimants or
resource category.  (Refer to reference (c)).

A.2.  EDVR Data Item Display.  Zeros and repetitive codes that
apply to a majority of Sailors normally will not be displayed.
Suppression of this data applies only to those Sailors currently
on board.  It does not apply to prospective gains, prospective
losses, or to the record of any person containing a transaction
in column 4 (Verify Remarks) of the report.  Verify keys will
only appear in the alphabetic listing in sections 3 and 4 of the
EDVR.  Subject to the exception stated above, the following
display actions will apply:

## A.3. EDVR ELEMENT DESCRIPTION AND VERIFICATION SOURCE DOCUMENT

| COLUMN KEY | ITEM | DESCRIPTION |
|---|---|---|
| A | SPECAT | Special Category. |

This is a one-position alphabetic or numeric code used to describe the Sailors and/or billets under the detailing control of NAVPERSCOM.

Source document: EDVR
Reference: Reference (b), article 1306-1200.

| | | |
|---|---|---|
| B | SPI | Special Program Indicator. |

This is a one character code used to identify FTS/ADSW status of a Sailor.

CODE                                                          DESCRIPTION

| SPI CODE | DEFINITION |
|---|---|
| F | Flt Reserve/Retiree Recall for up to 12 months per 10 U.S.C. 688. |
| I | PRC orders (MPN funded) for up to 270 days for declared Contingency Operation. |
| J | Involuntary Recall (10 U.S.C. 12302) for up to 24 months (partial MOB). |
| N | Contingency Support Orders for less than 1,095 days. |
| Q | National Call to Service. |
| R | Canvasser Recruiter (RPN) not covered by 'T' or 'V'. |
| T | FTS Officer. |
| V | FTS Enlisted. |
| W | Enlisted Canvasser Recruiter. |
| 1 | RPN ADSW orders less than 1,095 days (FY 05 and later). |
| 2 | MPN ADSW orders less than 1,095 days (FY 05 and later). |
| 3 | Training Type Duty orders (RPN funded) (IADT/ADT/AT). |
| 4 | MPN ADSW orders ISO a COCOM for less than 1,095 days (FY 05 and later). |
| 6 | ADSW orders of less than 1,095 days ISO Counter Drug Operations per 32 U.S.C. 112 (FY 05 and later). |
| 7 | 3 year recall (RPN) Officers only. |

| COLUMN KEY | ITEM | DESCRIPTION |
|---|---|---|
| C | DESIG | Designator. |

A one-position alphabetic or numeric code used to identify a Sailor's special qualifications.

| CODE | DESIG ABBREV | DESCRIPTION |
|---|---|---|
| BLANK | BLANK | Not qualified for any designator. |
| 1 | SS | Designated qualified in submarines USN or USNR. |
| 2 | SU | Designated in training for submarine qualification, USN or USNR. |
| 3 | DV | Qualified Diver. |
| 4 | PJ | Qualified as a Parachutist. |
| 5 | SS | Designated qualified in submarines, USN or USNR, but not planned for future assignment to submarine duty. |
| 6 | NAC | Qualified as a Naval Aircrewman. |
| 7 | SG | Designated qualified in submarines but not in a submarine source rating. |
| 8 | SP | Designated previously assigned in submarines. |
| 9 | AP | Qualified as Aviation Pilot. |
| A | EAWS | Qualified as Enlisted Aviation Warfare Specialist (EAWS). |
| C | SCW | Qualified as Seabee Combat Warfare Specialist (SCWS). |
| E | EOD | Designated qualified in Explosive Ordnance Disposal. |
| F | FPJ | Qualified as Enlisted Freefall Parachutist. |
| I | IUSS | Qualified in Integrated Undersea Surveillance System. |

**COLUMN**

| KEY | ITEM | DESCRIPTION |
|-----|------|-------------|
| C | DESIG | Designator (Continued) |

|  | DESIG |  |
|------|------|------|
| **CODE** | **ABBREV** | **DESCRIPTION** |
| L | SEAL | Designated qualified in Special Warfare (Sea-Air-Land). |
| M | FMF | Designated as Fleet Marine Force Qualified. |
| S | ESWS | Qualified as Enlisted Surface Warfare Specialist (ESWS). |
| T | CC | Designated as Special Warfare Combatant Crew Qualified. |
| X | EXW | Designated as Enlisted Expeditionary Warfare Specialist (EXW). |

Source documents:  Page 4 and/or 13 of the Enlisted Service Record.
Reference:  Reference (b).

| | | |
|-----|------|-----|
| D | LDUT | Limited Duty Designator. |

This is a one-position alphabetic or numeric code which identifies the limitation of duty to which a Sailor can be assigned.

| **CODE** | **ABBREV** | **CODE** | **ABBREV** |
|----------|------------|----------|------------|
| BLANK | NONE | 8 | L8 |
| 1 | L1 | 9 | L9 |
| 2 | L2 | M | LM |
| 3 | L3 | S | LS |
| 4 | L4 | T | LT |
| 5 | L5 | V | LV |
| 6 | L6 | W | LW |
| 7 | L7 | | |

Source document.  Page 13 of Enlisted Service Record.

Reference:  Reference (b), article 1306-020.

| COLUMN KEY | ITEM | DESCRIPTION |
|---|---|---|
| E | NAME | Name |

The Sailor's name, as recorded, will not exceed 12 positions.  It will consist of complete surname (with no punctuation) if possible, and as much of the first and middle names as possible, including any suffix.

Source document:  Enlistment or Reenlistment Contract. Reference:  EDVRMAN.

| F | SOCIAL SECURITY | Social Security Number.  An eleven-position code which is a unique identification of the Sailor and the Social Security Account. |

Format:  XXX-XX-XXXX

Source document:  Enlistment or Reenlistment Contract. Reference:  Reference (b), article 1000-060.

| G | SEX | Sex Code. |

A one-position alphabetic indicator, denoting the sex of the Sailor.  M or blank denotes male, F denotes female.

Source document:  SF 88, Report of Medical Examination.

| H | ACTUAL RATE | Actual Rate. |

The actual rate will be blank except when it differs from assigned rate (column J).  The actual rate is the combination of general or service rating and the pay grade.

Source documents:  Pages 4, 9, (prior to January 1996) and 13 of the Enlisted Service Record.

References:  References (e) and (f).

| I | EFM | Exceptional Family Member. |

This is a one-position numeric code used to identify the category of an EFM.

Appendix A to
                                              Enclosure (1)

**COLUMN**

| KEY | ITEM | DESCRIPTION |
|-----|------|-------------|
| I | EFM | Exceptional Family Member (Continued). |

**CATEGORY**

| CODE | DESCRIPTION |
|------|-------------|
| 1 | Needs do not generally limit assignments. |
| 2 | PINPOINT – The medical or educational condition requires assignment to specific geographical areas CONUS/OCONUS locations. |
| 3 | NO OVERSEAS – The medical or educational condition precludes assignment to overseas locations based on non-availability of medical and/or educational services. |
| 4 | MAJOR MEDICAL AREA – The medical or educational condition requires assignment to billets near major medical facility areas (Bethesda, Norfolk, Jacksonville, Pensacola, and San Diego). |
| 5 | HOMESTEADING – The EFM enrollee is considered to be severely handicapped. This category includes a provision for homesteading in one area that can support sea/shore assignments.  Areas include Washington DC, Norfolk, Mayport/ Jacksonville, San Diego, Bremerton/ Bangor/Puget Sound/Seattle, and Gulfport, Port Hueneme for Seabees and FTS. |
| 6 | TEMPORARY ENROLLMENT – The medical or educational condition requires a stable environment for 6 months to a year due to ongoing treatment or diagnostic assessments. |

Reference:  Reference (g).

| COLUMN KEY | ITEM | DESCRIPTION |
|---|---|---|
| J | ASSGN RATE | Assigned Rate |

Assigned rate is the rate in which a Sailor is charged to an activity's account.  Assigned rate may be based upon a rate advancement authority, rating conversion program, programmed school input, or alignment of a Sailor with a specific billet.  All Sailors who hold an actual rate with pay grade of E1 or E2 have an assigned rate pay grade of E3.  (Example:  BMSR and BMSA appear as BMSN; SR and SA appear as SN.)  In cases of an authorized rating conversion, the award of a rating conversion NEC results in an assigned rate corresponding to the rating to which the Sailor is converting.  (Example:  A YN2 with a conversion NEC of BM-0199 will have an assigned rate of BM2.)  If a Sailor has been removed from a rating conversion program, a request for removal of the rating conversion NEC should be submitted.  Use NAVPERS 1221/6, Navy Enlisted Classification (NEC) Change/Recommendation.  Removal of the conversion NEC will restore the assigned rate to correspond to the actual rating.

Source document:  EDVR.
Reference:  Policy of the MCA, TYCOM, and NAVPERSCOM (PERS-4013).

| K | SDAP | Special Duty Assignment Pay. |
|---|---|---|

This is a one-position alphabetic code which identifies the award level and dollar amount a Sailor has been authorized to receive.  A blank indicates a Sailor has not been authorized SDAP, or the NSIPS transaction has not been applied in NES.

| CODE | LEVEL |
|---|---|
| 1 | SD-1 |
| 2 | SD-2 |
| 3 | SD-3 |
| 4 | SD-4 |
| 5 | SD-5 |

Source documents:  Pages 4, and 13 of the Enlisted Service Record.

Reference:  Reference (h).

| COLUMN KEY | ITEM | DESCRIPTION |
|---|---|---|

L       DISTR
        DNEC-1 &
        DISTR
        DNEC-2          Distribution Navy Enlisted Classification Codes.

                        Two four-position codes that identify the NEC skills in
                        which a Sailor charged to an activity's account.  For a
                        description of how DNECs are assigned and used, see
                        section 9. If no DNECs are assigned, DNEC1 will be
                        "0000".  DNEC2 may be blank.  Planning NECs contained
                        in reference (f) may be used as DNECs even though they
                        are not authorized for award as a PNEC or SNEC.

                        Source document:  EDVR.
                        References:  Reference (f) and the policy of the Manning
                        Control Authorities.


M       INEC            Inventory Navy Enlisted Classification Code.
        INEC1/INEC2

                        Two four-position codes that identify supplemental
                        skills not indicated by rating.  INEC1 is the first
                        Inventory Navy Enlisted Classification Code, and the INEC2
                        is the second Inventory Navy Enlisted Classification Code.
                        INEC1 and INEC 2 are a display of a Sailor's NEC(s)
                        after the EDVR matches the Distribution Navy Enlisted
                        Classification Code (DNEC1 and DNEC2) with the Sailor's
                        NEC inventory.  When Sailors are advanced to pay grade
                        E4 or become designated strikers, Occupational Area-
                        Defense Grouping (OA-DG) transaction NECs remain
                        reflected for one additional month before being deleted
                        from the EDVR.  The effective date of NECs awarded is
                        date indicated on the approved NAVPERS 1221/6.  NECs
                        awarded via completion of Course of Instruction (COI) is
                        awarded effective the date of graduation.

                        NECs awarded via OJT are effective the date approved by
                        NAVPERSCOM (PERS-4013), which is usually the date of
                        receipt of the NAVPERS 1221/6.

                        Source document:  OA-DG codes:  Page 4, Enlisted
                        Service Record.  All other NECs:  EDVR.

                        Reference:  Reference (f).

**COLUMN**

| KEY | ITEM | DESCRIPTION |
|-----|------|-------------|

N      DEP      Dependency.  The term (For the purpose of this instruction only, "Dependents" is used in lieu of "Family Members".)

         PS      Two-position code to identify the type and number of dependents.  The first position identifies primary dependents or marital status and the second position identifies secondary dependents.  Blanks indicate no qualified dependents in that category.
 **\***Loco Parentis and Parents-in-Law are also coded as Parents

| | Primary Dependents Only | Primary with 1 Dependent Parent | Primary with 2 Dependent Parents | Primary with 2 Dependent Parents and 1 Dependent Parent-in-Law | Primary with 2 Dependent Parents and 2 Dependent Parents-in-Law |
|---|---|---|---|---|---|
| No primary dependents * | 00-0/BLANK | 0-J | 0-S | 0-Y | 0-Z**\*** |
| Spouse (no dependent children)* | 1-0 | 1-J | 1-S | 1-Y | 1-Z**\*** |
| Spouse & 1 Dependent child or ward | 2-0 | 2-J | 2-S | 2-Y**\*** | 2-Z**\*** |
| Spouse & 2 Dependent children or wards * | 3-0 | 3-J | 3-S | 3-Y | 3-Z**\*** |
| Spouse & 3 Dependent children or wards * | 4-0 | 4-J | 4-S | 4-Y | 4-Z**\*** |
| Spouse & 4 Dependent children or wards | 5-0 | 5-J | 5-S | 5-Y | 5-Z**\*** |
| Spouse & 5 Dependent children or wards * | 6-0 | 6-J | 6-S | 6-Y | 6-Z**\*** |
| Spouse & 6 Dependent children or wards | 7-0 | 7-J | 7-S | 7-Y**\*** | 7-Z**\*** |
| Spouse & 7 Dependent children or wards | 8-0 | 8-J | 8-S | 8-Y**\*** | 8-Z**\*** |
| Spouse & 8 or more Dependent children or wards | 9-0 | 9-J | 9-S | 9-Y**\*** | 9-Z**\*** |
| 1 Dependent child (no spouse) or ward | A-0 | A-J | A-S | A-Y | A-Z |
| 2 Dependent children or wards | B-0 | B-J | B-S | B-Y**\*** | B-Z**\*** |
| 3 Dependent children or wards | C-0 | C-J | C-S | C-Y**\*** | C-Z**\*** |
| 4 Dependent children or wards | D-0 | D-J | D-S | D-Y**\*** | D-Z**\*** |
| 5 Dependent children or wards | E-0 | E-J | E-S | E-Y**\*** | E-Z**\*** |
| 6 Dependent children or wards | F-0 | F-J | F-S | F-Y**\*** | F-Z**\*** |
| 7 Dependent children or wards | G-0 | G-J | G-S | G-Y**\*** | G-Z**\*** |
| 8 Dependent or more children or wards | H-0 | H-J | J-S | H-Y**\*** | H-Z**\*** |
| Married with military spouse | K-0 | K-J | K-S | K-Y | K-Z |
| Military spouse & 1 child or ward | S-0 | S-J | S-S | S-Y**\*** | S-Z**\*** |
| Military spouse & 2 children or wards | T-0 | T-J | T-S | T-Y**\*** | T-Z**\*** |
| Military spouse & 3 children or wards | U-0 | U-J | U-S | U-Y**\*** | U-Z**\*** |

| | Primary Dependents Only | Primary with 1 Dependent Parent | Primary with 2 Dependent Parents | Primary with 2 Dependent Parents and 1 Dependent Parent-in-Law | Primary with 2 Dependent Parents and 2 Dependents-in-Law |
|---|---|---|---|---|---|
| Military spouse & 4 children or wards | V-0 | V-J | V-S | V-Y* | V-Z* |
| Military spouse & 5 children or wards | W-0 | W-J | W-S | W-Y* | W-Z* |
| Military spouse & 2 children or wards | X-0 | X-J | X-S | X-Y* | X-Z* |
| Military spouse & 7 children or wards | Y-0 | Y-J | Y-S | Y-Y* | Y-Z* |
| Military spouse & 8 or more children or wards | Z-0 | Z-J | Z-S | Z-Y* | Z-Z* |

**COLUMN**

| **KEY** | **ITEM** | **DESCRIPTION** |
|---|---|---|
| N | DEP (Continued) | Source document:  NAVPERS 1070/602, Dependency Application and Record of emergency Data, Enlisted Service Record. |
| O | DOS | Dependent(s) on Station (Collocation Data). |

A three-position alphabetic and numeric code which identifies the number of dependent(s) collocated with the sponsor at the current duty station.

| **MILITARY MEMBER COLLOCATED WITH** | **FAMILY COLLOCATION IDENTIFIER (POSITION ONE)** | **NUMBER OF DEPENDENTS RESIDING IN SPONSOR'S HOUSEHOLD (POSITION TWO)** | **NUMBER OF COMMAND SPONSORED DEPENDENTS ON STATION OVERSEAS (POSITION THREE)** |
|---|---|---|---|
| SPOUSE ONLY | A | 1 | 0, 1 |
| SPOUSE AND CHILDREN | B | 2-9 | 0, 1-9 |
| CHILDREN ONLY | C | 1-9 | 0, 1-9 |
| SPOUSE, CHILDREN AND OTHER DEPENDENTS | D | 3-9 | 0, 1-9 |
| SPOUSE AND OTHER DEPENDENTS | E | 2-9 | 0, 1-9 |
| CHILDREN AND OTHER DEPENDENTS | F | 2-9 | 0, 1-9 |

| MILITARY MEMBER COLLOCATED WITH | FAMILY COLLOCATION IDENTIFIER (POSITION ONE) | NUMBER OF DEPENDENTS RESIDING IN SPONSOR'S HOUSEHOLD (POSITION TWO) | NUMBER OF COMMAND SPONSORED DEPENDENTS ON STATION OVERSEAS (POSITION THREE) |
|---|---|---|---|
| OTHER DEPENDENTS | G | 1-9 | 0, 1-9 |
| NONE | BLANK | BLANK | BLANK |

Collocated – Those dependents and/or military spouses who reside at the same local address as the member as reflected on the Sailor's NAVPERS 1070/602, Dependency Application and Record of Emergency Data.

| COLUMN KEY | ITEM | DESCRIPTION |
|---|---|---|
| O | DOS (Continued) | Military Spouse – Sailor married to another military member.  If both military members are collocated, only the member who receives dependents BAQ will report those dependents who are collocated (to avoid counting those dependents twice).  If the military members are not collocated, then each member should report any dependents physically collocated with that member regardless of who is drawing dependent BAQ.

Collocated Children – Dependent children under the age of 18.

Other Dependents – Dependents other than the spouse or children under the age of 18 (includes dependent children over the age of 18).

Command Sponsored Dependents – Dependents sponsored by the command to be assigned with the Sailor.  Applies only to overseas activities with Sea Shore Codes 3, 4, and 6.  (Exception:  Activities homeported in Alaska and Hawaii).

Source document:  NAVPERS 1070/602, Enlisted Service Record. |
| P | ADSD | Active Duty Service Date.

This is the YY-MM-DD from which total active military service is computed.

Source document:  Enlisted Service Record: Enlistment or Reenlistment Contracts or NAVPERS 1070/622, Agreement to Recall or Extend Active Duty, with due consideration to lost time adjustment if applicable.
Reference:  Reference (b), article 1000-030. |

| COLUMN KEY | ITEM | DESCRIPTION |
|---|---|---|

Q      BR/CL      Branch and Class of Service.

This is a two-position numeric code which identifies the individual's branch and class of service.

| CODE | ABBREVIATION | EXPLANATION |
|---|---|---|
| 11/BLANK | USN | Regular Navy |
| 15 | USN-NAT | Insular Force (Guam or Philippines) |
| 23 | USN-S | Inductee |
| 25 | USN-MI | Medical Inductee |
| 32 | USNR-R | Navy Reserve (Ready) |
| 68 | USNFR-F6 | Fleet Reserve (From USN) |
| 78 | USNRFR-F6 | Fleet Reserve (From USNR) |
| 90 | USN-RET | Retired Regular Navy |
| 96 | USNR-RET | Retired Navy Reserve |

Source document:  Enlistment or Reenlistment Contracts, Enlisted Service Record.

R      OPEX      Total Operative Extensions.

Two-digit number of total months of extensions <u>made</u> <u>operative</u> on current enlistment.

Source documents:  NAVPERS 1070/621, Agreement to Extend Enlistment; and NAVPERS 1070/622.
Reference:  DJMS PTG

S      ACDUOBLI      Active Duty Obligation.

This is the total period of time a Sailor has obligated to serve on active duty.  It is composed of the following three elements:

<u>EAOS</u> – (Expiration of Active Obligated Service).  YY-MM-DD of the expiration of enlistment for USN personnel, or the YY-MM-DD of Release from Active Duty (RAD) for USNR, Fleet Reserve and Retired personnel.

<u>SCOL</u> – (School Assignment).  Two-digit cumulative number of months of executed agreements to extend enlistment or remain on active duty to acquire obligated service for assignment to a school.  Blank indicates none.

| COLUMN<br>KEY | ITEM | DESCRIPTION |
|---|---|---|

OTHER – Two-digit cumulative number of months of executed agreements to extend enlistment or remain on active duty for reasons other than school.  Blank indicates none.

Source documents:  Enlisted Service Record:  Enlistment or Reenlistment Contracts; NAVPERS 1070/606, Record of Unauthorized Absence; NAVPERS 1070/607, Court Memorandum; NAVPERS 1070/621, Agreement to Extend Enlistment; and NAVPERS 1070/622, Agreement to Recall or Extend Active Duty.
References:  Reference (b), various articles, and DJMS PTG articles and paragraphs.

| T | EREN | Expiration of Reserve Enlistment. |
|---|---|---|

The YY-MM-DD that a Sailor's reserve enlistment will expire.

Source documents:  NAVPERS 1070/601, Immediate Reenlistment Contract; and NAVPERS 1070/621.
Reference:  DJMS PTG.

| U | PRD | Projected Rotation Date. |
|---|---|---|

The YY-MM which indicates the date the Sailor will complete current or prospective tour of duty.  The PRD is recorded in the NES and NAVPERSCOM at the time assignment to an activity is made.

Source document:  EDVR.
Reference:  Reference (b), article 1306-104.

| V | SDCD | Sea Duty Commencement Date. |
|---|---|---|

This is the YY-MM that an individual commenced the present continuous tour of sea duty.

Source documents:  Pages 5 and 13, Enlisted Service Record.
Reference:  Reference (b), article 1306-116.

| | SHDCD | Shore Duty Commencement Date. |
|---|---|---|

This is the YY-MM that an individual commenced the present continuous tour of shore duty.

Source document:  EDVR.
Reference:  Reference (b), article 1306-116.

| COLUMN<br>KEY | ITEM | DESCRIPTION |
|---|---|---|
| W | DATE<br>RECEIVED | Date Received. |

This is the YY-MM-DD that the Sailor was received on board.  For those in a deserter status, this will be when the Unauthorized Absence commenced.  For those who returned from a deserter status, this date will be the date of return.

Source documents:  For those personnel currently onboard:  Reporting (Arrival) Endorsement to Orders – (Officer – Enlisted), and the Enlisted Service Record.

| X | DUTY STATUS | Duty Status. |
|---|---|---|

A three-position numeric code which indicates the Sailor's onboard status or a two-position alphabetic code which indicates the Sailor is a prospective loss from or a prospective gain to an activity.

Source documents:  NAVPERS 1326/11, STO, filed in Enlisted Service Record; NAVPERSCOM (PERS-4013) or (PERS-912) transfer directives.
Reference:  Reference (b), article 1320-010.

| CODE | EXPLANATION |
|---|---|
| PL | PROSPECTIVE LOSS |
| PG | PROSPECTIVE GAIN |
| 100 | FORDU – PERMANENT ASSIGNMENT FOR DUTY |
| 101 | FAILED TO REPORT (for duty) |
| 103 | FORDU ADSW – ACTIVE DUTY FOR SPECIAL WORK |
| 104 | FORDU HUMS – HUMANITARIAN ASSIGNMENT (more than 6 months) |
| 105 | FORDU LIMDU – LIMITED DUTY (assignment restricted for medical reasons) |
| 106 | FORDU CFO – COMMISSIONING AND FITTING OUT |
| 107 | FORDU MOB – MOBILIZATION |
| 108 | FORDU TASP – TARGETTED "A" SCHOOL PROGRAM reference (b), 1306-610 |
| 109 | DECLARED DESERTER – (Assigned only by Navy Absentee Collection and Information Center) |
| 150 | TEMDU PSI – TEMPORARY DUTY PROGRAMMED SCHOOL INPUT |
| 320 | TEMDU FFA – TEMPORARY DUTY FOR FURTHER ASSIGNMENT |
| 330 | TEMDU FFT – TEMPORARY DUTY FOR FURTHER TRANSFER |
| 340 | TEMDU RECRUIT – TEMPORARY DUTY FOR RECRUIT TRAINING (less than 20 weeks) |
| 394 | PAROLEES |

Appendix A to
                                    Enclosure (1)

**COLUMN**  **ITEM**        **DESCRIPTION**
**KEY**

X    DUTY STATUS
     (Continued)

| CODE | EXPLANATION |
|---|---|
| 341 | TEMDUINS – TEMPORARY DUTY UNDER INSTRUCTION (20 weeks or greater) |
| 342 | DUINS – DUTY UNDER INSTRUCTION (20 weeks or greater) |
| 350 | TEMDU – TEMPORARY DUTY NOT OTHERWISE DEFINED |
| 351 | FAILED TO REPORT (for TEMDU) |
| 352 | TEMDU CFO – TEMPORARY DUTY FOR COMMISSIONING AND FITTING OUT (less than 6 months) |
| 354 | TEMDU HUMS – TEMPORARY DUTY FOR HUMANITARIAN ASSIGNMENT (less than 6 months) |
| 355 | TEMDU MED BD OR PEB – TEMPORARY DUTY AWAITING FORMAL MEDICAL BOARD OR PHYSICAL EVALUATION BOARD PROCEEDINGS |
| 356 | TEMDU TEMP DISQUAL – TEMPORARY DUTY PENDING EVALUATION BY LOCAL AUTHORITIES FOR SPECIAL DUTIES (submarines, aircrew, diving, etc.) |
| 358 | TEMDU SEMINAR – TEMPORARY DUTY, SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM |
| 370 | TEMDU UNTREAT – TEMPORARY DUTY UNDER TREATMENT (inpatient at a naval medical facility) |
| 371 | TEMDU UNTREAT – TEMPORARY DUTY UNDER TREATMENT (medical holding company) |
| 372 | TEMDU UNTREAT – TEMPORARY DUTY UNDER TREATMENT (hospitalized at a non-military medical facility) |
| 373 | TEMDU UNTREAT – TEMPORARY DUTY UNDER TREATMENT (hospitalized at other uniformed service medical facility) |
| 380 | TEMDU SEPROS – TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT |
| 381 | TEMDU SEPROS – TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT (pay status, at home awaiting final disposition of Physical Evaluation Board) |
| 382 | TEMDU SEPROS – TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT (pending Review Board approval of Administrative Discharge) |
| 390 | TEMDU DISP – TEMPORARY DUTY DISCIPLINARY (holdee, not confined) |

| COLUMN KEY | ITEM | DESCRIPTION |
|---|---|---|
| X | DUTY STATUS (Continued) | |

| CODE | EXPLANATION |
|---|---|
| 391 | TEMDU DISP – TEMPORARY DUTY DISCIPLINARY (confined in a military facility) |
| 392 | TEMDU DISP – TEMPORARY DUTY DISCIPLINARY (held or confined by civilian or foreign authorities) |
| 393 | TEMDU DISP – TEMPORARY DUTY DISCIPLINARY (appellate leave) |

| | | |
|---|---|---|
| Y | DUTY STATUS EFFECTIVE DATE | Duty Status Effective Date. |

This is the YY-MM-DD of the most recent change to a Sailor's onboard duty status as indicated in column X. This column will be blank for all Sailors with a duty status effective date that is the same as the date received on board in column W. For those Sailors in a deserter status, this will be the actual date of desertion.

| | | |
|---|---|---|
| Z | EDA OR EDL | Estimated Date of Arrival or Estimated Date of Loss. |

This is the YY-MM the Sailor is estimated to arrive or be lost. Losses include PCS orders, selection to commissioned status, transfer to the Fleet Reserve, retirement, or approved discharge at a future date for the convenience of the government.

Source documents: Personnel orders, transfer directives, authorizations for transfer to the Fleet Reserve, notification of approved retirement, or notification of selection to commissioned status.

| | | |
|---|---|---|
| 1 | PG OR PL AUTHORITY | Prospective Gain or Prospective Loss Authority. |

This is a five-position alphanumeric code established by the Assignment Control Authority for reference purposes. This code refers to the authority of the source document and does not in itself constitute a directive to affect a transfer.

| COLUMN KEY | ITEM | DESCRIPTION |
|---|---|---|

1          PG OR PL          Prospective Gain or Prospective Loss Authority.
           AUTHORITY
           (Continued)

                             1st position is the Assignment Control Authority.

                               B - Transfer authorized by NAVPERSCOM.
                               P - Transfer authorized by NAVPERSCOM (PERS-4013) or
                               (PERS-912) for FTS and ADSW.

                             $2^{nd}$, $3^{rd}$, and $4^{th}$ positions are the transaction code
                             (TAC) which is a julian date e.g., 053 equals – 22 FEB.
                             The $5^{th}$ position is the year, unless the letters "F" or
                             "L" appear.  "F" represents Fleet Reserve and
                             Retirement; "L" represents any selectee for
                             commissioned status.  If an "F" or "L" appears, verify
                             the date listed in column Z (EDL) of the EDVR with the
                             effective date in the source document.

2          SEC               This item identifies Sailors who are also listed in
                             EDVR section 1, 2, or 3 (other than the alphabetic
                             listing in EDVR section 3).  The numeric 1, 2, or 3
                             identifies the section.  An asterisk "*" indicates
                             those listed in section 2 for HYT review.

3          UIC TO OR         This item identifies the UIC that is the PL UIC or PG UIC
           FROM              (UIC to or UIC from).

                             EDVR section 2 also reflects HYT codes in this column.
                             Reference:  Reference (b), articles 1160-030 and
                             1160-120

| CODE | EXPLANATION |
|---|---|
| HYT | The Sailor will reach HYT based on EDLN in column 4 and has not requested a waiver for extension of EDLN based on current or prospective paygrade. |
| HYP | The Sailor has requested a waiver of HYT and is pending results of board. |
| HYD | The Sailor requested a waiver of HYT that was disapproved by NAVPERSCOM (PERS-8). |
| HY1 HY2 HY3 | The Sailor has requested a waiver of HYT and has been approved, either first or subsequent waivers. |

| **COLUMN KEY** | **ITEM** | **DESCRIPTION** |
|---|---|---|
| 4 | VERIFY REMARKS OR | Verify Remarks. |

PG PPSUIC      This item lists the column key of the information which must be verified.  If any information changed since the last report, a column key code or codes corresponding to the items changed will appear in column 4.  The EDLN of Sailors approaching HYT will reflect in this item in YYMM format.  If one of the following entries appears in column 4, take the action indicated:

**\***ALL      All items must be verified.

GN-AC      New Gain to the activity during this accounting period. All items must be verified.

GN-  
GN-GE      The Sailor was gained to Navy strength status this accounting period from an existing non-strength record.  
GM-XA      All items must be verified.  
GN-AX  
GN-HX  
GN-RX  
GN-1X  
GN-2X  
GN-XC  
GN-XE

SK-XC      The Sailor was made available for transfer more than 45  
SK-XA      days ago.  (Action required, see note A.)  
SK-AX  
SK-RX

SK-XE      Navy accession record containing errors recorded over 45 days ago.  (Action required, see note A.)

SK-X1      The Sailor is recorded in a skeleton status for more than  
SK-X2      45 days.  (Action required, see note A.)

**\***SKEL      New non-strength (record is not supported by a current  
SKEL1      enlistment contract at NAVPERSCOM) record gained during the previous two accounting periods.

SKEL2      SKEL – indicates skeleton (non-strength) record.  Digits  
SKEL3      2-9 indicate the number of months an individual has been  
SKEL4      recorded in a non-strength status.  "A" indicates over 9  
SKEL5      months.  (Action required, see note A.)  
SKEL6  
SKEL7  
SKEL8  
SKEL9  
SKELA

| COLUMN KEY | ITEM | DESCRIPTION |
|---|---|---|
| 4 | VERIFY REMARKS OR PRSUIC (Continued) | |
| | SK-A1 | Skeleton record (non-strength) that has received an |
| | SK-A2 | activity gain subsequent to loss from U.S. Navy date. |
| | SK-H1 | The activity gain is less than 60 days old, and no |
| | SK-H2 | research action is required. |
| | SK-R1 | |
| | SK-R2 | |
| | SK-A3 | Skeleton record (non-strength) that has received an |
| | SK-A4 | activity gain subsequent to the loss from the U.S. Navy |
| | SK-A5 | date.  The activity gain is between 3 to 9 months |
| | SK-A6 | subsequent to the Navy loss or "A" greater than 9 months. |
| | SK-A7 | (Action required, see note A.) |
| | SK-A8 | |
| | SK-A9 | |
| | SK-AA | |
| | SK-H3 | (FOR CODE EXAMPLES, SEE NOTE B.) |
| | SK-H4 | |
| | SK-H5 | |
| | SK-H6 | |
| | SK-H7 | |
| | SK-H8 | |
| | SK-H9 | |
| | SK-HA | |
| | SK-R3 | |
| | SK-R4 | |
| | SK-R5 | |
| | SK-R6 | |
| | SK-R7 | |
| | SK-R8 | |
| | SK-R9 | |
| | SK-RA | |

NOTE A:
Action – Verify the service record, name and SSN with the EDVR.  If the EDVR is in error, submit SSN correction request per MILPERSMAN 1000-060.  Continue using the erroneous SSN to report diary transactions/events until NAVPERSCOM (PERS-3) issues a DD 1343, Notification of Change in Service Member's Official Record.

If the Sailor is on board and the SSN and name are correct, submit the following:

For USN members, forward a certified copy of the current Enlistment Contract with copies of all DD 1966/1-6, Record of Military Processing Armed Forces of the United States, when DD 4, Enlistment or Reenlistment Document - Armed Forces of the United States, was utilized to effect enlistment, and copies of all operative agreements to extend enlistment to the NSIPS Help Desk.

For USNR members, forward a certified copy of the Enlistment Contract with copies of all DD 1966, when DD 4 was utilized to effect enlistment; copies of NAVPERS 1070/613, Administrative Remarks, containing active duty agreements; NAVPERS 1070/622, Agreement to Recall or Extend Active Duty; and any pages that reflect an advancement to present rate, if it differs from the enlistment contract or NAVPERS 1070/622 to the NSIPS Help Desk.

NOTE B:

# **SK-A1**

Has been carried on board activity at least 1 month, and NAVPERSCOM has not received Navy Accession Data.

This skeleton was created by an availability.

H    This skeleton record has received a Loss to Navy strength transaction prior to an activity gain.

R    This skeleton record has received an availability prior to an activity gain.

"SK" – Skeleton – record is not supported by a current enlistment contract at NAVPERSCOM.

## APPENDIX B

## NES DECISION LOGIC TABLE - ENLISTED

| EVENT | N S I P S | F O R M | L E T T E R | M E S S A G E | REFERENCE NSIPS (unless otherwise stated) | REMARKS |
|---|---|---|---|---|---|---|
| | | ACTION | | | | |
| Active Duty Obligation, correction of EDVR | | | X | | MILPERSMAN | Ltr to NSIPS Help Desk |
| Active Duty Service Date, correction of EDVR | X | | | | NSIPS | Request Statement of Service from NSIPS Help Desk if necessary |
| Administratively dropped from Navy strength accounts | X | | | | NSIPS | |
| Advancement Effective Date, correction of | | | X | | EDVRMAN | NSIPS Help Desk with substantiating paperwork(i.e., DD 4, pages 4 and 9) |
| Appointment to Officer Candidate School (OCS), Aviation Officer Candidate (AOC), Chief Warrant Officer, Limited Duty Officer, Naval Academy | | | | | NSIPS | No Enlisted Diary Action is necessary, NSIPS Help Desk will remove from EDVR |
| Appointment to officer candidate status in other service academy (i.e., Army, Air Force, or Coast Guard) and NROTC Program | X | | | | NSIPS | USN discharge as appropriate |
| Assigned rate, correction of EDVR | | | X | | EDVRMAN | Ltr to placement officer at NAVPERSCOM (PERS-4013) |
| Branch/Class, correction of EDVR | X | | | | NSIPS | Not to be used to Correct Contract Errors |
| Citizenship, change/correction of EDVR | X | | | | NSIPS | |
| Confinement | | X | | | NSIPS | NAVPERS 1070/607 |
| Date received, change | X | | | | NSIPS | |
| Death, reporting of | | | | X | MILPERSMAN 1770-010 | MSG to OPNAV (N135C) |
| Dependent(s), change number of | | X | | | NSIPS | NAVPERS 1070/602, part I |

| EVENT | ACTION NSIPS | ACTION FORM | ACTION LETTER | ACTION MESSAGE | REFERENCE NSIPS (unless otherwise stated) | REMARKS |
|-------|-------|------|--------|---------|-----------------------------|---------|
| Dependent(s), correction of | | X | X | | NSIPS | Forward certified copy of NAVPERS 1070/602 to DFAS Code FMA. Do not forward if DFAS Code FMASC has not determined DEPN status |
| Dependent(s) on station (Collocation data), reporting of | X | X | | | NSIPS | Reporting Endorsement |
| Dependent(s) on station (Collocation data), change number of | X | | | | NSIPS | |
| Dependent(s) on station (Collocation data), change number of | X | | | | NSIPS | |
| Deserter, reporting of | | X | | X | MILPERSMAN 1600-060 (Also refer to NSIPS items required to be reported on NAVPERS 1070/606 in connection with Desertion) | MSG to NACIC Great Lakes, info copy to OPNAV (N135E), DFAS, and NAVPERSCOM (PERS-4013) |
| Deserter, return of | | X | | X | MILPERSMAN 1600-050 | MSG to NACIC Great Lakes, info copy to OPNAV (N135E), DFAS, and NAVPERSCOM (PERS-4013). NAVPERS 1070/606 and 1070/607 |
| Designator, change | X | | | | NSIPS | |
| Diary corrections, general | X | | | | NSIPS | |
| Discharge | X | X | | | NSIPS | Detaching Endorsement |
| Distribution NEC, change | X | | | X | EDVRMAN NSIPS | NSIPS transaction to NAVPERSCOM (PERS-4013) or complete NEC Discrepancy Report |
| Duty Status, change | X | | | | NSIPS | Use TAC 376 to change ACC 3XX to 1XX/3XX or 105 to 381 or 1XX to 393. Use TAC CHACC for all other ACC changes |
| Education level, change | X | | | | NSIPS | |
| Ethnic Group Designator, correction of | X | | | | NSIPS | |

| EVENT | ACTION | | | | REFERENCE NSIPS (unless otherwise stated) | REMARKS |
|---|---|---|---|---|---|---|
| | N S I P S | F O R M | L E T T E R | M E S S A G E | | |
| Exceptional Family Member | | | X | | OPNAVINST 1754.2C | Submit documents per OPNAVINST 1754.2C for enrollment/ disenrollment in the program |
| Extension of Enlistment (USN) (Execute) | X | | | | NSIPS | Submit NAVPERS 1070/621 to NSIPS Help Desk |
| Extension of Enlistment (EREN) (USNR) (Execute) | X | | | | NSIPS | Submit NAVPERS 1070/621 to NSIPS Help Desk |
| Extension of Reserve Active Duty Obligation (RAD0) (USNR) (EXECUTE) | X | | | | NSIPS | Submit NAVPERS 1070/622 to NSIPS Help Desk |
| Extension of Enlistment (USN) (Becomes operative) | X | | | | NSIPS | |
| Extension of Enlistment (EREN) (USNR) (Becomes operative) | X | | | | NSIPS | |
| Extension of Reserve Active Duty Obligation (RADO) (USNR) (Becomes operative) | X | | | | NSIPS | |
| Extension of Enlistment (USN) (Cancelled) | X | | | | NSIPS | Submit NAVPERS 1070/621 to NSIPS Help Desk |
| Extension of Enlistment (EREN) (USNR) (Cancelled) | X | | | | NSIPS | Submit NAVPERS 1070/621 to NSIPS Help Desk |
| Extension of Reserve Active Duty Obligation (RADO) (USNR) (Cancelled) | X | | | | NSIPS | Submit NAVPERS 1070/622 to NSIPS Help Desk |
| Failed to Report for Duty or Temporary Duty | X | | | | NSIPS | Comply with MILPERSMAN 1600-040 and 1306-1206 prior to submitting failed to report transaction |
| Foreign Language Proficiency Data, reporting of | X | | | | NSIPS | |
| FORMAN, reporting or correction of | X | | | | NSIPS | |
| Gain, correction of | X | | | | NSIPS | |

| EVENT | ACTION | | | | REFERENCE NSIPS (unless otherwise stated) | REMARKS |
|---|---|---|---|---|---|---|
| | N S I P S | F O R M | L E T T E R | M E S S A G E | | |
| Gain (diary) - Erroneous or duplicate, cancellation of | X | | | | NSIPS | |
| GI Bill election, correction | X | | | | NSIPS | |
| High Year Tenure, waiver of | | | X | | MILPERSMAN 1160-030 and 1160-120 | Ltr to NAVPERSCOM (PERS-8) |
| Limited Duty Designator, charge | | | X | | MILPERSMAN 1306-020 | Ltr to NAVPERSCOM (PERS-821) |
| Loss (diary), correction of | X | | | | NSIPS | |
| Loss (diary) - Erroneous or duplicate, cancellation of | X | | | | NSIPS | |
| Lost Time Adjustment (UA) | | X | | | NSIPS | NAVPERS 1070/606 |
| Lost Time Adjustment (Confinement) | | X | | | NSIPS | NAVPERS 1070/607 |
| Military Spouse Data, reporting of | X | | | | NSIPS | |
| Miscellaneous change (diary), correction of | X | | | | NSIPS | |
| Missing (in action, etc) | X | | | X | MILPERSMAN 1770-020 NSIPS | |
| Missing, return from | X | | | X | NSIPS MILPERSMAN 1770-020 | New gain transaction Message to OPNAV (N135C) |
| Name, change | | | X | | MILPERSMAN 1000-130 | Ltr to NSIPS Help Desk |
| Name, correction of EDVR | X | | | | NSIPS | |
| NEC, change (including Tertiary, Quaternary, Quinary) | | | X | | NAVPERS 18068F, section I EDVRMAN | NAVPERS 1221/6 or complete NEC Discrepancy Report |

| EVENT | ACTION | | | | REFERENCE NSIPS (unless otherwise stated) | REMARKS |
|---|---|---|---|---|---|---|
| | N S I P S | F O R M | L E T T E R | M E S S A G E | | |
| NEC (OA-DG), change | X | | | | NSIPS | |
| Overseas Accession Gain | X | | | | NSIPS | |
| Pay Entry Base Date, correction of | X | | | | NSIPS | For lost time use NAVPERS 1070/606, NAVPERS 1070/607. Request Statement of Service from NSIPS Help Desk if necessary |
| Projected Rotation Date, change | | | X | | MILPERSMAN 1306-104 | Ltr to Assignment Control Authority |
| Race/Population Group Code, change | X | | | | NSIPS | |
| Rate, administrative reduction or restoration of | X | | | | NSIPS | |
| Rate, advancement in | X | | | | NSIPS | E1 to E2 advancement (if the projected advancement is not reflecting on LES); E2 to E3 advancements and advancements other than those authorized by NETPDTC |
| Rate, advancement declined | | | | X | BUPERSINST 1430.16F | MSG to NETPDTC |
| Rate, advancement recommendation withdrawn | | | | X | BUPERSINST 1430.16F | If prior to exam results send MSG to NETPDTC. If after exam results, send MSG to NAVPERSCOM (PERS-852/ 862). Info copy to NETPDTC and DFAS |
| Rate, advancement withheld | | | | X | BUPERSINST 1430.16F | Send MSG to NAVPERSCOM (PERS-852/ 862). Info copy to NETPDTC and DEFAS |
| Rate, reduction (disciplinary action) | | X | | | Part 7, chapter 5 | NAVPERS 1070/607 |
| Recalled to active duty (Voluntary/Involuntary) | X | | | | NSIPS | Submit NAVPERS 1070/601 to NSIPS Help Desk |
| Received at TEMADD point | X | | | | NSIPS | Prepare Reporting Endorsement if member has pay record in possession. If reporting onboard to augment normal manning, submit an ATAD transaction |

Appendix B to
                    Enclosure (1)

| EVENT | ACTION | | | | REFERENCE NSIPS (unless otherwise stated) | REMARKS |
|---|---|---|---|---|---|---|
| | N S I P S | F O R M | L E T T E R | M E S S A G E | | |
| Received onboard for duty | X | X | | | NSIPS | Reporting Endorsement |
| Received onboard for temporary duty | X | X | | | NSIPS | Reporting Endorsement |
| Reenlistment, immediate | X | X | | | NSIPS | Submit NAVPERS 1070/601 to NSIPS Help Desk |
| Released to inactive duty | X | X | | | NSIPS | Detaching Endorsement |
| Reservist first reports for extended active duty | X | X | | | NSIPS | Reporting Endorsement. Submit NAVPERS 1070/622 to NSIPS Help Desk |
| Reservist reports for AT (Formerly known as ACDUTRA) | | | | | | No NES action |
| Reservist first reports for Active Duty for Special Work (ADSW) | X | X | | | NSIPS | Reporting Endorsement. Submit NAVPERS 1070/622 to NAVPERSCOM (PERS-313) |
| Retained Beyond EAOS (Involuntary Extension by SECNAV) | X | | | | NSIPS | No NES action. NAVPERSCOM will notify DFAS |
| Retained Beyond EAOS (for Convenience of Government and for essential service) | | X | | | NSIPS | NAVPERS 1070/613 |
| Return to active duty or cancellation of an administrative drop from Navy strength accounts | X | | | | NSIPS | |
| Sea Duty Commencement Date, change | | | X | | MILPERSMAN 1306-116 | Ltr to NAVPERSCOM (PERS-451D) |
| Security data, change | | X | X | | EDVRMAN | Forward OPNAVINST 5510/413, Personnel Security Action Request, to Director, Department of the Navy Central Adjudication Facility (DON CAF) with a copy of current OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access to correct security data |

| EVENT | ACTION | | | | REFERENCE NSIPS (unless otherwise stated) | REMARKS |
|---|---|---|---|---|---|---|
| | NSIPS | FORM | LETTER | MESSAGE | | |
| Sex code, correction of EDVR | X | | | | NSIPS | |
| Shore Duty Commencement Date, change | | | X | | MILPERSMAN 1306-116 | Ltr to NAVPERSCOM (PERS-451D) |
| SSN, change | | | X | | MILPERSMAN 1000-060 | Ltr to NSIPS Help Desk |
| SSN, correction of EDVR | | | X | | EDVRMAN | Submit SSN correction to NSIPS Help Desk along with a certified copy of social security card issued by Social Security Administration |
| Special category code, change | | | X | | MILPERSMAN 1306-1200 | Ltr to Bureau of Naval Personnel (BUPERS) (BUPERS-3210) or appropriate NAVPERSCOM Code |
| Special Duty Assignment Pay or change | X | | | | NSIPS | |
| Special Program Indicator (SPI) | | | X | | EDVRMAN | Ltr to BUPERS (BUPERS-3210) (FTS) Ltr to NAVPERSCOM (PERS-4010) (ADSW) |
| Submarine service, change type of | X | | | | NSIPS | |
| Terminated appointment as an officer or officer candidate as NAVCAD, AOC, OC, Naval Academy MIDN, NROTC or OCAR | | | | | NSIPS | No NES action.  NAVPERSCOM will gain member on EDVR |
| Terminated appointment as a temporary officer or officer candidate in the Army, Air Force, or Coast Guard Academies and reverted to enlisted | X | | | | NSIPS | |
| Time in Rate, correction of | | | X | | EDVRMAN | Ltr to NSIPS Help Desk with substantiating paperwork (i.e., DD 4, pages 4 and 9) |
| Transferred from TEMADD Point | X | X | | | NSIPS | Prepare Detaching Endorsement |

| EVENT | ACTION | | | | REFERENCE NSIPS (unless otherwise stated) | REMARKS |
|---|---|---|---|---|---|---|
| | N S I P S | F O R M | L E T T E R | M E S S A G E | | |
| Transferred PCS or TEMDU | X | X | | | NSIPS | |
| Transferred to Fleet Reserve or Retired List | X | X | | | NSIPS | Detaching Endorsement |
| Unauthorized Absence | | X | | | NSIPS | NAVPERS 1070/606 |
| Watch Qualifications; establishment, change, or removal of | X | | | | NSIPS | |

When in doubt, forward copy of all related documents with letter explaining NES problem to:

    a.  NAVPERSCOM (PERS-3) mill_p341qa@navy.mil for all pay-related items.

    b.  NAVPERSCOM (PERS-4) for distribution related items.

Note:  This Decision Logic Table includes events that affect NES data not listed on the EDVR.

**APPENDIX C**

**FORMS**

**DD -**
http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm

DD 4 (10-07), Enlistment/Reenlistment Document Armed Forces of the United States

DD 1343 (06-69), Notification of Change in Servicemember's Official Records

DD 1966 (03-07), Record of Military Processing - Armed Forces of the United States

DD 2648 (06-05), Preseparation Counseling Checklist for Active Component Service Member

**NAVPERS** - https://navalforms.daps.dla.mil/

NAVPERS 1070/601 (01-00), Immediate Reenlistment Contract

NAVPERS 1070/602 (07-72), Dependency Application/Record of Emergency Data

NAVPERS 1070/606 (08-07), Record of Unauthorized Absence

NAVPERS 1070/607 (08-07), Court Memorandum

NAVPERS 1070/613 (07-06), Administrative Remarks

NAVPERS 1070/621 (01-00), Agreement to Extend Enlistment

NAVPERS 1070/622 (08-07), Agreement to Recall or Extend Active Duty

NAVPERS 1221/6 (06-06), Navy Enlisted Classification (NEC) Change Request

**OPNAV** - http://doni.daps.dla.mil/default.aspx

OPNAV 5510/413 (01-94), Personnel Security Action Request

OPNAV 5520/20 (10-79), Certificate of Personnel Security Investigation, Clearance and Access.

OPNAV 1000/2, Activity Manpower Document (AMD).  This form is a
computer generated report listing all Billets Authorized.  It may
be obtained upon request from the NAVMAC, Manpower Requirements
and Authorization Division.