

MILPERSMAN 5215-010

PROCEDURES FOR SUBMISSION OF CHANGES TO NAVPERS 15560D, NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)

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|---------------------------|--------------------------|--------|-----|----------------|
| Responsible Office | NAVPERSCOM (PERS-532) | Phone: | DSN | 882-3050 |
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| | | | FAX | 882-2773 |

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| NAVPERSCOM CUSTOMER SERVICE CENTER | Phone: | Toll Free | 1-866-U ASK NPC |
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| References | (a) SECNAV M-5210.2, Standard Subject Identification (SSIC) Manual (b) SECNAV M-5216.5, Department of the Navy Correspondence Manual (c) United States Government Printing Office (GPO) Style Manual 2000 (d) Standard Naval Distribution List (SNDL) |
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1. **Purpose**. This article provides basic editorial policies and procedures to be used in preparation and submission of changes to the MILPERSMAN.

2. **Background**

a. The MILPERSMAN is the principal publication issued for military personnel administration in the Navy. It contains essential policy, procedures, and other material necessary for effective management of Navy military personnel. It contains almost 900 articles as of September 2007. The first four digits of article numbers are assigned per reference (a) guidance.

b. The MILPERSMAN is maintained by Navy Personnel Command (NAVPERSCOM), Directives, Printing, and Publications Branch (PERS-532). It is distributed quarterly on the BUPERS directives/publications/forms CD-ROM, and is available on the Bureau of Naval Personnel (BUPERS) CD Web Connection at <http://www.npc.navy.mil/channels>. MILPERSMAN updates are posted to the Web site shortly after they are approved, and will appear on the next CD issued.

3. MILPERSMAN Article Ownership, Review, and Update Responsibilities

a. **Ownership.** The owner of an article is termed the **responsible office (or owner)**, and is responsible for reviews and updates. Assignments of responsibility/ownership are listed at the top of each MILPERSMAN article and on the MILPERSMAN Table of Contents.

b. **Review.** Responsible offices should review MILPERSMAN articles under their cognizance **annually** for the following:

(1) Accuracy of policy and/or procedures;

(2) Currency of forms, publications, and directives referenced within articles;

(3) Consolidation of articles whenever possible;

(4) Deletion of articles, or portions thereof, that are no longer applicable and have served their purpose; and

(5) Writing all articles in direct, simple language so that personnel at all levels of personnel administration can understand them.

c. **Update.** Responsible offices are responsible for the following:

(1) **Change Packages.** Preparing change packages per procedures in para. 4, editorial guidelines in para 8, and Exhibits 1 and 2.

(2) **Authorizations. Obtaining Departmental Authorizations and Interested Party Clearances (see para 5).**

(a) **Joint Ownership.** On jointly owned articles, both offices/chain(s) of authority should coordinate/chop on reviews/updates.

(b) **Interested Parties.** Chops should be obtained from all interested parties/offices/organizations having a valid interest, as their operation may be impacted by a change to the article, or they may need to provide input concerning a change. Generally, **any other office code or outside agency** mentioned in

an article is considered an interested party and should chop all changes to the article.

4. **Procedures for MILPERSMAN Changes:**

a. **Complete NAVPERS 5602/7 MILPERSMAN Review and Change Request:** Complete a form for each article to include a general statement or reference explaining what brought about the required change in block 4. List specific changes that were made to the article in block 5 (e.g., para 5a removed, para 7e(2) inserted new policy for screening procedures etc). If many changes were made throughout the article, please state "Changes made throughout, please review in its entirety." In block 5. NAVPERS 5602/7 is available on the NPC Web site and the BUPERS CD under the forms menu. NPC Web site is located at <http://www.npc.navy.mil/channels>.

b. **Prepare Article**

(1) **Major/Minor Article Changes:**

(a) Request Word document of the article by sending a request to MILL MILPERSMANMGR@navy.mil.

(b) Make the necessary changes using Track Changes in Microsoft Word.

(2) **New Articles:** Set up new articles using **Word, Courier New, 12-pitch, and 1-inch margins all around.**

c. **Assemble Change Package:**

(1) NAVPERS 5602/7;

(2) Electronic copy of article with **edits** showing (Track Changes), the new article, or **enclose the** article to be **deleted** (do not send numerous marked-up drafts); and

(3) Copies of pertinent documents pertaining to the change request.

d. **Route Package for Approval(s).** Route per para 5. Activities located away from NAVPERSCOM may submit NAVPERS 5602/7 via:

(1) E-Mail: MILL MILPERSMANMGR@navy.mil; or

(2) Taskers.

NOTE: If the office initiating the change request is other than the responsible office, send the request to the responsible office.

5. MILPERSMAN Changes and Routing/Chops Required:

a. **Type of Change and Definition:**

(1) **Policy and/or procedure(s) Change** - Amends portion(s) of an article that effects a change to policy or procedures.

(2) **New Article** - New material added to MILPERSMAN.

(3) **Deleted Article** - Article removed from MILPERSMAN.

(4) **Responsible Office Change** - Changes ownership and functional responsibility from one organization code to another.

(a) **Approvals Required:** Responsible office obtains chops prior to submitting article to BUPERS 01:

1 Interested parties;

2 Unit/Section/Branch Head (e.g., PERS-4013);

3 Division Head (e.g., PERS-40); and

4 Department Head (e.g., NAVPERSCOM (PERS-4), BUPERS (BUPERS-3), OPNAV (N13)); or

5 Commander/Commanding Officer -- if article is owned by an activity other than CNO, BUPERS, or NAVPERSCOM.

NOTE: Change of ownership and functional responsibility requires chops from **both current and proposed responsible offices and their chain(s) of authority**. Articles with joint responsible offices should be coordinated and chopped by **both, and their chain(s) of authority**.

(b) **Approvals coordinated by BUPERS 01:**

1 NAVPERSCOM, Office of Legal Counsel (PERS-00J);

2 NAVPERSCOM, Secretariat Office (PERS-00S); and
3 Flag Secretary to DCNP (BUPERS-00FS) Assistant
Deputy Chief of Naval Personnel (BUPERS-00BB)

(5) **Administrative Change** - Amends non-substantive portions of an article; e.g., update of references and forms, grammatical corrections, minor wording changes for clarity, **correction** of telephone numbers and organization codes.

(a) **Approvals Required:** Responsible office obtains chops prior to submitting article to BUPERS-01:

1 Unit/Section/Branch Head as applicable;

2 Division Director; and

3 Department Head

(b) **Approvals coordinated by BUPERS-01:** None required after BUPERS-01 review/approval.

6. **MILPERSMAN Maintenance Responsibilities BUPERS-01**

a. **Receive MILPERSMAN change request package and prepare for final approval as follows:**

(1) Review article change package for compliance with established procedures and editorial practices.

(2) Coordinate/resolve any deficiencies or questions with responsible office.

(3) Prepare smooth article, change summary paragraph, and routing package including NAVPERS 5602/7 and change documentation.

(4) Route package for final approval per para 5 table.

b. **Process Change Package After Final Approval as Follows:**

(1) Enter approval date on article and change summary paragraph electronic documents.

(2) Publish article and change summary paragraph to the Navy Personnel Command Web site and distribution via next quarterly CD release.

(3) Compile a quarterly change summary listing for inclusion on the next CD release.

c. Records

(1) Maintain permanent hard-copy and electronic documentation for MILPERSMAN changes.

(2) Periodically ship hard-copy MILPERSMAN change documentation to National Archives.

(3) Maintain MILPERSMAN historical library and provide research services.

7. Schedule for Issuing Changes

a. MILPERSMAN changes will be issued shortly after approval via the BUPERS CD Web Connection, and on the next quarterly BUPERS CD release (January, April, July, or October).

b. If information needs to be issued prior to its incorporation into the MILPERSMAN, the responsible office to disseminate the information may initiate and forward a Notice or NAVADMIN through proper channels for concurrence and signature. To ensure timely inclusion in the MILPERSMAN via Web and CD, and to avoid duplication of effort, the Notice or NAVADMIN should be accompanied by the proposed MILPERSMAN change.

8. Basic Editorial Policies

a. Expressions of policy regarding personnel administration will not be included in other manuals or directives unless specifically authorized or directed by Chief of Naval Personnel (CHNAVPERS). Established policy may be quoted, interpreted, and implemented provided there are no conflicts with the MILPERSMAN or other regulations taking precedence.

b. References (b) and (c) provide writing standards and guidance, though MILPERSMAN formatting differs from instructions and other manuals per studies/decisions in the 1990s. Exhibits 1 and 2 provide some editorial guidelines specifically for MILPERSMAN articles. Writers should **strive for consistency** with current MILPERSMAN style, use of terms, etc.

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EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

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|---------------------|---|
| ACRONYMS | <ul style="list-style-type: none">• Spell out the complete official title (per reference (d)) of an activity the first time it is used in an article. Navy Personnel Command• Write acronyms in capital letters NAVPERSCOM BUMED SECNAV• If the activity will be cited again in the article, follow the first usage with its acronym, enclosed in parentheses. For the remainder of the article, use only the acronym, without parentheses. Navy Personnel Command (NAVPERSCOM) NAVPERSCOM• List the division name the first time an organization code is used. Only use the acronym and code thereafter. Navy Personnel Command (NAVPERSCOM), Military Personnel Records Management Division (PERS-31) NAVPERSCOM (PERS-31) |
| ACTION WORDS | <ul style="list-style-type: none">• Use these when action is or is not recommended. should may need not• Use these when action is required or prohibited. will will not• Use these when action is mandatory. must shall |

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EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

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|---------------------------------------|---|----------------|--------------------|------------------|------------------|--------------------|---------------------|-----------------|---------------------|
| <p>ADDRESSES</p> | <ul style="list-style-type: none"> When referring to the location of an installation or activity, use the official command name and location as stated in reference (d). Do not use its mailing address. Naval Station, Guantanamo Bay, Cuba Naval Air Station, Pensacola, FL If a command's official name identifies its location as stated in reference (d), there is no need to repeat the location. Naval Station Norfolk U.S. Naval Forces Iceland If an activity is not listed in reference (d), provide the complete mailing address, including correct Zip Code plus 4-digit extension. U.S. Government Printing Office 732 North Capitol Street, NW Washington, DC 20401-0003 | | | | | | | | |
| <p>ASTERISKS</p> | <ul style="list-style-type: none"> Do not use asterisks in MILPERSMAN articles. | | | | | | | | |
| <p>ATTACHMENTS TO ARTICLES</p> | <ul style="list-style-type: none"> Avoid inclusion of exhibits, charts, graphs, samples, examples, form letters, forms, and material that does not fit the format and style of the manual. If contents of a letter or orders are included as an example in an article, preface the information with, "Use the proper letter/order/message format containing the following:" When it is necessary for clarification of information to use any additional documents, they should be included as exhibits at the end of the specific article. | | | | | | | | |
| <p>COMMAS</p> | <ul style="list-style-type: none"> Use a comma after each in a series of three or more words, phrases, letters, or figures used with "and" or "or." red, white, and blue 6, 7, and 10 red, white, or blue 6, 7, or 10 | | | | | | | | |
| <p>CONJUNCTIVE ADVERBS</p> | <ul style="list-style-type: none"> Avoid the following words as their use often tends to join thoughts that can be better expressed in two or more sentences: <table data-bbox="532 1734 1019 1850"> <tr> <td>however</td> <td>furthermore</td> </tr> <tr> <td>otherwise</td> <td>therefore</td> </tr> <tr> <td>accordingly</td> <td>consequently</td> </tr> <tr> <td>moreover</td> <td>nevertheless</td> </tr> </table> | however | furthermore | otherwise | therefore | accordingly | consequently | moreover | nevertheless |
| however | furthermore | | | | | | | | |
| otherwise | therefore | | | | | | | | |
| accordingly | consequently | | | | | | | | |
| moreover | nevertheless | | | | | | | | |

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EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

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| <p>CONUS OCONUS</p> | <ul style="list-style-type: none"> • Spell these out the first time used in an article, followed by the acronym in parenthesis, if it will be used again in the article. continental United States (CONUS) (means the 48 contiguous States plus the District of Columbia) outside continental United States (OCONUS) (Alaska and Hawaii are OCONUS) • If required for clarification, specify one of the following: The "48 contiguous United States and District of Columbia." If Alaska or Hawaii is to be included, so specify (e.g., "CONUS and Alaska and Hawaii.") If the 50 States are intended, use "the United States and District of Columbia." |
| <p>EMPHASIZING</p> | <ul style="list-style-type: none"> • Use bold letters for emphasis. • Do not use underscoring for emphasis. • Do not use capitalization for emphasis. |
| <p>FOOTNOTES</p> | <ul style="list-style-type: none"> • Do not use footnotes in MILPERSMAN articles. |
| <p>FRACTIONS</p> | <ul style="list-style-type: none"> • When measurements or similar combinations of numbers with fractions are written, the fractions will be separated from the preceding number by a hyphen. 1-5/8" x 5-1/2" 6-1/2 inches x 3-3/4 inches |
| <p>GRADES AND RATES</p> | <ul style="list-style-type: none"> • Begin grades and rates of personnel with a lower case letter except where they are at the beginning of a sentence or are to be followed by a name. captain, yeoman • Use capital letters for abbreviation of officer grades, enlisted ratings, and enlisted rates. CAPT, YN |

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EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

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| NAVY RESERVE | <ul style="list-style-type: none">• Use "reservist," when referring to a member of the Navy Reserve. |
| NUMBERS | <ul style="list-style-type: none">• Spell out numbers less than 10 except the following: Where reference is made to such items as numbered paragraphs. Units of measurement and time (age, time, clock time, and dates).• When 2 or more numbers appear in a sentence and 1 of them is 10 or larger, figures are used for each number. The man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.• Spell out numbers beginning a sentence except when part of a titled document. 10 United States Code |
| QUOTATION MARKS | <ul style="list-style-type: none">• Limit use of quotation marks to essential quotes and other required usage. |
| SEPARATORS | <ul style="list-style-type: none">• Use a hyphen for separation of words or phrases only when necessary.• A comma may be used for separation. |
| SERVICE RECORD PAGE | <ul style="list-style-type: none">• Refer to a service record page by its identification number and title. NAVPERS 1070/613 Administrative Remarks• Do not use "Page 13" to refer to the above. |
| SOCIAL SECURITY NUMBER (SSN) | <ul style="list-style-type: none">• It is recommended that that the social security number (SSN) not be requested in articles (e.g., letters and messages) when possible. If the SSN cannot be eliminated as part of your business process, then require the minimum SSN information necessary to identify a service member (i.e. truncated to last four or full SSN when absolutely necessary). |

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| SYMBOLS | <ul style="list-style-type: none"> Do not use symbols for the following: <table border="0" style="margin-left: 40px;"> <tr> <td>pound</td> <td>number</td> </tr> <tr> <td>cent</td> <td>percent</td> </tr> <tr> <td>degree</td> <td>plus or minus combined</td> </tr> </table> | pound | number | cent | percent | degree | plus or minus combined | | | | | | | | | | | | | | | | |
| pound | number | | | | | | | | | | | | | | | | | | | | | | |
| cent | percent | | | | | | | | | | | | | | | | | | | | | | |
| degree | plus or minus combined | | | | | | | | | | | | | | | | | | | | | | |
| TERMINOLOGY | <ul style="list-style-type: none"> Used to refer to other than members of the Naval Service, e.g., prior to swearing in: <table border="0" style="margin-left: 40px;"> <tr> <td>individual</td> </tr> <tr> <td>person</td> </tr> </table> Synonymous in referring to those in the Navy: <table border="0" style="margin-left: 40px;"> <tr> <td>personnel</td> </tr> <tr> <td>members</td> </tr> </table> Preferred for consistent use in an article rather than alternate use with "personnel:" <table border="0" style="margin-left: 40px;"> <tr> <td>members</td> </tr> </table> Capitalize <table border="0" style="margin-left: 40px;"> <tr> <td>Service member</td> </tr> </table> Always capitalized: <table border="0" style="margin-left: 40px;"> <tr> <td>Sailor</td> </tr> </table> Used to refer to both male and female personnel: <table border="0" style="margin-left: 40px;"> <tr> <td>member</td> <td>petty officer</td> </tr> <tr> <td>student</td> <td>personnel</td> </tr> <tr> <td>spouse</td> <td>applicant</td> </tr> <tr> <td>officer</td> <td>(or similar terms)</td> </tr> </table> The use of terms such as he or she, him or her may be necessary at times for word agreement. The use of he or she alone, however, will be used only when reference is made to a specific sex. Used when referring to or speaking of military family members: <table border="0" style="margin-left: 40px;"> <tr> <td>spouse</td> <td>family members</td> </tr> <tr> <td>parent</td> <td>wife</td> </tr> <tr> <td>child</td> <td>husband</td> </tr> </table> Used only to the extent necessary to satisfy explicit statutory requirements regarding entitlement to benefits and/or privileges: <table border="0" style="margin-left: 40px;"> <tr> <td>dependent</td> </tr> </table> | individual | person | personnel | members | members | Service member | Sailor | member | petty officer | student | personnel | spouse | applicant | officer | (or similar terms) | spouse | family members | parent | wife | child | husband | dependent |
| individual | | | | | | | | | | | | | | | | | | | | | | | |
| person | | | | | | | | | | | | | | | | | | | | | | | |
| personnel | | | | | | | | | | | | | | | | | | | | | | | |
| members | | | | | | | | | | | | | | | | | | | | | | | |
| members | | | | | | | | | | | | | | | | | | | | | | | |
| Service member | | | | | | | | | | | | | | | | | | | | | | | |
| Sailor | | | | | | | | | | | | | | | | | | | | | | | |
| member | petty officer | | | | | | | | | | | | | | | | | | | | | | |
| student | personnel | | | | | | | | | | | | | | | | | | | | | | |
| spouse | applicant | | | | | | | | | | | | | | | | | | | | | | |
| officer | (or similar terms) | | | | | | | | | | | | | | | | | | | | | | |
| spouse | family members | | | | | | | | | | | | | | | | | | | | | | |
| parent | wife | | | | | | | | | | | | | | | | | | | | | | |
| child | husband | | | | | | | | | | | | | | | | | | | | | | |
| dependent | | | | | | | | | | | | | | | | | | | | | | | |

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EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

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| REFERENCES | FEDERAL STATUTE <ul style="list-style-type: none">• United States Code (U.S.C.), list references as follows in the MILPERSMAN:<ul style="list-style-type: none">38 U.S.C., Chapter 34, Vietnam Era GI Bill (VEGIB)10 U.S.C., Chapter 107, Educational Assistance Active Duty Test Program (EATP)• Code of Federal Regulations (CFR) requires title number, "CFR," part or chapter number, and section number (optional).<ul style="list-style-type: none">41 CFR 201-45.000• Federal Register (FR) requires volume number, "FR," and page number.<ul style="list-style-type: none">21 FR 623• Executive Order (E.O.) requires "E.O." and order number.<ul style="list-style-type: none">E.O. 12564 |
| | FORMS <ul style="list-style-type: none">• Refer to forms initially within the body of an article by the identification number and title.<ul style="list-style-type: none">NAVPERS 1070/622 Agreement to Recall or Extend Active DutyDD 369 Police Record Check• Thereafter, use only the identification number.<ul style="list-style-type: none">NAVPERS 1070/622DD 369• Do not list a form in the reference block of an article.• Do not use the word "form" in conjunction with any form identification.• Do not use a form as an Exhibit within an article. Use a hyperlink to take the reader to the form. |

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EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

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| REFERENCES | INSTRUCTIONS, MANUALS, AND PUBLICATIONS <ul style="list-style-type: none">List instructions in the reference block of the article, in the order they are used in the body of the article. If the instruction's subject is not clear from the article's title/text, the subject may be listed. List references throughout the body of the article as "reference (a)", etc. BUPERSINST 5400.9K SECNAV 5216.5 M-5216.5, Department of the Navy Correspondence ManualDo not use terms such as "current edition," "pertinent," "applicable," or "series" when referring to instructions.Do not use the word "series" to indicate successive changes to a basic document.Refer to the number and name of manuals and publications in reference block of the article in the order they are used in the body of the article. List references throughout the body of the article as "reference (a)", etc. NAVPERS 15555D, Navy Military Funerals NAVMED P-117, Manual of the Medical Department DoD ISSUANCES <ul style="list-style-type: none">DoD directives require the number, date, and subject (if not clear from the article's title/text), and chapter/section/paragraph of a long directive if only that part applies: DoD Directive 5500.7 of 6 May 97 DoD Instruction 1995.1, Labor Unions and Management Agreements, of 4 Apr 94DoD publications require the number, date, and subject (if not clear from the article's title/text). DoD 5200.28-M, ADP Security Manual (C31) of Jan 73 DoD 4205.1H of 1990Refer to the number and name of DoD issuances in reference block of the article in the order they are used in the body of the article. List references throughout the body of the article as "reference (a)", etc. |
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EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES

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|-------------------|--|
| REFERENCES | MILPERSMAN AND ARTICLE NUMBERS <ul style="list-style-type: none">• Within this manual, refer to it by its title. MILPERSMAN• Refer to articles in this manual by their 7- or 8-digit identification number consisting of the Standard Subject Identification Code (SSIC) and a 3- or 4-digit extension number. 1306-969 1306-1100• Use the following example for a combined reference to the MILPERSMAN and an article: MILPERSMAN 5712-010• Do not list a MILPERSMAN article in the references block of an article. |
| | PARTS OF PUBLICATIONS -- PARAGRAPHS, ARTICLES, CHAPTERS, SECTIONS, PAGES, FIGURES, VOLUME, PART, ETC. <ul style="list-style-type: none">• In the reference block of an article, use uppercase letters when citing parts of directives such as article, chapter, figure, etc. (a) Uniform Code of Military Justice, Article 38 (b) NAVPERS 15665I, United States Uniform Regulations, Chapter 2, Section 2• In the body of an article, use lowercase letters when citing parts of references reference (a), article 38 reference (b), chapter 2, section 2• When citing a paragraph or subparagraph, use abbreviation and write numbers and letters without periods or spaces. Para 2d(3) (in reference block) para 2d(3) (in body of article) |

EXHIBIT 2
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LIST -- COMPLETE INTRODUCTORY SENTENCE
LIST ITEMS ARE NOT COMPLETE SENTENCES

1. When a displayed list is introduced by a **complete sentence**, that sentence may end with a period or a colon. When the introductory sentence contains such anticipatory words or phrases as **these, as follows, and the following**, a colon may be more appropriate.

2. When the **list items** that follow a **complete introductory sentence** are **not complete sentences**, the items may begin with either uppercase or lowercase letters and end with either periods or no punctuation. Whatever style is chosen, it should be followed throughout the publication for the same type list. (**NOTE: For consistency, styles in the following examples are preferred for use in the MILPERSMAN.**)

Example: (List items are long phrases with a period at the end.)

1. The following personnel are not eligible
 - a. members whose services are essential to the mission of the command.
 - b. members who are ordered to active duty due to unsatisfactory participation in a Selected Reserve unit.
 - c. aliens seeking to qualify for citizenship by completion of 3 years of active duty military service.

Example: (List items are words, titles, or short phrases with no period at end.)

1. The following designators comprise the FTS officer program:
 - a. Human Resources (1207);
 - b. Surface Warfare (1117); and
 - c. Submarine Warfare (1127).

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LIST -- COMPLETE INTRODUCTORY SENTENCE
LIST ITEMS ARE COMPLETE SENTENCES

1. When the list items that follow a **complete introductory sentence** are **complete sentences**, each item should begin with an uppercase letter and end with a period.
2. The introductory sentence ends with a colon or a period, whichever is appropriate.

Example:

1. The following outlines the minimum and mandatory inclusions required for a properly drafted Command Endorsement Letter:
 - a. Commanding officers must forward the resignation request by endorsement within 10 days and must certify the information provided in the officer's resignation letter is correct.
 - b. The commanding officer's endorsement shall comment on the circumstances of all resignations submitted by officers within the command.
 - c. The commanding officer's endorsement must contain an assessment of the need for a qualified relief.

Example:

1. The following are guidelines for submission of a member's request for transfer to the Fleet Reserve:
 - a. Member should submit the request 6 to 18 months prior to the requested transfer date.
 - b. Member submits a NAVPERS 1336/3, Special Request/Authorization, via the chain of command.
 - c. Upon the commanding officer's approval, forward the member's request to the command career counselor.

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LIST -- INCOMPLETE INTRODUCTORY SENTENCE

1. When a displayed list is introduced by an **incomplete sentence**, the sentence fragment **should not end with a colon** because the colon interrupts the grammatical continuity of the sentence. In fact, when combined with the introductory phrase, each list item must form a grammatically correct sentence. Watch for problems in subject-verb agreement and tense.

2. If none of the items in the list has an internal comma, each item ends with a comma instead of a semicolon. Use care with the words "or" and "and" in the second-to-last sentence, as the way they are used can change the meaning of the sentence. When each item of the list completes the introductory sentence,

- the introductory sentence may end with a comma, semicolon, dash, or no punctuation at all, whichever is appropriate;
- the list items can begin with lowercase letters;
- all but the last item end with a comma or semicolon;
- the second-to-last item ends with "and" or "or"; and
- the last item ends with a period.

Example:

1. Required enclosures when processing for personality disorder include a
 - a. copy of the mental health evaluation by the MHP.
 - b. copy of the Notification Letter (MILPERSMAN 1910-401).
 - c. completed, legible, and signed copy of the MHE referral letter (if applicable).
 - d. copy of the NAVPERS 1070/613 counseling/warning, if applicable.

3. Use of **bullets** is acceptable in the MILPERSMAN to enhance the reading of long sentences and avoid spreading out the information in numbered paragraphs and subparagraphs. Para 2 above provides an example of a **bulleted list**.