# MILPERSMAN REVIEW AND CHANGE REQUEST

| 1. ARTICLE NUMBER: | 2. ARTICLE TITLE: |
|---|---|

3. TYPE OF CHANGE *(CHECK APPROPRIATE BLOCKS BELOW)*:

3A. POLICY/PROCEDURE CHANGE *(REQUIRES DEPARTMENT LEVEL AUTHORIZATION IN BLOCK 8)*

- ☐ CHANGE IN POLICY OR PROCEDURE.
- ☐ DELETION OF ARTICLE.
- ☐ NEW ARTICLE (RECOMMEND NEW NUMBER FOLLOW MILPERSMAN # . _____
- ☐ CHANGE RESPONSIBLE OFFICE (FUNCTIONAL CHANGE/ WORKLOAD TRANSFER, REQUIRES CHOP BY BOTH OFFICES/ LINES OF AUTHORIITY.
- ☐ REQUIRED -- CHECK HERE TO INDICATE REVIEW AND CURRENCY OF ALL REFERENCES/FORMS/CODES IN ARTICLE.
- ☐ OTHER: _____

3B. ADMINISTRATIVE CHANGE *(REQUIRES ONLY DIVISION LEVEL AUTHORIZATION IN BLOCK 8.)*

- ☐ REVIEWED ARTICLE - NO CHANGES REQUIRED.
- ☐ ORGANIZATION CODE(S) CORRECTION/UPDATE (NOT FUNCTIONAL CHANGE/WORKLOAD TRANSFER.
- ☐ MINOR ADMINISTRATIVE *(E.G., TELEPHONE/REFERENCE CORRECTION/UPDATE)*
- ☐ REQUIRED - CHECK HERE TO INDICATE REVIEW AND CURRENCY OF ALL REFERENCES/FORMS/CODES IN ARTICLE.
- ☐ OTHER: _____

4. REASON FOR CHANGE *(LAW, REGULATION, CONFERENCE, MESSAGE, ETC.)*:

5. SUMMARY OF CHANGE(s) *(PROVIDE WORDING THAT CAN BE USED ON OFFICIAL CHANGE SUMMARY TO BE REVIEWED/APPROVED BY DCNP. ATTACH PAGE IF MORE SPACE IS REQUIRED.)*:

6. RESPONSIBLE OFFICE POC REQUESTING CHANGE *(IF POC IS OTHER THAN RESPONSIBLE OFFICE, FORWARD TO RESPONSIBLE OFFICE.)*

| ACTIVITY | ORG CODE | POC NAME | DATE | TELEPHONE (COM/DSN) |
|---|---|---|---|---|
| | | | | |

7. INTERESTED PARTIES *(RESPONSIBLE OFFICE POC ROUTE TO OTHER OFFICE/ACTIVITY IMPACTED/HAVING INTEREST; USUALLY ANY OTHER DIV/DEPT CODE OR ACTIVITY MENTIONED IN AN ARTICLE. INTERESTED PARTIES RETURN ARTICLE TO RESPONSIBLE OFFICE.)*

| ORG CODE | SIGNATURE | DATE | ORG CODE | SIGNATURE | DATE |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

8. RESPONSIBLE OFFICE DIVISION/DEPARTMENTAL ROUTING *(RESPONSIBLE OFFICE ACTION TO ROUTE)*:

| | RESPONSIBLE OFFICE | | | JOINT RESPONSIBLE OFFICE | | |
|---|---|---|---|---|---|---|
| | ORG CODE | SIGNATURE | DATE | ORG CODE | SIGNATURE | DATE |
| SECTION | | | | | | |
| BRANCH | | | | | | |
| DIVISION | | | | | | |
| DEPARTMENT, STAFF OFFICE, SPECIAL ASST, OR ACNPC | | | | | | |

9. FINAL APPROVAL (PERS-532 ACTION TO ROUTE.)

| ORG CODE | SIGNATURE | DATE | ORG CODE | SIGNATURE | DATE |
|---|---|---|---|---|---|
| BUPERS-01M | | | BUPERS-00FS | | |
| PERS-00J | | | BUPERS-00BB (ADCNP) | | |
| PERS-00S | | | | | |

## MILPERSMAN REVIEW AND CHANGE REQUEST *(CONTINUED)*

SEE MILPERSMAN 5215-010, PROCEDURES FOR SUBMISSION OF CHANGES TO NAVPERS 15560D, NAVAL MILITARY PERSONNEL MANUAL, FOR DETAILED RESPONSIBILITIES, PROCEDURES, TYPES OF CHANGES, AND ROUTING.

## RESPONSIBLE OFFICE PROCEDURES

1. **COMPLETE NAVPERS 5602/7, *(REV. 11/08)*, MILPERSMAN REVIEW AND CHANGE REQUEST**: COMPLETE A FORM FOR EACH ARTICLE, TO INCLUDE A SUMMARY OF THE CHANGE AND A STATEMENT OR REFERENCE EXPLAINING WHAT BROUGHT ABOUT THE REQUIRED CHANGE. IT IS AVAILABLE UNDER REFERENCE LIBRARY/FORMS ON THE BUPERS WEB SITE HTTP://WWW.NPC.NAVY.MIL/.

2. **PREPARE ARTICLE**:

   A. **MINOR ARTICLE CHANGES**: ANNOTATE PEN-AND-INK PROPOSED CHANGES ON A COPY OF THE ARTICLE.

   B.. **MAJOR ARTICLE CHANGES**: FOLLOW ONE OF THE BELOW METHODS:

   (1) ANNOTATE PEN-AND-INK PROPOSED CHANGES TO A COPY OF THE ARTICLE, AND PROVIDE LENGTHY NEW OR REVISED PORTIONS ON AN ATTACHED PAGE*(S)*.

   (2) REQUEST A WORD DOCUMENT FOR THE CURRENT ARTICLE BY CALLING ONE OF THE BELOW NUMBERS:

   COM (901) 874-3050/DSN 882-3050
   COM (901) 874-4248/DSN 882-4248

   EDIT THE ARTICLE USING THE TRACK CHANGES FEATURE OF WORD THAT AUTOMATICALLY SHOWS CHANGES IN COLOR, AND WITH STRIKE-THROUGHS AND UNDERLINES.

   C. **NEW ARTICLES**: SET UP NEW ARTICLES USING **WORD**, **COURIER NEW**, **12-PITCH**, AND **1 INCH MARGINS ALL AROUND**.

3. **ASSEMBLE CHANGE PACKAGE**:

   - NAVPERS 5602/7
   - **PAPER COPY** -- OF ARTICLE WITH **EDITS** SHOWING, OR **NEW** ARTICLE, OR ARTICLE TO BE **DELETED** *(DO NOT SEND NUMEROUS MARKED-UP DRAFTS)*
   - **DISK OR CD** FOR A NEW ARTICLE, OR OF CURRENT ARTICLE EDITED IN WORD
   - **COPIES OF PERTINENT DOCUMENTS** PERTAINING TO THE CHANGE REQUEST

4. **ROUTE PACKAGE FOR APPROVAL*(S)* :** ROUTE PER MILPERSMAN 5215-010, PARA. 5 TABLE. **ACTIVITIES LOCATED AWAY FROM NAVPERSCOM MAY SUBMIT NAVPERS 5602/7 VIA FACSIMILE *(FAX)* OR E-MAIL, AND WORD DOCUMENTS VIA E-MAIL ATTACHMENT**.

**NOTE**: IF OFFICE INITIATING THE CHANGE REQUEST IS **OTHER THAN** THE **RESPONSIBLE OFFICE**, SEND THE REQUEST TO THE RESPONSIBLE OFFICE.

**ARTICLE REVIEW REMINDERS**

1. **FORMS**. Forms should be reviewed for currency and complete identification. The first time a form is listed in the article, identify it by acronym and number, date or revision date, and exact title *(e.g., **NAVPERS 5000/64 (Rev. 09-05), Records Transmittal**)*; thereafter, list only the acronym and number *(e.g., **NAVPERS 5000/64**)*.

2. **REFERENCES**. References should be reviewed for currency and complete identification. List references in alpha order as they are used in the body of the article. The word "**series**" should **not** be used with an instruction number.

3. **ACRONYMS**. Provide the official title for an activity the first time its acronym is used *(see OPNAVNOTE 5400, Standard Navy Distribution List (SNDL))*.