

**Tracer Actions (ADTAKES) After Availability
Report (AVAIL) Submissions.
MILPERSMAN 1306-1705 also provides guidance.**

1. AVAIL tracer action also known as ADTAKE submission by applicable detachment, center, or personnel Office is required after an AVAIL has been submitted until BUPERS orders, order modification (ORDMOD), or other disposition is received.

2. Before submitting an ADTAKE, check to make sure the AVAIL was received at Navy Personnel Command (NAVPERSCOM) by verifying any means available (e.g., NSIPS feedback reports, F6 screen of NES/LOPG, etc.). Verify that BUPERS orders or ORDMOD hasn't been received, and that the member is still available for transfer since the current AVAIL had been submitted.

3. When AVAIL is submitted by NSIPS or by email as applicable to Navy Personnel Command (NAVPERSCOM) Deployability Assessment Branch (PERS-454), use same method for ADTAKE submission.

4. Use work days to determine when the ADTAKE is due. Workdays does not include weekends or holidays. Tracer action is due 15 days after AVAIL submission and every 15 days thereafter.

5. For NSIPS AVAIL submissions, on the 15th workday from the date an AVAIL is submitted and on the 15th workday every 15 days thereafter, a member should reflect in NSIPS AVAIL ADTAKE list until BUPERS Orders or ORDMOD as applicable are received or the AVAIL is deleted for valid reasons. See NSIPS user guide on how to select from the list to submit an ADTAKE.

6. Other attachments in this AVAILS webpage provides what to look for to determine if an AVAIL is needed or not based on reason for AVAIL submission any status that would result in being or not being available for transfer.

7. Wait until at least 1300 to submit ADTAKES. This should allow other AVAIL transactions such as initial submissions, changes, and deletions to push through along with the ADTAKES.

8. Don't submit an ADTAKE and delete the AVAIL when it's no longer needed or valid based on current policy and procedures. Whenever an AVAIL is deleted from NSIPS, please contact NAVPERSCOM (PERS-40GG) to ensure the deletion clears from all systems.