

ADMINMAN REVIEW AND CHANGE REQUEST
 NAVPERSCOM 5000/1 (Rev. 02-2016)

Supporting Directive ADMINMAN 5000-010

1. ARTICLE NUMBER:	2. ARTICLE TITLE:
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3. REVIEW OF ARTICLE. (NOT REQUIRED FOR CANCELLATION OF ARTICLE):

CHECK HERE TO INDICATE ALL REFERENCES/FORMS/CODES IN ARTICLE HAVE BEEN REVIEWED.

4. TYPE OF CHANGE (CHECK APPROPRIATE BLOCKS BELOW):

4A. POLICY/PROCEDURE CHANGE (SELECT ONE): <input type="checkbox"/> CHANGE IN POLICY OR PROCEDURE. <input type="checkbox"/> CANCELLATION OF ARTICLE. <input type="checkbox"/> NEW ARTICLE. (ARTICLE # TO BE PROVIDED BY PERS-532) ADMINMAN # _____ <input type="checkbox"/> OTHER: _____	4B. ADMINISTRATIVE CHANGE (SELECT ONE): <input type="checkbox"/> REVIEWED ARTICLE - NO CHANGES REQUIRED. <input type="checkbox"/> ORGANIZATION CODE(S) CORRECTION/UPDATE (NOT FUNCTIONAL CHANGE/WORKLOAD TRANSFER. <input type="checkbox"/> MINOR ADMINISTRATIVE (E.G., TELEPHONE/REFERENCE CORRECTION/UPDATE) <input type="checkbox"/> OTHER: _____
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5. REASON FOR CHANGE (LAW, REGULATION, CONFERENCE, MESSAGE, ETC.):

6. CHANGE SUMMARY (PROVIDE A BRIEF SYNOPSIS OF CHANGES):

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

RESPONSIBLE OFFICE				JOINT RESPONSIBLE OFFICE		
LEVEL	ORG CODE	SIGNATURE	DATE	ORG CODE	SIGNATURE	DATE
SECTION						
BRANCH						
DIVISION						
DEPT HEAD, SO, SA, OR ACNPC						

8. FINAL APPROVAL (PERS-532 ACTION TO ROUTE):

ORG CODE	SIGNATURE	DATE	ORG CODE	SIGNATURE	DATE
PERS-532			PERS-00EA		
BUPERS-00J			PERS-00 (CNPC)		
PERS-00B (DCNPC)					

9. RECORDS MANAGEMENT (PERS-532 USE ONLY):

TRIM (ERMS) FILE
 OFFICIAL RECORD FILE
 NAVPERSCOM WEBSITE UPDATE
 NAVPERSCOM DISTRIBUTION