

MILPERSMAN 1000-020

PAY AND PERSONNEL RECORD MAINTENANCE RESPONSIBILITIES

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References	(a) OPNAVINST 1000.23C
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1. **Policy.** The Personnel Support Activity Detachment (PERSUPPACTDET) and Customer Service Desk (CSD) relationship is established under reference (a).

2. **Purpose.** To define responsibility of maintaining pay and personnel records.

3. **Records Responsibilities.** The assignment of pay and personnel accounting responsibilities for all Navy commands are as follows:

a. Active duty commands with authorized disbursing and personnel support billets maintain their own pay and personnel records.

b. PERSUPPDET/CSDs maintain

(1) **pay and personnel records** for active duty commands without personnel and/or disbursing billets.

(2) **personnel records only** for Selected Reserves (SELRES) assigned to units collocated with a PERSUPPACTDET/CSD and without assigned personnel support billets.

c. Navy Reserve activities maintain all pay records for assigned SELRES and the personnel records for SELRES not collocated with a PERSUPPACTDET/CSD.

d. Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) maintains personnel records for Pre-trained Individual Manpower (PIM) not in a drill status; i.e., Individual Ready Reserve (IRR), Retired and Retired Reserve personnel.

e. Defense Finance and Accounting Service (DFAS), Cleveland, OH, maintains pay records for PIM not in a drill status.

4. **Recall/ Mobilization Responsibilities**

a. Upon recall or mobilization, pay and personnel records of Navy Reservists will be maintained by the same activity that provides personnel and disbursing support to the active duty command the member is assigned to.

b. If a PSD/CSD has not been designated, the active duty command or activated unit shall submit a request

- to NAVPERSCOM, Pay, Personnel Procedures and Systems Integration Branch (PERS-351),
- **copy to** NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013),

requesting an activity be designated responsibility for pay and personnel support.

5. **Assignment Responsibility.** NAVPERSCOM (PERS-351) is responsible for assignment of pay and personnel responsibilities. Requests for deviations from the above will be submitted to NAVPERSCOM (PERS-351) for review and approval.