

MILPERSMAN 1000-131

MEMBER GENDER MARKER CHANGE

Responsible Office	NAVPERSCOM (PERS-331)	Phone:	DSN COM	882-3347 (901) 874-3347
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MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
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Naval Standard Integrated Personnel System (NSIPS)	Phone: Toll Free	1-877-589-5991
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References	(a) DoD Instruction 1300.28 In-Service Transition For Transgender Service Members of 30 Jun 2016 (b) SECNAVINST 1000.11 Service of Transgender Sailors and Marines (c) 5 U.S.C. §552a, Privacy Act of 1974 (d) JAG/COMNAVLEGSVCCOM Instruction 5211.11
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1. Policy

a. References (a) and (b) institute policy to provide Service members a process by which, while serving, they may transition gender. When a military medical provider determines that a Service member's gender transition is complete, at a time approved by the commanding officer, and in consultation with the transgender Service member the member's gender marker will be changed in the Defense Enrollment Eligibility Reporting System (DEERS) pursuant to the procedures established below.

b. A change of gender marker in DEERS will be entered via the Electronic Military Personnel Records System (EMPRS) only after an administrative review by Commander, Navy Personnel Command (COMNAVPERSCOM) to determine that the request meets the prerequisites for gender marker change, established by references (a) and (b) and set forth below.

c. A change of name in EMPRS must be initiated independently of a change of gender marker per MILPERSMAN 1000-130.

2. Command's Responsibility

a. Pursuant to references (a) and (b), as well as implementing Navy guidance, the commanding officer must provide written approval of the Service member's gender marker change in order for it to be changed in DEERS.

b. Prior to submission of a request for changing a Service member's gender marker, the command must provide the Service member the following privacy act statement per reference (c):

"This personal information is being collected pursuant to 5 U.S.C. §301, Departmental Regulations. The purpose is to affect a change of gender marker under the authority of DoD Instruction 1300.28 In-Service Transition for Transgender Service Members. This information will become a permanent part of the Navy Military Personnel Records System. Disclosure of the information requested is voluntary; however, failure to provide the information may result in disapproval of the request for a change of gender marker."

3. Member's Responsibility

a. The Service member must submit a gender marker change request letter to the Navy Standard Integrated Personnel System (NSIPS) help desk via the commanding officer.

b. **The Prerequisites.** The Service member's request must include the commanding officer's written approval and one of three forms of documentation indicating gender change listed below. The Service member is responsible for producing one of the three forms of documentation. The documentation is limited to the following:

(1) A certified true copy of a State birth certificate reflecting the Service member's preferred gender;

(2) A certified true copy of a court order reflecting Service member's preferred gender; or

(3) A United States passport reflecting Service member's preferred gender.

4. Options to Submit the Prerequisites

a. Forward, via mail, the Service member's request (including the member's full social security number), one of the three forms of documentation, and the commanding officer's written approval, via the commanding officer, to the NSIPS address below. Double-packaging the prerequisites is required. Mark inner package "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties." Use DD Form 2923 "Privacy Data Cover Sheet" to cover the documents containing personally identifiable information (PII) data. Use of a mailing service that provides tracking capability is also recommended.

NSIPS HELPDESK
SPAWARSCEN ATLANTIC NEW ORLEANS
2251 LAKESHORE DRIVE
BUILDING 3 ATTN: CDM
NEW ORLEANS, LA 70122-3533

Phone Number: 1-877-589-5991
E-mail: Nsiphelpdesk@navy.mil

b. Forward, via **encrypted** e-mail, the Service member's request (including the member's full social security number), one of the three forms of documentation, and the commanding officer's written approval to the NSIPS help desk e-mail address. Per reference (d), e-mails containing PII must be properly marked "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE" in the subject line of the e-mail. The following must be placed in the body of the e-mail: "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties." The e-mail must be digitally signed and encrypted. If a recipient is unable to receive encrypted e-mail, remove that recipient from the distribution. **At no time should PII be sent unencrypted. Faxing of PII is prohibited.**

c. Requests that are not sent via the commanding officer or that do not include the prerequisites will be returned by Commander, Navy Personnel Command to the Service member.

5. **Effective Date.** For Navy record purposes, a gender marker change is effective from the date of completion of COMNAVPERSCOM review as indicated on DD 1343 Notification of Change in Service Member's Official Records.

Note: Changes to the Service member's gender marker will reflect in all corporate data systems, including the electronic service record. Copies of DD 1343 may be obtained via BUPERS Online (BOL) or by submitting a written request to:

Commander, Navy Personnel Command
Records Management Policy Section
PERS 313
5720 Integrity Drive
Millington, TN 38055-3130