1. **Availability Change.** Status changes, including corrections, removal, or submission of a new availability report (AVAIL) can occur at any time after initial AVAIL.

2. **Responsibility.** The applicable servicing personnel support detachment, customer service desk, MyNavy Career Center, functional service center, Navy Personnel Command (NAVPERSCOM), Naval Education and Training Command (NETC) Supply Chain Operations/Accessions Distribution Branch (N33) (as applicable), and or command personnel office provided under MILPERSMAN 1306-1700 are responsible for tracking AVAILS, changing and deleting AVAILS as status changes occur, and correcting previous AVAILS that were submitted with erroneous information.

3. **Command.** The command pay and personnel support administrator or other command representative will notify the servicing personnel support detachment, service center, or personnel office (as applicable) when changes to a Service member’s status occurs, so action can be taken to initiate changes or deletion of an AVAIL. The command must also request advice on further disposition from applicable assignment control authority.

4. **Verify AVAIL and Orders Status.** Verify AVAIL and orders status using whatever means necessary (i.e., Navy Standard Integrated Personnel System (NSIPS) reports, the enlisted master file F3 and F6 screen, Bureau of Naval Personnel (BUPERS) online listing, Enlisted Assignment Information System (EAIS), any feedback from NAVPERSCOM, etc.). Verify whether cognizant assignment control authorities (detailers) have received the AVAIL, the assignment directives (orders) with release date have
been issued or transmitted, and the estimated date of loss to
the Navy has been documented. If the Service member’s projected
rotation date has been adjusted to show that he or she will
remain onboard, or if other feedback is provided from NAVPERSCOM
or the command that AVAIL is not needed, the AVAIL may be
changed or deleted as necessary.

5. **AVAIL Date Changes and Deletions.** After initial AVAIL
submission, AVAIL date may change from previously scheduled date
(i.e., early or delayed graduation from training path, delayed,
setback while under instruction, status change that would
require account category 342, etc.). AVAIL date can also become
undeterminable due to placement of a Service member in a hold
status (i.e., medical, legal, etc.).

   a. If orders were received, a new AVAIL will normally be
   submitted when availability for transfer date is determined.
   However, a new AVAIL may not be necessary, depending on whether
   the command provides need for formal modification of orders.

   b. If orders have not been received and AVAIL date is
   undetermined, or if requiring formal order modification at a
   later date, current AVAIL will be deleted. A new AVAIL will be
   submitted when transfer date is determined.

6. **Other Changes and Deletions.** Other AVAIL changes provide
new information to the assignment control authorities when
necessary (i.e., rate change from air-crewman mechanical to air-
crewman helicopter while under instruction and training path is
modified, when Service member is dropped from a course of
instruction, when an AVAIL is replaced with different class
AVAIL due to applicable status change, etc.). The AVAIL will be
deleted if Service member will no longer be transferring (i.e.,
remain onboard, separate, etc.).

7. **Report Submission Methods.** Submit changes and deletions of
AVAILs using the same method as the initial AVAIL submission
(i.e., NSIPS, EAIS, or encrypted e-mail) to NAVPERSCOM,
Deployability Assessment Assessment Branch (PERS-454).