

MILPERSMAN 1070-170

DOCUMENTS FILED IN THE PERMANENT PERSONNEL RECORD

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References	BUPERSINST 1070.27
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1. **Guidelines.** BUPERSINST 1070.27 provides
 - a. lists of numbered forms and subjective material which are retained or not retained in the permanent personnel record,
 - b. guidance on how to submit documents for filing,
 - c. guidance for requesting changes to the document lists,
and
 - d. guidance when revising or consolidating a retainable document.
2. **Privileged Information**
 - a. Adverse matter is not to be filed in a permanent personnel record or forwarded to Navy Personnel Command without first affording the member an opportunity to review and submit a statement concerning it.
 - (1) If the member chooses not to make a statement, the declination shall be made in writing and signed and dated by the member.
 - (2) If no statement or declination has been submitted after having been advised of such, the adverse material will be filed with annotation to that effect.
 - b. Types of documentation that are filed with the adverse material are
 - (1) member's statement in reply to the adverse material.

(2) where there has been a finding of guilty, extracts from the findings and recommendations of courts and boards, including statements of disciplinary action and court-martial orders or promulgating letters of general courts-martial.

c. Adverse material that does not fall under the purview of this article and can be filed in the permanent personnel record without first affording the member the opportunity to submit a statement are

(1) nonjudicial punishment which includes a punitive letter,

(2) conviction by court-martial,

(3) allegations of unauthorized absence, or

(4) any other matters on the basis for which the member was previously accorded an opportunity to submit a statement or other matter for other consideration before the record entry was made.

d. Other types of information of a highly personal nature which are filed are

(1) various board decisions which are a matter of official record.

(2) medical boards.

(3) psychiatric examinations.