



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 1754.4  
N130  
22 Dec 2005

OPNAV INSTRUCTION 1754.4

From: Chief of Naval Operations

Subj: NAVY ADOPTION REIMBURSEMENT POLICY

Ref: (a) 10 U.S.C. 1052  
(b) DOD Instruction 1341.9  
(c) DFAS Instruction 1341.1  
(d) 26 U.S.C. 137  
(e) DoDFMR, Vol. 7C, Chapter 4

1. Purpose. To prescribe the procedures for reimbursing members of the Navy for the expenses associated with child adoption as authorized in reference (a) and implemented by reference (b).

2. Cancellation. This OPNAV Instruction supersedes SECNAVINST 1754.3A. The SECNAV Instruction was cancelled under a separate cancellation memo.

3. Applicability. This instruction applies to all active duty members of the Navy including all Full Time Support (FTS) personnel who have been ordered to active duty for a continuous period of at least 180 days under Title 10 United States Code.

4. Responsibilities.

a. Commanding Officers (COs), or their designee, are the certifying official for the DD Form 2675, Reimbursement Request for Adoption Expenses, and are responsible for certifying that the member is eligible for reimbursement.

b. Defense Finance Accounting Service (DFAS)-Cleveland Center is the primary source for guidance concerning the Adoption Expense Reimbursement Program.

c. DFAS-Cleveland Center has distributed submission procedures for the program (reference (c)) to disbursing offices and is the servicing center for review and certification of claims for payment. Because DFAS makes all reimbursement

payments via electronic fund transfer (EFT), applicants shall submit information such as bank name, routing number, and account number on the DD Form 2675. The mailing code for submittal of the DD 2675 has changed from "FMC" to "PMMCB", and members are advised to write "Adoption Reimbursement" on the envelope of their package. Per reference (d), adoption reimbursement payments authorized under reference (a) and implemented by reference (b) are nontaxable and not subject to tax withholding.

d. The member's servicing personnel activity is the primary coordinating activity. It is the first point of contact for the reimbursement claim and the source from which to obtain copies of the DFAS procedures for claim submission.

e. Fleet and Family Support Centers (FFSCs) and chaplains have appropriate adoption and referral information.

f. Local legal assistance officers or Staff Judge Advocates can assist with legal questions concerning adoption.

g. Public Affairs Officers will publicize this instruction through appropriate service channels.

h. Point of contact for Navy Adoption Reimbursement Policy is Chief of Naval Operations (CNO), Military Compensation Policy Branch (N130). Point of contact for administrative support is Navy Personnel Command (NAVPERSCOM), Personnel and Pay Support Branch (Pers-673). Further guidance can be found in references (b), (c), and (e).

4. Action. Addressees shall ensure that the policies, provisions, and agreements delineated in this instruction and in references (b), (c), and (e) are available for review by all hands.

5. Form. DD 2675, Reimbursement Request for Adoption Expenses (Feb 00) may be obtained from local personnel offices or online at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

/s/

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