

## MILPERSMAN 1000-130

### NAME CHANGE OF MEMBER

|                           |                          |        |            |                            |
|---------------------------|--------------------------|--------|------------|----------------------------|
| <b>Responsible Office</b> | NAVPERSCOM<br>(PERS-331) | Phone: | DSN<br>COM | 882-3347<br>(901) 874-3347 |
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| NAVPERSCOM CUSTOMER SERVICE CENTER | Phone: Toll Free | 1-866-U ASK NPC |
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| <b>Reference(s)</b> | (a) 5 U.S.C. §552a, Privacy Act of 1974<br>(b) Federal Insurance Contribution Act |
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1. **Policy.** Change of name in the official record is made only after an administrative examination of evidence and approval by Commander, Navy Personnel Command (COMNAVPERSCOM). A change of surname due to marriage or divorce shall be reported immediately as outlined below. A name may not contain punctuation marks including a hyphen, apostrophe, comma, period, or space.

2. **Command's Responsibility.** Prior to submission of request for name change, the command shall advise the Service Member of the Privacy Act Statement, per reference (a), as follows:

"The authority to request this information is derived from 5 U.S.C. §301 Departmental Regulations. The purpose is to effect a correction of name. It will become a permanent part of the Navy Personnel Records System. Disclosure of the information requested is voluntary; however, failure to provide the information may result in disapproval of the request for change of name."

3. **Member's Responsibility.** The member must forward name change letter request to the Navy Standard Integrated Personnel System (NSIPS) help desk via the commanding officer. The member's Social Security Number and complete mailing address are required to ensure proper identification. The request shall be accompanied by at least one of the documents listed below as documentary evidence verifying the change in name.

- a. Marriage Certificate.
- b. Final divorce decree containing provision for restoration of maiden name.
- c. Court order authorizing name change.
- d. Birth Certificate - may be used only upon initial accession.
- e. Naturalization Certificate.
- f. Social Security Card.

4. **How to Send Documents**. Forward member's letter request, command endorsement, and a copy of the documentary evidence to the address below. Double packaging the documents is highly recommended, with the inner package marked: "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties." DD Form 2923 "Privacy Act Data Cover Sheet" should be used to cover the documents containing PII. Using a mailing service that provides tracking capability is also recommended.

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| <p><b>SPAWAR ITC NSIPS/CDM<br/>NAS JRB<br/>1330 Military Parkway, RM 104<br/>Fort Worth, TX 76127-1062</b></p> |
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5. **Effective Date**. For Navy record purposes, a name change is effective from the date of COMNAVPERSCOM authorization as indicated in block 1 on DD 1343 Notification of Change in Service Member's Official Records.

**NOTE:** Changes to the Service Member's name will reflect in all corporate data systems (including the electronic service record), and a copy of the approved DD 1343 will be filed in the member's Official Military Personnel File (OMPF). Copies of DD 1343 may be obtained via OMPF - Command View, OMPF - My Record, or by written request to:

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

6. **Additional Name Change Requirement**. If not provided as evidence for a name change, member shall complete and submit SSA-7008 Request for Correction of Earning Record to the Social Security Administration to ensure proper recording of reference (b) credit deductions. SSA-7008 is available at local SSA offices and on the SSA Web site at <http://www.ssa.gov/online/forms.html>.