

## MILPERSMAN 1070-210

### CORRECTION OF THE FIELD SERVICE RECORD

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<b>References</b>	BUPERSINST 1610.10 NAVSO - 3069, Source Data Systems Procedures Manual (SDSPROMAN) DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II BUPERSINST 1900.8
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#### 1. Policy

a. NAVPERS 1070/600 (Rev. 5-81), U.S. Navy Enlisted (Field) Service Record (FSR). Once information is entered on a service record page it may be corrected at the command level only under this article.

b. The use of interlineation, ditto marks, or the entry of unauthorized abbreviations, symbols, or codes is prohibited in the FSR.

2. Corrections/Changes to Name, Social Security Number (SSN), or Citizenship. For changes to name, SSN, or citizenship to the FSR see table:

Topic	MILPERSMAN
Name Change	1000-130
SSN Change	1000-060
Citizenship Change	1070-220

3. Enlisted Evaluation Reports. Removal or revision of enlisted evaluation report and counseling record will be made only under BUPERSINST 1610.10.

4. **OCR Documents**. Corrections to Optical Character Recognition (OCR) documents listed below are authorized only by sending new documents cross-referenced to the original documents following NAVSO P-3069 or DFAS-CL (NAVSO P) 3030-2.

NAVPERS 1070/602	Dependency Application/Record of Emergency Data, Part I (Rev. 7-72)
NAVPERS 1070/606	Record of Unauthorized Absence (Rev. 1-77)
NAVPERS 1070/607	Court Memorandum (Rev. 12-75)
NAVPERS 1070/621	Agreement to Extend Enlistment (Rev. 9-87)
NAVPERS 1070/622	Agreement to Recall or Extend Active Duty (Rev. 9-87)

5. **Trial by Civil Authorities**

a. The FSR will not contain any information concerning a trial by civil authorities which resulted in acquittal either at the trial or appellate level. Upon notification of acquittal, service record pages and correspondence concerning the trial will be removed from the FSR and destroyed.

b. If the service record pages contain other retainable information, new pages will be prepared with the retainable information only.

c. If copies of the service record pages or correspondence had been forwarded to Navy Personnel Command (NAVPERSCOM), notification of this action shall be sent to NAVPERSCOM (PERS-83) by official naval letter with copies of supporting documentation.

6. **DD 214, Certificate of Release or Discharge from Active Duty (Rev. 11-88)**. After DD 214 has been issued and distributed, correction of erroneous entries are made following BUPERSINST 1900.8.

7. Other Errors

a. When an error is discovered at the command where it was made and copies of the service record page have not been distributed, or the error is on a service record page (a copy) which is not immediately sent to NAVPERSCOM (i.e., NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History and NAVPERS 1070/605 (Rev. 10-89), History of Assignments):

(1)	Draw a line in black or blue-black ink through the erroneous entry.
(2)	Authorized individual, per MILPERSMAN 1070-190, initial alongside the lined-out error.
(3)	Make correct entry.
(4)	Authorized individual, initial or sign correct entry.

b. When the error is discovered at the command where it was made and the service record page has been distributed (i.e., NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks):

(1)	Remove the erroneous service record entry from the service record and destroy it.
(2)	Make a corrected service record page and conspicuously label it "Corrected Copy."
(3)	File corrected copy in FSR.
(4)	Forward a corrected copy to NAVPERSCOM (PERS-313D2) by official naval letter which explains briefly the reason for the correction.

c. For corrections to NAVPERS 1070/609 (canceled) directed by Secretary of the Navy as a result of a Board of Correction of Naval Records decision only:

(1)	Tape out the entry being corrected.
(2)	Date and type in the authority for making the correction, "Authority for Correction - MILPERSMAN 1070-210."
(3)	Make a copy of the corrected NAVPERS 1070/609.
(4)	Certify the copy by an entry on the next line and file it in the service record.
(5)	Send the original NAVPERS 1070/609 to NAVPERSCOM (PERS-322).

**NOTE:** All other corrections to NAVPERS 1070/609 will be made as outlined above for errors discovered at the command where made.

d. When the error is discovered **at a command other than where the error was made and the error is not correctable under the instructions contained above**, the discrepancy will be reported by official naval letter to NAVPERSCOM (PERS-313) via the command at which the error occurred. The command at which the error occurred will endorse the letter to NAVPERSCOM giving full details, recommend corrective action, and attach substantiating documents as appropriate.