

EPMAC DOCUMENT NUMBER 1080#1 UM-02 CHANGE TRANSMITTAL 1

From: Commanding Officer, Enlisted Personnel Management Center

Subj: DIARY MESSAGE REPORTING SYSTEM USERS' MANUAL (DMRSMAN)

Encl: (1) New and replacement pages

1. Purpose. To transmit Change 1 to the subject manual.

2. Action

a. Remove existing pages as follows:

<u>Revised Procedures</u>	<u>Table of Contents</u>	<u>List of Effective Pages</u>	<u>Section 1</u>	<u>Section 2</u>	
<u>Section 3</u> 3-1, 3-2	<u>Section 8</u> 8-11, 8-12	<u>Section 10</u> 10-1- 10-7	<u>Section 20</u> 20-1, 20-2	<u>Exhibit</u> E-1-E-2	ii

b. Insert enclosure (1).

3. Effective date. All procedures announced in this change are effective for DMRS messages submitted to EPMAC on or after 19 January 1998.

B. E. FRANCE, SR.
Acting

Distribution:

All activities designated as Personnel and Pay
Services Unit Identification Code (PPSUIC) Activities
PERSUPACTS
CNO (N120)
CINCLANTFLT
CINCPACFLT
CNET
COMSUBLANT
COMSUBPAC
COMNAVAIRLANT
COMNAVAIRPAC
COMNAVSURFLANT
COMNAVSURFPAC
BUPERS (Pers-23, 33, 10, 101, 1012D, 102, 1021, 1023, 103, 1031, 45)

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL

DATE: SEPTEMBER 1996

EPMAC CONTROL NUMBER: 1080#1 UM-02

SHORT TITLE:
DMRSMAN

REVISED PROCEDURES

<u>Article</u>	<u>Page</u>	<u>Description</u>
1.4	1-1	Changed DMRS office code from Code 31 to Code 43.
3.2	3-1	Changed Inaugural procedure office code from Code 31 to Code 41.
8.2	8-11	Added Special Duty Assignment Pay (SDAP) award level "V".
10.1.1	10-1	Modified Immediate Reenlistment Transactions (RN1 and RR3) to provide for reporting of Lump Sum Leave.
	10-5 thru 10-8	Modified To Make Operative USN Agreement to Extend Enlistment Transactions (405/406) and To Make Operative USNR agreement to Extend Expiration of EREN Contract Transactions (413/414) to provide for reporting of Lump Sum Leave.
Exhibit	E-1	Provides modified Discharge and Immediate Reenlistment Transactions.

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RECORD OF CHANGES

Changes to this manual will be published and distributed as changes occur. Effective with change 1, the short title and change number will appear in the upper outside margin of each page e.g., DMRSMAN CH-1. The List of Effective Pages lists all pages and their change number. The List of Effective Pages is used to control the pages to be maintained in the manual and for verifying that the page is still effective. Control of the pages listed shall be by the page number at the bottom of each page e.g., 2-1 or E-2.

RECORD OF CHANGES			
CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED

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01 DEC 97

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(Date)

From: _____
(Command and UIC)

To: Commanding Officer, Enlisted Personnel Management Center (Code 05)

1. Request pages on this list indicated by a check be forwarded to me at the following address:

Return Address

(Signature)

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 1. GENERAL INSTRUCTIONS AND CRITERIA

1.1 Discussion. The Diary Message Reporting System (DMRS) reduces preparation time and eliminates mailing delays so that we have more accurate personnel management and manpower information. You must observe the policies in DFAS Pay/Personnel Procedures Manual, Part 9, Chapter 6, but you shall use the DMRS transaction formats in this manual.

1.2 Security. The data generated and processed by the DMRS relates to information regarding individual service members. Using the DMRS creates sensitive unclassified, Privacy Act data which must be protected per SECNAVINST 5211.5D. Thus, the safeguards listed in the Privacy Act of 1974 must be observed. The Enlisted Personnel Management Center (EPMAC) certifies that the DMRS is operating at an acceptable level of risk and has adequately protected this system as required by OPNAVINST 5239.1A and SECNAVINST 5239.2.

1.3 Use of DMRSMAN. This manual permits authorized activities to submit officer and enlisted transactions, in coded format, and allows reporting transactions for multiple Unit Identification Codes (UICs) in a single message. It contains guidance to prepare and submit messages and will be used in conjunction with the following:

- a. DFAS Pay/Personnel Procedures Manual, Volume 2, Part B, Part 9, Chapter 6
- b. EDVRMAN
- c. BUPERSINST 1301.40
- d. BUPERSINST 1900.8
- e. SDSPROMAN
- f. Naval Telecommunications Procedures Manual NTP 3(H)

1.4 Submission of DMRS Messages. DMRS messages are designed for machine processing. A DMRS message shall be transmitted no later than the next normal workday following the occurrence of the events being reported. Events occurring on weekend or holiday periods must be submitted the next working day which immediately follows the weekend or holiday period. All DMRS messages are to be UNCLASSIFIED and are to be transmitted to EPMAC DIARY NEW ORLEANS LA//43//. Do not send DMRS messages to BUPERS unless specifically directed by BUPERS. (R)

1.5 Availability of PCDMRS. The Personal Computer Diary Message Reporting System (PCDMRS) is a Personal Computer (PC) based program designed to reduce preparation time and format errors in transactions prepared for submission under the DMRS. Any activity designated as a Personnel and Pay Support Unit Identification Code (PPSUIC) activity may use the PCDMRS. The PCDMRS, developed by EPMAC, is available to all PPSUIC activities that (R) have a PC, a message generating system such as MTF, and an output media acceptable to their local communications facility for transmitting naval messages. Activities electing to use the PCDMRS must observe the policies in the DFAS Pay/Personnel Procedures Manual, Part 9, Chapter 6 and the DMRSMAN.

1.6 Transaction Codes (TACs). The TAC is an alphabetical and or numerical way of identifying and controlling transactions. This manual provides information to convert events into a coded format and report them via DMRS. For example, TAC 200 is a numerical code that says "RECEIVED FOR" and is easily processed by a computer. Including the Accounting Category Code (ACC) with the TAC 200 identifies the reason for receipt, e.g., ACC 100 is "FOR DUTY."

1.7 Officer Distribution Control Report and Enlisted Distribution Verification Report (ODCR and EDVR). Reporting changes for multiple UICs on one message diary does not eliminate the requirements in DFAS Pay/Personnel Procedures Manual, Part 9, Chapter 6 to certify the receipt and verification of the ODCR and EDVR. It is important that you verify the ODCRs and EDVRs per DFAS Pay/Personnel Procedures Manual, Part 9, Chapter 6, EDVRMAN, and BUPERSINST 1301.40. Commanding Officers must ensure the continued verification of ODCRs and EDVRs within the month of receipt. Report of compliance with verification requirements must be recorded as a memorandum transaction (MEMO) as specified in Section 3.

1.8 Source Data System (SDS) or Source Data System Increment 3 Phase A (SDS 3A). In the event of the loss of SDS event reporting capability, transmit personnel transactions via the DMRS as follows:

a. When the loss of SDS or SDS 3A reporting capability is expected to be 14 days or less, transactions shall be held and consolidated in one transmission when capability is restored.

b. When the loss of SDS or SDS 3A reporting capability is expected to be for more than 14 days the activity shall transmit personnel transactions via the DMRS per the guidelines set forth in this manual.

1.9 New Personnel Transaction Requirements. New requirements published in this manual may require system modifications by the activity that provides automated data processing support for other automated personnel transaction reporting systems. If the program modifications cannot be accomplished by the date established for the new reporting requirements, the activity responsible for submitting the personnel transactions shall report them via DMRS until the programming modifications are complete and the transactions can be reported via the reporting system normally used.

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 2. MESSAGE PREPARATION

2.1 Message Diary Address and Subject Line. The following unique Plain Language Address (PLA) has been assigned for the DMRS and is not to be used for message traffic other than DMRS unless specifically authorized by EPMAC:

EPMAC DIARY NEW ORLEANS LA//43//

(R)

Use the Personnel and Pay Services Unit Identification Code (PPSUIIC) in the subject line.

An example of the subject line that must be used in DMRS messages:

SUBJ/MESSAGE DIARY FOR UIC 12345//

NOTE: The PPSUIIC is the UIC of an activity that has personnel accounting and pay responsibility for its own and or other activities. Do not enter any other information in the subject line. It will cause the message to reject during computer processing and the transactions will not appear in Section 9, Officer and Enlisted Diary Message Summary, of your EDVR.

2.2 Sequence TAC Line. To ensure proper accountability of all DMRS messages submitted to EPMAC, each DMRS message will be assigned a sequence number. A Sequence TAC (SEQ) (first transaction in each DMRS message) will be used to identify the sequence number of each DMRS message transmitted to EPMAC as follows:

FORMAT: TAC,SEQ NUMBER (NOTE 1),PPSUIIC/

SAMPLE: SEQ,01,12345/

NOTE 1: Sequence number is a two digit number that identifies the sequence number of the DMRS message being transmitted. Numbers cycle from 01 to 99. After using sequence number 99, begin a new cycle starting with 01 and ending with 99. Do not begin with 01 at the beginning of a new calendar year unless sequence number 99 is the last one used.

2.2.1 Sequence Number for Source Data System Increment 3 Phase A (SDS 3A). Only one series of sequence numbers shall be used by each PPSUIIC. Activities that change their personnel accounting mode per paragraph 3.2.d, shall continue with the series of sequence numbers already being used, i.e., sequence number for PPSUIIC activities shifting to or from Source Data System Increment 3 Phase A (SDS 3A) shall continue in sequential order after the shift has been effected.

2.3 Message Diary Body. Record coded transactions in the body of the message. Each transaction consists of several information items such as: TAC, SSN, NAME, RATE OR RANK, CHANGE INFORMATION, DATE AND UIC. The items of information, e.g., TAC, SSN, NAME, etc., will each be separated by a comma (,), and each diary transaction will be terminated by a slash (/). Each transaction must be reported in one line except for MEMO, CNOK and CHACC narrative transactions.

2.4 Message Name Format. The member's name shall not exceed 12 positions. It will consist of complete surname (with no punctuation) and as much of the first name, middle initial and any suffix as possible. Do not report "NMN" or any other symbol to denote the absence of middle name. If an individual has only initials for his first name and or middle name, submit the initial(s) with no punctuation. Some examples of how to submit names follow:

<u>NAME</u>	<u>DMRS FORMAT</u>
JOE R. SMITH.....	SMITH JOE R
"A" "J" TODD, JR.....	TODD A J JR
ED A. ORR, II.....	ORR ED A II
MICHAEL E. JOHNSON.....	JOHNSON MICH
KATHERINE R. MILLER-JOHNSON.....	MILLERJOHNSO

2.5 Minimize. When "MINIMIZE" is imposed the activity responsible for DMRS submissions shall comply with the following procedures:

a. DMRS messages originated by afloat commands to update the data base of on board personnel shall be transmitted during minimize. This applies to reports of gains, losses and sailing transactions. Other types of DMRS reports are subject to established minimize procedures.

b. If "MINIMIZE" is for 14 days or less, DMRS transactions will be held and consolidated in one message once "MINIMIZE" is rescinded.

c. If "MINIMIZE" is for more than 14 days, prepare and submit DMRS transactions via letter, or via message per NTP3(H), paragraph 805.f, using the same format prescribed for message transmission. Letters or messages prepared per this paragraph may be mailed or faxed to EPMAC. The EPMAC Fax numbers are DSN 678-5126/6891 or commercial (504) 678-5126/6891."

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 3. ACTIVITY MEMORANDUM TRANSACTIONS

3.1 Discussion. Per DFAS Pay/Personnel Procedures Manual Part 9, Chapter 6, MEMORANDUM transactions pertain to special situations which relate to the activity and they apply to both the officer and enlisted personnel accounts.

3.2 Activity Accounting TACs and Sample Transactions. Two TACs are used for activity memorandum transactions. MEMO is used for enlisted transactions and OMEM is used for officer transactions. These TACs are used for the following transactions:

a. Inaugural TACs and Sample Transactions. Prior to commissioning, reactivation or establishment, activities shall request implementing instructions to inaugurate personnel accounting from EPMAC Code 41. Upon receipt of implementing instructions, activities will submit the inaugural memorandum transaction. The inaugural memorandum transaction should not be submitted via DMRS until at least one officer (for officer inaugural diaries) or one enlisted member (for enlisted inaugural diaries) has reported on board. A diary gain entry must accompany the inaugural memorandum transaction if you normally submit your accounting transactions via the DMRS. If you use the SDS for personnel accounting, the gain event must be submitted via the SDS. DFAS Pay/Personnel Procedures Manual, Paragraph B90632a refers. Use the following format:

FORMAT: TAC,DATE INAUGURATED(YMMDD),UIC,ACTIVITY NAME (AS IT APPEARS ON EDVR AND ODCR),INAUGURATED/

SAMPLES:

ENLISTED: MEMO,960501,41337,NAVSUPACT NOLA OTHERS,INAUGURATED/

OFFICER: OMEM,960501,41337,NAVSUPACT NOLA OTHERS,INAUGURATED/

b. Commissioning Transaction. The commissioning transaction provides for changes in activity accounting. DFAS Pay/Personnel Procedures Manual, Paragraph B90632b refers. In the event of a delay in commissioning, individuals assigned in ACC 352 will appear in the EDVR in an expired PG status until such time as that activity is actually commissioned. Their Estimated Date of Arrival (EDA) will not be modified to correspond with the new commissioning date. On the date of commissioning, verify the duty status of all individuals. EPMAC will change the status of all enlisted personnel in an ACC 106 or 352 status on board the UIC being commissioned to ACC 100 automatically with submission of this MEMO transaction. For diary actions required for officers at commissioning activities, refer to DFAS Pay/Personnel Procedures Manual Paragraph B90611c. Use the following format:

FORMAT: TAC,COMMISSIONING DATE(YMMDD),UIC,COMMISSIONED,COMPLETE MAILING ADDRESS INCLUDING 9 DIGIT ZIP CODE/

SAMPLE: MEMO,960501,21006,COMMISSIONED,COMMANDING OFFICER USS MERRIMACK AO179 FPO AE 09501 4725/

NOTE: Establishment or adjustment of SDCD and PRD: All SDCDs and PRDs for members assigned upon commissioning shall be established or adjusted by BUPERS. No diary transaction is necessary. Comply with ENLTRANSMAN Article 3.101.

c. Shift of Diary Preparation Responsibility. Activities shifting diary transactions responsibilities from their command to another will ensure that all correspondence, files, and documents pertaining to the personnel accounting of the shifted unit is given to the new preparing activity. DFAS Pay/Personnel Procedures Manual, Paragraph B90632c refers. Submit a shift of dairy preparation responsibility memorandum transaction for the following types of shifts:

(1) Periodical Shifts. Activities that prepare personnel transactions for another activity periodically shift the responsibility to another command upon rotation of fleet units.

(2) Other Shifts. When a shift of preparation responsibility is deemed desirable or required, a message request for a shift of responsibility for such preparation will be forwarded to EPMAC Code 31 via the administrative chain of command.

(3) PERSUPPDET Shifts. Shifts to, from, or between PERSUPPDETS will be a shared effort between the two activities and their Immediate Superior in Command (ISICs). Upon approval, the activity must notify Defense Finance and Accounting Service, Cleveland Center DFAS (FFS) and Source Data Systems SDS (Pers-1011E/103) of the effective date of the shift. Upon shift, submit memorandum transaction.

FORMAT: TAC,DATE OF DIARY SHIFT (YYMMDD),UIC (BEING SHIFTED),SHIFT DIARY PREPARATION RESPONSIBILITY TO (UIC)/

SAMPLES:
ENLISTED: MEMO,960601,43556,SHIFT DIARY PREPARATION RESPONSIBILITY TO 43106/
OFFICER: OMEM,960601,43556,SHIFT DIARY PREPARATION RESPONSIBILITY TO 43106/

NOTE: To report shift of PAY responsibility only, use the narrative statement in paragraphs 3.2.e below.

d. Change in Submission Mode. This transaction must be reported each time you change the method of submission for your transactions. DFAS Pay/Personnel Procedures Manual, Paragraph B90632d refers.

FORMAT: TAC,EFFECTIVE DATE (YYMMDD),UIC,PERSONNEL ACCOUNTING SUBMISSION MODE CHANGED FROM (CURRENT MODE) TO (SUBMISSION MODE TO WHICH ACTIVITY IS CHANGING)/

SAMPLE: MEMO,960501,00001,PERSONNEL ACCOUNTING MODE CHANGE FROM DMRS TO SDS/

NOTE: Do not change or restart the series of sequence numbers you are using when you effect a change in the submission mode. Reports under the new submission mode shall continue the series of sequence codes used under the old submission mode.

e. Narrative Statements. For special situations concerning the activity which are not covered by any other transaction, submit a narrative report explaining all of the pertinent facts using the following format:

FORMAT: TAC,DATE (YYMMDD),UIC,NARRATIVE COMMENTS/

SAMPLES: MEMO,960501,12345,CROSSED EQUATOR THIS DATE/
MEMO,960601,12345,SHIFT PAY RESPONSIBILITY TO 43106/

NOTE: Do not attempt to use this activity memorandum transaction for personnel events. Review Section 15 of the EDVRMAN for enlisted and enclosure (2) of BUPERSINST 1301.40 for officers to determine actions required for specific personnel events.

f. Final Diary Transactions. When all personnel are transferred, and the activity has been decommissioned, disestablished or inactivated, a final diary will be submitted. Prior to submitting a final diary, activities with personnel on the EDVR in ACC 109 or who have been recently declared deserters but do not show as such in the EDVR shall contact Naval Absentee Collection and Information Center (NACIC) Great Lakes IL at 1-800-423-7633 or DSN 792-2106 commercial (708) 688-2106/2107/2104 sixty days prior to anticipated decommissioning, disestablishment, or inactivation date so that appropriate action may be taken to delete these personnel from the activity account. After all personnel on board a defunct activity have been transferred or detached and so recorded on the diary, submit a final diary. DFAS Pay/Personnel Procedures Manual, Paragraph B90632f refers. Use the following format:

FORMAT: TAC,DATE FINALED (YYMMDD),UIC,ACTIVITY NAME (AS IT APPEARS ON EDVR AND ODCR),FINAL DIARY/

SAMPLES:
ENLISTED: MEMO,960501,04618,AD 14 DIXIE,FINAL DIARY/
OFFICER: OMEM,960501,04618,AD 14 DIXIE,FINAL DIARY/

g. Verification of EDVR and ODCR. At the end of the accounting period (monthly), the activity responsible for the submission of personnel actions for their own activity or for other commands, shall acknowledge receipt and verification of the ODCR and the EDVR for the period stated. The reports verification is necessary to bring activity and MAPMIS accounts into alignment for the preparation of personnel accounting reports for higher authority. Refer to Paragraph 1.7 for additional information. The following format is used:

FORMAT: TAC,DATE EDVR-ODCR VERIFIED (YYMMDD),PPSUIC,EDVR AND ODCR VERIFICATION REQUIREMENTS AND PROCEDURES ARE BEING COMPLIED WITH/

SAMPLE: MEMO,960501,01234,EDVR AND ODCR VERIFICATION REQUIREMENTS AND PROCEDURES ARE BEING COMPLIED WITH/

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 4. OFFICER GAIN TRANSACTIONS

4.1 Officer Gain Transactions. Four different TACs are used to report officer gains (A8, F8, G6 and G8). Only ONE of these four TACs will be used to report an officer gain to the activity, as well as to Navy strength. Never use more than one of these four TACs to report the same gain for the same officer. Extreme care must be used to select the proper TAC to ensure accurate update of the master officer personnel files in BUPERS. The following information, necessary for selecting the proper TAC, is provided and must be fully understood prior to submitting the officer gain TAC. Officers reporting for TAD, Annual Training (AT), except OSAMS, and Midshipmen are considered "Extras or Passengers" and will be reported in the DMRS per the formats and samples in Section 13.

a. Officers Commissioned Through the NROTC Program. In-service, active duty enlisted personnel selected to attend NROTC scholarship programs report to servicing PSDs for processing. They are released from active duty, enlisted in the U. S. Naval Reserve and appointed as midshipmen, U. S. Naval Reserve. They must further agree, upon successful completion of the program to accept an appointment, if offered, as regular commissioned officers in the naval service. Civilian personnel selected to these programs report directly to the NROTC units. Servicing PSDs do not have accounting responsibility of NROTC students while attending school. Immediately, after graduation from school, these personnel are offered commissions and issued assignment orders. For those graduates receiving a Regular Commission (USN), the servicing PSD for the NROTC unit will initially gain these officers to the Navy on the date of commissioning using the TAC F8 per this manual. The Date of Gain to Active Duty (DGAD) for USN officers is the date the member signs the Acceptance and Oath of Office (NAVCRUIT 1000/20). For those graduates receiving a Reserve Commission (USNR), it is the responsibility of the servicing PSD of the officers "FIRST DUTY STATION", even if this first duty station is temporary duty, to submit the appropriate gain to Navy strength (TAC F8). DGAD for USNR officers is the date the officer reports to their first duty station, including authorized travel time. (See Paragraph 4.1.2b for examples on how to compute DGAD using date reported and authorized travel time).

b. Officer Sea and Air Mariner (OSAM) Program. Officer Sea and Air Mariners will be accounted for in the same manner as all other active duty Navy officers. They will appear in your ODCR and are identified by an asterisk "*" in the 22nd position of the name field. OSAMs are not to be accounted for as AT, even though they are assigned to an activity for training purposes. The servicing PSD of the officer's first duty station will submit the initial gain to Navy strength (TAC F8). The DGAD is the date the officer reports to their first active duty station in an OSAM status, less authorized travel, and if concurrent with travel, the time spent taking a physical examination excluding time for physicals executed by officer accession environment after the officer reports to officer school. Following the officer's initial gain to Navy strength, all other DMRS transactions, i.e., transfers, activity gains, miscellaneous changes, and release from active duty entries, are the same as for other active duty officers. Activity gains (TAC G8) will report ACC 341 or 342 and BSC 99990. When the officer completes and or withdraws from the OSAM program report the officer's release from active duty (TAC 99) with Reason Code 1.

4.1.1 Distribution Information. Items in subparagraphs (a) and (b) below affect the officer's distribution status information. Report these items in the DMRS as follows:

GAINS FOR DUTY - All gains for duty must report the Billet Sequence Code (BSC). If applicable an additional TAC (H1) to report Dependents on Station information should be submitted per subparagraph (b) below.

GAINS FOR TEMDU - Report the BSC.

GAINS FOR ADDU - Report only the BSC.

a. Primary BSC. When an officer reports, the commanding officer determines the billet to which the officer is to be assigned. Enter the BSC in the transaction reflected on the activity's ODCR (unless otherwise specified herein).

(1) Vacant or Projected to be Vacant Billet. If the officer reporting for duty is to be assigned to a billet which is vacant or projected to be vacated, i.e., incumbent officer is detaching, assigned another billet, etc., then report the BSC of that billet. If a detaching officer and his or her relief are temporarily serving in the same billet, they are to be assigned the same BSC.

(2) In Excess. An officer not assigned to an authorized billet will be reported as 99990. In this case the 99990 BSC means the officer is in excess of authorized manpower allowance and eligible for transfer. There are occasions when reporting officers may not meet the grade and designator requirements of a vacant billet or one scheduled to be vacated.

(3) Change of Billet Assignment. If the Commanding Officer determines that the reporting officer can be better used in another authorized billet, then the officer may be so assigned and BSC should reflect the actual billet to which assigned.

(4) Student Allowances. Activities with student allowances will report a BSC from the ODCR which corresponds to the grade and designator of the reporting officer. If all BSCs for the grade and designator of an arriving officer have been reported, then the officer may be assigned the BSC of any vacant student billet regardless of the grade and designator required by that billet. If an officer reports aboard and all billets have been filled using the foregoing procedures, then report the BSC as 99990.

(5) Other Allowances. When officers are assigned to a command in a temporary duty status for further assignment (ACC 320), for further transfer (ACC 330), treatment (ACC 37X), separation (ACC 38X) or disciplinary status (ACC 39X), assign BSC 99990.

b. Number of Dependents on Station (DOS). When an officer reports for duty accompanied by authorized dependents, submit TAC H1 (DOS) (Refer to Paragraph 5.2c for sample and format). In the case of officers without dependents or officers with dependents but who are not accompanied upon initial reporting to the activity, negative reporting is not required. If there is any change to the number of collocated dependents on station during the sponsor's tour of duty, you must submit an H1 TAC to effect the change.

4.1.2 Officer Navy Strength and Activity Gain TACs and Sample Transactions:

a. Officers Reported for Additional Duty (ADDU).

RECEIVED FOR TAC
ADDITIONAL DUTY (ADDU) A8

FORMAT: TAC,SSN,NAME,RANK,BSC,DATE REPORTED FOR ADDU(YMMDD),UIC WHERE PERFORMING ADDU/

SAMPLE: A8,123456789,JONES JOHN P,LT,06331,960501,00001/

b. Officers Receiving Direct Appointments, Recalled to Active Duty and OSAMs. When a reserve recall transaction is submitted, the officer service record and OPNAVINST 1780.3 must be reviewed to determine if a GR TAC is also required per Paragraph 14.2b.

<u>GAINED TO NAVY STRENGTH AND RECEIVED FOR</u>	<u>TAC</u>
DUTY - RECALL ACDU OR ADSW	F8 with FI use ACC 100
DUTY - INVOL RECALL ACDU	F8 with FI use ACC 100
TEMDUINS or DUINS - INVOL RECALL ACDU	F8 with FI use ACC 341 or 342
TEMDU - RECALL ACDU.....	F8 with FI
TEMDU - RECALL ADSW	F8 with FI
TEMDU - RECALL INVOL ACDU	F8 with FI
TEMDUINS or DUINS - OSAM	F8 with FI use ACC 341 or 342
DUTY - APPOINTED.....	F8 with FI use ACC 100
TEMDU - APPOINTED.....	F8 with FI
TEMDUINS or DUINS - APPOINTED	F8 with FI use ACC 341 or 342

F8 TAC

FORMAT: TAC,SSN,NAME,RANK,ACC(NOTE 1),BSC,DGAD(NOTE 2),DATE
RECEIVED(YMMDD),UIC ATTACHED TO/

SAMPLE: F8,123456789,JONES JOHN P,ENS,100,99990,960501,960503,00001/

FI TAC (MANDATORY WITH F8 TAC)

FORMAT: TAC,SSN,NAME,RANK,ETHNIC GROUP DESIGNATOR(REFER TO
PARAGRAPH 5.2h),DATE MESSAGE TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: FI,123456789,JONES JOHN P,ENS,1,960501,00001/

NOTE 1: Use appropriate ACC listed in Table T-1.

NOTE 2: Officers receiving Direct Appointments and officers Recalled to Active Duty must have the Date of Gain to Active Duty (DGAD) included in the gain TAC. DGAD for these officers is the date the officer first reports for active duty (current active duty tour for recalled officers), including a physical examination if service is continuous and authorized travel time. The following examples are furnished to assist in computation of DGAD for these officers: (Note that when travel time is involved, the first day of travel is considered a day of duty and the day of reporting is considered a day of travel):

Ex #1:	Date reports for physical examination:	960501
	Date completes physical examination:	960501
	Date commences 2 days travel:	960502
	Date reports to first active duty station:	960504

DGAD for above officer is 960501 (Officer is given credit for the one day spent obtaining physical examination plus the two days travel time).

Ex #2: Date reports for physical examination: 960501
 Date completes physical examination: 960501
 Date returns home: 960501
 Date departs home with two days travel time: 960506
 Date arrives at first active duty station: 960508

DGAD for above officer is 960506 (Officer is not given credit for the one day physical examination, service not continuous because the officer returned to home and considered released from active duty). Officer's travel time from home to first duty station is creditable when computing DGAD.

c. Officers Commissioned from Enlisted Status, e.g., CWOs and LDOs.

GAINED TO NAVY STRENGTH AND
RECEIVED FOR TAC
DUTY - COMMISSIONED FROM ENLISTED STATUS..... G6

FORMAT: TAC,SSN,NAME,RANK,ACC(NOTE 1),BSC,UIC RECEIVED FROM,DGAD OR
COMMISSIONING DATE(Yymmdd)(NOTE 2),UIC ATTACHED TO/

SAMPLE: G6,123456789,JONES JOHN P,ENS,100,99990,12345,960501,00001/

NOTE 1: Use appropriate ACC listed in Table T-1.

NOTE 2: The "Commissioning Date" is the same date as the officer's DGAD. The Commissioning Date and DGAD is the date the officer signs the Officer Appointment Acceptance and Oath of Office (NAVCRUIT 1000/20).

NOTE 3: No enlisted diary action is necessary. BUPERS will take action to remove member from the enlisted account and the EDVR.

NOTE 4: The following procedures will be used to gain an enlisted member to officer status when the UIC where the member is serving has an enlisted only account:

For ACC 3XX. Gain transactions will be entered using the officer UIC in the priority listed below:

1. Submit gain transaction using the UIC of the parent activity, if the parent UIC is serviced by the same PPSUIC or PERSUPPDET.
2. Submit gain transaction using the UIC of the PPSUIC or PERSUPPDET, if the parent UIC is not serviced by the PPSUIC or PERSUPPDET.

For ACC 1XX. If the officer is to be retained onboard an activity's UIC with an enlisted only account, the activity must contact EPMAC (Code 41) immediately and request authority to inaugurate an officer personnel account.

d. Officer Activity Gain for Duty or Temporary Duty. Officer is reporting from another naval activity and is already considered as being on active duty (includes OSAMs):

ACTIVITY GAIN AND RECEIVED FOR TAC
DUTY TEMDU..... G8

FORMAT: TAC,SSN,NAME,RANK,ACC(NOTE),BSC,UIC RECEIVED FROM,DATE RECEIVED (YYMMDD),UIC ATTACHED TO/

SAMPLE: G8,123456789,JONES JOHN P,LT,100,00200,12345,960501,00001/

NOTE: Use appropriate ACC listed in Table T-1.

Report TAC H1, DOS, per Paragraph 5.2c, when an officer reporting for duty is accompanied by authorized dependents.

FORMAT: TAC,SSN,NAME,RANK,DEPENDENTS ON STATION CODE(3 DIGITS),DATE ARRIVED OR DEPARTED STATION(YYMM),DATE MESSAGE TYPED (YYMMDD),UIC ATTACHED TO/

SAMPLE: H1,123456789,JONES JOHN P,LT,C10,9605,960501,00001/

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 5. OFFICER MISCELLANEOUS TRANSACTIONS

5.1 Officer Miscellaneous Change Transactions. Certain data items in an officer's master record and incorrect data reported via DMRS may be changed or corrected by the use of transactions referred to as "Miscellaneous Changes" and "Correction" transactions. DFAS Pay/Personnel Procedures Manual, Part 9, Chapter 6 provides information on miscellaneous changes and information on corrections to data submitted via DMRS. For the purpose of this manual, all miscellaneous changes and correction transactions will be referred to as "miscellaneous transactions".

5.2 Officer Miscellaneous Change TACs and Sample Transactions:

OFFICER CHANGES TAC

a. CHANGE ADDU INFORMATION..... A8

FORMAT: TAC,SSN,NAME,RANK,BSC,ORIGINAL DATE REPORTED FOR
ADDU(YMMMDD),UIC WHERE PERFORMING ADDU/

SAMPLE: A8,123456789,JONES JOHN P,LT,00200,960501,00001/

b. CHANGE DATE RECEIVED..... H4

FORMAT: TAC,SSN,NAME,RANK,DATE RECEIVED(YMMMDD),DATE MESSAGE
TYPED(YMMMDD),UIC ATTACHED TO/

SAMPLE: H4,123456789,JONES JOHN P,LT,960430,960501,00001/

c. CHANGE DEPENDENTS ON STATION (DOS) H1

FORMAT: TAC,SSN,NAME,RANK,DEPENDENTS ON STATION CODE(3 DIGITS),DATE ARRIVED
OR DEPARTED STATION(YMMM),DATE MESSAGE TYPED(YMMMDD),UIC
ATTACHED TO/

SAMPLE: H1,123456789,JONES JOHN P,LT,C10,9604,960501,00001/

NOTE: 3 digit Dependents on Station Code (DOS):

1st digit is the Family Collocation Identifier.

2nd digit is the total number of dependents residing in sponsors household.

3rd digit is the total number of command sponsored dependents on station overseas.

COLLOCATED - those dependents and or military spouses who reside at the same local address as the officer as reflected on the officer's Dependency Application/Record of Emergency Data (NAVPERS 1070/602).

MILITARY SPOUSE - member married to another military member.

- If both military members are collocated, only members who receive dependents Basic Allowance for Quarters (BAQ) will report those dependents who are collocated (to avoid counting those dependents twice).
- If the military members are not collocated, then each member should report any dependents physically collocated with that member regardless of who is drawing dependent BAQ.

COLLOCATED CHILDREN - dependent children under the age of 18.

OTHER DEPENDENTS - dependents other than the spouse or children under the age of 18 (includes dependent children over the age of 18).

COMMAND SPONSORED DEPENDENTS - dependents authorized by the command to be assigned with the officer. (Applies only to an overseas activity in Sea Shore Codes 3, 4, 6 and 7).

NUMBER OF DOS - enter one of the following three digit codes:

<u>MILITARY OFFICER COLLOCATED WITH</u>	<u>FAMILY COLLOCATION IDENTIFIER</u>	<u>NUMBER OF DEPENDENTS RESIDING IN SPONSOR'S HOUSEHOLD</u>	<u>NUMBER OF COMMAND SPONSORED DEPENDENTS ON STATION OVERSEAS</u>
SPOUSE ONLY	A	1	0, 1
SPOUSE & CHILDREN	B	2-9	0, 1-9
CHILDREN ONLY	C	1-9	0, 1-9
SPOUSE, CHILDREN AND OTHER DEPENDENTS	D	3-9	0, 1-9
SPOUSE AND OTHER DEPENDENTS	E	2-9	0, 1-9
CHILDREN AND OTHER DEPENDENTS	F	2-9	0, 1-9
OTHER DEPENDENTS	G	1-9	0, 1-9
NONE	REPORT THE WORD "NONE"		

d. CHANGE DUTY STATUS (ACC)..... H3

FORMAT: TAC,SSN,NAME,RANK,ACC CHANGED TO,EFFECTIVE DATE(YMMDD) OF ACC CHANGE,UIC ATTACHED TO/

SAMPLE: H3,123456789,JONES JOHN P,LT,350,960501,00001/

NOTE: It is essential that the effective date entered in this TAC be the actual date the ACC change became effective.

- e. CANCEL ERRONEOUS GAIN TRANSACTION C9
(NEVER ATTACHED)
(GAIN SUBMITTED USING G8 TAC)

FORMAT: TAC,SSN,NAME,RANK,DATE MESSAGE TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: C9,123456789,JONES JOHN P,LT,960501,00001/

NOTE: If an officer was gained using F8 TAC, do not attempt to report a cancel erroneous gain transaction via DMRS. Correspondence containing all pertinent information must be initiated to Pers-1031D to request the officer be deleted from the ODCR.

-
- f. CANCEL ERRONEOUS LOSS TRANSACTION C8
(NEVER LOST MEMBER ON BOARD)
(LOSS SUBMITTED USING L9 TAC)

FORMAT: TAC,SSN,NAME,RANK,ACC,BSC,INITIAL GAIN DATE(YMMDD),UIC ATTACHED TO/

SAMPLE: C8,123456789,JONES JOHN P,LT,100,00200,960501,00001/

NOTE: If loss transaction was submitted using 99 TAC, use the Cancel Erroneous Loss (E8 TAC) below.

-
- g. CANCEL ERRONEOUS LOSS TRANSACTION E8
(NEVER LOST MEMBER ON BOARD)
(LOSS SUBMITTED USING 99 TAC)

FORMAT: TAC,SSN,NAME,RANK,ACC,BSC,INITIAL GAIN DATE(YMMDD),UIC ATTACHED TO/

SAMPLE: E8,123456789,JONES JOHN P,LT,341,00200,960501,00001/

-
- h. CHANGE ETHNIC GROUP DESIGNATOR FI

FORMAT: TAC,SSN,NAME,RANK,ETHNIC GROUP DESIGNATOR(NOTE),DATE MESSAGE TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: FI,123456789,JONES JOHN P,LT,1,960501,00001/

NOTE: ETHNIC GROUP CODE

Other Hispanic Descent	1
U. S. Canadian Indian Tribes	2
Other Asian Descent.....	3
Puerto Rican	4
Filipino	5
Mexican	6
Eskimo.....	7
Aleut	8
Cuban	9

<u>ETHNIC GROUP</u>	<u>CODE</u>
Indian	D
Melanesian	E
Chinese	G
Japanese	J
Korean	K
Polynesian	L
Other Pacific Island Descent	Q
Latin American with Hispanic Descent.....	S
Vietnamese.....	V
Micronesian	W
Other	X
None	Y
Unknown.....	Z

i. CHANGE PAY ENTRY BASE DATE (PEBD) BZ

The BZ TAC shall only be used when the PEBD indicated on the LES is blank or does not entitle the officer to their correct pay entitlement, i. e., longevity or add delete the Over 4 Years Enlisted Service Indicator, and a Statement of Service (NAVPERS 1070/26) has not been issued. DFAS Pay/Personnel Procedures Manual Paragraph B10106b refers. Discrepancies are resolved through recomputation of PEBD per DODFMR Vol 7A, paragraphs 10108 and 10109; or per DODFMR Vol 7A, paragraph 10102 if computing constructive service credit for medical and dental officers for training received prior to 15 September 1981. All prior military service claimed by the officer, either officer or enlisted, must be substantiated by DD 214s or other "official" documents that satisfactorily cover beginning and ending periods computed. In order to report a "YES" for Over 4 Years Enlisted Service Indicator (for officer special pay grades O1E, O2E, O3E), the officer must have completed a minimum of 4 years and 1 day active duty as an enlisted member in a uniform service. Refer to DFAS Pay/Personnel Procedures Manual, Paragraph B90647 before you submit one of the following transactions:

(1) CHANGE PEBD ONLY BZ

FORMAT: TAC,SSN,NAME,RANK,PEBD(YMMDD),OVER 4 YEARS ENLISTED SERVICE INDICATOR(ENTER NA),MONTHS OF SERVICE(ENTER NA),DATE MESSAGE TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: BZ,123456789,JONES JOHN P,LT,900516,NA,NA,960501,00001/

(2) CHANGE PEBD AND DELETE OVER 4 YEAR SERVICE INDICATOR BZ

FORMAT: TAC,SSN,NAME,RANK,PEBD(YMMDD),OVER 4 YEARS ENLISTED SERVICE INDICATOR(ENTER NO),MONTHS OF SERVICE(ENTER NA),DATE MESSAGE TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: BZ,123456789,JONES JOHN P,LT,810516,NO,NA,960501,00001/

(3) CHANGE PEBD AND ADD OVER 4 YEAR
SERVICE INDICATOR BZ

FORMAT: TAC,SSN,NAME,RANK,PEBD(YMMDD),OVER 4 YEARS ENLISTED SERVICE
INDICATOR(ENTER YES),MONTHS OF SERVICE(ENTER THREE DIGITS MUST BE
048 OR HIGHER),DATE MESSAGE TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: BZ,123456789,JONES JOHN P,LT,810516,YES,048,960501,00001/

(4) DELETE OVER 4 YEAR SERVICE INDICATOR BZ
(PEBD IS CORRECT ON LES)

FORMAT: TAC,SSN,NAME,RANK,PEBD(ENTER NA),OVER 4 YEARS ENLISTED SERVICE
INDICATOR(ENTER NO),MONTHS OF SERVICE(ENTER NA),DATE MESSAGE
TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: BZ,123456789,JONES JOHN P,LT,NA,NO,NA,960501,00001/

(5) ADD OVER 4 YEARS SERVICE INDICATOR BZ
(PEBD IS CORRECT ON LES)

FORMAT: TAC,SSN,NAME,RANK,PEBD(ENTER NA),OVER 4 YEAR ENLISTED SERVICE
INDICATOR(ENTER YES),MONTHS OF SERVICE(ENTER THREE DIGITS MUST BE
048 OR HIGHER),DATE MESSAGE TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: BZ,123456789,JONES JOHN P,LT,NA,YES,048,960501,00001/

j. CHANGE PRIMARY BILLET OR DUTY ASSIGNMENT (BSC)..... H5

FORMAT: TAC,SSN,NAME,RANK,BSC,DATE ASSIGNED BILLET(YMM),DATE MESSAGE
TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: H5,123456789,JONES JOHN P,LT,00300,9605,960501,00001/

k. CHANGE RACE AND POPULATION GROUP CODE RA

FORMAT: TAC,SSN,NAME,RANK,CORRECT RACE CODE(NOTE 1),DATE MESSAGE
TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: RA,123456789,JONES JOHN P,LT,R,960501,00001/

NOTE 1: RACE AND POPULATION GROUP CODE

White (Caucasoid) C
Yellow (Asian or Mongoloid) M
Black (Negroid or African) N
Red (American Indian) R
Other X
Unknown..... Z

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NOTE 2: Officer Race and Population Group Codes recorded in MAPMIS are contained in the Officer Data Card (ODC) (NAVPERS 1301/51). Officers receiving ODCs should be advised to report any corrections of Race and Population Group Codes to the Personnel Office or PSD to correct via DMRS.

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 6. OFFICER LOSS TRANSACTIONS

6.1 Officer Loss Transactions. All officers permanently detached from an activity, whether they were on board that activity for DUTY, TEMDU or ADDU, will be reported as a loss in the DMRS using the applicable loss TACs below. Do not report a loss transaction via DMRS for officers detached for Temporary Additional Duty (TAD) or for the return of TAD, Annual Training (AT), except OSAMs and Midshipmen, to their permanent duty station. Officers absent for TAD will only be reported per Section 13.

6.2 Officer Loss TACs and Sample Transactions:

- a. OFFICER LOSS..... TAC
- DETACHED FROM ADDITIONAL DUTY (ADDU) A9

FORMAT: TAC,SSN,NAME,RANK,DATE DETACHED FROM ADDU(YMMMDD),ADDU UIC/
SAMPLE: A9,123456789,JONES JOHN P,LT,960501,00001/

- b. OFFICER TRANSFERS TAC
- DUTY. L9
- DUTY CFO L9
- TEMDUINS L9
- DUINS. L9
- TEMDU. L9
- TEMDU FOR DISCIPLINARY ACTION L9
- TEMDU FOR TREATMENT L9
- TEMDU FOR FURAS L9
- TEMDU FOR FFT L9
- TEMDU FOR SEPARATION L9
- MISSING L9

FORMAT: TAC,SSN,NAME,RANK,NUMBER OF MONTHS DEPLOYED(TWO DIGIT-IF NONE ENTER 00)(NOTE 1),UIC TRF TO(NOTE 2),DATE TRF(YMMMDD),UIC ATTACHED TO/
SAMPLE: L9,123456789,JONES JOHN P,LT,03,00002,960501,00001/

NOTE 1: Officer transfer entries (TAC L9) must include the total number of months the officer has been deployed with the activity or a detachment thereof for a period of 30 consecutive days during the current tour of duty.

NOTE 2: When activities outside CONUS cannot determine the separation activity, enter "00000" for UIC of activity transferred to.

c. OFFICER SEPARATION LOSS AND
DROPPED FROM NAVY STRENGTH..... TAC

RESIGNED	99
DROPPED FROM ROLLS.....	99
COMMISSION TERMINATED	99
DISCHARGED	99
RETIRED	99
RELEASED TO INACTIVE DUTY (includes OSAMs).....	99

FORMAT: TAC,SSN,NAME,RANK,REASON CODE(NOTE 1),SPD CODE(NOTE 2),DATE SEPARATED OR DATE OF RETIREMENT FOR OFFICER WHO RETIRES AND REMAINS ON ACTIVE DUTY (YYMMDD),UIC ATTACHED TO/

SAMPLE: 99,123456789,JONES JOHN P,LT,5,MBK,960501,00001/

NOTE 1: Enter one of the following reason codes:

<u>REASON</u>	<u>CODE</u>
Released from Active Duty (includes OSAMs) or Retired and Released from Active Duty	1
Resigned	2
Dropped from Rolls	3
Commission Terminated and Reverted to Enlisted Status.....	4
Discharged.....	5
Retired and Retained on Active Duty.....	6 (NOTE 3)

NOTE 2: Separation Program Designator (SPD) Code is a 3 digit alpha code as defined in BUPERSINST 1900.8.

NOTE 3: Reason Code 6 will be used for an officer retiring and remaining on active duty. Resubmission of the 99 TAC with Reason Code 1 will be required when the officer actually is released to inactive duty.

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 7. ENLISTED GAIN TRANSACTIONS

7.1 Enlisted Gain Transactions. Report an enlisted gain transaction when an enlisted member is received on board for DUTY or TEMDU. Do not report gain transactions for personnel that report TAD or Annual Training (AT), (report these personnel per Section 13).

7.1.1 Distribution Information. Report, when required, the following distribution information items that affect a member's rotation and status:

a. Sea Duty Commencement Date (SDCD) is a mandatory entry.

(1) Report SDCD for all members received on board activities designated sea duty for rotation (Sea Shore codes 2, 3, 4, 5 and 8). When a member is received from an activity designated "neutral time for rotation", an adjusted SDCD will be reported with the gain transaction.

(2) Once you report the SDCD with the initial diary gain transaction, you cannot change or correct it by a diary transaction. Procedures to change or correct SDCDs are contained in ENLTRANSMAN 3.101.

(3) Report SDCD as "NONE" for all members received on board activities designated as SHORE DUTY for rotation (Sea Shore codes 1, 6 and 7).

b. Dependents on Station (DOS). Dependents on Station is a mandatory entry. Report DOS as "NONE" in case of members without dependents or members with dependents but who are not accompanied upon initial reporting to the activity. If there is any change to the number of collocated dependents during the sponsor's tour of duty, submit TAC 345 to effect the change.

7.1.2 Enlisted Gain TAC and Sample Transaction.

RECEIVED FOR TAC
DUTY or TEMDU 200

FORMAT: TAC,SSN,NAME,RATE,ACC(NOTE 1),SDCD(YMMM)(NOTE 2),DEPENDENTS ON STATION CODE(3 DIGITS) (NOTE 3),UIC RECEIVED FROM,DATE RECEIVED (YYMMDD),UIC ATTACHED TO/

SAMPLE: 200,123456789,JONES JOHN P,PNCM,100,9605,B22,54321,960501,01234/

NOTE 1: Use appropriate ACC listed in Table T-1.

NOTE 2: SDCD is a mandatory entry.

NOTE 3: 3 digit Dependents on Station Code (DOS):

1st digit is the Family Collocation Identifier.

2nd digit is the total number of dependents residing in sponsors household.

3rd digit is the total number of command sponsored dependents on station overseas.

COLLOCATED - those dependents and or military spouses who reside at the same local address as the member as reflected on member's Record of Emergency Data (NAVPERS 1070/602).

MILITARY SPOUSE - member married to another military member.

- If both military members are collocated, only members who receive dependent BAQ will report those dependents who are collocated (to avoid counting those dependents twice).
- If the military members are not collocated, then each member should report any dependents physically collocated with that member regardless of who is drawing dependent BAQ.

COLLOCATED CHILDREN - dependent children under the age of 18.

OTHER DEPENDENTS - dependents other than the spouse of children under the age or 18 (includes dependent children over the age of 18).

COMMAND SPONSORED DEPENDENTS - dependents authorized by the command to be assigned with the member. (Applies only to an overseas activity in Sea Shore Codes 3, 4, 6 and 7).

NUMBER OF DOS - enter one of the following three digit codes:

<u>MILITARY OFFICER COLLOCATED WITH</u>	<u>FAMILY COLLOCATION IDENTIFIER</u>	<u>NUMBER OF DEPENDENTS RESIDING IN SPONSOR'S HOUSEHOLD</u>	<u>NUMBER OF COMMAND SPONSORED DEPENDENTS ON STATION OVERSEAS</u>
SPOUSE ONLY	A	1	0, 1
SPOUSE & CHILDREN	B	2-9	0, 1-9
CHILDREN ONLY	C	1-9	0, 1-9
SPOUSE, CHILDREN AND OTHER DEPENDENTS	D	3-9	0, 1-9
SPOUSE AND OTHER DEPENDENTS	E	2-9	0, 1-9
CHILDREN AND OTHER DEPENDENTS	F	2-9	0, 1-9
OTHER DEPENDENTS	G	1-9	0, 1-9
NONE	REPORT THE WORD "NONE"		

7.2 Voluntary and Involuntary Recall to Active Duty. For voluntary and involuntary recall to active duty of reserve personnel both TACs RE1 and RE2 are mandatory. See Note 8 for additional information to record in NAVPERS 1070/622. Before using these TACs, ensure an exception gain message is submitted to BUPERS per DFAS Pay/Personnel Procedures Manual B10204. If an exception gain message is not received, the RE1 and RE2 TACs will not be accepted by MAPMIS. When submitting this transaction for Reserves in the Training and Administration of Reserves (TARS) and Active Duty for Special Work (ADSW) programs, review their service records and OPNAVINST 1780.3 to determine if a GIR transaction needs to be submitted per Section 14.

7.2.1 Voluntary and Involuntary Recall to Active Duty TACs and Sample Transactions:

DESCRIPTION..... TAC

VOLUNTARY AND INVOLUNTARY RECALL
TO ACTIVE DUTY OF RESERVE PERSONNEL RE1 and RE2

RE1

FORMAT: TAC,SSN,NAME,RATE,ACC,SDCD(Yymm)(NOTE 1),TYPE RECALL(1 DIGIT)
(NOTE 2),TERM OF ACTIVE DUTY MONTHS(2 DIGITS)(NOTE 3),TERM OF ACTIVE
DUTY DAYS (3 DIGITS)(NOTE 3),DATE RECEIVED(Yymmdd),UIC ATTACHED TO/

RE2 (MANDATORY WITH RE1)

FORMAT: TAC,SSN,NAME,RATE,REASON CODE(1 DIGIT)(NOTE 4),BR&CL(2 DIGITS)
(NOTE 5),SEX(1 DIGIT M OR F),CURRENT ACTIVE DUTY DATE(CADD)(Yymmdd)
(NOTE 6),INDICATOR CODE(1 DIGIT)(NOTE 7),DATE RECEIVED(Yymmdd),UIC
ATTACHED TO/

RE1

SAMPLE: RE1,123456789,SIMPSON SAMU,DP2,320,NONE,V,06,015,960501,01234/

RE2 (MANDATORY WITH RE1)

SAMPLE: RE2,123456789,SIMPSON SAMU,DP2,I,32,M,960501,U,960501,01234/

NOTE 1: SDCD is a mandatory entry (refer to paragraph 7.1.1a). In addition, refer to paragraph 8.2f to report DOS.

NOTE 2: Recall Code - enter one of the following 1 digit codes:

CODE DESCRIPTION

V VOLUNTARY RECALL
I INVOLUNTARY RECALL

NOTE 3: Term of Active Duty - enter the number of months, days, or a combination of both, of active duty the enlisted member is obligated to perform. Be sure the term of active duty does not exceed the Expiration of Reserve Enlistment (EREN). EREN information can be found in Sections One thru Four of your Enlisted Distribution and Verification Report (EDVR). Example: 24 months must be entered as 24 in the Term of Active Duty months field, 180 days must be entered as 180 and 15 days must be entered as 015 in the Term of Active Duty days field. In the event that number of months or days is not applicable, enter the word "NONE" in the term of active duty months or days field.

NOTE 4: Reason Code - enter "I" if this is the initial transaction or enter "C" to correct an error in a previously submitted RE1 and RE2 TAC. You must report both RE1 and RE2 TACs for corrections even if only one of the initial TACs contained an error.

NOTE 5: BR&CL - enter one of the following two-digit codes:

<u>CODE</u>	<u>DESCRIPTION</u>
32	USNR-R (READY RESERVE)
68	USNFR-F6 (FLEET RESERVE-FROM USN)
78	USNRFR-F6 (FLEET RESERVE-FROM USNR)
90	USN RET (RETIRED REGULAR NAVY)
96	USNR RET (RETIRED NAVAL RESERVE)

NOTE 6: CADD - enter the date the member's current period of active duty began.

NOTE 7: Special Program Indicator (SPI) Code - enter one of the following one-digit codes to identify the reason the member is reporting for active duty (i.e., TAR, ADSW or other) and provide administrative control coding.

<u>CODE</u>	<u>DESCRIPTION</u>
A	90 Day Involuntary Recall (CNRF)
B	USNR Program Support Recall (Pers-9)
C	USN Program Support Recall (Pers-2)
D	CRUITCOM Support Recall (CRUITCOM)
E	Involuntary IRR Recall for 365 Days (CNRF)
F	Fleet Reserve Recall Program (Pers-2)
G	USNR General Assignment Recall for 2 or 3 years (Pers-2)
I	Involuntary 270 Day Recall (CNRF)
J	Involuntary SELRES Recall for 365 Days (CNRF)
K	Volunteer Specific Program (Pers-2)
L	Reserved for Future Use
M	Mandatory Recall (Pers-9)
U	ADSW CRUITCOM Support (CRUITCOM)
V	TAR Program (Pers-9)
W	USNR Recruiter Support (Pers-9)
X	ADSW USN Program Support (Pers-2)
Y	ADSW USNR Program Support (Pers-9)
Z	CRUITCOM Recruiter (CRUITCOM)

NOTE 8: NAVPERS 1070/622: The submission of data for Recalls to Active Duty does not eliminate the requirement to prepare and to submit the appropriate NAVPERS documents. The NAVPERS documents prepared under these procedures to substantiate the DMRS data should be mailed directly to Pers-313 for inclusion in the master microfiche record. Do not send these NAVPERS documents to Pers-1031.

Retained on board for: (To be used on the NAVPERS 1070/622.) If the member is retained on board, type the appropriate abbreviation from the following list. If the member is reporting for sea duty, enter one of the following codes followed by the sea duty commencement date (YRMON). Example: DUTY/96MAY

<u>ABBREVIATION</u>	<u>DEFINITION</u>
DUTY.....	Retained on board for duty
TDY.....	Temporary duty
TDY INST.....	Temporary duty under instruction
TDY FFT.....	Temporary duty for further transfer
TDY FFA.....	Temporary duty for further assignment

Orders issued by: (To be used on the NAVPERS 1070/622). Type the abbreviation of the activity which issued the member's active duty orders. Only the following abbreviations are authorized:

NAVRESREDCOM REG ONE.....	NAVRESREDCOM REG TWO
NAVRESREDCOM REG FOUR.....	NAVRESREDCOM REG FIVE
NAVRESREDCOM REG SIX.....	NAVRESREDCOM REG SEVEN
NAVRESREDCOM REG EIGHT.....	NAVRESREDCOM REG NINE
NAVRESREDCOM REG TEN.....	NAVRESREDCOM REG ELEVEN
NAVRESREDCOM REG THIRTEEN.....	NAVRESREDCOM REG SIXTEEN
NAVRESREDCOM REG EIGHTEEN.....	NAVRESREDCOM REG NINETEEN
NAVRESREDCOM REG TWENTY.....	NAVRESREDCOM REG TWENTY TWO
CHNAVPERS.....	COMNAVRESFOR
CRUITCOM WASH DC.....	COMNAVAIRESFOR
NAVRESRSPERSCEN	

7.3 Overseas Accession Enlisted Gain Transactions. Only overseas activities (other than MEPS) who enlisted or reenlist first term or broken service personnel and when such enlistment or reenlistment is effected on DD Form 4 are to report the enlistment or reenlistment using one of the following transactions. However, before using these TACs, ensure an exception gain message is submitted to BUPERS per DFAS Pay/Personnel Procedures Manual B10204. If an exception gain message is not received, these accession gain TACs will not be accepted by MAPMIS.

7.3.1 Overseas Accession Enlisted Gain TACs and Sample Transaction:

<u>DESCRIPTION</u>	<u>TAC</u>
FIRST ENLISTMENT. NO PRIOR SERVICE	101
FIRST ENLISTMENT. PRIOR SERVICE	110
REENLISTED WITHIN 90 DAYS. BONUS.....	140
REENLISTED WITHIN 90 DAYS. NO BONUS..	141
REENLISTED OVER 90 DAYS.....	150

FORMAT: TAC,SSN,NAME,RATE,ACC,SDCD(YYMM)(NOTE),SEX,BR&CL,DATE RECEIVED
(YYMMDD),UIC ATTACHED TO/

SAMPLE: 101,123456789,JONES JOHN P,FR,320,NONE,M,11,960501,01234/

NOTE: SDCD is a mandatory entry (refer to paragraph 7.1.1a). In addition refer to paragraph 8.2f for reporting DOS.

7.4 Enlisted Gain Following Termination of Appointment. When members drop or terminate their appointment as an officer candidate in the Army, Air Force, or Coast Guard Academies, or when members terminate their appointment as a temporary officer and revert to enlisted status, report a gain to the enlisted account effective the date following the date the member drops or terminates their appointment.

7.4.1 Enlisted Gain Following Termination of Appointment from the Army, Air Force or Coast Guard Academy TAC and Sample Transaction:

RECEIVED FOR TAC

DUTY OR TEMDU 186

FORMAT: TAC,SSN,NAME,RATE,ACC,SDCD(YMMM)(NOTE),SEX,BR&CL,DATE RECEIVED (YYMMDD),UIC ATTACHED TO/

SAMPLE: 186,123456789,JONES JOHN P,SN,100,NONE,M,11,960501,01234/

NOTE: SDCD is a mandatory entry (refer to paragraph 7.1.1a). In addition refer to paragraph 8.2f for reporting DOS.

7.4.2 Enlisted Gain Following Reversion from Temporary Officer Status to Enlisted TAC and Sample Transaction:

RECEIVED FOR TAC

DUTY OR TEMDU 187

FORMAT: TAC,SSN,NAME,RATE,ACC(NOTE 1),SDCD(YMMM)(NOTE 2),SEX,BR&CL,DATE RECEIVED(YYMMDD),UIC ATTACHED TO/

SAMPLE: 187,123456789,JONES JOHN P,MMCM,100,NONE,M,11,960501,01234/

NOTE 1: Use appropriate ACC listed in Table T-1.

NOTE 2: SDCD is a mandatory entry (refer to paragraph 7.1.1a). In addition refer to paragraph 8.2f for reporting DOS.

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 8. ENLISTED MISCELLANEOUS TRANSACTIONS

8.1 Enlisted Miscellaneous Change Transactions. Certain data items in an enlisted member's master record and incorrect data reported via DMRS may be changed or corrected by the use of transactions referred to as "Miscellaneous Changes" and Correction transactions. DFAS Pay/Personnel Procedures Manual, Part 9, Chapter 6 provides information on miscellaneous changes and corrections to data submitted via DMRS. For the purpose of this manual, all miscellaneous change and correction transactions will be referred to as "miscellaneous transactions".

8.2 Enlisted Miscellaneous Change TACs and Sample Transactions:

- a. ACTIVE DUTY OBLIGATION (ACDUOBLI)
CORRECTION NO DMRS TRANSACTION

If Active Duty Obligation is in error on the EDVR, initiate a letter to Bureau of Naval Personnel (Pers-1031D) requesting correction. Copies of the following service record documents reflecting the correct ACDUOBLI must be forwarded with the letter request:

DD 4, Enlistment or Reenlistment Document - Armed Forces of the United States.

DD 1966/1-6, Record of Military Processing Armed Forces of the United States (when DD 4, Enlistment or Reenlistment Document - Armed Forces of the United States was utilized to effect enlistment).

NAVPERS 1070/601, Immediate Reenlistment Contract.

NAVPERS 1070/621, Agreement to Extend Enlistment.

NAVPERS 1070/622, Agreement to Recall or Extend Active Duty.

NAVPERS 1070/606, Record of Unauthorized Absence.

NAVPERS 1070/607, Court Memorandum.

-
- b. CHANGE ACTIVE DUTY SERVICE DATE (ADSD)..... 359

FORMAT: TAC,SSN,NAME,RATE,CORRECT ADSD(YMMMDD),DATE MESSAGE TYPED(YMMMDD),
UIC ATTACHED TO/

SAMPLE: 359,123456789,JONES JOHN P,YN1,850801,960501,00001/

-
- c. CHANGE BRANCH OR CLASS OF SERVICE 334

FORMAT: TAC,SSN,NAME,RATE,CORRECT BR&CL,DATE MESSAGE TYPED(YMMMDD),UIC
ATTACHED TO/

SAMPLE: 334,123456789,JONES JOHN P,BM2,32,960501,01234/

NOTE: BRANCH OR CLASS OF SERVICE CODE

Regular Navy (USN).....	11
Insular Force (Guam or Philippines)(USN-NAT).....	15
Inductee (USN-MI)	23
Medical Inductee (USN-MI)	25
Naval Reserve (Ready) (USNR-R).....	32
Fleet Reserve (From USN) (USNFR-F6)..	68
Fleet Reserve (From USNR) (USNRFR-F6).....	78
Retired Regular Navy (USN-RET)	90
Retired Naval Reserve (USNR-RET)	96

d. CHANGE CITIZENSHIP CODE C39

FORMAT: TAC,SSN,NAME,RATE,CITIZENSHIP CODE(NOTE),DATE MESSAGE TYPED
(YYMMDD),UIC ATTACHED TO/

SAMPLE: C39,123456789,THOMPSON ROS,YN3,CA,960501,12345/

NOTE: Enter one of the following citizenship codes:

<u>CODE</u>	<u>DESCRIPTION</u>
CA	U.S. CITIZEN BY BIRTH
CB	U.S. CITIZEN BY NATURALIZATION (DERIVED)
CC	U.S. CITIZEN BY BIRTH (DERIVED)
CD	U.S. CITIZEN BY NATURALIZATION
AY	U.S. NATIONAL
NY	ALIEN

e. CHANGE DATE RECEIVED 362

FORMAT: TAC,SSN,NAME,RATE,CORRECT DATE OF RECEIPT(YYMMDD),DATE MESSAGE
TYPED(YYMMDD),UIC ATTACHED TO/

SAMPLE: 362,123456789,JONES JOHN P,YN1,960420,960501,01234/

f. CHANGE DEPENDENTS ON STATION (DOS)345

FORMAT: TAC,SSN,NAME,RATE,DEPENDENTS ON STATION CODE(3 DIGITS)(NOTE),DATE
MESSAGE TYPED(YYMMDD),UIC ATTACHED TO/

SAMPLE: 345,123456789,JONES JOHN P,PN2,B32,960501,00001/

NOTE: 3 digit Dependents on Station Code (DOS):

1st digit is the Family Collocation Identifier.

2nd digit is the total number of dependents residing in sponsors household.

3rd digit is the total number of command sponsored dependents on station overseas.

COLLOCATED - those dependents and or military spouses who reside at the same local address as the member as reflected on member's Dependency Application/Record of Emergency Data (NAVPERS 1070/602).

MILITARY SPOUSE - member married to another military member.

- If both military members are collocated, only members who receive dependent BAQ will report those dependents who are collocated (to avoid counting those dependents twice).
- If the military members are not collocated, then each member should report any dependents physically collocated with that member regardless of who is drawing dependent BAQ.

COLLOCATED CHILDREN - dependent children under the age of 18.

OTHER DEPENDENTS - dependents other than the spouse or children under the age of 18 (includes dependent children over the age of 18).

COMMAND SPONSORED DEPENDENTS - dependents authorized by the command to be assigned with the member. (Applies only to an overseas activity in Sea Shore Codes 3, 4, 6 and 7).

NUMBER OF DOS - enter one of the following three digit codes:

<u>MILITARY MEMBER COLLOCATED WITH</u>	<u>FAMILY COLLOCATION IDENTIFIER</u>	<u>NUMBER OF DEPENDENTS RESIDING IN SPONSOR'S HOUSEHOLD</u>	<u>NUMBER OF COMMAND SPONSORED DEPENDENTS ON STATION OVERSEAS</u>
	—		
SPOUSE ONLY	A	1	0, 1
SPOUSE & CHILDREN	B	2-9	0, 1-9
CHILDREN ONLY	C	1-9	0, 1-9
SPOUSE, CHILDREN AND OTHER DEPENDENTS	D	3-9	0, 1-9
SPOUSE AND OTHER DEPENDENTS	E	2-9	0, 1-9
CHILDREN AND OTHER DEPENDENTS	F	2-9	0, 1-9
OTHER DEPENDENTS	G	1-9	0, 1-9
NONE	REPORT THE WORD "NONE"		

g. CHANGE DUTY STATUS (ACC)..... 376

FORMAT: TAC,SSN,NAME,RATE,ACC CHANGED TO,EFFECTIVE DATE(YMMMDD) OF ACC CHANGE,UIC ATTACHED TO/

SAMPLE: 376,123456789,JONES JOHN P,PNCM,103,960501,01234/

NOTE 1: It is essential that the effective date entered in this TAC be the actual date the ACC change was effective.

NOTE 2: Use TAC 376 to report the following Duty Status (ACC) changes:

FROM	TO
1XX	1XX
105	381
1XX	393
3XX	1XX
3XX	3XX

These ACC changes do not require approval of the cognizant EPMAC Placement Officer. Use the CHACC TAC below for all other ACC changes from 1XX to 3XX.

NOTE 3: ACC change to 393 requires submission of TAC 950 (administratively dropped from Navy strength). Refer to Section 11.

h. CHANGE DUTY STATUS (ACC)..... CHACC

FORMAT: TAC,SSN,NAME,RATE,ACC CHANGE TO,EFFECTIVE DATE(YMMMDD) OF ACC CHANGE,UIC ATTACHED TO,NARRATIVE REASON AND JUSTIFICATION FOR THE ACC CHANGE/

SAMPLE: CHACC,123456789,JONES JOHN P,SN,392,960501,12345,FELONY CONVICTION FOR BURGLARY. MBR SENTENCED 1 YEAR STATE PRISON/

NOTE 1: It is essential that the effective date entered in this TAC be the actual date the ACC change is effective. This transaction is automatically reviewed by the EPMAC Placement Officer. If approved the new ACC will reflect in your EDVR. If disapproved, you will be notified by separate correspondence.

NOTE 2: Use TAC CHACC to change Duty Status from ACC 1XX to 3XX (except for ACC 105 to ACC 381 and ACC 1XX to ACC 393). TAC 376 is to be used for all other transactions.

NOTE 3: Activities under the Source Data System (SDS) must use this DMRS transaction to report CHACC transactions.

i. CHANGE ENLISTED DESIGNATOR 333

(1) TAC 333 TO CHANGE ENLISTED DESIGNATOR TO NONE, 3 THROUGH 9, A, C, E, F, I, L, M, S OR T.

FORMAT: TAC,SSN,NAME,RATE,ENL DESIG CODE(NOTE 1),DATE MESSAGE
TYPED(YMMMDD),UIC ATTACHED TO/

SAMPLE: 333,123456789,JONES JOHN P,MM1,3,960501,00001/

- (2) TAC 333 FOR INITIAL ASSIGNMENT OF ENLISTED DESIGNATOR 1 (SS) OR 2 (SU) AND TO ESTABLISH SUBMARINE SERVICE ENTRY DATE (SSED) ONLY. ADJUSTED TOSS MONTHS MUST BE ENTERED AS "NONE".

FORMAT: TAC,SSN,NAME,RATE,ENL DESIGNATOR CODE(ENTER 1 OR 2),SSED(YMMMDD)
(NOTE 2),ADJUSTED TOSS MONTHS(ENTER NONE),DATE MESSAGE
TYPED(YMMMDD),UIC ATTACHED TO/

SAMPLE: 333,123456789,JONES JOHN P,MM3,2,960402,NONE,960501,01234/

- (3) TAC 333 TO CHANGE ENLISTED DESIGNATOR TO 1 (SS) OR 2 (SU) ONLY. SSED (YMMMDD) MUST BE ENTERED AND ADJUSTED TOSS MONTHS MUST BE ENTERED AS "NONE".

FORMAT: TAC,SSN,NAME,RATE,ENL DESIGNATOR CODE(ENTER 1 OR 2),SSED(YMMMDD)
(NOTE 2),ADJUSTED TOSS MONTHS(ENTER NONE),DATE MESSAGE TYPED
(YMMMDD),UIC ATTACHED TO/

SAMPLE: 333,123456789,JONES JOHN P,MM2,1,950810,NONE,960501,00001/

- (4) TAC 333 TO CORRECT SUBMARINE SERVICE ENTRY DATE (SSED) ONLY. DESIGNATOR MUST BE ENTERED AND ADJUSTED TOSS MONTHS MUST BE ENTERED AS "NONE".

FORMAT: TAC,SSN,NAME,RATE,ENL DESIGNATOR CODE(NOTE 1),CORRECT
SSED(YMMMDD)(NOTE 2),ADJUSTED TOSS MONTHS(ENTER NONE),DATE
MESSAGE TYPED(YMMMDD),UIC ATTACHED TO/

SAMPLE: 333,123456789,JONES JOHN P,MM2,1,940815,NONE,960501,00001/

- (5) TAC 333 TO CHANGE ADJUSTED TOSS MONTHS ONLY. THIS FORMAT SHOULD BE USED ONLY FOR MEMBERS ALREADY ASSIGNED DESIGNATOR 1 (SS) OR 2 (SU). DESIGNATOR MUST BE ENTERED AND SSED MUST BE ENTERED AS "NONE".

FORMAT: TAC,SSN,NAME,RATE,ENL DESIGNATOR CODE(NOTE 1),SSED(ENTER NONE),
ADJUSTED TOSS MONTHS(3 DIGITS)(NOTE 3),DATE MESSAGE TYPED
(YMMMDD),UIC ATTACHED TO/

SAMPLE: 333,123456789,JONES JOHN P,MM3,1,NONE,012,960501,01234/

NOTE 1: <u>ENLISTED DESIGNATOR ABBREVIATION</u>	<u>CODE</u>
NONE Not qualified for any designator.....	NONE
SS Designated "qualified in submarines" USN or USNR.....	1
SU Designation "in training for submarine qualification" USN or USNR.....	2
DV Qualified Diver.....	3
PJ Qualified as a parachutist.....	4
SS Designated "qualified in submarines" (DESIG 5) USN or USNR but not planned for future assignment to submarine duty.....	5
NAC Qualified as "Naval Aircrewman".....	6
SG Designated "qualified in submarines" but not in submarine source rating.....	7
SP To be assigned.....	8
AP Qualified as "Aviation Pilot".....	9
AW Designated "Qualified as Enlisted Aviation Warfare Specialist" (EAWS).....	A
SCW Qualified as "Seabee Combat Warfare Specialist" (SCWS) C	
EOD Designated "qualified in Explosive Ordnance Disposal".....	E
FPI Qualified as "Enlisted Free fall Parachutist".....	F
IUSS Qualified for "Integrated Undersea Surveillance System".....	I
SEAL Designated "qualified in Special Warfare (Sea-Air-Land)".....	L
FMF Designated as "Fleet Marine Force (FMF)" qualified.....	M
SW Designated "Qualified as Enlisted Surface Warfare Specialist" (ESWS).....	S
CC Designated as "Special Warfare Combatant Crew (CC)" qualified.....	T

NOTE 2: Enter Submarine Service Entry Date (SSED) (YYMMDD) only with assignment of enlisted designators SS and SU.

NOTE 3: Enter only to adjust Total Operational Submarine Service (TOSS) months.

NOTE 4: Designator Codes 1 (SS), 2 (SU), 3 (DV), and 4 (PJ) are pay related and take precedence over non-pay related qualifications. Do not enter Codes A (EAWS) or S (ESWS) for these personnel, e.g., BMC (DV) also qualified as (ESWS) shall be entered as Code 3 only.

j. CHANGE ETHNIC GROUP DESIGNATOR..... E77

FORMAT: TAC,SSN,NAME,RATE,ETHNIC GROUP DESIGNATOR,DATE MESSAGE TYPED(YYMMDD),UIC ATTACHED TO/

SAMPLE: E77,123456789,JONES JOHN P,PN3,6,960501,00001/

NOTE:	<u>ETHNIC GROUP</u>	<u>CODE</u>	<u>ETHNIC GROUP</u>	<u>CODE</u>
	Other Hispanic Descent	1	Japanese.....	J
	U.S. or Canadian Indian Tribes	2	Korean	K
	Other Asian Descent.....	3	Polynesian.....	L
	Puerto Rican	4	Other Pacific Island Descent.....	Q
	Filipino	5	Latin American with	
	Mexican	6	Hispanic Descent.....	S
	Eskimo.....	7	Vietnamese	V
	Aleut	8	Micronesian	W
	Cuban.....	9	Other.....	X
	Indian.....	D	None	Y
	Melanesian	E	Unknown	Z
	Chinese	G		

k. CANCEL ERRONEOUS GAIN 798

FORMAT: TAC,SSN,NAME,RATE,DATE MESSAGE TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: 798,123456789,JONES JOHN P,PN3,960501,00001/

l. CANCEL ERRONEOUS LOSS 198 and 298

FORMAT: TAC,SSN,NAME,RATE,ACC,SDCD(YMM),UIC RECEIVED FROM,EFFECTIVE DATE(YMMDD),UIC ATTACHED TO/

SAMPLE: 198,123456789,JONES JOHN P,PN3,100,9307,12345,960501,00001/

SAMPLE: 298,123456789,JONES JOHN P,PN3,100,9307,12345,960501,00001/

NOTE: Use TAC 198 if original loss was submitted by TAC 8XX or 9XX series. Use TAC 298 if original loss was submitted by TAC 6XX series. (The effective date used in TAC 198 and 298 must be the day after the loss date used in the DMRS loss transaction.)

m. NAME CORRECTION 301

FORMAT: TAC,SSN,NAME,RATE,CORRECT NAME (NOTE),DATE MESSAGE TYPED (YMMDD),UIC ATTACHED TO/

SAMPLE: 301,123456789,JONES JOHN P,PN3,JONES JOHN PAUL JR,960501,00001/

NOTE: Enter the correct name in full (LAST NAME, FIRST NAME, MIDDLE NAME, JR, etc).

n. CHANGE OA-DG NEC 338

FORMAT: TAC,SSN,NAME,RATE,PNECSNEC,DATE MESSAGE TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: 338,123456789,JONES JOHN P,SN,97000000,960501,01234/

o. PAY ENTRY BASE DATE (PEBD) CORRECTION390

FORMAT: TAC,SSN,NAME,RATE,CORRECT PEBD(YMMMDD),DATE MESSAGE TYPED
(YMMMDD),UIC ATTACHED TO/

SAMPLE: 390,123456789,JONES JOHN P,EM1,850501,960501,12456/

p. CHANGE RATE OR RATING328

You must always refer to the appropriate directives or publications which provide guidelines for entitlements and instructions on events to be reported. In no case can the DMRSMAN be used as the sole authority for reporting an event which effects the Automated Systems for Manpower Accounting, Distribution and Pay.

Report TAC 328 for:

- (1) Change in rate or rating (submit not later than two working days after the effective date of advancement).
- (2) Restoration in rate under UCMJ Article 15 when effective date is after the date of reduction (includes reductions mitigated to a suspended reduction).
- (3) Reversion of a member who enlisted in either the Advance Paygrade (APG), Prior Service Other than Navy (OSVET), or Navy Veteran Reenlistment Paygrade Incentive (NAVET) Programs to their permanent paygrades of E-3 for failure to complete the requirements for their temporary rate as outlined in COMNAVRESFORINST 1001.5.
- (4) Advancement to pay grade E-2 after meeting the advancement recommendation requirement when the member's previous advancement recommendation to E-2 was withdrawn or withheld by the Commanding Officer.
- (5) Advancement to pay grade E-2 after meeting the time-in-rate and advancement recommendation requirements when the member was reduced to pay grade E-1 by the Commanding Officer.

Do not use TAC 328 to report:

- (1) Advancements authorized by NETPMSA (BUPERS will automatically effect these advancements for members in paygrades E-4 thru E-9).
- (2) Reduction in rate as a result of NJP or court-martial. Use a NAVPERS form 1070/607; Court Memorandum.
- (3) Nullification of a reduction in rate or suspension of a reduction in rate when the effective date is retroactive to the date of reduction in rate. Use NAVPERS form 1070/607; Court Memorandum.
- (4) To frock a member, comply with procedures in MILPERSMAN 2230130.
- (5) Advancement to MCPON.
- (6) Reduction in rate to come on active duty.

(7) Send requests for correction to Effective Date of Rate to Pers-1031. Send requests for corrections to Time in Rate to Pers-262. Corrections to any effective date of advancement that would result in retroactive pay entitlements must be corrected by petitioning the Board for Correction of Naval Records (BCNR) on DD Form 149. Send requests for limiting date assistance to Pers-262.

(8) Advancement of temporary officer in enlisted grade.

SAMPLE TO REPORT CHANGE IN RATE OR RATING:

FORMAT: TAC,SSN,NAME,CURRENT RATE(NOTE 1),NEW RATE(NOTE 1),TIME IN RATE(YMMDD),AUTHORITY CODE(NOTE 2),EFFECTIVE DATE OF PAYGRADE(YMMDD),UIC ATTACHED TO/

SAMPLE: 328,123456789,JONES JOHN P, FN,ENFN,960601,D,960616,00001/

NOTE 1: To report an actual advancement or striker designation, the current rate and new rate must be different (Example: Member authorized striker designation, current rate is FN and new rate is ENFN). The Time in Rate (TIR) and Date of Paygrade must remain the same as it was for the member's advancement to this paygrade (i.e., FN Jones was advanced to FN on 16 JUN 96 with a TIR of 01 JUN 96, on 16 AUG 96 FN Jones was designated an ENFN. You will record this new advancement to ENFN with a Date of Paygrade of 16 JUN 96 and a TIR of 01 JUN 96).

NOTE 2: Enter one of the following authority codes:

CODE DESCRIPTION

- 1 Remove striker designation (MILPERSMAN 2230220)
- 3 STAR advancement (MILPERSMAN 1060020)
- 4 SCORE advancement (MILPERSMAN 1060010)
- 5 Class "A" School advancement
- 6 Restoration (when the effective date is after the date of reduction or Administrative reduction)
- 9 Non-rated advancements and lateral conversions
- D Striker designation (MILPERSMAN 2230220)
- E CAP advancement (BUPERSINST 1430.17E)
- L Advancement beyond limiting date authorized by Pers-262). Refer to BUPERSINST 1430.16D.
- R Accelerated advancement for high productivity in recruiting (OPNAVINST 1430.3A and OPNAVINST 1430.4)
- T Special program advancement

q. CHANGE RACE AND POPULATION GROUP CODE 352

FORMAT: TAC,SSN,NAME,RATE,CORRECT RACE AND POP CODE,DATE MESSAGE TYPED(YMMDD), UIC ATTACHED TO/

SAMPLE: 352,123456789,SELLERS JOHN,TM2,C,960501,00001/

NOTE 1: Enter one of the following Special Duty Assignment Pay Codes:

<u>CODE</u>	<u>SDAP AMOUNT</u>	<u>CODE</u>	<u>SDAP AMOUNT</u>
S.....	\$25 mo.	P	\$110 mo.
I.....	\$28 mo.	L.....	\$138 mo.
E.....	\$38 mo.	H.....	\$150 mo.
X.....	\$50 mo.	B.....	\$165 mo.
J.....	\$55 mo.	C.....	\$175 mo.
M.....	\$75 mo.	D.....	\$220 mo.
Q.....	\$82 mo.	U.....	\$275 mo.
A.....	\$100 mo.	V.....	\$375 mo.
		NONE	NONE

(R)

NOTE 2: Enter the appropriate 4-digit skill code for which the SDAP award level is based. The 4-digit skill code is either the NEC Code, listed in the Special Duty Assignment Column at enclosure (1) of the current BUPERSNOTE 1160, or one of the following:

<u>Special Duty Assignment</u> <u>(4-Digit Skill Code)</u>	<u>Billet</u> <u>Identification</u>
QMSS.....	Assistant navigator in pay grade E-6, 7, 8 or E-9 on board SS, SSN, or SSBN.
JCUS.....	JCS Joint Comm Unit support billet.
JCUO.....	JCS Joint Comm Unit operational billet.
CMXX.....	Authorized coxswain billet in UIC 47898.
AAAA.....	Det Alpha six month winter-over party (Operation Deep Freeze).
WHCA.....	White House Communication Agency.
OSIA.....	On-site Inspection Agency.
DCSC.....	DCS Courier.
SSAR.....	Surface Rescue Swimmer.
JSOC.....	Headquarters Joint Special Operations Command.
TPAR.....	Naval Test Parachutist.

t. CHANGE TYPE OF SUBMARINE SERVICE 330

(1) TAC 330 WITH TOSS START DATE (STOP DATE IS NONE)

FORMAT: TAC,SSN,NAME,RATE,TYPE OF SUBMARINE SERVICE CODE(NOTES 1 AND 2),TOSS START DATE(NOTE 3)(YYMMDD),TOSS STOP DATE(ENTER NONE),DATE MESSAGE TYPED(YYMMDD),UIC ATTACHED TO/

SAMPLE: 330,123456789,JONES JOHN P,MM3,2,960101,NONE,960501,01234/

(2) TAC 330 WITH TOSS STOP DATE (START DATE IS NONE)

FORMAT: TAC,SSN,NAME,RATE,TYPE OF SUBMARINE SERVICE CODE(ENTER NONE), TOSS START DATE(ENTER NONE),TOSS STOP DATE(NOTE 3)(YYMMDD), DATE MESSAGE TYPED(YYMMDD),UIC ATTACHED TO/

SAMPLE: 330,123456789,JONES JOHN P,MM3,NONE,NONE,960401,960501,01234/

NOTE 1: Enter one of the following Type of Submarine Service codes:

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SAMPLE: 330,123456789,JONES JOHN P,MM3,NONE,NONE,960401,960501,01234/

NOTE 1: Enter one of the following Type of Submarine Service codes:

<u>CODE</u>	<u>DESCRIPTION</u>
NONE	Not on operational submarine duty (NONE does not need to be reported except when the Type of Submarine Service is being cancelled for some reason other than the member's transfer from that duty station).
2	Serving on a submarine command staff which requires underway operations on a submarine.
3	Undergoing submarine related training.

NOTE 2: Type Submarine Service Code 1 is not reported via DMRS. This code is based on UIC and is generated automatically by BUPERS when an activity gain is processed to a submarine, a pre-commissioning unit of a submarine, or a deep submergence vessel.

NOTE 3: Enter the effective Total Operational Submarine Service (TOSS) START DATE (YYMMDD) or STOP DATE (YYMMDD).

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 9. ENLISTED LOSS TRANSACTIONS

9.1 Enlisted Loss Transactions. Report all enlisted personnel permanently detached from an activity, whether on board for DUTY or TEMDU, as a loss using the applicable loss TAC below. For enlisted members detached for TAD or return of TAD or AT (Annual Training) to their permanent duty station, do not report a loss transaction via DMRS. DFAS Pay/Personnel Procedures Manual Paragraph B90622a refers. For guidelines on what diary actions to take when an enlisted member is appointed to an officer or officer candidate status, see DFAS Pay/Personnel Procedures Manual, Paragraph B90622b.

9.2 Enlisted Loss TACs and Sample Transactions:

a. <u>TRANSFERRED FOR</u>	<u>TAC</u>
TEMDU-FFA		620
TEMDU-FFT		620
DUTY.....		630
DUTY-Humanitarian assignment.....		630
LIMITED DUTY (designator not assigned).....		630
DUTY-Mobilization		630
DUTY-Guaranteed PSI Program		630
DUTY-CFO CONVERS CONVATE.....		630
DUINS.....		640
TEMDUINS		640
TEMDU Under Indoctrination PSI Programs		640
TEMDU-CFO CONVERS CONVATE.....		650
TEMDU (other than those listed below)		650
TEMDU for treatment.....		670
TEMDU for separation.....		680
TEMDU for confinement.....		690
TEMDU for disciplinary action		690
TEMDU for trial by court-martial		690

DMRSMAN
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FORMAT: TAC,SSN,NAME,RATE,EDA(YMMMDD),UIC TRF TO(NOTE),DATE
TRF(YMMMDD),UIC ATTACHED TO/

SAMPLE: 630,123456789,JONES JOHN P,YN1,960517,87654,960501,01234/

NOTE: When activities outside CONUS cannot determine the separation activity, enter "00000"
for UIC of activity transferred to.

b. MISSING..... 717

FORMAT: TAC,SSN,NAME,RATE,DATE MISSING(YMMMDD),UIC MISSING FROM/

SAMPLE: 717,123456789,BATES ALVIN,HM3,960501,29672/

NOTE: If a member returns on board after having been reported missing, a new gain
transaction is required to be submitted using the original date reported as the date of
occurrence.

c. DISCHARGE OR RELEASED FROM ACTIVE DUTY..... 8XX or 9XX
(DO NOT USE 8XX OR 9XX FOR DISCHARGE AND IMMEDIATE REENLISTMENT)
(FOR DISCHARGE AND IMMEDIATE REENLISTMENT REFER TO SECTION 10.)

FORMAT: TAC,SSN,NAME,RATE,SPD,RE-CODE,DATE SEPARATED(YMMMDD),UIC
ATTACHED TO/

SAMPLE: 801,123456789,JONES JOHN P,PN3,JBK,R1,960501,01234/

NOTE 1: You must report an enlisted member's discharge or release from active duty when
appropriate with the proper transaction. In addition to the TAC (Navy Loss Code), the
Separation Program Designator Code (SPD) and the Reentry Code (RE-Code) must
be entered. Only the last two digits of the RE-Code (one digit for some RE-Codes) will
be entered, e.g., RE-3A enter 3A, and RE-4 enter 4 in the appropriate space.

NOTE 2: See BUPERSINST 1900.8 for TAC (Navy Loss Code, SPD and RE-Code).

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 10. ENLISTED IMMEDIATE REENLISTMENT, EXTENSIONS OF ENLISTMENT AND
EXTENSION OF RESERVE ACTIVE DUTY TRANSACTIONS

10.1 Purpose. To provide procedures to report immediate reenlistment within 24 hours after discharge, extensions of enlistment and extensions of reserve active duty. These procedures do not eliminate the requirements to prepare and submit the appropriate NAVPERS 1070/601, 621 or 622 documents. The NAVPERS documents prepared under these procedures to substantiate the DMRS data should be mailed directly to Pers-313C for inclusion in the master microfiche record. Do not send these documents to Pers-1031.

10.1.1 Discharge and Immediate Reenlistment TACs and Sample Transactions:

a. DISCHARGE AND IMMEDIATE REENLISTMENT

USN PERSONNEL (TAC RN1 and RN2) RN1 and RN2
USNR PERSONNEL (TAC RR3 and RR4) RR3 and RR4

For immediate reenlistments in USN within 24 hours after discharge both TACs RN1 and RN2 are mandatory for each member and are to be reported as follows:

RN1 and RN2 TAC

FORMAT: TAC,SSN,NAME,RATE,REENLISTMENT BR&CL(ENTER 11),TERM OF ENLISTMENT
(1 DIGIT)(NOTE 1),LUMP SUM LEAVE (3 DIGITS)(NOTE 8),REENLISTMENT
DATE(YMMDD),UIC ATTACHED TO/

SAMPLE: RN1,123456789,CORRY JAMES,GMG1,11,4,250,960501,01234/

FORMAT: TAC,SSN,NAME,RATE,ENLISTMENT CODE(2 DIGITS)(NOTE 2),HOME OF (R
RECORD (2 DIGITS)(NOTE 3),LOSS CODE(2 DIGITS)(NOTE 4),SEPARATION
CODE(SPD) (3 DIGITS)(NOTE 5),REENTRY CODE(2 DIGITS)(NOTE 6),UIC .
ATTACHED TO/

SAMPLE: RN2,123456789,CORRY JAMES,GMG1,30,33,01,JBK,R1,01234/

For immediate reenlistments in USNR within 24 hours after discharge both TACs RR3 and RR4 are mandatory for each member and are to be reported as follows:

RR3 and RR4 TAC

FORMAT: TAC,SSN,NAME,RATE,REENLISTMENT BR&CL(ENTER 32),TERM OF ENLISTMENT
(1 DIGIT)(NOTE 1),LUMP SUM LEAVE (3 DIGITS)(NOTE 8),RADO MONTHS(3
DIGITS)(NOTE 7),RADO DAYS(3 DIGITS) (NOTE 7),REENLISTMENT
DATE(YMMDD),UIC ATTACHED TO/

SAMPLE: RR3,123456789,WOODS JOHN A,DK2,32,4,205,048,NONE,960501,01234/

FORMAT: TAC,SSN,NAME,RATE,ENLISTMENT CODE(2 DIGITS)(NOTE 2),HOME OF (R
RECORD (2 DIGITS)(NOTE 3),LOSS CODE(2 DIGITS)(NOTE 4),SEPARATION
CODE(SPD) (3 DIGITS)(NOTE 5),REENTRY CODE(2 DIGITS)(NOTE 6),UIC
ATTACHED TO/

SAMPLE: RR4,123456789,WOODS JOHN A,DK2,63,22,02,KHC,1A,01234/

NOTE 1: Term of Enlistment - Enter the one digit number of years for which the new enlistment is contracted. Refer to MILPERSMAN 1040300 for authorized terms.

NOTE 2: Enlistment Code - Enter one of the following 2 digit codes:

<u>CODE</u>	<u>DESCRIPTION</u>
-------------	--------------------

10	Enlisted USN from USNR (No previous USN service); entitled to reenlistment bonus.
----	-----------------------------------------------------------------------------------

11	Enlisted USN from USNR or USNR-FR (No previous USN service); not entitled to reenlistment bonus.
----	--------------------------------------------------------------------------------------------------

30	Reenlisted USN from USN and entitled to reenlistment bonus. (Do not use this code if the member is a Naval Reservist on active duty who is reenlisting USNR. USNR personnel must enlist in the regular Navy to be eligible for a reenlistment bonus).
----	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

31	Reenlisted from USN to USN; or USNR to USNR; and not entitled to reenlistment bonus. (Do not use this code if a Naval Reservist on active duty enlists USN).
----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------

40	Reenlisted USN from USNR (Previous USN service within the past 90 days) and entitled to a bonus.
----	--------------------------------------------------------------------------------------------------------

41	Reenlisted USN from USNR or USN-FR (Previous USN service within the past 90 days) and not entitled to a reenlistment bonus.
----	-----------------------------------------------------------------------------------------------------------------------------

50	Reenlisted USN from USNR (Previous USN service not within the past 90 days) and entitled to a reenlistment bonus.
----	-------------------------------------------------------------------------------------------------------------------

51	Reenlisted USN from USNR, USN-FR or USNR-FR (Previous USN service not within the past 90 days) and not entitled to a reenlistment bonus.
----	------------------------------------------------------------------------------------------------------------------------------------------

61	TAR enlistment. Enlisted USNR from USN (No prior USNR service).
----	-----------------------------------------------------------------

62	TAR enlistment. Reenlisted USNR from USN (Prior service).
----	-----------------------------------------------------------

63	TAR enlistment. Reenlisted USNR from USNR.
----	--------------------------------------------

NOTE: Use codes 61, 62 and 63 for all members who enlist or reenlist for TAR assignment (loss codes to be used are 01 or 02 as applicable).

NOTE 3: Home of Record - Enter one of the following 2 digit codes:

<u>CODE</u>	<u>STATE DESCRIPTION</u>	<u>CODE</u>	<u>STATE DESCRIPTION</u>
01	Alabama	33	New Hampshire
02	Alaska	34	New Jersey
04	Arizona	35	New Mexico
05	Arkansas	36	New York
06	California	37	North Carolina
08	Colorado	38	North Dakota
09	Connecticut	39	Ohio
10	Delaware	40	Oklahoma
11	District of Columbia	41	Oregon
12	Florida	42	Pennsylvania
13	Georgia	44	Rhode Island
15	Hawaii	45	South Carolina
16	Idaho	46	South Dakota
17	Illinois	47	Tennessee
18	Indiana	48	Texas
19	Iowa	49	Utah
20	Kansas	50	Vermont
21	Kentucky	51	Virginia
22	Louisiana	53	Washington
23	Maine	54	West Virginia
24	Maryland	55	Wisconsin
25	Massachusetts	56	Wyoming
26	Michigan	58	Other U. S. Possessions
27	Minnesota	AQ	American Samoa
28	Mississippi	PQ	Canal Zone
29	Missouri	GQ	Guam
30	Montana	RQ	Puerto Rico
31	Nebraska	RP	Philippine Islands
32	Nevada	99	Other Foreign Countries

NOTE 4: Loss Code - Enter one of the following 2 digit codes:

<u>CODE</u>	<u>EXPLANATION</u>
01	Honorable Discharge (Expiration of Enlistment); Authority: MILPERSMAN 1040300.
02	Honorable Discharge (Prior to EAOS); Authority: MILPERSMAN 1040300.
*16	Honorable Discharge (Fulfillment of MSS Obligation); Authority: MILPERSMAN 1040300.
41	General Discharge (Expiration of Enlistment); Authority: MILPERSMAN 1040300.
42	General Discharge (COG within 3 months); Authority: MILPERSMAN 1040300.
*56	General Discharge (Fulfillment of MSS Obligation); Authority: MILPERSMAN 1040300.

Loss Codes indicated with an asterisk (*) are not to be used whenever a member of the USNR, USN-FR or USNR-FR on active duty is discharged and enlisted or reenlisted in the regular Navy. Ensure loss code is compatible with SPD code.

NOTE 5: Separation Code - Enter one of the following 3 digit codes:

<u>SPD CODE</u>	<u>DEFINITION</u>
JBK	USN/USNR member reenlisted on or within 24 hours following the date of expiration of Active Obligated Service - USN (EAOS) or on the date of Expiration of Reserve Enlistment - USNR (EREN/EOS). Ensure Loss Code 01, 16, 41, or 56 is reported.
KHC.....	USN/USNR member reenlisted on any date earlier than expiration of Active Obligated Service - USN (EAOS) or any date earlier than Expiration of Reserve Enlistment USNR (EREN/EOS). Ensure Loss Code 02, 16, 42, or 56 is reported.

NOTE 6: Reenlistment Code - Enter one of the following 2 digit codes:

<u>CODE</u>	<u>EXPLANATION</u>
R1	RE-R1
1A	RE-1

NOTE 7: RADO Months and Days - RADO months cannot exceed 144 months. RADO days cannot exceed 366 days. Must not exceed Expiration of Reserve Enlistment (EREN) as extended per DFAS Pay/Personnel Procedures Manual Paragraph B90433. Enter RADO months and days using only the following combinations:

RADO Months and Days (048,015)
RADO Months only (048,NONE)
RADO Days only (NONE,015)

NOTE 8: Lump Sum Leave - enter the three digit number of days lump sum leave the member is selling on day of reenlistment. The last digit will be either 0 or 5 to signify half or whole days. If no lump sum leave is being sold, enter 000. For example:

<u>NUMBER OF LEAVE DAYS SOLD</u>	<u>ENTER</u>
NONE	000
1.5 days	015
15 days	150
15.5 days	155

b. TO EXECUTE USNR AGREEMENT TO EXTEND EXPIRATION OF RESERVE ENLISTMENT (EREN) CONTRACT FOR

ASSIGNMENT TO SCHOOL401
REASONS OTHER THAN ASSIGNMENT TO SCHOOL.....402

TAC 401 SCHOOL

FORMAT: TAC,SSN,NAME,RATE,EXT SCH MONTHS(2 DIGITS),DATE EXTENSION EXECUTED(YMMDD),UIC ATTACHED TO/

SAMPLE: 401,123456789,AKERS JOHN,PN2,12,960501,01234/

TAC 402 REASONS OTHER THAN SCHOOL

FORMAT: TAC,SSN,NAME,RATE,EXT OTH MONTHS(2 DIGITS),DATE EXTENSION EXECUTED(YMMDD),UIC ATTACHED TO/

SAMPLE: 402,123456789,LONG TIMOTHY,SK2,09,960501,01234/

NOTE: These TACs are used to execute agreements of USNR members who extend their current enlistments only. They do not extend the Reserve Active Duty Obligation (RADO). Use TACs 403/404 to extend RADO.

c. TO EXECUTE USN AGREEMENT TO EXTEND ENLISTMENT OR USNR AGREEMENT TO EXTEND RESERVE ACTIVE DUTY OBLIGATION (RADO) AND REMAIN ON ACTIVE DUTY FOR

ASSIGNMENT TO SCHOOL 403
 REASONS OTHER THAN ASSIGNMENT TO SCHOOL..... 404

TAC 403 SCHOOL

FORMAT: TAC,SSN,NAME,RATE,BR&CL CODE(2 DIGITS),EXT SCH MONTHS(2 DIGITS), DATE EXTENSION EXECUTED(YMMDD),UIC ATTACHED TO/

SAMPLE: 403,123456789,BRYANT WALLA,PN2,32,12,960501,01234/

TAC 404 REASONS OTHER THAN SCHOOL

FORMAT: TAC,SSN,NAME,RATE,BR&CL CODE(2 DIGITS),EXT OTH MONTHS(2 DIGITS),DATE EXTENSION EXECUTED(YMMDD),UIC ATTACHED TO/

SAMPLE: 404,123456789,SCOTT KENNET,PN1,11,24,960501,01234/

d. TO MAKE OPERATIVE USN AGREEMENT TO EXTEND ENLISTMENT FOR

ASSIGNMENT TO SCHOOL..... 405
 REASONS OTHER THAN ASSIGNMENT TO SCHOOL..... 406

TAC 405 SCHOOL

FORMAT: TAC,SSN,NAME,RATE,OPEX SCH MONTH(2 DIGITS),LUMP SUM LEAVE (3 DIGITS)(NOTE)DATE EXTENSION BECOMES OPERATIVE(YMMDD),UIC ATTACHED TO/ (R)

SAMPLE: 405,123456789,ROSS ALLEN B,BT2,12,090,960502,01234/

01 DEC 97

TAC 406 REASONS OTHER THAN SCHOOL

R)
FORMAT: TAC,SSN,NAME,RATE,OPEX OTH MONTHS(2 DIGITS),LUMP SUM LEAVE
(3 DIGITS)(NOTE)DATE EXTENSION BECOMES OPERATIVE(YMMMDD),
UIC ATTACHED TO/

SAMPLE: 406,123456789,ROBLE CHARLE,GMG1,24,000,960502,01234/

NOTE: Lump Sum Leave - enter the three digit number of days lump sum leave the member
is selling on day extension is made operative. The last digit will be either 0 or 5 to
signify half or whole days. If no lump sum leave is being sold, enter 000. For example:

Table with 2 columns: NUMBER OF LEAVE DAYS SOLD, ENTER. Rows include NONE, 1.5 days, 15 days, 15.5 days with corresponding codes 000, 015, 150, 155.

e. TO CANCEL USN AGREEMENT TO EXTEND ENLISTMENT OR USNR AGREEMENT TO EXTEND
EXPIRATION OF RESERVE ENLISTMENT (EREN) CONTRACT FOR

ASSIGNMENT TO SCHOOL 407
REASONS OTHER THAN ASSIGNMENT TO SCHOOL 408

TAC 407 SCHOOL

FORMAT: TAC,SSN,NAME,RATE,EXT SCH MONTHS(2 DIGITS),DATE EXTENSION
CANCELLED(YMMMDD),UIC ATTACHED TO/

SAMPLE: 407,123456789,COREY RAYMON,MM3,24,960504,01234/

TAC 408 REASONS OTHER THAN SCHOOL

FORMAT: TAC,SSN,NAME,RATE,EXT OTH MONTHS(2 DIGITS),DATE EXTENSION
CANCELLED(YMMMDD),UIC ATTACHED TO/

SAMPLE: 408,123456789,SULLIVAN JOH,PN2,12,960504,01234/

f. TO MAKE OPERATIVE USNR AGREEMENT TO EXTEND RESERVE ACTIVE DUTY OBLIGATION
(RADO) AND REMAIN ON ACTIVE DUTY FOR

ASSIGNMENT TO SCHOOL..... 409
REASONS OTHER THAN ASSIGNMENT TO SCHOOL 410

TAC 409 SCHOOL

FORMAT: TAC,SSN,NAME,RATE,OPEX SCH MONTHS(2 DIGITS),OPEX SCH DAYS(2 DIGITS),DATE
EXTENSION BECOMES OPERATIVE(YMMMDD),UIC ATTACHED TO/

SAMPLE: 409,123456789,BURRIS PAUL,ET1,12,NONE,960502,01234/

TAC 410 REASONS OTHER THAN SCHOOL

FORMAT: TAC,SSN,NAME,RATE,OPEX OTH MONTHS(2 DIGITS),OPEX OTH DAYS(2 DIGITS),DATE EXTENSION BECOMES OPERATIVE(YMMDD),UIC ATTACHED TO/

SAMPLE: 410,123456789,DEFORE DONAL,OS2,15,NONE,960502,01234/

NOTE: When the number of months or days are zero enter the word "NONE"

g. TO CANCEL USNR AGREEMENT TO EXTEND RESERVE ACTIVE DUTY OBLIGATION (RADO) AND REMAIN ON ACTIVE DUTY FOR

ASSIGNMENT TO SCHOOL..... 411
REASONS OTHER THAN ASSIGNMENT TO SCHOOL..... 412

TAC 411 SCHOOL

FORMAT: TAC,SSN,NAME,RATE,EXT SCH MONTHS(2 DIGITS),DATE EXTENSION CANCELLED(YMMDD),UIC ATTACHED TO/

SAMPLE: 411,123456789,KIRBY JAMES,SK2,12,960504,01234/

TAC 412 REASONS OTHER THAN SCHOOL

FORMAT: TAC,SSN,NAME,RATE,EXT OTH MONTHS (2DIGITS), DATE EXTENSION CANCELLED(YMMDD),UIC ATTACHED TO/

SAMPLE: 412,123456789,ZIMMERLY SCO,DK2,24,960504,01234/

h. TO MAKE OPERATIVE USNR AGREEMENT TO EXTEND EXPIRATION OF RESERVE ENLISTMENT (EREN) CONTRACT FOR

ASSIGNMENT TO SCHOOL..... 413
REASONS OTHER THAN ASSIGNMENT TO SCHOOL 414

TAC 413 SCHOOL

(R

FORMAT: TAC,SSN,NAME,RATE,OPEX SCH MONTHS(2 DIGITS),LUMP SUM LEAVE (3 DIGITS)(NOTE),DATE EXTENSION BECOMES OPERATIVE(YMMDD), UIC ATTACHED TO/

SAMPLE: 413,123456789,RAY ALLEN B,PN2,12,300,960502,01234/

(R

TAC 414 REASONS OTHER THAN SCHOOL

FORMAT: TAC,SSN,NAME,RATE,OPEX OTH MONTHS(2 DIGITS),LUMP SUM LEAVE (3 DIGITS)(NOTE),DATE EXTENSION BECOMES OPERATIVE(YMMDD), UIC ATTACHED TO/

01 DEC 97

SAMPLE: 414,123456789,OWENS CHARLE,DP2,24,205,960502,01234

NOTE: Lump Sum Leave - enter the three digit number of days lump sum leave the member is selling on day extension is made operative. The last digit will be either 0 or 5 to signify half or whole days. If no lump sum leave is being sold, enter 000. For example:

<u>NUMBER OF LEAVE DAYS SOLD</u>	<u>ENTER</u>
NONE	000
1.5 days	015
15 days	150
15.5 days	155

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 11. ENLISTED PERSONNEL ADMINISTRATIVELY DROPPED FROM NAVY
STRENGTH ACCOUNTS

11.1 Administratively Dropped from Navy Strength Accounts. Enlisted personnel administratively dropped from Navy Strength Accounts require special personnel accounting actions to accurately reflect their status. These members are dropped from Navy Strength Accounts upon approval by the convening authority of a Bad Conduct or Dishonorable discharge, even though the individual remains in military confinement or on appellate leave.

11.2 Reporting Procedures and Follow-up Requirements. Members administratively dropped from Navy Strength Accounts require personnel accounting actions as follows:

a. Convening Authority Approval. When convening authority has approved the punitive discharge (Bad Conduct or Dishonorable), submit TAC 950 (format and sample below) to administratively drop the member from Navy Strength Accounts, whether in confinement or on appellate leave.

b. Discharge Authorization. Immediately upon receipt of the discharge authorization for the member, submit a discharge transaction (TAC 8XX or 9XX) per procedures, formats and samples in Section 9 to report member's discharge from the Navy. This will remove the member from your Enlisted Distribution and Verification Report (EDVR).

c. Return to Active Duty. If a member returns to active duty, after having been dropped from Navy Strength Accounts, submit TAC 192 (format and sample below) to report the return.

d. Cancel an Erroneous Drop From Navy Strength Accounts. When a member has been erroneously dropped from Navy Strength Accounts (TAC 950), submit TAC 198 (format and sample below) to report the cancellation.

11.3 Enlisted TACs and Sample Transactions:

ENLISTED TRANSACTIONS TAC

a. ENLISTED PERSONNEL ADMINISTRATIVELY 950
DROPPED FROM NAVY STRENGTH ACCOUNTS

FORMAT: TAC,SSN,NAME,RATE,LOSS CODE (ENTER 980),DATE PUNITIVE DISCHARGE
APPROVED BY CONVENING AUTHORITY(YMMDD),UIC ATTACHED TO/

SAMPLE: 950,123456789,JONES JOHN P,PN3,980,960502,12345/

NOTE: IT IS ESSENTIAL THAT LOSS CODE 980 BE REPORTED IN THE LOSS CODE
FIELD.

b. RETURN TO ACTIVE DUTY OF A 192
MEMBER ADMINISTRATIVELY
DROPPED FROM NAVY STRENGTH ACCOUNTS.

FORMAT: TAC,SSN,NAME,RATE,ACC,EFFECTIVE DATE (YMMDD),UIC ACCACHED TO/

SAMPLE: 192,123456789,JONES JOHN,EM2,390,960502,12345/

- c. CANCEL AN ERRONEOUS ADMINISTRATIVE DROP FROM NAVY STRENGTH ACCOUNTS (TO BE USED) IN THE EVENT TAC 950 WAS SUBMITTED IN ERROR FOR AN INDIVIDUAL THAT IS NOT AN ADMINISTRATIVE DROP) 198

FORMAT: TAC,SSN,NAME,RATE,ACC,SDCD,UIC RECEIVED FROM (REPORT THE UIC MBR WAS ORIGINALLY RECEIVED PRIOR TO BEING ADMINISTRATIVELY DROPPED),EFFECTIVE DATE(ENTER THE DAY AFTER THE DATE MBR WAS ADMINISTRATIVELY DROPPED)(YYMMDD),UIC ATTACHED TO/

SAMPLE: 198,123456789,JONES JOHN P,PN3,100,9601,00001,960501,12345/

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 12. FORCE MANAGEMENT SYSTEM (FORMAN) REPORTING.

12.1 FORCE MANAGEMENT (FORMAN). Force Management System (FORMAN) is the system employed by the Navy to manage various reenlistment and separation programs which includes the Enlisted Navy Career Options for Reenlistment (ENCORE); the Officer and Enlisted Voluntary Separation Incentive (VSI); the Special Separation Benefit (SSB); the Officer and Enlisted Voluntary Early Retirement; the Officer Retirement; the Enlisted Transfer to Fleet Reserve or 30 year Retirement; the Officer Resignation; the Careerists Conversion programs; and Extension request. Requests for these programs are submitted to Bureau of Naval Personnel (BUPERS) via the Enlisted Personnel Management Center (EPMAC) using the DMRS. All requests to advise of action taken (ADTAKES) should be submitted to BUPERS with an information copy to EPMAC as EPMAC does not have approval authority. The most current NAVADMIN messages contain requirements for the various programs. This chapter provides instructions for submission of the FORMAN requests via the DMRS. It also provides FORMAN DMRS Worksheets and Instructions for use by the activity in collecting and recording all necessary information.

12.1.1 SUBMISSION OF FORMAN REQUEST. The Personnel and Pay Support Unit Identification Code (PPSUIC) activity shall submit the appropriate TACs via the DMRS. Activities serviced by SDS shall submit request via the SDS when the SDS reporting capabilities are available. FORMAN requests via DMRS will only be accepted from PPSUIC activities.

12.1.2 Enlisted Navy Career Options for Reenlistment. ENCORE requests via DMRS shall be submitted for all first term personnel as announced by the latest NAVADMIN per the instructions contained in this section.

a. ENCORE requests shall be submitted using the RS1 through RS6 TACs per the ENCORE Worksheet that follows the instructions. The RS7 TAC is only required if the RS1 TAC indicates the member is not eligible for reenlistment. The RS7 TAC can also be used to record remarks of either the member or the activity.

b. The RS8 TAC shall be submitted when there is a need to cancel a previous ENCORE submission. To cancel an approved rate conversion request, submit a plain language message to BUPERS WASHINGTON DC PERS-292 or PERS-913 for TARS. Pers-292 will manually enter the RS8 TAC after the "A" School has been cancelled.

12.1.3 Officer and Enlisted VSI and SSB. Officer and Enlisted VSI and SSB requests via DMRS shall be submitted as announced by the latest NAVADMIN per the instructions contained in this section.

a. Officer VSI and SSB requests shall be submitted using the RS1 and RS7 TACs per the Officer VSI and SSB Worksheets that follow the instructions.

b. Enlisted VSI and SSB requests shall be submitted using the RS1 through RS7 TACs per the Enlisted VSI and SSB Worksheets that follow the instructions.

c. **DO NOT** submit the RS8 TAC to cancel a VSI or SSB request while pending BUPERS decision or after the request has been approved by BUPERS. Take the corrective action specified in paragraph 12.5.

12.1.4 Voluntary Early Retirement request. Officer and Enlisted Voluntary Early Retirement requests via DMRS shall be submitted as announced by the latest NAVADMIN per the instructions contained in this section.

a. Officer Voluntary Early Retirement requests shall be submitted using the RS1, RS2 and RS7 TACs per the Officer Voluntary Early Retirement Request Worksheet that follows the instructions.

b. Enlisted Voluntary Early Retirement requests shall be submitted using the RS1 through the RS7 TACs per the Enlisted Voluntary Early Retirement Request Worksheet that follows the instructions.

c. **DO NOT** submit the RS8 TAC to cancel a Voluntary Early Retirement request while pending BUPERS decision or after the request has been approved by BUPERS. Take the corrective action specified in paragraph 12.5.

12.1.5 Officer Retirement request. Officer Retirement request via DMRS shall be submitted per the instructions contained in this section.

a. Officer Retirement request shall be submitted using the RS1, RS2 and RS7 TACs per the Officer Retirement Request Worksheet that follows the instructions.

b. **DO NOT** submit the RS8 TAC to cancel an Officer Retirement request while pending BUPERS decision or after the request has been approved by BUPERS. Take the corrective action specified in paragraph 12.5.

12.1.6 Officer Resignation request. Officer Resignation request via DMRS shall be submitted per the instructions contained in this section. This application procedure shall not be used for USNR requests for release from active duty and retention of reserve commissions.

a. Officer Resignation request shall be submitted using the RS1, RS2 and RS7 TACs per the Officer Resignation Request Worksheet that follows the instructions.

b. **DO NOT** submit the RS8 TAC to cancel an Officer Resignation request while pending BUPERS decision or after the request has been approved by BUPERS. Take the corrective action specified in paragraph 12.5.

12.1.7 Enlisted Transfer to Fleet Reserve or 30 Year Retirement request. Enlisted Transfer to Fleet Reserve or 30 Year Retirement request via DMRS shall be submitted per the instructions contained in this section.

a. Enlisted Transfer to the Fleet Reserve or 30 year Retirement request shall be submitted using the RS1, RS2 and RS7 TACs per the Enlisted Retirement Request Worksheet that follows the instructions.

b. **DO NOT** submit the RS8 TAC to cancel a Transfer to Fleet Reserve or Enlisted Retirement request while pending BUPERS decision or after the request has been approved by BUPERS. Take the corrective action specified in paragraph 12.5.

12.1.8 Careerist Conversion request. Careerist Conversion request via DMRS shall be submitted as announced by a NAVADMIN per the instructions contained in this section.

a. Careerist Conversion request shall be submitted using the RS1 through the RS7 TACs per the Careerist Conversion Worksheet that follows the instructions.

b. **DO NOT** submit the RS8 TAC to cancel a Careerist Conversion request while pending BUPERS decision or after the request has been approved by BUPERS. Take the corrective action specified in paragraph 12.5.

12.1.9 Extension request. Extension request via DMRS shall be submitted per the instructions contained in this section.

a. First Term Personnel. All extension of enlistment requests shall be submitted via DMRS except the following which must be submitted to the approving authority listed:

<u>Reason</u>	<u>Approving Authority</u>
Pre-existing medical conditions to include pregnancy of service member or service member's spouse	Local command
One time two month extension for sailors not yet considered under ENCORE	Local command
To complete a deployment	EPMAC

b. Careerists. Requests to extend enlistment shall be submitted via DMRS if the extension is for less than 24 months and not already authorized per MILPERSMAN 1050150.

c. Extension requests shall be submitted using the RSE TAC and if appropriate the RS7 TAC per the Extension Request Worksheet that follows the instructions.

d. The RSX TAC shall be submitted to cancel an extension request.

12.2 Instructions for Completing the Worksheets. The instructions contained in this section are for use with the worksheets that follow each set of instructions. The instructions are designed to be used with the worksheets. The block numbers are guides to help you fill-in the worksheets to ensure you record valid and correct information. The appropriate RS1 through RS8; and RSE and RSX TACs have already been entered in Block 1 of the FORMAN Worksheets.

12.3 Use and Disposition of the Worksheets. Upon completion of all blocks, the worksheets shall be delivered to the PPSUIC office (PSD, administrative or personnel office) responsible for the personnel accounting function. The PSD, administrative or personnel office will use the worksheets to enter the requests in the DMRS for transmission to EPMAC. It is recommended that the worksheets be retained in the event a resubmission or correction is necessary.

12.4 Corrections and Resubmissions of FORMAN Information. Information that cannot be processed by EPMAC because of invalid or insufficient information will be rejected and the submitting activity will be notified to resubmit the correct information. It will not be necessary to resubmit the entire battery of FORMAN TACs when errors are discovered. In most cases, the TACs that are valid will be processed and the activity will be advised to resubmit only the TACs that contained errors or invalid information.

12.5 CANCELLATION OF REQUEST. The RSX transaction is used to cancel extension requests. The RS8 transaction is used to cancel ENCORE requests. Other FORMAN requests may be cancelled using RS8 only if BUPERS has disapproved the request and the member elects to resubmit the request at a later date. **DO NOT** submit the cancellation and a new request on the same message as this will also cancel the new request along with the original

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request. Allow three working days for the FORMAN system to process the cancellation and then resubmit the request. DO NOT submit a cancellation of a FORMAN request other than ENCORE while it is pending BUPERS decision or after it has been approved by BUPERS. Cancellation of a request after it has been approved by BUPERS or while it is pending approval must be submitted in a narrative message format to BUPERS WASHINGTON DC. The following are some conditions which warrant the submission of a cancellation of a FORMAN request:

- the member elects to separate.
- the member is not longer eligible for the program.
- the member wants to withdraw the request.
- the member wants to apply for something other than what was originally requested.

ENCORE WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
1	Transaction Code (TAC). Appropriate TACs (RS1, RS2, RS3, RS4, RS5, RS6, RS7, and RS8) have been entered in the worksheet by EPMAC.	RS1 thru RS8
2	Social Security Number (SSN).	9-digit SSN
3	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)
4	If the member desires rate conversion and is a First Termer (as defined in NAVADMIN 136/93) enter Y or N. The request should indicate Y if the member is eligible for reenlistment and N if the member is not eligible for reenlistment. If No, explain in RS7 TAC.	Y or N
5	What is the requested term of reenlistment? Enter the number of years (2, 3, 4, 5, or 6).	2, 3, 4, 5, or 6
6	Did the member Pass but not Advance (PNA) the last Navy-wide Advancement Examination? Enter Y for Yes or N for No. (Use N for those members who were selected for advancement, failed the exam, or did not take the exam.)	Y or N
7	Does the member's latest performance evaluation recommend advancement? Enter Y for Yes or N for No.	Y or N
8	Is the member requesting to reenlist outside the first term window because of the requirement to obligate service for Permanent Change of Station (PCS) transfer orders, or in order to negotiate for PCS orders? Enter Y for Yes. Enter N for No.	Y or N
9	If the answer to Block 8 is Y for PCS transfer, enter the 5-position PCS order transfer (TC) number, i.e., B0446. If the answer to Block 8 is Y to negotiate PCS orders or N, enter NA.	TC Number or NA
10	Does the member want to reenlist for incentives of the STAR Program and meets the eligibility criteria in MILPERSMAN 1060020? Enter Y for Yes. If member wants to attend HM or DT "C" school, enter C. If answer is No or if member is USNR, enter N for No.	Y, N or C

ENCORE WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
11	If the answer to Block 10 is Y or C, enter the Course Identification Number (CIN) of the advanced training desired (eight positions only). Do not enter dashes or other punctuation in the CIN. If the answer to Block 10 is N, enter NA for not applicable.	8-position CIN or NA
12	Is the member eligible for SRB? Enter Y for Yes or N for No.	Y or N
13	Enter the date (YYMMDD) the worksheet is completed.	YYMMDD
14	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC
***** BLOCK 14 ENDS TAC RS1 *****		
DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS2 INFORMATION IN BLOCK 15.		
15	Is the member USNR? (Verify using Enlistment Contract.) Enter Y for Yes or N for No.	Y or N
16	Is the member an Active Mariner or 2-YO? (Verify using Enlistment Contract.) Enter Y for Yes or N for No.	Y or N
17	Enter latest Physical Readiness Test (PRT) and information related to Height/Weight or Body Fat standards data from OPNAV 6110/2. (Example: Passed PRT and Body Measurement is Within Standards must be entered as PWS. Do not use slashes (/) when reporting this data.	3-position PRT data
18	Is the member a TAR? (Verify using Enlistment Contract.) Enter Y for Yes or N for No.	Y or N
19	Does the member want to convert from USN to TAR? Enter Y for Yes or N for No.	Y or N
20	Does the member want to convert from TAR to USN? Enter Y for Yes or N for No.	Y or N
21	Does the member desire to convert to a Category 1 or 2 CREO rating? Enter Y for Yes or N for No. For non-designated personnel enter Y.	Y or N

ENCORE WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET										
22	If the answer in Block 21 is Y, enter the member's first rating choice, i.e., ET. For non-designated personnel enter First "A" School choice. If the answer in Block 19 is N, enter NA for not applicable.	1st rating Choice or NA										
23	If the answer in Block 21 is Y, enter the member's second rating choice, i.e., ST. For non-designated personnel enter second "A" School choice. If the answer in Block 19 is N, enter NA for not applicable.	2nd rating Choice or NA										
24	If the answer in Block 21 is Y, enter the member's third rating choice, i.e., MT. For non-designated personnel enter Third "A" School choice. If the answer in Block 19 is N, enter NA for not applicable.	3rd rating Choice or NA										
<p>***** BLOCK 24 ENDS TAC RS2 *****</p> <p>DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS3 INFORMATION IN BLOCK 25.</p>												
25	Has the member received an NJP, courts martial or civil conviction? Enter Y for Yes or N for No.	Y or N										
<p>If the answer for this Block is Y, a maximum of 3 NJP, courts martial or civil conviction dates are to be identified in Blocks 26 thru 28.</p>												
26 27 28	If the answer to Block 25 is Y, enter date (YYMM) of most recent conviction in Block 26; second most recent conviction in Block 27; and third most recent conviction in Block 28. If there are no second or third convictions enter NA in Blocks 27 and or 28 as appropriate.	YYMM or NA										
<p>the answer to Block 25 is N, enter NA (not applicable) in Blocks 26, 27 and 28.</p>		If										
29	Does member have a history of substance abuse while on active duty? Enter one of the following codes:	N, A, D, or B										
<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">DEFINITION</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>Member does not have a history of alcohol or drug abuse</td> </tr> <tr> <td>A</td> <td>Member has a history of alcohol abuse</td> </tr> <tr> <td>D</td> <td>Member has a history of drug abuse</td> </tr> <tr> <td>B</td> <td>Member has a history of both alcohol and drug abuse</td> </tr> </tbody> </table>			CODE	DEFINITION	N	Member does not have a history of alcohol or drug abuse	A	Member has a history of alcohol abuse	D	Member has a history of drug abuse	B	Member has a history of both alcohol and drug abuse
CODE	DEFINITION											
N	Member does not have a history of alcohol or drug abuse											
A	Member has a history of alcohol abuse											
D	Member has a history of drug abuse											
B	Member has a history of both alcohol and drug abuse											
<p>If the answer to this Block is A, D or B, a maximum of 3 dates of substance or drug abuse history is to be identified in Blocks 30 thru 32.</p>												

ENCORE WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
30	If the answer to Block 29 is A, D or B, enter date (YYMM) of most recent abuse in Block 30; second most recent abuse in Block 31; and third most recent abuse in Block 32. If there are no second or third abuse incidents, enter NA in Blocks 31 and or 32 as appropriate.	YYMM or If the answer to
31		
32		
	Block 29 is N, enter NA (not applicable) in Blocks 30, 31 and 32.	

33	Has member met all eligibility requirements for a Good Conduct Medal? Enter Y for Yes (if eligible except for time requirements) or N for No.	Y or N
----	-----------------------------------------------------------------------------------------------------------------------------------------------	--------

***** BLOCK 33 ENDS TAC RS3 *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS4, RS5, AND RS6 INFORMATION.

***** PERFORMANCE EVALUATION MARKS *****

Report the member's last three performance evaluations as follows:

- RS4 - Report the member's most recent performance evaluation.
- RS5 - Report the member's second most recent performance evaluation.
- RS6 - Report the member's third most recent performance evaluation.

All three (RS4, RS5, and RS6) TACs must be submitted. In the event the member has no second or third most recent performance evaluation, submit the TAC and use Code B (not available) in each performance evaluation Block.

Performance Evaluation marks must be converted to codes prior to submission as follows:

EVALS DATED PRIOR TO 1 JAN 96
(SEE PAGE 12-9)

EVALS DATED 1 JAN 96 TO PRESENT
(SEE PAGE 12-10)

EVAL MARKS	CODES	EVAL MARKS	CODES
NOB			
	A	5.0	5
4.0	9	4.0	4
3.8	8	3.0	3
3.6	7	2.0	2
3.4	6	1.0	1
3.2	5	NOT OBSERVED	0
3.0	4		
2.8	3		
2.6	2		
2.0	1		
1.0	0		
NOT AVAILABLE	B		

ENCORE WORKSHEET INSTRUCTIONS

ENLISTED PERFORMANCE EVALUATION PRIOR TO 1 JANUARY 1996 CONVERSION CHART.
Complete the Blocks for TACs RS4, RS5, and RS6 per the following chart.

For Performance Trait	Enter appropriate Evaluation Code (0-9, A or B) in Blocks 34-46 as follows:
Military Knowledge and Performance (Item 27 of NAVPERS 1616/24)	34
Rating Knowledge and Performance (Item 28 of NAVPERS 1616/24)	35
Initiative (Item 29 of NAVPERS 1616/24)	36
Reliability (Item 30 of NAVPERS 1616/24)	37
Military Bearing (Item 31 of NAVPERS 1616/24)	38
Personal Behavior (Item 32 of NAVPERS 1616/24)	39
Human Relations Incl Equal Opportunity (Item 33 of NAVPERS 1616/24)	40
Speaking Ability (Item 34 of NAVPERS 1616/24)	41
Writing Ability (Item 35 of NAVPERS 1616/24)	42
Directing (Item 36 of NAVPERS 1616/24)	43
Counseling (Item 37 of NAVPERS 1616/24)	44
Management (Item 38 of NAVPERS 1616/24)	45
Overall Evaluation (Item 39 of NAVPERS 1616/24)	46

ENCORE WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
51	Enter the date (YYMM) of the evaluation entered in Blocks 34 thru 46. This date is item number 17 of NAVPERS 1616/24 or item number 15 of NAVPERS 1616/2 and NAVPERS 1616/26. If no evaluation marks have been assigned, or evaluation is not available, enter the date (YYMM) the worksheet is completed.	YYMM
***** BLOCK 51 ENDS TACs RS4, RS5 AND RS6. *****		
DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS7 REMARKS IN BLOCK 48.		
47	Remarks Record number. This is a number so that remarks can be retained in sequence during computer processing, e.g., remarks with the number 1 will be read first, 2 will be read second, etc. Up to four RS7 TACs can be submitted with each ENCORE request. The appropriate numbers have been entered in the worksheet by EPMAC.	1, 2, 3 or 4
48	Remarks. Use to amplify any information provided in previous TACs. This TAC is mandatory if an N for No is entered in Block 4 (not eligible for reenlistment). Up to four RS7 TACs may be submitted. DO NOT exceed 40 positions of remarks in any one RS7 TAC.	Remarks 40 positions
DO NOT USE ANY PUNCTUATION IN THIS BLOCK.		
* * * BLOCK 48 ENDS TAC RS7 * * *		
THIS COMPLETES THE WORKSHEET FOR A ENCORE REQUEST. TAC RS8 IS NOT TO BE SUBMITTED WITH THE RS1 THROUGH RS7 TACS. TAC RS8 IS SUBMITTED AS A SEPARATE STAND ALONE TAC AND IS USED TO CANCEL A PREVIOUS ENCORE REQUEST.		

ENCORE CANCELLATION WORKSHEET

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET															
1	Transaction Code (TAC).	RS8															
2	Social Security Number (SSN).	9-digit SSN															
3	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)															
49	Enter one of the following cancellation indicator codes: <table style="margin-left: 40px; border: none;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">DEFINITION</th> <th style="text-align: left;"></th> </tr> </thead> <tbody> <tr> <td>M</td> <td>Member requested cancellation.</td> <td>M, O, S</td> </tr> <tr> <td>O</td> <td>Other</td> <td>or</td> </tr> <tr> <td>S</td> <td>Member has decided to separate.</td> <td>I</td> </tr> <tr> <td>I</td> <td>Member is ineligible to reenlist.</td> <td></td> </tr> </tbody> </table>	CODE	DEFINITION		M	Member requested cancellation.	M, O, S	O	Other	or	S	Member has decided to separate.	I	I	Member is ineligible to reenlist.		
CODE	DEFINITION																
M	Member requested cancellation.	M, O, S															
O	Other	or															
S	Member has decided to separate.	I															
I	Member is ineligible to reenlist.																
50	Enter date (YYMMDD) of cancellation request.	YYMMDD															
14	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC															

ENCORE WORKSHEET

This worksheet is to be completed per the instructions contained in this section. Each initial sub RS1 thru RS7 TACs. To cancel, submit the RS8 TAC.

General Reenlistment Information TAC

	1	2	3	4	5	6	7	8	9	10	11	12
Block												
TAC	RS1,	,	,	,	,	,	,	,	,	,	,	,

Member Preference Information TAC

	1	2	3	15	16	17	18	19	20	21	22	23
Block												
TAC	RS2,	,	,	,	,	,	,	,	,	,	,	,

Discipline and Substance Abuse Information TAC

	1	2	3	25	26	27	28	29	30	31	32
Block											
TAC	RS3,	,	,	,	,	,	,	,	,	,	,

Most Recent Performance Evaluation TAC

	1	2	3	34	35	36	37	38	39	40	41	42	43	44	45
Block															
TAC	RS4,	,	,	,	,	,	,	,	,	,	,	,	,	,	,

Second Most Recent Performance Evaluation TAC

	1	2	3	34	35	36	37	38	39	40	41	42	43	44	45
Block															
TAC	RS5,	,	,	,	,	,	,	,	,	,	,	,	,	,	,

ENCORE WORKSHEET (Cont'd)

Third Most Recent Performance Evaluation TAC

Block	1	2	3	34	35	36	37	38	39	40	41	42	43	44	45
TAC	RS6,	,	,	,	,	,	,	,	,	,	,	,	,	,	,

Remarks Information TAC #1

Block	1	2	3	14	47	48
TAC	RS7,	,	,	,	1,	

Remarks Information TAC #2

Block	1	2	3	14	47	48
TAC	RS7,	,	,	,	2,	

Remarks Information TAC #3

Block	1	2	3	14	47	48
TAC	RS7,	,	,	,	3,	

Remarks Information TAC #4

Block	1	2	3	14	47	48
TAC	RS7,	,	,	,	4,	

Cancel ENCORE Request TAC

Block	1	2	3	49	50	14
TAC	RS8,	,	,	,	,	/

OFFICER AND ENLISTED VSI AND SSB WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
1	Transaction Code (TAC). Appropriate TACS (RS1, RS2, RS3, RS4, RS5, RS6, RS7, and RS8) have been entered in the worksheet by EPMAC.	RS1 thru RS8
2	Social Security Number (SSN).	9-digit SSN
3	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)
4	For officers electing VSI enter I, for officers electing SSB enter B. For enlisted members electing VSI enter V, for enlisted members electing SSB enter S.	I, B, V or S
5	2 has been entered in the worksheet by EPMAC.	2
6	For officers N has been entered in the worksheet by EPMAC. For enlisted - did the member Pass but not Advance (PNA) the last Navy-wide Advancement Examination? Enter Y for Yes or N for No. (Use N for those members who were selected for advancement, failed the exam, or did not take the exam.)	Y or N
7	For officers enter Y if the officer has signified that he or she selects to resign their commission. For enlisted - did the member's latest performance evaluation recommend advancement? Enter Y for Yes or N for No.	Y or N

OFFICER AND ENLISTED VSI AND SSB WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
8	For officers enter Y if officer is willing to accept a Reserve Appointment. For enlisted N has been entered in the worksheet by EPMAC.	Y or N
9	NA has been entered in the worksheet by EPMAC.	NA
10	N has been entered in the worksheet by EPMAC.	N
11	NA has been entered in the worksheet by EPMAC.	NA
12	For officers N has been entered in the worksheet by EPMAC. For enlisted enter N if not on an SRB reenlistment or Y if on an SRB reenlistment.	Y or N
13	Enter the date (YYMMDD) the worksheet is completed.	YYMMDD
14	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC
***** BLOCK 14 ENDS TAC RS1 *****		
<p>IF YOU ARE PROCESSING AN OFFICER REQUEST PROCEED TO THE RS7 TRANSACTION.</p> <p>DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS2 INFORMATION IN BLOCK 15.</p>		
15	Is the member USNR? (Verify using Enlistment Contract.) Enter Y for Yes or N for No.	Y or N
16	Is the member an Active Mariner or 2-YO? (Verify using Enlistment Contract.) Enter Y for Yes or N for No.	Y or N
17	Enter latest Physical Readiness Test (PRT) and information related to Height/Weight or Body Fat standards data from OPNAV 6110/2. (Example: Passed PRT and Body Measurement is Within Standards must be entered as PWS. Do not use slashes (/) when reporting this data.	3-position PRT data
18	Is the member a TAR? (Verify using Enlistment Contract.) Enter Y for Yes or N for No.	Y or N

OFFICER AND ENLISTED VSI AND SSB WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET										
19	N has been entered in the worksheet by EPMAC.	N										
20	N has been entered in the worksheet by EPMAC.	N										
21	N has been entered in the worksheet by EPMAC.	N										
22	NA has been entered in the worksheet by EPMAC.	NA										
23	NA has been entered in the worksheet by EPMAC.	NA										
24	NA has been entered in the worksheet by EPMAC.	NA										
***** BLOCK 24 ENDS TAC RS2 *****												
<p>DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS3 INFORMATION IN BLOCK 25.</p>												
25	N has been entered in the worksheet by EPMAC.	N										
26	NA has been entered in the worksheet by EPMAC.	NA										
27	NA has been entered in the worksheet by EPMAC.	NA										
28	NA has been entered in the worksheet by EPMAC.	NA										
29	Does member have a history of substance abuse while on active duty? Enter one of the following codes:	N, A, D, or B										
	<table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">CODE</td> <td>DEFINITION</td> </tr> <tr> <td>N</td> <td>Member does not have a history of alcohol or drug abuse</td> </tr> <tr> <td>A</td> <td>Member has a history of alcohol abuse</td> </tr> <tr> <td>D</td> <td>Member has a history of drug abuse</td> </tr> <tr> <td>B</td> <td>Member has a history of both alcohol and drug abuse</td> </tr> </table> <p>If the answer to this Block is A, D or B, a maximum of 3 dates of substance or drug abuse history is to be identified in Blocks 30 thru 32.</p>	CODE	DEFINITION	N	Member does not have a history of alcohol or drug abuse	A	Member has a history of alcohol abuse	D	Member has a history of drug abuse	B	Member has a history of both alcohol and drug abuse	
CODE	DEFINITION											
N	Member does not have a history of alcohol or drug abuse											
A	Member has a history of alcohol abuse											
D	Member has a history of drug abuse											
B	Member has a history of both alcohol and drug abuse											
30	If the answer to Block 29 is A, D or B, enter date (YYMM) of most recent abuse in Block 30; second most recent abuse in Block 31; and third most recent abuse in Block 32. If there are no second or third abuse incidents, enter NA in Blocks 31 and or 32 as appropriate.	YYMM										
31		or										
32		NA										
	If the answer to Block 29 is N, enter NA (not applicable) in Blocks 30, 31 and 32.											
33	Has member met all eligibility requirements for a Good Conduct Medal? Enter Y for Yes (if eligible except for time requirements) or N for No.	Y or N										

OFFICER AND ENLISTED VSI AND SSB WORKSHEET INSTRUCTIONS

***** BLOCK 33 ENDS TAC RS3 *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS4, RS5, AND RS6 INFORMATION.

***** PERFORMANCE EVALUATION MARKS *****

Report the member's last three performance evaluations as follows:

- RS4 - Report the member's most recent performance evaluation.
- RS5 - Report the member's second most recent performance evaluation.
- RS6 - Report the member's third most recent performance evaluation.

All three (RS4, RS5, and RS6) TACs must be submitted. In the event the member has no second or third most recent performance evaluation, submit the TAC and use Code B (not available) in each performance evaluation Block.

Performance Evaluation marks must be converted to codes prior to submission as follows:

EVALS DATED PRIOR TO 1 JAN 96
(SEE PAGE 12-19)

EVALS DATED 1 JAN 96 TO PRESENT
(SEE PAGE 12-20)

EVAL MARKS	CODES	EVAL MARKS	CODES
NOB			
	A	5.0	5
4.0	9	4.0	4
3.8	8	3.0	3
3.6	7	2.0	2
3.4	6	1.0	1
3.2	5	NOT OBSERVED	0
3.0	4		
2.8	3		
2.6	2		
2.0	1		
1.0	0		
NOT AVAILABLE	B		

OFFICER AND ENLISTED VSI AND SSB WORKSHEET INSTRUCTIONS

ENLISTED PERFORMANCE EVALUATION 1 JANUARY 1996 TO PRESENT CONVERSION CHART.
Complete the Blocks for TACs RS4, RS5, and RS6 per the following chart.

For Performance Trait	Enter appropriate Evaluation Code (0-5, B) in Blocks 34-46 as follows:
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E1 - E6	DMRS BLOCK #
Professional Knowledge (Item 33 of NAVPERS 1616/26 (7-95))	34
Quality of Work (Item 34 of NAVPERS 1616/26 (7-95))	35
Equal Opportunity (Item 35 of NAVPERS 1616/26 (7-95))	36
Military Bearing/Character (Item 36 of NAVPERS 1616/26 (7-95))	37
Personal Job Accomplishment/Initiative (Item 37 of NAVPERS 1616/26 (7-95))	38
Teamwork (Item 38 of NAVPERS 1616/26 (7-95))	39
Leadership (Item 39 of NAVPERS 1616/26 (7-95))	40
Report the letter B	41-46
E7 - E9	DMRS BLOCK #
Professional Expertise (Item 33 of NAVPERS 1610/2 (7-95))	34
Equal Opportunity (Item 34 of NAVPERS 1610/2 (7-95))	35
Military Bearing/Character (Item 35 of NAVPERS 1610/2 (7-95))	36
Teamwork (Item 36 of NAVPERS 1610/2 (7-95))	37
Mission Accomplishment and Initiative (Item 37 of NAVPERS 1610/2 (7-95))	38
Leadership (Item 38 of NAVPERS 1610/2 (7-95))	39
Report the letter B	40-46

OFFICER AND ENLISTED VSI AND SSB WORKSHEET INSTRUCTIONS

	CODE TO	
BLOCK	INFORMATION TO BE REPORTED	ENTER IN WORKSHEET

51	Enter the date (YYMM) of the evaluation entered in Blocks 34 thru 46. This date is item number 17 of NAVPERS 1616/24 or item number 15 of NAVPERS 1616/2 and NAVPERS 1616/26. If no evaluation marks have been assigned, or evaluation is not available, enter the date (YYMM) the worksheet is completed.	YYMM
----	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------

***** BLOCK 51 ENDS TACs RS4, RS5 AND RS6. *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS7 REMARKS IN BLOCK 48.

47	Remarks Record number. This is a number so that remarks can be retained in sequence during computer processing, e.g., remarks with the number 1 will be read first, 2 will be read second, etc. Up to four RS7 TACs can be submitted with each VSI or SSB request. The appropriate numbers have been entered in the worksheet by EPMAC.	1, 2, 3 or 4
----	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

48	For VSI or SSB enter VSI or SSB and YES or NO for CO's recommendation and any other comments. If recommendation is NO, explain. Remarks. Use to amplify any information provided in previous TACs. Up to four RS7 TACs may be submitted. DO NOT exceed 40 positions of remarks in any one RS7 TAC.	Remarks 40 Positions
----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------

DO NOT USE ANY PUNCTUATION IN THIS BLOCK.

* * * BLOCK 48 ENDS TAC RS7 * * *

THIS COMPLETES THE WORKSHEET FOR A VSI OR SSB REQUEST. TAC RS8 IS NOT TO BE SUBMITTED WITH THE RS1 THROUGH RS7 TACS. TAC RS8 IS SUBMITTED AS A SEPARATE STAND ALONE TAC AND IS ONLY USED TO CANCEL A PREVIOUS REQUEST.

OFFICER AND ENLISTED VSI AND SSB CANCELLATION

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET								
1	Transaction Code (TAC).	RS8								
2	Social Security Number (SSN).	9-digit SSN								
3	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)								
49	Enter one of the following cancellation indicator codes: <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">CODE</td> <td>DEFINITION</td> <td></td> </tr> <tr> <td style="padding-right: 20px;">M</td> <td>Member requested cancellation.</td> <td rowspan="2" style="vertical-align: middle;">M or O</td> </tr> <tr> <td style="padding-right: 20px;">O</td> <td>Other</td> </tr> </table>	CODE	DEFINITION		M	Member requested cancellation.	M or O	O	Other	
CODE	DEFINITION									
M	Member requested cancellation.	M or O								
O	Other									
50	Enter date (YYMMDD) of cancellation request.	YYMMDD								
14	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC								

OFFICER VSI AND SSB WORKSHEET

This worksheet is to be completed per the instructions contained in this section. Each initial submission RS1 TAC and at least one RS7 TAC.

Basic Officer VSI and SSB Information TAC

Block	1	2	3	4	5	6	7	8	9	10	11	12	
TAC	RS1,	,	,	,	2,	N,	,	,	NA,	N,	NA,	N,	

Remarks Information TAC #1

Block	1	2	3	14	47	48						
TAC	RS7,	,	,	,	1,							

Remarks Information TAC #2

Block	1	2	3	14	47	48						
TAC	RS7,	,	,	,	2,							

Remarks Information TAC #3

Block	1	2	3	14	47	48						
TAC	RS7,	,	,	,	3,							

Remarks Information TAC #4

Block	1	2	3	14	47	48						
TAC	RS7,	,	,	,	4,							

Cancel Officer VSI and SSB Request TAC

DO NOT submit the following RS8 TAC to cancel VSI or SSB request while pending BUPERS decision or after the request has been approved. Cancellation of a request after it has been approved by BUPERS or while it is pending approval must be submitted in a **narrative message**

lock	1	2	3	49	50	14
------	---	---	---	----	----	----

AC	RS8,	,	,	,	,	/
----	------	---	---	---	---	---

ENLISTED VSI AND SSB WORKSHEET

This worksheet is to be completed per the instructions contained in this section. Each initial submission RS1 thru RS7 TACs.

Basic Information TAC

Block	1	2	3	4	5	6	7	8	9	10	11	12
AC	RS1,	,	,	,	2,	,	,	N,	NA,	N,	NA,	,

Basic Information TAC

Block	1	2	3	15	16	17	18	19	20	21	22	23
AC	RS2,	,	,	,	,	,	,	N,	N,	N,	NA,	NA,

Substance Abuse Information TAC

Block	1	2	3	25	26	27	28	29	30	31
AC	RS3,	,	,	N,	NA,	NA,	NA,	,	,	,

Most Recent Performance Evaluation TAC

Block	1	2	3	34	35	36	37	38	39	40	41	42	43	44
AC	RS4,	,	,	,	,	,	,	,	,	,	,	,	,	,

Second Most Recent Performance Evaluation TAC

Block	1	2	3	34	35	36	37	38	39	40	41	42	43	44
-------	---	---	---	----	----	----	----	----	----	----	----	----	----	----

					14
					/

12-25

OFFICER AND ENLISTED VOLUNTARY EARLY RETIREMENT WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
	Transaction Code (TAC). Appropriate TACS (RS1, RS2, RS3, RS4, RS5, RS6, RS7, and RS8) have been entered in the worksheet by EPMAC.	RS1 thru RS8
	Social Security Number (SSN). 9-digit	SSN
	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)
	For officer Early Retirement Request enter R. For enlisted Early Retirement Request enter E. R or E The appropriate code has been entered in the worksheet by EPMAC.	
	2 has been entered in the worksheet by EPMAC. 2	
	Enter Y for Yes or N for No if the member has started retirement physical.	Y or N
	For officers enter Y for Yes or N for No to signify if officer has read SECNAVINST 5370.2. or N For enlisted enter Y for Yes or N for No to signify if enlisted member is eligible for advancement.	
	Enter Y for Yes or N for No to signify if contact relief is required.	Y or N
	NA has been entered in the worksheet by EPMAC.	NA
	Enter Y for Yes or N for N to signify if member has completed required time for Early Retirement.	Y or N
	Enter requested Early Retirement date (YYMMDD). YYMMDD For officers this must be the FIRST day of the month, i.e., 960501 For enlisted this must be the LAST day of the month, i.e., 960531	6-position date of requested retirement

**OFFICER AND ENLISTED VOLUNTARY EARLY RETIREMENT
WORKSHEET INSTRUCTIONS**

LOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
2	For officer N has been entered in the worksheet by EPMAC. For enlisted enter N if not on an SRB reenlistment or Y if on an SRB reenlistment.	Y or N
3	Enter the date (YYMMDD) the worksheet is completed.	YYMMDD
4	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC
***** BLOCK 14 ENDS TAC RS1 *****		
DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS2 INFORMATION IN BLOCK 15.		
5	Is the member USNR? (Verify using Enlistment Contract for enlisted or Officer Appointment Acceptance and Oath of Office (NAVCRUIT 1000/20) for officers.) Enter Y for Yes or N for No.	Y or N
6	For officer N has been entered in the worksheet by EPMAC. For enlisted enter Y for Yes or N for No to signify if the member's EAOS is before the requested retirement date and member has executed an extension of enlistment.	Y or N
7	Enter latest Physical Readiness Test (PRT) and information related to Height/Weight or Body Fat standards data from OPNAV 6110/2. (Example: Passed PRT and Body Measurement is Within Standards must be entered as PWS. Do not use slashes (/) when reporting this data.	3-position PRT data
8	Is the member a TAR? (Verify using Enlistment Contract for enlisted or NAVCRUIT 1000/20 for officers.) Enter Y for Yes or N for No.	Y or N
9	N has been entered in the worksheet by EPMAC.	N
0	N has been entered in the worksheet by EPMAC. N	

**OFFICER AND ENLISTED VOLUNTARY EARLY RETIREMENT
WORKSHEET INSTRUCTIONS**

LOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
1	For officer N has been entered in the worksheet by EPMAC. For enlisted enter Y for Yes or N for No to signify if member request review of records for consideration of entitlement to benefits of extraordinary heroism.	Y or N
2	Enter number of days leave requested in three-digits, i.e., 030. If member does not intend to take any leave enter three zero's, i.e., 000.	Number days leave
3	Enter number of days Permissive TDY requested in three-digits, i.e., 020. If member does not intend to take any Permissive TDY enter three zero's, i.e., 000.	Number days TDY
4	NA has been entered in the worksheet by EPMAC.	NA

***** BLOCK 24 ENDS TAC RS2 *****

IF YOU ARE PROCESSING AN OFFICER REQUEST PROCEED TO THE RS7 TRANSACTION. DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS3 INFORMATION IN BLOCK 25.

5	Enter Y for Yes or N for No to signify if member has Disciplinary Action Pending.	Y or N
6	If Y was reported in Block 25 enter date (YYMM) of alleged occurrence. If N was reported enter NA.	YYMM or NA
7	NA has been entered in the worksheet by EPMAC.	NA
8	NA has been entered in the worksheet by EPMAC.	NA
9	Does member have a history of substance abuse while on active duty? Enter one of the following codes:	N, A, D, or B

CODE DEFINITION

N	Member does not have a history of alcohol or drug abuse
A	Member has a history of alcohol abuse
D	Member has a history of drug abuse
B	Member has a history of both alcohol and drug abuse

the answer to this Block is A, D or B, a maximum of 3 dates of substance or drug abuse history to be identified in Blocks 30 thru 32.

OFFICER AND ENLISTED VOLUNTARY EARLY RETIREMENT WORKSHEET INSTRUCTIONS

LOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
0	If the answer to Block 29 is A, D or B, enter date (YYMM) of most recent abuse in Block 30; second most recent abuse in Block 31; and third most recent abuse in Block 32. If there are no second or third abuse incidents, enter NA in Blocks 31 and or 32 as appropriate.	YYMM or NA
	If the answer to Block 29 is N, enter NA (not applicable) in Blocks 30, 31 and 32.	
3	Has member met all eligibility requirements for a Good Conduct Medal? Enter Y for Yes (if eligible except for time requirements) or N for No.	Y or N

***** BLOCK 33 ENDS TAC RS3 *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS4, RS5, AND RS6 INFORMATION.

***** PERFORMANCE EVALUATION MARKS *****

Report the member's last three performance evaluations as follows:

- RS4 - Report the member's most recent performance evaluation.
- RS5 - Report the member's second most recent performance evaluation.
- RS6 - Report the member's third most recent performance evaluation.

All three (RS4, RS5, and RS6) TACs must be submitted. In the event the member has no second or third most recent performance evaluation, submit the TAC and use Code B (not available) in each performance evaluation Block.

Performance Evaluation marks must be converted to codes prior to submission as follows:

VALUES DATED PRIOR TO 1 JAN 96
(SEE PAGE 12-30)

EVALS DATED 1 JAN 96 TO PRESENT
(SEE PAGE 12-31)

EVAL MARKS	CODES
NOB	
A	
4.0	9
3.8	8
3.6	7
3.4	6
3.2	5
3.0	4
2.8	3
2.6	2
2.0	1
1.0	0
NOT AVAILABLE	B

EVAL MARKS	CODES
5.0	5
4.0	4
3.0	3
2.0	2
1.0	1
NOT OBSERVED	0

**OFFICER AND ENLISTED VOLUNTARY EARLY RETIREMENT
WORKSHEET INSTRUCTIONS**

PERFORMANCE EVALUATION PRIOR TO 1 JANUARY 1996 CONVERSION CHART.
Complete the Blocks for TACs RS4, RS5, and RS6 per the following chart.

For each Performance Trait Enter appropriate Evaluation Code
(0-9, A or B) in Blocks 34-46 as follows:

Military Knowledge and Performance (Item 27 of NAVPERS 1616/24)	34
Operating Knowledge and Performance (Item 28 of NAVPERS 1616/24)	35
Initiative (Item 29 of NAVPERS 1616/24)	36
Reliability (Item 30 of NAVPERS 1616/24)	37
Military Bearing (Item 31 of NAVPERS 1616/24)	38
Personal Behavior (Item 32 of NAVPERS 1616/24)	39
Human Relations Incl Equal Opportunity (Item 33 of NAVPERS 1616/24)	40
Speaking Ability (Item 34 of NAVPERS 1616/24)	41
Writing Ability (Item 35 of NAVPERS 1616/24)	42
Directing (Item 36 of NAVPERS 1616/24)	43
Counseling (Item 37 of NAVPERS 1616/24)	44
Management (Item 38 of NAVPERS 1616/24)	45
Overall Evaluation (Item 39 of NAVPERS 1616/24)	46

OFFICER AND ENLISTED VOLUNTARY EARLY RETIREMENT WORKSHEET INSTRUCTIONS

ENLISTED PERFORMANCE EVALUATION 1 JANUARY TO PRESENT CONVERSION CHART.
Complete the Blocks for TACs RS4, RS5, and RS6 per the following chart.

For Performance Trait Enter appropriate Evaluation Code
(0-5, B) in Blocks 34-46 as follows:

1 - E6	DMRS BLOCK #
Professional Knowledge Item 33 of NAVPERS 1616/26 (7-95)	34
Quality of Work Item 34 of NAVPERS 1616/26 (7-95)	35
Equal Opportunity Item 35 of NAVPERS 1616/26 (7-95)	36
Military Bearing/Character Item 36 of NAVPERS 1616/26 (7-95)	37
Personal Job Accomplishment/Initiative Item 37 of NAVPERS 1616/26 (7-95)	38
Teamwork Item 38 of NAVPERS 1616/26 (7-95)	39
Leadership Item 39 of NAVPERS 1616/26 (7-95)	40
Report the letter B	41-46

7 - E9	DMRS BLOCK #
Professional Expertise Item 33 of NAVPERS 1610/2 (7-95)	34
Equal Opportunity Item 34 of NAVPERS 1610/2 (7-95)	35
Military Bearing/Character Item 35 of NAVPERS 1610/2 (7-95)	36
Teamwork Item 36 of NAVPERS 1610/2 (7-95)	37
Mission Accomplishment and Initiative Item 37 of NAVPERS 1610/2 (7-95)	38
Leadership Item 38 of NAVPERS 1610/2 (7-95)	39
Report the letter B	40-46

OFFICER AND ENLISTED VOLUNTARY EARLY RETIREMENT WORKSHEET INSTRUCTIONS

LOCK	CODE TO ENTER IN INFORMATION TO BE REPORTED	WORKSHEET
------	---------------------------------------------------	-----------

- 1 Enter the date (YYMM) of the evaluation entered in Blocks 34 thru 46. This date is item number 17 of NAVPERS 1616/24 or item 15 of NAVPERS 1616/2 and NAVPERS 1616/26. If no evaluation marks have been assigned, or evaluation is not available, enter the date (YYMM) the worksheet is completed.
- YYMM
-

***** BLOCK 51 ENDS TACs RS4, RS5 AND RS6 *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS7 REMARKS IN BLOCK 48.

- 7 Remarks Record number. This is a number so that remarks can be retained in sequence during computer processing, e.g., remarks with the number 1 will be read first, 2 will be read second, etc. Up to four RS7 TACs can be submitted with each Voluntary Retirement request. The appropriate numbers have been entered in the worksheet by EPMAC.
- 1, 2, 3,
or 4
-

- 8 For officer Early Retirement Request enter ER YES if CO favorably endorses request. Enter ER NO if CO unfavorably endorses request. CO's comments may follow this entry.
- Remarks
40 Positions

For enlisted Early Retirement Request enter ER YES if CO approves retirement request. Enter ER NO if CO disapproves retirement request. CO's comments may follow this entry.

Remarks. Use to amplify any information provided in previous TACs. Up to four RS7 TACs may be submitted. DO NOT exceed 40 positions of remarks in any one RS7 TAC.

DO NOT USE ANY PUNCTUATION IN THIS BLOCK.

*** BLOCK 48 ENDS TAC RS7 ***

THIS COMPLETES THE WORKSHEET FOR A VOLUNTARY EARLY RETIREMENT REQUEST. TAC RS8 IS NOT TO BE SUBMITTED WITH THE RS1 THROUGH RS7 TACS. TAC RS8 IS SUBMITTED AS A SEPARATE STAND ALONE TAC AND IS ONLY USED TO CANCEL A PREVIOUS REQUEST.

OFFICER AND ENLISTED VOLUNTARY EARLY RETIREMENT CANCELLATION

LOCK	CODE TO ENTER IN INFORMATION TO BE REPORTED	WORKSHEET									
	Transaction Code (TAC).	RS8									
	Social Security Number (SSN). SSN	9-digit									
	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)									
9	Enter one of the following cancellation indicator codes: <table style="margin-left: 40px;"><thead><tr><th style="text-align: left;">CODE</th><th style="text-align: left;">DEFINITION</th><th></th></tr></thead><tbody><tr><td style="text-align: center;">M</td><td>Member requested cancellation.</td><td style="text-align: right;">M or O</td></tr><tr><td style="text-align: center;">O</td><td>Other</td><td></td></tr></tbody></table>	CODE	DEFINITION		M	Member requested cancellation.	M or O	O	Other		
CODE	DEFINITION										
M	Member requested cancellation.	M or O									
O	Other										
0	Enter date (YYMMDD) of cancellation request.	YYMMDD									
4	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC									

OFFICER VOLUNTARY EARLY RETIREMENT PROGRAM WORKSHEET

This worksheet is to be completed per the instructions contained in this section. Each initial submit the RS1, RS2 and RS7 TACs.

General Information TAC

1	2	3	4	5	6	7	8	9	10	11	12	13	14
RS1,	,	,	R,	2,	,	,	,	NA,	,	,	N,	,	

Leave Enroute Information TAC

1	2	3	15	16	17	18	19	20	21	22	23	24	14
RS2,	,	,	,	N,	,	,	N,	N,	N,	,	,	NA,	

Remarks Information TAC #1

1	2	3	14	47	48
RS7,	,	,	,	1,	

Remarks Information TAC #2

1	2	3	14	47	48
RS7,	,	,	,	2,	

Remarks Information TAC #3

1	2	3	14	47	48

RS7,	,	,	,	3,	
------	---	---	---	----	--

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OFFICER VOLUNTARY EARLY RETIREMENT PROGRAM WORKSHEET

Remarks Information TAC #4

1	2	3	14	17	48
RS7,	,	,	,	4,	

Cancel Officer Voluntary Early Retirement Request TAC

DO NOT submit the following RS8 TAC to cancel Voluntary Early Retirement request while pending BUPERS decision or after the request is approved by BUPERS. Cancellation of a request after it has been approved by BUPERS or while it is pending approval must be submitted in a request for cancellation.

1	2	3	49	50	14
RS8,	,	,	,	,	/

ENLISTED VOLUNTARY EARLY RETIREMENT PROGRAM WORKSHEET

This worksheet is to be completed per the instructions contained in this section. Each initial submit the RS1 thru RS7 TACs.

General Information TAC

1	2	3	4	5	6	7	8	9	10	11	12	13	14
RS1,	,	,	E,	2,	,	,	,	NA,	,	,	,	,	

Leave Enroute Information TAC

1	2	3	15	16	17	18	19	20	21	22	23	24	14
RS2,	,	,	,	,	,	,	N,	N,	,	,	,	NA	

Discipline and Substance Abuse Information TAC

1	2	3	25	26	27	28	29	30	31	32	33	14
RS3,	,	,	,	,	NA,	NA,	,	,	,	,	,	

Most Recent Performance Evaluation TAC

1	2	3	34	35	36	37	38	39	40	41	42	43	44	45	46	51	14
RS4,																	

Second Most Recent Performance Evaluation TAC

1	2	3	34	35	36	37	38	39	40	41	42	43	44	45	46	51	1

RS5,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,
------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

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ENLISTED VOLUNTARY EARLY RETIREMENT PROGRAM WORKSHEET

Third Most Recent Performance Evaluation TAC

1	2	3	34	35	36	37	38	39	40	41	42	43	44	45	46	51
RS6,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,

Remarks Information TAC #1

1	2	3	14	47	48
RS7,	,	,	,	1,	/

Remarks Information TAC #2

1	2	3	14	47	48
RS7,	,	,	,	2,	/

Remarks Information TAC #3

1	2	3	14	47	48
RS7,	,	,	,	3,	/

Remarks Information TAC #4

1	2	3	14	47	48
RS7,	,	,	,	4,	/

Cancel Enlisted Voluntary Retirement Request TAC

O NOT submit the following RS8 TAC to cancel a Careerist Conversion request while pending BUPERS decision or after the request has been approved after it has been approved by BUPERS or while it is pending approval must be submitted in a **narrative message format**.

1	2	3	49	50	14
RS8,	,	,	,	,	/

CAREERIST CONVERSION WORKSHEET INSTRUCTIONS

LOCK	ENTER IN INFORMATION TO BE REPORTED	CODE TO WORKSHEET
	Transaction Code (TAC). Appropriate TACS (RS1, RS2, RS3, RS4, RS5, RS6, RS7, and RS8) have been entered in the worksheet by EPMAC.	RS1 thru RS8
	Social Security Number (SSN). SSN	9-digit
	Name. Enter the first 5-positions of the member's last name. positions)	Last name (1st 5
	C has been entered in the worksheet by EPMAC.	C
	2 has been entered in the worksheet by EPMAC.	2
	Did the member Pass but not Advance (PNA) the last Navy-wide Advancement Examination? Enter Y for Yes or N for No. (Use N for those members who were selected for advancement, failed the exam, or did not take the exam.)	Y or N
	Does the member's latest performance evaluation recommend advancement? Enter Y for Yes or N for No.	Y or N
	N has been entered in the worksheet by EPMAC.	N
	NA has been entered in the worksheet by EPMAC.	NA
0	N has been entered in the worksheet by EPMAC.	N
1	NA has been entered in the worksheet by EPMAC.	NA
2	Is the member eligible for SRB? Enter Y for Yes or N for No.	Y or N
3	Enter the date (YYMMDD) the worksheet is completed.	YYMMDD
4	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC

***** BLOCK 14 ENDS TAC RS1 *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS2 INFORMATION IN BLOCK 15.

CAREERIST CONVERSION WORKSHEET INSTRUCTIONS

LOCK	ENTER IN INFORMATION TO BE REPORTED	CODE TO WORKSHEET
5	Is the member USNR? (Verify using Enlistment Contract.) Enter Y for Yes or N for No.	Y or N
6	Is the member an Active Mariner or 2-YO? (Verify using Enlistment Contract.) Enter Y for Yes or N for No.	Y or N
7	Enter latest Physical Readiness Test (PRT) and information related to Height/Weight or Body Fat standards data from OPNAV 6110/2. (Example: Passed PRT and Body Measurement is Within Standards must be entered as PWS. Do not use slashes (/) when reporting this data	3-position PRT data
8	N has been entered in the worksheet by EPMAC.	N
9	N has been entered in the worksheet by EPMAC.	N
0	N has been entered in the worksheet by EPMAC.	N
1	Does the member desire to convert to a Category 1 or 2 CREO rating? Enter Y for Yes or N for No.	Y or N
2	If the answer in Block 21 is Y, enter the member's first rating choice, i.e., ET.	1st rating Choice
3	If the answer in Block 21 is Y, enter the member's second rating choice, i.e., ST. NA	2nd rating Choice or NA
4	If the answer in Block 21 is Y, enter the member's third rating choice, i.e., MT.	3rd rating Choice or NA

***** BLOCK 24 ENDS TAC RS2 *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC
PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL
IN THE TAC RS3 INFORMATION IN BLOCK 25.

CAREERIST CONVERSION WORKSHEET INSTRUCTIONS

LOCK	CODE TO ENTER IN INFORMATION TO BE REPORTED	WORKSHEET										
5	<p>Has the member received an NJP, courts martial or civil conviction? Enter Y for Yes or N for No.</p> <p>If the answer for this Block is Y, a maximum of 3 NJP, courts martial or civil conviction dates are to be identified in Blocks 26 thru 28.</p>	Y or N										
6 7 8	<p>If the answer to Block 25 is Y, enter date (YYMM) of most recent conviction in Block 26; second most recent conviction in Block 27; and third most recent conviction in Block 28. If there are no second or third convictions enter NA in Blocks 27 and or 28 as appropriate.</p> <p>If the answer to Block 25 is N, enter NA (not applicable) in Blocks 26, 27 and 28.</p>	YYMM or NA										
9	<p>Does member have a history of substance abuse while on active duty? Enter one of the following codes:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">DEFINITION</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>Member does not have a history of alcohol or drug abuse</td> </tr> <tr> <td>A</td> <td>Member has a history of alcohol abuse</td> </tr> <tr> <td>D</td> <td>Member has a history of drug abuse</td> </tr> <tr> <td>B</td> <td>Member has a history of both alcohol and drug abuse</td> </tr> </tbody> </table> <p>the answer to this Block is A, D or B, a maximum of 3 dates of substance or drug abuse history is to be identified in Blocks 30 thru 32.</p>	CODE	DEFINITION	N	Member does not have a history of alcohol or drug abuse	A	Member has a history of alcohol abuse	D	Member has a history of drug abuse	B	Member has a history of both alcohol and drug abuse	N, A, D, or B
CODE	DEFINITION											
N	Member does not have a history of alcohol or drug abuse											
A	Member has a history of alcohol abuse											
D	Member has a history of drug abuse											
B	Member has a history of both alcohol and drug abuse											
0 1 2	<p>If the answer to Block 29 is A, D or B, enter date (YYMM) of most recent abuse in Block 30; second most recent abuse in Block 31; and third most recent abuse in Block 32. If there are no second or third abuse incidents, enter NA in Blocks 31 and or 32 as appropriate.</p> <p>If the answer to Block 29 is N, enter NA (not applicable) in Blocks 30, 31 and 32.</p>	YYMM or NA										
3	<p>Has member met all eligibility requirements for a Good Conduct Medal? Enter Y for Yes (if eligible except for time requirements) or N for No.</p>	Y or N										

***** BLOCK 33 ENDS TAC RS3 *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS4, RS5, AND RS6 INFORMATION.

CAREERIST CONVERSION WORKSHEET INSTRUCTIONS

***** PERFORMANCE EVALUATION MARKS *****

Report the member's last three performance evaluations as follows:

RS4 - Report the member's most recent performance evaluation.

RS5 - Report the member's second most recent performance evaluation.

RS6 - Report the member's third most recent performance evaluation.

All three (RS4, RS5, and RS6) TACs must be submitted. In the event the member has no second or third most recent performance evaluation, submit the TAC and use Code B (not available) in each performance evaluation Block.

Performance Evaluation marks must be converted to codes prior to submission as follows:

VALS DATED PRIOR TO 1 JAN 96 EVALS DATED 1 JAN 96 TO PRESENT
(SEE PAGE 12-42) (SEE PAGE 12-43)

EVAL MARKS	CODES	EVAL MARKS	CODES
NOB	A	5.0	5
4.0	9	4.0	4
3.8	8	3.0	3
3.6	7	2.0	2
3.4	6	1.0	1
3.2	5	NOT OBSERVED	0
3.0	4		
2.8	3		
2.6	2		
2.0	1		
1.0	0		
NOT AVAILABLE	B		

CAREERIST CONVERSION WORKSHEET

INSTRUCTIONS

UNLISTED PERFORMANCE EVALUATION PRIOR TO 1 JANUARY 1996 CONVERSION CHART.
Complete the Blocks for TACs RS4, RS5, and RS6 per the following chart.

For Performance Trait Enter appropriate Evaluation Code
(0-9, A or B) in Blocks 34-46 as follows:

Military Knowledge and Performance (Item 27 of NAVPERS 1616/24)	34
Operating Knowledge and Performance (Item 28 of NAVPERS 1616/24)	35
Initiative (Item 29 of NAVPERS 1616/24)	36
Reliability (Item 30 of NAVPERS 1616/24)	37
Military Bearing (Item 31 of NAVPERS 1616/24)	38
Personal Behavior (Item 32 of NAVPERS 1616/24)	39
Human Relations Incl Equal Opportunity (Item 33 of NAVPERS 1616/24)	40
Speaking Ability (Item 34 of NAVPERS 1616/24)	41
Writing Ability (Item 35 of NAVPERS 1616/24)	42
Directing (Item 36 of NAVPERS 1616/24)	43
Counseling (Item 37 of NAVPERS 1616/24)	44
Management (Item 38 of NAVPERS 1616/24)	45
Overall Evaluation (Item 39 of NAVPERS 1616/24)	46

CAREERIST CONVERSION WORKSHEET

INSTRUCTIONS

UNLISTED PERFORMANCE EVALUATION 1 JANUARY 1996 TO PRESENT CONVERSION CHART.
Complete the Blocks for TACs RS4, RS5, and RS6 per the following chart.

For each Performance Trait Enter appropriate Evaluation Code
(0-5, B) in Blocks 34-46 as follows:

E1 - E6 **DMRS BLOCK #**

Professional Knowledge Item 33 of NAVPERS 1616/26 (7-95))	34
Quality of Work Item 34 of NAVPERS 1616/26 (7-95))	35
Equal Opportunity Item 35 of NAVPERS 1616/26 (7-95))	36
Military Bearing/Character Item 36 of NAVPERS 1616/26 (7-95))	37
Personal Job Accomplishment/Initiative Item 37 of NAVPERS 1616/26 (7-95))	38
Teamwork Item 38 of NAVPERS 1616/26 (7-95))	39
Leadership Item 39 of NAVPERS 1616/26 (7-95))	40
Report the letter B	41-46

E7 - E9 **DMRS BLOCK #**

Professional Expertise Item 33 of NAVPERS 1610/2 (7-95))	34
Equal Opportunity Item 34 of NAVPERS 1610/2 (7-95))	35
Military Bearing/Character Item 35 of NAVPERS 1610/2 (7-95))	36
Teamwork Item 36 of NAVPERS 1610/2 (7-95))	37
Mission Accomplishment and Initiative Item 37 of NAVPERS 1610/2 (7-95))	38
Leadership Item 38 of NAVPERS 1610/2 (7-95))	39
Report the letter B	40-46

CAREERIST CONVERSION WORKSHEET INSTRUCTIONS

-
- | | | |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 1 | Enter the date (YYMM) of the evaluation entered in Blocks 34 thru 46. This date is item number 17 of NAVPERS 1616/24 or item 15 of NAVPERS 1616/2 and NAVPERS 1616/26. If no evaluation marks have been assigned, or evaluation is not available, enter the date (YYMM) the worksheet is completed. | YYMM |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
-

***** BLOCK 51 ENDS TACs RS4, RS5 AND RS6. *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS7 REMARKS IN BLOCK 48.

- | BLOCK | CODE TO
INFORMATION TO BE REPORTED | ENTER IN
WORKSHEET |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 7 | Remarks Record number. This is a number so that remarks can be retained in sequence during computer processing, e.g., remarks with the number 1 will be read first, 2 will be read second, etc. Up to four RS7 TACs can be submitted with each request. The appropriate numbers have been entered in the worksheet by EPMAC. | 1, 2, 3,
or 4 |
| 8 | Remarks. Use to amplify any information provided in previous TACs. Up to four RS7 TACs may be submitted. DO NOT exceed 40 positions of remarks in any one RS7 TAC. | Remarks
40 positions |
-

DO NOT USE ANY PUNCTUATION IN THIS BLOCK.

*** BLOCK 48 ENDS TAC RS7 ***

THIS COMPLETES THE WORKSHEET FOR A CAREERIST CONVERSION REQUEST. TAC RS8 IS NOT TO BE SUBMITTED WITH THE RS1 THROUGH RS7 TACS. TAC RS8 IS SUBMITTED AS A SEPARATE STAND ALONE TAC AND IS USED TO CANCEL A PREVIOUS REQUEST.

CAREERIST CONVERSION CANCELLATION

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET															
	Transaction Code (TAC).	RS8															
	Social Security Number (SSN). 9-digit	SSN															
	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)															
9	Enter one of the following cancellation indicator codes:																
	<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">DEFINITION</th> <th style="text-align: left;"></th> </tr> </thead> <tbody> <tr> <td>M</td> <td>Member requested cancellation.</td> <td>M, O, S</td> </tr> <tr> <td>O</td> <td>Other</td> <td>or</td> </tr> <tr> <td>S</td> <td>Member has decided to separate.</td> <td>I</td> </tr> <tr> <td>I</td> <td>Member is ineligible to reenlist.</td> <td></td> </tr> </tbody> </table>	CODE	DEFINITION		M	Member requested cancellation.	M, O, S	O	Other	or	S	Member has decided to separate.	I	I	Member is ineligible to reenlist.		
CODE	DEFINITION																
M	Member requested cancellation.	M, O, S															
O	Other	or															
S	Member has decided to separate.	I															
I	Member is ineligible to reenlist.																
0	Enter date (YYMMDD) of cancellation request.	YYMMDD															
4	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC															

CAREERIST CONVERSION WORKSHEET

This worksheet is to be completed per the instructions contained in this section. Each initial submission requires RS7 TACs.

General Reenlistment Information TAC

1	2	3	4	5	6	7	8	9	10	11	12	13	14
RS1,	,	,	C,	2,	,	,	N,	NA,	N,	NA,	,	,	

Member Preference Information TAC

1	2	3	15	16	17	18	19	20	21	22	23	24	14
RS2,	,	,	,	,	,	N,	N,	N,	,	,	,	,	/

Discipline and Substance Abuse Information TAC

1	2	3	25	26	27	28	29	30	31	32	33	14
RS3,	,	,	,	,	,	,	,	,	,	,	,	

Most Recent Performance Evaluation TAC

1	2	3	34	35	36	37	38	39	40	41	42	43	44	45	46	51	14
RS4,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	

Second Most Recent Performance Evaluation TAC

1	2	3	34	35	36	37	38	39	40	41	42	43	44	45	46	51	14
RS5,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	

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CAREERIST CONVERSION WORKSHEET (Cont'd)

Third Most Recent Performance Evaluation TAC

1	2	3	34	35	36	37	38	39	40	41	42	43	44	45	46	51	1
RS6,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	,	

Remarks Information TAC #1

1	2	3	14	47	48
RS7,	,	,	,	1,	

Remarks Information TAC #2

1	2	3	14	47	48
RS7,	,	,	,	2,	

Remarks Information TAC #3

1	2	3	14	47	48
RS7,	,	,	,	3,	

Remarks Information TAC #4

1	2	3	14	47	48
RS7,	,	,	,	4,	

Cancel Careerist Conversion Request TAC

DO NOT submit the following RS8 TAC to cancel a Careerist Conversion request while pending BUPERS decision or after the request Cancellation of a request after it has been approved by BUPERS or while it is pending approval must be submitted in a narrative me

1	2	3	49	50	14
RS8,	,	,	,	,	/

OFFICER RESIGNATION WORKSHEET INSTRUCTIONS

LOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET	
	Transaction Code (TAC). Appropriate TACS (RS1, RS2, RS7, and RS8 have been entered in the by EPMAC. RS8	RS1, RS2 RS7, and	worksheet
	Social Security Number (SSN). 9-digit	SSN	
	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)	
	G has been entered in the worksheet by EPMAC	G	
	2 has been entered in the worksheet by EPMAC.	2	
	N has been entered in the worksheet by EPMAC.	N	
	Enter Y to signify that he or she selects to resign their commission.	Y	
	Does the member request a reserve commission? USN enter Y for Yes or N for No. USNR enter N. Reservists who desire to remain affiliated with the reserves should request release from active duty in accordance with MILPERSMAN 3820150. A reservist should not request resignation unless they desire a complete severance from the service.	Y or N	
	NA has been entered in the worksheet by EPMAC.	NA	
0	Is contact relief required for this officer? Y or N Enter Y for Yes or N for No.		
1	Requested date of separation. Enter the date the member requests to detach from naval service. The date must be the LAST day of the month requested, i.e., 960531.	YYMMDD	
2	N has been entered in the worksheet by EPMAC.	N	
3	Enter the date (YYMMDD) the worksheet is completed.	YYMMDD	
4	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC	

OFFICER RESIGNATION WORKSHEET INSTRUCTIONS

***** BLOCK 14 ENDS TAC RS1 *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS2 INFORMATION IN BLOCK 15.

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
5	N has been entered in the worksheet by EPMAC	N
6	Has the member completed all service obligation? Enter Y for Yes or N for No.	Y or N
7	NA has been entered in the worksheet by EPMAC.	NA
8	Is the member a TAR? (Verify using NAVCRUIT 1000/20.) Enter Y for Yes or N for No.	Y or N
9	Commanding Officer's Recommendation? Enter Y for Yes or N for No. If not recommended, explain in the RS7 TAC.	Y or N
0	Has the member read MILPERSMAN articles 3830320 and 3830340? Enter Y for Yes or N for No. If no, explain in the RS7 TAC.	Y or N
1	N has been entered in the worksheet by EPMAC. N	
2	Enter number of days separation leave requested in three digits, i.e., 030. If member does not intend to take any leave, enter three zeros, i.e., 000	000 thru 060
3	NA has been entered in the worksheet by EPMAC.	NA
4	NA has been entered in the worksheet by EPMAC.	NA

***** BLOCK 24 ENDS TAC RS2 *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS7 INFORMATION IN BLOCK 48.

7	Remarks Record number. This is a number so that remarks can be retained in sequence during computer processing, e.g., remarks with the number 1 will be read first, 2 will be read second, etc. Up to four RS7 TACs can be submitted with each request. The appropriate numbers have been entered in the worksheet by EPMAC.	1, 2, 3 or 4
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OFFICER RESIGNATION WORKSHEET INSTRUCTIONS

LOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
8	Remarks. Enter the member's home of record and place of acceptance from NAVPERS 1070/74 in this block. Enter a phone number for the member concerned.	Remarks 40 Positions

DO NOT USE ANY PUNCTUATION IN THIS BLOCK.

*** BLOCK 48 ENDS TAC RS7 ***

THIS COMPLETES THE WORKSHEET FOR A OFFICER RESIGNATION. TAC RS8 IS NOT TO BE SUBMITTED WITH THE RS1 THROUGH RS7 TACS. TAC RS8 IS SUBMITTED AS A SEPARATE STAND ALONE TAC AND IS ONLY USED TO CANCEL A PREVIOUS REQUEST.

OFFICER RESIGNATION CANCELLATION WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
	Transaction Code (TAC).	RS8
	Social Security Number (SSN).	9-digit SSN
	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)
9	Enter one of the following cancellation indicator codes:	
	CODE DEFINITION	
	M Member requested cancellation.	M or O
	O Other	
0	Enter date (YYMMDD) of cancellation request.	YYMMDD
4	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility. PPSUIC	5-digit

OFFICER RESIGNATION WORKSHEET

This worksheet is to be completed per the instructions contained in this section. Each initial submission must include the following information:
TACs.

Basic Information TAC

1	2	3	4	5	6	7	8	9	...10	11	12	13	14
RS1,	,	,	G,	2,	N,	,	,	NA,	,	,	N,	,	

Basic Information TAC

1	2	3	15	16	17	18	19	20	21	22	23	24	14
RS2,	,	,	N,	,	NA,	,	,	,	N,	,	NA,	NA,	

Remarks Information TAC #1

1	2	3	14	47	48
RS7,	,	,	,	1,	

Remarks Information TAC #2

1	2	3	14	47	48
RS7,	,	,	,	2,	

Remarks Information TAC #3

1	2	3	14	47	48
RS7,	,	,	,	3,	

OFFICER RESIGNATION WORKSHEET (Cont'd)

Remarks Information TAC #4

1	2	3	14	47	48
RS7,	,	,	,	4,	

Cancel Officer Resignation Request TAC

DO NOT submit the following RS8 TAC to cancel an Officer Resignation request while pending BUPERS decision or after the request. Cancellation of a request after it has been approved by BUPERS or while it is pending approval must be submitted in a **narrative m**

1	2	3	49	50	14
RS8,	,	,	,	,	/

OFFICER RETIREMENT WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
	Transaction Code (TAC). Appropriate TACS (RS1, RS2, RS7 and RS8) have been entered in the worksheet by EPMAC.	RS1, RS2, RS7 and RS8
	Social Security Number (SSN). 9-digit SSN	
	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)
	T has been entered in the worksheet by EPMAC.	T
	2 has been entered in the worksheet by EPMAC.	2
	Enter Y for Yes or N for No if the member has started retirement physical.	Y or N
	Enter Y for Yes or N for No to signify if officer has read SECNAVINST 5370.2. Y or N	
	NA has been entered in the worksheet by EPMAC.	NA
	NA has been entered in the worksheet by EPMAC.	NA
0	Enter Y for Yes or N for No to signify if contact relief is required.	Y or N
1	Enter requested retirement date (YYMMDD). This must be the FIRST day of the month, i.e., 960401. of requested	YYMMDD 6-position date retirement
2	N has been entered in the worksheet by EPMAC.	N
3	Enter the date (YYMMDD) the worksheet is completed.	YYMMDD
4	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC
***** BLOCK 14 ENDS TAC RS1 *****		
DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS2 INFORMATION IN BLOCK 15.		
5	Is the officer USNR? (Verify using NAVCRUIT 1000/20.) Enter Y for Yes or N for No.	Y or N

OFFICER RETIREMENT WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
16	N has been entered in the worksheet by EPMAC.	N
17	NA has been entered in the worksheet by EPMAC.	NA
18	Is the member a TAR? (Verify using NAVCRUIT 1000/20.) Enter Y for Yes or N for No.	Y or N
19	Enter Y for Yes or N for No to signify if member is requesting time in grade waiver.	Y or N
20	Does member have prior service? Enter Y for Yes or N for No. If yes, forward documentation including dates to Pers-272.	Y or N
21	N has been entered in the worksheet by EPMAC.	N
22	Enter number of days leave requested in three-digits i.e., 030. If member does not intend to take any leave enter three zero's, i.e., 000.	Number days leave
23	Enter number of days Permissive TDY requested in three- digits, i.e., 020. If member does not intend to take any Permissive TDY enter three zero's, i.e., 000. TDY	Number days
24	NA has been entered in the worksheet by EPMAC.	NA

***** BLOCK 24 ENDS TAC RS2 *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE
PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE
BEFORE YOU FILL IN THE TAC RS7 REMARKS IN BLOCK 48.

47	Remarks record number. This is a number so that remarks can be retained in sequence during computer processing, e.g., remarks with the number 1 will be read first, 2 will be read second, etc. Up to four RS7 TACs can be submitted with each request. The appropriate numbers have been entered in the worksheet by EPMAC.	1, 2, 3 or 4
48	Enter RT YES if CO recommends retirement. Enter RT NO if CO does not recommend retirement. CO's comments may follow this entry.	Remarks 40 Positions

Remarks. Use to amplify any information provided in previous TACs.
Up to four RS7 TACs may be submitted. DO NOT exceed 40
positions of remarks in any one RS7 TAC.

DO NOT USE ANY PUNCTUATION IN THIS BLOCK.

OFFICER RETIREMENT WORKSHEET INSTRUCTIONS

* * * BLOCK 48 ENDS TAC RS7 * * *

THIS COMPLETES THE WORKSHEET FOR A RETIREMENT REQUEST.
TAC RS8 IS NOT TO BE SUBMITTED WITH THE RS1 THROUGH
RS7 TACS. TAC RS8 IS SUBMITTED AS A SEPARATE STAND
ALONE TAC AND IS ONLY USED TO CANCEL A PREVIOUS REQUEST.

OFFICER RETIREMENT CANCELLATION INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET									
	Transaction Code (TAC).	RS8									
	Social Security Number (SSN). 9-digit	SSN									
	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)									
9	Enter one of the following cancellation indicator codes:										
	<table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">DEFINITION</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">M</td> <td>Member requested cancellation.</td> <td style="text-align: center;">M or O</td> </tr> <tr> <td style="text-align: center;">O</td> <td>Other</td> <td></td> </tr> </tbody> </table>	CODE	DEFINITION		M	Member requested cancellation.	M or O	O	Other		
CODE	DEFINITION										
M	Member requested cancellation.	M or O									
O	Other										
0	Enter date (YYMMDD) of cancellation request.	YYMMDD									
4	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC									

OFFICER RETIREMENT WORKSHEET

This worksheet is to be completed per the instructions contained in this section. Each initial submitter must complete the RS1, RS2 and RS7 TACs.

General Information TAC

1	2	3	4	5	6	7	8	9	...10	11	12	13	14
RS1,	,	,	T,	2,	,	,	NA,	NA,	,	,	N,	,	

Leave Enroute Information TAC

1	2	3	15	16	17	18	19	20	21	22	23	24	14
RS2,	,	,	,	N,	NA,	,	,	,	N,	,	,	NA,	

Remarks Information TAC #1

1	2	3	14	47	48
RS7,	,	,	,	1,	

Remarks Information TAC #2

1	2	3	14	47	48
RS7,	,	,	,	2,	

Remarks Information TAC #3

1	2	3	14	47	48
RS7,	,	,	,	3,	

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OFFICER RETIREMENT WORKSHEET (Cont'd)

Remarks Information TAC #4

1	2	3	14	47	48
RS7,	,	,	,	4,	

Cancel Officer Retirement TAC

DO NOT submit the following RS8 TAC to cancel an Officer Retirement request while pending BUPERS decision or after the request for cancellation. Cancellation of a request after it has been approved by BUPERS or while it is pending approval must be submitted in a **narrative memo**.

1	2	3	49	50	14
RS8,	,	,	,	,	/

BEFORE YOU FILL IN THE TAC RS2 INFORMATION IN BLOCK 15.

**ENLISTED TRANSFER TO FLEET RESERVE OR 30 YEAR
RETIREMENT WORKSHEET INSTRUCTIONS**

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
15	Is the member USNR? (Verify using Enlistment Contract.) Enter Y for Yes or N for No.	Y or N
16	Enter Y for Yes or N for No to signify if the member's EAOS is before the requested Fleet Reserve or Retirement date and member has executed an extension of enlistment.	Y or N
17	NA has been entered in the worksheet by EPMAC.	NA
18	Is the member a TAR? (Verify using Enlistment Contract.) Enter Y for Yes or N for No. Y or N	Y or N
19	Enter Y for Yes if the member requires a Minimum Activity Tour Waiver (required for all personnel retiring or transferring to the Fleet Reserve from a billet in CONUS); if the member requires a DOD Area Tour Waiver (required for all personnel retiring or transferring to the Fleet Reserve from a Joint Tour or a non-CONUS billet); or if the member requires a PRD adjustment. Enter N for No. For 30 Year Retirement Request enter Y for Yes if the member requests a Twilight Tour. Enter N for No.	Y or N
20	Does member have other prior service? Enter Y for Yes or N for No. If yes, forward documentation including dates to Pers-273.	Y or N
21	Enter Y for Yes or N for No to signify if member requests review of records for consideration of entitlement to benefits of extraordinary heroism.	Y or N
22	Enter number of days leave requested in three-digits, i.e., 030. If member does not intend to take any leave enter three zeros, i.e., 000.	Number days leave
23	Enter number of days Permissive TDY requested in three-digits, i.e., 020. If member does not intend to take any Permissive TDY enter three zeros, i.e., 000. TDY	Number days
24	NA has been entered in the worksheet by EPMAC.	NA

***** BLOCK 24 ENDS TAC RS2 *****

DON'T FORGET TO REPEAT THE MEMBER'S SSN AND NAME AND THE PPSUIC PER THE DIRECTIONS FOR BLOCKS 2, 3 AND 14 ABOVE BEFORE YOU FILL IN THE TAC RS7 REMARKS IN BLOCK 48.

ENLISTED TRANSFER TO FLEET RESERVE OR 30 YEAR

RETIREMENT WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
7	Remarks Record number. This is a number so that remarks can be retained in sequence during computer processing, e.g., remarks with the number 1 will be read first, 2 will be read second, etc. Up to four RS7 TACs can be submitted with each request. The appropriate numbers have been entered in the worksheet by EPMAC.	1, 2, 3, or 4
8	Enter RT YES if CO recommends Fleet Reserve or Retirement. RT NO Enter RT NO if CO does not recommend Fleet Reserve or Retirement. Remarks. Use to amplify any information provided in previous TACs. Up to four RS7 TACs may be submitted. DO NOT exceed 40 positions of remarks in any one RS7 TAC.	RT YES

DO NOT USE ANY PUNCTUATION IN THIS BLOCK.

*** BLOCK 48 ENDS TAC RS7 ***

THIS COMPLETES THE WORKSHEET FOR A TRANSFER TO FLEET RESERVE OR RETIREMENT REQUEST. TAC RS8 IS NOT TO BE SUBMITTED WITH THE RS1 THROUGH RS7 TACS. TAC RS8 IS SUBMITTED AS A SEPARATE STAND ALONE TAC AND IS ONLY USED TO CANCEL A PREVIOUS REQUEST.

ENLISTED TRANSFER TO FLEET RESERVE OR 30 YEAR RETIREMENT CANCELLATION INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET									
	Transaction Code (TAC).	RS8									
	Social Security Number (SSN).	9-digit SSN									
	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)									
9	Enter one of the following cancellation indicator codes: <table style="margin-left: 20px; border: none;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">DEFINITION</th> <th></th> </tr> </thead> <tbody> <tr> <td>M</td> <td>Member requested cancellation.</td> <td>M or O</td> </tr> <tr> <td>O</td> <td>Other</td> <td></td> </tr> </tbody> </table>	CODE	DEFINITION		M	Member requested cancellation.	M or O	O	Other		
CODE	DEFINITION										
M	Member requested cancellation.	M or O									
O	Other										
0	Enter date (YYMMDD) of cancellation request.	YYMMDD									
4	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC									

ENLISTED TRANSFER TO FLEET RESERVE OR 30 YEAR RETIR WORKSHEET

This worksheet is to be completed per the instructions contained in this section. Each initial submission
RS7 TACs.

General Information TAC

		2	3					9	1 0	1	1	1
Block												
TAC	RS1							NA,			NA,	

Leave Enroute Information TAC

		2	3			1				2	2	2
Block												
TAC	RS2					NA						NA,

Remarks Information TAC #1

	1	2	3	14	4 7					48
Block										

AC	R S7 ,	,	,	,	1 ,	/
----	--------------	---	---	---	--------	---

Remarks Information TAC #2

Block	1	2	3	14	4 7	48
AC	R S7 ,	,	,	,	2 ,	/

ENLISTED TRANSFER TO FLEET RESERVE OR 30 YEAR RETIR WORKSHEET (Cont'd)

Remarks Information TAC #3

	1	2	3	14	47	48
ock AC	RS7,	,	,	,	3,	

Remarks Information TAC #4

	1	2	3	14	47	48
ock AC	RS7,	,	,	,	4,	

Cancel Enlisted Transfer to Fleet Reserve or Retirement Request TAC

DO NOT submit the following RS8 TAC to cancel an Enlisted Transfer to Fleet Reserve or 30 Year Retirement request while pending request has been approved by BUPERS. Cancellation of a request after it has been approved by BUPERS or while it is pending request must be in **message format**.

	1	2	3	49	50	14
ock AC	RS8,	,	,	,	,	/

EXTENSION WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET																																		
1	Transaction Code (TAC).	RSE																																		
2	Social Security Number (SSN).	9-digit SSN																																		
3	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)																																		
4	Enter one of the following 2-digit reason codes for extension request:	2-digit Reason Code 01 thru 16																																		
	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>CODE</u></th> <th style="text-align: left;"><u>EXPLANATION</u></th> </tr> </thead> <tbody> <tr><td>01</td><td>Accelerated advancement</td></tr> <tr><td>02</td><td>To await advancement exam results</td></tr> <tr><td>03</td><td>To await officer commissioning program results</td></tr> <tr><td>04</td><td>To await EEAP results</td></tr> <tr><td>05</td><td>Overseas tour extension program</td></tr> <tr><td>06</td><td>To extend at current sea or overseas command (member not yet at PRD)</td></tr> <tr><td>07</td><td>To match EAOS to PRD</td></tr> <tr><td>08</td><td>To command's decommissioning date</td></tr> <tr><td>09</td><td>To await Board of Corrections of Navy Records (BCNR) results</td></tr> <tr><td>10</td><td>To receive alcohol rehabilitation and aftercare</td></tr> <tr><td>11</td><td>To receive weight control treatment and aftercare</td></tr> <tr><td>12</td><td>To be eligible for Naturalization</td></tr> <tr><td>13</td><td>To High Year Tenure date (Careerists only)</td></tr> <tr><td>14</td><td>To await relief (Careerist only)</td></tr> <tr><td>15</td><td>Other (specify reason in remarks portion of the RS7 TAC)</td></tr> <tr><td>16</td><td>2YO 24 month extension/3YO 12 month extension</td></tr> </tbody> </table>	<u>CODE</u>	<u>EXPLANATION</u>	01	Accelerated advancement	02	To await advancement exam results	03	To await officer commissioning program results	04	To await EEAP results	05	Overseas tour extension program	06	To extend at current sea or overseas command (member not yet at PRD)	07	To match EAOS to PRD	08	To command's decommissioning date	09	To await Board of Corrections of Navy Records (BCNR) results	10	To receive alcohol rehabilitation and aftercare	11	To receive weight control treatment and aftercare	12	To be eligible for Naturalization	13	To High Year Tenure date (Careerists only)	14	To await relief (Careerist only)	15	Other (specify reason in remarks portion of the RS7 TAC)	16	2YO 24 month extension/3YO 12 month extension	
<u>CODE</u>	<u>EXPLANATION</u>																																			
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15	Other (specify reason in remarks portion of the RS7 TAC)																																			
16	2YO 24 month extension/3YO 12 month extension																																			
5	Enter the number of months the member is requesting to extend (i.e., 01, 02, 12, 23).	2-digit 01 - 24																																		
6	Does CO recommend extension approval? Enter Y for Yes or N for No. If No explain in RS7 TAC.	Y or N																																		
7	Enter the date (YYMMDD) the worksheet is completed.	YYMMDD																																		
8	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC																																		

EXTENSION CANCELLATION WORKSHEET INSTRUCTIONS

BLOCK	INFORMATION TO BE REPORTED	CODE TO ENTER IN WORKSHEET
1	Transaction Code (TAC).	RSX
2	Social Security Number (SSN).	9-digit SSN
3	Name. Enter the first 5-positions of the member's last name.	Last name (1st 5 positions)
4	Y has been entered in the worksheet by EPMAC.	Y
5	Enter date (YYMMDD) of cancellation request.	YYMMDD
6	Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.	5-digit PPSUIC

EXTENSION REQUEST WORKSHEET

This worksheet is to be completed per the instructions contained in this section. To cancel, s

ock

\C

1	2	3	4	5	6	7	8
RSE,	,	,	,	,	,	,	/

Extension Request Cancellation TAC

ock

\C

1	2	3	4	5	6
RSX,	,	,	Y,	,	/

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DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 13. SAILING AND SPECIAL INTEREST AREA REPORTING PROCEDURES

13.1 Discussion. Per DFAS Pay/Personnel Procedures Manual Part 9, Chapter 6, MEMORANDUM transactions pertain to special situations which relate to the activity and they apply to both the officer and enlisted personnel accounts. EPMAC maintains an automated file of personnel temporarily absent from, or temporarily assigned to, a ship or mobile deployable unit for the use of the Fleet and Type Commanders. The system, the Readiness Information System (RIS), permits the personnel managers to quickly determine passengers embarked, survivors embarked, personnel on board for TAD and personnel absent when the ship or mobile unit gets underway. This file is updated from information received in your DMRS transactions. Therefore, strict adherence to the requirements of this section is essential for files to reflect the current status of your activity.

13.2 TAD Tracking. All ships and deployable units, squadrons, and staffs will use these special accounting procedures. Shore activities are only required to use the special accounting procedures when notified by EPMAC that they are a special interest activity or in a special interest area designated by the Manning Control Authorities (MCAs). Paragraph 13.3 contains additional information and requirements for shore activities designated for special interest by the MCAs. A list will not be used for ATAD, CTAD, or DTAD transactions.

13.3 Designated Special Interest Area or Activity. Shore activities in an area determined by the Manning Control Authorities as a Special Interest Area or Activity will use the same TAD tracking procedures used by deploying units. These special accounting procedures will not be used by shore activities unless individually notified by EPMAC that they are designated "special interest". Upon receipt of the individual notification, they will report TAD arrivals, departures and changes to the TAD days until they are notified that they are no longer in a designated special interest area. Regardless of the location or the change of status in reporting procedures, all personnel previously reported as arriving for TAD with the ATAD TAC must be reported with the DTAD TAC when they detach from TAD.

13.4 TAD TACs and Sample Transactions.....

TAC

a. ACTIVE DUTY NAVY MEMBERS ARRIVES FOR
TAD TO AUGMENT NORMAL
MANNING.....ATAD

FORMAT: TAC,SSN,NAME,RANK OR RATE,STATUS INDICATOR CODE (NOTE),UIC TAD
FROM,NUMBER OF DAYS MEMBER IS TAD (3 DIGITS),DATE ARRIVED FOR
TAD (YYMMDD),UIC TAD TO/

SAMPLE: ATAD,123456789,SMITH TOM,PNC,2,03363,015,960501,00001/

NOTE: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer USN and USNR
2	Enlisted USN and USNR

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b. CHANGE NUMBER OF TAD DAYS
AFTER SUBMISSION OF THE ATAD TACCTAD

FORMAT: TAC,SSN,NAME,RANK OR RATE,STATUS INDICATOR CODE (NOTE),NUMBER OF
DAYS MEMBER IS TAD (3 DIGITS),DATE ARRIVED FOR TAD (YYMMDD),UIC
TAD TO/

SAMPLE: CTAD,123456789,SMITH TOM,PNC,2,045,960501,00001/

NOTE: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer USN and USNR
2	Enlisted USN and USNR

c. ACTIVE DUTY NAME MEMBER DEPARTS FROM TADDTAD

FORMAT: TAC,SSN,NAME,RANK OR RATE,STATUS INDICATOR CODE (NOTE),UIC
RETURNING TO,DATE DEPARTED FROM TAD (YYMMDD),UIC DEPARTING
FROM/

SAMPLE: DTAD,123456789,SMITH TOM,PNC,2,03363,960501,00001/

NOTE: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer USN and USNR
2	Enlisted USN and USNR

13.5 Personnel Memorandum Transactions. The remainder of this Section contains complete details, formats and samples for each ship and deployable unit, squadron or staff to report sailing events and the arrival and departure of both activities and personnel. Strict adherence to these requirements is essential in order for EPMAC to provide the status of your activity and personnel in the event of a disaster at sea.

13.5.1 Sailing Transactions. All ships and deployable units, squadrons, and staffs getting underway will submit a sailing diary each time they leave port (any port) and regardless of how long they were there. Each member of the ship's company who will not be on board at time of sailing must be reported as Absent on Sailing. A list shall not be used for this transaction. Upon arriving at a port, a "TERM" TAC must be submitted to delete the previous Absent on Sailing transactions. The term "ship's company" refers to all personnel who are attached to an activity in a duty or temporary duty (not TAD or Annual Training (AT)) status. Each deployable unit, squadron and staff which is responsible for preparation of its own DMRS will submit their

own sailing diary to account for their ship's company members who are absent. DFAS Pay/Personnel Procedures Manual, paragraph B90633 refers.

13.6 Sailing Transactions Decision Chart. The following chart depicts the various types of personnel memorandum transactions involved in the sailing evolution and should be used as a quick reference guide to determine your reporting responsibilities. For additional details concerning the individual transactions, refer to the DMRSMAN Paragraph listed with each event.

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EVENT	TAC	DMRSMAN PARAGRAPH	TYPE OF ACTIVITY			DEPLOYABLE UNIT, SQUADRON OR STAFF
			SHORE	SHIP	SUBMARINE	
SAILED	SAIL	13.8a	NO	YES NOTE 1	YES NOTE 2	YES
ABSENT ON SAILING	SAOS	13.8b	NO	YES NOTE 3	YES NOTE 2	YES
TERMINATED SAILING	TERM	13.8e	NO	YES NOTE 1	YES NOTE 2	YES
PERSONNEL AS ABSENT ON SAILING OR SHIP'S COMPANY PERSONNEL DEPART AFTER GETTING UNDERWAY	DUND	13.8c	NO	YES NOTE 3	YES NOTE 2	YES
DELETE PERSONNEL AS ABSENT ON SAILING OR SHIP'S COMPANY PERSONNEL RETURN AFTER GETTING UNDERWAY	RUND	13.8d	NO	YES NOTE 3	YES NOTE 2	YES
MARKED AND DEBARKED PASSENGERS	MEMB MDEB	13.8f 13.8g	NO	YES	YES NOTE 2	YES
U.S. MILITARY	FEMB FDEB	13.8h 13.8i	NO	YES	YES NOTE 2	YES
FOREIGN MILITARY	CEMB CNOK	13.8j	NO	YES	YES NOTE 2	NO
CIVILIANS	CDEB CTAD	13.8k 13.9.2D				
SHIP EMBARKS OR DEBARKS A MOBILE UNIT	UEMB UDEB	13.8l 13.8m	NO	YES	YES NOTE 2	NO
MOBILE UNIT EMBARKS IN OR DEBARKS FROM A SHIP	EMBV DEBV	13.8n 13.8o	NO	NO	NO	YES
ARMED LANDING PARTY DEPARTS	DALP	13.8p	NO	YES NOTE 3	YES NOTE 2	YES
ARMED LANDING PARTY RETURNS	RALP	13.8q	NO	YES NOTE 3	YES NOTE 2	YES
EMBARK PASSENGERS COVERED BY A LIST DEPOSITED WITH A SHORE ACTIVITY	LEMB	13.8r	NO	YES NOTE 5	YES NOTES 2 & 5	YES NOTE 5
DEBARK PASSENGERS COVERED BY A LIST DEPOSITED WITH A SHORE ACTIVITY	LDEB	13.8s	NO	YES NOTE 5	YES NOTES 2 & 5	YES NOTE 5
ARRIVE FOR TAD	ATAD	13.4a	NO NOTE 4	YES	YES NOTE 2	YES

EVENT	TAC	DMRSMAN PARAGRAPH	TYPE OF ACTIVITY			DEPLOYABLE UNIT, SQUADRON OR STAFF
			SHORE	SHIP	SUBMARINE	
CHANGE TOTAL NUMBER OF DAYS MEMBER WILL BE ON BOARD FOR TAD	CTAD	13.4b	NO NOTE 4	YES	YES NOTE 2	YES
DEPART FROM TAD	DTAD	13.4c	NO NOTE 4	YES	YES NOTE 2	YES
EMBARKED AND DEBARKED SURVIVORS						
U.S. MILITARY	MSUV MDEB	13.9.2a 13.8g	YES	YES	YES NOTE 2	YES
FOREIGN MILITARY	FSUV FDEB	13.9.2b 13.8i	YES	YES	YES NOTE 2	YES
CIVILIANS	CSUV SNOK CDEB	13.9.2c 13.8k	YES	YES	YES NOTE 2	YES

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NOTES:

- 1 Ships with components for which they are responsible shall report the SAIL and TERM TACs for both the ship and the component. A component is an activity permanently assigned to the ship but has a different activity title and its own unique UIC. An example is a repair component in a tender, i.e., AS 44 SHENANDOAH UIC 47844 is a component of AS 44 SHENANDOAH UIC 21098.
- 2 Submarines are authorized to comply with directives issued by their respective type commander in lieu of DMRS reporting for this event.
- 3 Activities that are responsible for the personnel accounting functions of other activities (including components as discussed in Note 1 above) must ensure that the UIC reported in the TAC is the UIC of the activity to which assigned. Do not use the UIC of the ship for individuals assigned to the component.
- 4 Shore activities shall not submit transactions to report the arrival for Temporary Additional Duty or detached from Temporary Additional Duty unless they have received message notification from EPMAC that they are in a special interest area and required to use these TACs. Special interest areas are designated only by the Fleet Commanders. The Fleet Commanders notify EPMAC of the special interest areas and EPMAC notifies the activity that they are in a special interest area. See paragraph 13.3.
- 5 The LEMB and LDEB TACs are only authorized to report embarked and debarked Marine Detachments responsible for their own personnel accounting and for a dependents cruise.

As you can see from the preceding chart, every activity has responsibilities to report that they got underway, people and or units arrived and departed while underway and that they pulled into a port. These responsibilities require communications with people arriving and departing so that DMRS transactions can be submitted to show the accurate status of the activity. A suggested check-off list for each sailing follows but be sure you review the appropriate DMRS article for the details, formats and policies for each transaction.

13.7 Sailing Check-Off List.

a. Prior to getting underway:

(1) Contact each embarked unit, squadron or staff. Your actions must be based on whether or not the entire unit, squadron or staff came on board. Did the entire unit, squadron or staff embark or did they leave a contingent ashore?

(a) If entire unit, squadron or staff embarked, they will do their own sailing, absent on sailing and embark transactions. The ship is still responsible for submitting a UEMB TAC and the unit, squadron or staff must report their arrival on board with the EMBV TAC.

(b) If only a portion of the unit, squadron or staff embarked, the ship must embark each person that actually came aboard.

(2) Assemble a listing of personnel embarked and of personnel that will not be sailing with the ship because of leave or TAD.

(3) Ensure all personnel on board to augment normal manning have been reported with the ATAD TAC. This should have been done at the time the personnel arrived but it is a good idea to verify their status before getting underway.

b. Upon sailing:

(1) Submit the appropriate embark TACs (MEMB, FEMB, CEMB) for all embarked personnel.

(2) Submit the SAIL TAC. Submit the SAOS TAC for personnel Absent on Sailing.

c. While underway:

(1) If personnel arrive while underway, determine the reason they are reporting. If reporting for duty, submit the normal gain transaction per Sections 4 or 7 of this manual. If reporting for TAD to augment normal manning, submit the ATAD TAC. If they are a member previously reported as Absent on Sailing, submit a RUND TAC. If they are embarking as passengers or as survivors, report them with the appropriate embarked or survivor transaction.

(2) If personnel depart while underway, determine the reason they are leaving. If a ship's company member is being transferred to a new duty station, submit the appropriate loss per Sections 6 or 9 of this manual. If they were on board for TAD to augment normal manning and are now departing, submit the DTAD TAC. If they are a

member of ship's company departing on leave or TAD, submit a DUND TAC. It is a little difficult to leave an underway ship as an unauthorized absentee, but nothing is completely sailor proof. If it happens, report them with the DUND TAC.

(3) If an embarked unit, squadron or staff debarks underway, the ship must report their departure with the UDEB TAC. The unit, squadron or staff will report their departure from the ship with the DEBV TAC.

(4) Comply with instructions for reporting an armed landing party departure or return should the need arise.

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13.8 Sailing TACs and Sample Transactions.

a. SAILED THIS DATE (ACTIVITY LEAVESSAIL
HOMEPORT OR OTHER PORT)

FORMAT: TAC, SAILED FROM (NOTE 1), MEMBERS ABSENT ON SAILING (NOTE 2), DATE OF SAILING
(YYMMDD), UIC GETTING UNDERWAY/

SAMPLE: SAIL, HPT, Y, 960501, 00001/

NOTE 1: Enter one of the following 3 digit "sailed from" codes:

CODE DESCRIPTION

HPT Activity sailed from homeport area
OTH Activity sailed from other than homeport area

NOTE 2: Enter one of the following 1 digit ship's company Absent on Sailing codes:

CODE DESCRIPTION

N No, there are NO ship's company personnel Absent on Sailing
Y Yes, there are ship's company personnel Absent on Sailing (TAC SAOS to follow)

NOTE 3: Do not submit a "SAIL" transaction and "TERM" transaction on the same DMRS message. They must be submitted on separate DMRS messages in sequential order.

b. ABSENT ON SAILINGSAOS

Ship's company personnel are considered as being on board each time the ship leaves port, even though a member was previously reported as Absent on Sailing and has not reported back on board. It is necessary that you report the member as Absent on Sailing each time you leave port. When the vessel arrives at the next port, the "TERM" TAC must be submitted. The TERM TAC will cancel your previous Absent on Sailing list.

FORMAT: TAC, SSN, NAME, RANK OR RATE, STATUS INDICATOR (NOTE 1), REASON CODE
(NOTE 2), DATE OF SAILING (YYMMDD), UIC ATTACHED TO/

SAMPLE: SAOS, 123456789, MADISON JAME, DK2, 2, 1, 960501, 00001/

NOTE 1: Enter one of the following 1 digit status indicator codes:

CODE DESCRIPTION

- 1 Officer USN or USNR
- 2 Enlisted USN or USNR

NOTE 2: Enter one of the following 1 digit reason codes to identify reason the member is Absent on Sailing:

CODE DESCRIPTION

- 1 Leave (LV)
- 2 Unauthorized Additional Duty (UA)
- 3 Temporary Additional Duty (TAD)

c. ADD PERSONNEL AS ABSENT ON SAILING (or) DUND
SHIP'S COMPANY PERSONNEL DEPART AFTER
GETTING UNDERWAY

After the ship is underway, use the DUND TAC to add personnel as Absent on Sailing or to report personnel that depart while underway.

FORMAT: TAC,SSN,NAME,RANK OR RATE,STATUS INDICATOR CODE (NOTE 1),REASON CODE (NOTE 2),DATE ADDED (YYMMDD),UIC ATTACHED TO/

SAMPLE: DUND,123456789,JONES JOHN,LT,1,3,960502,00001/

NOTE 1: Enter one of the following 1 digit status indicator codes:

CODE DESCRIPTION

- 1 Officer USN or USNR
- 2 Enlisted USN or USNR

Note 2: Enter one of the following 1 digit reason codes to identify reason the member is Absent on Sailing:

CODE DESCRIPTION

- 1 Leave (LV)
- 2 Unauthorized Absence (UA)
- 3 Temporary Additional Duty (TAD)

d. DELETE PERSONNEL AS ABSENT ON SAILING (or) RUND
SHIP'S COMPANY PERSONNEL RETURN AFTER
GETTING UNDERWAY

After the ship is underway, use the RUND TAC to report personnel who are actually on board or the return of personnel reported as absent on your last sailing list.

FORMAT: TAC,SSN,NAME,RANK OR RATE,STATUS INDICATOR CODE (NOTE 1),DATE DELETED (YYMMDD),UIC ATTACHED TO/

SAMPLE: RUND,123456789,MADISON JAME,DK2,2,960502,00001/

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NOTE 1: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer USN or USNR
2	Unauthorized Absence (UA)

NOTE 2: If a member is erroneously placed on the Absent on Sailing list, this TAC can be used to remove him as of the same date the Absent on Sailing list transaction was made.

NOTE 3: It is not necessary to report a deletion from Absent on Sailing list for members previously reported as Absent on Sailing if the member returns on board after arrival in a port. All members are considered as being on board until the next Absent on Sailing list is submitted. DFAS Pay/Personnel Procedures Manual, paragraph B90633 refers.

e. SAILING TERMINATED TERM

Both the ship and embarked squadron, unit or staff must report they pulled into a port (any port regardless of length of time they will be there) with the TERM TAC. This transaction voids all previously reported sailing transactions and Absent on Sailing transactions. However, any personnel previously reported as embarked or arrived for TAD to augment normal manning will continue to be recorded at your activity until you submit individual debark or departure from TAD transactions.

THE NEXT TIME YOU GET UNDERWAY, YOU MUST RETURN TO THE SAILING TRANSACTIONS DECISION CHART LISTED IN PARAGRAPH 13.6 AND COMPLY WITH ALL REPORTING REQUIREMENTS.

FORMAT: TAC,PORT ARRIVED IN (NOTE),DATE ARRIVED (YYMMDD),UIC RETURNING TO PORT/

SAMPLE: TERM,OTH,960510,00001/

NOTE 1: Enter one of the following three digits port codes:

<u>CODE</u>	<u>DESCRIPTION</u>
HPT	Activity arrived in homeport area
OTH	Activity arrived at other than homeport area

NOTE 2: Do not submit a "SAIL" transaction and "TERM" transaction on the same DMRS message. They must be submitted on separate DMRS messages in sequential order to correctly apply in EPMAC files.

f. EMBARK U.S. MILITARY MEMB
OFFICER and ENLISTED PASSENGERS

FORMAT: TAC,SSN,NAME,RANK OR RATE (NOTE 1),STATUS INDICATOR CODE (NOTE 2),TYPE SERVICE STATUS CODE (NOTE 3),DATE EMBARKED (YYMMDD),UIC EMBARKED TO/

SAMPLE: MEMB,345678912,WHITESIDES J,CPL,4,2,960501,00001/

NOTE 1: When embarking midshipmen, use MIDN for rank.

NOTE 2: Enter one of the following one digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer (USN or USNR) except officers performing Annual Training (AT)
2	Enlisted (USN or USNR) except enlisted personnel performing Annual Training (AT)
3	Officer (Other services)
4	Enlisted (Other services)
5	USNR Officers and Enlisted performing AT or drill time, i.e., drill weekend; Officer Candidates (regardless of service); midshipmen (regardless of service) (Use type service status code 6)

NOTE 3: Enter one of the following one digit type service status codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	USN or USNR Personnel (Except AT Personnel)
2	USMC Personnel
3	USA Personnel
4	USAF Personnel
5	USCG Personnel
6	USNR Officers and Enlisted performing AT or drill time, i.e., drill weekend, and Officer Candidates and Midshipmen (regardless of service)

g. DEBARK U.S. MILITARY MDEB
PERSONNEL REPORTED AS EMBARKED

FORMAT: TAC,SSN,NAME,RANK OR RATE,STATUS INDICATOR CODE (NOTE 1),TYPE SERVICE STATUS CODE (NOTE 2),DATE DEBARKED (YYMMDD),UIC DEBARKING FROM/

SAMPLE: MDEB,345678912,WHITESIDES J,CPL,4,2,960510,00001/

NOTE 1: Enter one of the following one digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer (USN or USNR) except officers performing Annual Training (AT)
2	Enlisted (USN or USNR) except enlisted personnel performing Annual Training (AT)
3	Officer (Other services)
4	Enlisted (Other services)
5	USNR Officers and Enlisted performing AT or drill time, i.e., drill weekend; Officer Candidates (regardless of service); Midshipmen (regardless of service) (Use type service status code 6)

NOTE 2: Enter one of the following one digit type service status codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	USN and USNR Personnel (Except AT Personnel)
2	USMC Personnel
3	USA Personnel
4	USAF Personnel
5	USCG Personnel
6	USNR Officers and Enlisted performing AT or drill time, and Officer Candidates and Midshipmen (regardless of service)

h. EMBARK FOREIGN MILITARY PASSENGERS FEMB

FORMAT: TAC,SSN (NOTE 1),NAME,RANK OR RATE,STATUS INDICATOR CODE (NOTE 2),NATION FROM (LIMIT TO 15 POSITIONS),DATE EMBARKED (YYMMDD),UIC EMBARKED TO/

SAMPLE: FEMB,123456789,TASCHETTI SA,MAJ,1,ITALY,960501,00001/

NOTE 1: All ships and deployable units, squadrons, and staffs (at sea or in port) must use this TAC to embark foreign military passengers when they arrive on board ship. It is not necessary to embark those foreign military personnel arriving on board that will depart prior to getting underway. When reporting foreign military personnel, ensure that a nine-digit element is recorded for the SSN. If the foreign member's identification number is less than nine-digits (whether composed of numbers and or letters) add the appropriate number of "0's" (zeros) to make it a nine-digit element. Conversely, if the foreign member's identification number is more than nine-digits, delete the appropriate number of last character(s) to reduce it to a nine-digit element. Any deviation from this will cause the transaction to be rejected by the computer. If the identification number is unknown, use the UIC of the reporting command for the first five digits and the last four digits will be the consecutive numbers used for each particular individual reported. Commencing with three zeros and a 1 (i.e., first foreign military embarked with no SSN - record SSN as 0000100001, second foreign military embarked - record SSN as 0000100002, etc.).

NOTE 2: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer
2	Enlisted

i. DEBARKED FOREIGN MILITARY PERSONNEL..... FDEB

FORMAT: TAC,SSN (NOTE 1),NAME,RANK OR RATE,STATUS INDICATOR CODE (NOTE 2),DATE DEBARKED (YYMMDD),UIC DEBARKED FROM/

SAMPLE: FDEB,123456789,TASCHETTI SA,MAJ,1,960516,00001/

NOTE 1: Ensure that the nine-digit element recorded for the SSN is the same as reported in the embarked transaction.

NOTE 2: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer
2	Enlisted

j. EMBARKED CIVILIAN PASSENGERS.....CEMB CNOK

This transaction shall not be used by units as staffs or squadrons attached to a ship. Such embarked units shall provide all pertinent information on their civilian personnel to the ship for inclusion in the ship's DMRS submission prior to sailing.

CEMB
FORMAT: TAC(NOTE 1),SSN(NOTE 2),NAME,TYPE OF CIVILIAN(NOTE 3),NOK RELATIONSHIP(NOTE 4),STATUS(NOTE 5),3-DIGIT NUMBER DAYS CIVILIAN IS EMBARKED OR ASSIGNED FOR TAD OR TDY,UIC OR ORGANIZATION TO WHICH ATTACHED(NOTE 6),DATE EMBARKED OR REPORTED FOR TAD(Yymmdd),UIC EMBARKED OR TAD TO/

SAMPLES: For Department of the Navy (DON) employees (Enter civilian Code 1)

CEMB,123456789,WELLS FRANKL,1,WIFE,1,180,98765,960501,12345/

For contractors and all other civilians (Type civilian Code 2 and 3)

CEMB,123456789,WELLS FRANKL,2,WIFE,2,180,CENTRAL COLL,960501,12345/

CNOK
FORMAT: TAC,SSN(NOTE 2),NAME OF CIVILIAN IN CEMB TAC(NOTE 7),NOK NAME AND ADDRESS(NOTE 8),DATE IN CEMB TAC(Yymmdd),UIC IN CEMB TAC/

SAMPLE: CNOK,123456789,WELLS,MARY WELLS 1387 FIFTH AVE TAMPA FL,960501,12345/

NOTE 1: Ships must use this TAC for civilians when they embark or when they arrive on board the ship for TEMADD or TEMDU. It is not necessary to report the arrival or to embark those civilian personnel that will depart prior to getting underway. If the number of days changes after reporting the CEMB TAC, the ship must report the new number of days using the CTAD TAC in paragraph 13.9d.

NOTE 2: Civilian embark transactions require an SSN. If embarked civilians do not have an SSN, construct a nine-digit identification number to satisfy the SSN requirements. Use the UIC of the reporting command for the first five digits and the last four digits will be consecutive numbers used for each particular individual reported, commencing with three zeros and a 1, (i.e., first civilian embarked in UIC 09922 with no SSN - record SSN as 099220001, second civilian embarked - record SSN as 099220002, etc.)

NOTE 3: Enter one of the following 1-digit type civilian codes:

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<u>CODE</u>	<u>DESCRIPTION</u>
1	Department of the Navy (DON) civilian employee
2	Contractor employee
3	All other civilians

NOTE 4: Enter an abbreviated relationship of the next-of-kin (NOK) of the embarked civilian (do not exceed five characters). Samples: WIFE, SPOUS, HUSB, SON, DAU, MOTH, FATH, BRO, SIS, GMOTH, GFATH, AUNT, UNK, FRND.

NOTE 5: Enter one of the following 1-digit status codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Civilian is assigned for Temporary Additional Duty (TEMADD) or Temporary Duty (TDY)
2	Civilian is embarked

NOTE 6: If type civilian code in note 3 above is 1, enter the 5-digit UIC of the permanent duty station of the DON civilian. If type civilian code is 2 or 3, enter the name of the company or organization the civilian represents. Abbreviate company or organization name in order to keep the transaction on one line. Enter NONE if the civilian is not a representative of any company or organization, i.e., dependent on a dependent cruise. If you are not able to accurately identify the company or organization by an abbreviation that will fit on one line, you may submit a MEMO TAC immediately following the CEMB TAC to spell out the abbreviation.

NOTE 7: Enter the first five-characters of the name of the embarked civilian recorded in your CEMB TAC.

NOTE 8: Enter the name and address of the next-of-kin of the civilian recorded in your CEMB TAC. Do not use any punctuation in this field.

k. DEBARK CIVILIAN PERSONNEL.....CDEB

FORMAT: TAC,SSN(NOTE 1),NAME,DATE DEBARKED(YMMDD),UIC USED TO EMBARK THE CIVILIAN/

SAMPLE: CDEB,123456789,WELLS FRANKL,960510,12345/

NOTE 1: Ensure the nine-digit SSN identification number used for the debarked transaction is exactly the same as the one used for the passenger or survivor embarked transactions. Do not report the organization or the next of kin information in the debarked transaction.

NOTE 2: This transaction is not to be used by units such as staffs or squadrons attached to a ship. Such embarked units shall notify the ship when civilian personnel depart for inclusion in its DMRS submission prior to sailing.

I. SHIP REPORTS THAT A DEPLOYABLE UNIT, UEMB SQUADRON OR STAFF HAS EMBARKED

FORMAT: TAC,UIC OF EMBARKED ACTIVITY,DATE EMBARKED(YMMMDD),SHIP'S UIC/

SAMPLE: UEMB,00007,960501,00001/

NOTE: Ships shall use this TAC when a mobile deployable unit, squadron or staff unit embarks. DFAS Pay/Personnel Procedures Manual, Paragraph B90633 refers.

m. SHIP REPORTS THAT A DEPLOYABLE UNIT,..... UDEB
SQUADRON OR STAFF HAS DEBARKED

FORMAT: TAC,UIC OF DEBARKED ACTIVITY,DATE DEBARKED(YMMMDD),SHIP'S UIC/

SAMPLE: UDEB,00007,960510,00001/

NOTE: Ships shall use this TAC when a deployable unit, squadron or staff debarks. DFAS Pay/Personnel Procedures Manual, Paragraph B90633 refers.

n. DEPLOYABLE UNIT, SQUADRON OR EMBV
STAFF EMBARKS ONBOARD A VESSEL

FORMAT: TAC,UIC OF VESSEL EMBARKED IN,DATE EMBARKED(YMMMDD),UIC OF ACTIVITY
EMBARKED/

SAMPLE: EMBV,00001,960501,00007/

NOTE: Deployable units, squadrons and staffs must use this TAC to report their embarkation to a ship. DFAS Pay/Personnel Procedures Manual, Paragraph B90633 refers.

o. DEPLOYABLE UNIT, SQUADRON OR DEBV
STAFF DEBARKS FROM A VESSEL

FORMAT: TAC,UIC OF SHIP DEBARKING FROM,DATE DEBARKED(YMMMDD),UIC OF ACTIVITY
DEBARKING/

SAMPLE: DEBV,00001,960510,00007/

NOTE: Deployable units, squadrons and staffs must use this TAC to report their debarkation from a ship. DFAS Pay/Personnel Procedures Manual, Paragraph B90633 refers.

p. NAVY ARMED LANDING PARTY DALP
DEPARTS FROM A SHIP

When an armed party is landed in a foreign territory for purposes other than training, shore patrol, or parades, this personnel memorandum TAC will be used to report each member of the party. DFAS Pay/Personnel Procedures Manual, paragraph B90633 refers.

FORMAT: TAC,SSN,NAME,RATE OR RANK,STATUS INDICATOR CODE(NOTE),DATE OF

LANDING(YMMDD),UIC DEPARTING FROM/

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SAMPLE: DALP,123456789,BRILLIAN DAV,PN1,2,960501,00001/

NOTE: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer USN and USNR
2	Enlisted USN and USNR

q. NAVY ARMED LANDING PARTY RETURNS TO A SHIPRALP

FORMAT: TAC,SSN,NAME,RATE OR RANK,STATUS INDICATOR CODE(NOTE),DATE OF RETURN(YMMDD),UIC RETURNING TO/

SAMPLE: RALP,123456789,BRILLIAN DAV,PN1,2,960510,00001/

NOTE: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer USN and USNR
2	Enlisted USN and USNR

r. LIST OF EMBARKED PASSENGERS WHENLEMB
DEPOSITED WITH SHORE BASED ACTIVITY

FORMAT: TAC,NUMBER OF PEOPLE EMBARKING(3 DIGITS),PASSENGER IDENTIFICATION AVAILABLE AT(INDICATE THE UIC OR NAME, LOCATION AND TELEPHONE NUMBER, FROM WHICH INFO MAY BE OBTAINED) (NOT TO EXCEED 45 CHARACTERS),DATE EMBARKED(YMMDD),UIC EMBARKED TO/

SAMPLE: LEMB,012,COMDESRON TEN 5641001,960501,00001/

NOTE: To be used for marine detachments and dependents cruises only; or when vessels are specifically authorized by EPMAC to submit a sailing list to a shore based activity mutually agreed upon by the activity and EPMAC (Code 31). No memorandum transaction is required for a marine detachment permanently attached to a Navy vessel or an embarked staff unit. DFAS Pay/Personnel Procedures Manual, Paragraph B90633 refers.

s. DEBARKING ALL PERSONNEL PREVIOUSLYLDEB
EMBARKED UNDER A LIST

FORMAT: TAC,NUMBER OF PEOPLE DEBARKING (3 DIGITS),PASSENGERS IDENTIFICATION
AVAILABLE AT (INDICATE THE UIC OR NAME, LOCATION AND TELEPHONE NUMBER
FROM WHICH INFO MAY BE OBTAINED) (NOT TO EXCEED 45 CHARACTERS),DATE
DEBARKED (YYMMDD),UIC DEBARKING FROM/

SAMPLE: LDEB,012,COMDESRON TEN 5641001,960502,00001/

13.9 Embarked Survivors. Survivor transactions will only be submitted to embark survivors from a U.S. Navy ship that has sunk or that has been involved in a disaster that required the crew to abandon ship. The embarked survivor TACs shall be reported by shore activities, ships, submarines and deployable units, squadrons, or staffs receiving the survivors from the ship involved in the disaster. Use the special survivor TACs MSUV, FSUV, CSUV and SNOK to embark the survivors. The same TACs used to debark passengers (MDEB, FDEB and CDEB) will be used to report that survivors have debarked.

13.9.1 Immediate Availability Report. This report will be submitted per ENLTRANSMAN, Chapter 20 when, in the opinion of the commanding officer of the activity that embarked the survivors, that a U.S. Navy enlisted member is available for reassignment. Insert in the remarks section of the availability report: Survivor of (name of activity), UIC _____.

13.9.2 Survivor TACs and Sample Transactions.

a. EMBARK U.S. MILITARY OFFICER AND ENLISTED
SURVIVORSMSUV

FORMAT:TAC,SSN,NAME,RANK OR RATE(NOTE 1), STATUS INDICATOR CODE(NOTE 2), TYPE
SERVICE STATUS CODE(NOTE 3),UIC OF U.S. NAVY SHIP INVOLVED IN THE
DISASTER(NOTE 4),DATE SURVIVOR EMBARKED(YYMMDD),UIC EMBARKING
SURVIVOR/

SAMPLE: MSUV,123456789,TORREL JAMES,QM1,2,1,00001,960501,00007/

NOTE 1: When embarking midshipmen survivors, use MIDN for rank.

NOTE 2: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer (USN and USNR) (Except ACDUTRA officers)
2	Enlisted (USN and USNR) (Except ACDUTRA enlisted)
3	Officer (Other services)
4	Enlisted (Other services)
5	USNR officers and enlisted performing ACDUTRA; Officer Candidates (regardless of service); Midshipmen (regardless of service) (Use type service status code 6)

NOTE 3: Enter one of the following 1 digit type service status codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	USN and USNR Personnel (Except ACDUTRA personnel)
2	USMC Personnel
3	USA Personnel
4	USAF Personnel
5	USCG Personnel
6	USNR Officers and Enlisted performing ACDUTRA, and Officer Candidates and Midshipmen (regardless of service)

NOTE 4: If the UIC of the U.S. Navy ship involved in the disaster cannot be determined, enter 00000.

b. EMBARK FOREIGN MILITARY SURVIVORS.....FSUV

FORMAT: TAC,SSN (NOTE 1),NAME,RANK OR RATE,STATUS INDICATOR CODE (NOTE 2),NATION FROM (LIMIT TO 15 POSITIONS),UIC OF U.S. NAVY SHIP INVOLVED IN THE DISASTER (NOTE 3),DATE SURVIVOR EMBARKED (yymmdd),UIC EMBARKING SURVIVOR/

SAMPLE: FSUV,123456789,MORCHELLI A,COL,1,ITALY,00001,960501,00007/

NOTE 1: When reporting foreign military survivors, ensure that a nine-digit element is recorded for the SSN. If the foreign member's identification number is less than nine-digits (whether composed of number and or letters) add the appropriate number of "0's" (zeros) to make it a nine-digit element. Conversely, if the foreign member's identification number is more than nine-digits, delete the appropriate number of last character(s) to reduce it to a nine-digit element. Any deviation from this will cause the transaction to be rejected by the computer, if the identification number is unknown, use the UIC of the reporting command for the first five digits and the last four digits will be the consecutive numbers used for each particular individual reported. Commencing with three zeros and a 1 (i.e., first foreign military embarked with no SSN - record SSN as 000010001, second foreign military embarked - record SSN as 000010002, etc.).

NOTE 2: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1 Officer	
2	Enlisted

NOTE 3: If the UIC of the U.S. Navy ship involved in the disaster cannot be determined, report 00000.

c. EMBARK CIVILIAN SURVIVORS CSUV and SNOK

CSUV TAC

FORMAT: TAC 9(NOTE 1),SSN (NOTE 2),NAME,TYPE OF CIVILIAN (NOTE 3),NOK RELATIONSHIP (NOTE 4),STATUS (NOTE 5),3-DIGIT NUMBER OF DAYS CIVILIAN IS EMBARKED,UIC OR ORGANIZATION TO WHICH ATTACHED (NOTE 6),DATE EMBARKED (YYMMDD),UIC EMBARKED TO/

SAMPLE: For survivors who are Department of the Navy (DON) employees (Enter civilian Code 1)

CSUV,123456789,WELLS FRANKL,1,WIFE,2,180,98765,960501,12345/

For contractors and all other civilians (Type civilian Code 2 and 3).

CSUV,123456789,WELLS FRANKL,2,WIFE,180,32003,960501,12345/

SNOK TAC

FORMAT: TAC,SSN (NOTE 2),NAME OF CIVILIAN IN CSUV TAC (NOTE 7),NOK NAME AND ADDRESS (NOTE 8),DATE IN CSUV TAC (YYMMDD),UIC IN CSUV TAC/

SAMPLE: SNOK,123456789,WELLS,MARY WELLS,1387 FIFTH AVE TAMPA FL,960501,12345/

NOTE 1: Ships must use this TAC to report civilian survivors. If the number of days changes after reporting the CSUV TAC, the ship must report the new number of days using the CTAD TAC in paragraph 13.9.2d.

NOTE 2: Civilian survivor embark transactions require an SSN. If civilian survivors do not have an SSN, construct a nine-digit identification number to satisfy the SSN requirements. Use the UIC of the reporting command for the first five digits and the last four digits will be the consecutive numbers used for each particular individual reported, commencing with three zeros and a 1 (i.e., first civilian embarked in UIC 09922 with no SSN - record SSN as 099220001, second civilian embarked - record SSN as 099220002, etc.).

NOTE 3: Enter one of the following 1 digit type civilian codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Department of the Navy (DON) civilian employee
2	Contractor employee
3	All other civilians

NOTE 4: Enter an abbreviated relationship of the next-of-kin (NOK) of the embarked civilian (do not exceed five characters). Samples: WIFE, SPOUS, HUSB, SON, DAU, MOTH, FATH, BRO, SIS, GMOTH, GFATH, AUNT, UNK, FRND.

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NOTE 5: Enter the following 1 digit status code:

<u>CODE</u>	<u>DESCRIPTION</u>
2	Civilian survivor

NOTE 6: If type civilian code in note 3 above is 1, enter the 5 digit UIC of the permanent duty station of the DON civilian. If type civilian code is 2 or 3, enter 5 digit UIC of the organization the civilian represents or the UIC of the U.S. Navy ship involved in the casualty. If the UIC of the ship involved in the casualty cannot be determined or if the civilian is not a representative of any company or organization, enter NONE.

NOTE 7: Enter the first five characters of the name of the embarked civilian recorded in your CSUV TAC.

NOTE 8: Enter the name and address of the next-of-kin of the civilian recorded in your CSUV TAC. Do not use any punctuation in this field.

d. CHANGE NUMBER OF DAYS CIVILIAN IS
EMBARKED OR ASSIGNED FOR TAD OR TDYCTAD

FORMAT: TAC,SSN,NAME,CIV (NOTE 1),STATUS INDICATOR CODE (NOTE 2),3-DIGIT NUMBER
OF DAYS CIVILIAN SURVIVOR WILL BE EMBARKED,DATE EMBARKED (YYMMDD),UIC
EMBARKED TO/

SAMPLE: CTAD,123456789,WELLS FRANKL,CIV,3,045,960510,12345/

NOTE 1: Enter CIV to denote that the transaction applies to a civilian.

NOTE 2: Enter the following 1-digit status code:

<u>CODE</u>	<u>DESCRIPTION</u>
3	Civilian employee embarked by a CEMB or CSUV TAC

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 14. MONTGOMERY GI BILL INFORMATION

14.1 Montgomery GI Bill Eligibility Reporting. This section applies ONLY to personnel eligible to participate in the GI Bill per OPNAVINST 1780.3 and subsequent announced changes. The Montgomery GI Bill (MGIB) is available to those individuals who first entered on active duty on or after 1 July 1985 or who are involuntarily separated on or after 3 February 1991. Members with prior active service who are recalled to active duty in the Training and Administration of Reserve (TAR) program and members serving on Active Duty for Special Work (ADSW) are not eligible for the active duty program but may, under certain circumstances, qualify for benefits under the Selected Reserve program. The procedures in this section: (1) provide a means to correct an administrative error that could have been made during recruit processing of MGIB election forms; (2) provide a means to report initial MGIB election data for personnel who enter active duty in the Navy through direct accession, e.g., USNR-R (TAR); and (3) provide a means of updating Reserve MGIB eligibility data in the enlisted and officer master files. In certain instances, educational certification and years of education must also be reported to ensure basic eligibility should a member elect to participate in the MGIB.

14.2 GI Bill TACs and Sample Transactions:

a. TAC GX. Use to correct erroneous MGIB election data and or to report initial enroll or decline data for officer direct accessions.

FORMAT: TAC,SSN,NAME,RANK,ENROLLMENT CODE(NOTE 1),ENROLLMENT OR DECLINE
DATE(YMMDD),UIC ATTACHED TO/

SAMPLE: GX,123456789,JONES JOHN J,LT,Y,960501,00001/

NOTE 1: Enter one of the following 1 digit enrollment codes.

<u>CODE</u>	<u>DESCRIPTION</u>
Y	Member did not complete Section 3 (Statement of Disenrollment) on DD Form 2366 (May 90).
N	Member completed Section 3 (Statement of Disenrollment) on DD Form 2366 (May 90).
I	Member is ineligible.
J	Member enrolled in MGIB prior to being "involuntarily separated". Lump sum payment deposited with disbursing office.
K	Member Veteran's Educational Assistance Program (VEAP)-era, enrolled in MGIB prior to being "involuntarily separated". Lump sum payment deposited with disbursing office.

The following codes are only to be used when directed by BUPERS (Pers-602).

<u>CODE</u>	<u>DESCRIPTION</u>
A	Member enrolled in the MGIB due to VSI.
B	Member enrolled in the MGIB due to VSI and first entered active duty during the Veterans Education Assistance Program (VEAP) era.
C	Member enrolled in MGIB due to SSB.
F	Member enrolled in the MGIB due to SSB and first entered active duty during the Veterans Education Assistance Program (VEAP) era.

b. TAC GR. Use to report changes or to correct Reserve MGIB data in the Officer Personnel Information System for officers. When recalled to active duty, review their service records and OPNAVINST 1780.3 to determine if this transaction is required.

FORMAT: TAC,SSN,NAME,RANK,ELIGIBILITY STATUS CODE (NOTE 1),RECOUPMENT CODE (NOTE 2),SIX YEAR OBLIGATION DATE (YYMMDD) (NOTE 3),ELIGIBILITY START DATE (YYMMDD) (NOTE 4),ELIGIBILITY STOP DATE (YYMMDD) (NOTE 5),TWO DIGIT MONTHS OF OBLIGATED SERVICE (NOTE 6),UIC ATTACHED TO/

SAMPLE: GR,123456789,SINGLETON MI,LT,F,7,960501,960501,NA,NA,12345/

NOTE 1: Enter one of the appropriate Eligibility Status Codes:

<u>CODE</u>	<u>DESCRIPTION</u>
A	Ineligible - member has completed a course of instruction required for the award of a baccalaureate or equivalent degree and has not executed a 6 year obligation in the Selected Reserve after 30 September 1990.
B	Ineligible - member in receipt of an ROTC scholarship.
C	Ineligible - member has not executed a 6 year contract or service obligation in the Selected Reserve after 30 June 1985.
D	Ineligible - member has executed a 6 year contract or service obligation in the Selected Reserve after 30 June 1985 but has not completed initial active duty for training and 180 days of service in the Selected Reserve.
E	Ineligible - member did not receive a secondary school diploma (or equivalency certificate) before completion of initial active duty for training.
F	Eligible.

<u>CODE</u>	<u>DESCRIPTION</u>
G	Eligibility terminated - correction of erroneous report of eligibility.
H	Eligibility terminated - member failed to participate satisfactorily.
J	Eligibility terminated - member has completed a course of instruction required for the award of baccalaureate degree or equivalent course.
K	Eligibility terminated - member in receipt of ROTC scholarship.
L	Eligibility terminated - member died, separated or transferred from the Selected Reserve.

NOTE 2: Enter one of the appropriate Reserve MGIB Benefit Recoupment Status Codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Not required.
2	Required, not waived.
3	Required, waived.
7	Not Applicable.

NOTE 3: Change or report date of execution of a six year obligation for officers establishing eligibility to Reserve MGIB benefits. If no change required, enter NA.

NOTE 4: Date of Reserve MGIB eligibility start date. Report date of basic eligibility from block 10 of DD Form 2384. If no change required, enter NA.

NOTE 5: Reserve MGIB eligibility stop date. Report date member becomes ineligible for Reserve MGIB benefits. If no change required, enter NA.

NOTE 6: Months of MGIB obligated service remaining at termination of Reserve MGIB eligibility. Report in two digit format (i.e., 01, 02, 14, etc.). If no change required, enter NA.

c. TAC GIB. Use to correct errors in previously submitted MGIB election data for enlisted members and or to report initial enroll or decline data for enlisted direct accessions.

FORMAT: TAC,SSN,NAME,RATE,ENROLLMENT CODE (NOTE),ENROLLMENT-DECLINE
DATE(YMMDD),UIC ATTACHED TO/

SAMPLE: GIB,123456789,JONES JOHN J,MM3,D,960501,00001/

NOTE 1: Enter one of the following 1 digit enrollment codes.

<u>CODE</u>	<u>DESCRIPTION</u>
E	Member did not complete Section 3 (Statement of Disenrollment) on DD Form 2366 (May 90).
D	Member completed Section 3 (Statement of Disenrollment) on DD Form 2366 (May 90).
N	Member is ineligible.
J	Member enrolled in MGIB prior to being "involuntarily separated." Lump sum payment deposited with disbursing office.
K	Member Veteran's Educational Assistance Program (VEAP)-era, enrolled in MGIB prior to being "involuntarily separated". Lump sum payment deposited with disbursing office.

The following codes are only to be used when directed by BUPERS (Pers-602).

<u>CODE</u>	<u>DESCRIPTION</u>
A	Member enrolled in the MGIB due to VSI.
B	Member enrolled in the MGIB due to VSI and first entered active duty during the Veterans Education Assistance Program (VEAP) era.
C	Member enrolled in MGIB due to SSB.
F	Member enrolled in the MGIB due to SSB and first entered active duty during the Veterans Education Assistance Program (VEAP) era.

d. TAC GIR. Use to report changes or to correct Reserve MGIB data in the enlisted master file for reserves in the TAR and ADSW programs. When they are recalled to active duty, review their service records and OPNAVINST 1780.3 to determine if this transaction is required.

FORMAT: TAC,SSN,NAME,RATE,ELIGIBILITY STATUS CODE (NOTE 1),RECOUPMENT CODE (NOTE 2),LATEST EXTENSION DATE (YYMMDD) (NOTE 3),ELIGIBILITY START DATE (YYMMDD) (NOTE 4),ELIGIBILITY STOP DATE (YYMMDD) (NOTE 5),2 DIGIT MONTHS OF OBLIGATED SERVICE (NOTE 6),UIC ATTACHED TO/

SAMPLE: GIR,123456789,JONES JOHN J,PN1,F,1,941224,941224,960501,24,12345/

NOTE 1: Enter one of the appropriate Eligibility Status Codes:

<u>CODE</u>	<u>DESCRIPTION</u>
A	Ineligible - member has completed a course of instruction required for the award of a baccalaureate or equivalent degree and has not executed a 6 year obligation in the Selected Reserve after 30 September 1990.
B	Ineligible - member in receipt of an ROTC scholarship.
C	Ineligible - member has not executed a 6 year contract or service obligation in the Selected Reserve after 30 June 1985.
D	Ineligible - member has executed a 6 year contract or service obligation in the Selected Reserve after 30 June 1985 but has not completed initial active duty for training and 180 days of service in the Selected Reserve.
E	Ineligible - member did not receive a secondary school diploma (or equivalency certificate) before completion of initial active duty for training.
F	Eligible.
G	Eligibility terminated - correction of erroneous report of eligibility.
H	Eligibility terminated - member failed to participate satisfactorily.
J	Eligibility terminated - member has completed a course of instruction required for the award of baccalaureate degree or equivalent course.
K	Eligibility terminated - member in receipt of ROTC scholarship.
L	Eligibility terminated - member died, separated or transferred from the Selected Reserve.

Note 2: Enter one of the appropriate Reserve MGIB Benefit Recoupment Status Codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Not required.
2	Required, not waived.
3	Required, waived.
7	Not Applicable.

NOTE 3: Change or report date of latest enlistment, reenlistment, or extension that established eligibility for the Reserve MGIB.

NOTE 4: Date of Reserve MGIB eligibility start date. Report date of basic eligibility from (block 10 of DD Form 2384). If no change required, enter NA.

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NOTE 5: Reserve MGIB eligibility stop date. Report date member becomes ineligible for Reserve MGIB benefits. If no change required, enter NA.

NOTE 6: Months of MGIB obligated service remaining at termination of Reserve MGIB eligibility. Report in two digit format (i.e., 01, 02, 14, etc.). If no change required, enter NA.

e. TAC GIE. Use to update or correct enlisted member's educational level in order to record achievement of the minimum educational criteria for receipt of MGIB educational benefits.

FORMAT: TAC,SSN,NAME,RATE,1 DIGIT EDUCATIONAL CERTIFICATION CODE(NOTE 1),
2 DIGIT YEARS OF EDUCATION CODE(NOTE 2),DATE MESSAGE ..
TYPED(YMMDD),UIC ATTACHED TO/

SAMPLE: GIE,123456789,JONES JOHN J,MM3,L,12,960501,00001/

NOTE 1: Enter one of the following Educational Certification Codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Less than high school diploma.
M	Currently pursuing completion of a high school diploma, test based equivalency diploma, occupational program certificate, correspondence school diploma, home study diploma, adult education diploma or high school certificate of attendance.
L	High school diploma - a diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction; the diploma must be issued from the school where the individual completed all program requirements.
C	Occupational program certificate - certificate or diploma awarded for attending a non-correspondence vocational, technical, or proprietary school for at least 6 months. The individual must have also completed 11 years of regular day school. This is considered an alternate high school credential.
J	High school certificate of attendance - an attendance based high school certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather than a test such as the GED or California High School Proficiency Exam (CHSPE). A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma. This is considered an alternate high school credential.
9	Currently in high school.
S	High school senior.

<u>CODE</u>	<u>DESCRIPTION</u>
E	Test-based equivalency diploma - a diploma or certificate of general education development (GED) or other test-based high school equivalency diploma. This includes state-wide programs such as the CHSPE, whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. This is considered an alternative high school credential.
7	Correspondence school diploma - a secondary school diploma or certificate awarded upon completion of correspondence school course work, regardless of whether the diploma was issued by a correspondence school, a state, or a secondary or post secondary educational institution. This is considered an alternative high school credential.
H	Home study diploma - a secondary school diploma or certificate, typically awarded by a state based upon certification by a parent or guardian that an individual completed his or her secondary education at home. This is considered an alternative high school credential.
B	Adult education diploma - a secondary school diploma awarded on the basis of attending and completing an adult education or "external" diploma program, regardless of whether the diploma was issued by a state or by a secondary or post secondary educational institution. This is considered an alternative high school credential.
8	Completed one semester of college - the status of an individual who is a non-high school graduate or alternate high school credential holder, attended a college or university, and completed at least 15 semester or 20 quarter hours of college-level credit.
D	Associate Degree.
G	Professional Nursing diploma (3-yr hospital school of nursing).
K	Baccalaureate Degree level and certain first professional degrees, (Laws, Theology, Optometry, Chiropody, etc.).
W	First professional degree.
N	Master's Degree level (includes certain certificates of advanced study and those degrees identified as licentiate).
R	Post-Master's (but below Doctorate).
U	Doctor's degree level.

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NOTE 2: Enter one of the following 2 digit Years of Education Code:

<u>CODE</u>	<u>DESCRIPTION</u>
01 thru 08	Grammar School Grades
09 thru 12	High school Grades
13 thru 20	College (1-8 years)

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SECTION 15. ENLISTED MEMBERS AVAILABLE FOR ORDERS AND DUTY PREFERENCE
UPDATES

15.1 Scope of DMRS Availability Reporting. DMRS availability reporting is designed to benefit those activities that do not have Availability Reporting and Tracking Module (ARTM), or accession availability reporting capabilities. The primary beneficiaries of this system are fleet and mobile units. If you use ARTM to submit availabilities, continue to submit ARTM and accession availabilities per the provisions of ENLTRANSMAN, Chapter 20.

15.1.1 DMRS Availability Reporting. Immediate and regular availability reports and associated duty preferences of the individual being made available shall be reported via the DMRS per the formats and samples provided in this section. A worksheet to assist you in collecting and recording all information necessary to submit AVAL transactions is contained at the end of this section. EPMAC will transmit availability information submitted via the DMRS to the cognizant Assignment Control Authority (ACA). This eliminates the need for the ACA to manually code and enter the availability data and associated duty preferences in the master file for individuals being made available. DMRS availability reporting capability provides for direct computer input of availability and associated duty preference information, thereby saving one to two days processing time over the manual method. Class "DZ" (Special Case Avails) and Class "F" (Accessions Avails) ARE NOT to be submitted via DMRS. All Class "DZ" and "F" avails are to be submitted in narrative form to appropriate ACA due to additional information that cannot be provided through the availability reporting features of DMRS. TARS are to be submitted per guidelines in ENLTRANSMAN, Chapter 20. NAVRESPERSCEN needs to see the avail first before BUPERS does. Under DMRS, avail transactions automatically go to BUPERS via EPMAC.

15.1.2 ADTAKE or Cancel an Availability Submission. Duplicate submissions are a problem. Submit only one avail transaction. If you need to ADTAKE or cancel an avail, do so following the procedures in ENLTRANSMAN Chapter 20. Ensure that all of the avail information is contained in any ADTAKE or cancellation. Failure to provide the needed information (i.e., reference the original report and identify the member in full) to ADTAKE or cancel an avail will delay resolution of the problem.

15.2 Formats and Samples for Submission of Regular and Immediate Availabilities and Associated Duty Preference Data via the DMRS. The activity submitting the availability must determine if there is a need or desire to submit related duty preferences for the individual being made available. If duty preferences are submitted, they will supersede and update the duty preferences already on file. Duty preference submission by DMRS shall only be permitted in conjunction with a DMRS availability submission. DMRS shall not be used as an alternate means of communicating routine duty preference data in the absence of a corresponding availability. Routine duty preference submission should be accomplished by mailing or faxing the NAVPERS 1306/63 or by electronic means via the BUPERS access bulletin board. The AVAL TAC contains the basic availability report. This transaction must be submitted for each availability reported via the DMRS. The remainder of the TACs in this section provide further amplifying information and the individual's duty preferences. They may be submitted in conjunction with the AVAL TAC, if required. Caution: TACs CANNOT exceed one line. If a TAC exceeds more than one line, it will not be accepted by MAPMIS.

15.2.1 Availability TACs and Sample Transactions.

- a. TAC AVAL. This is the basic TAC to report an immediate and regular availability.

FORMAT: TAC,SSN,NAME (NOTE 1),AVAIL RATE (NOTE 2),EXPECTED NEC (NOTE 3),CLASS OF AVAIL (NOTE 4),ASC (NOTE 5),DATE OF AVAILABILITY (NOTE 6)(YYMMDD),UIC ATTACHED TO/

SAMPLE: AVAL,123456789,JONES,GMGSN,0000,YH,070,960501,12345/

NOTE 1: Limit name to five positions only.

NOTE 2: Availability Rate - Enter Rate. In reporting school graduates, indicate the rate obtained by successful completion of the course, e.g., a SN in Class "A" Personnelman course will be reported as a PNSN even though the striker identification has not actually been assigned at the time availability is submitted. This also applies to personnel attending conversion courses and personnel authorized to be advanced to the next higher rate. DO NOT include special program indicators such as "NF" for Nuclear Field Personnel or special designators, such as "SS".

NOTE 3: Expected NEC - Enter additional NEC qualification, including NEC recommended by Enlisted Classification Unit or NEC to be earned as a result of course completion. If none, enter "0000". For school graduates who receive designation upon graduation (and will no longer be assigned a Defense Group or conversion NEC) enter "0000".

NOTE 4: Class of availability - Enter two position alphabetic code that identifies type of availability. These codes and their definitions are listed in ENLTRANSMAN, Article 20.04. Ensure that Class "DZ" (Special Case Avails), Class "F" (Accessions Avails) and TARS ARE NOT submitted via DMRS.

NOTE 5: Availability Source Code - For fleet or mobile units not serviced by a PSD, enter NA. For PSDs and activities not supported by ARTM, enter the 3 digit numeric code for the PSD corresponding to the availability UIC. Precede the PSD number with zeros, if required, to submit three numbers. Example: P99 would be entered as 099. P3 would be submitted as 003. Listing of PSD numbers can be found in ENLTRANSMAN, Chapter 24.

NOTE 6: Availability Date - The date the individual will be available for transfer to a new duty station. In the case of assignment to Limited Duty, the Availability date will be the date of the medical board (Block 15, NAVMED 6100/1). In the case of personnel found fit for full duty, the availability date will be the date in block 25, NAVMED 6100/1.

-
- b. TAC REM1. Use for availability remarks. If the remarks exceed more than one line, use REM2. Limit your remarks to the REM1 and REM2 TACs and DO NOT use punctuation in the remarks portion of the REM TACs.

FORMAT: TAC,SSN,NAME (NOTE),REMARKS/

SAMPLE: REM1,123456789,JONES,6 MOS LIMDU TO PRECLUDE STANDING GREATER THAN/

NOTE: Limit name to five positions only.

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c. TAC REM2. Use for availability remarks (if all remarks could not be reported in the REM1 TAC).

FORMAT: TAC,SSN,NAME (NOTE),REMARKS/

SAMPLE: REM2,123456789,JONES,15 MIN WALKING MORE THAN 3 BLKS/

NOTE: Limit name to five positions only.

15.2.2 Duty Preferences TACs and Sample Transactions.

a. TAC SHOP. Use if the individual desires to report or update shore preferences.

FORMAT: TAC,SSN,NAME (NOTE 1),SHORE PREFERENCE PRIORITY (NOTE 2),SHORE PREF LOCATION ONE (NOTE 3),SHORE PREF LOC TWO (NOTE 3),SHORE PREF LOC THREE (NOTE 3),SHORE PREF TYPE DUTY ONE (NOTE 4),SHORE PREF TYPE DUTY TWO (NOTE 4),SHORE PREF TYPE DUTY THREE (NOTE 4),UIC ATTACHED TO/

SAMPLE: SHOP,123456789,JONES,2,GMY,GCE,EPA,GDTY,GDTY,GDTY,12345/

NOTE 1: Limit name to five positions only.

NOTE 2: Shore Preference Priority - Enter 1 digit priority code 1, 2, or 3.
Example: 1 indicates most desired, 3 the least desired.

NOTE 3: Shore Preference Locations 1, 2, and 3 - Enter 3 position alphabetic location code. The most commonly used location codes are listed in paragraph 15.3. Additional location codes are listed in ENLTRANSMAN, Chapter 25.

NOTE 4: Shore Preference Type Duty 1, 2, and 3 - Enter type duty alphabetic code (not to exceed 4 positions). The most commonly used type-of-duty codes are listed in paragraph 15.4. Refer to ENLTRANSMAN, Chapter 25 for additional codes.

b. TAC OVSP. Use if the individual desires to report or update overseas preferences.

FORMAT: TAC,SSN,NAME (NOTE 1),OSEAS PREFERENCE PRIORITY (NOTE 2),OSEAS PREF LOCATION ONE (NOTE 3),OSEAS PREF LOC TWO (NOTE 3),OSEAS PREF LOC THREE (NOTE 3),OSEAS PREF TYPE DUTY ONE (NOTE 4),OSEAS PREF TYPE DUTY TWO (NOTE 4),OSEAS PREF TYPE DUTY THREE (NOTE 4),UIC ATTACHED TO/

SAMPLE: OVSP,123456789,JONES,3,INA,IGA,SPA,GDTY,GDTY,GDTY,12345/

NOTE 1: Limit name to five positions only.

NOTE 2: Overseas Preference Priority - Enter 1 digit priority code 1, 2, or 3. Example: 1 indicates most desired, 3 the least desired.

NOTE 3: Overseas Preference Locations 1, 2, and 3 - Enter 3 position alphabetic location code. The most commonly used location codes are listed in paragraph 15.3.

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Additional location codes are listed in ENLTRANSMAN, Chapter 25.

NOTE 4: Overseas Preference Type Duty 1, 2, and 3 - Enter type duty alphabetic code (not to exceed 4 positions). The most commonly used type-of-duty codes are listed in paragraph 15.4. Refer to ENLTRANSMAN, Chapter 25 for additional codes.

c. TAC SEAP. Use if the individual desires to report or update sea preferences.

FORMAT: TAC,SSN,NAME (NOTE 1),SEA PREFERENCE PRIORITY (NOTE 2),SEA PREF LOCATION ONE (NOTE 3),SEA PREF LOC TWO (NOTE 3),SEA PREF LOCTHREE (NOTE 3),SEA PREF TYPE DUTY ONE (NOTE 4),SEA PREF TYPE DUTY TWO (NOTE 4),SEA PREF TYPE DUTY THREE (NOTE 4),UIC ATTACHED TO/

SAMPLE: SEAP,123456789,JONES,1,GMY,GCE,CNE,DDG,FF,DD,12345/

NOTE 1: Limit name to five positions only.

NOTE 2: Sea Preference Priority - Enter 1 digit priority code 1, 2, or 3. Example: 1 indicates most desired, 3 the least desired.

NOTE 3: Sea Preference Locations 1, 2, and 3 - Enter 3 position alphabetic location code. The most commonly used location codes are listed in paragraph 15.3. Additional location codes are listed in ENLTRANSMAN, Chapter 25.

NOTE 4: Sea Preference Type Duty 1, 2, and 3 - Enter type duty alphabetic code (not to exceed 4 positions). The most commonly used type-of-duty codes are listed in paragraph 15.4. Refer to ENLTRANSMAN, Chapter 25 for additional codes.

d. TAC DEPN. Use to record marital or dependents data for members with either a spouse or dependent children. This TAC is for dependent data submitted in conjunction with a DMRS Availability submission only.

FORMAT: TAC,SSN,NAME (NOTE 1),MARITAL STATUS (NOTE 2),SPOUSE LOCATION (NOTE 3),NUMBER OF CHILDREN (NOTE 4),UIC ATTACHED TO/

SAMPLE: DEPN,123456789,JONES,M,GCE,010000,12345/

NOTE 1: Limit name to five positions only.

NOTE 2: Marital Status - Enter M for married or S for single.

NOTE 3: Spouse Location - Enter 3 position Area-Type-City (ATC) code that identifies the geographic location. The most commonly used location codes are listed in paragraph 15.3. Additional location codes are listed in ENLTRANSMAN, Chapter 25. If not applicable, enter NA.

NOTE 4: Number of Children - Enter six position number of children by sex in three age groups per ENLTRANSMAN, Chapter 2. If not applicable, enter 000000. The six positions are broken down as follows:

Positions 1-2	Positions 3-4	Positions 5-6
---------------	---------------	---------------

Ages 0-4		Ages 5-11		Ages 12+	
Male	Female	Male	Female	Male	Female

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15.3 Location Codes. The following is a list of the most commonly used location codes:

<u>LOCATION NAME</u>	<u>LOCATION CODE</u>
AlaskaALA	
Alaska Adak	ADA
Antarctica.....	ANT
Australia.....	AUS
Azores	AZO
Bahamas	CVO
Bermuda.....	BER
CA Alameda	LAL
CA China Lake	KCK
CA Concord	LCE
CA Imperial Beach.....	KIM
CA Lemoore.....	LLF
CA Long Beach.....	KLB
CA Los Angeles.....	KLO
CA Mare Island	LVB
CA Moffett Field	LMO
CA Oakland	LOA
CA Point Mugu.....	KPS
CA Port Hueneme.....	KUE
CA San Diego	KSD
CA San Francisco	LFO
Canada.....	CAA
Colorado Denver	IDN
CONN Groton	DNM
CONN New London	DNL
Cuba	CUB
DC Washington	PWD
Diego Garcia	DGO
England	ENG
England London	ELO
FL Homestead	GJL
FL Jacksonville	GJK
FL Key West	GKE
FL Mayport	GMY
FL Orlando	GOR
FL Pensacola.....	GPE
France	FRA
Greece	GRE
Greece Athens	GRA
Georgia Atlanta	GAL
Germany.....	GER
Guam	GUM
HawaiiQTH	
Hawaii Barbers Pt	BPT
Iceland.....	ICE
IL Glenview.....	IGL
IL Great Lakes	ICK
Ireland.....	IRE

Italy	ITA
Italy Gaeta	IGA
Italy Naples	INA
Japan JAA	

LOCATION NAME

LOCATION CODE

Japan Atsugi	JAT
Japan Okinawa	OKI
Japan Sasebo	JSA
Japan Yokosuka	JYS
Korea	KOR
LA New Orleans.....	HNO
Maine Brunswick.....	CBS
MD Fort Meade	PGH
MD Patuxent River.....	PPA
MA Boston	CBO
Midway Island	MID
MS Gulfport	GGU
MS Meridian.....	GMG
Morocco	MOR
Nevada Fallon	LFA
NJ Lakehurst.....	ELA
NY New York City	DNY
New Zealand.....	NEZ
Newfoundland.....	NEW
Norway	NOR
Oregon Portland	MPS
PA Philadelphia.....	EPA
Philippine Islands	PHI
Philippine IS Subic Bay	PHS
Puerto Rico.....	PUR
RI Newport.....	CNE
Scotland.....	SCO
Scotland Edzell	SED
Sicily	SIC
SC Charleston.....	GCE
Spain	SPA
Spain Rota.....	SRT
TN Memphis	GME
TX Texas City	HTX
TX Beeville.....	HBV
TX Corpus Christi.....	HCC
TX Dallas	HDA
TX Galveston	HGA
TX Kingsville	HKI
VA Little Creek.....	FLI
VA Norfolk	FNO
VA Oceana	FOA
VA Portsmouth.....	FPO
VA Virginia Beach	FDN
Wales WAL	
WA Bremerton	MBR
WA Seattle.....	MSE
WA Whidbey Island.....	MWI

15.4 Type-of-Duty Codes. The following is a list of the most commonly used type-of-duty codes:

<u>TYPE-OF-DUTY</u>	<u>TYPE-OF-DUTY CODE</u>
Administrative Command	ADCM
AIRCREWMAN	AIRC
AMPHIB CONST Battalion	CBJ
Classification	CLAS
Commissary Store	CSTO
Communications ACTY	CSTA
Diver UDT SEAL	DUS
FLT MAINT ASSIST Group	FMAG
General Duty	GDTY
Human Resources DEV Program	HRDP
Independent Duty	INDU
Instructor Duty	INST
MAAG Mission	MAAM
Medical Center	NRMC
MISC Support ACTY	NSFA
Military Police	AFPD
Mobile Construction Battalion	CBE
Mobile Technical Unit	MOTU
Naval Air Facility	NAF
Naval Air Reserve Unit	NARU
Naval Air Station	NAS
Naval Ammunition Depot	NAD
NAV DEVEL & Training CEN	DATC
Naval Facility	NFC
Naval Hospital	USNH
Naval Reserve Center	RSCN
Naval Station	NSTA
Naval Training Center	NTC
Naval Weapons Station	NWS
Naval Weather SERV DET	WSED
Naval Exchange	EXCH
Personnel Exchange Program	PEP
Recruit Company CMDR	RCC
Recruiter	RECR
Recruit Training Center	RTC
Service Craft	SCRF
Ship Repair Facility	SRF
Shipyards	SHYD
Staff	STF
Submarine Base	SUBB
Supply	SUP
Weapons	WPNS

NOTE: For ships and squadrons use type: DD, CVN, CG, FFG, ARS, AOE, LPD, AE, VF, VP, VA, VS, HSL, HC, etc.

DMRS AVAILABILITY WORKSHEET

Recommend use of this worksheet to record Availability TAC information to ensure the formats and requirements contained in this section. A summary of the Availability TACs and their p

AVAILABILITY TAC (AVAL)

(Use to report the basic TAC for an immediate and regular availability)

T A C	SSN	NAME (5 CHARACTER S)	AVAIL RA	EXPECTED NEC	CLASS OF AVAIL	A S C	OF AV TY
AVAL,	,	,	,	,	,	,	

REMARKS TACs (REM1 and REM2)

(Use only if remarks are required with the AVAL submission.
If remarks exceed one line use both the REM1 and REM2 TACs)

T A C	SSN	NAME (5 charact	REMARKS - Limit remarks in this TAC to 45 characters. Use no punctuation exce
REM	,	,	

1,			
----	--	--	--

T A C	SSN	NAME (5 charact	REMARKS - Limit remarks in this TAC to 45 characters. Use no punctuation exce
E M 2,	,	,	

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DMRS AVAILABILITY WORKSHEET (Cont'd)

DUTY PREFERENCES TACs (SHOP, OVSP, and SEAP)

(Use only with availability submission and only if member desires to report or update du
Member may elect to submit none, all or any one of these TACs.)

T	SS	NAME	PR	SHORE LOCATION PREFERENCES			SHORE TYPE DUTY PREFERENC	
				1	2	3	1	2
SHC								

T	SS	NAME	PR	OVERSEAS LOCATION PREFERENCES			OVERSEAS TYPE DUTY PREFER	
				1	2	3	1	2

OVSI							
------	--	--	--	--	--	--	--

T	SS	NAT	PR	SEA LOCATION PREFERENCES			SEA TYPE DUTY PREFERENCES	
				1	2	3	1	2
SEAP								

MARITAL AND DEPENDENTS DATA (TAC DEPN)

(Use only to record marital and dependents data for member with either a spouse or

T	SS	NAT	MARITAL STA	SPOUSE LOCAT	6-POSITION NUMBER OF CHILDREN	UIC
DEP						

DIARY MESSAGE REPORTING SYSTEM
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SECTION 16. ENLISTED WATCH QUALIFICATIONS

16.1 Enlisted Watch Qualifications. EPMAC is pursuing the quality detailing concept for enlisted personnel based on directions of the Commander in Chief, U.S. Pacific Fleet and the Commander in Chief, U.S. Atlantic Fleet. To achieve quality detailing using automated methods we must collect certain watch qualifications and record them in personnel files. The first qualifications we have identified are Engineering Officer of the Watch (EOOW), TOP WATCH, Electrical Plant Console Control Operator (EPCCO), and Propulsion Auxiliary Console Control Operator (PACCO). An individual must qualify for these watches on each new assignment to a ship employing steam, diesel or gas turbine propulsion plants.

16.1.1 Enlisted Watch Qualifications TAC and Sample Transaction. Each ship must report the qualification to EPMAC using the below transaction:

FORMAT: TAC,SSN,NAME,RATE,WATCH QUALIFICATION CODE (NOTE 1),DATE MESSAGE
TYPED,UIC ATTACHED TO/

SAMPLE: QWS,123456789,SMITH TOM T,BTC,S,960501,03399/

NOTE 1: Enlisted Watch Qualification Codes - Enter one of the following single digit codes for watch qualified personnel:

<u>CODE</u>	<u>DESCRIPTION</u>
S	EOOW -- Steam driven ships
D	EOOW -- Diesel driven ships
G	EOOW -- Gas Turbine driven ships
M	TOP WATCH -- Steam driven ships
E	TOP WATCH -- Diesel driven ships
T	EPCCO PACCO -- Gas Turbine driven ships
Z	Delete Enlisted Watch Qualification - member no longer qualified

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SECTION 17. CORRECTION TO DISCREPANCIES IN PRIMARY AND OR SECONDARY
DISTRIBUTION NAVY ENLISTED CLASSIFICATION (DNEC) CODES

17.1 Discussion. The DNEC transaction is only used to report DNEC discrepancies to EPMAC per conditions in EDVRMAN, Section 8, paragraph 8.3.2e. The DNEC TAC is not to be used to correct discrepancies in closed loop or special program NECs, or for modifications to PCS orders for correction of DNEC. These discrepancies must be directed to the appropriate BUPERS or NAVRESPERSCEN enlisted detailer for correction.

17.2 DNEC TAC and Sample Transaction.

FORMAT: TAC,SSN,NAME,RATE,CURRENT DNEC1DNEC2,REQUESTED DNEC1DNEC2, REASON
CODE(NOTE 1),DATE MESSAGE TYPED (YYMMDD),UIC ATTACHED TO/

SAMPLE: DNEC,123456789,DOE JOHN,PN1,00000000,26120000,1,960501,12345/

NOTE 1: Enter one of the following reason codes:

If the "Requested DNEC1DNEC2" in your TAC is 00000000, enter:

<u>CODE</u>	<u>DESCRIPTION</u>
A	No requirement in CNO Billet Authorization
B	Submitted OPNAV 1000/4A, Manpower Authorization Change Request
C	Failed to complete course of instruction
D	Medical disqualification
E	Individual is a non -volunteer
F	Failed to maintain qualifications
G	Failed to meet the required on-the-job-training (OJT) qualifications
H	Disqualification based on unsatisfactory performance
I	Paygrade ineligible
J	Rating ineligible

If the "Requested DNEC1DNEC2" in your TAC is other than 00000000, enter:

<u>CODE</u>	<u>DESCRIPTION</u>
1	NEC required by CNO Billet Authorization
2	Submitted OPNAV 1000/4A, Manpower Authorization Change Request
3	School quota obtained
4	Under instruction for OJT awardable NEC
5	Billet reassignment
6	Member filling dual NEC requirement with only one of the required NECs in inventory

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SECTION 18. DEFENSE FOREIGN LANGUAGE PROFICIENCY DATA

18.1 Reporting Procedures. The following information will be collected and verified before you submit a transaction to enter or update the Defense Language Proficiency Test (DLPT) or the Defense Language Aptitude Battery (DLAB) information for an officer or enlisted member:

Information that must be Collected	To enter or update	
	DLPT	DLAB
Language Identity Code	Yes	No
Language Evaluation Method	Yes	No
Language Listening Proficiency Level	Yes	No
Language Reading Proficiency Level	Yes	No
Language Speaking Proficiency Level	Yes	No
Language Writing Proficiency Level	Yes	No
Language Proficiency Source	Yes	No
Defense Language Aptitude Battery Score	No	Yes
Date	Yes (Note	Yes (Note

Note 1: Report the Language Proficiency Evaluation date in this field when reporting DLPT.

Note 2: Report the date your message is typed in this field when reporting DLAB.

18.2 Number of Languages. Multiple numbers of languages may be stored in both the officer and the enlisted master files in BUPERS. A transaction shall be submitted for all languages in which members report their proficiency.

18.3 Language Evaluation Method Verification. The member must present a signed DA Form 330 from the Defense Language Institute (DLI) or letter of test results from the Naval Education Training Program Management Support Activity (NETPMSA) in order to enter "1" or "3" as the Language Evaluation Method. These codes signify that the member has taken a written or oral test through the DLI or NETPMSA. They are the same codes required for the DMRS transactions. The code will appear on the DA Form 330 in block 47 (Listening), 50 (Speaking), or 56 (Reading). Since this form documents the method used to evaluate the member's proficiency in three of the different skill areas (Listening, Speaking, and Reading) there are three possible Language Evaluation Methods on the form. If there is any combination of "1" and "3" in these blocks, then enter "3" for the DMRS transaction.

18.4 Self-Evaluated Proficiency. If members state their language proficiency and they have never taken a test through DLI or do not have verification, then the appropriate Language Evaluation Method is "2". If members cannot describe their proficiency level from the Proficiency Level table given, they should be referred to the

Language Section of the current version of the NAVPERS 15839 (NOBC Manual) where the levels are described in detail. From those descriptions the members should be able to select the code that most accurately reflects their proficiency level for each of the four skill areas, i.e., Listening, Reading, Speaking and Writing.

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18.5 Language Proficiency Source. If the member has taken a written or oral test through DLI and has the DA Form 330, the Language Proficiency Source should be taken from that form. It appears in Block 39, 40 or 41. If more than one of these blocks is filled in, then enter the code from Block 39 for the DMRS transaction. The codes used on the form are the same as the codes required for DMRS.

18.6 DLAB Source. DLAB reporting is required only when the member has been tested for language aptitude via a Defense Language Aptitude Battery, and has been notified of the results by the Naval Education Training Program Management Support Activity (NETPMSA).

18.7 Transaction Codes. Two TACs are used to report DLPT or DLAB information. The LU TAC is used for officer transactions and the B48 is used for enlisted transactions.

18.7.1 Foreign Language Proficiency TACs and Sample Transactions:

a. TAC LU. Used to report Foreign Language Proficiency data for officers.

FORMAT: TAC,SSN,NAME (5 CHARACTERS ONLY),RANK,LANGUAGE IDENTITY CODE (NOTE 1),EVALUATION METHOD (NOTE 2),LISTENING PROFICIENCY LEVEL (NOTE 3),READING PROFICIENCY LEVEL (NOTE 3),SPEAKING PROFICIENCY LEVEL (NOTE 3),WRITING PROFICIENCY LEVEL (NOTE 3),LANGUAGE PROFICIENCY SOURCE (NOTE 4),DEFENSE LANGUAGE APTITUDE BATTERY SCORE(NOTE 5),DATE (YYMMDD)(NOTE 6),REPORTING UIC/

SAMPLE OFFICER TACs:

To report DLPT only:

LU,123456789,JONES,LCDR,LA,2,36,30,30,30,C,NA,950901,12345/

To report DLAB only

LU,123456789,JONES,LCDR,NA,NA,NA,NA,NA,NA,NA,141,960501,12345/

b. TAC B48. Used to report Foreign Language Proficiency data for enlisted members.

FORMAT: TAC,SSN,NAME (5 CHARACTERS ONLY),RATE,LANGUAGE IDENTITY CODE (NOTE 1),EVALUATION METHOD (NOTE 2),LISTENING PROFICIENCY LEVEL (NOTE 3),READING PROFICIENCY LEVEL (NOTE 3),SPEAKING PROFICIENCY LEVEL (NOTE 3),WRITING PROFICIENCY LEVEL (NOTE 3),LANGUAGE PROFICIENCY SOURCE(NOTE 4),DEFENSE LANGUAGE APTITUDE BATTERY SCORE (NOTE 5),DATE(YYMMDD)(NOTE 6),REPORTING UIC/

SAMPLE ENLISTED TACs:

To report DLPT only:

B48,987654321,SMITH,MM3,LA,2,36,30,30,30,C,NA,950901,12345/

To report DLAB only:

B48,987654321,SMITH,MM3,NA,NA,NA,NA,NA,NA,NA,141,960501,12345/

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NOTE 1: Enter the two digit Alpha Language Identity code as defined in paragraph 18.8. Enter NA when reporting DLAB.

NOTE 2: Enter one of the following one digit Language Evaluation Method codes (these codes apply to all four skill areas - listening, reading, speaking and writing to indicate the technique used to appraise the proficiency the individual has in a language):

<u>CODE</u>	<u>DESCRIPTION</u>
0	None
1	DOD standardized test
2	Self-appraisal
3	Interview (with DLI)
NA	Enter NA (Not Applicable) when reporting DLAB.

NOTE 3: The following is a relational matrix to be used in relating Defense Language Proficiency Test (DLPT) converted scores and raw scores to the Language Proficiency Level Codes. Enter one of the following two digit Language Proficiency Level Codes:

LEVEL CODE	SKILL LEVEL	PROFICIENCY DEFINITION	CONVERTED SCORE	RAW SCORE
00	0	No proficiency	0-24	0-20
06	0+	Memorized proficiency	25-29	21-23
10	1	Elementary proficiency	30-35	24-29
16	1+	Elementary proficiency, plus	36-39	30-35
20	2	Limited working proficiency	40-45	36-42
26	2+	Limited working proficiency, plus	46-49	43-48
30	3	General professional proficiency	50+	49-60
36	3+	General professional proficiency, plus	Advanced Proficiencies	
40	4	Advanced professional proficiency	Advanced Proficiencies	
46	4+	Advanced professional proficiency, plus	Advanced Proficiencies	
50	5	Functional native proficiency	Advanced Proficiencies	
NA		Enter NA (Not Applicable) when reporting DLAB		

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NOTE 4: Enter one of the following one digit Language Proficiency Source codes (these codes indicate how an individual acquired language proficiency):

<u>CODE</u>	<u>DESCRIPTION</u>
A	Civilian school course
B	Defense Language Institute (DLI)
C	Foreign residence
D	Home environment
E	Military school other than DLI
F	Self-study
NA	Enter NA (Not Applicable) when reporting DLAB

NOTE 5: If the transaction is for DLAB only, enter the three digit DLAB standard score (012 through 164) recorded in the official correspondence that reports the results of the Defense Language Aptitude Battery. If the transaction is for DLPT, enter NA.

NOTE 6: If the transaction is for DLPT, enter the date the individual took a language proficiency test through DLI or the date the individual self-evaluated proficiency. If the transaction is for DLAB only, enter the date your DMRS message is typed.

18.8 Foreign Language and Related Codes. The following is a list of foreign languages and foreign language codes:

<u>CODE</u>	<u>LANGUAGE</u>	<u>CODE</u>	<u>LANGUAGE</u>
AF	ACHINESE	AV	ARABIC-SUDANESE
AH	ACHOLI	AP	ARABIC-SYRIAN
AG	ADIGEY	BW	ARABIC-TUNISIAN
AA	AFRIKAANS	AU	ARABIC-YEMENI
TZ	AFRO-ASIAN	AT	ARAMAIC
FB	AKAN	AR	ARMENIAN
LF	AKHA	AR	ARMENIAN-EAST
BC	AKPOSSO	AR	ARMENIAN-WEST
AB	ALBANIAN	XZ	ARTIFICIAL
CR	AMASHI	AS	ASSAMESE
AC	AMHARIC	AF	ATJEHNESE
CD	AMOY	AW	AVAR
YZ	ANCIENT DEFUNCT	XB	AVESTAN
VN	ANNAMESE	AY	AYMARA
BH	ANYI-BAULE	AX	AZERBAIJANI
AZ	ARABIC	AX	AZERI
AD	ARABIC MODERN STANDARD	BB	BAHNAR
AJ	ARABIC-CLASSICAL	BK	BAKWERI
QE	ARABIC (EASTERN)	BD	BALINESE
AE	ARABIC-EGYPTIAN	WZ	BALTIC
DG	ARABIC-IRAQI	BT	BALUCHI
AK	ARABIC-JORDANIAN	BA	BAMBARA
AQ	ARABIC-LEBANESE	BJ	BAMILIKE
AL	ARABIC-LIBYAN	BZ	BANTU
AM	ARABIC-MAGHREBI	BP	BASHKIR
BS	ARABIC-MOROCCAN	BQ	BASQUE
AN	ARABIC-SAUDI	BG	BASSA-KRU

BF BATAK

BH BAULE

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<u>CODE</u>	<u>LANGUAGE</u>
BE	BEDAWIYE
BE	BEJA
BL	BELORUSSIAN
BM	BEMBA
BN	BENGALI
BR	BERBER
BR	BERBER-TAMAZIGT
BR	BERBER-TASHELHIT
BR	BERBER-ZENATIYA
CG	BICOL
BV	BIHARI
CU	BINI
VY	BISAYAN
BX	BRETON
CE	BUGINESE-MAKASSARESE
BU	BULGARIAN
FA	BULU
BY	BURMESE
CA	CAMBODIAN
CB	CATALAN
CJ	CHAMORRO
CK	CHECHEN
CZ	CHINESE
CD	CHINESE-AMOY
CN	CHINESE-ANHWEI
CC	CHINESE-CANTONESE
CW	CHINESE-CHUANG
CQ	CHINESE-FUCHOW
CF	CHINESE-FUKIENESE
CH	CHINESE-HAKKA
CM	CHINESE-KUO-YU
CM	CHINESE-MANDARIN
CD	CHINESE-SWATOW
CT	CHINESE-TOISHAN
CS	CHINESE-WU
KH	CHING-P'O
CY	CHOKWE
TS	CHUANA
CW	CHUANG
CV	CHUKCHI
CY	COKWE
JZ	CONTINENTAL EURASIAN
CL	COPTIC
CP	CORNISH
HC	CREOLE
SC	CROATIAN
CX	CZECH
DA	DANISH
DJ	DINKA
DB	DJERMA-SONGHAI
DL	DUALA

<u>CODE</u>	<u>LANGUAGE</u>
DU	DUTCH
DW	DUTCH-CREOLE
RH	E DE
EF	EFIK
EK	ESKIMO
EL	ESPERANTO
ES	ESTONIAN
EW	EWE
EX	EWONDO
GX	FANA
GX	FANAGALO
FA	FANG
FB	FANTE
FD	FAROESE
PF	FARSI
EF	FI
FG	FIJIAN
FJ	FINNISH
FL	FLEMISH
FQ	FON
FM	FORMOSAN
FR	FRENCH
HC	FRENCH-CREOLE
FE	FRISIAN
FV	FULANI
GB	GA
GL	GAELIC
GA	GALLA
GC	GALLIC
LS	GANDA
GG	GEORGIAN
GM	GERMAN
GT	GERMAN-BAVARIAN
GS	GERMAN-SWISS
MZ	GERMANIC
KV	GERZE
GQ	GONDI
GD	GOTHIC
GR	GREEK
GE	GREEK (NEW TESTAMENT)
YG	GREEK-ANCIENT
CJ	GUAMANIAN
GU	GUARANI
KV	GUERZE
GW	GUJARATI
HC	HAITIAN-CREOLE
HS	HAUSA
HA	HAWAIIAN
HE	HEBREW
YH	HEBREW-ANCIENT
HR	HERERO

VY	HILIGAYNON
HJ	HINDI
HN	HINDUSTANI
CM	HSIANG

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<u>CODE</u>	<u>LANGUAGE</u>	<u>CODE</u>	<u>LANGUAGE</u>
HU	HUNGARIAN	BG	KRU
LF	I	CM	KUO-YU
JD	IBAN	KU	KURDISH
JE	IBANAG	KX	KURUKH
JB	IBO	LD	LADINO
JC	ICELANDIC	LN	LAHNDA
JB	IGBO	LL	LAMBA
JJ	IJAW	LR	LANDSMAL
JF	ILA-TONGA	VZ	LANGUAGE FAMILY
JL	ILOCANO	LC	LAO
QZ	INDIC	LC	LAOTIAN
RZ	INDO-EUROPEAN	LP	LAPP
JN	INDONESIAN	YL	LATIN
GF	IRISH	LH	LATIN (ECCLESIASTIC)
JT	ITALIAN	LE	LATVIAN
JM	ITALIAN-NEAPOLITAN	LE	LETTISH
JK	ITALIAN-SARDINIAN	LJ	LINGALA
JS	ITALIAN-SICILIAN	LB	LISU
JA	JAPANESE	LT	LITHUANIAN
JR	JARAI	LF	LOLO
JV	JAVANESE	LV	LOMA
KH	JINGPAW	LG	LOMONGO
KT	KABRE	LK	LUBA KASAI
KY	KABYLE	LQ	LUBA KATANGA
KH	KACHIN	LS	LUGANDA
JG	KAMBATTA	LM	LUNDA
KA	KANARESE	LG	LUNKUNDU
JH	KANEMBU	LU	LUO
KA	KANNADA	WB	LUSATIAN
JH	KANURI	MA	MACEDONIAN
DC	KARACHAI-BALKH	MD	MADURESE
KC	KAREN	MJ	MAKUA
KB	KASHMIRI	MG	MALAGASY
KR	KASHUBIAN	ML	MALAY
KE	KAZAKH	MN	MALAYALAM
MV	KHALKHA-MONGOL	SJ	MALDIVIAN
KD	KHERWARI	MQ	MALINKE
CA	KHMER	MP	MALTESE
KG	KIKONGO	MB	MANDINGO
KJ	KIKUYU	BA	MANDINGO-BAMBARA
KK	KIMBUNDU	MB	MANDINGO-DIOULA
KL	KINYARWANDA	MQ	MANDINGO-MALINKE
CY	KIOKO	MK	MANX
KM	KIRGHIZ	ME	MAORI
KF	KIRUNDI	MR	MARATHI
KS	KISSI	MM	MARSHALESE
KN	KITUBA	HC	MARTINIQUE-CREOLE
KG	KONGO	MS	MASAI
KQ	KONKANIS	MF	MAYA
KP	KOREAN	UM	MBUNDU
KT	KOTOKOLI	MT	MENDE
KV	KPELLE	MC	MEO
KW	KRIO	MC	MIAO-YAO

CF MIN
MU MINANGKABAU

RQ MOLDAVIAN
MY MOLE

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<u>CODE</u>	<u>LANGUAGE</u>
MV	MONGOLIAN
KN	MONOKITUBA
MW	MORDVIN
MY	MORE
MH	MORO
MY	MOSSI
DD	MPONGWE
KN	MUNUKUTUBA
MX	MUONG
ND	NDEBELE
KK	NDONGO
NE	NEPALESE
LF	NESU
LJ	NGALA
NB	NIUE
HZ	NORTH AFRICAN, MIDDLE EAST, AND SOUTH-WEST ASIAN
DZ	NORTH AMERICAN
CQ	NORTH MIN
NR	NORWEGIAN
LF	NOSU
NV	NUBIAN
ST	NYAMWEZI
NY	NYANJA
NX	NYORO
RY	OKINAWAN
EA	OLD ENGLISH
FC	OLD FRENCH
GH	OLD HIGH GERMAN
NA	OLD NORSE
PK	OLD SLAVONIC
QA	ORIYA
GA	OROMO
QS	OSSETIC
QT	OTETELA
LZ	PACIFIC ISLANDS
PH	PAHARI
PD	PALAUAN
PM	PALI
QV	PAMPANGAN
PN	PANGASINAN
PA	PAPIAMENTO
PP	PAPUAN
PG	PERSIAN-AFGHAN
PF	PERSIAN-IRANIAN
PB	PIDGIN ENGLISH
PS	PIZAR MALAY
PL	POLISH
PC	PONAPEAN
PQ	PORTUGUESE-BRAZILIAN
PT	PORTUGUESE-EUROPEAN

<u>CODE</u>	<u>LANGUAGE</u>
PR	PROVENCAL
PJ	PUNJABI
PV	PUSHTU-AFGHAN
PW	PUSHTU-PESHAWARI
QU	QUECHUA
RA	RAJASTHANI
RH	RHADE
RC	RHAETO-ROMANCE
NZ	ROMANCE
RQ	ROMANIAN
RC	ROMANSH
RM	ROMANY
RN	RUNDI
RU	RUSSIAN
BL	RUSSIAN-WHITE
RT	RUTHENIAN
RY	RYUKYUAN
SA	SAMOAN
SB	SANGO
RG	SANSKRIT
RB	SANTALI
SE	SARA
JK	SARDINIAN
GN	SCOTCH-GAELIC
SQ	SEDAN
SQ	SEDANG
SZ	SEMITIC
RF	SENA
SC	SERBIAN
SC	SERBO-CROATIAN
SV	SERER
SP	SESUTO
SF	SHAN
CS	SHANGHAI
KH	SHANTOU
SG	SHLUH
SH	SHONA
TH	SIAMESE
RD	SIDAMO
ND	SINDEBELE
SD	SINDHI
SJ	SINGHALESE
KH	SINGHPO
UZ	SINO-TIBETAN
PZ	SLAVIC
SK	SLOVAK
SL	SLOVENIAN
SM	SOMALI
DB	SONGHAI
SN	SONINKE
WB	SORBIAN

SP SOTHO
EZ SOUTH AMERICAN
KZ SOUTH ASIAN
CD SOUTH MIN

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QB SPANISH
LA SPANISH-AMERICAN
EZ SPANISH-CARIBBEAN
SR SPANISH-CASTILIAN

CODE LANGUAGE

SS SPANISH-CREOLE
GZ SUB-SAHARAN AFRICAN
AV SUDANESE
ST SUKUMA
DE SUNDANESE
SU SUSU
SW SWAHILI
SX SWATI
SY SWEDISH
DF SYRIAC
CW T'UNG
TB TADJIK
TA TAGALOG
TD TAHITIAN
CT TAISHAN
TT TAMACHEK
TC TAMIL
TK TAPACHULA
TM TATAR
TE TELUGU
KT TEM
TF TEMNE
TH THAI
TJ TIBETAN
TN TIGRE
TL TIGRINYA
UC TONGA
CT TOYNAN
TQ TRUKESE
LK TSHILUBA
TP TSONGA
TR TSWA
TS TSWANA
TT TUAREG
TV TULU
UC TUMBUKA
TY TUNGUSU
UA TUPI
TU TURKISH
UB TURKMEN
UB TURKOMAN
FB TWI
UJ UIGHUR
UK UKRAINIAN
UM UMBUNDU
ZZ UNSPECIFIED
UR URDU
UX UZBEK
VA VAI
CG VICOL

CODE LANGUAGE

VC VIETNAMESE-CENTRAL
VN VIETNAMESE-HANOI
VS VIETNAMESE-SAIGON
VY VISAYAN
VY VISAYAN-CEBUANO
VY VISAYAN-HELIGAYNON
VY VISAYAN-SAMARAN
VQ VOLAPUK
WA WALAMO
WE WELSH
WB WENDISH
WS WESCOS
FZ WEST EUROPEAN
WQ WOLOF
WH XHOSA
YA YAKUT
YC YAO (CHINA)
YB YAO (MALAWI AND MOZAMBIQUE)
YP YAPPESE
EX YAUNDE
LF YI
YJ YIDDISH
YQ YORUBA
CC YUEH
UC ZAMBIAN
XA ZENAGA
XB ZEND
XE ZERBA
XU ZULU

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SECTION 19. MILITARY SPOUSE DATA

19.1 Purpose. To provide procedures to report military spouse data via DMRS. The source for this information is Block 78 (Remarks) of NAVPERS 1070/602, Dependency Application and Record of Emergency Data. Do not prepare a new NAVPERS 1070/602 solely for this purpose; just annotate field copy (do not forward to Pers-313C).

19.2 Reporting Procedures. The following information must be collected and verified before you submit a transaction to enter or update military spouse data:

Military Personnel Class
Social Security Number (SSN)
Branch of Service
Duty Affiliation
Service Component

19.2.1 Follow-up Requirements. Resubmit a new transaction with correct information when military spouse data changes or needs to be corrected. To delete spouse data from the files (i.e., divorce, death of spouse, or discharge of spouse from military service), submit the deletion TAC HD or Q2D.

19.3 Military Spouse TACs and Sample Transactions.

a. TAC H2. This TAC is used to report military spouse data for officer personnel.

FORMAT:TAC,SSN,NAME,RANK,SPOUSE MILITARY PERSONNEL CLASS (NOTE 1),
SPOUSE SSN (NOTE 2),SPOUSE BRANCH OF SERVICE (NOTE 3),SPOUSE DUTY AFFILIATION
(NOTE 4),SPOUSE SERVICE COMPONENT (NOTE 5),DATE MESSAGE TYPED (YYMMDD),UIC
REPORTING/

SAMPLE: H2,123456789,JONES JOHN P,LCDR,W,987654321,N,A,R,960501,12345/

NOTE 1: Enter one of the following one position codes which identifies spouse military personnel class:

<u>CODE</u>	<u>DESCRIPTION</u>
E	Enlisted (includes Aviation Cadet)
O	Commissioned Officer
W	Warrant Officer
C	Academy Cadet Midshipman

NOTE 2: Enter nine digit Social Security Number of spouse.

NOTE 3: Enter one of the following one position codes which identifies military spouse's branch of service:

<u>CODE</u>	<u>DESCRIPTION</u>
A	Army (Defined: Active Duty Army, Army National Guard and Reserve Army)
E	Public Health Service (Defined: The Commissioned Corps of the Public Health Service)
F	Air Force (Defined: Active Duty Air Force, Air Force Reserve and Air National Guard)
I	National Oceanic and Atmospheric Administration (Defined: The Commissioned Corps of National Oceanic Atmospheric Administration (NOAA))
M	Marine Corps (Defined: Active Duty Marine Corps and Reserve Marine Corps)
N	Navy (Defined: Active Duty Navy and Reserve Navy)
P	Coast Guard (Defined: Active Duty Coast Guard and Reserve Coast Guard)

NOTE 4: Enter one of the following one position codes which identifies military spouse duty affiliation:

<u>CODE</u>	<u>DESCRIPTION</u>
A	Active Duty (Defined: Contract or orders for Active Duty of 180 days or more)
I	Inactive Duty (Defined: All Duty not fitting description of Active Duty - Including drilling reservists, guardsmen and Active Duty for Training of 179 days or less)

NOTE 5: Enter one of the following one position codes which identifies military spouse service component:

<u>CODE</u>	<u>DESCRIPTION</u>
G	National Guard (Defined: Army National Guard and Air National Guard)
V	Reserve Component (Defined: Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, and Coast Guard Reserve)
R	Regular Component (Defined: Army, Navy, Marine Corps, and Air Force Regular Components)

b. TAC HD. Used to remove spouse data from the Officer Master File.

FORMAT: TAC,SSN,NAME,RANK,DATE MESSAGE TYPED (YYMMDD),UIC REPORTING/

SAMPLE: HD,123456789,JONES JOHN P,LCDR,960501,12345/

c. TAC Q2O. This TAC is used to report military spouse data for enlisted members.

FORMAT: TAC,SSN,NAME,RATE,SPOUSE MILITARY PERSONNEL CLASS (NOTE 1),
SPOUSE SSN (NOTE 2),SPOUSE BRANCH OF SERVICE (NOTE 3),SPOUSE DUTY AFFILIATION
(NOTE 4),SPOUSE SERVICE COMPONENT (NOTE 5),DATE MESSAGE TYPED (YYMMDD),UIC
REPORTING/

SAMPLE: Q2O,111223333,SMITH SAM R,GMGSN,E,222334444,N,A,R,960501,12345/

NOTE 1: Enter one of the following one position codes which identifies spouse military personnel class:

<u>CODE</u>	<u>DESCRIPTION</u>
E	Enlisted (includes Aviation Cadet)
O	Commissioned Officer
W	Warrant Officer
C	Academy Cadet Midshipman

NOTE 2: Enter nine digit Social Security Number of spouse.

NOTE 3: Enter one of the following one position codes which identifies military spouse's branch of service:

<u>CODE</u>	<u>DESCRIPTION</u>
A	Army (Defined: Active Duty Army, Army National Guard and Reserve Army)
E	Public Health Service (Defined: The Commissioned Corps of the Public Health Service)
F	Air Force (Defined: Active Duty Air Force, Air Force Reserve and Air National Guard)
I	National Oceanic and Atmospheric Administration (Defined: The Commissioned Corps of National Oceanic Atmospheric Administration (NOAA))
M	Marine Corps (Defined: Active Duty Marine Corps and Reserve Marine Corps)
N	Navy (Defined: Active Duty Navy and Reserve Navy)
P	Coast Guard (Defined: Active Duty Coast Guard and Reserve Coast Guard)

NOTE 4: Enter one of the following one position codes which identifies military spouse duty affiliation:

<u>CODE</u>	<u>DESCRIPTION</u>
A	Active Duty (Defined: Contract or orders for Active Duty of 180 days or more)
I	Inactive Duty (Defined: All Duty not fitting description of Active Duty - Including drilling reservists, guardsmen and Active Duty for Training of 179 days or less)

NOTE 5: Enter one of the following one position codes which identifies military spouse service component:

<u>CODE</u>	<u>DESCRIPTION</u>
G	National Guard (Defined: Army National Guard and Air National Guard)
V	Reserve Component (Defined: Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, and Coast Guard Reserve)
R	Regular Component (Defined: Army, Navy, Marine Corps, and Air Force Regular Components)

d. TAC Q2D. Used to remove spouse data from the Enlisted Master File.

FORMAT:TAC,SSN,NAME,RATE,DATE MESSAGE TYPED (YYMMDD),UIC REPORTING/

SAMPLE: Q2D,111223333,SMITH SAM R,GMGSN,960501,12345/

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 20. CORRECTIVE ACTIONS FOR ERRONEOUS INFORMATION SUBMITTED VIA
THE DIARY MESSAGE REPORTING SYSTEM

20.1 Purpose. This section prescribes corrective actions for incomplete or erroneous information submitted via the DMRS.

20.2 Correction Notification. Messages or letters are sent to notify activities of transactions that can not be processed in EPMAC. The messages or letters refer the activity to item number(s) in this section for required actions.

20.3 Resubmission or Correction Procedures. Transactions submitted via the DMRS with incomplete or erroneous information fall into two categories.

- a. Transactions that cannot be processed.
- b. Transactions that were processed but required activity verification. Included in this category are notifications to the activity to review procedures to ensure similar errors are avoided in the future.

20.4 Correction Procedures. Upon receipt of message or letter notification, activities will take corrective actions as specified in the item number listed in this section. For item numbers that require resubmission of the transactions, the activity responsible for DMRS submissions should resubmit corrected transactions in their next DMRS submission.

20.5 List of Corrective Actions. The following is a list of item numbers and the corrective action required upon receipt of discrepancy notification from EPMAC:

<u>ITEM NUMBER</u>	<u>INCOMPLETE AND OR ERRONEOUS INFORMATION AND CORRECTIVE ACTION</u>
01	DMRS message was addressed to the wrong or invalid Plain Language Address (PLA). DMRS is an automated system and use of any PLA other than EPMAC DIARY NEW ORLEANS LA//43// results in transactions not being applied to MAPMIS. DO NOT mail or fax copies of messages to correct this problem. Corrective action required is to resubmit the transactions in your next diary submission, with the proper PLA per Section 2.
02	DMRS message was addressed to the wrong or invalid Plain Language Address (PLA). DMRS is an automated system and use of any PLA other than EPMAC DIARY NEW ORLEANS LA//43// results in transactions not being applied to MAPMIS. Transactions were manually processed by EPMAC and resubmission is not required. Ensure future DMRS submissions are transmitted with the proper PLA per Section 2.
03	Subject line was omitted or invalid. The subject line in DMRS must be recorded on one line and read as follows: SUBJ MESSAGE DIARY FOR UIC 12345// DMRS messages without a valid subject line causes data to be rejected and require manual input by EPMAC which delays entry of information to MAPMIS. It also results in EPMAC being unable to identify the DATE -TIME-GROUP (DTG) for transactions in Section 9 of the EDVR. Corrective action is to ensure future DMRSMAN. Resubmission is not required.

<u>ITEM NUMBER</u>	<u>INCOMPLETE AND OR ERRONEOUS INFORMATION AND CORRECTIVE ACTION</u>
04	Ensure that the SEQ line in future DMRS messages begins at the left hand margin, directly below RMKS/ of the GENADMIN MESSAGE.
05	All DMRS transactions must begin with a TAC and end with a single slash. Since GENADMIN requires all messages to end with a double slash, and to avoid delays in updating MAPMIS, ensure that the last line of the DMRS message ends with EOM//.
06	The SEQ TAC was not in the correct format. Corrective action is to ensure that the SEQ TAC in future DMRS submissions is in the format required per Section 2. Resubmission is not required.
07	SEQ line omitted or reported an erroneous PPSUIC. Corrective action is to ensure that the PPSUIC in future DMRS submissions is the PPSUIC that has DMRS reporting responsibility per Section 2. Resubmission is not required.
08	Numbers or alphabetic characters were used to delineate paragraphs. Paragraph numbers are not used in DMRS messages. Improper message format caused data to reject and required manual input by EPMAC which delayed entry of information in MAPMIS. Resubmission is not required.
09	Commissioned from enlisted status transaction (TAC G6) commissioning date was omitted. Resubmission is required per Section 4.
10	Officer gain transaction omitted or reported an invalid BSC, as required by Section 4. Gain was processed with BSC 99990. If the officer is in a BSC other than BSC 99990, request submit transaction to change BSC (TAC H5) per Section 5.
11	Number of months deployed was omitted. EPMAC has taken corrective action and resubmission is not required. Request all future (TAC L9) transactions report the two digit number months deployed per Section 6.
12	Separation Program Designator (SPD) Code was omitted for officer separation loss as required by Section 6. Resubmission is not required.
13	Reason Code was omitted for officer separation loss as required by Section 6. Resubmission is required.
14	A gain transaction has not applied to the UIC reported in the miscellaneous or loss transaction. If the member is on board the UIC reported in the transaction, you must submit a gain transaction and then resubmit the miscellaneous or loss transaction.
15	Effective dates were reported in error. All dates in DMRS must be reported as YYMMDD for six digit dates and YYMM for four digit dates. Date of occurrence cannot be greater than the submission date. Resubmission is required.
16	Effective dates were reported in error. All dates in DMRS must be reported as YYMMDD for six digit dates and YYMM for four digit dates. EPMAC corrected manually input transactions. Resubmission is not required.

<u>ITEM NUMBER</u>	<u>INCOMPLETE AND OR ERRONEOUS INFORMATION AND CORRECTIVE ACTION</u>
17	Accounting Category Code (ACC) was omitted. EPMAC processed the gain transaction with the ACC reported in the EPMAC notification. If the ACC used by EPMAC is erroneous, submit appropriate transaction to change ACC in your next DMRS submission per Section 5 or Section 8.
18	The Gain Transaction (TAC 200) did not contain a Sea Duty Commencement Date (SDCD) as required by Section 7. EPMAC processed the gain transaction without a SDCD. Action required is to verify SDCD and comply with ENLTRANSMAN 3.101 to establish SDCD in MAPMIS.
19	The Gain Transaction (TAC 200) did not report Dependents on Station (DOS) Collocation information. EPMAC processed the gain transaction with DOS of none. If dependents reside at the same local address as the member, submit correction to DOS per Section 8 (TAC 345). Ensure all future enlisted gain transactions (TAC 200) report valid DOS information.
20	Voluntary and or involuntary recall to active duty of reserve personnel (TAC RE1 and RE2) were not in the format required by Section 7. Resubmission in proper format is required.
21	Change to the Active Duty Service Date (ADSD TAC 359) could not be processed because the ADSD submitted would reflect the member on active duty prior to the Pay Entry Base Date (PEBD). Corrective action required is to review both PEBD and ADSD in the members service record. If appropriate, submit transactions to change both PEBD and ADSD via DMRS message. To ensure the updates of both PEBD and ADSD, recommend that PEBD transaction be submitted at least two days prior to submission of the ADSD transaction.
22	The Citizenship Code (TAC C39) reported was invalid. Resubmission is required per Section 8.
23	Change to Dependents on Station Collocation Data (TAC H1 for officers or TAC 345 for enlisted) reported an invalid Dependents on Station Collocation Code and could not be processed. Resubmission is required per Section 5 or Section 8.
24	Change to Enlisted Designator (TAC 333) was not in proper format. Resubmission is required per Section 8.
25	Change to Pay Entry Base Date (PEBD TAC 390) could not be processed because the PEBD submitted would cause the member to reflect on active duty prior to the PEBD. Corrective action required in order to process transaction is to review both PEBD and ADSD in member's service record. If appropriate, submit transactions to change both PEBD and ADSD via DMRS message. To ensure the computer updates both PEBD and ADSD, recommend that ADSD transaction be submitted at least two days prior to submission of the PEBD transaction.
26	Current rate reported in transaction (TAC 328) is not the member's current rate recorded in MAPMIS. Request review member's service record and submit appropriate changes per Section 8. If more than one rate change transaction is needed, submit the 328 TACs in sequential order at least two days apart.

<u>ITEM NUMBER</u>	<u>INCOMPLETE AND OR ERRONEOUS INFORMATION AND CORRECTIVE ACTION</u>
27	Rate member being advanced to was not reported. Resubmission is required per Section 8.
28	Rate member being advanced to is not a valid rate. Resubmission is required per Section 8.
29	TIR was not reported. Resubmission is required per Section 8.
30	Authority Code was omitted. Resubmission is required per Section 8.
31	Effective date was omitted. Resubmission is required per Section 8.
32	Change to Race or Population Group Code (TAC RA) contained an invalid code. Resubmission is required per Section 5.
33	Change date received transaction (TAC 362) could not be processed because the member was received at another UIC subsequent to the date received indicated in your 362 TAC. Review service record for correct date received and resubmit TAC if date is different. If the original date is correct send a message to EPMAC NEW ORLEANS LA//43// with all pertinent information.
34	Immediate reenlistment transaction could not be processed because of a gap in service. The appropriate extension of enlistment to account for obligated service from EAOS to reenlistment date must be submitted before the reenlistment transaction can be processed. Resubmit the immediate reenlistment transaction after all necessary extensions (4XX TACs) have been reported per Section 10.
35	Immediate reenlistment transaction did not report all required fields of information. Resubmission is required per Section 10.
36	Loss code invalid for member reenlisting from USNR to USN. Loss codes indicated with an asterisk (*) Section 10 Note 4, are not to be used whenever a member of the USNR, USN-FR, or USNR-FR on active duty is discharged and enlisted or reenlisted in the regular Navy. EPMAC has taken corrective action. In the future ensure loss code is compatible with enlistment code per Section 10. Resubmission is not required.
37	TAC RR3 reported Reserve Active Duty Obligation (RADO) months and Reserve Active Duty Obligation days both as none. A three digit number must be submitted in RADO months or in RADO days. Resubmission of RR3 and RR4 transactions is required per Section 10.
38	Transaction reported a USNR TAC vice a USN TAC. EPMAC processed your transaction using the appropriate USN TAC per Section 10. Corrective action is to verify member's Branch and Class with local service record and submit change per Section 8, if appropriate.
39	Transaction reported a USN TAC vice a USNR TAC. EPMAC processed your transaction using the appropriate USNR TAC per Section 10. Corrective action is to verify member's Branch and Class with local service record and submit change per Section 8, if appropriate.

<u>ITEM NUMBER</u>	<u>INCOMPLETE AND OR ERRONEOUS INFORMATION AND CORRECTIVE ACTION</u>
40	Extension transaction was rejected by computer edit because, when added to extensions already reflected in MAPMIS, the total exceeds 48 months. Corrective action required is to verify local service record and resubmit correct number of months of extension per Section 10.
41	Operative extension months reported in transaction exceeds the number of months executed in MAPMIS and transaction was rejected. Corrective action required is to verify with service record and submit appropriate changes to report executed extensions prior to reporting operative extension per Section 10.
42	Number of extension months cancelled exceeds the number of months executed in MAPMIS. Corrective action required is to verify service record and submit changes per Section 10, if appropriate.
43	Number of active duty extension months reported exceeds the Expiration of Reserve Enlistment (EREN) reflected in MAPMIS. Corrective action is to verify service record and if appropriate submit change to EREN prior to reporting the extension of active duty.
44	ENCORE transactions (RS series TACs) were not processed. Per Section 12, ENCORE is the process for submitting reenlistment request only. ENCORE transactions cannot be used to request authority to effect extensions of enlistments.
45	ENCORE transactions (RS series TACs) contained a UIC other than the Personnel and Pay Unit Identification Code (PPSUIC). Resubmission is not required. Request all future transactions report the PPSUIC per Section 12.
46	ENCORE transactions (RS series TACs) contained erroneous data or was reported incomplete. Resubmission is required per Section 12.
47	ENCORE transactions (RS series TACs) were not processed because they were submitted by an activity that is not designated as a Personnel and Pay Unit Identification Code (PPSUIC). Request coordinate with the PERSUPPDET, administrative or personnel office designated as the PPSUIC for your activity and arrange for the PPSUIC activity to submit the ENCORE transactions per Section 12.
48	SAIL TAC was omitted from the SAILING diary. Resubmission is not required. In the future, ensure sailing diaries are submitted per Section 13.
49	SAIL TAC failed to report all required fields of information. Resubmission is not required. Ensure future sailing diaries are submitted per Section 13.
50	An Enlisted TAC was submitted for an officer. Resubmit with the appropriate Officer TAC.
51	An Officer TAC was submitted for an Enlisted member. Resubmit with the appropriate Enlisted TAC.
52	GIB TAC to correct GI Bill data in MAPMIS reported an invalid Eligibility Status Code. Resubmission is required per Section 14.

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<u>ITEM NUMBER</u>	<u>INCOMPLETE AND OR ERRONEOUS INFORMATION AND CORRECTIVE ACTION</u>
53	GR TAC to correct Reserve Montgomery GI Bill data in MAPMIS reported an invalid Eligibility Status Code. Resubmission is required per Section 14.
54	GIR TAC to correct Reserve Montgomery GI Bill data in MAPMIS reported an invalid Eligibility Status Code. Resubmission is required per Section 14.
55	GIE TAC to correct enlisted member's Education Level reported an invalid Educational Certification Code. Resubmission is required per Section 14.
56	Class of availability was not reported. Request resubmission of AVAL TAC and all other transactions pertaining to the availability per Section 15.
57	Availability date was not reported. Request resubmission of the AVAL TAC and all other transactions pertaining to the availability per Section 15.
58	Preference Priority Code was not reported per Section 15. Resubmission is not required.
59	TACs REM1 and REM2 are the only TACs acceptable for remarks per Section 15. Resubmission is not required, however, future remarks TACS must be condensed so they do not exceed two lines.
60	Duty preferences were not in the required format. In future TACs, ensure preference priority, three preference locations, and three types of duty preferences are reported per Section 15. Resubmission is not required.
61	DEPN TAC was rejected by EPMAC because it was not reported in conjunction with an availability per Section 15.
62	Duty preferences TACs SHOP, SEAP and OVSP, can only be reported in conjunction with the AVAL TAC per Section 15.
63	Enlisted Watch Qualifications (TAC QWS) was reported with an invalid Watch Qualification Code. Resubmission is required per Section 16.
64	TAC LU to report Foreign Language Proficiency Data for officers was not reported in the required format. Resubmission is required per Section 18.
65	TAC B48 to report Foreign Language Proficiency Data for enlisted members was not reported in the required format. Resubmission is required per Section 18.
66	Military Spouse Data for officer (TAC H2) was not reported in the required format. Resubmission is required per Section 19.
67	Military spouse data for enlisted members (TAC Q20) was not reported in the required format. Resubmission is required per Section 19.
68	SSN and name did not match. Corrective action is verify SSN and name and resubmit transaction.

<u>ITEM NUMBER</u>	<u>INCOMPLETE AND OR ERRONEOUS INFORMATION AND CORRECTIVE ACTION</u>
69	Operative extension reported before EAOS has expired. Extensions become operative the day after a member's EAOS. Resubmit operative extension transaction when EAOS has expired per Section 10.
70	Number of months extended was omitted, invalid, or received garbled. Verify number of months extended and resubmit transaction per Section 10.
71	Transaction omitted required fields of information. Review TA C format and resubmit transaction with all required fields.
72	The Gain Transaction (TAC 200) contained an invalid Dependents on Station (DOS) Code. EPMAC processed the gain transaction with DOS of none. If dependents reside at the same local address as the member, submit correction to DOS per Section 8 (TAC 345). Ensure all future enlisted gain transactions (TAC 200) report valid DOS information.
73	SAOS transaction contained an earlier sailing date than your latest SAIL transaction . Each sailing requires a new sailing list. If member was absent on current sailing, submit DUND TAC as of your current sailing date per Section 13.
74	Embarked transaction contained name and SSN that is not reflected in MAPMIS. Corrective action is to verify member's name, SSN, status indicator code, and type service status code, and if still embarked, resubmit appropriate embarked transaction per Section 13.
75	Transaction reported an advancement beyond the next higher pay grade. The Authority Code cited in the transaction permits advancement only to the next pay grade. If an accelerated advancement, and member has acquired the necessary obligated service, resubmit with Authority Code "T" per Section 8.
100	ATAD, CTAD or DTAD TAC referenced in the EPMAC message is assigned during computer processing when the TAC fails to meet one or more of the following requirements: <ul style="list-style-type: none">- Transaction is not in the exact format prescribed in Section 13. This condition could be the result of missing commas, insufficient fields of information, characters garbled during message transmission or one or more of the following:- If the TAC reported a one digit indicator code of 1 or 2, the name and SSN reported in the ATAD, CTAD, DTAD TACs must match the name and SSN of an active duty officer or enlisted member in EPMAC files.- If the CTAD TAC reported an indicator code of 3 (embarked civilian), the name and SSN reported in the CTAD TAC, must be the same as the name and SSN reported in the original TAC (CEMB) that embarked the civilian.- Number of days not recorded as three digits in the ATAD or the CTAD TACs.- Date is not recorded as YYMMDD.- UIC in the TAC not a valid UIC.

<u>ITEM NUMBER</u>	<u>INCOMPLETE AND OR ERRONEOUS INFORMATION AND CORRECTIVE ACTION</u>
100	Action required: Submit a new TAC with correct information in your next DMRS message per the formats prescribed in Section 13.
101	<p>SAOS, DUND or RUND TAC referenced in the EPMAC message is assigned during computer processing when the TAC fails to meet one or more of the following requirements:</p> <ul style="list-style-type: none">- Transaction is not in the exact format prescribed in Section 13. This condition could be the result of missing commas, insufficient fields of information, characters garbled during message transmission or one or more of the following:- If the TAC reported a one digit indicator code of 1 or 2, the name and SSN reported in the SAOS, DUND or RUND TACs must match the name and SSN of an active duty officer or enlisted member in EPMAC files.- Status indicator must be reported as a 1 for an officer or 2 for an enlisted member.- Reason code not reported.- Date is not recorded as YYMMDD.- The UIC reported as absent on sailing from, can only be reported as the UIC to which the member is permanently attached. Ensure that a gain transaction has been reported. If the member is TAD to another command ensure that the TAD command did not submit a gain transaction which removed member from your EDVR or ODCR. <p>Action required: If a TERM TAC has been submitted to cancel the absent on sailing list no action is required. Resubmission is required if the SAOS, DUND or RUND TAC is still valid.</p>
102	<p>MEMB, MDEB, CEMB, CDEB, FEMB, or FDEB TAC reference in the EPMAC message is assigned during computer processing when the TAC fails to meet one or more of the following requirements:</p> <ul style="list-style-type: none">- Transaction is not in the exact format prescribed in Section 13. This condition could be the result of missing commas, insufficient fields of information, characters garbled during message transmission or one or more of the following:- The status indicator code, type service code and member's status must be compatible in the MEMB and MDEB transactions.- Type civilian code or status code not reported in the CEMB transaction.- NOK not reported in the CEMB transaction.- Number of days civilian is embarked not reported.- UIC or organization to which attached not reported in the CEMB transaction.

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- 102
- Status indicator not reported in the FEMB or FDEB transaction.
 - Date is not recorded as YYMMDD.

Action required: Submit a new TAC with correct information in your next DMRS message per the formats prescribed in Section 13.

- 103
- LEMB or LDEB TAC referenced in the EPMAC message is assigned during computer processing when the TAC fails to meet one or more of the following requirements:
- Transaction is not in the exact format prescribed in Section 13. This condition could be the result of missing commas, insufficient fields of information, characters garbled during message transmission or one or more of the following:
 - Number of passengers debarked not the same as the number of passengers embarked.
 - Location and telephone number from which information may be obtained not reported.
 - Date is not recorded as YYMMDD.
 - UIC in the TAC not a valid UIC.

Action required: Submit a new TAC with correct information in your next DMRS message per the formats prescribed in Section 13.

- 104
- EMVB, DEBV, UEMB or UDEB TAC referenced in the EPMAC message is assigned during computer processing when the TAC fails to meet one or more of the following requirements:
- Transaction is not in the exact format prescribed in Section 13. This condition could be the result of missing commas, insufficient fields of information, characters garbled during message transmission or one or more of the following:
 - Unit, squadron, or staff embarked or debarked not a valid UIC.
 - Vessel embarked or debarked is not a valid UIC.
 - Date is not recorded as YYMMDD.

Action required: Submit a new TAC with correct information in your next DMRS message per the formats prescribed in Section 13.

ITEM NUMBER INCOMPLETE AND OR ERRONEOUS INFORMATION AND CORRECTIVE ACTION

105 DALP or RALP TAC referenced in the EPMAC message is assigned during computer processing when the TAC fails to meet one or more of the following requirements:

- Transaction is not in the exact format prescribed in Section 13. This condition could be the result of missing commas, insufficient fields of information, characters garbled during message transmission or one or more of the following:
- Status indicator code must be reported as a 1 for an officer or 2 for an enlisted member and must match the name and SSN of an active duty officer or enlisted member in EPMAC files.
- Date is not recorded as YYMMDD.
- UIC in the TAC not a valid UIC.

Action required: Submit a new TAC with correct information in your next DMRS message per the formats prescribed in Section 13.

106 MSUV, FSUV or CSUV TAC referenced in the EPMAC message is assigned during computer processing when the TAC fails to meet one or more of the following requirements:

- Transaction is not in the exact format prescribed in Section 13. This condition could be the result of missing commas, insufficient fields of information, characters garbled during message transmission or one or more of the following:
- The status indicator code, type service code and member's status must be compatible in the MSUV TAC.
- If reporting a FSUV TAC status indicator code must be reported as a 1 for an officer or 2 for an enlisted member.
- If reporting a CSUV TAC type civilian code must be reported as a 1, 2 or 3 and status code as 2.
- The CSUV TAC must report the NOK relationship.
 - Number of days embarked not reported in the CSUV TAC.
- Date is not recorded as YYMMDD.
 - UIC in the TAC not a valid UIC.

Action required: Submit a new TAC with correct information in your next DMRS message per the formats prescribed in Section 13.

DIARY MESSAGE REPORTING SYSTEM
USERS' MANUAL (DMRSMAN)

SECTION 21. ACTIVITY TELEPHONE TRANSACTIONS

21.1 Activity Telephone Transactions. The TEL transaction is used to report activity telephone numbers to establish or update automated activity files. The telephone numbers reported per this section will be available to BUPERS, EPMAC and other manpower officials in the chain of command.

21.2 Reporting Procedures. Report the number for the CO, XO, Duty Phone, Personnel Office, Command Facsimile and the Contact for Manning Issues. If the activity does not have a CO, XO, or Personnel Office, the only required number to report is the Contact for Manning Issues. Only one phone number for each office code shall be reported. Use of DSN numbers is recommended when they are available.

21.3 Corrections and Resubmissions of Telephone Number Information. Information that fails to meet computer edits in EPMAC will be rejected and the submitting activity will be notified via a computer-generated message. Upon receipt of the notification, activities shall determine the reason the transaction failed to process and resubmit the correct information in the prescribed formats. Reasons for rejection of the transaction include:

- Failure to record the transaction in the exact format prescribed in this section. This condition could be the result of insufficient fields of information, characters garbled during message transmission and or, one or more of the following:
- Office code not reported as 1, 2, 3, 4, 5, 6, or 7.
- Type of phone number not reported as D for a DSN number or C for a commercial number.
- Area code not reported for the commercial number, or if reporting a DSN number, NA not reported in the area code field.
- Phone number not reported as a seven-digit number. Spaces, dashes or other special characters are not allowed.

21.4 Follow-up Requirements. The telephone numbers submitted via DMRS will be displayed on the cover sheet of the Enlisted Distribution and Verification Report (EDVR). The numbers shall be reviewed each month and updates and corrections submitted via the DMRS.

21.5 Activity Telephone Number TAC and Sample Transaction. Telephone numbers shall be submitted per the below formats and samples:

TAC TEL.

FORMAT:TAC,UIC,OFFICE CODE(1 DIGIT)(NOTE 1),TYPE PHONE(NOTE 2), AREA CODE
(NOTE 3),TELEPHONE NUMBER(NOTE 4)/

SAMPLES: TEL,12345,1,D,NA,5551212/
TEL,54321,1,C,504,9991212/

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NOTE 1: Office Code - Enter one of the following one-digit codes to identify the office of the number being reported. Activities designated as PPSUICs are the only activities authorized to use Office Code 7 in the TEL transactions.

CODE EXPLANATION

- 1 Commanding Officer
- 2 Executive Officer
- 3 Duty phone
- 4 Personnel Office
- 5 Command Facsimile
- 6 Contact for Manning Issues
- 7 Pay and Personnel Support Unit Identification Code (PPSUIC)

NOTE 2: Type Phone - Enter C for commercial or D for DSN.

NOTE 3: Area Code - If you are reporting a commercial phone number enter the three-digit area code. If you are reporting a DSN phone number enter NA.

NOTE 4: Phone Number - Enter the seven-digit phone number. Do not separate the numbers by spaces, dashes or other special characters.

DIARY MESSAGE REPORTING SYSTEM
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SECTION 22. OFFICER AND ENLISTED ASSIGNMENT LIMITATION REPORTING

22.1 Purpose of Assignment Limitation Reporting. The purpose of reporting Assignment Limitation is to continually assess factors that affect the readiness of personnel assets for worldwide assignability. Assignment Limitation Reporting has no bearing on an individual's assignment or reassignment. It is designed to be an information collection and statistical reporting system only. It will not be used to initiate or justify a transfer. Assignment Limitation Reporting does not relieve the member's parent command of any other personnel administration responsibilities such as availabilities, disqualification processing, NEC removal, etc. All other applicable DMRS transactions must still be completed.

22.2 Assignment Limitation Reporting for Pregnancy TACs and Sample Transactions.

a. TAC ALM. Use to report assignment limitation for pregnancy.

FORMAT: TAC,SSN,NAME,RANK OR RATE,STATUS INDICATOR (NOTE 1),REASON CODE (NOTE 2),DATE PREGNANCY CONFIRMED(YMMDD) (NOTE 3),ESTIMATED DATE OF DELIVERY(YMMDD) (NOTE 4),RETURN TO FULL ASSIGNABILITY DATE(YMMDD) (NOTE 5),UIC ATTACHED TO/

SAMPLE: ALM,123456789,SMITH N,SR,2,P,951015,960501,960920,12345/

NOTE 1: Enter one of the following 1 digit status indicator codes:

CODEDESCRIPTION

1	Officer
2	Enlisted

NOTE 2: Enter the 1 digit reason code listed below.

CODEDESCRIPTION

P	Pregnancy
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NOTE 3: Enter 6 digit YMMDD date that the pregnancy was confirmed.

NOTE 4: Enter 6 digit YMMDD of the estimated date of delivery.

NOTE 5: Enter 6 digit YMMDD date the member is expected to return to full assignability. (Normally 4 months following estimated date of delivery.)

b. TAC RLM. Use to correct the Full Assignability Date previously reported in a TAC ALM. The corrected date must be earlier than the original Full Assignability Date (e.g., miscarriage). DO NOT submit a TAC RLM at the completion of a normal term of pregnancy.

FORMAT: TAC,SSN,NAME,RANK OR RATE,STATUS INDICATOR (NOTE 1),REASON CODE (NOTE 2),CORRECT RETURN TO FULL ASSIGNABILITY DATE (YMMDD) (NOTE 3),UIC ATTACHED TO/

SAMPLE: RLM,123456789,SMITH N,SR,2,P,960201,12345/

NOTE 1: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer
2	Enlisted

NOTE 2: Enter the 1 digit reason code listed below.

<u>CODE</u>	<u>DESCRIPTION</u>
P	Pregnancy

NOTE 3: Enter the correct 6 digit YYMMDD that the member is expected to return to full assignability.

22.3 Assignment Limitation Reporting for Other than Pregnancy TACs and Sample Transactions.

a. TAC ALM. Use to report assignment limitation for other than pregnancy.

FORMAT: TAC,SSN,NAME,RANK OR RATE,STATUS INDICATOR (NOTE 1),REASON CODE (NOTE 2), DATE ASSIGNMENT LIMITATION COMMENCED (YYMMDD) (NOTE 3), ENTER NA, ESTIMATED RETURN TO FULL ASSIGNABILITY DATE (YYMMDD) (NOTE 4), UIC ATTACHED TO/

SAMPLE: ALM,123456789,JONES JOHN,SR,2,L,951015,NA,960315,12345/

NOTE 1: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer
2	Enlisted

NOTE 2: Enter one of the 1 digit reason codes listed below.

<u>CODE</u>	<u>DESCRIPTION</u>
A	Administrative not disciplinary (includes PRT/BF failure, alcohol related issues, obesity)
D	Disqualified from current assignment
E	Exceptional Family Member (EFM) (Report only if service member's assignability is limited.)
F	Family Advocacy Program (FAP)
H	Humanitarian Reassignment
L	Legal or Disciplinary (Includes drug related issues)
M	Medical (Includes HIV, LIMDU not reported in ACC 105)
S	Suitability of Family Members

NOTE 3: Enter 6 digit YYMMDD date that the assignment limitation commenced.

NOTE 4: Enter 6 digit YYMMDD of the estimated date of return to full assignability (if known). If estimated date of return to full assignability is not known, enter NA.

b. TAC RLM. Use to correct the Estimated Return to Full Assignability Date previously reported in a TAC ALM. The corrected date may be earlier or later than the original Estimated Return to Full Assignability Date, or the TAC RLM may be used to report an Estimated Return to full Assignability Date where the date was not previously reported.

FORMAT: TAC,SSN,NAME,RANK OR RATE,STATUS INDICATOR (NOTE 1),REASON CODE (NOTE 2),CORRECTED ESTIMATED RETURN TO FULL ASSIGNABILITY DATE (YYMMDD) (NOTE 3),UIC ATTACHED TO/

SAMPLE: RLM,123456789,JONES JOHN N,SR,2,L,960201,12345/

NOTE 1: Enter one of the following 1 digit status indicator codes:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Officer
2	Enlisted

NOTE 2: Enter one of the 1 digit reason codes listed below.

<u>CODE</u>	<u>DESCRIPTION</u>
A	Administrative not disciplinary (includes PRT/BF failure, alcohol related issues, obesity)
D	Disqualified from current assignment
E	Exceptional Family Member (EFM) (Report only if service member's assignability is limited.)
F	Family Advocacy Program (FAP)
H	Humanitarian Reassignment
L	Legal or Disciplinary (Includes drug related issues)
M	Medical (Includes HIV, LIMDU not reported in ACC 1 05)
S	Suitability of Family Members

NOTE 3: Enter the correct 6 digit YYMMDD date that member is expected to return to full assignability.

DIARY MESSAGE REPORTING SYSTEM
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SECTION 23. BERTHING CAPACITY INFORMATION REPORTING

23.1 Purpose of Berthing Capacity Information Reporting. The purpose of berthing capacity information reporting is to allow the data collection of shipboard berthing capacity. The data collected is used by manpower managers and detailers in making better assignment decisions. The data is displayed on the reverse cover of the EDVR and is a part of the EDVR monthly verification process. Ships are required to submit the report only when a change to the activity's berthing capacity information occurs.

23.2 Berthing Capacity Information Reporting TAC and sample transaction.

TAC BER

FORMAT:TAC, BERTHING CODE (NOTE 1), BERTHING CAPACITY (NOTE 2), YMMDD
(NOTE 3),UIC/

SAMPLE: BER,A,0126,961111,12345/

NOTE 1: Berthing Code. Enter one of the following codes to identify type of berthing:

USNR (TAR) PERSONNEL:

<u>CODE</u>	<u>DESCRIPTION</u>
A	MALE BERTHING CAPACITY (E1-E6) SHIP'S COMPANY
B	FEMALE BERTHING CAPACITY (E1-E6) SHIP'S COMPANY
C	EMBARKED BERTHING CAPACITY MALE (E1-E6)
D	EMBARKED BERTHING CAPACITY FEMALE (E1-E6)
E	MALE BERTHING (CPO) CAPACITY COMPANY
F	FEMALE BERTHING (CPO) SHIP'S COMPANY
G	EMBARKED BERTHING CAPACITY MALE (CPO)
H	EMBARKED BERTHING CAPACITY FEMALE (CPO)

USN/USNR PERSONNEL:

<u>CODE</u>	<u>DESCRIPTION</u>
I	MALE BERTHING (E1-E6) SHIP'S COMPANY
J	FEMALE BERTHING (E1-E6) SHIP'S COMPANY
K	EMBARKED BERTHING CAPACITY MALE (E1-E6)
L	EMBARKED BERTHING CAPACITY FEMALE (E1-E6)
M	MALE BERTHING (CPO) SHIP'S COMPANY
N	FEMALE BERTHING (CPO) SHIP'S COMPANY
O	EMBARKED BERTHING CAPACITY MALE (CPO)
P	EMBARKED BERTHING CAPACITY FEMALE (CPO)

OFFICER PERSONNEL

<u>CODE</u>	<u>DESCRIPTION</u>
-------------	--------------------

NOTE 2: Enter four (4) digit Berthing Capacity (example: 0004, 0021, 0126,1356)

NOTE 3: Date Message Typed (YYMMDD).

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DIARY MESSAGE REPORTING SYSTEM
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SECTION 24. SELECTIVE REENLISTMENT BONUS (SRB) PROGRAM REQUEST

24.1 Purpose of the SRB Program. Selective Reenlistment Bonus is used to increase the number of reenlistments in ratings and Navy Enlisted Classification (NEC) codes having insufficient retention. Reviews are conducted at least every six months to determine which ratings/NECs will be authorized SRB. Award levels are reduced or eliminated as retention improves in a rating/NEC. Changes to the list of SRB eligible ratings/NECs and respective award levels are announced by NAVADMIN .

24.2 Precertification Procedures. The precertification (PRECERT) process was established to reduce the number of incorrect SRB payments and resultant recoupment actions. SRB reenlistment requests should be submitted 30 to 90 days in advance of the reenlistment date to ensure the approval/disapproval message will reach the member's command. All data included in the precert request should be verified with the member's service record and the command EDVR to preclude rejection due to errors such as incorrect SSN, AOSD or EAOS, etc. Refer to the latest NAVADMIN for the most current precert requirements.

24.3 Submission of SRB Request. This section provides instructions for submission of SRB requests via DMRS. It also provides SRB requests worksheets and instructions for use by the activity in collecting and recording necessary information. The Personnel and Pay Support Unit Identification Code (PPSUIC) activity shall submit the appropriate TACs via the DMRS. Activities serviced by the SDS shall submit SRB request via SDS when the SDS reporting capabilities are available. SRB request via DMRS will only be accepted from PPSUIC activities. SRB reenlistment requests must be submitted using the appropriate transaction per the worksheets that follow the instructions.

a. TAC RBA. SRB request for a Continuous Service Reenlistment.

FORMAT: TAC,SSN,NAME (NOTE 1),RATE OR NEC (NOTE 2),SEPARATION PAYGRADE (NOTE 3),DATE OF REENLISTMENT(NOTE 4),TERM OF ENLISTMENT (NOTE 5), CONSUB NUC INOPERATIVE EXTENSION (NOTE 6),OTHER INOPERATIVE EXTENSION (NOTE 7),EAOS (NOTE 8),PPSUIC (NOTE 9)/

SAMPLE: RBA,555773333,SMITH,FC1,E6,961231,48,00,12,961230,54321/

NOTE 1: Enter first 5 letters of member's last name.

NOTE 2: Enter member's Rate or NEC for SRB purposes as listed in the latest NAVADMIN.
(i.e., FC, MSSS or MSSW for the entire rating or 1130 for a specific NEC).

NOTE 3: Enter the two alphanumeric characters of actual paygrade (Do not use frocked paygrade) at time of separation (i.e., E5).

NOTE 4: Enter date (YYMMDD) of reenlistment.

NOTE 5: Enter term of reenlistment in months(i.e., 48).

NOTE 6: Enter the number of month(s) of inoperative extensions executed for the purpose of CONSUBPAY and/or by nuclear power personnel (i.e., 01, 02, etc). Enter two numeric zeros (00) if not applicable.

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NOTE 7: Enter the number of month(s) of inoperative extensions executed for any reason other than CONSUBPAY and/or by nuclear power personnel (i.e., 01, 02, etc). Enter two numeric zeros (00) if not applicable.

NOTE 8: Enter date (YYMMDD) of the member's EAOS at the time of reenlistment date. Unless an extension will go operative prior to reenlistment date, do not include any inoperative extensions.

Example #1. Reenlistment date is 961231 and EAOS is 970102. Enter
970102

Example #2. Reenlistment date is 961231. The member is in school with an EAOS of 961215. The member will graduate and reenlist on 961231. The member must extend enlistment for one month to have sufficient obligated service to complete school. Enter 970115 as EAOS, as this will be the hard EAOS on reenlistment date.

NOTE 9: Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC identifies the activity that has SDS or DMRS personnel diary preparation responsibility.

b. TAC RBB. SRB request for a Broken Service Reenlistment.

(Use only for NAVETS returning after a break in service of more than 24 hours.)

FORMAT: TAC,SSN,NAME (NOTE 1),RATE OR NEC (NOTE 2),SEPARATION PAYGRADE (NOTE 3),BROKEN SERVICE DISCHARGE DATE (NOTE 4),TERM OF ENLISTMENT (NOTE 5),DISCHARGE PEBD(NOTE 6),ADJUSTED ADSD (NOTE 7),PPSUIC (NOTE 8)/

SAMPLE: RBB,555773333,SMITH,FC1,E6,951231,48,920101,920501,54321/

NOTE 1: Enter first 5 letters of member's last name.

NOTE 2: Enter member's Rate or NEC for SRB purposes as listed in the latest NAVADMIN (i.e., FC, MSSS or MSSW for the entire rating or 1130 for a specific NEC).

NOTE 3: Enter the two alphanumeric characters of actual paygrade (Do not use frocked paygrade) at time of separation (i.e., E5).

NOTE 4: Enter the broken-service discharge date (YYMMDD). This can be obtained from the most recent DD Form 214.

NOTE 5: Enter the term of reenlistment in months (i.e., 48).

NOTE 6: Enter the member's Pay Entry Base Date (PEBD) (YYMMDD) at date of last discharge.

NOTE 7: Enter the member's adjusted Active Duty Service Date (ADSD) (YYMMDD).

NOTE 8: Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC

identifies the activity that has SDS or DMRS personnel diary preparation responsibility.

c. TAC RBE. SRB request when extension is to be executed.

FORMAT: TAC,SSN,NAME (NOTE 1)),RATE OR NEC (NOTE 2),DATE OF EXTENSION
NOTE 3),LENGTH OF SRB QUALIFYING EXTENSION (NOTE 4),PPSUIC (NOTE 5)/

SAMPLE: RBE,555773333,SMITH,FC1,960501,36,54321/

NOTE 1: Enter first 5 letters of member's last name.

NOTE 2: Enter member's Rate or NEC for SRB purposes as listed in the latest NAVADMIN
(i.e., FC, MSSS or MSSW for the entire rating or 1130 for a specific NEC).

NOTE 3: Enter the desired extension execution date (YYMMDD).

NOTE 4: Enter in months, the length of SRB qualifying extension (no less than 36 months and no more
than 48 months)

NOTE 5: Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC
identifies the activity that has SDS or DMRS personnel diary preparation responsibility.

d. TAC RB7. Commanding Officer's Comments.

FORMAT: TAC,SSN,NAME (NOTE 1)),PPSUIC (NOTE 2),REMARK RECORD NUMBER (NOTE
3),NARRATIVE COMMENTS (NOTE 4)/

SAMPLE: RB7,555773333,SMITH,54321,1,SCOL GRAD 961031 ENEC FC 1130/

NOTE 1: Enter first 5 letters of member's last name.

NOTE 2: Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC
identifies the activity that has SDS or DMRS personnel diary preparation responsibility.

NOTE 3: This is a number so that remarks can be retained in sequence during computer processing,
e.g. remarks with the number 1 will be read first, will be read second, etc. Up to four RB7
TACs can be submitted with each of the SRB precertification requests.

NOTE 4: Use this block for any explanation (i.e., verification of all operative extensions, graduation
dates and Rate/NEC member will earn if approved for rating conversion or CONSUBPAY
and/or nuclear power inoperative extensions not to be counted in AOSD computation, etc. DO
NOT exceed 40 positions of remarks in any one RB7 TAC.)

e. TAC RB8. Cancel SRB requests.

FORMAT: TAC,SSN,NAME (NOTE 1),DATE OF CANCELLATION (NOTE 2),PPSUIC (NOTE 3)/

SAMPLE: RB8,555773333,SMITH,960501,54321/

NOTE 1: Enter first 5 letters of member's last name.

NOTE 2: Enter the date (YYMMDD) of SRB request cancellation.

NOTE 3: Enter the Personnel and Pay Support Unit Identification Code (PPSUIC). The PPSUIC
identifies the activity that has SDS or DMRS personnel diary preparation responsibility.

SELECTIVE REENLISTMENT BONUS REQUEST WORKSHEET CONTINUOUS SERVICE REENLISTMENT

TAC	SSN	NAME	RATE/NEC	SEPN PG	REENLISTMENT DATE	TERM (MOS)	ONSUB/NUC INOP EXT (MOS)
RBA							

SAMPLE: RBA,555773333,SMITH,FC1,E6,961231,48,00,12,961230,54321/

- | | |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BLOCK | DESCRIPTION |
| SSN | Enter Social Security Number. |
| NAME | Enter first 5 letters of member's last name. |
| RATE/NEC | Enter member's Rate or NEC for SRB purposes as listed in the latest NAVADMIN (i.e., FC, MS rating or 1130 for a specific NEC). |
| SEPN PG | Enter actual paygrade (Do not use frocked paygrade) at time of separation (i.e., E5). |
| REENLISTMENT DATE | Enter date of reenlistment (YYMMDD). |
| TERM | Enter term of reenlistment in months (i.e., 48). |
| CONSUB/NUC INOP EXT | Enter number of month(s) of inoperative extensions executed for the purpose of CONSUBPAY personnel (i.e., 01, 02, etc). Enter two zeros (00) if not applicable. |
| OTH INOP EXT | Enter number of month(s) of inoperative extensions executed for any reason other than CONSUBPAY personnel (i.e., 01, 02, etc). Enter two zeros (00) if not applicable. |
| EAOS | Enter member's EAOS at the time of reenlistment date. Unless an extension will go on after the reenlistment date, do not include any inoperative extensions. Example #1. Reenlistment date is 970102. Enter 970102. Example #2. Reenlistment date is 961231. The member's EAOS is 961215. The member will graduate and reenlist on 961231. The member needs one month to have sufficient obligated service to complete school. Enter 970115 as the EAOS on reenlistment date. |
| PPSUIC | Enter Personnel and Pay Support Unit identification Code (PPSUIC). The PPSUIC identifies the DMRS personnel diary preparation responsibility. |

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SELECTIVE REENLISTMENT BONUS REQUEST WORKSHEET BROKEN SERVICE REENLISTMENT

TAC	SSN	NAME	RATE/NEC	SEPN PG	BROKEN SERVICE DISCHARGE DATE	TERM (MOS)	DISCHARGE PEBD
RBB,							

SAMPLE : **RBB,555773333,SMITH,FC1,E6,961231,48,920101,920501,54321/**

- | BLOCK | DESCRIPTION |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| SSN | Enter Social Security Number. |
| NAME | Enter first 5 letters of member's last name. |
| RATE/NEC | Enter member's Rate or NEC for SRB purposes as listed in the latest NAVADMIN (i.e., FC, MS rating or 1130 for a specific NEC). |
| SEPN PG | Enter actual paygrade (Do not use frocked paygrade) at time of separation (i.e., E5). |
| BROKEN SERVICE | Enter broken-service discharge date (YYMMDD). This can be obtained from the most recent C |
| TERM (MOS) | Enter term of reenlistment in months (i.e., 48). |
| DISCHARGE PEBD | Enter member's Pay Entry Base Date (PEBD) (YYMMDD) at date of last discharge. |
| ADJUSTED ADSD | Enter member's adjusted Active Duty Service Date (ADSD) (YYMMDD). |
| PPSUIC | Enter Personnel and Pay Support Unit identification Code (PPSUIC). The PPSUIC identifies th
DMRS personnel diary preparation responsibility. |

SELECTIVE REENLISTMENT BONUS REQUEST WORKSHEET CONTINUOUS SERVICE REENLISTMENT

TAC	SSN	NAME	PPSUIC	RMK REC NO	NARRATIVE COMMENTS
RB7,	,	,	,	1,	

TAC	SSN	NAME	PPSUIC	RMK REC NO	NARRATIVE COMMENTS
RB7,	,	,	,	2,	

TAC	SSN	NAME	PPSUIC	RMK REC NO	NARRATIVE COMMENTS
RB7,	,	,	,	3,	

TAC	SSN	NAME	PPSUIC	RMK REC NO	NARRATIVE COMMENTS
RB7,	,	,	,	4,	

NOTE: Do not exceed 40 positions (including spaces) of remarks in any RB7

SAMPLE:

RB7,555773333,SMITH,54321,1,SCOL GRAD 961031 ENEC FC 1130/

**TABLE OF ACCOUNTING CATEGORY CODES (ACCs)
FOR OFFICER AND ENLISTED**

<u>CODE</u>	<u>EXPLANATION</u>
100	FORDU - PERMANENT ASSIGNMENT FOR DUTY
101	FAILED TO REPORT (for duty) Use extreme caution before you submit the failed to report transaction. Members GAINED as failed to report count against your activity manning and are considered on board until you take appropriate follow -up action per DFAS Pay/Pe rsonnel Procedures Manual, paragraph B90612. You must comply with MILPERSMAN 3430150.2 and ENLTRANSMAN 24.06 prior to submitting Failed to Report. Record SDCD as NONE. UIC received from will be the UIC of the transferring activity. Date received is the not -later-than date member Failed to Report. (The not -later-than date can be derived from member's advance STO or EPAD).
103	FORDU ADSW - ACTIVE DUTY FOR SPECIAL WORK
104	FORDU HUMS - HUMANITARIAN ASSIGNMENT (more than six months)
105	FORDU LIMDU - LIMITED DUTY (assignment restricted for medical reasons)
106	FORDU CFO - COMMISSIONING AND FITTING OUT EPMAC will record the enlisted personnel on board for duty (ACC 100) when the activity commissions.
107	FORDU MOB - MOBILIZATION
108	FORDU TASP - TARGETED "A" SCHOOL PROGRAM GUARANTEED PROGRAMMED SCHOOL INPUT PROGRAM (ENLTRANSMAN 7.08 refers)
109	DECLARED DESERTER - (No DMRS transaction required, ACC assigned only by BUPERS)
150	TEMDU PSI - TEMPORARY DUTY PROGRAMMED SCHOOL INPUT
320	TEMDU FFA - TEMPORARY DUTY FOR FURTHER ASSIGNMENT
330	TEMDU FFT - TEMPORARY DUTY FOR FURTHER TRANSFER
340	TEMDU RECRUIT - TEMPORARY DUTY FOR RECRUIT TRAINING (less than 20 weeks)
341	TEMDUINS - TEMPORARY DUTY UNDER INSTRUCTION (less than 20 weeks) This includes officers on temporary duty with the designated flying status of DIFDEN and DIFOPS, and OSAMs.
342	DUINS - DUTY UNDER INSTRUCTION (20 weeks or greater, includes OSAMs)
350	TEMDU - TEMPORARY DUTY NOT OTHERWISE DEFINED Includes officers on temporary duty with the designated flying status of DIFDEN or DIFOPS

351 FAILED TO REPORT (for temporary duty)

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**TABLE OF ACCOUNTING CATEGORY CODES (ACCs)
FOR OFFICER AND ENLISTED (Continued)**

<u>CODE</u>	<u>EXPLANATION</u>
352	TEMDU CFO - TEMPORARY DUTY FOR COMMISSIONING AND FITTING OUT (less than 6 months) EPMAC will record the enlisted personnel on board for duty (ACC 100) when the activity commissions.
354	TEMDU HUMS - TEMPORARY DUTY FOR HUMANITARIAN ASSIGNMENT (less than 6 months)
355	TEMDU MED BD PEB - TEMPORARY DUTY AWAITING FORMAL MEDICAL BOARD PHYSICAL EVALUATION BOARD PROCEEDINGS
356	TEMDU TEMP DISQUAL- TEMPORARY DUTY PENDING EVALUATION BY LOCAL AUTHORITIES FOR SPECIAL DUTIES (submarines, aircrew, diving, etc.)
358	TEMDU SEMINAR - TEMPORARY DUTY, SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM
370	TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (inpatient at a Naval medical facility)
371	TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (medical holding company)
372	TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (hospitalized at a non-military medical facility)
373	TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (hospitalized at other uniformed service medical facility)
380	TEMDU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT
381	TEMDU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT (pay status, at home awaiting final disposition of Physical Evaluation Board)
382	TEMDU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT (pending Review Board approval of Administrative Discharge)
390	TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (holdee, not confined)
391	TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (confined in a military facility)
392	TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (held or confined by civilian or foreign authorities)

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ADMIN

USS DEPLOY
EPMAC DIARY NEW ORLEANS LA//43//

(R

UNCLAS //N01080//
MSGID/GENADMIN/USS DEPLOY//
SUBJ/MESSAGE DIARY FOR UIC 00001//
RMKS/
SEQ,21,00001/

345,234567890,WHITE BILL L,PN2,B32,971101,00001/
200,345678901,JONES JERRY,PN1,100,97111,B30,12345,971101,00001/
630,134567892,HAMILTON JAC,PNC,971215,12345,971112,00001/
RN1,213456789,CORY JAMES T,GMG1,11,4,300,971115,00001/
RN2,213456789,CORY JAMES T,GMG1,30,33,02,JBK,R1,00001/
SAIL,HPT,Y,971101,00001/
SAOS,123456789,MADISON JACK,DK2,2,1,971101,00001/
MEMB,345678912,WHITESIDES J,CPL,4,2,971101,00001/
CEMB,555118888,WELLS FRANKL,1,WIFE,1,180,98765,971101,00001/
CNOK,555118888,WELLS,MARY WELLS 1387 FIFTH AVE TAMPA FL,971101,00001/
AVAL,123456789,JONES,GMGSN,0000,YH,070,971101,00001/
REM1,123456789,JONES,6 MOS LIMDU TO PRECLUDE STANDING GREATER/
REM2,123456789,JONES,THAN 30 MIN NO PHY ACT AUTH/
SHOP,123456789,JONES,1,FNO,FLI,FOA,GDTY,GDTY,GTDY,00001/
DEPN,123456789,JONES,M,FNO,010000,00001/
G8,432156789,JONES JOHN P,LT,100,00200,01234,971101,00001/

Exhibit 1

DMRSMAN CH-1
01 DEC 97

H1,432156789,JONES JOHN P,LT,C10,9711,971101,00001/
RS1,456789123,BROWN,Y,4,N,Y,N,NA,N,NA,N,971101,00001/
RS2,456789123,BROWN,N,N,PWS,N,N,N,N,NA,NA,NA,00001/
RS3,456789123,BROWN,N,NA,NA,NA,N,NA,NA,NA,Y,00001/
RS4,456789123,BROWN,4,4,5,4,5,5,5,0,0,0,0,0,9703,00001/
RS5,456789123,BROWN,4,4,4,5,5,5,5,0,0,0,0,5,9603,00001/
RS6,456789123,BROWN,8,8,9,8,8,8,8,9,A,A,A,9,9503,00001/
RS7,456789123,BROWN,00001,1,RS7 TAC PROVIDES FOR REPORTING/
RS7,456789123,BROWN,00001,2,RMKS WHEN APPROPRIATE NO/
RS7,456789123,BROWN,00001,3,PUNCTUATION USED IN THIS PORTION/
RS7,456789123,BROWN,00001,4,MUST END EACH RS7 TAC WITH A SLASH/
ALM,321554444,SMITH JANET,SN,2,P,961115,970501,970711,00001/
TEL,00001,4,D,NA,5551234/
TEL,00001,5,C,504,6781782/
BER,B,0110,960920,00001/
RBA,555773333,SMITH,FCI,E6,961231,48,00,12,971101,00001/
RB8,555772222,BUCHMAN,971101,54321/
EOM//

Exhibit 1

