



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

IN REPLY REFER TO
OPNAVINST 1070.2A
N161
05 APR 1994

OPNAV INSTRUCTION 1070.2A

From: Chief of Naval Operations

Subj: AUTOMATED EXTRACTS OF ACTIVE DUTY MILITARY PERSONNEL
RECORDS

Ref: (a) DoD Instruction 1336.5 17 Aug 1993 (NOTAL)

1. Purpose. To implement and amplify the guidance contained in reference (a) for the Navy. This instruction is a complete revision and should be reviewed in its entirety.
2. Cancellation. OPNAVINST 1070.2.
3. Background. The Automated Extracts of Active Duty Military Personnel Records is a centralized data base established by the Under Secretary of Defense for Personnel and Readiness. The data base provides information for research, actuarial analysis, interagency reports, and evaluation of Department of Defense programs and policies for use throughout the DoD, Congress, and other government agencies.
4. Responsibility. The Chief of Naval Personnel is responsible for complying with the personnel information requirements delineated in reference (a). Data will be provided for all active naval personnel that meet the specified identification criteria.
5. Information Requirements. Each report will be identified by the type of report, the applicable time period, and the number of records included as required by reference (a).
6. Submission Instructions. The magnetic tape files will be produced as described in reference (a) and forwarded to the Defense Manpower Data Center within 30 days of the end of each reporting period. The mailing address is:

Defense Manpower Data Center
Attn: Active Duty Personnel File Manager
99 Pacific Street Suite 155A
Monterey CA 93940-2453

OPNAVINST 1070.2A
05 APR 1994

7. Reports. The reporting requirements for this instruction have been assigned the following report control symbols and are approved for 3 years from the date of this instruction.

- | | |
|----------------------------------|-----------------------|
| a. Officer Master File | (OM) DD-P&R(AR) 1221 |
| b. Officer Transaction File (M) | (OTM) DD-P&R(AR) 1221 |
| c. Officer Transaction File (D) | (OTD) DD-P&R(AR) 1221 |
| d. Officer SSN/Name Change (D) | (OND) DD-P&R(AR) 1221 |
| e. Enlisted Master File | (EM) DD-P&R(AR) 1221 |
| f. Enlisted Transaction File (M) | (ETM) DD-P&R(AR) 1221 |
| g. Enlisted Transaction File (D) | (ETD) DD-P&R(AR) 1221 |
| h. Enlisted SSN/Name Change (D) | (END) DD-P&R(AR) 1221 |
| i. Enlisted SSN/Name Change (M) | (ENM) DD-P&R(AR) 1221 |
| j. UIC Address File | (UIC) DD-P&R(AR) 1221 |


H. C. MCKINNEY
Deputy Chief of Naval Personnel

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