

**ENLISTED SERVICE RECORD CHECK-OFF SHEET (LEFT SIDE)**

LEFT SIDE (FIELD IN REVERSE ORDER TO MAKE SURE ITEM "a" IS ON TOP WHEN THE RECORD IS OPENED FOR READING); ENSURE DOCUMENTS ARE IN GOOD REPAIR AND FILED IN CHRONOLOGICAL ORDER, MOST CURRENT ON TOP, IF APPROPRIATE. PURGE OLD DOCUMENTS WHEN SUPERSEDING OR UPDATED DOCUMENTS ARE FILED IN THE FIELD SERVICE RECORD (FSR).

- a. OPNAV 5510.415, RECORD IDENTIFIER FOR PERSONNEL RELIABILITY PROGRAM (NAVPERS 5510/1)
- b. NAVPERS 5211/19, RECORD OF DISCLOSURE, PRIVACY ACT OF 1974
- c. OPNAV 5510/3, PERSONNEL RELIABILITY PROGRAM SCREENING AND EVALUATION RECORD (if present)
- d. OPNAV 5510/3, RECORD OF DISCLOSURE, PRIVACY ACT OF 1974
- e. NAVPERS 5510/3, PERSONNEL RELIABILITY PROGRAM SCREENING AND EVALUATION RECORD
- f. OPNAV 5520/20, CERTIFICATE OF PERSONNEL SECURITY INVESTIGATION, CLEARANCE AND ACCESS
- g. OFFICIAL CORRESPONDENCE FROM CURRENT COMMAND (e.g. Letters of Appreciation and Commendation, temporary designation letters)
- h. CURRENT PCS ORDERS AND ALL ENDORSEMENTS
- i. NAVRES 1321/2, OFFICER APPLICATION/ORDERS FOR INACTIVE DUTY TRAINING
- j. NAVPERS 1321/2, INACTIVE DUTY TRAINING ORDERS
- k. CERTIFICATES FROM NAVY SCHOOLS, TRAINING, AND CORRESPONDENCE COURSES
- l. INDIVIDUAL ACCOMPLISHMENTS REPORT
- m. PERSONAL AND UNIT AWARD CERTIFICATION
- n. LETTERS OF PERMANENT WARFARE DESIGNATION, SIGNIFICANT QUALIFICATIONS, SPECIAL DUTY ASSIGNMENTS, AND INCENTIVE PAY
- o. OPNAV 5350/1, DRUG AND ALCOHOL ABUSE STATEMENT OF UNDERSTANDING
- p. DD 2366, MONTGOMERY GI BILL (MGIB) ACT OF 1984
- q. OPNAV 1780/1, STATEMENT OF UNDERSTANDING-SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM
- r. DD 2384-1, (NOBE)
- s. DD 398-2, PERSONNEL SECURITY QUESTIONNAIRE NATIONAL AGENCY CHECKLIST OR
- t. DD 1879, REQUEST FOR PERSONNEL SECURITY INVESTIGATION (PSI) or (PSI pending)
- u. DD 398, PERSONNEL SECURITY QUESTIONNAIRE (BI/SBI)
- v. NAVPERS 1070/877, STATEMENT OF SERVICE
- w. NRPC 1820/6, NOTIFICATION OF ELIGIBILITY FOR RETIRED PAY AGE 60
- x. OFFICER PROGRAM STATEMENT/SERVICE AGREEMENT
- y. DD 1934, GENEVA CONVENTION IDENTIFICATION CARD FOR MEDICAL AND RELIGIOUS PERSONNEL WHO SERVE IN OR ACCOMPANY THE ARMED FORCES (MAY BE PLACED IN ENVELOPE AND STAPLED TO INSIDE LEFT COVER)

**UNAUTHORIZED DISCLOSURE OF PERSONAL INFORMATION FROM THIS  
RECORD COULD SUBJECT DISCLOSER TO CRIMINAL PENALTIES**