



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

OPNAVINST 1070.2C  
N1B6  
14 Jul 2015

OPNAV INSTRUCTION 1070.2C

From: Chief of Naval Operations

Subj: AUTOMATED EXTRACTS OF ACTIVE DUTY MILITARY PERSONNEL  
RECORDS

Ref: (a) DoD Instruction 1336.05 of 28 July 2009  
(b) DoD 1336.05-M, Defense Manpower Data Center  
Domain Values for Military Personnel Data  
Extracts, July 2009  
(c) DoD Instruction 1000.30 of 1 August 2012

1. Purpose. To implement and amplify the guidance contained in references (a) and (b) for the Navy. This instruction is being reissued with a new date, updated version and signature authority to meet Chief of Naval Operations' age requirement for Office of the Chief of Naval Operations instructions and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1070.2B.

3. Background. The Navy submits automated extracts of active duty military personnel records to a centralized database maintained by the defense manpower data center under the overall policy guidance of the Under Secretary of Defense for Personnel and Readiness. This centralized database provides information for research, actuarial analysis, interagency reporting, and evaluation of Department of Defense programs and policies. Additionally, extracts of the database are used in Defense Enrollment Eligibility System to create and modify:

a. Demographic, service, and common access card issuance eligibility information.

b. Eligibility information in the Montgomery Government Issue (GI) Bill satellite database.

c. Eligibility information in the Centralized System for Prior Service Enlistment Eligibility Information.

4. Responsibility. The Chief of Naval Personnel is responsible for complying with the personnel information reporting requirements delineated in references (a) and (b) concerning all active duty Navy personnel. Reporting requirements are required to comply with reference (c).

5. Information Requirements. The required transfers are defined in enclosures (3) and (4) of reference (a). Reference (b) provides domain values to be used within the transfers.

6. Submission Instructions. The electronic data transfer files are submitted as prescribed in reference (a).

7. Automatic Transfers. The files required are listed in reference (a), enclosure (2):

a. Monthly enlisted master file and unit identification code address files.

b. Monthly officer master files and unit identification code address files.

c. Daily enlisted status change transaction files.

d. Daily officer status change transaction files.

e. Daily enlisted data change transaction files.

f. Daily officer data change transaction files.

g. Daily workforce transaction file.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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