

MILPERSMAN 1070-330

NAVPERS 1070/615, RECORD OF DISCHARGE FROM THE U.S. NAVAL RESERVE (INACTIVE)

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1. **Policy**

a. NAVPERS 1070/615 (Rev. 12-03), Discharge from the U.S. Naval Reserve is prepared the honorable discharge of an enlisted member on inactive duty by reason of expiration of enlistment or expiration of obligated service.

b. Discharge of an enlisted member on inactive duty for any other reason is recorded on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks.

2. **How to Complete NAVPERS 1070/615.** NAVPERS 1070/615 is a three-part carbon interleaved form and shall be completed as follows: (See exhibit below.)

Item	Entry
From	<ul style="list-style-type: none"> • Enter the title of the activity head and name of the activity effecting the discharge.
To	<ul style="list-style-type: none"> • Enter the member's name and current address.
Paragraph 3 First Sentence	<ul style="list-style-type: none"> • If member is recommended for reenlistment, enter dashes in the space following the word "are." • If member is not recommended for reenlistment, enter the word "not" in the space.
Signature	<ul style="list-style-type: none"> • Enter the signature block below the text of the letter.
Record Data	<ul style="list-style-type: none"> • Enter the member's discharge date. • Check the appropriate block indicating whether immediately reenlisted. • Enter the member's name, rate, social security number, and branch and class.

NOTE: For documents to be included in enclosure (3), service record page(s), see MILPERSMAN 1070-130.

3. **Distribution of NAVPERS 1070/615.** Distribute NAVPERS 1070/615 as follows:

- a. Part 1 - Deliver or forward to the member.
- b. Part 2 - File in the member's field service record (FSR) and process the FSR per MILPERSMAN 1070-130.
- c. Part 3 - Retain for recruiting or other local use

4. **How to Make NAVPERS 1070/613 Entry.** The NAVPERS 1070/613 entry shall be made as follows:

(date): Discharged this date.

Reason for discharge: (i.e., misconduct due to drug abuse)

Characterization of service: (i.e., Under Other Than Honorable Conditions)

Reentry code: (i.e., RE-4)

Discharge authority: (i.e., MILPERSMAN _____ and BUPERS 111111ZFEB94)

Home address:

Signature of person with
By direction authority

5. **Where to File NAVPERS 1070/613.** File in the member's FSR and process the FSR per MILPERSMAN 1070-130.