

**PERSONNEL ACTION**

**REQUEST TO INCLUDE ATTACHED DOCUMENT INTO PERSONNEL FILE**

**PRINCIPLE PURPOSE:** Used by Active, Reserve or National Guard personnel to request attached document(s) to be inserted into personnel file jacket on his/her behalf for Command, Promotion Board and Staff reference.

**DISCLOSURE:** Voluntary.

**SECTION I - Personal Identification**

Name (*Last, First, MI*)

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Grade or Rank

Social Security Number

**SECTION II - Duty Assignment**

Current Unit / Vessel

Date Assigned

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Current Duty Assignment Title

**SECTION III - Inventory Description of Attached Documents**

List Document Title(s):

**SECTION IV - Requestors Signature**

Printed Name:

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Signature and Date (*YY/MM/DD*):

**SECTION V - Certification/Approval/Disapproval**

HAS BEEN VERIFIED  RECOMMEND APPROVAL  RECOMMEND DISAPPROVAL  IS APPROVED  IS DISAPPROVED

**COMMANDER/AUTHORIZED REPRESENTATIVE** (*PRINT NAME*)

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**SIGNATURE**

**DATE** (*YY/MM/DD*)