

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

RIGHT SIDE (FILED IN REVERSE ORDER TO MAKE SURE ITEMS "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. **NAVPERS 1070/613**, ADMINISTRATIVE REMARKS (PAGE 13)
- \_\_\_ b. **NAVPERS 1070/609**, ENLISTED PERFORMANCE RECORD (PAGE 9) (if present in FSR)
- \_\_\_ c. **NAVPERS 1070/607**, COURT MEMORANDUM (PAGE 7) (if present in FSR)
- \_\_\_ d. **NAVPERS 1070/606**, RECORD OF UNAUTHORIZED ABSENCE (PAGE 6) (if present in FSR)
- \_\_\_ e. **NAVPERS 1070/605**, HISTORY OF ASSIGNMENTS (PAGE 5) (current)
- \_\_\_ f. **NAVPERS 1070/604**, ENLISTED QUALIFICATIONS HISTORY (PAGE 4) (all)
- \_\_\_ g. **NAVPERS 1070/602**, DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA AND/OR **DD 93**, RECORD OF EMERGENCY DATA (PAGE 2)
- \_\_\_ h. **SGLV 8286**, SERVICEMEN'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE
- \_\_\_ i. **NAVCOMPT 3072**, DEPENDENCY STATUS ACTION
- \_\_\_ j. **OPNAV 1740/1**, NAVY DEPENDENT CARE CERTIFICATE (if required)
- \_\_\_ k. **NAVPERS 1770/622**, AGREEMENT TO RECALL OR EXTEND ACTIVE DUTY (PAGE 1B)
- \_\_\_ l. **NAVPERS 1070/621**, AGREEMENT TO EXTEND ENLISTMENT (PAGE 1A)
- \_\_\_ m. **NAVPERS 1070/601**, IMMEDIATE REENLISTMENT CONTRACT (PAGE 1)
- \_\_\_ n. **DD4**, ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES, WITH ANNEX(ES), WHEN APPLICABLE

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