CHAPTER 7

ENLISTED DISTRIBUTION AND VERIFICATION REPORT, OFFICER DISTRIBUTION CONTROL REPORT, AND DIARY MESSAGE REPORTING SYSTEM

In this chapter, you will read about the Enlisted Distribution and Verification Report (EDVR), the Officer Distribution Control Report (ODCR), and the Diary Message Reporting System (DMRS). All of these are part of the Navy's personnel accounting system and all provide data for the management, assignment, and records maintenance of Navy personnel. These reports enable the Bureau of Naval Personnel (BUPERS) to keep track of manning levels at each activity and the overall manning requirements of the Navy.

The Navy depends on you, the Personnelman (PN), to make certain every document in this reporting system is accurate to the last detail. You have an important role in this system because these reports will impact strongly across all levels of Navy personnel. For example, the information reported on an individual member will have an impact on his or her career. At your activity, the accuracy of the data reported will affect your command's ability to function properly, make wise planning decisions, interact with manning authorities, and justify its budgetary requirements. At BUPERS, the data provided by your command will have an impact on the ability of BUPERS to make proper distribution, promotion, and training decisions in support of the Navy's mission. Can you see how the quality of your work will have an effect on the validity and efficiency of the Navy's overall personnel accounting system?

As a PN, you will be actively involved in the verification of these reports and the submission of data to update them. The information in this chapter is intended to give you an overview of these report systems. Because information changes so rapidly on the EDVR, ODCR, and DMRS, you should always refer to the most current publications or manuals containing official guidelines for updating these reports and submitting message diaries and/or Source Data System (SDS) events.

After studying the information in this chapter, you should be able to explain the meaning and purpose of the EDVR, identify its various sections, and explain the correct procedures for submitting updated information. You should also recognize the purpose of the ODCR and the procedures you should use for submitting corrections. In addition, you should be able to explain the DMRS and the procedures you should use for reporting various personnel data transactions.

ENLISTED DISTRIBUTION AND VERIFICATION REPORT

The EDVR is a monthly statement of an activity's enlisted personnel account. It lists all individuals assigned to the activity and provides the following information:

- A summary by the distribution community of the present and future manning status of the activity
- A common reference for communicating the activity's manning status between the activity and its manning control authority (MCA)
- A statement of account for verification by the Personnel and Pay Services Unit Identification Code (PPSUIC) activity
- A permanent historical record of the activity's enlisted personnel account

DISTRIBUTION

The EDVR is distributed monthly by the Enlisted Personnel Management Center (EPMAC). EPMAC sends PPSUIC activities such as ships, squadrons, and staffs not serviced by a personnel support activity detachment (PERSUPPDET) one copy of EDVR sections 1 through 12. Additional copies must be reproduced locally.

Source Data System (SDS) activities capable of producing the monthly EDVR facsimile receive one copy of sections 4 through 10 and 12, but not sections 1 through 3 and 11. Sections 1 through 3 and 11 are

available from the local PERSUPPDET (PSD) via the EDVR facsimile. If an activity or PSD requires additional copies, they must reproduce them locally. Activities that do not have the capability to produce the EDVR facsimile locally receive two copies of sections 1 through 4 and one copy of sections 5 through 12. If additional copies are required, they must reproduce them locally.

Commands requiring EDVRs of other activities should request them directly from the activity concerned or from the activity that maintains the account for the activity. EPMAC distributes microfiche copies of the EDVRs of all activities within each MCA's scope of responsibility directly to the MCA.

At the request of the MCA, direct distribution to subordinate commands can be accomplished Requests to be placed on distribution for microfiche copies of EDVRs should be submitted to EPMAC (Code 30) via the respective MCA. The request must indicate which EDVR sections are desired; for example, sections 1 through 4,5 through 12, or 1 through 12.

NOTE: Sections 1 through 3 and section 11 are not available on microfiche for SDS activities. The alphabetic listing portion of the EDVR section 3 is not available on microfiche for any activity.

ORGANIZATION

The EDVR consists of 12 sections. As a PN, you should be familiar with these sections and the information they contain Later in this chapter, you will read about each of these sections. Now, however, let's look at a general summary or overview of the EDVR in terms of the general organization of its sections.

Sections 1 through 3 contain information that has been extracted from the activity's enlisted personnel account because it requires special attention or action by the activity. Sections 1 through 3 also identify future personnel events, thereby helping the activity in the management of its enlisted personnel. An alphabetic listing of all enlisted members assigned to the activity is contained in EDVR section 3. Again, be aware that SDS activities capable of producing the EDVR facsimile do not receive sections 1 through 3 and section 11.

Since the PERSUPPDETs currently produce and verify the EDVR facsimile monthly, sections 1 through 3 are no longer required; however, the alphabetic listing and security data for SDS are available via the alphabetic listing portion of section 3 produced locally by the SDS site. The PERSUPPDETs also have the Event Tracking Report, the Feedback Data Report, and the File Maintenance Report available to assist in the monthly EDVR facsimile verification.

Section 4 contains the total personnel account of the activity, including those members reflected in sections 1 through 3. EDVR section 5 contains the Personnel status summary.

EDVR section 6 contains the Distribution Navy Enlisted Classification Code (DNEC) Management. Section 7 contains the NEC Billet and Personnel Inventory. EDVR section 8 contains a list of individuals who are qualified in Navy Enlisted Classification Codes (NECs).

EDVR section 9 contains the Diary Message Summary. Section 10 contains the Duty Preference Listing.

EDVR section 11 contains individual security data, pay entry base date (PEBD), time in rate (TIR), advancement effective date, and Force Management (FORMAN) status and action date.

The last EDVR section, section 12, contains a listing of both officer and enlisted personnel in an embarked or temporary additional duty (TAD) status to augment normal manning. This section also contains a listing of units, foreign military, members of other services, and civilians embarked in a ship.

ACCURACY OF THE EDVR

Manning and assignment decisions are based on information contained in the EDVR. Can you see why it is so important for your activity to keep its account up to date and accurate? To do this, you must report personnel events as they occur. Can you also understand why it is so important for your command to correct errors in the EDVR as soon as they are identified?

Errors will often be discovered when the EDVR is being verified for accuracy. You may be the PN assigned to this responsibility. Maybe you have already been involved with maintaining the EDVR. Once you have been involved in maintaining this report, you will definitely understand why it is so important for your command to have a well-maintained EDVR. A properly maintained EDVR is an important personnel management tool.

Whenever you discover errors, take immediate actions to correct them. Each time you discover an error, submit the required documentation for

corrections. Then, make the proper notations in your command's own copy of the EDVR. Keep your notations in this copy until you receive a subsequent copy of the EDVR and can verify that the changes you reported are reflected accurately in the new EDVR. If, after a reasonable period of time (usually 1 to 2 months), you do not see these changes correctly reflected in the current EDVR, send tracers or make telephone calls to inquire about the delay.

The verification procedures outlined in the EDVRMAN are applicable to the PPSUIC activities that report their transactions via the Diary Message Reporting System or the SDS, Increment III, Phase A. EDVR verification procedures for activities with SDS capabilities to produce the EDVR facsimile locally are contained in the SDSPROMAN A40154.

ENLISTED DISTRIBUTION AND VERIFICATION REPORT SECTIONS

Previously, you read about the general organization of the EDVR and a brief summary of each of its sections. Now, you will read about each EDVR section and what it includes. The names and social security numbers have been removed from the EDVR and ODCR samples because of the Privacy Act.

SECTION 1

Refer to figure 7-1, which shows you a sample section 1 of the EDVR. EDVR section 1 lists all members under orders to report to the activity. Within section 1, members are categorized as follows:

- Expired prospective gains
- Current and future prospective gains

Refer to the glossary of this training manual (TRAMAN) for the definition of these categories.

SECTION 2

Refer to figure 7-2, which shows you a sample section 2 of the EDVR. EDVR section 2 displays expired losses, current losses, and losses expected to occur within the next 10 months as a result of transfer directives, expiration of active obligated service (EAOS), projected rotation dates (PRDs), or high-year tenure (HYT). Specific categories within section 2 are as follows:

- Expired prospective losses
- Current prospective losses
- Future prospective losses
- Expired EAOSs
- Current EAOSs
- Future EAOSs
- EAOSs (with extensions) less than PRDs
- Expired and blank PRDs
- Current PRDs
- Future PRDs
- HYTs

Refer to the glossary of this TRAMAN for the definition of these terms.

SECTION 3

Refer to figure 7-3, which shows you a sample section 3 of the EDVR. EDVR section 3 lists members not appearing in EDVR sections 1 and 2 who are on board the activity for temporary duty, members who remain on the activity account in a deserter status, or members who have been administratively dropped from Navy strength accounts. EDVR section 3 also lists alphabetically all members in the activity's personnel account regardless of status.

SECTION 4

Refer to figure 7-4, which shows you a sample section 4 of the EDVR. EDVR section 4 lists all enlisted personnel in the activity's personnel account except for those in a deserter status accounting category code (ACC 109) and personnel who have been administratively dropped from Navy strength accounts (ACC 391 or 393). When a member also appears in EDVR section 1, 2, or 3 (less the alphabetic listing in EDVR section 3), that section number is displayed in column 2 of the EDVR section 4.

SECTION 5

Refer to figure 7-5, which shows you a sample section 5 of the EDVR. EDVR section 5 is a numeric summary of the activity personnel account showing the following information:

- Billets authorized (BAs) during peacetime

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SECTION 1 PROSPECTIVE GAINS SECTION 1

EXPIRED PROSPECTIVE GAINS (EDA) ---- ACTION. COMPLY WITH EDVRMAN PAYPERSMAN PART 9, CHAP 6

	8		- -	MMMCS	MMCS	4212	42454246	30	R3073041	11	36	920731			9510		9310	PG		9310	B2923	0981	020635
	1		- -	MMM1	MM1	4245	42629508	40	820510	11		960101	11		9510		9310	PG		9310	B1383	4145	520635
	1		- -	MMM2	MM2	4245	4245	10	890427	11		990425			9510		9310	PG		9310	B1803	0513	120635
			- -	MMR2	MR2	0000	00000000	30	860819	11		970808			9810		9310	PG		9310	B1893	3277	020635
			- -	MMR3	MR3	0000	00000000		891120	11		970304			9509		9310	PG		9310	B1463	4783	720635
			- -	MMRFN	MRFN	0000	00000000		910621	11		970617			9707		9310	PG		9310	B2463	3062	720635
			- -	MPM2	PM2	0000	00000000	30	870217	11		961004			9604		9310	PG		9310	B2793	3200	220635
			- -	MSR	SN	0000	9760		930621	11		970620			9710		9310	PG		9310	P2423	3115	520635
			- -	MSR	SN	0000	9700	A0	930706	11		970705			9710		9310	PG		9310	P2173	3064	620635
			- -	MSR	SN	0000	9700		930623	32		950622		010622	9710		9310	PG		9310	P2093	3115	520635
			- -	MSR	SN	0000	9700		930720	11		970719			9710		9310	PG		9310	P2303	3064	620635
			- -	MSR	SN	0000	9700		930720	11		970719			9710		9310	PG		9310	P2303	3064	620635
	5		- -	MTM1	TMC	0000	08129502	30	771110	11		980401			9710		9310	PG		9310	B1973	6593	120635
			- -	MTM1	TM1	0720	07209585	30	780803	11		950305	4		9707		9310	PG		9310	B0923	6244	220635
			- -	MTM3	TM3	0000	00000000		900725	11		940724			9510		9310	PG		9310	B1473	0463	820635
			- -	MTM3	TM3	0000	00000000		910624	11		950623			9602		9310	PG		9310	B1623	5269	020635
0	1		- -	METC	ETC	03633377	3363	40	800219	11		960525	7		9510		9310	PG		9310	B0693	4558	720635
	1		- -	MMM2	MM2	03563376	3356	20	871228	11		960528			9510		9310	PG		9310	B0703	4558	720635
			- -	MMM2	MM2	03853376	3385	20	881220	11		970205			9510		9310	PG		9310	B0543	4558	720635

CURRENT PROSPECTIVE GAINS (EDA) ---- ACTION. COMPLY WITH EDVRMAN PAYPERSMAN PART 9, CHAP 6

			- -	MEM2	EM2	0000	4666		890706	11		960704			9505		9311	PG		9311	B1443	0335	920635

SECTION 1 PROSPECTIVE GAINS SECTION 1

42NP0016

Figure 7-1.—Sample Section 1 of the EDVR.

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SECTION 2 PROSPECTIVE LOSSES SECTION 2

CURRENT PROSPECTIVE LOSSES (EDL) ---- ACTION. COMPLY WITH EDVRMAN

FIC2	IC2	4723	4723	40A10	88061	3112	4940612			9401	9012	901205	PL		9311	82523	
FIC2	IC2	0000	4775959	3208	2082091	311	990328			9311	8811	881111	PL		9311	81273	32770
FIC3	IC3	0000	00000000	10	89042011		950805			9503	9002	920921	PL		9311	82663	09303
FPH3	J03	0000	3299		89032011	12	940319			9309	8909	890904	PL		9311	82153	
FPH2	PH2	0000	00000000	K0	88112211	12	931121			9311	8904	890429	PL		9311	81393	65792
MRM1	RM1	23MZ	00009593		81061911	18	931121			9311	8911	891109	PL		9311	81303	65368
FSN	SN	0052	1572		91062711		95062624			9702	9303	930327	PL		9311	82873	00188
METCM	ETCM	U3363337	7336333	77	0830741	01811	950630			9312	0005	911011	PL		9311	80963	42113

FUTURE PROSPECTIVE LOSSES (EDL) ---- ACTION. COMPLY WITH EDVRMAN

FBM3	BM3	0000	00000000	2082	0871027	11	26931226			9312	9011	911030	PL		9312	82853	31460
MFA	FN	0000	9760		89120911		931208			9409	9009	911210	PL		9312	81453	
MFT1	FT1	11701175	1312119	630	2086012	311	940531	10		9401	9111	911108	PL		9312	81553	42135
MIN2	IM2	0000	00000000		89041711		970415			9401	8912	920106	PL		9312	82593	45252
MIN2	IM2	0000	1820		88072911		960726			9402	8902	890211	PL		9312	82433	03362
MMM1	MM1	4291	4291959	3508	5079093	011	950509			9312	8909	890908	PL		9312	82253	42090
MMR1	MR1	44019593	4401959	3508	5080091	011	951030			9401	9001	900126	PL		9312	81463	32779
MMR2	MR2	0000	4402	20	87082111		970620			9312	8805	911216	PL		9312	81473	68316
FRM2	RM2	0000	0000		85100711		951004			9507	9107	910707	PL		9312	82883	42159
FSK3	SK3	0000	00000000	A0C	2089062	711	950513			9403	9108	910814	PL		9312	82443	57023
MSTSCS	STSCS	0422	0422951	340	8507302	211	980601			9607	9207	920713	PL		9312	6223F	
MSTS2	STS2	0423	042504230J		85071511		950711			9312	8703	911114	PL		9312	81673	42255

SECTION 2 PROSPECTIVE LOSSES SECTION 2

42NP0017

Figure 7-2.—Sample section 2 of the EDVR.

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SECTION 3 ALPHA LIST SECTION 3

				- -	HT1	HT1	4954492	4954492	10	A10	840105	11		971219			9706	9306	930629	100								U	
				- -	EN2	EN2	9591	00009545			831121	11		940318			9904		9404	PG		9404	826631		00275				
				- -	BM1	BM1	0000	00000000	10		740923	11	3	941013			9512	9105	910529	PL		9409	808022	+					
				- -	F	HT3					921110			96110924			9504	5304	930416	100									
				- -	MRFA	MRFN					020916			960915			9803	5303	930330	100									
				- -		EM3	5342	5342	50	850	890626		24	950625			9703	9302	930209	100									
		1		- -		RM1	23MZ	23MZ	30	840	770628			980614			9411	8006	921019	100									
Q				- -	MMC	MMC	03653377	03959517	30	830	780901	11		940111			9603		9402	PG		9402	822531		45587				
				- -		HT2	4956	4956	10	A10	900222			94022124			9602	9109	910916	100				2					
				- -	MDM3	DM3	0000	00000000			900815	11		940814			9806	9306	930607	100				2			H		
		1		- -	MMM1	MM1	4245	42629508	40		820510	11		960101	11		9510		9310	PG		9310	813831		41455				
				- -	MSR	TMSN	0000	00000000			930610	11		970609			9801		9312	PG		9312	829131		31156				
				- -		MR3			20		890515			970506			9411	8911	891118	100									
Q	1			- -	METCM	ETCM	03633377	03633377	30	830	741018	11		950630			9312	9005	911011	PL		9311	809632		42113Z				
				- -	FPH3	UO3	0000	0299			890320	11	12	940319			9309	8909	890904	PL		9311	821532						
				- -	F	HT2	4954	4954			880926			980907			9801	8903	921114	100									
A				- -	MTM1	TM1	0721	07219585	30	830	740712	11		940331			9308	9008	900810	PL		9407	808022	+					
				- -	TMSA	TMSN					920421			960420			9711	9211	930901	100									
				- -	FSA	SN	0052	9760	40	C10	921027			961026			9702	9302	930225	100									
		8		- -	MFTC	FTC	1179	11791175	40	840	770927	11		970926			9602		9402	PG		9402	827731		31506				
				- -	MHT3	HT3	0000	00000000	30	820	900326	11		940325			9508	9008	900817	PL		9403	823132						
				- -		HT2	4954	49549593	20		880725			980820			9405	8905	890421	100				2					
				- -	MHT1	HT1	49549593	49549593	20		770618	11	25	950326			9703	9303	930326	100							L		

SECTION 3 ALPHA LIST SECTION 3

42NP0018

Figure 7-3.—Sample section 3 of the EDVR.

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SECTION 4 TOTAL PERSONNEL ON BOARD SECTION 4

	NAME	SOCIAL SECURITY NUMBER	ACTUAL DATE	ASSUM DATE	DIST NECS	NECS	ADSD	ACTIVE DUTY OBLIGATION	ETS	PRD	SOCD OR SHSCD	DATE RECEIVED		PCS OR PL AUTHORITY		
DATE	NMP	CUR BA	P-9 BA	P-9 NMP	TEMP DUTY	COB	POB1	POB2	POB3	POB4	POB5	POB6	POB7	POB8	POB9	N RON	P RON	A RON
NEC	RULE	1193	0894	0894	3XX	1193	1293	0194	0294	0394	0494	0594	0694	0794	0894	0894	0894	0894
		- -		AA	AN		9760			920804		960603		961	921	921110	100	
AN			1	1		1	1	1		1	1	1	1	1	1	1		
		- -		MMM3	A03	0000	6899995944	0830	890404	111	2940403			9504	9004	900423	PL	9402
		- -		MMM3	A03	0000	6899		890201	112	4950131			9405	9005	900531	PL	9403
A03						2	2	2	1									
		- -		F	BMC	0110	0161		791205		980212			9705	9304	930430	100	
		- -		MBM1	BM1	0000	00000000	10	740923	11	3941013			9512	9105	910529	PL	9409
		- -		MBM1	BM1	0110	0164	10A10	820505	11	980316			9612		9402	PG	9402
		- -		MBM1	BM1	0110	00009545	30820	841004	11	940913			9809		9403	PG	9403
		- -			BM1	0110		20820	800818		960514			9712	9305	930528	100	
		- -		FBM1	BM1	0000	0164	80840	830317	11	970922			9403	8909	890923	100	

| | | | | | | | | |

PERSONAL DATA - - PRIVACY ACT OF 1974

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SECTION 05 * * * * * * * * * * PERSONNEL STATUS SUMMARY

UIC 45254 AS 39 ES LAN MS MCA L COMPOSITE SEA/SURFACE/AIR ACT NMP RULE 90

RATE NEC	NMP RULE	CUR BA 1193	CUR M+1 1193	P-9 M+1 0894	P-9 BA 0894	P-9 NMP 0894	COB 1193	POB1 1293	POB2 0194	POB3 0294	POB4 0394	POB5 0494	POB6 0594	POB7 0694	POB8 0794	POB9 0894	N RQN 0894	P RQN 0894	A RQN 0894
AN	90	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
AO3							2	2	2	1									
BMC	90	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
EM1	90	5	5	5	5	6	6	6	6	7	7	7	7	6	6	6			
BM2	90	6	6	6	6	4	5	5	5	5	5	4	4	4	4	4			1-
BM3	90	16	17	17	16	9	12	9	9	9	9	9	9	9	9	9			5-
BMSN	90					2	3	2	2	2	2	2	2	2	2	2			
TOT		28	29	29	28	22	27	23	23	24	24	23	23	22	22	22			6-
DCC	90						1	1	1	1	1	1	1	1	1	1		1	
DC1	90	1	1	1	1	1	2	2	1	1	1	1	1	1	1	1			
DC2	90	2	2	2	2	2	1	1	1	1	1	1	1	1	1	1		1-	
DC3	90	1	1	1	1														
DCFN	90					1	1	1	1	1	1	1	1	1	1	1			
TOT			4	4	4	4	5	5	4	4	4	4	4	4	4	4			
DM1	90	1	1	1	1	1	1	1	1	1	1	1					1-		
DM2	90	1	1	1	1	1											1-		
DM3	90	1	1	1	1														1-
TOT			3	3	3	2	1	1	1	1	1	1					2-		1-
EMCM	90	1	1	1	1	1													
EMCS	90	1	1	1	1	1											1-		
EMC	90	5	5	5	5	6	4	4	5	5	5	5	5	5	5	5	1-		
EM1	90	15	15	15	15	17	11	11	10	12	12	12	12	13	12	9	8-		
EM2	90	19	21	21	19	19	13	13	13	14	14	14	14	14	14	13	6-		
EM3	90	16	19	21	19	21	13	15	13	15	15	14	13	12	12	12	7-		
EMFN	90	4	9	9	5	5	8	9	9	10	8	8	7	7	7	7			
TOT		61	71	73	65	70	49	52	50	56	54	53	51	51	50	46	24-		

RATE NEC	NMP RULE	CUR BA 1193	CUR M+1 1193	P-9 M+1 0894	P-9 BA 0894	P-9 NMP 0894	COB 1193	POB1 1293	POB2 0194	POB3 0294	POB4 0394	POB5 0494	POB6 0594	POB7 0694	POB8 0794	POB9 0894	N RQN 0894	P RQN 0894	A RQN 0894

42NP0020

Figure 7-5.—Sample section 5 of the EDVR.

- BAs for M-day (mobilization and/or wartime) plus 1 month (M+1)
- Navy Manning Plan (NMP)
- Summary of members on board and projected on board (POB)

Each page of this report contains the title of the section and activity information. The activity information shown is the unit identification code (UIC), the activity name, and composite (sea, shore, and/or submarine).

SECTION 6

Refer to figure 7-6, which shows you a sample section 6 of the EDVR. EDVR section 6 is the DNEC Management section. The DNEC is a distribution tool used to match an individual's NECs, as displayed in the Manpower and Personnel Management Information System (MAPMIS) Enlisted Master Record (EMR), to a command's authorization for an NEC. Dual NEC requirements are treated as a single entity in the NEC accounting procedure.

SECTION 7

Refer to figure 7-7, which shows you a sample section 7 of the EDVR. EDVR section 7 is a listing of NECs by rating for which the activity has billets authorized and reflects the totals for personnel distributed from the current month through 9 months in the future.

SECTION 8

Refer to figure 7-8, which shows you a sample section 8 of the EDVR. EDVR section 8 lists all personnel on board who have NECs. This file will show only the five NECs currently listed in the MAPMIS EMR and the current DNEC assignments.

SECTION 9

Refer to figure 7-9, which shows you a sample section 9 of the EDVR. EDVR section 9 is mailed with the EDVR each month for every UIC that is in an active status. Section 9 lists the name, social security number (SSN), rank or rate, transaction code (TAC), change description, date of occurrence, and date-time group of each officer and enlisted transaction that was reported for that UIC during the month. Transactions that contained errors may not be listed because they were rejected for research by EPMAC.)

If your activity is charged with personnel accounting responsibility, section 9 will also contain a list of all date-time groups of the messages received by EPMAC during the month and any messages from the previous month that were received after that month's cut date. An enlisted cut date for each month (for DMRS messages to arrive in EPMAC) is established before the EDVR is printed. Transactions submitted after each month's cut date are not reflected until the next EDVR.

SECTION 10

Refer to figure 7-10, which shows you a sample section 10 of the EDVR. EDVR section 10 is in four parts and reflects the encoded duty preferences, as recorded in the BUPERS database. Section 10 is intended strictly for verification purposes. It reflects duty preferences recorded within BUPERS and should be reviewed to verify that they are the duty preferences submitted by the member. A new Enlisted Duty Preferences, NAVPERS 1306/63, should be submitted if the recorded duty preferences are incorrect or if new duty preferences are desired by the member. Not all activities receive this section every month. Additionally, this section is mailed only when BUPERS has furnished EPMAC with duty-preference information.

SECTION 11

Refer to figure 7-11, which shows you a sample section 11 of the EDVR. EDVR section 11 displays security, citizenship, involuntary extension months, PEBDs, TIRs, advancement effective dates, and Force Management (FORMAN) status and action date. If any portion of the security data on an individual changes from the previous EDVR, an asterisk will appear immediately after the grant date as a "flag" to verify the changed information. If any of the other items in this section has changed from the previous EDVR, an asterisk appears immediately after the information that changed.

EDVR section 11 is not distributed to activities under the SDS that have the capability to produce the monthly EDVR facsimile.

PERSONAL DATA - - PRIVACY ACT OF 1974

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SECTION 06 *CNO BILLETS AUTHORIZED REVISION NUMBER 1111 DATED 93-10-20 * * * * SECTION 06

UIC 45254 AS 39 ES LAN MSC MCA L

DIST COMM	RATE ABBR	CNO RA	NEC	NEC	FAC	P1 1293	P2 0194	P3 0294	P4 0394	P5 0494	P6 0594	P7 0694	P8 0794	P9 0894	EFF DATE
	EM2	2	0000	9581		2	2	2	2	2	2	2	2	2	
	EM3	3	0000	9581		3	3	3	3	3	3	3	3	3	
	EM3	2	0000	0000		2	2	2	2	2	2	2	2	2	
	EM3	2	0000	9591	D	2	2	2	2	2	2	2	2	2	
	EM3	6	4615	9593	D	6	6	6	6	8	8	8	8	8	
	EM3	3	0000	0000	D	3	3	3	3	4	4	4	4	4	
	EMFN		0000	0000	DA					1	1	1	1	1	
	EMFN	3	0000	0000	D	3	3	3	3	3	3	3	3	3	
	EMFN	1	0000	0000		1	1	1	1	1	1	1	1	1	
TOTAL						61	61	61	61	65	65	65	65	65	
	ENC	1	0000	4331	D	1	1	1	1	1	1	1	1	1	
	ENC	1	4331	9593	D	1	1	1	1	1	1	1	1	1	
	ENC	1	0000	9593	D	1	1	1	1	1	1	1	1	1	
	ENC	2	4314	9593	D	2	2	2	2	2	2	2	2	2	
	EN1	1	4331	9593	D	1	1	1	1	1	1	1	1	1	
	EN1	1	0000	9511	D	1	1	1	1	1	1	1	1	1	
	EN1	1	4310	9593	D	1	1	1	1	1	1	1	1	1	
	EN1	1	4335	9593	D	1	1	1	1	1	1	1	1	1	
	EN1	1	0000	9591	D	1	1	1	1	1	1	1	1	1	
	EN1	1	0000	4331	D	1	1	1	1	1	1	1	1	1	
	EN1	1	4333	9593	D	1	1	1	1	1	1	1	1	1	
	EN1	1	0000	9593	D	1	1	1	1	1	1	1	1	1	
	EN2	1	4310	9593	D	1	1	1	1	1	1	1	1	1	
	EN2	1	4335	9593	D	1	1	1	1	1	1	1	1	1	
	EN2	6	0000	9593	D	6	6	6	6	6	6	6	6	6	
	EN2	1	4333	9593	D	1	1	1	1	1	1	1	1	1	
	EN2	5	0000	0000	D	5	5	5	5	6	6	6	6	6	
	EN3	11	0000	0000	D	11	11	11	11	11	11	11	11	11	
	EN3	1	0000	9591	D	1	1	1	1	3	3	3	3	3	
TOTAL						39	39	39	39	42	42	42	42	42	
	ETCS	1	0000	14H8	Z	1	1	1	1	1	1	1	1	1	
	ETC	1	0000	9503		1	1	1	1	1	1	1	1	1	
	ETC	1	0000	9593	D	1	1	1	1	1	1	1	1	1	
	ETC	2	0000	9593		2	2	2	2	2	2	2	2	2	
	ET1	1	3349	9591		1	1	1	1	1	1	1	1	1	
	ET1	3	0000	9593		3	3	3	3	3	3	3	3	3	
	ET1	2	14E8	9593	Z	2	2	2	2	2	2	2	2	2	
	ET1	1	0000	9597		1	1	1	1	1	1	1	1	1	
	ET1	1	1588	9593	D	1	1	1	1	1	1	1	1	1	

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Figure 7-6.—Sample section 6 of the EDVR.

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SECTION 07 NEC BILLET/PERSONNEL INVENTORY SECTION 07

UIC 45254 AS 39 ES LAN MSC MCA L

DIST COMM	RATE ABBR	NEC DNEC	NEC DNEC	CUR BA 1193	P-9 BA 0894	P081 1293	P082 0194	P083 0294	P084 0394	P085 0494	P086 0594	P087 0694	P088 0794	P089 0894	PCT P98A/ P089
0052	SN	0000	0052			7	6	6	6	6	6	6	6	6	
0072	FN	0000	0072			28	28	27	27	27	27	27	27	27	
3355	MM2	0000	3355			1	1	1	1	1	1	1	1	1	
3364	EMCM	0000	3364			1	1	1	1	1	1	1	1	1	
3364	EMC	0000	3364	1	1										0
3364	EMI	0000	3364	1	1										0
TOTAL				2	2	1	1	1	1	1	1	1	1	1	50
3365	MMC	0000	3365	2	2										0
3365	MMI	0000	3365	1	1	1	1	1	1	1	1	1	1	1	100
TOTAL				3	3	1	1	1	1	1	1	1	1	1	33
3366	MMI	0000	3366			1	1	1	1	1	1	1	1	1	
5341	BMCM	0000	5341			1	1	1	1	1	1	1	1	1	
5341	HTC	0000	5341	1	1										0
TOTAL				1	1	1	1	1	1	1	1	1	1	1	100
5342	BMI	0000	5342	1	1	1	1	1	1	1	1	1	1	1	100
5342	EMC	0000	5342			1	1	1	1	1	1	1	1	1	
5342	EMI	0000	5342			1	1	1		1	1	1	1	1	
5342	EM2	0000	5342	1	1										0
5342	EM3	0000	5342			1	1	1	1	1	1	1	1	1	
5342	ENC	0000	5342			1	1	1	1	1	1	1	1	1	
5342	ENI	0000	5342	1	1	1	1	1	1	1	1	1	1	1	100
5342	EN2	0000	5342	1	1	1	1	1	1						0
5342	HTI	0000	5342	3	3	2	2	2	2	2	2	2	2	2	66
5342	HT2	0000	5342	1	1	2	2	2	2	2	2	2	2	2	200
5342	MM2	0000	5342	1	1										0
TOTAL				9	9	11	11	11	10	10	10	10	10	10	111
5343	BM2	0000	5343	1	1										0
5343	BT2	0000	5343			1	1	1	1	1					
5343	EM2	0000	5343			1	1	1	1	1	1	1	1		
5343	EM3	0000	5343			2	2	2	2	2	2	2	2	2	
5343	ENFN	0000	5343			1	1	1	1	1	1	1	1	1	
5343	FN2	0000	5343	1	1										0
5343	EN3	0000	5343			1	1								
5343	HTI	0000	5343	1	1										0
5343	HT2	0000	5343	5	5										0
5343	HT3	0000	5343			1	1	1	1	1	1	1	1	1	
5343	HTFN	0000	5343			1	1	1	1	1	1	1	1	1	
5343	TM2	0000	5343			1	1	1	1	1	1	1	1	1	
TOTAL				8	8	9	9	8	8	8	7	7	7	6	75

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Figure 7-7.—Sample section 7 of the EDVR.

PERSONAL DATA - - PRIVACY ACT OF 1974

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SECTION 08 ***** NEC INVENTORY SECTION ***** SECTION 08

ACT RATE	NAME			DNEC 1	DNEC 2	PNEC	SNEC	NEC3	NEC4	NEC5	DUTY STAT	DATE RECD	EDA/ EDL	PRD
AN		-	-	0000		9760					100	921110		9611
TOTAL RCN	1													
A03		-	-	0000		6899	9594				PL	900423	9402	9504
A03		-	-	0000		6899					PL	900531	9403	9405
TOTAL RCN	2													
BMC		-	-	0110		0161					100	930430		9705
BM1		-	-	0110		0164					PG	9402	9402	9612
BM1		-	-	0110		0000	9545				PG	9403	9403	9809
BM1		-	-	0000		0164					100	890923		9403
BM1		-	-	0000		0161	0164				100	930331		9501
BM2		-	-	0000		0164					100	921008		9512
BM2		-	-	0000		0164					100	930728		9404
BM3		-	-	0000		0164					100	930624		9703
BMSN		-	-	0000		0199					100	930923		9509
BMCM		-	-	5341		0000	5341	9502			100	930428		9606
BM1		-	-	5342		0000	5342				100	930112		9503
TOTAL RCN	11													
BT2		-	-	5343		0000	5343				100	920417		9405
TOTAL RCN	1													
DCC		-	-			0000	5342				100	930501		9805
TOTAL RCN	1													
DM1		-	-	0000		0000	9593				100	910405		9405
TOTAL RCN	1													
EMC		-	-	9511		4621	4615				100	930131		9705
EMC		-	-	4621		4666	9593				PG	9401	9401	9702
EMC		-	-	4614		0000	9506				100	921016		9412
EMC		-	-	4621		4621	9588	9593	4616	9502	100	910329		9508
EM1		-	-	4621		0000	9502				PG	9402	9402	9601
EM1		-	-	0000		4621	4615				PL	901126	9401	9412
EM1		-	-	4621		4621	4615	9502			100	921030		9611
EM1		-	-	0000		4614	4626	4621	4615		100	910816		9506
EM1		-	-	4614		4615					100	930630		9606
EM1		-	-	0000		0000	9593	9591			100	930608		9408
EM1		-	-	4621		4613					PG	9402	9402	9502
EM1		-	-	0000		4621	4626	9502			100	910325		9408
EM1		-	-	0000		4666	9593				100	910211		9408

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Figure 7-8.—Sample section 8 of the EDVR.

PERSONAL DATA - - PRIVACY ACT OF 1974

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EPMAC EDVR          SECT 5-12 45254    10-26-93-0364      PPSUIC          20635          PAGE NO.    1

                                                                                                          SECTION 09
SECTION 09                    . . . . . . OFF/ENL DIARY MESSAGE SUMMARY . . . . . .

                          RANK                                                          OCCUR          DTG
 NAME                     RATE    TAC   CHANGE DESCRIPTION                              931001  042200Z OCT 93
                          MR1     630   931031                          62688           930927  292200Z SEP 93
                          MR3     200   100      920132002    YYY MR3                   931001  EPMACRE OCT 93
                          FR      200   100      931031155    YYY FR                    930918  272200Z SEP 93
                          EM1     355   0U9309183364                                    930918  242200Z SEP 93
                          EM1     200   100      890745587    B20 EM1                   930914  212200Z SEP 93
                          HT1     200   100      890920070    B20 HT1                   930913  212200Z SEP 93
                          PM2     200   100      910545248    B30 PM2                   931008  122200Z OCT 93
                          MM2     404   003811                                          931003  082200Z OCT 93
                          EN3     200   100      901045255    YYY EN3                      ET3  20635452540822002 OCT 93
AVAL.                   .1425,DP,000,271193,45254/                                              20635452540822002 OCT 93
SHOP.                 1,FNO,FNO,FNO,GDTY,GDTY,GDTY,45254/                                 930910  242200Z SEP 93
                          IC3     200   100      900805150    YYY IC3                   931001  042200Z OCT 93
                          HT1     630   931105                          32732           931008  EPMACRE OCT 93
                          HT1     RN1   411310000001202KHCR1 HT1                         930921  272200Z SEP 93
                          MRFA    942   MBK  4                                          931004  062200Z OCT 93
                          TM2     670   931004                          32002           930811  042200Z OCT 93
                          ET3     328   ET3  0S3  9308119107019                         930805  222200Z SEP 93
                          MMCS    355   0U9308053396                                    930920  212200Z SEP 93
                          MMCS    200   100      890145587    B50 MMCS                  930930  042200Z OCT 93
                          PM1     404   000211                                          930930  052200Z OCT 93
                          PM1     630   931108                          09047                20635452542922002 SEP 93
SHOP.                 1,FNO,FNO,FNO,GDTY,GDTY,GDTY,45254/                                  SN  20635452542922002 SEP 93
AVAL.                   .0000,DP,000,181093,45254/                                          930915  212200Z SEP 93
                          EM2     200   100      930942223    B40 EM2                   930918  242200Z SEP 93
                          HT1     200   100      881003359    YYY HT1                   930915  212200Z SEP 93
                          LI3     200   100      910645248    YYY LI3                   930923  292200Z SEP 93
                          BMSN    200   100      930932770    C10 BMSN                     EM3  20635452542922002 SEP 93
AVAL.                   .0000,DP,000,301293,45254/                                              20635452542922002 SEP 93
SHOP.                 1,FNO,FNO,FNO,GDTY,GDTY,GDTY,45254/                                 930913  062200Z OCT 93
                          MM2     355   0U9309133356                                    930913  212200Z SEP 93
                          MM2     200   100      900846587    YYY MM2                   930912  212200Z SEP 93
                          FN      942   MBK  4                                          931011  122200Z OCT 93
                          MR2     630   931110                          32770                20635452540522002 OCT 93
SHOP.                 1,FNO,FNO,FNO,GDTY,GDTY,GDTY,45254/                                  RM2  20635452540522002 OCT 93
AVAL.                   .2342,DP,000,281293,45254/                                          931002  082200Z OCT 93
                          FR      200   100      931030646    YYY FR                    930914  242200Z SEP 93
                          ET3     200   100      900820070    C20 ET3                   930917  212200Z SEP 93
                          MR3     200   100      930932732    B20 MR3                   930913  212200Z SEP 93
                          MR2     200   100      900332732    A10 MR2                   930923  052200Z OCT 93
                          BM1     RN1   411310000004003KHCR1 BM1                         930929  292200Z SEP 93
                          HT1     406   0013
```

42NP0024

Figure 7-9.—Sample section 9 of the EDVR.

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                    PERSONAL DATA -    - PRIVACY ACT OF 1974

EPMAC EDVR          SECT 5-12 45254   93-10-30-0364    PPSUIC        20635              PAGE NO.    1
SECTION 10                          * * * * * * * * * *  DUTY PREFERENCES  * * * * * * * * * *                          SECTION 10
UIC 45254  ACTIVITY TITLE AS 39 ES LAN MSC
PART 1 NOTIFICATION OF PRD OR EAOS 10 MONTHS FROM CURRENT DATE.
93- O- O

* * * *   D O  N O T  R E T U R N  T H I S  C O M P U T E R  L I S T I N G  T O  N M P C   * * * *

PERSONNEL LISTED SHOULD SUBMIT A NEW DUTY PREFERENCE FORM  (NAVPERS  1306/63)   TO  NMPC-473   WITHIN ONE MONTH IF EXISTING PREF-
ERENCES ARE BLANK, OR ARE INCORRECT AND NEED TO BE CHANGED, OR IF NEW PREFERENCES ARE DESIRED TO BE ENTERED. PREFERENCES SHOULC BE
CODED BY THE INDIVIDUAL, USING CODES FROM THE ENLISTED TRANSFER MANUAL, CHAPTERS 2 AND 25.

NAME                 SHORE PREFS      OSEA PREFS        SEA PREFS    SCOL PREF / PRIMARY DEP QUARTERS                REMARKS
       SSN   RATE  DUTY/LOCALITIFS DUTY/LOCALITIES SHIP/HOME PORTS CAREER INT  <5 5-11 12>            LAST DEPLOY  1ST 10 CHARACTER

                   PRI -1- -2- -3- PRI -1- -2- -3- PRI -1- -2- -3                M                 PRES H R
                    1  MBR LMO FNO  3  CVO ENG NEW  2  FNO GJK GJK        VOL   F                 OTH          REQUEST TO BE STA
          ET1      GDTY             GDTY                                X/RE                     LOC        IONED WITH SPOUSE (AREA). WIL
      UIC 45254    GDTY             GDTY                                          MARITAL M      HHE         EXTEND FOR ET CUDIXS SCHOOL.
 SUBMIT DATE 8804  GDTY             GDTY                                          SPOS LOC GRE
   LANG1 CODE     LIST    READ    SPEAK    WRITE      LANG2 CODE    LIST    READ    SPEAK    WRITE
                                                                                  SEC DEP

                   PRI -1- -2- -3- PRI -1- -2- -3- PRI -1- -2- -3-               M                 PRES
                                                                         VOL   F                 OTH
          TM3                                                            X/RE                     LOC
      UIC 45254                                                                   MARITAL          HHE
 SUBMIT DATE                                                                      SPOS LOC
   LANG1 CODE     LIST    READ    SPEAK    WRITE      LANG2 CODE    LIST    READ    SPEAK    WRITE
                                                                                  SEC DEP

                   PRI -1- -2- -3- PRI -1- -2- -3- PRI -1- -2- -3-               M                 PRES G    910201CARB
                    1  GME CBO KSD  2  QTH JAA GRE  3  PUR GER MOR        VOL   F                 OTH
          EN3      NAS              NSTA             EXCH                X/RE                     LOC
      UIC 45254    AFPD      L      CSTO      T      INST      T                 MARITAL S        HHE
 SUBMIT DATE 9105  NTC              AFPD             CSTA                          SPOS LOC
   LANG1 CODE     LIST    READ    SPEAK    WRITE      LANG2 CODE    LIST    READ    SPEAK    WRITE
                                                                                  SEC DEP

                   PRI -1- -2- -3- PRI -1- -2- -3- PRI -1   2- -3-               M    1   2    PRES G    8712037FLT  request to go to
                    2  GKB GMY FNO  3  PUR IGA AUS  1  FNO FNO GMY        VOL   F         1    OTH       ea going command that is a co
          HT1      TRF              GDTY             CVN                 X/RE                     LOC       batant when transferred from
      UIC 45254    NSTA      L      GDTY      L      CGN       -                 MARITAL M        HHE 08    resent command.dependent son
 SUBMIT DATE 9306  NSTA             GDTY             CVN                           SPOS LOC FNO
   LANG1 CODE     LIST    READ    SPEAK    WRITE      LANG2 CODE    LIST    READ    SPEAK    WRITE        s emotionally hanc1capped.
                                                                                  SEC DEP

                   PRI -1- -2- -3- PRI -1- -2- -3- PRI -1- -2- -3-               M                 PRES
                                                                         VOL   F                 OTH
          MR2                                                            X/RE                     LOC
      UIC 45254                                                                   MARITAL          HHE
 SUBMIT DATE                                                                      SPOS LOC
   LANG1 CODE     LIST    READ    SPEAK    WRITE      LANG2 CODE    LIST    READ    SPEAK    WRITE
                                                                                  SEC DEP

                   PRI -1- -2- -3- PRI -1- -2- -3- PRI -1- -2- -3-               M                 PRES
                    1  GKB GMY      2  SRT QTH      3  GKB GMY            VOL   F                 OTH
          EM3      GDTY             GDTY             AS                  X/RE                     LOC
      UIC 45254    GDTY             GDTY             CG                            MARITAL          HHE
 SUBMIT DATE AVAL                                                                 SPOS LOC
   LANG1 CODE     LIST    READ    SPEAK    WRITE      LANG2 CODE    LIST    READ    SPEAK    WRITE
                                                                                  SEC DEP
```

42NP0025

Figure 7-10.—Sample section 10 of the EDVR.

PERSONAL DATA - - PRIVACY ACT OF 1974

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SECTION 11 * * * SECURITY/DATA VALIDATION SECTION * * * SECTION 11

NAME	SSN	RATE	TYP	INVEST DATE	ELIG	AUTH	GRANT DATE	CITZ	INVOL EXT	PEBD	TIR	ADVANCE EFF DTE	ENCORE STAT	ENCORE DATE
		HT1	1	830512	S	C	931014*	CA		830407	920701	921016		
		EN2	1	830919	S		900703	CA		830815	870701	871216		
		BM1	U				870701	CD		740923	850101	850516		
		HT3	1	930104	S	C	930924*	CA		921110	930101	930402		
		MRFA	1	920121	S	Q	921008	CA		920916	930601	930616		
		EM3	1	880720	S	C	930318	CA		890626	900101	900629		
		RM1	5	831213	T	4	921109	CA		761221	880101	880616		
		MMC	1	780124	S		910312	CA		771210	860901	870816		
		HT2	1	891211	S	C	911121	CA		900222	920101	920416		
		OM3	1	900525	S	C	930929*	CA		900815	930701*	931016*	5	930909
		MM1	1	810918	S		900827	CA		810820	910701	911216		
		SR	1	921002	S		921002	CA		930610	930610	930610		
		MR3	1	890626	S	C	911101	CA		890515	910101	910416	2	930520
		ETCM	1	741129	S	C	920204	CA		740918	910701	911116		
		PH3	1	880526	S	C	900108	CA		890320	900701	901216	7	930722
		HT2	1	881006	S	C	931006*	CA		880926	920101	920616	2	930604
		TM1	4	860725	T	S	901003	CA		740425	810101	810516		
		IMSA	1	910924	S	Q	910924	CA		920421	930201	930216		
		SA	1	921026	J	J	921104	CA		921027	930801	930816		
		FTC	G	900530	T		920826	CD		770526	910901	911116		
		HT3	2	900620	S	C	911210	CA		900326	920701	920916		
		HT2	1	880212	S	Q	870701	CA		880725	920701	920816	2	930607
		HT1	1	761201	S	4	930426	CA		760830	840701	841216		
		YN3	1	910220	S	C	920123	CA		910806	920101	920417		
		FTC	4	780825	T	S	910719	CA		780501	910901	911216		
		MM1	1	820104	S	C	931015*	CA		841107	910101	910416		
		HT3	1	891128	S	C	920422	CA		900104	930101	930416		
		MR2	5	871207	T	C	921102	CA		870821	900701	901216		
		HT2	1	891101	S		891101	CA		900712	920701	921016	7	930618
		HTFN	1	900831	S		920421	CA		910717	930101	930116		
		ET1	1	810721	S	C	930317	CA		810608	910701	910716		
		FR	1	930129	S	Q	930129	CA		930325	930325	930325		
		IC1	2	860811	S	4	930405	CA		801023	880101	880616		
		MR1	1	781018	S		870701	CA		790603	890701	900306		
		MR3	1	910201	S	Q	910201	CA		910402	930101	930616		
		MMC	1	741204	S	4	930601	CA		741031	880901	881216		
		TMSA	1	911122	S		911122	CA		920713	930401	930416		
		HT2	1	760820	S	C	920513	CA		761113	920724	920724		
		FR	1	930525	S	Q	930525	CA		930614	930614	930614		
		ETC	4	870508	T	C	930311	CA		680919	850901	851116		
		EN2	U				870701	CA		851029	890101	890116		
		HT1	1	811229	S		911118	CA		811109	900101	900216		
		RMCS	J	920608	T	C	931005*	CA		700616	910701	910716		
		HT3	1	911101	S	C	921106	CA		920224	930101	930316		
		TM1	4	900426	T	S	920204	CA		760729	830701	831216		
		ENFN	1	901026	S	C	910528	CA		900627	921201	921216	1	931020
		OM2	1	851017	S	C	930526	CA		850519	890701	891216	9	930614
		ET2	1	881212	S	C	911126	CA		890301	930701	930701		

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Figure 7-11.—Sample section 11 of the EDVR.

SECTION 12

EDVR section 12 (fig. 7-12) is a report of all officer and enlisted personnel who are absent on sailing, embarked, or assigned to the activity for TAD to augment normal manning. EDVR section 12 also contains a listing of units, foreign military, members of other services, and civilians embarked in a ship.

Section 12 is updated from information submitted by the activity via DMRS transactions. Strict adherence to the verification requirements of this report is essential. Remember, this information is used by personnel managers who need to be able to determine quickly nonship's company and units embarked, personnel assigned TAD to augment normal manning, and ship's company personnel who are absent when ships or units get under way.

MAINTENANCE OF THE EDVR

You have read how the EDVR is a valuable asset to personnel managers at every activity. An up-to-date EDVR provides a single document with which activity personnel managers can discuss manning posture with placement authorities. But, the EDVR can be a valuable management tool only if it is maintained properly. For this reason, the EDVR should be updated daily. If you are the PN assigned to this job, make certain you post the changes as they occur. Daily posting not only helps to keep your command's EDVR up to date but also substantially reduces the time you and other personnel will spend in the monthly verification of this report.

VERIFICATION OF THE EDVR

Along with other assigned personnel at your command, you may be tasked with verifying both the EDVR and the ODCR. The verification of these documents must be accomplished within the month your command receives them. Your command must then report compliance with verification requirements and submit a memorandum (MEMO) transaction via the DMRS.

CORRECTION OF INFORMATION CONTAINED IN THE EDVR

When you are in the process of making corrections to information contained in the EDVR, make sure you refer to the MAPMIS Decision Logic Table contained in section 15 of the Enlisted Distribution and Verification Report Users' Manual (EDVRMAN), Document No. 1080#4 UM-01.

As a PN, you will be expected to acquire a certain level of expertise in the EDVR. Be aware that the information you have read in this chapter on the EDVR is only partial. For additional information you should review the EDVRMAN. If you need additional help in understanding the EDVRMAN or the information presented in this chapter, you should check with a senior PN. He or she will be glad to assist you and explain any information you may not understand

OFFICER DISTRIBUTION CONTROL REPORT

BUPERS prepares an ODCR for each naval activity with officer billets authorized or officers on board in a temporary duty status. Officer billet and assignment information in the ODCR represents the computer data bank input by the Chief of Naval Operation (CNO); BUPERS; Defense Finance and Accounting Service (DFAS)-Cleveland Center, Cleveland, Ohio; EPMAC; SDS; and various other sources. Figure 7-13 shows you a sample ODCR.

Monthly, BUPERS prepares the ODCR as a statement of account for pertinent Navy activities. The ODCR provides each activity with a routine system for verifying information contained in the MAPMIS officer personnel data bank. It also provides BUPERS with information needed by BUPERS to determine and evaluate officer personnel requirements.

The validity of the ODCR information depends on the timely submission of accurate data to BUPERS through the DMRS, SDS, and other pertinent reporting systems. Each activity should review its ODCR thoroughly on receipt and correct all discrepancies by using instructions provided in enclosure (2) of the *Format and Procedures for Validating the Officer Distribution Control Report* (ODCR), BUPERSINST 1301.40.

Two copies of the ODCR are distributed to your activity monthly. Commands requiring ODCRs of other activities should request them directly from the activity concerned. BUPERS distributes microfiche copies of appropriate ODCRs to the unit level via the type commanders.

To ensure timely receipt of the ODCR, each activity's current activity mailing address must be on file. If your command's mailing address changes or needs correction, your command should notify

PERSONAL DATA - - PRIVACY ACT OF 1974

EPMAC EDVR SECT 5-12 45254 10-26-93-0364 PPSUIC 20635 PAGE NO. 1

SECTION 12 .. TAD/EMBARKED PERSONNEL .. SECTION 12

-- URGENT ACTION IS REQUIRED IF BELOW LISTING IS NOT ACCURATE --

THE BELOW ACTIVITIES AND/OR PERSONNEL ARE CONTAINED IN THE TAD/EMBARKED MONITOR FILE BASED ON TRANSACTIONS SUBMITTED IN THE DIARY MESSAGE REPORTING SYSTEM (DMRS). INFORMATION IN THE FILES IS PROVIDED TO YOUR TYCOM AND MCA VIA ON-LINE TRANSACTION SYSTEMS.

REQUEST THAT YOU VERIFY THE BELOW LISTING AGAINST YOUR FILES. IF ACTIVITIES AND/OR PERSONNEL LISTED ARE NO LONGER EMBARKED, SUBMIT APPROPRIATE DEBARKED TRANSACTIONS PER FORMATS AND SAMPLES IN SECTION 13 OF THE DMRSMAN. FOR "ATAD" PERSONNEL, REVIEW THE ESTIMATED STOP DATE OF ATAD MEMBERS. IF APPROPRIATE, SUBMIT "CTAD" OR "CTAO" TAC PER SECTION 13 OF THE DMRSMAN. EXPIRED ESTIMATED STOP DATES ARE FLAGGED WITH THREE ASTERISKS (***) IN THE EXPIRED STATUS COLUMN AND MUST BE CORRECTED.

KEEP IN MIND, THIS LIST REPRESENTS MEMBERS' STATUS AS OF THIS REPORT'S DATE. IF YOU HAVE ALREADY SUBMITTED TRANSACTIONS AFTER THIS REPORT'S DATE, THERE IS NO NEED TO RESUBMIT.

QUESTIONS REGARDING THIS REPORT SHOULD BE DIRECTED TO EPMAC CODE 3111, AUTOVON 363-1642, COMMERCIAL (504) 948-1642.

STATUS	SSN	NAME	RANK OR RATE	UIC	DATE OF OCCUR	TAD EST STOP DATE	REA	EXPIRED STATUS FLAG	REMARKS
EMBV		AS 39 ES LAN MSC			890301				EMB IN AS 39 E S LAND
MEMB USN			MM3	13867	930621				

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Figure 7-12.—Sample section 12 of the EDVR.

ACTIVITY NAME	ACTIVITY CODE	MARP	ACTIVITY SPONSOR	TRANSACTION NUMBER	TRANSACTION DATE	DATE OF REPORT	RUN DATE	PAGE	DEST CODE	AMIC
PERSUPPACT PENSACOLA	3053 0018 00	2053	UNKOWN	MECCOV	930820	931109	11/09/93	10766	443 AODC	SX

BILLET SEQUENCE CODE / UIC	BILLET TITLE / OFFICER'S NAME	SOCIAL SECURITY NUMBER	DP	ACCT	BILLET DESIG		NOBC / DATE OF RANK	BILLET SUB SPECIALITY / EST LOSS CODE DATE	PAC	CURR ALLOW / DATE ARRIVED	M41 / EST DATE DETACH	LAST ORDER RECEIVED FROM DATE / DATE REPORTED ON BOARD	TO DATE / PROJ ROT DATE	SUCTW FROM / ACC	TO / USED	ACTIVITY WHERE ASSIGNED / DATE DOS	DCS	DCP	AD	MOS	DEC CODE / DEC DATE	SUB SPECIALITY / SUB SPECIALITY 2	ACC3CD / NCD	NPSD / DT	ASED / PSCI
00100	CO SHR ACTY/ADDU	TO 91400/	A	E	1000	H	9421			001	001	8709RG	8808								EB	50910			
					A1200	H	8410			8707			870723	8907	100	870723				50		710525	20105		
00200	XO SHR ACTY		C	E	6410	I	9436			001	001	8708RG	8710		31912						A5	0000P			
					M6413	I	8209	F1188		8706	8902		870411	8811	100	870411				00		781120			
00200	XO SHR ACTY		C	E	6410	I	9436					8701RG	8801		62894	COM NAVFOR KOR					A5				
					M6410	I	8809				8812		8901	9201	1	511208	803130					780607			
00300	ADMIN OFFICER		A	E	1000	J	2615			001	001	8708RG	8712								G5	00335			
					A1100	J	8710			8712			871231	8912	100	871231				10		830125	0000P		
00400	DIRECTOR MIL PAY		C	E	7510	N	1045			001	001	8709RG	8802		20001	CC 20 MT WHIT					G5				
					M3100	J	8811				8811		8811	9111	1	50513				00		830831			
00500	DIRECTOR ADP SYSTEMS		A	E	1000	K	3965			001	001	8701RG	8802								Q4				
					M1100	J	8504			8802			880201	9102	100	880201				30		680508			
00620	DIRECTOR MILITARY PERSONNE		A	E	1000	K	3965			001	001	8803RG	8807								T5				
					F1100	XK	8705			8807			880729	9103	100	880729				30		770330			
00650	LEGAL/AST ADMIN OFF		A	E	1000	K	3415			001	001	8802RG	8807								G5				
	ALLOHANCE				F1100	J	8603			8810			881027	9111	100	881027				10		800514			
										7	7														

PROJECTED ROTATION DATE IS TENTATIVE - SUBJECT TO CHANGE - PLANNING AID ONLY

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Figure 7-13.—Sample officer distribution control report (ODCR).

EPMAC, Code 31, by message, stating all particulars. Make sure the message includes the UIC in the text. If your activity fails to receive an ODCR after verifying its current address with EPMAC, it should notify the Officer Data Research Section (PERS 1024D) by message stating all particulars. Make sure the message includes your command's UIC, Personnel and Pay Services Unit Identification Code (PPSUIC), if appropriate, and the name and SSN of at least one officer attached to your command.

DIARY MESSAGE REPORTING SYSTEM

In this section, you will get an overview of the DMRS. You will also learn about some general instructions and criteria for using this system.

PURPOSE OF THE DMRS

The purpose of the DMRS is to provide authorized activities a way to submit officer and enlisted transactions in coded format on naval messages. The DMRS reduces preparation time and eliminates mailing delays so that we can have more accurate personnel management and manpower information.

SECURITY OF DMRS DATA

The data generated and processed by the DMRS relates to information regarding individual service members. Use of the DMRS creates sensitive, unclassified Privacy Act data that must be protected. Thus, the safeguards listed in the Privacy Act of 1974 must be observed. EPMAC acknowledges that the DMRS operates at an acceptable level of risk but it also certifies that it has adequately protected this system.

DIARY MESSAGE REPORTING SYSTEM USERS' MANUAL

All activities must use the DMRS transaction formats in the *Diary Message Reporting System Users' Manual* (DMRSMAN), EPMAC, Document No. 1080#1 UM-01A, to prepare and submit messages. This manual provides official guidance on submitting officer and enlisted transactions in coded format. It also allows transactions for multiple UICs to be reported in a single message. The DMRSMAN must be used in conjunction with the other publications listed in section 1 of the DMRSMAN.

SUBMISSION OF DMRS MESSAGES

DMRS messages are designed for machine processing. ADMRS message should be transmitted no later than the next normal workday following the occurrence of the event being reported. Events occurring on weekends or holiday periods must be submitted the next working day immediately following that weekend or holiday period. All DMRS messages are unclassified and must be transmitted to EPMAC DIARY NEW ORLEANS LA//31//. Your command should not send DMRS messages to BUPERS unless it is specifically directed by BUPERS to do so.

PERSONAL COMPUTER DIARY MESSAGE REPORTING SYSTEM

The Personal Computer Diary Message Reporting System (PCDMRS) was developed by the Information Center Division Information Systems Department, EPMAC. It is a personal computer (PC) based program designed to reduce preparation time and format errors in transactions prepared for submission under the DMRS. The PCDMRS is available to all PPSUIC activities that have PC capability, a message generating system, and an output media acceptable to their local communications facility for transmitting naval messages. Any activity designated as a PPSUIC activity may request authority from EPMAC, Code 31, to use the PCDMRS.

TRANSACTION CODES

The TACs are alphabetical and/or numerical ways of identifying and controlling transactions. The DMRSMAN provides the information your command will need to convert events into a coded format and report them via DMRS. For example, TAC 200 is a numerical code that says *Received For* and is easily processed by a computer. Including the ACC with the 200 identifies the reason for receipt. For example, ACC 100 is *For Duty*.

SUBMISSION VIA THE DMRS DURING LOSS OF SDS EVENT REPORTING CAPABILITY

In the event of the loss of SDS event reporting capability, your command should transmit personnel transactions via the DMRS as follows:

- When the loss of SDS or SDS increment 3 reporting capability is expected to be 14 days or less,

transactions should be held and consolidated in one transmission when capability is restored.

- When the loss of SDS or SDS increment 3 reporting capability is expected to be for more than 14 days, the activity should transmit personnel transactions via the DMRS per guidelines set forth in the DMRSMAN.

Additional information is contained in section 1 of the DMRSMAN. You should be aware that SDS increment 3 will be distributed in different phases. By the time this TRAMAN is published, it is possible that you will be working with phase A or phase B.

DIARY MESSAGE PREPARATION

Whenever you are tasked with preparing diary messages, always refer to the DMRSMAN for official guidance. The information in the following paragraphs is intended to give you only a brief overview of diary message preparation. As you read this section, refer to the sample message diary in figure 7-14. Remember, the information in this TRAMAN is only an introduction to diary message preparation.

As a PN, you must be aware of message diary format requirements. Let's take a brief look at some of these requirements, starting with the message diary address and subject lines.

ADDRESS

The following unique plain language address (PLA) has been assigned for the DMRS:

EPMAC DIARY NEW ORLEANS LA//31//

```
        ADMIN
                USS DEPLOY
                EPMAC DIARY NEW ORLEANS LA//31//
UNCLAS  //N01080//
MSGID/GENADMIN/USS DEPLOY//
SUBJ/MESSAGE DIARY FOR UIC 00001//
RMKS/
SEQ,21,00001/
345,234567890,WHITE BILL L,PN2,B32,930131,00001/
200,345678901,JONES JERRY,PN1,100,9301,B30,12345,930131,00001/
630,134567892,HAMILTON JAC,PNC,930227,12345,930131,00001/
RN1,213456789,CORY JAMES T,GMG1,11,4,930131,00001/
RN2,213456789,CORY JAMES T,GMG1,30,33,03,JRK,R1,00001/
SAIL,MPT,Y,930201,00001/
SAOS,123546789,MADISON JACK,DX2,2,1,930201,00001/
AVAL,123456789,JONES,GMGSM,0000,YN,070,930131,00001/
REM1,123456789,JONES,6 MOS LIMDU TO PRECLUDE STANDING GREATER/
REM2,123456789,JONES,THAN 30 MIN NO PHY ACT AUTH/
SHOP,123456789,JONES,1,FNO,FLI,FOA,GDTY,GDTY,GDTY,00001/
DEPN,123456789,JONES,M,FNO,010000,00001/
G8,432156789,JONES JOHN P,LT,100,00200,01234,930131,00001/
H1,432156789,JONES JOHN P,LT,C10,9301,930131,00001/
RS1,456789123,BROWN,Y,4,N,Y,N,NA,N,NA,N,930131,00001/
RS2,456789123,BROWN,N,N,P05,N,N,N,N,NA,NA,NA,00001/
RS3,456789123,BROWN,N,NA,NA,NA,N,NA,NA,NA,Y,00001/
RS4,456789123,BROWN,9,8,9,9,8,9,9,8,A,A,A,A,9,00001/
RS5,456789123,BROWN,8,8,9,8,9,9,9,9,A,A,A,A,9,00001/
RS6,456789123,BROWN,8,8,9,8,8,8,8,9,A,A,A,A,9,00001/
RS7,456789123,BROWN,00001,1,RS7 TAC PROVIDES FOR REPORTING/
RS7,456789123,BROWN,00001,2,RMKS WHEN APPROPRIATE NO/
RS7,456789123,BROWN,00001,3,PUNCTUATION USED IN THIS PORTION/
RS7,456789123,BROWN,00001,4,MUST END EACH RS7 TAC WITH A SLASH/
EOM//
```

SEQ TAC MUST BE ENTERED ON THE LINE IMMEDIATELY FOLLOWING THE RMKS LINE.

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Figure 7-14.—Sample message diary.

It must not be used for message traffic other than DMRS unless specifically authorized by EPMAC.

SUBJECT LINE

An example of the subject line that must be used in DMRS messages is as follows:

SUBMESSAGE DIARY FOR UIC 12345//

The UIC in the subject line is the UIC of the activity that has personnel accounting and pay responsibility for its own and/or other activities. You should not enter any other information in the subject line. Information that is not required will cause the message to be rejected during computer processing. As a result, the transaction will not appear in section 9 of the EDVR.

SEQUENCE TAC LINE

For proper accountability of all DMRS messages submitted to EPMAC, each DMRS message must be assigned a sequence number. The sequence number is a two-digit number that identifies the sequence number of the DMRS message being transmitted. A sequence (SEQ) TAC (first transaction in each DMRS message) will be used to identify the sequence number of each DMRS message transmitted to EPMAC as follows:

FORMAT TAC, SEQ NUMBER, PPSUIC/

SAMPLE: SEQ, 01, 12345/

The number cycle is from 01 to 99. After using sequence number 99, you should begin a new cycle starting with 01 and ending with 99. You should not begin with 01 at the beginning of a new calendar year unless sequence number 99 is the last one used.

The information you have just read is only a brief description of diary message preparation. For detailed information, refer to the DMRSMAN. The DMRSMAN will show you exactly how to type the many different types of transactions.

SUMMARY

In this chapter, you read about the EDVR and how it is distributed by EPMAC, New Orleans, Louisiana. You read about how the EDVR is organized and you learned about the type of information contained in its 12 sections. You read about the importance of making sure the EDVR is maintained accurately and how the EDVR, when maintained correctly, is used as a good management tool.

You also read about the ODCR and how it is distributed by BUPERS. In both the EDVR and the ODCR, you read about the importance of the timely submission of accurate data.

You also read about the DMRS. You learned about the importance of safeguarding information used for diary submission and why you should always use the DMRSMAN for official guidance. You read about the submission of DMRS messages and the availability of the PCDMRS. You also read about the use of TACs and what actions you should take in case of loss of SDS event reporting capability.

In this chapter, you also read a brief discussion of diary message preparation in which the proper message diary address, subject line, and components of the TAC line of a message diary were identified. Throughout this chapter, you were advised to use the DMRSMAN for official guidance on any DMRS tasks you may be assigned to perform.