

MILPERSMAN 1000-140

MAILING ADDRESS OF MEMBERS ON INACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-912)	Phone:	DSN	882-5964
			COM	(901) 874-5964
			FAX	(901) 874-2031
	NAVPERSCOM (PERS-93)	Phone:	DSN	882-3427
			COM	(901) 874-3427
			FAX	(901) 874-2363
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

References	(a) 10 U.S.C 10205 (b) DoD Instruction 1215.13 (c) SECNAVINST 1920.6C (d) BUPERSINST 1001.39F (e) MPM 1910-158
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1. **Applicability.** This article applies to all members not on active duty of the Navy Reserve and all retired members of the Navy or Navy Reserve, including the Fleet Reserve and the Temporary Disability Retired List (TDRL).

2. **Definition.** Mailing address is the address at which a member can be reached at any time by first class mail. Rural route numbers with a post office box number are acceptable. However, United States Post Office boxes and addresses such as banking institutions, which some members have designated as the place to receive pay checks, are not acceptable mailing addresses.

3. **Recording of Current Address.** Current address will be recorded in the Inactive Manpower and Personnel Management Information System (IMAPMIS) database and the member's service record.

4. **Change in Mailing Address**
 - a. Selected Reservists or Voluntary Training Unit members (both officer and enlisted) will change their current address via the Navy Standard Integrated Personnel System (NSIPS).

Changes will be made by the activity responsible for updating the members' NSIPS data and service record. Members may also update their address utilizing NSIPS' self-service functionality.

b. Individual Ready Reservists (IRR) (both officer and enlisted) shall submit a change of address directly to Commander, Navy Personnel Command, IRR Mobilization and Force Management Division (PERS-93), 5720 Integrity Drive, Millington, TN 38055 . Address changes can also be submitted via email to irr_counselor@navy.mil.

c. Fleet Reservists and Retired Reservists shall submit a change of address directly to Commander, Navy Personnel Command, Reserve Personnel Service Branch (PERS 912), 5720 Integrity Drive, Millington, TN 38055.

5. **Mail Classified as "Undeliverable."** When a member's mail is classified as "undeliverable", the Commanding Officer of the Navy Reserve activity and Commander, Navy Personnel Command, as applicable, shall attempt to locate the member by inquiries to any of the following:

a. The member "via certified mail return receipt requested" at the last known address.

b. Email addresses listed in any available database (NSIPS, IMAPMIS, etc.).

c. The postmaster of the last known address regarding a forwarding address.

d. Next of kin or other relatives.

e. Employer.

f. Defense Finance and Accounting Service (DFAS) Cleveland Center, if the member is receiving retired or retainer pay; and

g. Web based, commercially-available locator.

6. **Reservists Listed as "Unlocatable."** Per references (a) through (c), Ready Reservists are required to keep the Navy informed of their current mailing address. When reasonable attempts fail to obtain a member's correct address, the member

shall be considered "unlocatable" and may be subject to the following:

a. Officers may be transferred to the Standby Reserve-Inactive (USNR-S2 status) or separated in accordance with the procedures contained per reference (c).

b. Enlisted members may be transferred to the Standby Reserve-Inactive (USNR-S2 status) or processed for administrative separation per references (d) and (e).