Print Form

NAVMC 11751 (10-10) (EF)
FOUO - Privacy sensitive when filled in.

AUTHORIZATION TO ORDER MARINE CORPS PERSONNEL FILES

INSTRUCTIONS

1. Blocks (1) through (13) will be completed by the activity recommending authorization.
2. In completing block (10), state specifically the reason for access to personnel files which are confidential in nature (See Par 2800 MARCORMAN).
3. The typed name and title of the Head/Asst Hd Dept/Div Br of the person recommended will be shown in block (12) and the signature of that individual in block (13) after determining validity and ensuring that the person recommended understands the regulations pertaining to the use of personnel files. Authorizations will be held to a minimum.
4. Forward completed form to the Head, Manpower Management Support Branch (MMSB).
5. These forms will be returned should the request be disapproved.
6. See Chapter 6, Headquarters Marine Corps Administrative Manual for regulations pertaining to the use of personnel files.

1. NAME (Last) (First,) (Initial)			2. SIGNATURE
3. MILITARY GRADE/CIVIL SERVICE GRADE	4. BRANCH		5. DIVISION-DEPARTMENT
6. JOB TITLE	7. ROOM NUMBER	8. OFFICE CODE	9. PHONE NUMBER(S)

10. JUSTIFICATION (See Chapter 6, HQADMINMAN)
The specific reason access to personnel files is requested:

Privacy Act confirmation: Your signature in block 2 of this form confirms that you agree to abide by the regulations of The Privacy Act of 1974.

11. THIS AUTHORIZATION CANCELS THE AUTHORIZATION FOR *(Name)* *(Grade)*	USER ID:
12. RECOMMEND APPROVAL *(Typed Name + Title of Hd/Asst Hd. Dept/Div/Br.)*	13. *(Signature of Hd.Asst Hd. Dept/Div/Br.)*
14. APPROVED - DISAPPROVED *(Head, Manpower Management Support Branch)* ☐ APPROVED ☐ DISAPPROVED	15. DATE

FOR OFFICIAL USE ONLY

Reset Form

Adobe LiveCycle Designer