

COMMAND LETTER HEAD

5000

Date

From: **YOUR COMMAND**

To: Navy Personnel Command (PERS-455E), Millington, TN, 38055-4550

Subj: BUPERS ACCESS WEB REQUEST

1. Request BUPERS ACCESS for the following individual(s):

SSN: **XXX-XX-XXXX**

RATE/RANK:

NAME: **(full first and last name, no initials)**

PRD: **MM/DD/YY**

Level access desired: **(choose one of the following)** Overseas Screener, CCC/Support Officer, SEA, CMC, XO, CO, Admiral manually entered, Admiral/Admiral (SEL)

Date of Birth: **MM/DD/YY**

UIC(s) responsible for: **(start with assigned UIC)**

Email:

Phone Number: **DSN (___) Number ___-___**

Commercial Country Code (__) Area Code (___) Number ___-___

2. POC: **Title_____**, **Name_____**, **DSN (___) Number ___-___**

Commercial Country Code (__) Area Code (___) Number ___-___, Fax ___-___

CO, XO, or OIC Signature

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**Requests may be mailed to the above address, faxed to 901-874-2697*

DSN 882-2697 or e-mailed to mill_pers-4helpdesk@navy.mil.

Point of contact: Pers-4 Helpdesk 901-874-3249 DSN 882.

When a user transfers, the gaining command must resubmit a new access request. No exceptions.