

INSTRUCTIONS FOR COMPLETING STANDARD FORM 1190 (SF1190) revised 10/29/10

All items indicated on the SF1190 must contain an entry. All entries must be clear and legible:

Item No.	Entry
1-2	Self explanatory
3	Department of Navy (DON)
4	Name of Command/Office
5-8	Self explanatory
9	Position Title
10	Yokosuka/Yokohama/Atsugi/Sasebo/Zama/Tokyo etc
11-12	Leave blank
13	Command's Name & Address
13a.	Email address
14	Leave blank
15	Check if your spouse works on base name, command &SSN (Except Military)
16	List dependents incl. spouse residing with you at post
17	List dependents away from post
18	Reason for request/changes
19-20	Self explanatory
21-23	Leave blank
24	SIGNATURE AND DATE
25-26	Leave blank