From: Chief of Naval Operations

Subj: NAVY ADOPTION REIMBURSEMENT POLICY

Ref: (a) 10 U.S.C. §1052
(b) DoD Instruction 1341.09 of 3 November 2007
(c) DoD FMR, Vol. 7A, Appendix A, August 2013
(d) SECNAV memo “Delegation of Authority for Adoption Reimbursement Policy” of 8 Oct 2013
(e) 26 U.S.C. §137

1. Purpose. To prescribe the procedures for reimbursing members of the Navy for the expenses associated with child adoption as authorized in reference (a) and implemented by references (b) and (c). This instruction is being reissued with a new date, updated version and signature authority to meet Chief of Naval Operations’ (CNO) age requirement for Office of the Chief of Naval Operations (OPNAV) instructions. Minor procedural changes are included in this updated version.

2. Cancellation. OPNAVINST 1754.4.

3. Discussion. Adoption reimbursement policy was originally prescribed in SECNAVINST 1754.3A but cancelled per DNS memo Assistant for Administration of 15 Dec 2005 “Cancellation of SECNAV Instructions.” Reference (d) delegated authority for adoption reimbursement policy to the CNO.

4. Applicability

   a. This instruction applies to all Navy members, both active (regular) and Reserve Component members. However, per reference (c), to qualify for adoption reimbursement, members must be serving on continuous active duty for at least 180 days, and the adoption must be finalized while on active duty.

   b. Adoptions for which expenses may be reimbursed are discussed in detail in reference (c). Navy members seeking reimbursement should review reference (c) in its entirety.
5. Responsibilities

   a. Commanding officers are the certifying official for the DD Form 2675 Reimbursement Request for Adoption Expenses, and are responsible for certifying that the member is eligible for reimbursement.

   b. Fleet and family support centers and chaplains should have appropriate adoption and referral information.

   c. Local legal assistance officers or staff judge advocates should assist with legal questions concerning adoption.

   d. Public affairs officers should publicize this instruction through appropriate service channels.

   e. Point of contact for Navy Adoption Reimbursement Policy is OPNAV, Military Compensation Policy Branch (N130). Point of contact for administrative support is Bureau of Naval Personnel, Personnel and Pay Support Branch (BUPERS-26).

6. Procedural Guidance. Defense Finance Accounting Service (DFAS) Cleveland Center is the primary source for guidance concerning the Adoption Expense Reimbursement Program and is the servicing center for review of claims for payment. The member's servicing personnel activity is the primary coordinating activity and is the first point of contact for the reimbursement claim and the source from which to obtain copies of the DFAS procedures for claim submission.

   a. Claim submission procedures are outlined in reference (c). Because DFAS makes all reimbursement payments via electronic funds transfer, applicants shall submit information such as bank name, routing number, and account number on the DD Form 2675. The mailing code for submittal of the DD Form 2675 has changed from “PMMCB” to “JFLADA”, and members are advised to write “Adoption Reimbursement” on the envelope of their package.

   b. Per reference (e), adoption reimbursement payments authorized under reference (a) and implemented by references (b) and (c) are nontaxable and not subject to tax withholding.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. Form. DD Form 2675 Reimbursement Request for Adoption Expenses may be obtained from local personnel offices and is also available for download on the DoD Forms site: http://www.dtic.mil/whs/directives/forms/index.htm.

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