

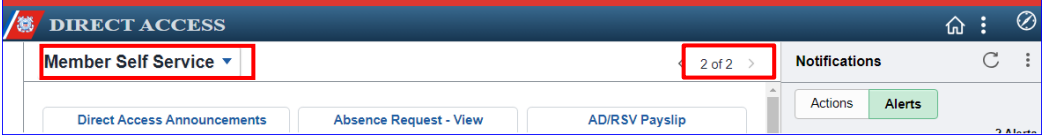
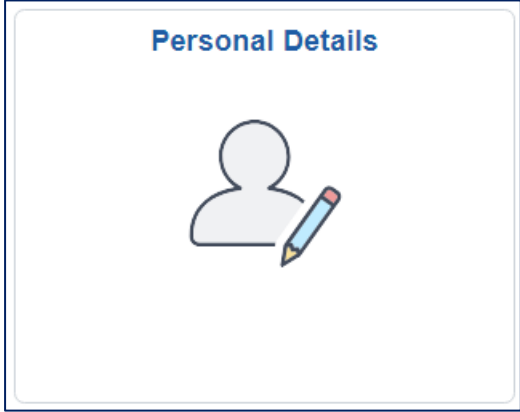
## Lautenberg – Annual Verification

**Introduction** This guide provides the procedure for completing the Annual Lautenberg Amendment Acknowledgement.

**Information** As of 11 October 2024, the DD 2760 is no longer used and Annual Verification is completed solely in Direct Access.

**Reference** Discipline and Conduct, COMDTINST M1600.2 (series)










**Procedures** See below.

Step	Action
1	<p>Navigate to <b>Member Self Service</b> via the drop-down or by <b>page arrows</b>.</p> 
2	<p>Click on the <b>Member Career Details</b> tile.</p> 

*Continued on next page*

## Lautenberg – Annual Verification, Continued

Procedures,  
Continued

Step	Action
3	<p>Select the <b>Lautenberg Amendment ACK</b> option.</p> <div data-bbox="331 521 767 1211" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li> Dependent Information</li> <li> Email Addresses</li> <li> Email - GAL Address List</li> <li> Emergency Contacts</li> <li> Ethnic Groups</li> <li> Ethnic Details</li> <li style="border: 2px solid red; background-color: #e0ffe0;"> <b>Lautenberg Amendment ACK</b></li> <li> Marital Status</li> <li> Religion</li> </ul> </div>
4	<p>Read the information and select the appropriate <b>option</b> and then read and check the <b>certification box</b>.</p> <div data-bbox="331 1328 1348 1619" style="border: 1px solid black; padding: 5px;"> <p><b>Have you ever been convicted of a misdemeanor crime of domestic violence?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> No, I have not been convicted of a crime of domestic violence.</li> <li><input type="radio"/> Yes, I have been convicted of a crime of domestic violence.</li> <li><input type="radio"/> I do not know if I have been convicted of a crime of domestic violence.</li> </ul> <p><input checked="" type="checkbox"/> I certify true and correct and understand I am required to notify my CSO if I answered Yes or I don't know.</p> </div>
5	<p>Once the <b>Certification Date Posted</b> has populated, click <b>Save</b>.</p> <div data-bbox="331 1697 1380 1892" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> I certify true and correct and understand I am required to notify my CSO if I answered Yes or I don't know.</p> <p><b>Certification Date Posted:</b> 10/16/2024</p> <p><input type="button" value="Save"/></p> </div>