

# Navy Personnel Systems

---



## Personnel Record Review

19 DEC 2013



# Before we get started...

---

- **Some of you already know how to use Navy personnel systems online. For you, this training will provide a review and update.**
- **For those of you who are unfamiliar with online personnel systems, this training will introduce you to the steps required to view and verify your online personnel records.**
- **For command leaders, this training will familiarize you with training materials that can be used in future command indoctrination and training events.**



# Navy Personnel Records

Your service record information is maintained in two primary systems:

- Official Military Personnel File (OMPF)
- Electronic Service Record (ESR)

**Navy - Official Military Personnel File**  
All record and document views are audited.

Welcome		OMPF Documents	e-Submission Documents
Multi View	Form Name	Form Number	Subject Title
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	NAVPERs	1616/26	EVAL REP AND COUNSELING RECORD (E1-E6)
<input type="checkbox"/>	DD	1966	MIL PROC RCD
<input type="checkbox"/>	DD	4	ENL REENL DOC
<input type="checkbox"/>	DD	93	EMERG DATA RCD
<input type="checkbox"/>	NAVPERs	1070/601	IMMED REENL CONTR
<input type="checkbox"/>	NAVPERs	1070/601	IMMED REENL CONTR
<input type="checkbox"/>	NAVPERs	1070/602	EMERG DATA RCD DEP APP

## Official Military Personnel File

### Electronic Service Record

## Electronic Service Record

Name: \_\_\_\_\_

**ESR Self Service**

**Personal Information**  
Review member address and phone, marriage, and personal information.  
[View Personal Information](#)

Update member address, phone, e-mail, emergency contacts, religion, race, ethnicity and civilian employer information.  
[Update Personal Information](#)

**Professional History**  
Review member history of assignments  
[View Professional History](#)

**Training, Education, and Qualifications**  
Review member training, education, and qualifications.  
[View Training, Education, and Qualifications](#)

**PCS Travel**  
Update member PCS Travel information.  
[Update PCS Travel](#)

**Service Obligations and Agreements**  
Review member service obligations and agreements.  
[View Service, Obligations, and Agreements](#)

**Performance**  
Review member performance information.  
[View Performance](#)

**Administrative Remarks**  
Review member administrative remarks.  
[View Administrative Remarks](#)

**e-Leave**  
Request, Review, Submit, Cancel Leave Request(s).  
[e-Leave](#)

**Summary of Changes**  
NSIPS Summary of Changes  
[Summary of Changes](#)



# Official Military Personnel File (OMPF)

---

- OMPF contains electronic images of documents generated throughout your career, from time of entry until final separation.
- Every Navy officer and enlisted member – Active and Reserve – has an OMPF, which is accessed via BUPERS Online (BOL).
- BOL is located at <https://www.bol.navy.mil>.
- OMPF documents your Navy career:
  - Performance
  - Professional History
  - Personal Information
  - Training, Education and Qualifications
  - Privileged and Adverse Information
  - Separation and Retirement

**TIP**  
Specific OMPF documents are viewed during Selection Board review.



# Frequency of Enlisted Record Update

- **Some OMPF documents are generated from data stored in your Electronic Service Record (ESR).**
- **Personnel documents should be submitted to OMPF at the time they are generated.**
  - EXCEPTION TO THE RULE: Awards, Training and Qualifications, and History of Assignments data is printed from your ESR and submitted to OMPF only when you reenlist or when you separate from service.
  - IMPORTANT: If you are going before a Selection Board and there are significant transactions in your ESR that are not in your OMPF, submit printed copies of ESR pages (NAVPERS forms) with your letter to the Board.

## **ESR data printed and submitted to OMPF**

- Dependency Data (submitted to OMPF as form NAVPERS 1070/602)
- History of Assignments (submitted to OMPF as form NAVPERS 1070/605)
- Training Summary (submitted to OMPF as form NAVPERS 1070/881)
- Honors and Awards (submitted to OMPF as form NAVPERS 1070/880)
- Member Data Summary (submitted to OMPF as form NAVPERS 1070/886)

## **TIP**

Routinely verify your OMPF is accurate and complete. See your Personnel Office, CPC or PSD when items are missing or incorrect.



# Action: Access your OMPF

- You have automatic access to your OMPF.
- Log in to BOL at <https://www.bol.navy.mil>
- Select **Official Military Personnel File (OMPF) – My Record.**

BOL Application Menu

- [ ARPR/ASOSH Online
- [ Configuration Management
- [ FITREP/Eval Reports
- [ Individual Medical Readiness (IMR) Status
- [ Military Locator System
- [ NavPers Legacy & ITEMPO
- [ Navy Personnel Command
  - [ Navy Working Uniform (NWU) One Time Targeted Clothing Replacement Allowance Information
- [ Navy-Marine Corps Mobilization Processing System (NMCMPs)
- [ ODC, OSR, PSR, ESR
- [ Official Military Personnel File (OMPF) - Admin Access
- [ Official Military Personnel File (OMPF) - Command View
- [ **Official Military Personnel File (OMPF) - My Record**
- [ PRIMs
- [ Request Record on CD
- [ Selection Board Member/Recorder Training
- [ StayNAVY Pay and Comp Calculator
- [ StayNAVY Retirement Calculator
- [ StayNAVY SRB Calculator
- [ Update Race/Ethnicity Preference





# Action: Navigate and View OMPF Documents

**Navy - Official Military Personnel File** Return to BOL

All record and document views are audited.

Welcome OMPF Documents e-Submission Documents

Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
<input type="checkbox"/>	NAVPERS					
<input checked="" type="checkbox"/>	DD	1966	MIL PROC RCD	29602122	34	19840719
<input checked="" type="checkbox"/>	NAVPERS	1070/601	IMMED REENL CONTR	29602140	30	19980313
<input checked="" type="checkbox"/>	NAVPERS	1070/601	IMMED REENL CONTR	29602142	30	19980313
<input type="checkbox"/>	NAVPERS					
<input type="checkbox"/>	NAVPERS					
<input type="checkbox"/>	NAVPERS	1070/602	EMERG DATA RCD DEP APP	29602166	39	19881003
<input type="checkbox"/>	NAVPERS	1070/602	EMERG DATA RCD DEP APP	29602172	39	19850917
<input type="checkbox"/>	NAVPERS	1070/602	EMERG DATA RCD DEP APP	29602181	39	19881020
<input type="checkbox"/>	NAVPERS	1070/602	EMERG DATA RCD DEP APP	29602188	39	19841204
<input type="checkbox"/>	NAVPERS	1070/602	EMERG DATA RCD DEP APP	29602197	39	19930603
<input checked="" type="checkbox"/>	NAVPERS	1070/602	EMERG DATA RCD DEP APP	29602203	39	19930316
<input type="checkbox"/>	NAVPERS	1070/602	EMERG DATA RCD DEP APP	29602206	39	19900204
<input type="checkbox"/>	NAVPERS	1070/603	ENL CLASS RCD	29602210	31	19841219
<input checked="" type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	29602214	36	19850312
<input checked="" type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	29602221	36	19921024
<input checked="" type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	29602230	36	19940910
<input checked="" type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	29602237	36	19890725
<input checked="" type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	29602241	36	19900617
<input checked="" type="checkbox"/>	NAVPERS	1070/605	HIST OF ASGNMTS	29602244	31	19961101

**1** Click headings to sort by Form Name, Subject, Document Date, etc.

**2** Click several boxes and select the green arrow to view multiple documents.

**3** Click on a highlighted row to download individual documents.



# Action: Sort by OMPF “Field Code”

- OMPF documents are assigned a “Field Code” based on the type of information in the document.
- Documents in Field Codes 30 through 38 are provided to enlisted Selection Boards for review.
  - See BUPERSINST 1430.14F, BUPERSINST 1070.27B, and MILPERSMAN 1070-080
- To verify ALL OMPF documents are available to the Selection Board, sort by Field Code desired.
  - If documents are duplicated, illegible or missing, or if you discover another person’s document misfiled in your OMPF, take immediate action.

Field Code
35
35
35
35
35
35
35

For more information, go to the NPC website at <https://www.npc.navy.mil>.  
Hover over Career Info. Click Records Management > Military Personnel Records > Document Correction

- Field Codes provided for Enlisted Selection Board Review**
- 30 Procurement, Enlistment/Reenlistment
  - 31 Classification and Assignment
  - 32 Administrative Remarks
  - 33 Separation and Retirement
  - 34 Professional Service History
  - 35 Enlisted Performance Data
  - 36 Training and Education
  - 37 Decorations, Medals and Awards
  - 38 Adverse Information



# Action: Verify Performance Records

**Field Code 35**

## Navy - Official Military Personnel File

All record and document views are audited.

Welcome		OMPF Documents		e-Submission Documents		
Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
<input type="checkbox"/>					35	
<input type="checkbox"/>	NAVPERS	1610/2			35	20060915
<input type="checkbox"/>	NAVPERS	1610/2			35	20050905
<input type="checkbox"/>	NAVPERS	1610/2			35	20050905
<input type="checkbox"/>	NAVPERS	1610/2			35	20050112
<input type="checkbox"/>	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-06)	56577023	35	20040915
<input type="checkbox"/>	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-06)	55389025	35	20040521
<input type="checkbox"/>	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-06)	53750462	35	20030915
<input type="checkbox"/>	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-06)	51120031	35	20020915
<input type="checkbox"/>	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-06)	48376796	35	20010915
<input type="checkbox"/>		1610/2	FITREP AND COUNSELING RECORD (E7-06)	44459664	35	20000821
<input type="checkbox"/>		1610/2	FITREP AND COUNSELING RECORD (E7-06)			
<input type="checkbox"/>		1616/26	EVAL REP AND COUNSELING RECORD (E1-E6)			
<input type="checkbox"/>		1616/26	EVAL REP AND COUNSELING RECORD (E1-E6)			
<input type="checkbox"/>		1616/26	EVAL REP AND COUNSELING RECORD (E1-E6)	29295725	35	19971115
<input type="checkbox"/>		1616/26	EVAL REP AND COUNSELING RECORD (E1-E6)	29602449	35	19961030
<input type="checkbox"/>		1616/26	EVAL REP AND COUNSELING RECORD (E1-E6)	29602442	35	19961018
<input type="checkbox"/>		1070/609	ENL PERFORM RCD	29602257	35	19951130
<input type="checkbox"/>	NAVPERS	1616/24	ENL PERF EVAL	29602428	35	19951130

**1** To view Performance Records, enter “35” in the “Field Code” box and filter (  ) with the word “Contains”.

**2** Sort by “Document Date” to ensure no evaluations are missing.

**TIP**  
Ensure the evaluations and fitness reports documented in OMPF maintain “continuity” and none are missing (see next page).



# Action: Verify Evaluation Continuity

BOL Application Menu

- [ ARPR/ASOSH Online
- [ Configuration Manager
- [ **FITREP/Eval Reports**
- [ Individual Medical Readiness
- [ Military Locator System
- [ NavPers Legacy & ITEMPO

1

Click FITREP/Eval Reports on BOL Application Menu.

Continuity Report

Member Information

SSN XXXXX

From Date	To Date	Grade Rank	Date Reported	Reporting Senior	Report Type	Occasion	Duty Status	Status	Status Date
95DEC01	96OCT30		93MAR13		Regular	Indiv Detach	ACT	Complete	
					Concurrent	Indiv Detach	ACT	Complete	
					Regular	Periodic	ACT	Complete	
					Regular	Periodic	ACT	Complete	
					Regular		ACT	Complete	
					Regular	Indiv Detach	ACT	Complete	
					Regular	Det Rpt Sen	ACT	Complete	
					Regular	Periodic	ACT	Complete	

Continuity and Cumulative Average (CCA) Reporting web site.

Instructions:

- Click on the link of the report you wish to view.

Reports:

- Individual Continuity:
  - Click here to view your Performance Evaluation Continuity. A definition of the different Status Codes is provided by the link to Status Codes and Definitions. If you are rejected, please refer to the Error Codes and Definitions link. If rejected, please contact your supervisor for assistance.

2

Click Performance Evaluation Continuity.

03SEP16	04MAY21		02OCT03		Regular	Indiv Detach	ACT	Complete	
04MAY22	04SEP15		04MAY21		Regular	Periodic	ACT	Complete	
04SEP16	05SEP05		04MAY21		NOB/Regular	Indiv Detach	ACT	Complete	
04OCT11	05JAN12		04OCT11						
05JAN13	05SEP05		04OCT11						
05SEP16	06SEP15		05SEP06						

3

Verify no "Missing Periods" and no gaps.

Board ID	Name	Convene Date

From	To

Verify Board eligibility.

4

**IMPORTANT:** Board ID field is normally populated 30 days prior to enlisted Selection Board and 60 days prior to officer Selection Board convening dates. If blank within this time period, you are not being considered. Follow procedures in the cycle NAVADMIN to ensure your eligibility is validated prior to Board convening date.



# Action: Verify Training, Education, Quals

**Field Code 36**

## Navy - Official Military Personnel File

All record and document views are audited.

Welcome		OMPF Documents		e-Submission Documents		
Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
<input type="checkbox"/>			QUAL			
<input type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	29602214	36	19850312
<input type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	29602237	36	19890725
<input type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST			19900617
<input type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST			19921024
<input type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	29602230	36	19940910
<input type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	36823525	36	19990228
<input type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	36823524	36	19990409
<input type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	36823526	36	19990510
<input type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	10247348	36	20050425

**1** Review Qualification History.

**2** Download individual documents to verify all training/quals are documented in OMPF.

**IMPORTANT:** Warfare Qualifications awarded since 2006 are entered into your ESR and listed on the ESR Member Data Summary page. When printed, the Member Data Summary page becomes NAVPERS 1070/886. You may need to print and submit a copy of your Member Data Summary (NAVPERS 1070/886) with your letter to the Selection Board.



# Action: Verify Personal Awards

**Field Code 37**

## Navy - Official Military Personnel File

All record and document views are audited.

Welcome			OMPF Documents		e-Submission Documents	
Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
	<input type="text"/>	<input type="text"/>	Awards	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SUBJ	37JSA	Decorations/Medals/Awards	29602514	37	19890831
<input type="checkbox"/>	SUBJ	37JSA	Decorations/Medals/Awards	29602517	37	19890831
<input type="checkbox"/>	SUBJ	37NAM	Decorations/Medals/Awards	29602549	37	19930331
<input type="checkbox"/>				29602523	37	19950531
<input type="checkbox"/>				29602526	37	19950531
<input type="checkbox"/>	SUBJ	37JSA	Decorations/Medals/Awards	29602520	37	19950728
<input type="checkbox"/>	SUBJ	37JSC	Decorations/Medals/Awards	29602528	37	19951130
<input type="checkbox"/>	SUBJ	37JSC	Decorations/Medals/Awards	29602536	37	19951130
<input type="checkbox"/>	SUBJ	37JSC	Decorations/Medals/Awards	29602546	37	19951130
<input type="checkbox"/>	SUBJ	37JSC	Decorations/Medals/Awards	29602534		
<input type="checkbox"/>	SUBJ	37JSC	Decorations/Medals/Awards	29602542		
<input type="checkbox"/>	SUBJ	37OAM	Decorations/Medals/Awards	29602554		
<input type="checkbox"/>	SUBJ	37JSA	Decorations/Medals/Awards	33330791		

**Verify all Personal Awards are listed.**

**1**

**TIP**  
Ensure personal awards documented in OMPF match those reflected on the U.S. Navy Awards website (see next page).

Periodically, your ESR Honors and Awards page is printed as form NAVPERS 1070/880 (which, along with NAVPERS 1070/881, replaces the old Page 4) and submitted to your OMPF.



# U.S. Navy Awards

Wednesday April 17, 2013

- HOME
- PERSONAL AWARDS
- UNIT AWARDS
- VETERANS
- APPROVAL AUTHORITIES

**1** Click PERSONAL AWARDS.



**PERSONAL AWARDS**  
 Welcome to the Personal Awards page for the U.S. Navy. From this site you have the ability to conduct personal award searches, research recent news and information and access many resources related to personal awards.

Items of interest and the other reference material are updated

**PERSONAL AWARDS HISTORY**

[Personal Awards Query](#)  
 Click to launch the Personal Awards History Query

**2**

Run Personal Awards Query to view and verify Awards.

**ITEMS OF INTEREST**

U.N. Medal

- List of U.N. Medals authorized for acceptance and wear by eligible U.S. Service members.
- Refer to SECNAVINST 1650.1H for eligibility requirements.

INDIVIDUAL AUGMENTEE SAILORS

- Answers to questions concerning Sailors serving as IAs in support of GWOT.

Establishment of Campaign Stars for the ACM and ICM

NAVADMIN 141/08 - Campaign Stars for the Afghanistan Campaign Medal  
 Paragraph 2 of the NAVADMIN details the Campaign Stars

ICM/ACM Trade-in Policy

Personnel/Admin offices having service members electing to trade-in a previously awarded GWOTEM for the ICM/ACM shall have the member sign the below Page 13 entry: (Substitute Afghanistan Campaign Medal for Iraq Campaign Medal, as appropriate)

"I understand that I was assigned within the Area of Eligibility for the Iraq Campaign Medal (ICM) during the period (start day month year to end day month year) for which I was authorized the Global War on Terrorism Expeditionary Medal (GWOTEM). I further understand that per NAVADMIN 085/05, I may elect to either wear the GWOTEM or the ICM. I elect to wear the ICM. I understand that once the ICM is accepted, I cannot change this option and I am no longer eligible for and must remove the GWOTEM, unless earned in a subsequent qualifying period.

Combat Action Ribbon for Sailors serving with USMC units

The Commandant of the Marine Corps has provided clarification of the CAR eligibility criteria for Marines and Sailors serving in USMC units. This guidance states that personnel assigned to USMC units (IED) meet the CAR eligibility criteria. The CAR is contained in [ALM 1100.1](#)

**AWARDS INSTRUCTIONS**

- [NATO Medal \(SECDEF Authorization\)](#)
- [Navy and Marine Corps Awards Manual \(SECNAVINST 1650.1H\)](#)
- [Navy Directives](#)
- [Manual of Military Decorations and Awards, DoD 1348.33-M](#)
- [Manual of Military Decorations and Awards, DoD 1348.33-M \(VOLUME 1\)](#)
- [Manual of Military Decorations and Awards, DoD 1348.33-M \(VOLUME 2\)](#)
- [Manual of Military Decorations and Awards, DoD 1348.33-M \(VOLUME 3\)](#)

**REFERENCES**

- [Award Abbreviation Codes](#)
- [Contact Awards Office](#)
- [Policy on Wear of Foreign Personal Awards](#)
- [Ribbon Checker](#)
- [Board for Corrections of Naval Records](#)
- [Personal Awards FAQs](#)
- [Awards Precedence and Details](#)
- [Updating Personal Awards](#)
- [Freedom of Information Act \(FOIA\) Online](#)
- [Document Library](#)

**SITE NOTICES**

View Personal Awards FAQs and Updating Personal Awards.

**3**

U.S. Navy Awards is located on the Internet at <https://awards.navy.mil>.  
 Use information provided in the REFERENCES box to submit updates and corrections (see #3 above).



# Action: Verify Field Code 38 (Adverse Info)

## Navy - Official Military Personnel File

All record and document views are audited.

Welcome		OMPF Documents		e-Submission Documents		
Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	38	<input type="text"/>

**1** Enter "38" in the Field Code box and filter with the word "Contains".

**2** If you have zero results, that's a good thing!

**Field Code 38**

- NoFilter
- Contains
- DoesNotContain
- StartsWith
- EndsWith
- EqualTo
- NotEqualTo
- GreaterThan
- LessThan
- GreaterThanOrEqualTo
- LessThanOrEqualTo
- Between
- NotBetween
- IsEmpty

**Field Code 38**

**2** If you have zero results, that's a good thing!

**1** Enter "38" in the Field Code box and filter with the word "Contains".

**Other Useful Field Codes**

- 39 Emergency Data (NAVPERS 1070/602)
- 41 Security Clearances and Investigations  
*See MILPERSMAN 1070-080 for more information*

**NOTE:** Sometimes an adverse Page 13 will be filed in Field Code 32. Check there, too.

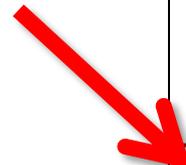
**IMPORTANT:** Take immediate action to remove Adverse Information filed in your record by mistake!



# Action: Review OMPF Routinely

- **Verify 6 months prior to Selection Board review (this should provide sufficient time to resolve any issues).**
- **Every year, order a CD copy of your OMPF and place it in a safe and secure place (order through BUPERS Online).**

BOL Application Menu	
[ ADMITS	] ⓘ
[ ARPR/ASOSH Online	] ⓘ
[ Configuration Management	] ⓘ
[ FITREP/Eval Reports	] ⓘ
[ Individual Medical Readiness (IMR) Status	] ⓘ
[ Military Locator System	] ⓘ
[ NavPers Legacy & ITEMPO	] ⓘ
[ Navy Personnel Command	] ⓘ
[ Navy-Marine Corps Mobilization Processing System (NMCMP)	] ⓘ
[ ODC, OSR, PSR	] ⓘ
[ Official Military Personnel File (OMPF) - Admin Access	] ⓘ
[ Official Military Personnel File (OMPF) - Command View	] ⓘ
[ Official Military Personnel File (OMPF) - My Record	] ⓘ
[ PRIMS	] ⓘ
<u>Request Record on CD</u>	] ⓘ
[ Selection Board Member/Recorder Training	] ⓘ
[ StayNAVY Pay and Comp Calculator	] ⓘ
[ StayNAVY Retirement Calculator	] ⓘ
[ StayNAVY SRB Calculator	] ⓘ
[ Update Race/Ethnicity Preference	] ⓘ





# Action: Update or correct your OMPF

- **Your OMPF reflects documents that have been received, reviewed, and accepted as an official document.**
  - If you discover a duplicate document or a document that belongs to someone else, you may contact NPC directly to have the error corrected.
- **For information helping you correct your OMPF, go to the NPC website at <https://www.npc.navy.mil> (see next page).**
  - Hover over Career Info. Click Records Management > Military Personnel Records > Document Correction.
  - Hover over Career Info. Click Records Management > Military Personnel Records > Document Submission.

## **IMPORTANT**

- **Actions taken to update OMPF will not automatically update other personnel systems, such as Navy Awards or ESR. You may be required to update each personnel system individually.**



# NPC website provides supporting resources

The screenshot shows the Navy Personnel Command website. The top navigation bar includes links for Boards, Career Info, Officer, Enlisted, Support & Services, Organization, and Reference Library, along with a search box. The breadcrumb trail reads: Navy Personnel Command > Career Info > Records Management > Military Personnel Records > Document Correction. The main content area is titled 'Document Correction' and contains the following text:

An official document submitted to NAVPERSCOM for filing in the Official Military Personnel File (OMPF) becomes the property of Department of Navy (DON). Except for administrative or clerical errors, documents filed in the OMPF may not be removed or changed except by authorization of Secretary of Navy.

(1) If you find an error in your OMPF, you may request a correction to your service record. You should submit your request to your local Personnel Support Detachment (PSD) or Personnel Office (PersO) for action since the error may be found in your OMPF, the Field Service Record, and in some cases other corporate databases. Request must include a description of the information to be changed; the reason for the change; the type of change sought (i.e., deletion, correction, or addition); and copies of available documentary evidence supporting the request. The PSD/PersO may make corrections to local records and/or submit changes to NAVPERSCOM in accordance with MILPERSMAN [1070-210](#), or in accordance with the regulation governing original document. In general, the following types of corrections may be made, where appropriate:

Helpful Links:  
[FAQ](#)  
[References](#)

The left sidebar menu includes: Military Personnel Records, Contact Us, Document Correction (highlighted with a red arrow), Document Submission, Enlisted Field Service Record, Enlisted Record Update, General Filing (Enlisted), Officer Record Update, OMPF (Permanent Personnel Record), Ordering and Reviewing Your OMPF, Record Access/Review Your OMPF on CD-ROM, Frequently Asked Questions.

1

Go to [www.npc.navy.mil](http://www.npc.navy.mil) to find resources helping you view and manage the career information displayed in your Navy Personnel Records.



# Electronic Service Record (ESR)

---

- **ESR contains electronic data representing some, but not all, of the information previously held in the paper Field Service Record.**
  - ESR allows you to view information contained within the Navy Standard Integrated Personnel System (NSIPS).
  - NSIPS contains pay and personnel information entered by your command and/or servicing PSD, plus information received from other manpower, personnel, training and education systems.
- **Periodically, usually at specific career milestones such as reenlistment, separation or retirement, ESR information is printed, signed and electronically submitted to your OMPF.**



# View ESR data, beginning on the Home Page

- Navigate the **ESR Home Page** using links provided.

**NSIPS** ERM

**Menu**

Search:

- ▷ User Release Information
- ▽ Employee Self Service
  - ▽ Electronic Service Record
    - View
      - Personal Information Links
      - Training, Education, Quals
      - Performance Links
      - Service Obligations
      - Professional History Links
      - Administrative Remarks Links
      - Member Data Summary
      - Dependency Data
      - SGLI
      - Thrift Savings Plan
      - Training Summary
      - Exam Profile Data
      - Montgomery GI Bill
      - Court Memorandum
      - Unauthorized Absence
      - Honors and Awards
      - Fitness Report

**ESR Home Page**

## Electronic Service Record

Name: \_\_\_\_\_ Rank/Rate: \_\_\_\_\_

### ESR Self Service

- Personal Information**  
Review member address and phone, marriage, and personal information.  
[View Personal Information](#)
- Professional History**  
Review member history of assignments  
[View Professional History](#)
- PCS Travel**  
Update member PCS Travel information.  
[Update PCS Travel](#)
- Service Obligations and Agreements**  
Review member service obligations and agreements.  
[View Service, Obligations, and Agreements](#)
- Training, Education, and Qualifications**  
Review member training, education, and qualifications.  
[View Training, Education, and Qualifications](#)
- Performance**  
Review member performance information.  
[View Performance](#)
- Administrative Remarks**  
Review member administrative remarks.  
[View Administrative Remarks](#)
- Summary of Changes**  
NSIPS Summary of Changes  
[Summary of Changes](#)

**ESR Home Page Left Navigation Bar**

- Address and Phone
- Civilian Employer Information
- Emergency Contact
- PQS
- Course Data
- Religious Accommodations
- Deploy, Ldrshp, Ethos&TAD List

Tasks

- NSIPS Report Manager
- Change My Password



# Action: View ESR data

- Links provided under **View** are read-only, which means that you cannot enter or change information displayed.
- **View** functionality allows you to verify information submitted to the Navy Standard Integrated Personnel System (NSIPS).
- If you discover errors, contact your Personnel Office, CPC or servicing PSD.





# Action: Verify "Dependency Data"

## Personal Information

Name:

Rank/Rate:

[View Personal Information](#)



[Member Data Summary](#)



[Emergency Contact](#)



[Address & Phone](#)



[Servicemember's Group Link](#)



[Civilian Employer Information](#)



[Thrift Savings Plan](#)



[Dependency Data](#)



[Family Care Plan](#)



## Dependency Data

SSN:

Name:

Rank/Rate:

Current DSC: 100

### Summary

#### Dependency Application

Total Number of Dependents:

Primary Dependency Code:

Secondary Dependency Code:

Last Verification Date:

Is Dependency Data correct?

#### BAH Information

Dependent Type: Spouse

Youngest Child DOB:

Type Code: 1

Start Date:

#### Religion

#### Dependents on Station

Co-Location Arrival Date:

Number Co-Located: 0

Family Co-Location Identifier: None

Number Command Sponsored: 0

## Dependency Data

Includes dependency data for spouse, children and parents, Emergency Contact, and Beneficiaries for unpaid pay and allowances, death gratuity, etc.

#### Marriage

Married On:

#### Previous Marriage

Previously Married? On:

Dissolved By:

City:

State: Country: US

#### Spouse

ID	Name	Type	Co-Located with	Command	Citizenship	Military	Previously	Last Update
----	------	------	-----------------	---------	-------------	----------	------------	-------------

When updated, your Dependency Data is printed as form NAVPERS 1070/602 (Dependency Application/Record of Emergency Data, or "Page 2") and submitted to OMPF. (Print your own copy, using button at bottom of page.)



# Action: Verify "Member Data Summary"

## Personal Information

Name: Rank/Rate: Current DSC:

[View Personal Information](#)

[Member Data Summary](#)

[Address & Phone](#)

[Civilian Employer Information](#)

[Dependency Data](#)

## Member Data Summary

SSN: Name: Rank/Rate: Current DSC: 100

### Member Info

Br/Cis:	USN	Rank/Rate:	
PEBD:	06/25/1991	ADSD:	06/25/1991
ACBD:		SSED:	
Pay Grade:	E06	Special Program Ind:	
Off/Enl:	Enlisted	Designator:	Primary AQD:
Enlisted Designator:	Aviation Warfare Specialist	PNEC:	8342 SNEC: 6801

Security Investigation Type:	Per Reinvest - Secret/Confid
Clearance Dt:	01/26/2005
Agency:	

**Member Data Summary** includes Security eligibility and status, Current Assignment, Dependents Information, Education (AFQT scores), NEC History, Warfare Qualification History, Promotion History, etc.

Periodically, your Member Data Summary is printed as form NAVPERS 1070/886 and submitted to OMPF. (Print your own copy, using "Print Form" button at bottom of page.)



# Action: Verify "Training Summary"

## Training, Education, and Qualifications

Name: Rank/Rate: Current DSC:

### View Training, Education, and Qualifications

[Training Summary](#) Personal

[Montgomery GI Bill](#) Courses

[Exam Profile Data](#) Education



Navy Service School/Military Training Courses								
Course Title	School Name	Course	Length	Completion Date	Grade	NEC Earned	Verify Date	
AIRMAN APPRENTICE TRAINING	X-777-7771		1 Days	09/24/1991	P		9/20/2006	
AL GUIDED MISSILE	C-122-3111		18 Days	06/05/2006	P		9/19/2006	
ALW ORD SUP	C-646-4108		18 Days	05/17/2006	P		9/19/2006	
AVIATION ORDNANCEMAN CLASS A1	C-646-2010		1 Days	09/17/1993	P		9/19/2006	
BIT	A-012-0077		19 Days	03/03/2003	P		9/19/2006	

Other Training Courses/Instructions Completed						
Type of Course and/or Instruction	Location	Course	Length	Completion Date	Verify Date	
ALCOHOL MISUSE ENABLING	CPPD-GMT09-023		1 Days	09/30/2009	10/21/2009	
ATFP LVL1 AWR TRNG SMBRs CONUS	CANSF-ATFP-CONUS-1.0		1 Days	09/23/2007	9/27/2007	
ATFP LVL1 AWR TRG SVCMBRS OCN	CANSF-ATFP-OCONUS-1.0		1 Days	09/24/2007	10/4/2007	
BASIC A/C HYDRAULIC POWER SYS	NPDC-CWI-1		1 Days	09/23/2007	9/27/2007	
BASIC SCI SYSTEMS USER COURSE	ONI-SSONAVY		1 Days	08/15/2005	12/11/2006	

Personnel Qualification Standards (PQS)			
Station #	Course Descr	Date Completed	Verify Date
43108-F 303	CARGO/WEAPONS ELEVATOR EVOLUTION SUPERVISOR	05/22/2009	6/23/2010
43119-J 301	BASIC DAMAGE CONTROL (DC) COMMUNICATIONS	07/15/2006	11/13/2009
43119-J 302	BASIC FIRST AID	07/15/2006	11/13/2009
43119-J 303	BASIC FIREFIGHTING	07/15/2006	11/13/2009
43119-J 304	FIRE WATCH STANDER	07/15/2006	11/13/2009
43119-J 305	BASIC CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) DEFENSE	07/15/2006	11/13/2009
43119-J 306	BASIC DAMAGE CONTROL (DC)	07/15/2006	11/13/2009

**Training Summary** includes Civilian education, Navy training, Navy eLearning courses, Certifications, PQS, etc.

**IMPORTANT:** for Warfare Quals, review your "Member Data Summary" page.

Periodically (Reenlistments, Retirements, Separations, etc.), your Training Summary is printed as form NAVPERS 1070/881 (which, along with NAVPERS 1070/880, replaces the old Page 4) and submitted to OMPF. (Print your own copy, using the "Qualification History" button at bottom of page.)



# Action: Verify "Honors and Awards"

## Performance

Name: Rank/Rate: Current DSC:

[View Performance](#)



[Court Memorandum](#)



[Record of Unavailability](#)



[Honors and Awards](#)



## Honors and Awards

SSN: Name: Rank/Rate: Current DSC: 100

Customize   Find   View All   First 1-5 of 5 Last						
Description	Grantor	Eligibility/Start Date	Issue Date	Award Nbr	Verify Date	
Navy/MC Achievement Medal	OTHER	01/11/2000	07/10/2000	1	12/15/2009	
Navy/MC Achievement Medal	OTHER	10/07/2001	12/10/2001	2	12/15/2009	
Navy/MC Achievement Medal	OTHER	03/28/2003	02/01/2006	3	12/15/2009	
GW-Terrorism Expeditionary	TR	10/27/2008	03/27/2009		10/14/2010	
Good Conduct Medal Active		07/16/2005				Not Verified

[Verify Date](#)

Not Verified

### IMPORTANT

If data entries are "Not Verified", request your Personnel Office, CPC or PSD to investigate. (You may be required to provide documentation to support Verification approval.) Information "Not Verified" will NOT print on NAVPERS forms.

Periodically, your Honors and Awards are printed as form NAVPERS 1070/880 (which, along with NAVPERS 1070/881, replaces the old Page 4) and submitted to OMPF. (Print your own copy, using button at bottom of page.)



# Action: Verify "FITREP/Evaluation"

## Performance

Name:

Rank/Rate:

Current DSC:

[View Performance](#)



[Court Memorandum](#)



[Record of Unauthorized Absence](#)



[Honors and Awards](#)



[FITREP / Evaluation](#)

**Performance**  
FITREP/Eval performance marks, recommendations, etc.

## FITREP/Evaluation

Name:

Rank/Rate:

Current DSC: 100

### Fitrep / Evaluation Information

Find | [View All](#) | First 1 of 19 Last

From: 02/25/2012 To: 09/15/2012 Occasion for Report: Periodic

Report Type: Regular Not Observed Report: 0

Pay Grade: Rank/Rate: Designator: SW/EXW

UIC: 21847 Ship/Station: To Date as Extended: 09/15/2012

REGULAR  
BASIC

Trait 1: 5 Trait 3: 4 Trait 5: 4 Trait 7: 4

Trait 2: 5 Trait 4: 4 Trait 6: 4

Trait Average: 429 Promotion Recommendation: Promotable

Your signed FITREP/Eval is mailed to NPC by your command. Once verified, it is submitted to OMPF. Additionally, information is extracted and sent to your ESR.

- Click [View All](#) to review past reports.
- NOTE: Narrative comments are not entered into ESR and can be viewed only in your OMPF.



# Action: Verify "History of Assignments"

## Professional History

Name: Rank/Rate: Current DSC:

[View Professional History](#)

 [History of Assignments](#)

 [Orders Detail](#)

 [IDT Detail Summary](#)

 [Reserve Billet History](#)



**Professional History**  
History of Assignments, copy of current and past PCS orders, etc.

## History of Assignments

Name:

Rank/Rate:

Personalize | Find | View All | First 1-10 of 11 Last

<u>Report Date</u>	<u>Gain Type</u>	<u>Activity</u>	<u>UIC</u>	<u>Loss Date</u>	<u>Type of Loss</u>
07/03/1993	DUTY		60002	10/07/1994	TRF
12/09/1994	DUTY	2ND MDIV FMF LNT	08321	01/05/1998	TRF
02/06/1998	DUTY	NNMC BETHESDA	00168	03/01/2001	TRF
03/18/2001	TEM DU	S NMITC D NECK	43494	06/08/2001	TRF
06/22/2001	DUTY	CVN 75 H TRUMAN	21853	12/18/2004	TRF
01/01/2005	TEM DU	S NMITC D NECK	43494	02/14/2005	TRF
02/18/2005	DUTY	SWOSCOLCOM NPORT	63190	01/17/2008	TRF
02/14/2008	DUTY	NEFC BAHRAIN	49715	02/26/2010	TRF
03/07/2010	DUTY	USEUCOM JAC MOLE	49167	02/25/2012	TRF
02/25/2012	TEM DU	S SR ENL ACAD	44246	04/06/2012	TRF

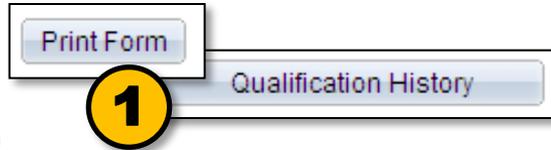
Print Form

Periodically, your History of Assignments is printed as form NAVPERS 1070/605 and submitted to OMPF. (Print your own copy, using button at bottom of page.) Your assignment history is of particular interest to Section Boards and Detailers.

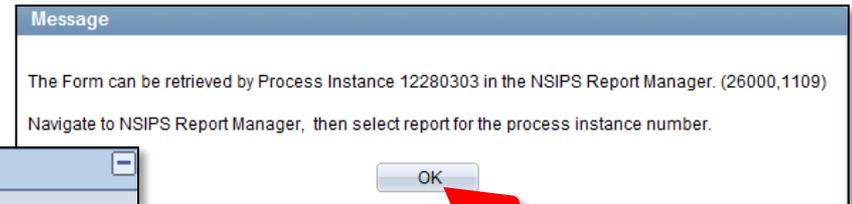


# How to print documents from ESR

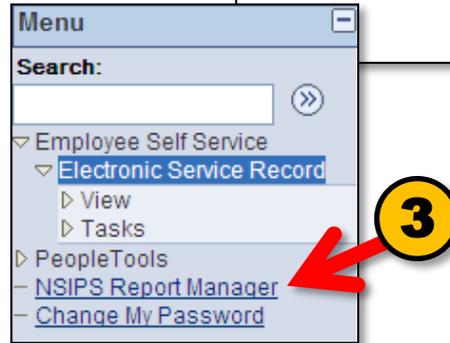
1. At the bottom of ESR pages, look for and click on buttons provided.



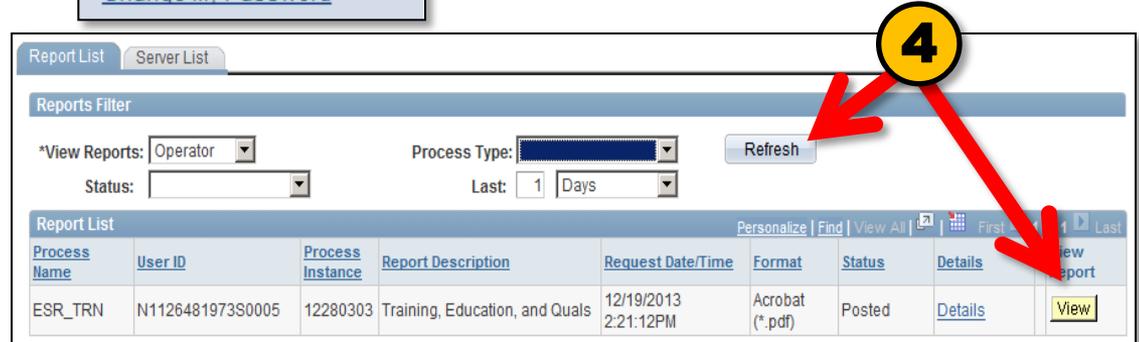
2. When pop-up message opens, click "OK".



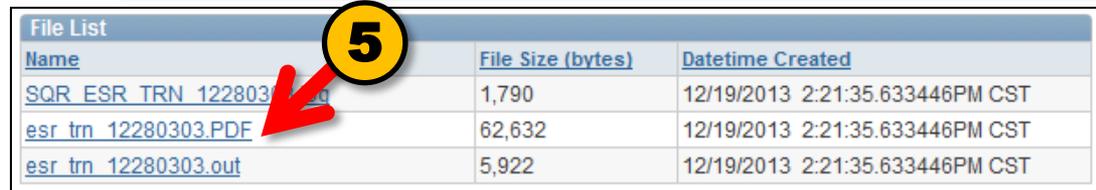
3. Go to "NSIPS Report Manager" on the left navigation menu.



4. Click "Refresh" several times, then click "View" when the button appears.



5. Locate the PDF file and click to view and print your document.





# User aid supports thorough record review

- Augmentation
- Career Counseling
- Career Toolbox
  - Career Counselor
  - Navy Recruit
  - Command Leadership
  - CCC "5 Tips" (series)
  - "Plain Talk" (series)
  - What's New?
- Education

## Navy Personnel Command



### [Officer Links](#)

- Career Navigator**
- [Career Waypoints](#)
- [CMS/ID](#)
- [NSIPS](#)

### **Career Links**

- [BUPERS Online](#)
- [Career Counseling](#)
- [Career Toolbox](#)
- [My Personnel Info](#)
- [NFAAS](#)
- [Physical Readiness](#)

## Career Toolbox

### Get the most from your Navy Career ...

It is important that you be thoroughly familiar with and use your Navy Career Tools. If you do not use them you will miss the opportunities and advantages provided for you.

#### Getting started -

1. Download and review the *Sailor Career Toolbox* user aid (updated 26 JUL 2013, click hyperlink on the right).
2. Establish your online accounts.
3. Use Career Tools to manage your Navy career.

**IMPORTANT:** You must be proactive and take all necessary actions to verify your personnel records are current, accurate and complete. Doing so will ensure your career achievements are available when reviewed for advancement, selection for retention or special programs, and/or assignment to desired jobs.

- [Personnel Records Review](#) - a step-by-step inventory of your OMPF and ESR for completeness and accuracy (updated 8 JUL 2013)
- ["How to Review Your OMPF and ESR"](#) - an illustrated guide (updated 19 DEC 2013)

#### Manage Personnel and Career Information -

Use these systems to view, verify and update your Navy personnel records.

- **Official Military Personnel File (OMPF)** - My Record
  - access via [BUPERS Online](#)
- **Electronic Service Record (ESR)**
  - access via [NSIPS](#)

#### Information Sheet

[Sailor Career Toolbox](#)

#### User Aids

[ESR QuickStart](#)

[Detailing Countdown](#)

[Navy 311](#)

**NPC Web Resources**

[Personnel Records](#)

[CPC Resources](#)

2

1

- Go to [www.npc.navy.mil](http://www.npc.navy.mil).
- Click [Career Toolbox](#) on NPC homepage.
- Scroll down to view *Personnel Records Review* user aid.
- Conduct a complete inventory of your OMPF and ESR.



# Detailed steps ensure a comprehensive review

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
<p><b>Member Data Summary</b> (becomes NAVPERS 1070/886 when printed and submitted to OMPF)</p> <p>On the left navigation bar, go to <a href="#">Electronic Service Record &gt; View &gt; Member Data Summary</a>.</p> 	Member Information	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>Verify that "Enlisted Designator" entry matches "Warfare Qualification History" entry further down the page.</li> <li>Verify that "NEC History" is correct (NECs can determine whether or not you obtain a desired job in CMS-ID).</li> </ul>
	Security (clearance eligibility and status)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Current Assignment	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Personal Information	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Dependents Information	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Education (specifically, current AFQT scores)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	NEC History <i>* Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>If an NEC is missing or is in error, request your command submit a Navy Enlisted Classification (NEC) Change Request, NAVPERS 1221-6, to Navy Personnel Command, NEC Management section (PERS 4013).</li> </ul>
Warfare Qualification History <i>* Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>If warfare qualifications are missing or in error, you must provide supporting documentation. If you do not have copies, look in OMPF for documentation on NAVPERS 1070/604, NAVPERS 1070/613 or in your performance evaluation, Block 43/44.</li> </ul>	
Promotion History <i>* Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO		



# “Side-by-side” comparison of OMPF and ESR

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
<b>Training Summary</b> (becomes NAVPERS 1070/881 when printed and submitted to OMPF)  On the left navigation bar, go to <a href="#">Electronic Service Record &gt; View &gt; Training Summary</a> . 	Civilian Education/Degree <i>* Multiple entries possible.</i> <i>* Dates must display as GREEN “Verified” or will not print on NAVPERS 1070/881.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Special Qualification Test Scores <i>* Verify all that apply.</i> <i>* If you have re-taken the ASVAB, ensure scores are updated.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Off-Duty Education Voc / Tech Training <i>* Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Navy Service Schools / Military Training Education Courses (formal schools) <i>* Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Other Training courses / Instructions Completed (Navy eLearning, etc.) <i>* Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Personnel Qualification Standards (PQS) <i>* Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Official Certs and Quals History <i>* Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
<b>Field Code 36 Training and Education</b>  Documents in this Field Code are provided for Selection Board review. 	Enlisted Qualifications History (“Page 4”) <i>* Form disestablished in 2010 and replaced by NAVPERS 1070/881.</i> <i>* Multiple documents possible.</i>	NAVPERS 1070/604	<input type="checkbox"/> YES <input type="checkbox"/> NO	Additional documents may include: <ul style="list-style-type: none"> <li>• Individual citations for training, qualifications</li> <li>• College transcript and diploma</li> <li>• Completion certificates for courses not documented on NAVPERS 1070/604, NAVPERS 1070/881, or NAVPERS 1070/886</li> <li>• Language Proficiency (SUBJ 36LAB)</li> <li>• Marksmanship (SUBJ 36OAM)</li> </ul>
	Training, Education and Qualification History <i>* Form printed from ESR following reenlistment.</i> <i>* Multiple documents possible.</i>	NAVPERS 1070/881	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Member Data Summary <i>* Form printed from ESR following reenlistment.</i> <i>* Multiple documents possible.</i>	NAVPERS 1070/886	<input type="checkbox"/> YES <input type="checkbox"/> NO	



# Caution and a Warning: You must Safeguard Personal and Private Information

## Protect PII using the following best practices:

- Share PII only with those who have a need to know.
- Store PII in a locked container, in a locked space, or on an encrypted hard drive.
- When sending an email containing PII or attachments with PII, you must **Encrypt** and digitally **Sign** the email.



- Destroy any document or electronic file containing PII if you don't need it. Keep only what is absolutely required.

## **IMPORTANT**

**DO NOT include PII in the email subject line and be sure to ENCRYPT prior to hitting SEND!**



# Summary

---

- **Your Navy service record is maintained in two systems:**
  - OMPF contains official personnel documents
  - ESR contains personnel data
  
- **You should review OMPF and ESR regularly and take necessary action to update missing or inaccurate information.**
  - Actions taken to update OMPF and ESR will not automatically update other personnel systems. Each system must be updated individually.
  - Primary sources of support include your CPC, Personnel and Admin.
  - The Navy Personnel Command (NPC) website provides helpful information ([www.npc.navy.mil](http://www.npc.navy.mil)).
  
- **You must protect your personnel information at all times.**