Navy Personnel Systems

Personnel Record Review

CPO 365 / 18 APR 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.

Paper turned into Electrons

Your paper Field Service Record is going, going, gone!

Field Service Record

Today, your service record information is maintained in two primary systems:

1. **Official Military Personnel File (OMPF)**
2. **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	DocumentID
	NAVPERS	1616/26	EVAL REP AND COUNSELING RECORD (E1-E6)	23295723
	DD	1966	MIL PROC RCD	29602122
	DD	4	ENL REENL DOC	29602133
	DD	93	EMERG DATA RCD	29602135
	NAVPERS	1070/601	IMMED REENL CONTR	29602140
	NAVPERS	1070/601	IMMED REENL CONTR	29602142
				29602151
				29602158

Official Military Personnel File

Electronic Service Record

SSN: Name: Rank/Rate

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

PCS Travel
Update member PCS Travel information.
Update PCS Travel

Training, Education, and Qualifications
Review member training, education, and qualifications.
View Training, Education, and Qualifications

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

Electronic Service Record

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 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

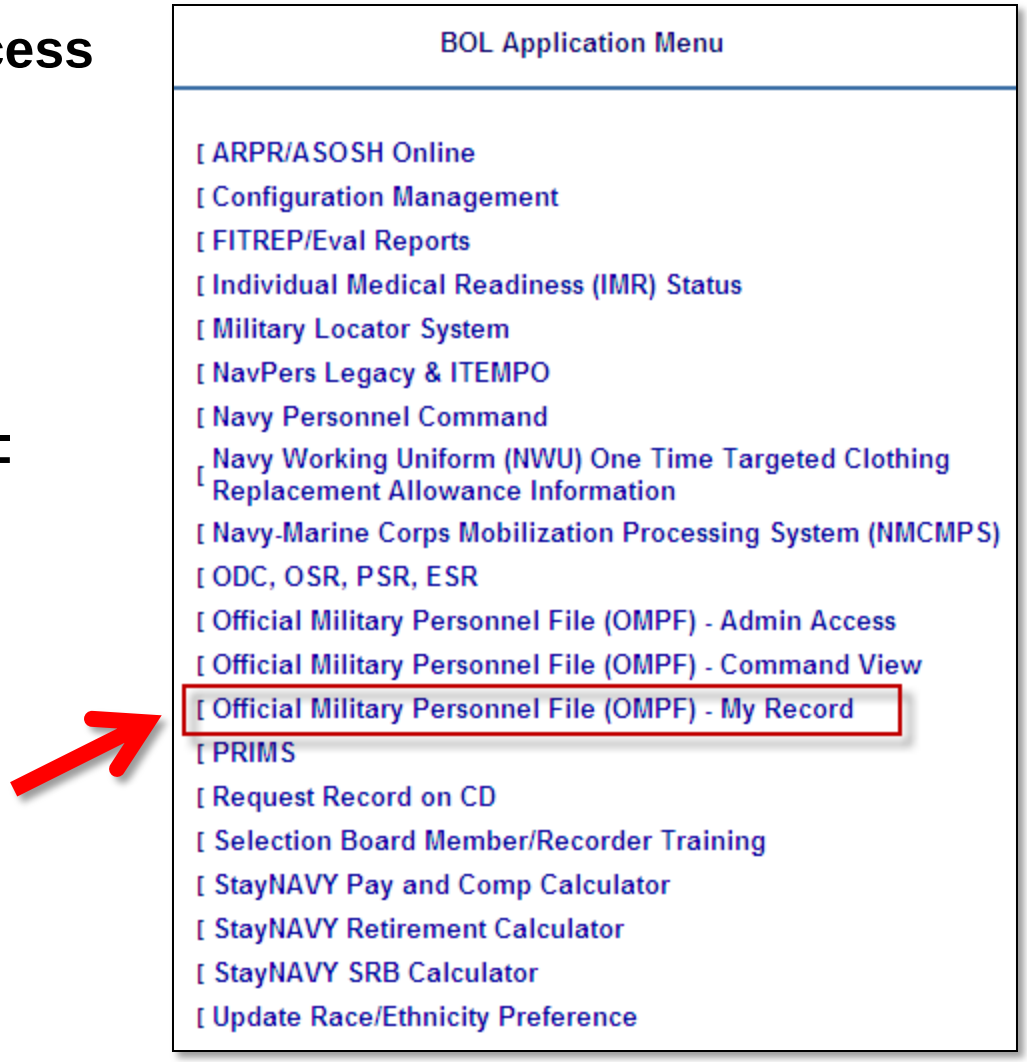
- **Dependency Data (submitted to OMPF as form NAVPERS 1070/602)**
- **Member Data Summary (submitted to OMPF as form NAVPERS 1070/886)**
- **Training Summary (submitted to OMPF as form NAVPERS 1070/881)**
- **Honors and Awards (submitted to OMPF as form NAVPERS 1070/880)**

_TIP_____

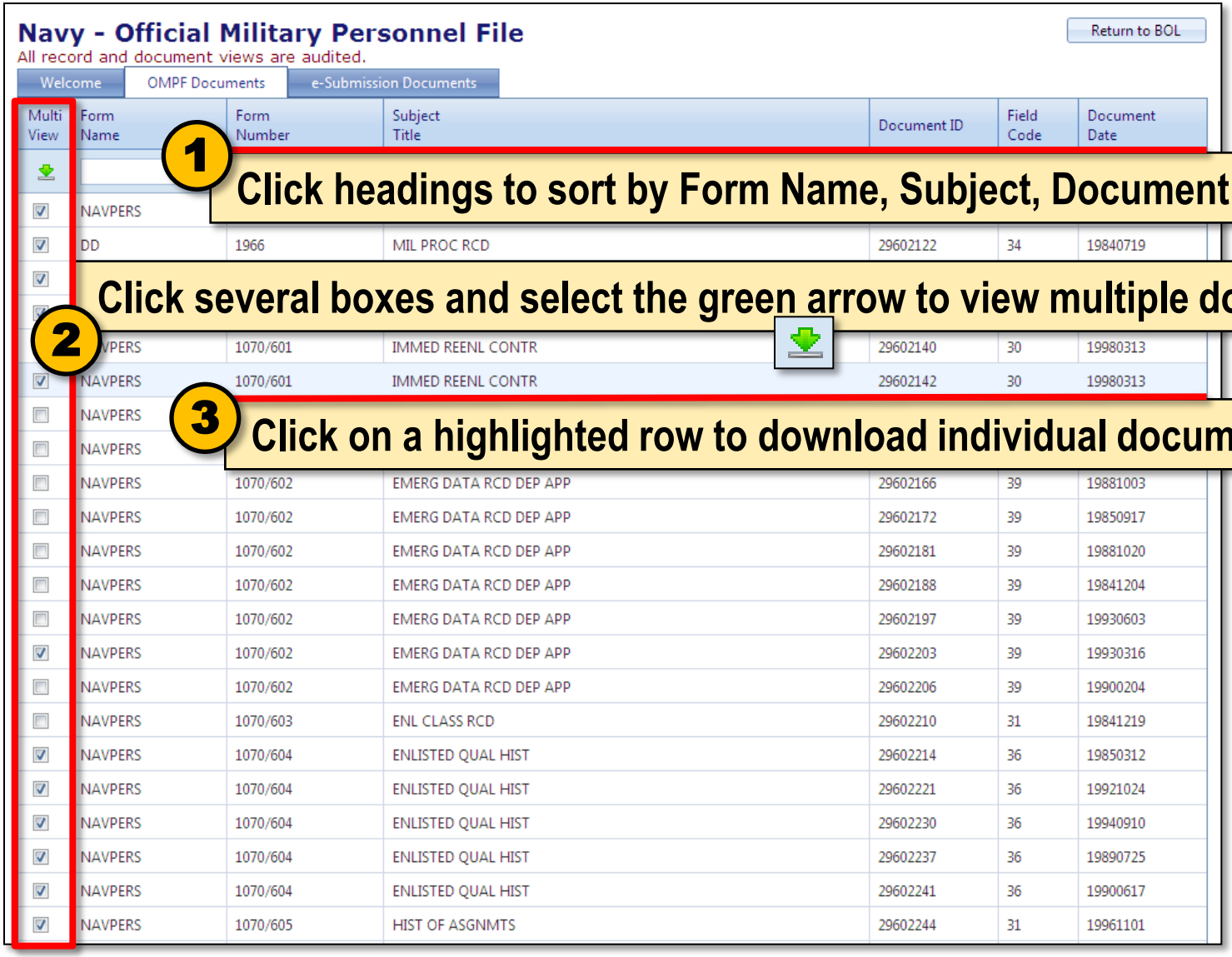
Routinely verify your OMPF is accurate and complete. See your Personnel Office, CPC or PSD when items are missing or incorrect.

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.**



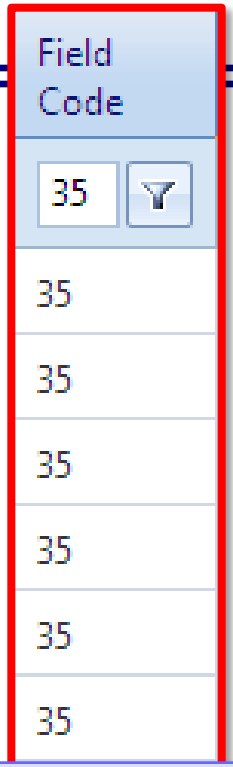
Action: Navigate and View OMPF Documents



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

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.



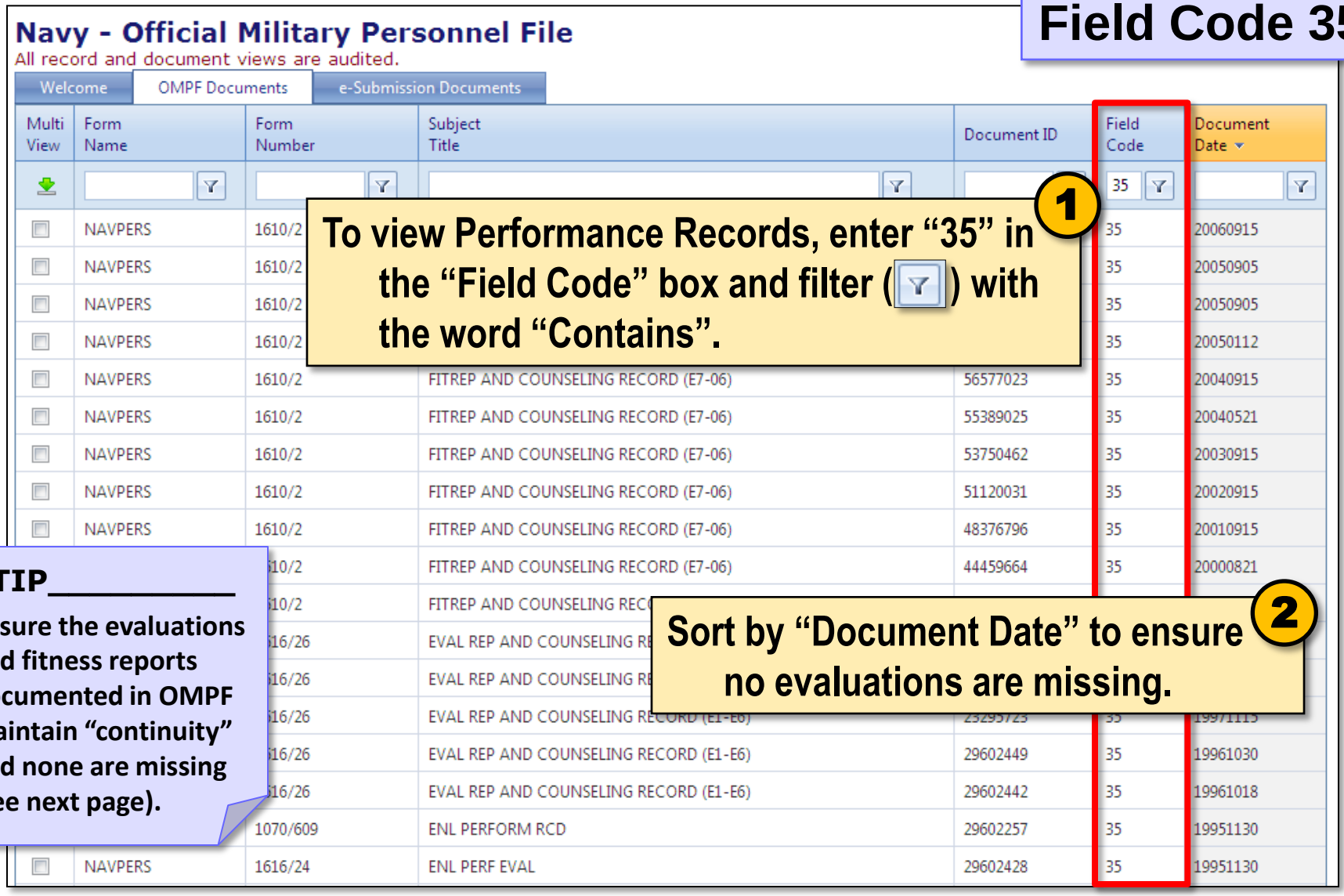
For more information, go to the NPC website at https://www.npc.navy.mil.
Hover over Career Info. Click Records Management > Military Personnel Records > Document Correction

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
					35	
	NAVPERS	1610/2			35	20060915
	NAVPERS	1610/2			35	20050905
	NAVPERS	1610/2			35	20050905
	NAVPERS	1610/2			35	20050112
	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-06)	56577023	35	20040915
	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-06)	55389025	35	20040521
	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-06)	53750462	35	20030915
	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-06)	51120031	35	20020915
	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-06)	48376796	35	20010915
		10/2	FITREP AND COUNSELING RECORD (E7-06)	44459664	35	20000821
		10/2	FITREP AND COUNSELING REC			
		16/26	EVAL REP AND COUNSELING R			
		16/26	EVAL REP AND COUNSELING R			
		16/26	EVAL REP AND COUNSELING RECORD (E1-E6)	23295725	35	19971113
		16/26	EVAL REP AND COUNSELING RECORD (E1-E6)	29602449	35	19961030
		16/26	EVAL REP AND COUNSELING RECORD (E1-E6)	29602442	35	19961018
		1070/609	ENL PERFORM RCD	29602257	35	19951130
	NAVPERS	1616/24	ENL PERF EVAL	29602428	35	19951130

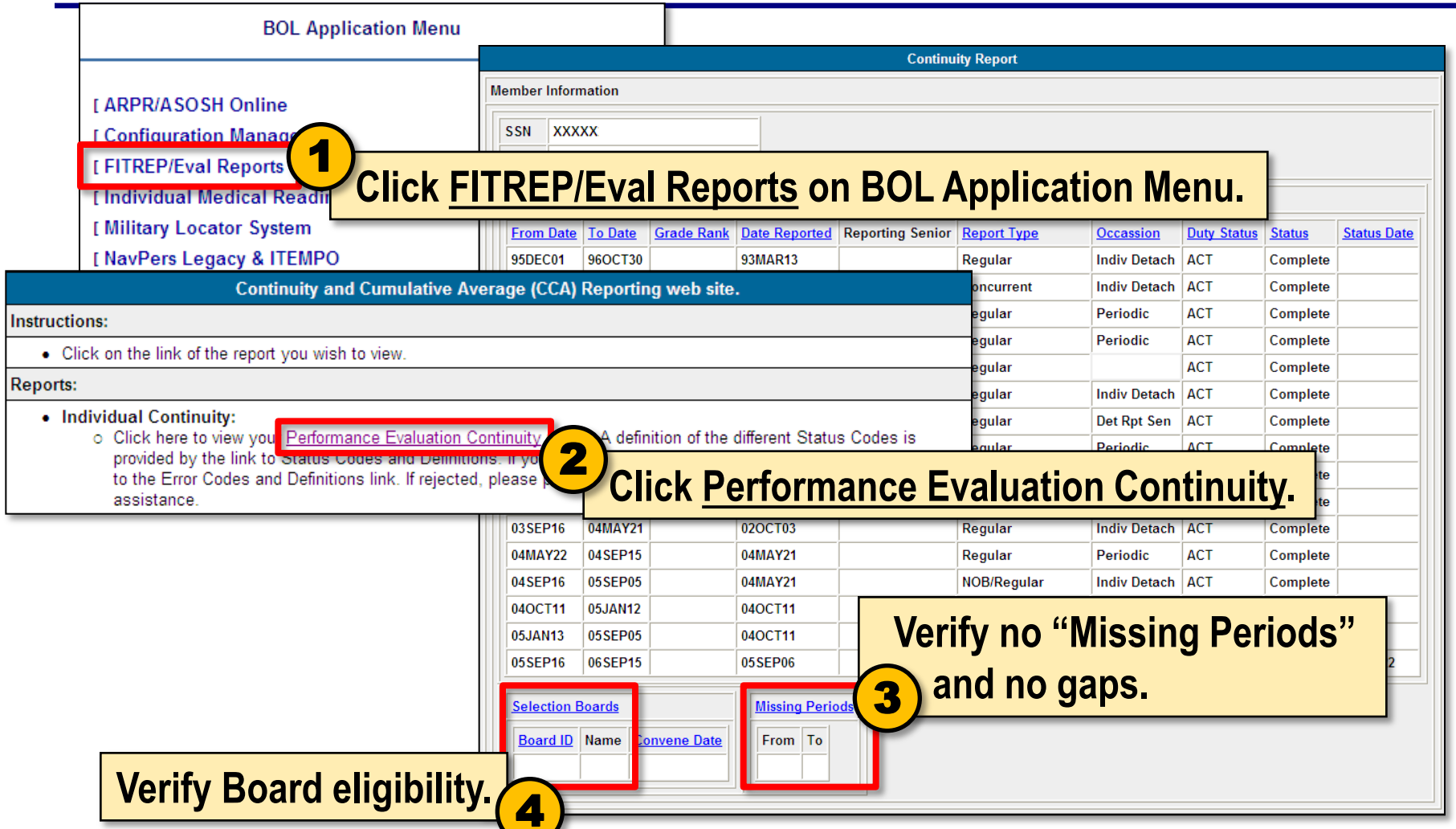
1. To view Performance Records, enter "35" in the "Field Code" box and filter ( ) with the word "Contains".

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).

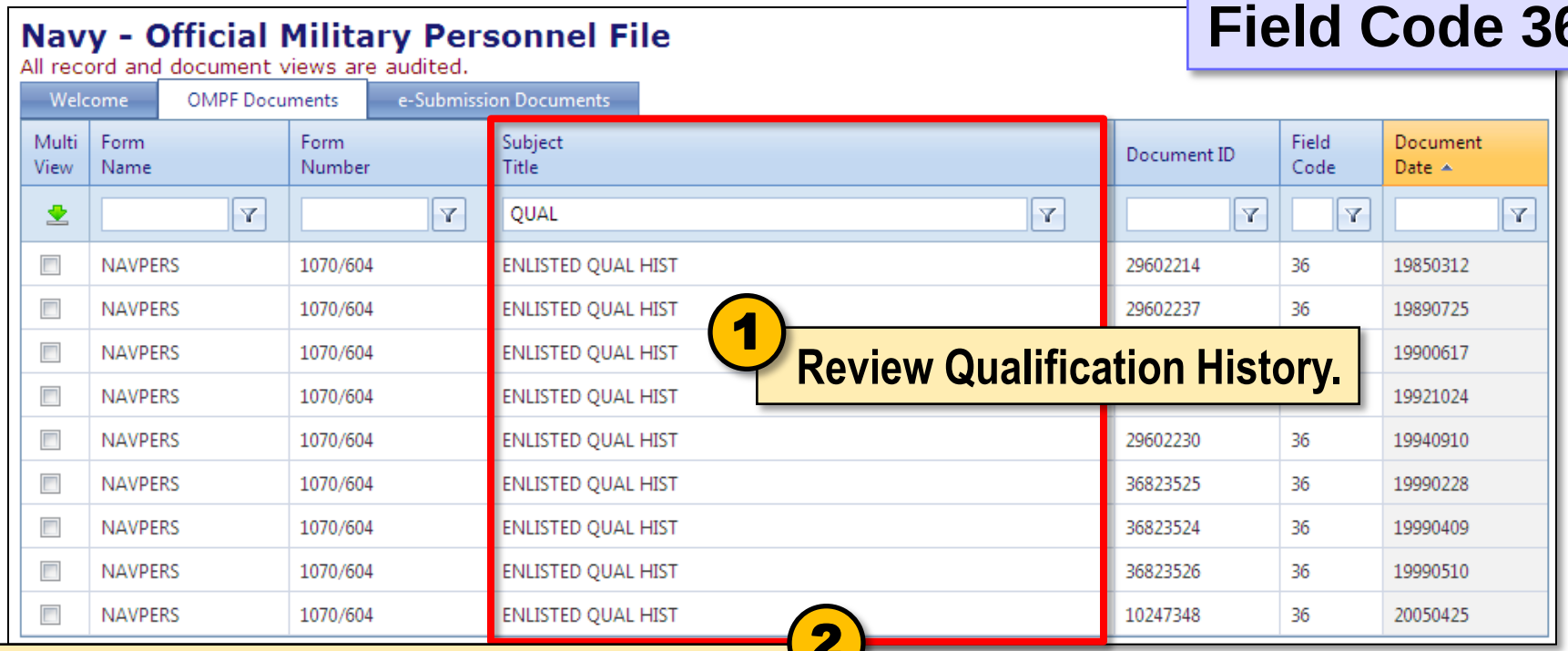
Action: Verify Evaluation Continuity



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



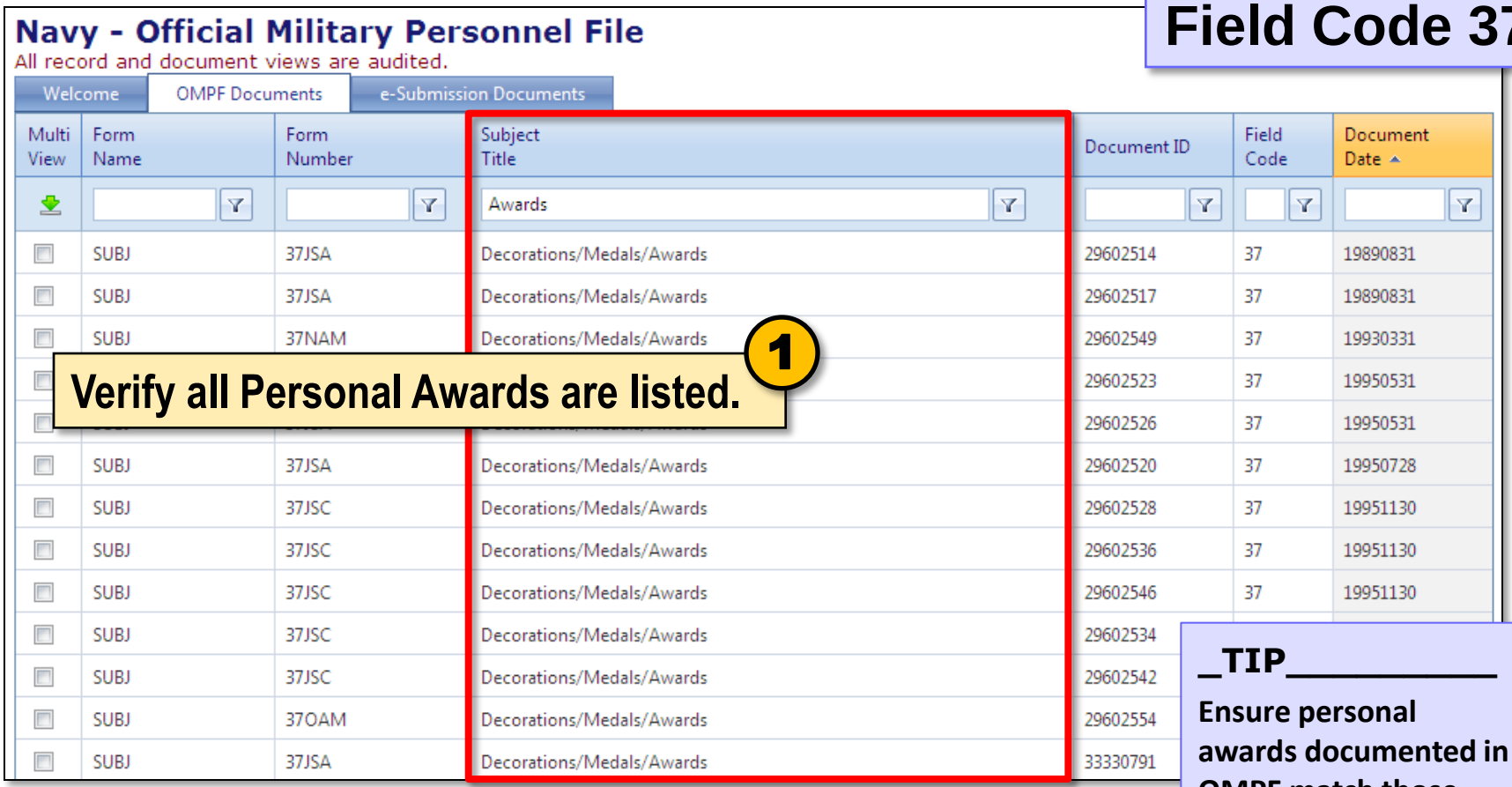
1. **Review Qualification History.**

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
			Awards			
	SUBJ	37JSA	Decorations/Medals/Awards	29602514	37	19890831
	SUBJ	37JSA	Decorations/Medals/Awards	29602517	37	19890831
	SUBJ	37NAM	Decorations/Medals/Awards	29602549	37	19930331
				29602523	37	19950531
				29602526	37	19950531
	SUBJ	37JSA	Decorations/Medals/Awards	29602520	37	19950728
	SUBJ	37JSC	Decorations/Medals/Awards	29602528	37	19951130
	SUBJ	37JSC	Decorations/Medals/Awards	29602536	37	19951130
	SUBJ	37JSC	Decorations/Medals/Awards	29602546	37	19951130
	SUBJ	37JSC	Decorations/Medals/Awards	29602534		
	SUBJ	37JSC	Decorations/Medals/Awards	29602542		
	SUBJ	37OAM	Decorations/Medals/Awards	29602554		
	SUBJ	37JSA	Decorations/Medals/Awards	33330791		

1

Verify all Personal Awards are listed.

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.

_TIP_____

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

U.S. Navy Awards

U.S. Navy Awards

SEARCH THIS SITE

Wednesday April 17, 2013 | HOME | PERSONAL AWARDS | UNIT AWARDS | VETERANS | APPROVAL AUTHORITIES

1 Click PERSONAL AWARDS.

WELCOME NAVY 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.

ATION

Purchase Options

Classifications

ITEMS OF INTEREST

U.N. Medal

- List of U.N. Medals authorized for acceptance and wear by eligibile 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 Afgh

Paragraph 2 of the NAVADMIN details the Campai

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 as
(IED) meet the CAR eligi
CAR is contained in ALM

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

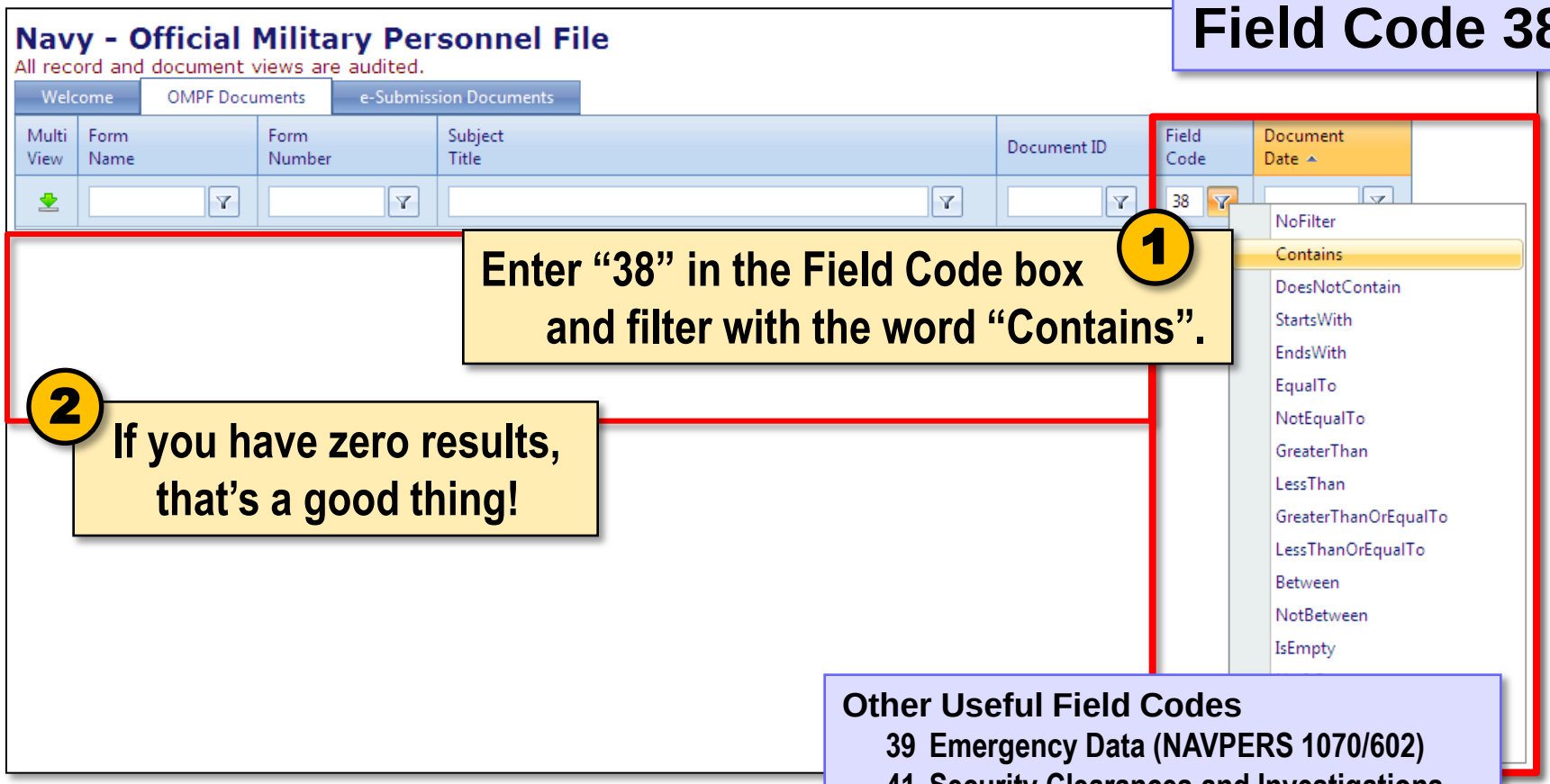
SITE NOTICES

3 View Personal Awards FAQs and Updating Personal Awards.

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)



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

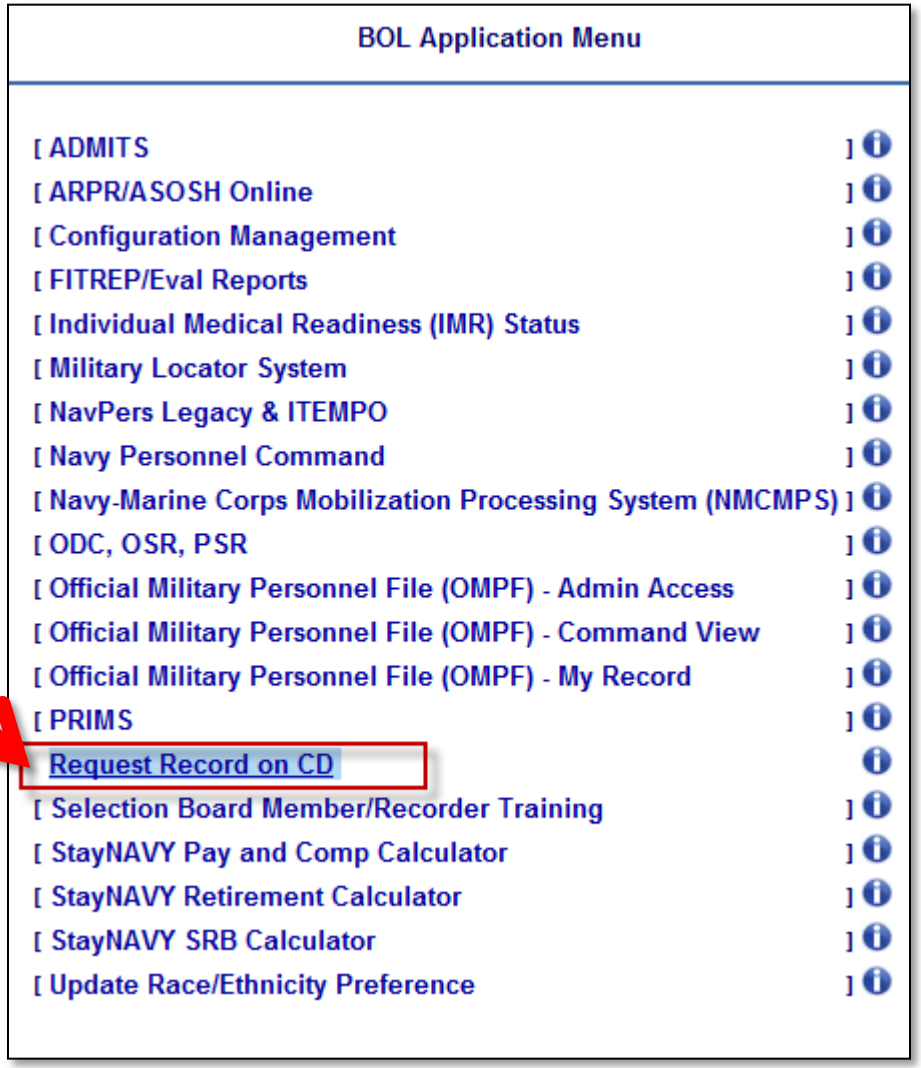
Other Useful Field Codes

- **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.

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).**



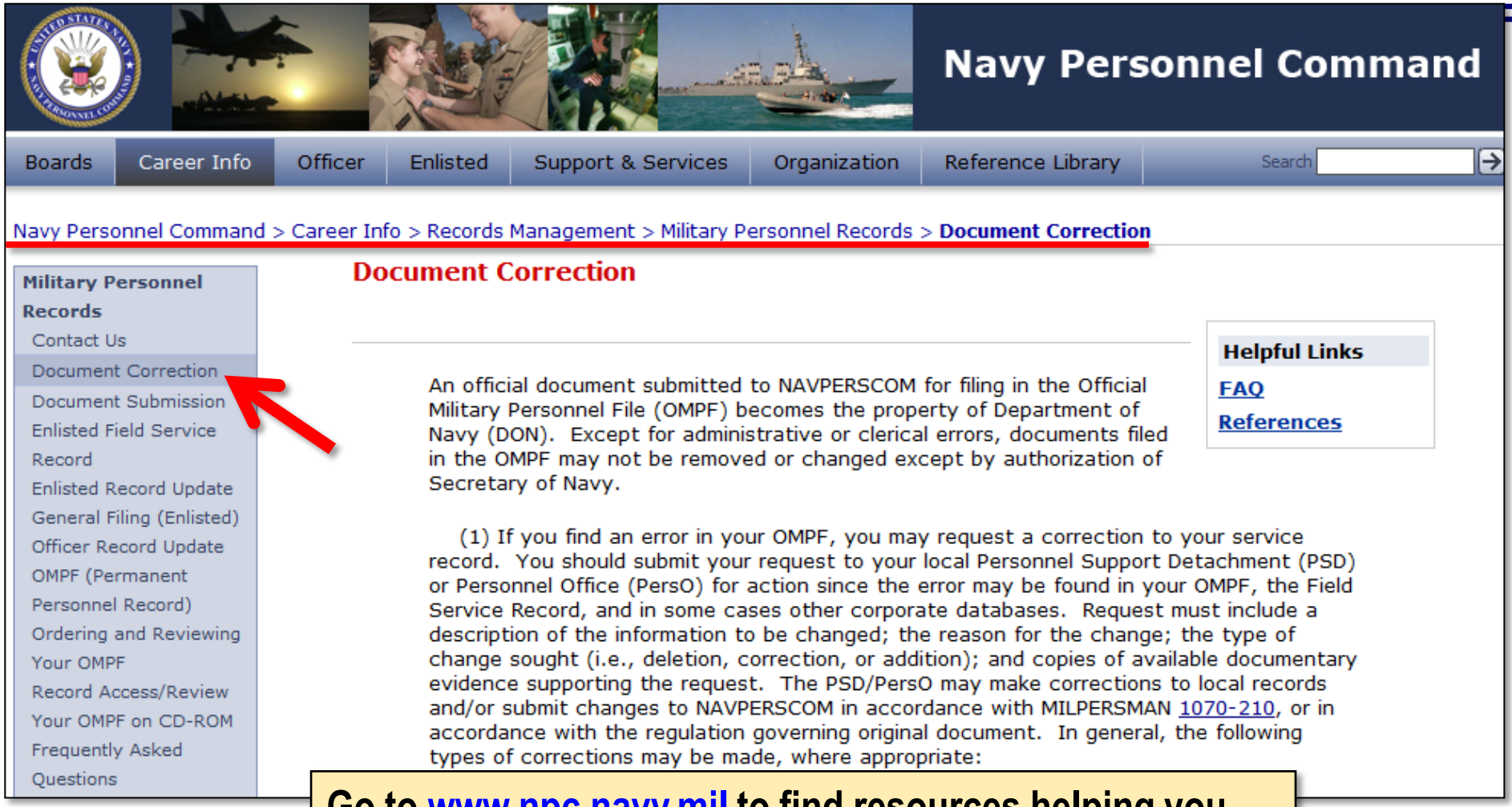
Action: Update or correct your OMPF

- **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



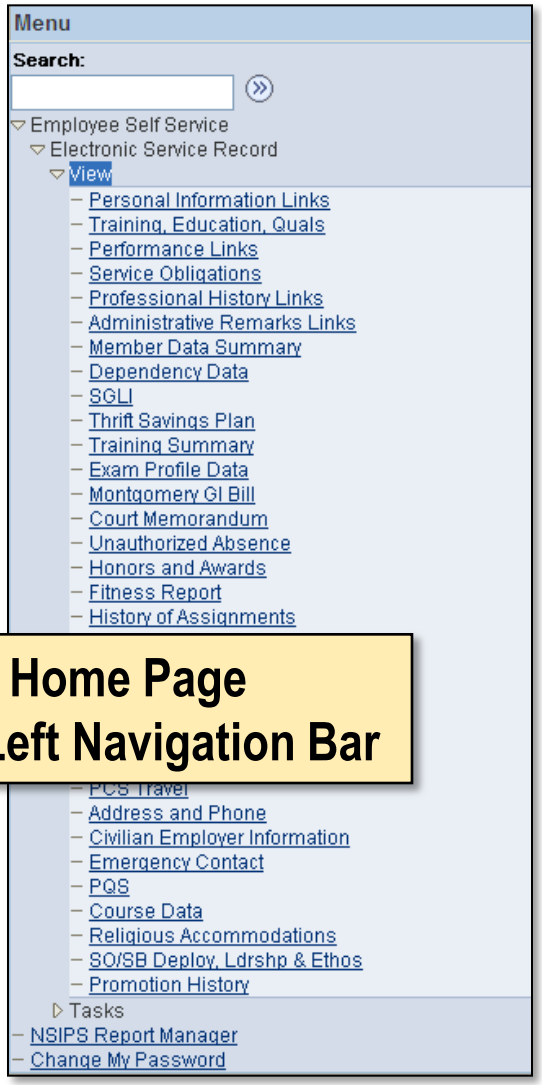
1 Go to www.npc.navy.mil to find resources helping you view and manage the career information displayed in your Navy Personnel Records.

Electronic Service Record (ESR)

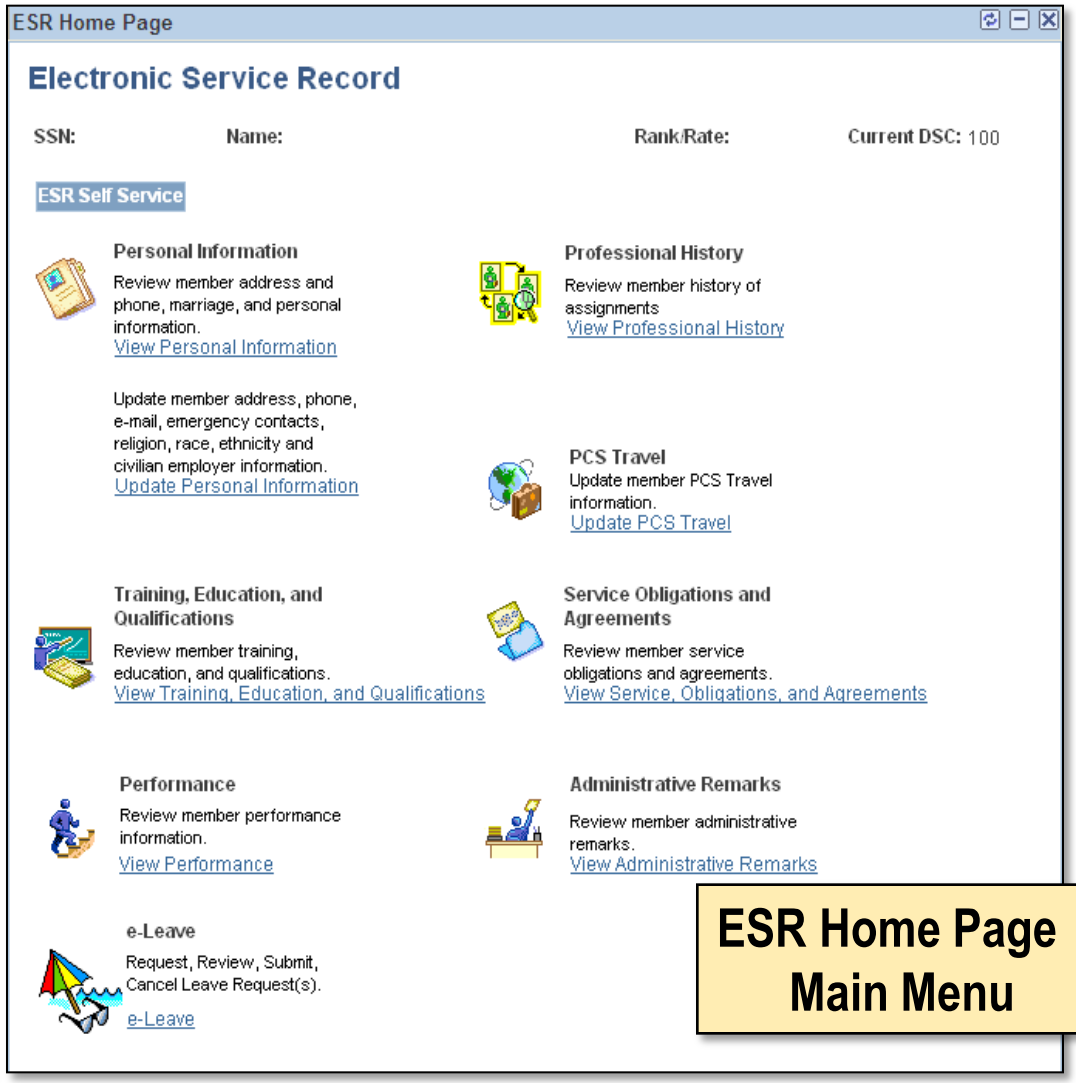
- **ESR contains electronic data representing some, but not all, of the information previously held in the paper Field Service Record.**
  - ESR allows you to view information contained within the Navy Standard Integrated Personnel System (NSIPS).
  - NSIPS contains pay and personnel information entered 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.



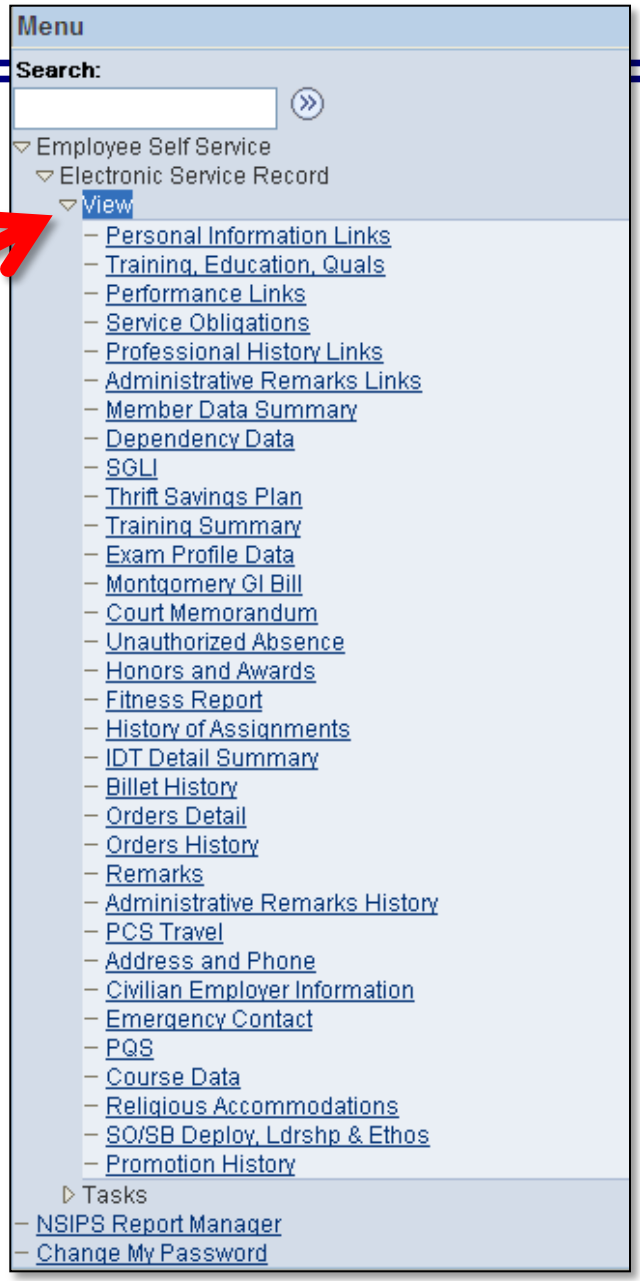
ESR Home Page
Left Navigation Bar



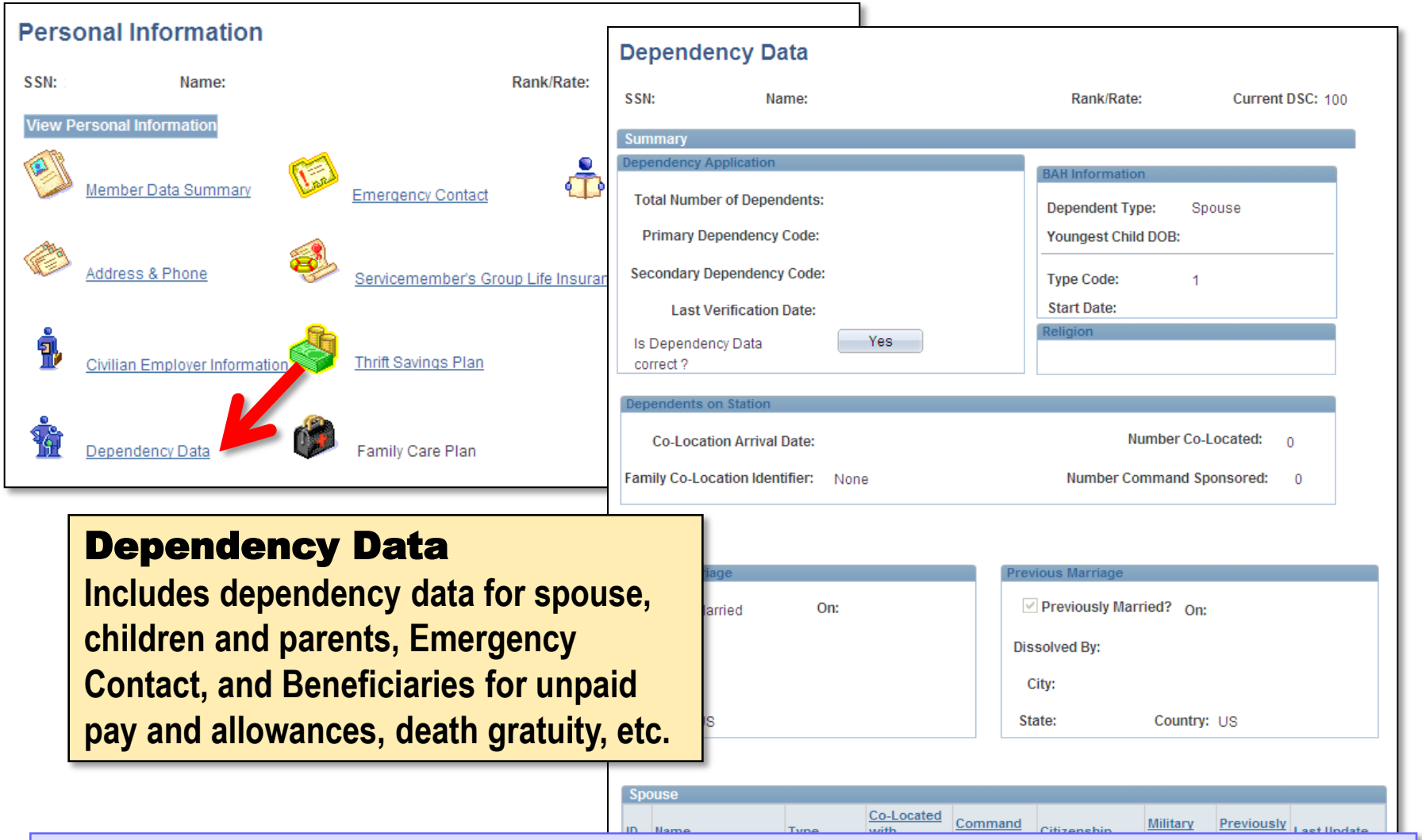
ESR Home Page
Main Menu

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”

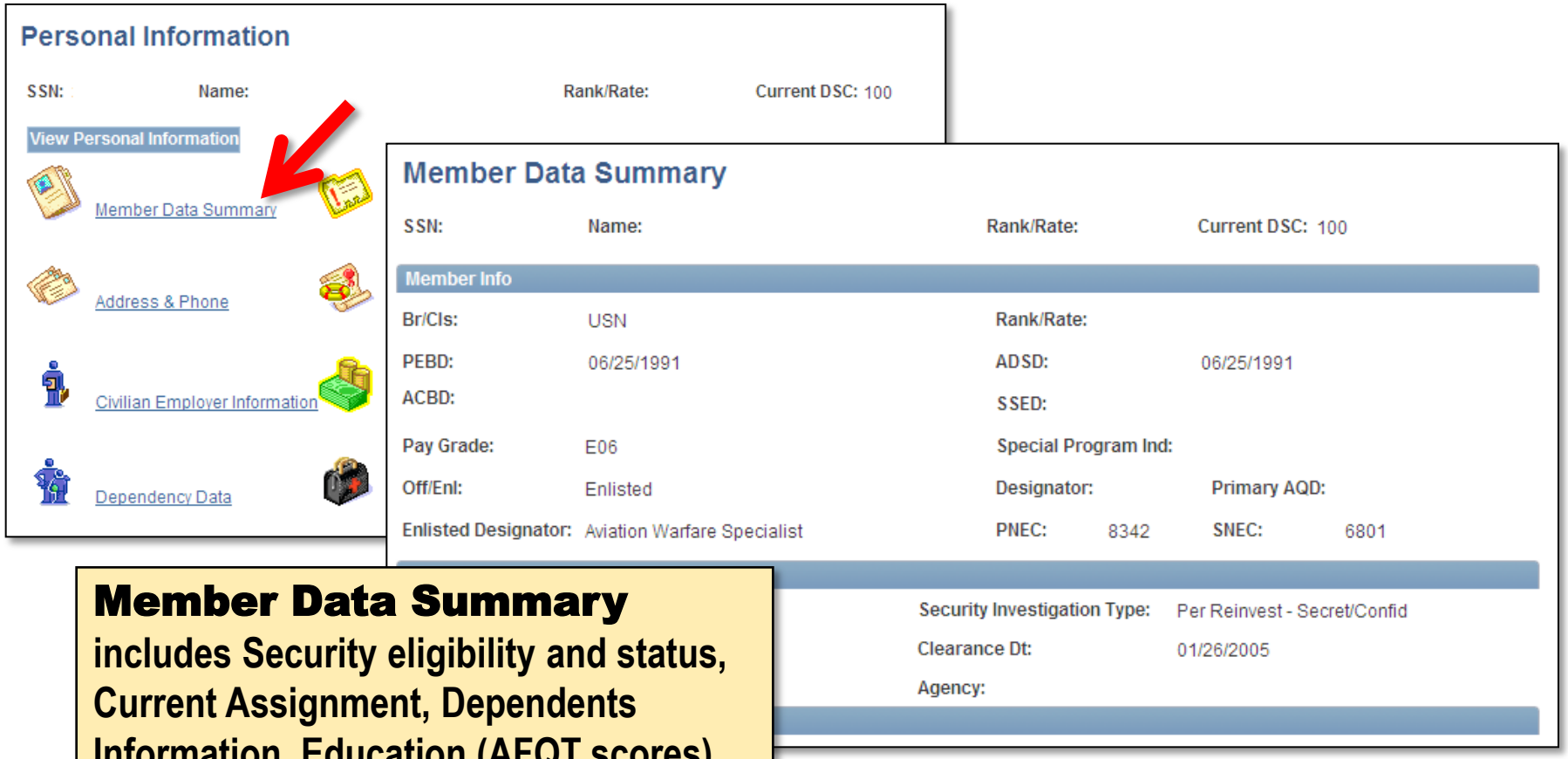


Dependency Data

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

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”



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

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

Navy Service School/Military Training Courses

Customize | Find | View All | First 1-5 of 24 Last

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 MISSLE	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

Customize | Find | View All | First 1-5 of 51 Last

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 LVLI 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

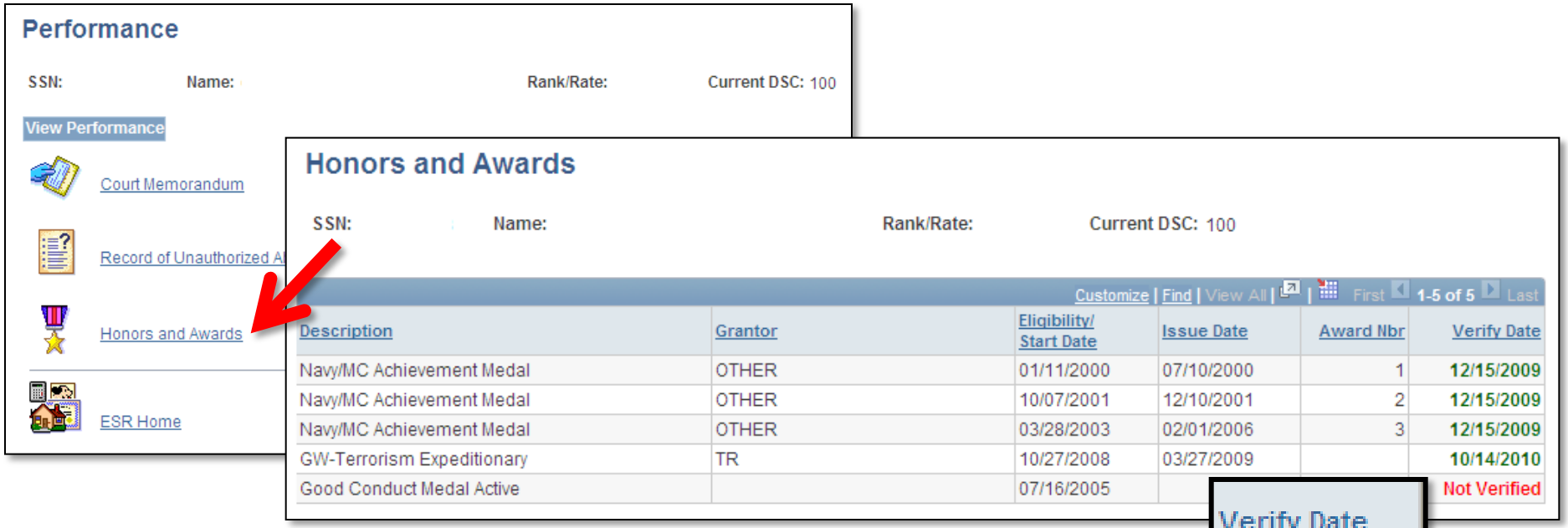
Personnel Qualification Standards (PQS)

Customize | Find | View All | First 1-10 of 10 Last

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

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"

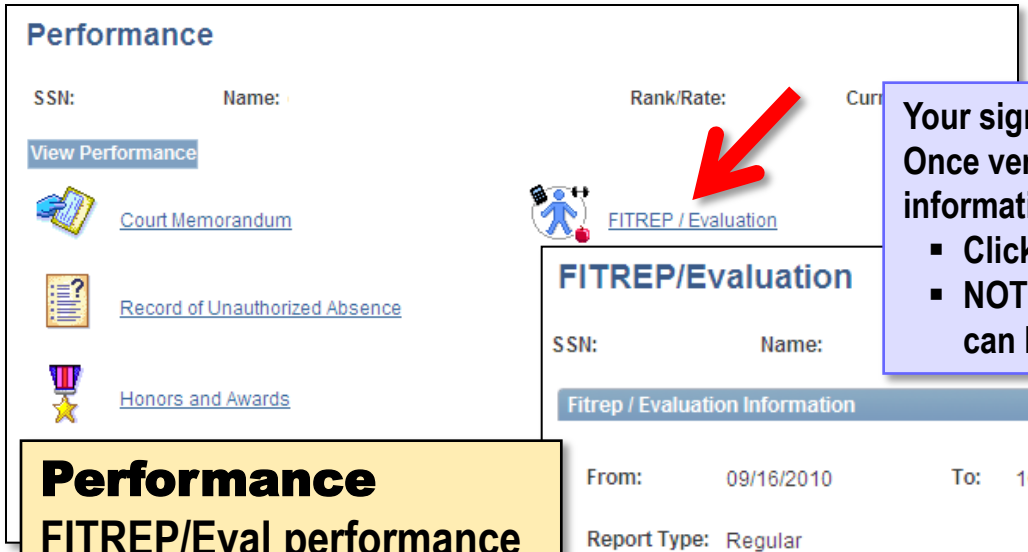


IMPORTANT

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.)

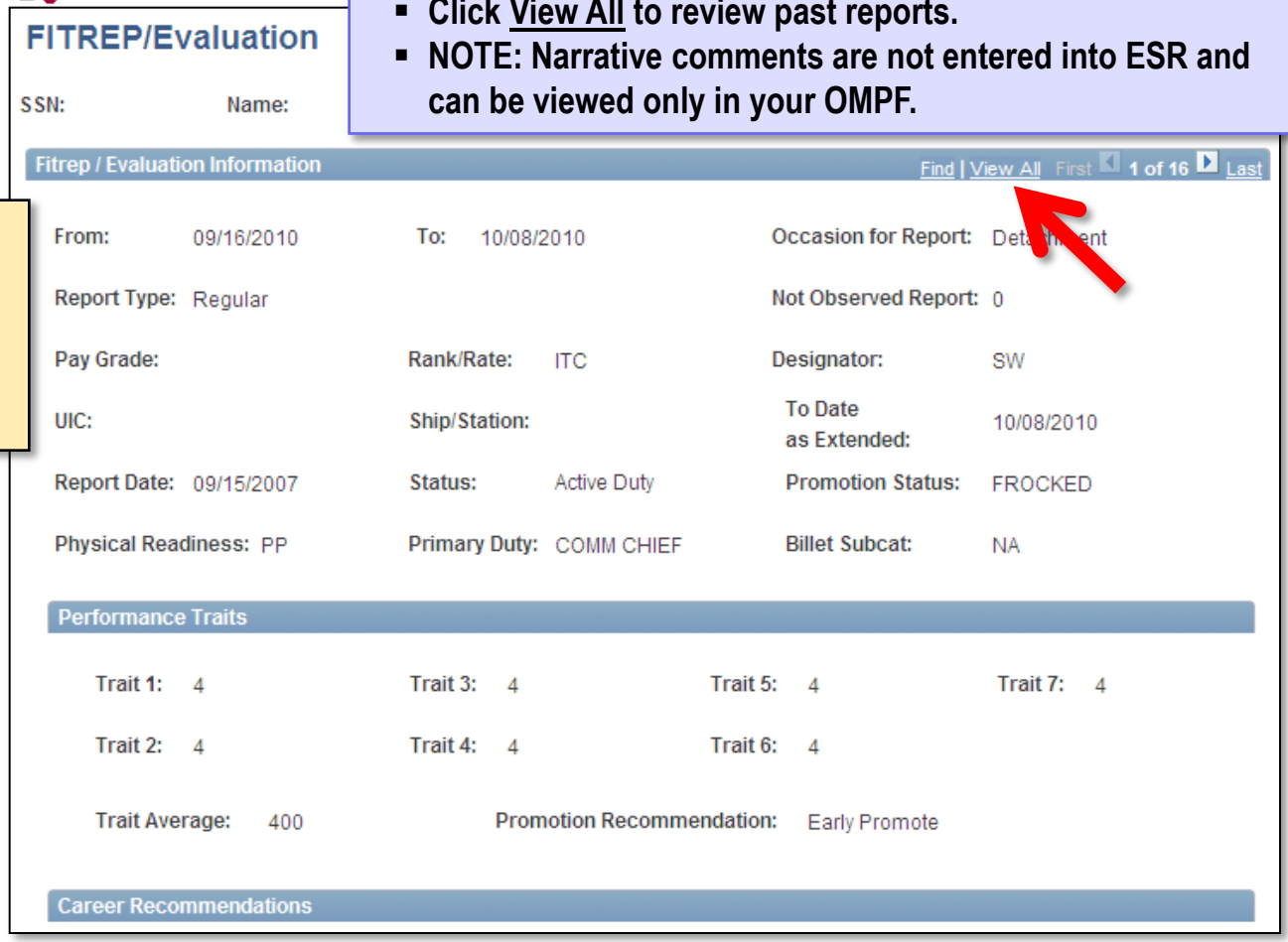
Action: Verify Performance data



Performance
FITREP/Eval performance marks, recommendations, etc.

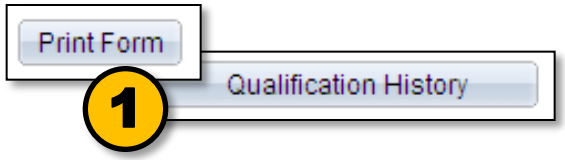
Your signed FITREP/Eval is mailed to NPC by your command. Once verified, it is submitted to OMPF. Additionally, information is extracted and sent to your ESR.

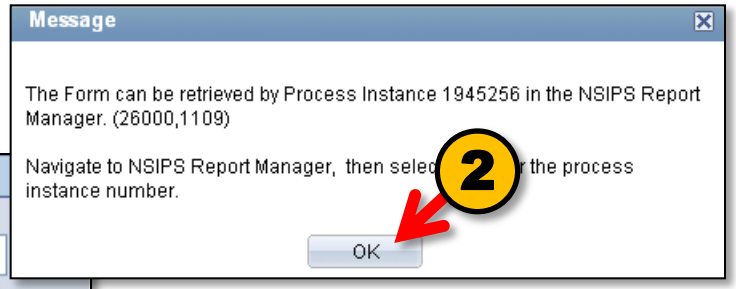
- Click View All to review past reports.
- NOTE: Narrative comments are not entered into ESR and can be viewed only in your OMPF.

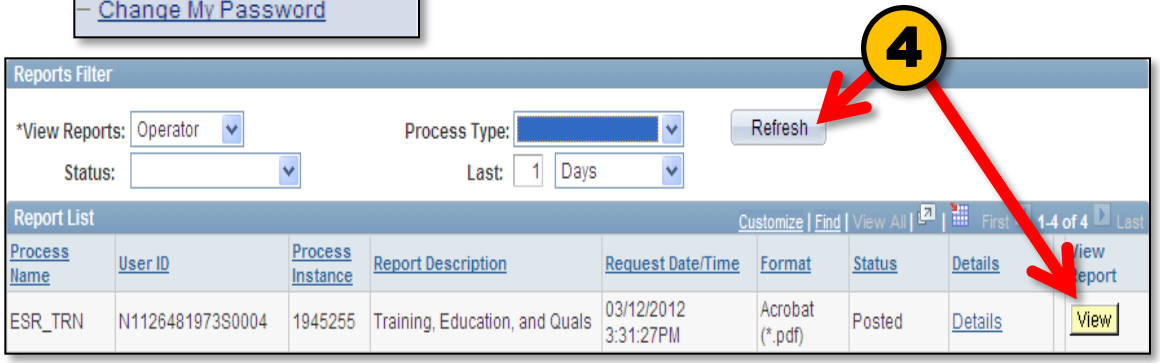


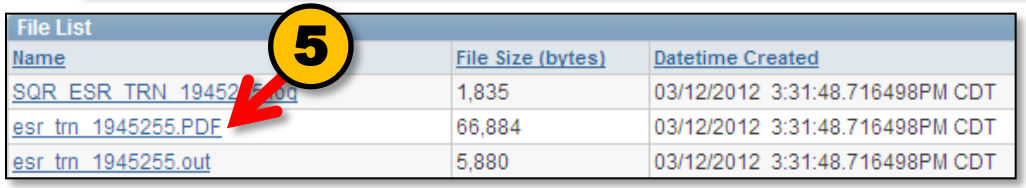
How to print documents from ESR

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.

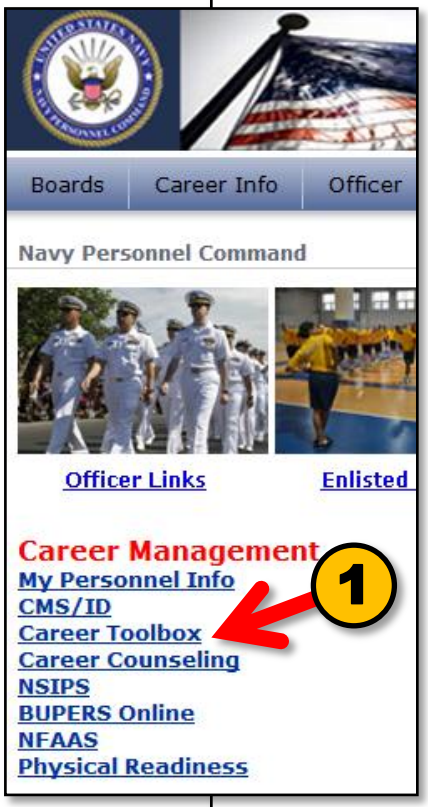








New user aid supports thorough record review



Navy Personnel Command > Career Info > StayNAVY > **Career Toolbox**

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

Career Toolbox

Information Sheet
Sailor Career Toolbox

Get the most from your Navy Career ...

It is important that you be thoroughly familiar with a
Tools. If you do not use them you will miss the oppor
provided for you.

Get started by downloading the ***Sailor Career Toolb***
information sheet (click hyperlink on the right) and u
accounts. Links provided below take you to the onlin
your Career Toolbox.

**CAC and CAC-enabled computer is required for acc
tools.**

*Please send feedback and recommendations for improv
its contents to elizabeth.mcgrath@navy.mil.*

Use your Navy Career Tools to perform the fol

Validate Personnel 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
- **U.S. Navy Awards**
  (also known as NDAWS)
- **Performance Summary Record (PSR)**
  - access via BUPERS Online
- **Physical Readiness Information Management System (PRIMS)**
  - access via BUPERS Online
- **Electronic Training Jacket (ETJ)**
  - access via Navy Knowledge Online
- **Sailor/Marine American Council on Education Registry Transcript (SMART)**

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.

2

- "How to Review Your OMPF and ESR" - an illustrated guide (updated 17 APR 2013)
- Plain Talk - How to conduct an Enlisted Personnel Records Review (updated 25 MAY 2012)
- Personnel Records Review - inventory your OMPF and ESR for completeness and accuracy

- Go to 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
Member Data Summary (becomes NAVPERS 1070/886 when printed and submitted to OMPF) On the left navigation bar, go to Electronic Service Record > View > Member Data Summary.	Member Information	☐ YES ☐ NO	• Verify that "Enlisted Designator" entry matches "Warfare Qualification History" entry further down the page. • Verify that "NEC History" is correct (NECs can determine whether or not you obtain a desired job in CMS-ID).
	Security (clearance eligibility and status)	☐ YES ☐ NO	
	Current Assignment	☐ YES ☐ NO	
	Personal Information	☐ YES ☐ NO	
	Dependents Information	☐ YES ☐ NO	
	Education (specifically, current AFQT scores)	☐ YES ☐ NO	
	NEC History * *Multiple entries possible.*	☐ YES ☐ NO	• 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).
	Warfare Qualification History * *Multiple entries possible.*	☐ YES ☐ NO	• 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.
	Promotion History * *Multiple entries possible.*	☐ YES ☐ NO	

Process compares similar information in two systems

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

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
Field Code 36 Training and Education Documents in this Field Code are provided for Selection Board review.	Enlisted Qualifications History ("Page 4") **Form disestablished in 2010 and replaced by NAVPERS 1070/881.* **Multiple documents possible.*	NAVPERS 1070/604	☐ YES ☐ NO	Additional documents may include: • Individual citations for training, qualifications • College transcript and diploma • Completion certificates for courses not documented on NAVPERS 1070/604, NAVPERS 1070/881, or NAVPERS 1070/886 • Language Proficiency (SUBJ 36LAB) • Marksmanship (SUBJ 36OAM)
	Training, Education and Qualification History ** Form printed from ESR following reenlistment.* ** Multiple documents possible.*	NAVPERS 1070/881	☐ YES ☐ NO	
	Member Data Summary ** Form printed from ESR following reenlistment.* ** Multiple documents possible.*	NAVPERS 1070/886	☐ YES ☐ 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

If you elect to email your "package" for Selection Board Review –
DO NOT include PII in the 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 routinely 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).
- **You must protect your personnel information at all times.**

This is a product of the OPNAV N15 Fleet Introduction Team with support from BUPERS-803 and PERS-313. Please address comments and feedback to Ms Elizabeth McGrath, elizabeth.mcgrath@navy.mil.