

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

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

1. Official Military Personnel File (OMPF)
2. Electronic Service Record (ESR)



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

Field Service Record

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

Multi View	Form Name	Form Number	Subject Title	DocumentID
<input type="checkbox"/>	NAVPER8	1616/26	EVAL REP AND COUNSELING RECORD (E1-E6)	23295723
<input type="checkbox"/>	DD	1966	MIL PROC RCD	29602122
<input type="checkbox"/>	DD	4	ENL REENL DOC	29602133
<input type="checkbox"/>	DD	93	EMERG DATA RCD	29602135
<input type="checkbox"/>	NAVPER8	1070/601	IMMED REENL CONTR	29602140
<input type="checkbox"/>	NAVPER8	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](#)

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

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

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](#)

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.**

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"/>		1070/2	FITREP AND COUNSELING RECORD (E7-06)	44459664	35	20000821
<input type="checkbox"/>		1070/2	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

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

1

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

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

2



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.

Selection Boards

Board ID	Name	Convene Date

Missing Periods

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="checkbox"/>			Awards			
<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 HISTORY
[Personal Awards Query](#)
Click to launch the Personal Awards History Query

2 Run Personal Awards Query to view and verify 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
[Purchase Options](#)
[Classifications](#)

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 for the ACM and ICM.

3 View Personal Awards FAQs and Updating Personal Awards.

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 eligibility criteria is contained in [ALM 1650.1H](#).

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

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="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	38	<input type="text"/>

Field Code dropdown menu options:
NoFilter
Contains
DoesNotContain
StartsWith
EndsWith
EqualTo
NotEqualTo
GreaterThan
LessThan
GreaterThanOrEqualTo
LessThanOrEqualTo
Between
NotBetween
IsEmpty

Field Code 38

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

1

2

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

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.

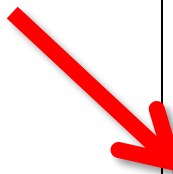
IMPORTANT: Take immediate action to remove Adverse Information filed in your record by mistake!



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 is: 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 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.

Menu

Search:

- 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](#)
 - [History of Assignments](#)

- [PCS Travel](#)
- [Address and Phone](#)
- [Civilian Employer Information](#)
- [Emergency Contact](#)
- [PQS](#)
- [Course Data](#)
- [Religious Accommodations](#)
- [SO/SB Deploy, Ldrshp & Ethos](#)
- [Promotion History](#)

Tasks

- [NSIPS Report Manager](#)
- [Change My Password](#)

**ESR Home Page
Left Navigation Bar**

ESR Home Page

Electronic Service Record

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

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](#)
- Update member address, phone, e-mail, emergency contacts, religion, race, ethnicity and civilian employer information.
[Update Personal Information](#)
- 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](#)
- e-Leave**
Request, Review, Submit, Cancel Leave Request(s).
[e-Leave](#)

**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.

The screenshot shows a web application menu titled "Menu". At the top is a search bar with a magnifying glass icon. Below the search bar, the menu is organized into a tree structure:

- Employee Self Service
 - Electronic Service Record
 - View** (highlighted with a red arrow)
 - 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
 - History of Assignments
 - IDT Detail Summary
 - Billet History
 - Orders Detail
 - Orders History
 - Remarks
 - Administrative Remarks History
 - PCS Travel
 - Address and Phone
 - Civilian Employer Information
 - Emergency Contact
 - PQS
 - Course Data
 - Religious Accommodations
 - SO/SB Deploy, Ldrshp & Ethos
 - Promotion History

At the bottom of the menu, there is a "Tasks" section with the following items:

- NSIPS Report Manager
- Change My Password



Action: Verify "Dependency Data"

Personal Information

SSN: Name: Rank/Rate:

[View Personal Information](#)

[Member Data Summary](#) [Emergency Contact](#)

[Address & Phone](#) [Servicemember's Group Life Insurance](#)

[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.

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

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

[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/Cls:	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

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

[View Training, Education, and Qualifications](#)

[Training Summary](#) [Personnel Qualifications](#)

[Montgomery GI Bill](#) [Course Data](#)

[Exam Profile Data](#) [Education Data](#)

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							
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

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

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

[View Performance](#)

- [Court Memorandum](#)
- [Record of Unauthorized Activity](#)
- [Honors and Awards](#)
- [ESR Home](#)

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 Performance data

Performance

SSN: Name: Rank/Rate: Cur

[View Performance](#)



[Court Memorandum](#)



[Record of Unauthorized Absence](#)



[Honors and Awards](#)



[FITREP / Evaluation](#)

FITREP/Evaluation

SSN: Name:

Fitrep / Evaluation Information

[Find](#) | [View All](#) | First 1 of 16 Last

From: 09/16/2010	To: 10/08/2010	Occasion for Report: Detachment
Report Type: Regular		Not Observed Report: 0
Pay Grade:	Rank/Rate: ITC	Designator: SW
UIC:	Ship/Station:	To Date as Extended: 10/08/2010
Report Date: 09/15/2007	Status: Active Duty	Promotion Status: FROCKED
Physical Readiness: PP	Primary Duty: COMM CHIEF	Billet Subcat: NA

Performance Traits

Trait 1: 4	Trait 3: 4	Trait 5: 4	Trait 7: 4
Trait 2: 4	Trait 4: 4	Trait 6: 4	
Trait Average: 400	Promotion Recommendation: Early Promote		

Career Recommendations

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.

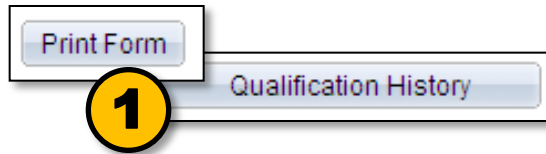
- Click View All to review past reports.
- NOTE: Narrative comments are not entered into ESR and can be viewed only in your OMPF.

Performance
FITREP/Eval performance marks, recommendations, etc.

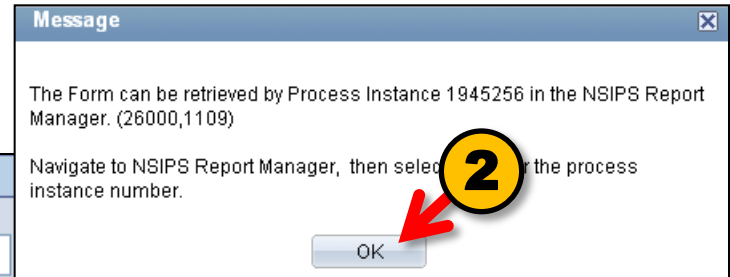


How to print documents from ESR

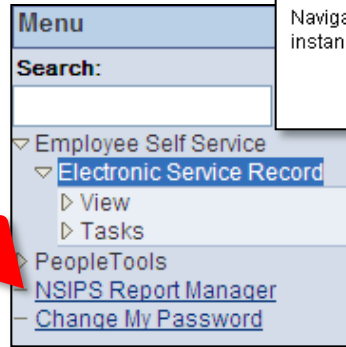
1. At the bottom of ESR pages, look for and click on buttons provided.



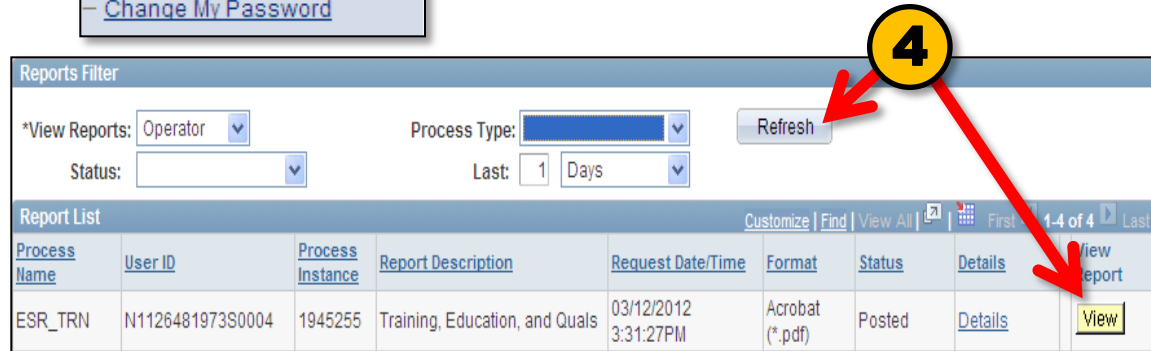
2. When pop-up message opens, click "OK".



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.

Name	File Size (bytes)	Datetime Created
SQR_ESR_TRN_1945255.pdf	1,835	03/12/2012 3:31:48.716498PM CDT
esr_trn_1945255.PDF	66,884	03/12/2012 3:31:48.716498PM CDT
esr_trn_1945255.out	5,880	03/12/2012 3:31:48.716498PM CDT



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

Get the most from your Navy Career ...

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

Get started by downloading the *Sailor Career Toolbox* information sheet (click hyperlink on the right) and use your accounts. Links provided below take you to the online version of your Career Toolbox.

CAC and CAC-enabled computer is required for access to these tools.

Please send feedback and recommendations for improving this page's contents to elizabeth.mcgrath@navy.mil.

Use your Navy Career Tools to perform the following tasks:

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.

Information Sheet

[Sailor Career Toolbox](#)

- 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.

Boards Career Info Officer

Navy Personnel Command

[Officer Links](#) [Enlisted](#)

Career Management


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



- ["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





Detailed steps ensure a comprehensive review

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
<p>Member Data Summary (becomes NAVPERS 1070/886 when printed and submitted to OMPF)</p> <p>On the left navigation bar, go to Electronic Service Record > View > Member Data Summary.</p> 	Member Information	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> 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)	<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"> 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 <i>* Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> 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 <i>* Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> 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 <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
Field Code 36 Training and Education 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	<div style="border: 2px solid red; padding: 5px;"> Additional documents may include: <ul style="list-style-type: none"> • 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) </div>
	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

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 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).
- **You must protect your personnel information at all times.**