

## MILPERSMAN 1070-080

### ENLISTED OFFICIAL MILITARY PERSONNEL FILE (OMPF)

<b>Responsible Office</b>	NAVPERSCOM (PERS-313)	Phone:	DSN COM FAX	882-3407 (901) 874-3407 882-2664/2743
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<b>References</b>	(a) DoD Instruction 1336.08 of 13 November 2009 (b) BUPERSINST 1070.27C (c) COMNAVPERSCOM Manual 5000-1, article 1070-030
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1. **Policy**. The enlisted official military personnel file (OMPF) is maintained per references (a) and (b), and contains documents which reflect on the character, performance, professional qualifications, and fitness of the member. For members who are serving or have served in a dual officer - enlisted status; the enlisted OMPF may contain both enlisted and officer documents as deemed necessary by Commander, Navy Personnel Command (COMNAVPERSCOM). The OMPF is maintained in the Electronic Military Personnel Records System (EMPRS) at Navy Personnel Command (NAVPERSCOM).

2. **Record Categories**. Documents filed in the enlisted OMPF are placed in 1 of 18 categories based on the type of information in the document. Each category is assigned a unique field code which allows us to group or control access to documents by type. The following outlines the categories of documents filed in the enlisted OMPF.

Field Codes	Categories
30	Procurement - contracts, enlistment, and reenlistment documents (e.g., service agreements and statements of understanding).
31	Classification and Assignment - history of assignments (miscellaneous correspondence on classification and assignment).

32	Administrative Remarks (entries required for permanent retention).
33	Separation and Retirement (e.g., DD-214 Certificate of Release or Discharge from Active Duty, DD-215 Correction to DD-214 Certificate of Release or Discharge from Active Duty, statements of service, separation orders, reserve retirement point credit reports, Reserve Component survivor benefit plan election, casualty reports, miscellaneous separation, and retirement correspondence).
34	Miscellaneous Professional Service History - (e.g., DD-1966 Record of Military Processing - Armed Forces of the United States, OPNAV 5350/1 Drug and Alcohol Abuse Statement of Understanding, key employee determination, miscellaneous correspondence concerning professional service history).
35	Enlisted Performance Documents - performance evaluations (e.g., fitness reports, Service member rebuttal, letters of explanation, performance evaluation correspondence).
36	Training and Education (e.g., NAVPERS 1070/604 Enlisted Qualifications History, NAVPERS 1070/881 Training, Education, and Qualification History, language proficiency test, college transcript and diploma, completion certificates for courses not documented on NAVPERS 1070/604 or NAVPERS 1070/881).
37	Decorations, Medals, and Awards - personal award citations (e.g., NAVPERS 1070/880 Awards History, entitlement letters, weapon qualification letters).
38	Adverse Information (e.g., unauthorized absence, in hands of civil authorities, court memorandum, punitive letters, drug and alcohol abuse report, civil conviction/probation report, and adverse case files).
39	Emergency Data/Beneficiary Slips (e.g., Servicemembers' Group Life Insurance documents).
40	Record Changes.
41	Security clearances, termination statement, revocations, and classified information nondisclosure agreement.
42	Security Miscellaneous.
43	Medical Documents (e.g., entry and separation medical examinations, medical history reports, medical board bindings, physical evaluation board hearing, and limited duty assignments).
44	Record request, disclosures, out of service inquiries, and responses.
45	Personal Information (e.g., thrift savings plan election and USN illicit behavior screening).
91	Sexual offense accountability documents.
99	Miscellaneous and temporary information.

3. **Updating the OMPF**

a. Personnel offices and or personnel support activity detachments must prepare and forward documents to update the enlisted OMPF as required by the document's governing directive and in compliance with reference (b).

b. Unless otherwise provided in a document's governing directive or the MILPERSMAN, submit documents on a daily basis or as soon as possible thereafter using the e-Submission application in BUPERS Online. For documents that cannot be submitted via the e-Submission application or if the e-Submission application is not available for an extended period, documents may be mailed per reference (b). Do not include letters of transmittal or explanation.

c. For dual-status members, officer documents submitted to NAVPERSCOM, per MILPERSMAN 1611-010 or 1611-020, must be filed in the enlisted OMPF if directed by COMNAVPERSCOM. These documents must be finish filed to the OMPF by the NAVPERSCOM office of primary responsibility (OPR). To ensure the documents are entered into the appropriate field code the OPR must stamp the documents "Finish File," per reference (c), and annotated "in officer OMPF" or "in enlisted OMPF."

d. Documents should only contain personal information pertaining to the Service member of record. Unless required by the document's governing directive, or otherwise considered essential by the OPR, third-party personal information (most often social security numbers (SSN), home addresses, phone numbers, and dates and places of birth) must be redacted (blacked-out) from documents before forwarding to NAVPERSCOM.

e. Do not submit "nice to have" or "nonessential supporting documentation." Documents submitted, which do not meet retention guidelines of reference (b), will be destroyed.

4. **Record Corrections and or Changes**

a. An official document submitted to NAVPERSCOM for filing in the OMPF becomes the property of the 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 the Secretary of the Navy.

b. Submit OMPF change requests directly to NAVPERSCOM, Records Management Policy Branch (PERS-313) if the request meets one of the following scenarios:

(1) The document was filed erroneously (i.e., a document is filed in the wrong record, the document was not signed, or a regulation precludes the document from being filed in the OMPF).

(2) The correction is mandated by regulation.

(3) It is apparent on its face of the document that a clerical error was made (e.g., member received authority to reenlist for 6 years, the reenlistment contract indicates 6 years, but dates provided indicate only a 5-year reenlistment).

(4) If a document found in the OMPF is not legible, it may be replaced by attaching a clean readable document to the OMPF change request (this document must be an exact duplicate of the document that it will replace).

c. OMPF change request submitted to NAVPERSCOM (PERS-313) must contain the following information:

(1) Last name, first name, and SSN of the Sailor's record to be corrected;

(2) Document to be corrected (to include the digital document identification number for the specific document(s) in question (obtained through OMPF Command View));

(3) Detailed summary of the requested correction; and

(4) Justification for the correction and copies of available documentary evidence that supports the request.

**Note:** The burden of proof rests with the submitter. The request must demonstrate the existence of specific evidence establishing the "factual" or "historical inaccuracy;" general allegations of error are inadequate.

d. When a document is corrected in the OMPF, corresponding data must be corrected in the Navy Standard Integrated Personnel System (NSIPS) and or electronic service record (if applicable). NAVPERSCOM (PERS-313) will coordinate this corrective action

between NSIPS helpdesk and the initiating command submitting the request.

e. Other requests for correction or removal of documents must be submitted to the Board for Correction of Naval Records per MILPERSMAN 1000-150.

f. A document may be amended or supplemented by correspondence forwarded via official channels.

5. **Record Review/Access**

a. Access to the record is normally limited to

- (1) the member concerned;
- (2) an agent or representative authorized in writing by the member;
- (3) Chief of Naval Personnel (CHNAVPERS);
- (4) NAVPERSCOM;
- (5) personnel who are required to review military service records in the performance of their official duties;
- (6) duly convened boards of DON;
- (7) courts-martial; and or
- (8) as directed by a court order signed by a judge.

b. The detailing function is strictly the responsibility of NAVPERSCOM. Offices or activities must not review records of those members nominated for assignments or in connection with the detailing process, unless specifically approved by CHNAVPERS, NAVPERSCOM, or the Assistant Commander NAVPERSCOM, Career Management Department (PERS-4).

6. **Documents for Selection Board Review.** Documents in field codes 30 through 38 are provided to selection boards.