ELECTRONIC SERVICE RECORD (ESR) DESK GUIDE

11 December 2006

NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3100

Table of Contents

Record of Changes

Change Number	Date	Entered By	Reason for Change
1	11/15/06	PERS-351	Clarification

1. **INTRODUCTION**

   1.1. **Background**. The Electronic Service Record (ESR) was designed to eventually replace the paper-based Field Service Record maintained by the servicing Personnel Office (PERSO), Personnel Support Detachment (PERSUPP DET), or Navy Reserve Activity (NRA). The ESR is a more efficient way of updating and maintaining personnel records, but moving to an electronic records management process requires a change in the way we look at, and think about personnel records, and like any new process, it will take some time to get used to. This initial implementation of ESR is a major step forward in our effort to automate service record maintenance; however the actual elimination of the Field Service Record Jacket is not possible yet because ESR resides on the WEB version of Navy Standard Integrated Personnel System (WEB NSIPS), and all activities have not been migrated to Web NSIPS. Navy-wide usage of ESR is essential for the complete conversion to electronic record maintenance.

   1.2. **General**. There is an ESR for both officer and enlisted members. This gives the PERSO/PERSUPP DET/NRA and customer commands the ability to view ESR data on all members assigned to their unit identification codes (UICs), and gives the individual service member the ability to view their own ESR data. This does not mean that the same information is displayed in the officer ESR that is displayed in the enlisted ESR, and just because a link is displayed in an ESR functional area does not mean that a specific type of transaction can be made on both officer and enlisted members. The ESR is event driven, and individual governing regulations determine the manner in which an event is reported. You must refer to the specific function contained herein, and/or regulations governing the event for specific guidance. As an example, you will find no court memorandum in an officer ESR because there are different methods used for reporting officer performance than we use for reporting enlisted performance.

   1.3. **Overview of Changes**. For the immediate future, there will be Navy service record holders with and without access to Web NSIPS. To ensure the record keeping process remains in sync, workflow changes and workarounds are required to bridge the gap between activities that are using Web NSIPS, and those that are not. This document provides interim guidance for the use of ESR, maintenance of the Field Service Record, and distribution of permanent documents. Procedures contained herein that differ from those contained in the Military Personnel Manual (MILPERSMAN) will be documented in future revisions of the MILPERSMAN.

      1.3.1. **Field Service Record**. Until commanding officers, personnel offices (PERSO), personnel support detachments (PERSUPP DET), and Navy Reserve Activities (NRA)

have access to Web NSIPS and to the historical service record maintained in the Electronic Military Personnel Records System (EMPRS), there will continue to be a requirement to keep and file copies of documents in the Field Service Record.

       1.3.2. **Official Military Personnel File (OMPF).** Until an NSIPS-to-EMPRS interface is developed to electronically push permanent data and documents to the OMPF, there will continue to be a requirement to mail documents to NAVPERSCOM (PERS-312C1) to be filed in the OMPF.

       1.3.3. **Document Distribution**. The following is an overview of document distribution requirements for the immediate future. Detailed information is contained under each documents heading within this guide.

       1.3.3.1. **NAVPERS 1070/601, Immediate Reenlistment Contract**. No change to current process. Print, sign and distribute when the document is created; file a copy of the signed document in the Field Service Record Jacket.

       1.3.3.2. **NAVPERS 1070/621, Agreement to Extend Enlistment**. No change to current process. Print, sign and distribute when the document is created; file a copy of the signed document in the Field Service Record.

       1.3.3.3. **NAVPERS 1070/622, Agreement to Recall or Extend Active Duty**. No change to current process. Print, sign and distribute when the document is created; file a copy of the signed document in the Field Service Record Jacket.

       1.3.3.4. **NAVPERS 1070/602, Dependency Application/Record of Emergency Data**. No change to current process. Print, sign and distribute when the document is created; file a copy of the signed document in the Field Service Record.

       1.3.3.5. **NAVPERS 1070/606, Record of Unauthorized Absence**. No change to current process. Print, sign and distribute when the document is created; file a copy of the signed document in the Field Service Record.

       1.3.3.6. **NAVPERS 1070/607, Court Memorandum**. No change to current process. Print, sign and distribute when the document is created; file a copy of the signed document in the Field Service Record Jacket.

       1.3.3.7. **SGLV 8286, Service member's Group Life Insurance**. No change to current process. Print, sign and distribute when the document is created; file a copy of the signed document in the Field Service Record Jacket.

1.3.3.8. **DD Form 2384-1, Notice of Basic Eligibility.** No change to current process. Print, sign and distribute when the document is created; file a copy of the signed document in the Field Service Record.

1.3.3.9. **NAVPERS 1070/613, Administrative Remarks**. Refer to distribution instructions contained under the documents heading.

1.3.3.10. **NAVPERS 1070/605, History of Assignments**. Refer to distribution instructions contained under the documents heading.

1.3.3.11. **NAVPERS 1070/880, Awards Record**. Refer to distribution instructions contained under the documents heading.

1.3.3.12. **NAVPERS 1070/881, Training, Education and Qualification History**. Refer to distribution instructions contained under the documents heading.

1.3.3.13. **Member Data Summary (NO FORM NUMBER).** Refer to distribution instructions contained under the documents heading.

1.3.3.14. **NAVPERS 1070/604, Enlisted Qualifications History**. Refer to distribution instructions contained under the documents heading.

1.4. **Users.** This document is aimed at the Human Resources Specialist working in the PERSO/PERSUPP DET/NRA, and designated individuals within customer commands that have been granted authority to enter, verify, or approve service record entries. It is not all-inclusive, and must be used in conjunction with the **MILPERSMAN, NSIPS Procedures Training Guide (PTG) and ESR Desk Guide** and other Navy regulations for policy guidance; and in conjunction with the ESR Desk Guide for navigating to various sections and using the functions within the ESR. Although not written for an audience unfamiliar with personnel data or service record maintenance, other users of the ESR, such as commanding officers, legal officers, career counselors, and individual service members should find this document helpful when ESR questions arise.

1.5. **Supervisor Approval and Verification**. Currently neither NSIPS nor ESR has the ability to record digital signatures. Instead a supervisor approves or verifies that a transaction is accurate, and they have viewed the necessary supporting documentation to support this verification. As an example, a Reenlistment Contract or some other document can be created in a remote location manually, signed by the Service member and the reenlisting officer and mailed back to the PERSO/PERSUPP DET/NRA where the data will be entered into NSIPS and administratively approved by a supervisor. Verified data is

sufficient for most of the information that the Navy collects; however, when an actual signature is required, verified data will not stand alone as a legal, binding, enforceable contract. Because we are not using digital signatures, some signed hard-copy documents must still be submitted to NAVPERSCOM (PERS-312C1) to be filed in the OMPF.

    1.6. **1951**. While going through ESR data elements, you may run into the year 1951 where it is obviously incorrect. The year 1951 is a default date used if there was a blank space in corporate data. This requires the service record holder to make the correction.

    1.7. **Content of the ESR**

        1.7.1. **Electronic Repository**. ESR is the data entry point and electronic repository for storing personnel information required by the local commander when making daily decisions. Some of the links in ESR are part of the PeopleSoft Commercial off the Shelf (COTS) package and others were developed specifically to capture or display information required to populate a service record document. Although you will not see the actual service record documents in the ESR, the service record document will be created when printed.

        1.7.2. **ESR Implementation**. The following sections contain policies and procedures required to implement ESR. Sections listed under the ESR heading that are not service record related will be listed, however procedures will not be covered in this desk guide. This desk guide is not meant to replace MILPERSMAN articles, but will be used to supplement the instructions contained therein. Some ESR documents have been used within NSIPS for many years. Policies and procedures are well established and the below section will contain very little information but, some are new documents created for the ESR which will be explained in more detail.

2. **PERSONAL INFORMATION**

    2.1. **Member Data Summary (No Form Number)**

        2.1.1. **General Instructions**. The Member Data Summary Screen is a snapshot of the member's electronic record, displayed in the ESR so the member and the organization can view needed information without having to run a query, or navigate to individual NSIPS pages to view the information. This document contains some data elements that were previously on the NAVPERS 1070/604, such as ASVAB scores, designators, navy enlisted classification (NEC), and promotion history, in addition to frequently used information like contract information, security clearance, education, etc.

        2.1.2. **Disposition**

            2.1.2.1. This information is updated on a routine basis during a member's period of service and will be viewable in the ESR for use by local commands throughout the member's career.

            2.1.2.2. A hard copy of the Member Data Summary Form shall be filed in the field service when a member transfers to a new command.

            2.1.2.3. A hard copy Member Data Summary Form shall be printed, signed and submitted to NAVPERSCOM (PERS-312C1) to be filed into the Permanent Personnel Record at record close-out. The statement "Official NSIPS/ESR form printed this date xx/xx/xxxx", along with the signature, grade, and title of service member authorized to sign service record entries shall be entered at the bottom of each page.

    2.2. **Address and Phone**. Per MILPERSMAN 1000-100 commands must be able to contact members at all times, and members are required to keep their mailing address and phone number current. The address and phone page displays one or more of the member addresses, telephone numbers, and E-Mail addresses. This data is for information purposes only and has no effect on a member's entitlement. Information may be entered by the Personnel Specialist through the Address & Phone link, or by the service member through their ESR Self Service Account.

    2.3. **Civilian Employer Information**. The Civilian Employer Information page displays current employment information and employment history for Reserve Component personnel. Although listed under ESR, this section is not service record related and procedures are not covered in this manual.

2.4. **NAVPERS 1070/602, Record of Emergency Data/Dependency Application (Dependency Data)**

> References: MILPERSMAN 1070-270
> DJMS PTG 30221
> DODFMR CHAPTER 7A
> ESR Desk Guide

2.4.1. The following information is input through various NSIPS pages, and displayed on the printed NAVPERS 1070/602, Dependency Application/Record of Emergency Data in the following format. Although the NSIPS Procedures Training Guide (PTG) uses outdated block numbers, the block titles can provide details regarding proper data entry.

TITLE	DESCRIPTION
MEMBER INFORMATION	
SSN	Social Security Number
NAME	Member's full name, last, first, and middle.
RANK/RATE	Member's rank or rate abbreviation.
BR/CL	Branch and Class Service, i.e., USN, or USNR.
UIC	Five digit Unit Identification Code (UIC) of the activity the member is attached to.
RELIGION:	Member's religious preference from the coded listing in the DFAS PTG, par. 30221
SHIP OR STATION	Self-explanatory
INITIAL/CHANGE	**I** = initial application **C** = change to a previous application
EFFECTIVE DATE	The effective date of this application. If member is joining the navy or starting a period of active duty with dependents, this is the date active duty pay begins. For members already on active duty, this is the date member gained or lost a dependent. This date will usually be one of the following: • date of member's marriage, • date child born, • date child adopted, • date following date of final divorce, • date parent's dependency began, • date following the date parent's dependency ended, • date following the date a dependent

	died,
	• date following the date a dependent child married,
	• date child became 21 years old,
	• date following the date spouse was released from active military service.
	If member acquires an initial dependent while in an AWOL status, enter the date of return to military jurisdiction. If a reservist is on active duty for 30 to 150 days, distribute per the DFAS PTG.
TOTAL NUMBER OF DEPENDENTS	Self-explanatory
PREVIOUSLY MARRIED	YES or NO
MARRIAGE DISSOLVED BY	If applicable, DEATH, ANNULMENT, or DIVORCE
DISSOLVED ON	If applicable, the date the marriage ended.
PLACE DISSOLVED	If applicable, the city and state or country where marriage ended or spouse died.

SPOUSE INFORMATION	(If no spouse, leave this section blank)
NAME	The full name of member's spouse. Include the maiden name (as appropriate) to ensure positive identification. This should be the same as that listed on member's other official documents.
DEPENDENT:	**Yes** - If member's wife/husband is not on active duty in any of the Armed Forces **No** - If member's wife/husband is on active duty in any of the Armed Forces
DATE OF BIRTH	Self-explanatory.
CITIZENSHIP	Spouse's citizenship by using the following entries: **US** - Citizen of the United States by birth **NUS** - Citizen of the United States by naturalization. **Name of country** - If not a citizen of the United States, enter the name of the country of citizenship.
RELATIONSHIP	Husband or Wife.

DATE MARRIED.	Self-explanatory.
PLACE OF MARRIAGE	City and State or Country where marriage ceremony was performed.
ADDRESS	Spouse's local residence address with ZIP code.
PREVIOUSLY MARRIED	**Yes** or **No.**
MARRIAGE DISSOLVED	If applicable, Death, Annulment, or Divorce.
DISSOLVED ON	If applicable, the date spouse's prior marriage ended.
PLACE DISSOLVED	If applicable, the city and state or country where spouse's prior marriage ended.
MEMBER OF UNIFORMED SERVICE	Is current spouse on active or inactive duty in any Branch of the Armed Forces? **Yes** or **No.**
DUTY AFFILIATION	ACTIVE OR INACTIVE.
BRANCH	If the member's spouse is in the Armed Forces, enter the Branch of Service.
SSN	If the member's spouse is in any Branch of the Armed Forces, enter the spouses Social Security Number. This should be blank if member's spouse in not in the Armed Forces.
COMPONENT	If the member's spouse is in any Branch of the Armed Forces, enter **Regular** or **Reserve.**

SPOUSE NEXT OF KIN (If no spouse, leave this section blank)	
NAME	Name of spouse's next of kin (NOK). Usually this will be the name of spouse's father or mother. Do not enter the name of the Service member or of a minor child.
RELATIONSHIP	Relationship of the person named to member's spouse.
ADDRESS	This is the residence address of the spouse's NOK.

FATHER INFORMATION	
NAME	Full name of member's father. If not living, type **DECEASED** after the name. If father's name is not known, enter **UNKNOWN** in this block.
DEPENDENT	**Yes** or **No** to indicate dependency of the person named. (Yes must be entered when requesting a dependency determination or re-certification of secondary dependents from DFAS. If denied complete a new dependency application and enter "**No**" in the block.)
SUPPORT	If claiming dependency, enter the average monthly contribution by the member. If not claiming dependency, enter **N/A**.
ADDRESS	If member's father is living, this is his residence address. If the address is not known, enter **UNKNOWN**.

MOTHER INFORMATION	
NAME	Full name, including maiden name, of member's mother. If not living, enter DECEASED after the name. If mother's name is not known, enter **UNKNOWN**.
DEPENDENT	**Yes** or **No** to indicate dependency of the person named. (Yes must be entered when requesting a dependency determination or re-certification of secondary dependents from DFAS. If denied complete a new dependency application and enter "**No**" in the block.)
SUPPORT	If claiming dependency, enter the average monthly contribution by the member. If not claiming dependency, enter **N/A**.
ADDRESS	If member's mother is living, this is her residence address. If the address is not known, enter UNKNOWN.

OTHER PERSONS, NOT ALREADY NAMED TO BE NOTIFIED OF PERSONAL CASUALTY	
NAME	Name of any person not already named on this form who is designated by the member to be notified in case of personal casualty. If none so state.
RELATIONSHIP	Relationship of this person to the member. Examples: **Sister, Brother, or Friend**.
ADDRESS	This is the residence address of the person to be notified in case of personal casualty

CHILD AND/OR DEPENDENT INFORMATION (This information is repeated for each child and/or dependent listed)	
NAME	Name of member's child or other relative claimed by the member as a dependent. Every living child of the member will be listed regardless of child's age or dependency status. **Do not enter name of spouse or parent in this block**.
DEPENDENT	**Yes** or **No** to indicate dependency of the person named. Refer to DODFMR, Vol. 7A for rules for determining relationship and dependency. (**Yes** must be entered when requesting a dependency determination or re-certification of secondary dependents from DFAS. If denied complete a new dependency application and enter "**No**" in the block.)
SUPPORT	If claiming dependency for other than spouse or unmarried, minor, legitimate child, enter the average monthly contribution by the member. Proof of support for a lawful spouse or unmarried, minor, legitimate child is generally not required and **N/A** will be entered in this section. (Refer to DODFMR, Vol. 7A for complaints of nonsupport). If not claiming dependency, enter **N/A**.
DOB	Self-explanatory
RELATIONSHIP	Relationship to the member. Use one of the following entries: **Son, Daughter, Stepson, Stepdaughter, Stepmother, Stepfather, Loco-Parentis, or Ward**.
ADDRESS	This is the dependents actual residence address.

NAME OF CUSTODIAN OTHER THAN CLAIMANT:	If the Service member or spouse has legal custody of child, enter **"NOT APPLICABLE"**. If someone other than the Service member or spouse has legal custody of child, enter the custodian's name, relationship to child, and phone number in this block. If additional space is required, continue in the remarks block.

BENEFICIARY(IES) FOR UNPAID PAY AND ALLOWANCES (This section may have more than one beneficiary, but the combined percentage must equal 100%)	
NAME	Enter the name of one or more persons designated by the member to receive money due if member dies on active duty. See DODFMR, Vol. 7A for items of pay involved and eligible beneficiaries.
RELATIONSHIP	Enter the relationship of each person named.
ADDRESS	Enter the actual residence address of each beneficiary.
PERCENT	Enter the percentage designated for each beneficiary. **Total cannot exceed 100%.**

PERSON(S) TO RECEIVE ALLOTMENT IF IN A MISSING STATUS, SUBJECT TO SECNAV DETERMINATION	
NAME	Enter the name of the dependent designated to receive an allotment of member's pay if member becomes missing while on active duty. The person named in this block must be a relative of the member in the category defined as dependents in the DODFMR, Glossary of Terms. The person named here, however, does not have to be, in fact, a dependent of the member. See DODFMR, Vol. 7A.
RELATIONSHIP	Enter the relationship to the member.
ADDRESS	Enter the local residence address.
PERCENT	Enter the percentage of pay designated by the member to be allotted to this person.

BENEFICIARY(IES) FOR GRATUITY PAY (No Spouse Or Child Surviving) (This section may have more than one beneficiary, but the combined percentage must equal 100%)	
NAME	Enter the name of one or more persons designated by the member to receive gratuity pay if member dies on active duty. See DODFMR, Vol. 7A for items of pay involved and eligible beneficiaries.
RELATIONSHIP	Enter the relationship of each person named.
ADDRESS	Enter the local residence address of each beneficiary.
PERCENT	Enter the percentage designated for each beneficiary. Total cannot exceed 100%.
LIFE INSURANCE INFORMATION	
COMPANY:	Enter the name of each commercial life insurance company with which member is insured. If member has no commercial insurance, enter **NONE**. Do not enter **NSLI** or **SGLI** policy information.
POLICY NUMBER	Enter the policy number of each policy with the company/companies listed. If member does not know a policy number, enter **NOT KNOWN** or **NOT AVAILABLE**.
ADDRESS	Enter the address of the home office of the insurance company/companies listed.

LOCATION OF WILL	
ADDRESS	Enter the address specified by the member. If there is no will, enter **NONE**.

LOCATION OF OTHER VALUABLE PAPERS	
ADDRESS	Enter the address specified by the member. If none, so state.

PNOK (Name – Relationship – Phone – Address)	
	This information is required to expedite initial contact with a member's PNOK in case of emergency. • PNOK: Spouse; if none, eldest child over age of majority (including child or children by prior marriage); if none, father or mother; if none, eldest sibling, or other blood relative, in that order.

• NOTE: When parents reside together, the parent designated to receive the majority of benefits is considered the PNOK. When parents divorced or separated before the member's entry into Navy, the parent who had legal custody (if he/she was under the age of majority) at time of entry into the Navy is considered PNOK. If parents divorced or separated after the member's entry into Navy and neither parent had legal custody, preference is given to the parent designated to receive the majority of benefits. When doubt exists as to the individual from whom disposition instructions should be requested, additional guidance should be obtained from NAVPERSCOM. • Enter the name (or relationship), phone number and address of the PNOK. If the address and phone number for the person has been shown in a preceding block, it is unnecessary to repeat the address. • **Example: PNOK: Father; or .PNOK Jane Doe, Sister, phone (XXX) XXX-XXXX, 1521 North Street, Anywhere, U.S.A., Zip Code.**

SNOK (Name – Relationship – Phone – Address)	
	This information is required to expedite initial contact with a member's SNOK in case of emergency. • **SNOK:** Includes all minor children, regardless of physical custody or location, and parents (if not listed as PNOK) • **Brothers and sisters** are only listed as next of kin if member has no spouse, children, or parents, or if designated to receive death gratuity, unpaid pay and allowances or SGLI. • In some cases, there may not be a SNOK • Enter the name and relationship, phone number and address of the **SNOK**. If the address and phone number for the person has been shown in a preceding block, it is unnecessary to repeat the address.

| | • **Example: SNOK Jane Doe, Sister, phone (XXX) XXX-XXXX, 1521 NORTH STREET, ANYWHERE, U.S.A., Zip Code.** |

IS BENEFICIARY DESIGNATION OF SGLI ON FILE? **Enter YES or NO**
DESIGNATION DATE: If "YES" enter date of designation

REMARKS (Use this space to enter additional information required by regulation and/or for additional information needed to complete the form. When applicable, ensure each entry contains enough information to identify the pertinent section above being continued).
The following are examples of required entries:

IF:	THEN:
Member does not want the PNOK, SNOK or other persons to be notified, if the member becomes a casualty, because of their status, i.e. instability, or poor health.	Enter "**DO NOT NOTIFY**" name (or relationship) (if more than one child, specify name); "**NOTIFY INSTEAD**" name (or relationship), Phone Number And Address Of Person(S). If correct address is listed above, you may refer to a previous section containing the correct address. • **Example 1: "Do Not Notify Mother; Notify Father Instead, Phone (XXX) XXX-XXXX, Address Above**". • **Example 2: "Do Not Notify Daughter (List The Child's Name); Notify (Name Custodian) Instead; Phone (XXX) XXX-XXX; Address 2205 North Street, Little Rock, AR 22202-1890."**
Member chooses to designate a Person Authorized to Direct Disposition (PADD) of Remains	The following information will be entered in the remarks block when creating or updating the **NAVPERS 1070/602, Dependency Application/Record Of Emergency Data**: • Name, Relationship, Address with Zip Code, and Phone Number of the PADD. If the Address for the Person has been shown in a Preceding Block, It Is Unnecessary To Repeat The Address. • **Example: PADD: Suzy Que, Spouse, Phone (XXX) XXX-XXXX, Address In Block 11.** **NOTE:** PER NAVADMIN 002/06, deploying units will ensure service members have designated a PADD prior to departure. All commands are to

	advise service members that if they choose not to designate a PADD, the current primary next of kin (PNOK) listed on the DD 93 or NAVPERS 1070/602 will automatically default as the service member's PADD.
	
	• Title 10 U.S.C. 1482c, states the following individuals may be designated to direct disposition of remains.
	
	  • surviving spouse;
	  • blood relatives;
	  • adoptive relatives; or
	
	  • a person standing in loco-parentis to the decedent.
	
	Minor Children are not entitled to make disposition of remains.

Adding a new Dependent above	Enter the name and effective date in remarks. **Example:** "**Added Dependent Child Jane Doe, Effective 02/03/2006.**"
Dependency or parentage is approved locally	Enter the documentary evidence viewed by the approving official to base the approval on, i.e., "**Documents Viewed: (Marriage Certificate, Birth Certificate, etc.**)
Member or Spouse has been previously married, or, if any child named above is not in legal custody of member or spouse. A copy of the court order is required to be attached if applicable.	Enter the following mandatory question/answer: • **"Is there a court order or written agreement in effect relative to support, maintenance, or paternity?"** (**Yes** or **No**) • If **Yes**, attach a copy of the court order or written agreement, and make the following entry in remarks: **"(Dependents Name): (Court Order or Written Agreement) issued (DATE) in (County and State where such Order/Agreement was Issued), copy attached."**
Any child named above is not in legal custody of member or spouse, and additional space is required to locate the custodian	Enter additional information required to contact the custodian, i.e., **Custodian of Son JOHN: PHONE # XXX-XXX-XXXX.**

Member loses a Dependent	Enter the name, reason, and effective date of the loss, i.e., **"Dependent Loss Wife Suzy Doe, (Reason, i.e., Death, Annulment, Divorce (Final Or Interlocutory), Effective Date Of Loss 02/17/2006"**).
Spouse is Naturalized United States Citizen	Enter the serial number of the naturalization certificate in remarks, i.e., **Spouse Citizenship NUS Certificate Number (enter serial number).**
Male member claiming an illegitimate child, and member is not named on birth certificate or in a court order	Attach a copy of the birth certificate, the member's signed notarized statement of paternity, and make the following entry in remarks: **"Birth Certificate For (Relationship) (Name) Along With Member's Signed, Notarized Statement Of Paternity Attached."**
Requesting a dependency determination for an unmarried child over age 21 and under 23 that is a fulltime student.	Attach a letter from the school registrar, certifying full-time enrollment; and enter a statement from the member listing the child's income and expenses, and demonstrating that the child is in fact dependent on the member for over one half of the child's support, i.e., **"I Certify that (*Dependent Name)* is enrolled in a full time course of study in an institution of higher education and is dependent on me for more than one-half of his/her support. Monthly amount of my contribution: $_____; dependent's monthly income from other sources: $_____; dependent's monthly living expenses $_____. Attached is a letter from the school registrar certifying full-time enrollment in an institution of higher education"**
Requesting a dependency determination for an incapacitated dependent child over age 21. Member must request and receive approval per BUPERSINST 1770.3.	Attach a copy of the NAVPERSCOM approval letter, and make the following entry in remarks: **"Approved NAVPERSCOM determination dated _____ attached. Re-determination Required _____ (Temporary Incapacitated - when up for re-determination; Permanent Incapacitated - every 4 years "**

Requesting a dependency determination for a Ward of the court. The NAVPERS 1070/602 with attached documents must be submitted to DFAS MPO-CL code PMMCCB	Attach a certified copy of the court order, a completed DD 137-7, and make the following entry in the remarks: **" Ward (Dependent Name), Court Order Issued (Date) in (County and State where such Order was Issued). Attached is a Copy of the Court Order, and a completed DD 137-7."**
(a) Requesting a dependency determination for a parent, step-parent, parent-in-law, adoptive parent or loco-parentis. The NAVPERS 1070/602 with attached documents must be submitted to DFAS MPO-CL code PMMCCB	Attach a completed DD 137-3, signed by the parent the member is requesting dependency on, and make the following entry in the remarks: **"I certify that (parent's name) is dependent on me for more than one-half of his/her support. Completed DD 137-3 is attached."**
Re-certification of one or more dependents is required.	Attached new supporting documents, or documentary evidence (if required) to support the members claim, and make an entry in remarks indicating the reason the new claim is being submitted, i.e., **"Reason For Submission: Re-Certification upon arrival at new PDS", or "Reason For Submission: Re-Certification of Dependent Mother"** etc."

CERTIFICATION	
Signature Of Designator	The member will verify each entry, then sign full name and date the original each copy.
Signature Of Approving Officer, Title And Date	The designated command official will verify each entry, ensure supporting documents are attached, and review documentary evidence prior to approving the dependency application. When approved, the approving official will sign and date the original and each copy. • When submitted and a Record of Emergency Data only (no dependency adds or changes are required), the approving officials signature on the NAVPERS 1070/602 is only used to witness the signature of the

| | designator. |
| | • When submitted as a Dependency Application, approving officials are certifying that they have reviewed the documentary evidence required to establish dependency, and have satisfied themselves, that statements by the member are true and correct. There signature on the NAVPERS 1070/602 is the final approval required for dependency of primary dependents. Approval of secondary dependents also requires approval by NAVPERSCOM or DFAS as indicated below. |

2.4.1. <u>**Disposition**</u>. **Original Signatures Must Appear On All Copies.**

2.4.1.1. <u>**First Copy**</u> Forward to the Navy Personnel Command (PERS-312C), for filing in the OMPF.

2.4.1.2. <u>**Second Copy**</u>

2.4.1.2.1. **For Officers**: File in the Command's Correspondence File.

2.4.1.2.2. **For Enlisted members**: File in the member's Field Service Record.

2.4.1.3. <u>**Third Copy**</u> Provide a copy to the member for their personal file.

2.4.1.4. <u>**Fourth Copy**</u> (As required)

2.4.1.5. When requesting a dependency determination for a ward of the court, attach a completed DD 137-7, and a certified copy of the court order and submit to **DFAS MPO-CL/PMMCCB, Dependent Claims Division, 1240 East Ninth Street, Cleveland Ohio 44199**

2.4.2. <u>**Correction/Update Procedures**</u>. Corrections are not authorized for this document. If information is in error, members must submit a new **NAVPERS 1070/602**, **Dependency Application/Record of Emergency Data**.

2.5. <u>**Emergency Contact**</u>. The people listed as emergency contacts/beneficiaries under "Dependency Data" and on the NAVPERS 1070/602,Dependency Application/Record of Emergency Data cannot always be reached at their normal address, because of vacations or temporary relocations, and in an emergency they need to be contacted. The Emergency Contact Page gives members the ability to enter alternative contact information for these persons without changing their primary address or phone number. This data is for information purposes only and has no effect on a member's entitlement. Information may be entered by the

Personnel Specialist through the Emergency Contact link, or by the service member through their ESR Self Service Account.

2.6. __Service member's Group Life Insurance (SGLV 8286)__

> **References: MILPERSMAN 1741-020**
> **Servicemen's Group Life Insurance Handbook;**
> **H-29-98-1**
> **http://www.insurance.va.gov/sgliSite/default.htm**

2.6.1. __Instructions__

2.6.1.1. The Service member's Group Life Insurance page in the ESR allows the Personnel Specialist to print the SGLV 8286 form and provides a link to view completion instructions. The SGLV 8286 form cannot be completed online, however the "**PRINT FORM**" button will produce the required form with the member's basic identifying information (name, rank, SSN, branch of service, and current duty location) pre-printed on the form, which will dramatically cut down on rejected document submitted to NAVPERSCOM (PERS-312C1).

2.6.1.2. Instructions for completing the SGLV 8286 form are provided by the Department of Veterans Affairs (VA). They can be viewed by clicking on the "**View SGLI Instructions**" link, and should be printed and provided to the servicemember to review prior to completion of the form.

2.6.2. __Correction Procedures__. If errors are found, prepare a new form. Corrections cannot be made to SGLV 8286 form.

2.7. __Thrift Savings Plan (TSP) Election Form (TSP-U-1)__

2.7.1. __General.__ Members serving on active duty, and members of the Ready Reserve in any pay status, may contribute to the TSP.

2.7.2. __Instructions__

2.7.2.1. Members may start or stop their TSP enrollment or change their TSP contribution on line through "MyPay", or by submitting a completed TSP Election Form (TSP-U-1). The TSP panel in ESR allows the Personnel Specialist to print the TSP Election Form (TSP-U-1), and TSP instructions for members that are unable to access "MyPay" or prefer to submit a paper form. The TSP-U-1 form cannot be completed online; however, the "PRINT FORM" button will produce the required form with the member's basic identifying information (name, rank, SSN, branch of service, and current duty location)

pre-printed on the form. This will dramatically cut down on rejected document submitted to NAVPERSCOM (PERS-312C1).

2.7.2.2. The TSP panel also contains a DFAS "**MyPay**" link. This link is only available to individual service member using the ESR Self-Serve function. The Personnel Specialist cannot edit the member's Thrift Savings Plan information.

2.7.2.3. Instructions for completing the TSP Election Form (TSP-U-1) are provided by the Federal Retirement Thrift Investment Board. They can be viewed by clicking on the "**View TSP Instructions**" link, and should be printed and provided to the servicemember to review prior to completion of the form.

2.7.3. Disposition

2.7.3.1. If the member signs up through "**MyPay**" there is no action on the part of the PERSUPP DET/PERSO.

2.7.3.2. If the member completes, and turns in a completed TSP Election Form, Section V of the TSP-U-1 must be filled out by the servicing pay/personnel office. The original TSP-U-1 will be mailed to NAVPERS (PERS-312C) to be filed in the OMPF, and a copy provided to the member as an official receipt of TSP enrollment.

2.7.4. **Correction Procedures**. Corrections cannot be made to the TSP-U-1. Prepare a new form.

2.8. Family Care Plan

Reference: OPNAVINST 1740.4B

2.8.1. General. The Family Care Plan is required to identify and ensure that single military members and military couples with dependents have made adequate dependent care arrangements and to ensure the member is worldwide assignable.

2.8.2. Instructions.   The Family Care Plan page in ESR allows the Personnel Specialist to enter or update the date the member last completed and filed a Family Care Plan.

Family Care NOTE. In this release, the Family Care Plan forms cannot be filled out on-line. The print form button will allow you to print a blank copy of the **NAVPERS 1740/7** (Family Care Plan Arrangements) for the member to complete manually.

3. TRAINING EDUCATION AND QUALIFICATIONS

Reference: MILPERSMAN 1070-280
ESR Desk Guide

3.1. Training Summary, Personnel Qualifications Standards (PQS), and Course Data

3.1.1. NAVPERS 1070/604, Enlisted Qualifications History.

3.1.1.1. The **NAVPERS 1070/604** will no longer be used by activities with access to ESR. **Draw a diagonal line through the remaining blank spaces for each section of the NAVPERS 1070/604**, and annotate each section with the words **"migrated to ESR"**. File the current form in the ESR for reference purposes only. Upon record closeout, the original **NAVPERS 1070/604** will be submitted to NAVPERSCOM (PERS-312C) as indicated below.

3.1.1.2. For record holders without access to ESR, the **NAVPERS 1070/604** will continue to be used per **MILPERSMAN 1070-280**, until revised or cancelled.

3.1.2. NAVPERS 1070/881, Training, Education and Qualifications History

3.1.2.1. In ESR all training and education completed by the member is documented on the Training Summary page except for the Armed Services Vocational Aptitude Battery (ASVAB). ASVAB scores are entered through NSIPS and posted on the Member Data Summary page.

3.1.2.2. The Training Summary page includes information on the member's civilian education, special qualifications test scores, off-duty education, vocational training, Navy service schools, military training courses, other training courses, and PQS. For quick reference purposes, PQS may be viewed separately by selecting the PQS link, and Course Data may be viewed separately by selecting the Course Data link. The printed version of the Training Summary page in ESR is the **NAVPERS 1070/881**, which replaces the **NAVPERS 1070/604**. This document will be printed and distributed as directed below.

3.1.3. General Instructions. Training, Education, and Qualification entries are posted to the ESR database through the ESR **"Use"** function. There are separate links for PQS, Course Data, and education date.

3.1.3.1. Education. College degree information is no longer an authorized transaction for field input. All

college degree information will be input by Navy College, which will replicate changes to both corporate systems and the ESR.

        3.1.3.2. <u>**Course Data**</u>. The Course Data function is used to record Off-Duty Education, Vocational/Technical Training, Navy Service Schools, Military Training Courses, and Other Training Courses/Instructions completed. Courses listed in this section may be entered by the PERSO/PERSUPP DET/NRA, or be populated electronically from other Navy databases. Data downloaded from "**Trusted**" Navy databases will not need further verification; but data input by the PERSO/PERSUPP DET/NRA, or data downloaded from a database where verification processes do not meet ESR standards will display a red "**Not Verified**" for each course listed until an authorized supervisor reviews supporting documentation, and verifies the entry. After the entry has been verified, "**Not Verified**" will change to a green "**Verify Date: mm/dd/yyyy.**"

        3.1.3.3. <u>**Personnel Qualification Standards (PQS)**</u>. The PQS function is used to record the completion of watch station or workstation qualifications required under the PQS Program. Enter the PQS Station/Reference #, PQS Title, Date Completed, and Date Verified.

    3.1.4. <u>**Disposition**</u>

        3.1.4.1. These entries will be posted to the ESR database, and will be viewable in the ESR for use by local commands throughout the member's career.

        3.1.4.2. A hard copy of the "Training, Education and Qualifications History (NAVPERS 1070/881)" shall be printed, signed, filed in the field service record when a member transfers to another unit. **The new NAVPERS 1070/881, Training, Education and Qualifications History created in ESR, will replace the NAVPERS 1070/604 currently being used.** The statement "**Official NSIPS/ESR form printed this date xx/xx/xxxx**", along with the signature, grade, and title of service member authorized to sign service record entries shall be entered at the bottom of each page.

        3.1.4.3. If the new command is a user of ESR, they shall verify transactions contained on the printed copy of the **NAVPERS 1070/881** are still in the ESR database. After verification is completed, the **NAVPERS 1070/881** copy can be disposed of, and continue using the electronic version in the ESR. Discrepancies will be addressed to the NSIPS Help Desk for resolution per current procedures.

        3.1.4.4. If the new command is not using ESR, they shall create a new **NAVPERS 1070/604** and make new entries manually.

3.1.4.5. A hard copy **NAVPERS 1070/881** shall be printed, signed, and submitted to NAVPERSCOM (PER-312C) to be filed into the Permanent Personnel Record at record close-out. The statement "**Official NSIPS/ESR form printed this date xx/xx/xxxx**", along with the signature, grade, and title of service member authorized to sign service record entries shall be entered at the bottom of each page.

3.1.4.6. For record holders without access to ESR, **NAVPERS 1070/604** will continue to be closed out per **MILPERSMAN 1070-280**

3.1.5. <u>Correction Procedures.</u>

3.1.5.1. This information may be corrected, after viewing documentary evidence sufficient to prove an error exists. Contact the NSIPS Help Desk.

3.1.5.2. If the hard copy **NAVPERS 1070/881** has already been submitted to NAVPERSCOM (PERS-312C) for filing in the OMPF, create a new, corrected **NAVPERS 1070/881**. Enter the words "**CORRECTED COPY**" at the top center of the document, **"Official NSIPS/ESR form printed this date xx/xx/xxxx**", along with the signature, grade, and title of service member authorized to sign service record entries shall be entered at the bottom of each page and submit the corrected copy to NAVPERSCOM (PERS-312C) under cover letter explaining the error and requesting the original document be replaced by the corrected document.

4.   PERFORMANCE

4.1.   NAVPERS 1070/607, Court Memorandum

4.1.1. **Disposition.** Upon receipt of Convening Authority (CA) or Reviewing Authority (RA) action as appropriate, the information is approved.

4.1.1.1. These entries will be posted to the ESR database, and will be viewable in the ESR for use by local commands throughout the member's career.

4.1.1.2. A hard copy **NAVPERS 1070/607** shall be printed, signed and submitted to NAVPERSCOM (PERS-312C) to be filed into the Permanent Personnel Record at the time it is created. A copy will be filed in the Field Service Record.

4.1.2.   Correction Procedures

4.1.2.1. This information may be corrected locally until the final entry is made, and the form is signed, and transmitted to NAVPERSCOM (PERS-312C1).

4.1.2.2. Once the original, signed **NAVPERS 1070/607** has been submitted to NAVPERSCOM (PERS-312C) for filing in the OMPF, the ESR entry may not be corrected without approval of NAVPERSCOM (PERS-312C) or the Board of Corrections for Naval Records as applicable.

4.1.2.3. For obvious clerical errors, create a new, corrected remark in ESR, with the words "**CORRECTED COPY**" typed at the beginning of the remark. Save, print, and sign the corrected document. Submit the corrected copy to NAVPERSCOM (PERS-312C) under a cover letter explaining the error and requesting the original entry be replaced by the corrected entry. NAVPERSCOM (PERS-312C) approval will be the authority for the NSIPS help desk to delete the original entry, and verify the corrected copy.

4.1.2.4. The following are considered obvious clerical errors and the document should be corrected when:

4.1.2.4.1. The correction is mandated by regulation (e.g. the regulation requires a specific word or code, such as a reenlistment code, but the clerk entered an erroneous code).

4.1.2.4.2. It is readily apparent on the face of the document that a clerical error was made. This is restricted to changes that "**do not**" create a retroactive pay entitlement.

4.1.3. <u>Changes To Be Referred To BCNR.</u> If the change requested involves a

       4.1.3.1. matter of opinion, judgment or the exercise of discretion, such as a performance evaluation;

       4.1.3.2. change request that effects a member's contractual agreement (i.e., term, branch/class, status, RADO, SRB eligibility);

       4.1.3.3. change request that will create a retroactive claim for pay and/or allowances, even if the error is an obvious clerical error;

       4.1.3.4. change to money or entitlements; or

       4.1.3.5. change request that is a material change; then the matter must be referred to the Board for Correction of Naval Records (BCNR) per **MILPERSMAN 1000-150**. BCNR approval will be the authority for the NSIPS help desk to delete the original entry, and verify the corrected copy.

4.2. <u>NAVPERS 1070/606, Record of Unauthorized Absence</u>

       References: MILPERSMAN 1070-300
       MILPERSMAN 1050-110
       DJMS PTG
       ESR Desk Guide

    4.2.1. <u>Disposition</u>. This document will remain an open action in the ESR, and will not be completed until the member is returned to military jurisdiction and the absence has been determined to be unauthorized, unavoidable, excused, or reported in error, or the member is discharged in absentia per **MILPERSMAN 1910-230**. When all action has been taken, the document will be printed, signed, and submitted to NAVPERSCOM (PERS-312C) to be filed into the Permanent Personnel Record at the time it is created. A Copy will be filed in the Field Service Record. Unauthorized Absence (UA) data will be posted to the ESR database, and will be viewable in the ESR for use by local commands throughout the member's career.

    4.2.2. <u>Correction Procedures</u>

       4.2.2.1. This information may be corrected locally until the final entry is made, and the form is signed, and transmitted to NAVPERSCOM (PERS-312C).

       4.2.2.2. Once the original, signed **NAVPERS 1070/606** has been submitted to NAVPERSCOM (PERS-312C) for filing in the OMPF, the ESR entry may not be corrected without approval of NAVPERSCOM (PERS-312C) or the Board of Corrections for Naval Records as applicable.

4.2.2.3. For obvious clerical errors, create a new, corrected remark in ESR, with the words "**CORRECTED COPY**" typed at the beginning of the remark. Save, print, and sign the corrected document, but do not verify the document in ESR. Submit the corrected copy to NAVPERSCOM under cover letter explaining the error and requesting the original entry be replaced by the corrected entry. NAVPERSCOM (PERS-312C) approval will be the authority for the NSIPS help desk to delete the original entry, and verify the corrected copy.

4.2.2.4. The following are considered obvious clerical errors and the document should be corrected when:

4.2.2.4.1. The correction is mandated by regulation (e.g. the regulation requires a specific word or code, such as a reenlistment code, but the clerk entered an erroneous code).

4.2.2.4.2. It is readily apparent on the face of the document that a clerical error was made. This is restricted to changes that "**do not**" create a retroactive pay entitlement.

4.2.3. **Changes To Be Referred To BCNR**. If the change requested involves a:

4.2.3.1. matter of opinion, judgment or the exercise of discretion, such as a performance evaluation;

4.2.3.2. change request that effects a member's contractual agreement (i.e., term, branch/class, status, RADO, SRB eligibility);

4.2.3.3. change request that will create a retroactive claim for pay and/or allowances, even if the error is an obvious clerical error;

4.2.3.4. change to money or entitlements;

4.2.3.5. change request that is a material change; then the matter must be referred to the Board for Correction of Naval Records (BCNR) per **MILPERSMAN 1000-150**. BCNR approval will be the authority for the NSIPS help desk to delete the original entry, and verify the corrected copy.

4.3. **NAVPERS 1070/880, Awards Record (Honors and Awards)**

References: **MILPERSMAN 1070-100**
SECNAVINST 1650.1H
ESR Desk Guide

4.3.1. **General Instructions.** The Honors and Awards Panel in ESR is a chronological record of awards and commendations a member receives during their naval service (active and inactive).

4.3.2. **Group Processing.** The ESR Group Processing function allows the user to process Honors and Awards entries for more than one member of a UIC simultaneously. Refer to the ESR Desk Guide for procedures

4.3.3. **Disposition**

4.3.3.1. These entries will be posted to the ESR database, and will be viewable in the ESR for use by local commands, throughout the member's career.

4.3.3.2. A hard copy of the **NAVPERS 1070/880** shall be printed, signed, filed in the field service record when a member transfers to another unit. **The new NAVPERS 1070/880 created in ESR, will replace the awards page of the NAVPERS 1070/604 currently being used.** The signature, grade, and title of service member authorized to sign service record entries shall be entered at the bottom of each page after the statement "**Official NSIPS/ESR form printed this date xx/xx/xxxx.**"

4.3.3.3. If the new command is a user of ESR, they shall verify transactions contained on the printed copy of the **NAVPERS 1070/880** are still in the ESR database, dispose of the printed copy, and continue using the electronic version in ESR. Discrepancies will be addressed to the NSIPS Help Desk for resolution per current procedures.

4.3.3.4. If the new command is not using ESR, they shall make manual entries on the printed **NAVPERS 1070/880** provided by the Service member's previous unit.

4.3.3.5. A hard copy of the **NAVPERS 1070/880** shall be printed, signed, and submitted to NAVPERSCOM (PERS-312C1) to be filed into the Permanent Personnel Record at record close-out. The signature, grade, and title of the person authorized to sign service record entries shall be entered at the bottom of each page after the statement "**Official NSIPS/ESR form printed this date xx/xx/xxxx**".

4.3.4. **Correction Procedures.** Corrections to U.S. Military Decorations posted to ESR via the Navy Department Awards Web Service (NDAWS) cannot be corrected locally. Submit changes to the NDAWS Authority via the member's chain of command. After the award has been corrected in NDAWS, the appropriate data will post to the Honors and Awards page.

4.3.4.1. Other awards listed in ESR, i.e., unit awards, campaign and service medals, non-military U.S. decorations, marksmanship awards, and military related certificates or letters of appreciation and commendation, etc., may be corrected locally, after viewing documentary evidence sufficient to prove an error exists.

4.3.4.2. If the hard copy, Awards Record has already been submitted to NAVPERSCOM for filing in the OMPF, create a new, corrected NAVPERS 1070/880; enter the words "**CORRECTED COPY**" at

the top center of the document. The signature, grade, and title of service member authorized to sign service record entries shall be entered at the bottom of each page after the statement "**Official NSIPS/ESR form printed this date xx/xx/xxxx**". Submit the corrected copy to NAVPERSCOM (PERS-312E) under cover letter explaining the error and requesting the original document be replaced by the corrected document.

    4.4. **FITREP/Evaluation**. The FITREP/Evaluation page displays the member's Fitness Report information for enlisted members E-7 and above, or the member's Evaluation information for enlisted members E-6 and below. This page is view only. Corrections to data on this page should be directed to NAVPERSCOM (PERS-311).

5. SERVICE OBLIGATIONS AND AGREEMENTS

5.1. NAVPERS 1070/601, Immediate Reenlistment Contract

References: MILPERSMAN 1160-030
MILPERSMAN 1070-100
ESR Desk Guide
DJMS PTG

5.1.1. **General**. An immediate reenlistment is a reenlistment within 24 hours of a discharge at the same activity. If a member has a break-in-service, i.e., reenlists more than 24 hours after discharge, they cannot use the **NAVPERS 1070/601**.

5.1.2. **Disposition.** After supervisor approval, the data entered in the contract panels will be posted to the NSIPS database, and will be viewable in the ESR for use by local commands, throughout the member's career. A hard copy **NAVPERS 1070/601** shall be printed, signed and submitted to NAVPERSCOM (PERS-312E) to be filed into the Permanent Personnel Record at the time it is created, and a copy will be filed in the Field Service Record.

5.1.3. **Correction Procedures**. This information may be corrected locally until the supervisor approved the transaction, and the form is signed, and transmitted to NAVPERSCOM (PERS-312E).

5.1.3.1. Once the original, signed **NAVPERS 1070/601** has been submitted to NAVPERSCOM (PERS-312E) for filing in the OMPF, the ESR entry may not be corrected without approval of NAVPERSCOM (PERS-312E) or the Board of Corrections for Naval Records as applicable.

5.1.3.2. For obvious clerical errors, create a new, corrected NAVPERS 1070/601 with the words "**CORRECTED COPY**" typed at the top center of the printed document. Save, print, and sign the corrected document, but do not approve the document in NSIPS. Submit the corrected copy to NAVPERSCOM (PERS-312E) under cover letter explaining the error and requesting the original entry be replaced by the corrected entry. NAVPERSCOM (PERS-312E) approval will be the authority for the NSIPS help desk to correct the erroneous data, and approve the corrected information.

5.1.3.3. The following are considered obvious clerical errors and the document(s) should be corrected when:

5.1.3.3.1. The correction is mandated by regulation (e.g. the regulation requires a specific word or code, such as a reenlistment code, but the clerk entered an erroneous code).

5.1.3.3.2. It is readily apparent on the face of the document that a clerical error was made. This is restricted to changes that "**do not**" create a retroactive pay entitlement.

5.1.3.4. If the change requested involves a:

5.1.3.4.1. matter of opinion, judgment or the exercise of discretion, such as a performance evaluation;

5.1.3.4.2. change request that effects a member's contractual agreement (i.e., term, branch/class, status, RADO, SRB eligibility);

5.1.3.4.3. change request that will create a retroactive claim for pay and/or allowances, even if the error is an obvious clerical error;

5.1.3.4.4. change to money or entitlements;

5.1.3.3.5. change request that is a material change; then the matter must be referred to the Board for Correction of Naval Records (BCNR) in accordance with **MILPERSMAN 1000-150**. BCNR approval will be the authority for the NSIPS help desk to delete the original entry, and verify the corrected copy.

5.2.   **NAVPERS 1070/621, Agreement to Extend Enlistment**:

References: **MILPERSMAN 1160-030**
              MILPERSMAN 1070-100
              ESR Desk Guide
              DJMS PTG

5.2.1. General. The **NAVPERS 1070/621** is a one-page form. A completed, signed original form becomes a legal, binding and enforceable document. This agreement extends a member's current enlistment for a specified period. For USN members, it extends the member's active duty commitment. For USNR members, this agreement extends the current enlistment only.

5.2.2. Disposition. After supervisor approval, the data entered in the extension panel will be posted to the NSIPS database, and will be viewable in the ESR for use by local commands throughout the member's career. A hard copy NAVPERS 1070/621 shall be printed, signed, and, submitted to NAVPERSCOM (PERS-312C) to be filed into the Permanent Personnel Record at the time it is created, and a copy will be filed in the Field Service Record.

5.2.3. Correction Procedures. This information may be corrected locally until the supervisor approved the transaction, and the form is signed, and transmitted to NAVPERSCOM.

5.2.3.1. Once the original **NAVPERS 1070/621** is signed and has been submitted to NAVPERSCOM (PERS-312E) for filing in the OMPF, the ESR entry may not be corrected without approval of NAVPERSCOM (PERS-312E) or the BCNR for Naval Records as applicable.

5.2.3.2. For obvious clerical errors, create a new, corrected contract with the words **"CORRECTED COPY"** typed at the top center of the printed document. Save, print, and sign the corrected document, but do not approve the document in NSIPS. Submit the corrected copy to NAVPERSCOM (PERS-312E) under a cover letter explaining the error and requesting the original entry be replaced with the corrected copy. NAVPERSCOM (PERS-312E] approval will be the authority for the NSIPS help desk to correct the erroneous data and approve the corrected information.

5.2.3.3. The following are considered obvious clerical errors and the document(s) should be corrected when:

5.2.3.3.1. the correction is mandated by regulation (e.g. the regulation requires a specific word or code, such as a reenlistment code, but the clerk entered an erroneous code).

5.2.3.3.2. it is readily apparent on the face of the document that a clerical error was made. This is restricted to changes that **"do not"** create a retroactive pay entitlement.

5.2.3.4. If the change requested involves a:

5.2.3.4.1. matter of opinion, judgment or the exercise of discretion, such as a performance evaluation;

5.2.3.4.2. change request that effects a member's contractual agreement (i.e., term, branch/class, status, RADO, SRB eligibility);

5.2.3.4.3. change request that will create a retroactive claim for pay and/or allowances, even if the error is an obvious clerical error;

5.2.3.4.4. change to money or entitlements;

5.2.3.4.5. change request that is a material change; then matter must be referred to the Board for Correction of Naval Records (BCNR) in accordance with **MILPERSMAN 1000-150**. BCNR approval will be the authority for the NSIPS help desk to delete the original entry, and verify the corrected copy.

5.3. **NAVPERS 1770/622, Agreement to Recall or Extend Active Duty**

Reference: **MILPERSMAN 1070-260**
              MILPERSMAN 1001-060
              ESR Desk Guide
              DJMS PTG

5.3.1. **General Instructions.** The NAVPERS 1070/622 is a three part form used by the Navy to report recall to active duty, agreements to remain on active duty for enlisted Naval Reservists, recalled Fleet Reservists and retired members, and cancellation of agreements to remain on active duty. When signed, the form becomes a legal, binding and enforceable document.

5.3.2 **Disposition**. After supervisor approval, the data entered in the extension panel will be posted to the NSIPS database, and will be viewable in the ESR for use by local commands throughout the servicemember's career. A hard copy NAVPERS 1070/622 shall be printed, signed and submitted to NAVPERSCOM (PERS-312C1) to be filed into the Permanent Personnel Record at the time it is created, and a copy will be filed in the Field Service Record.

5.3.3 **Correction Procedures**

5.3.3.1. **NAVPERS 1070/662** may be corrected locally until the supervisor approved the transaction, and the form is signed, and transmitted to NAVPERSCOM (PERS-312C1).

5.3.3.2. Once the original **NAVPERS 1070/622** is signed and has been submitted to NAVPERSCOM (PERS-312C) for filing in the OMPF, the ESR entry may not be corrected without approval of NAVPERSCOM (PERS-312E) or the Board of Corrections for Naval Records as applicable.

5.3.3.3. For obvious clerical errors, create a new, corrected contract with the words "**CORRECTED COPY**" typed at the top center of the printed document. Save, print, and sign the corrected document, but do not approve the document in NSIPS. Submit the corrected copy to NAVPERSCOM (PERS-312C) under a cover letter explaining the error and requesting the original entry be replaced by the corrected entry. NAVPERSCOM (PERS-312C) approval will be the authority for the NSIPS help desk to correct the erroneous data and approve the corrected information.

5.3.4. **Clerical Errors**. The following are considered obvious clerical errors and will be corrected:

5.3.4.1. When the correction is mandated by regulation (e.g. the regulation requires a specific word or code, such as a reenlistment code, but the clerk entered an erroneous code).

5.3.4.2. If the error is readily apparent on the face of the document that a clerical error was made. This is restricted to changes that "do not" create a retroactive pay entitlement.

5.3.4.3. If the change requested involves a

5.3.4.3.1. matter of opinion, judgment or the exercise of discretion, such as a performance evaluation;

5.3.4.3.2. change request that effects a member's contractual agreement (i.e., term, branch/class, status, RADO, SRB eligibility);

5.3.4.3.3. change request that will create a retroactive claim for pay and/or allowances, even if the error is an obvious clerical error;

5.3.4.3.4. change to money or entitlements;

5.3.4.3.5. change request that is a material change; then matter must be referred to the Board for Correction of Naval Records (BCNR) in accordance with **MILPERSMAN 1000-150**. BCNR approval will be the authority for the NSIPS help desk to delete the original entry, and verify the corrected copy.

6. PROFESSIONAL HISTORY

6.1 NAVPERS 1070/605, History of Assignments

References: **MILPERSMAN 1070-290**
MILPERSMAN 1070-190
ESR Desk Guide

6.1.1 General Instructions. The **NAVPERS 1070/605** is a chronological record of duty assignments that is maintained throughout the member's naval service (active and inactive). Within ESR the **NAVPERS 1070/605** is populated automatically based on gains, losses, TEMDU, TEMADD, IDT, etc.

6.1.2 Disposition.

6.1.2.1. These entries will be posted to the ESR database, and will be viewable in the ESR for use by local commands throughout the member's career.

6.1.2.2. A hard copy of the **NAVPERS 1070/605** shall be printed, signed, and filed in the field service record when a member transfers to another unit. The signature, grade, and title of member authorized to sign service record entries shall be entered at the bottom of each page after the statement "**Official NSIPS/ESR form printed this date xx/xx/xxxx.**"

6.1.2.3. If the new command is a user of ESR, they shall verify transactions contained on the printed copy of the **NAVPERS 1070/605** are still in the ESR database, dispose of the printed copy, and continue using the electronic version in ESR. Discrepancies will be addressed to the NSIPS Help Desk for resolution, in accordance with current procedures.

6.1.2.4. If the new command is not using ESR, they shall make manual entries on the printed **NAVPERS 1070/605** provided by the service member's previous unit.

6.1.2.5. A hard copy **NAVPERS 1070/605** shall be printed signed and submitted to NAVPERSCOM (PERS-312C1) to be filed into the Permanent Personnel Record at record close-out. The signature, grade, and title of member authorized to sign service record entries shall be entered at the bottom of each page after the statement "**Official NSIPS/ESR form printed this date xx/xx/xxxx.**"

6.1.3. Correction Procedures

6.1.3.1. This information may be corrected, after viewing documentary evidence sufficient to prove an error exists,

by correcting the gain or loss event. Contact the NSIPS help desk.

      6.1.3.2. If the hard copy **NAVPERS 1070/605** has already been submitted to NAVPERSCOM for filing in the OMPF, create a new, corrected NAVPERS 1070/605 and enter the words "**CORRECTED COPY**" at the top center of the document. The signature, grade, and title of the member authorized to sign service record entries shall be entered at the bottom of each page after the statement "**Official NSIPS/ESR form printed this date xx/xx/xxxx**". Submit the corrected copy to NAVPERSCOM (PERS-312E) under cover letter explaining the error and requesting the original document be replaced by the corrected document.

    6.2. <u>**IDT Detail Summary**</u>. The IDT Detail Summary page contains two sections, the Drill Limit Authorization section and Fiscal Year Totals section. The IDT Detail Summary page is view only, and Selected Reserve specific, accessible only by personnel holding a Selected Reserve access. Although listed under ESR, this section is not service record related and procedures are not covered in this manual.

    6.3. <u>**Reserve Billet History**</u>. The Reserve Billet History page documents the billets the Selected Reserve member has held during their Selected Reserve career. The Reserve Billet History page is view only, and Selected Reserve specific, accessible only by personnel holding a Selected Reserve access. Although listed under ESR, this section is not service record related and procedures are not covered in this manual.

    6.4. <u>**Orders Detail**</u>. The Orders Details page provides a listing a member's active duty orders and is view only. The page contains links to the View Orders History page, View Orders Text, and to the View TIS (Transfer Information Sheet). Although listed under ESR, this section is not service record related and procedures are not covered in this manual.

    6.5. <u>**Skills Management**</u>. The Skills Management section is a part of the delivered PeopleSoft COTS package for NSIPS and is not currently planned for use by the Navy. ADMINISTRATIVE REMARKS history

7. <u>NAVPERS 1070/613, Administrative Remarks</u>

<p align="center">References: MILPERSMAN 1070-320
ESR Desk Guide</p>

7.1 <u>General Instructions</u>

7.1.1. <u>Chronological Record</u>. The **NAVPERS 1070/613** serves as a chronological record of significant miscellaneous entries which are not provided for elsewhere or where more detailed information may be required to clarify entries on other pages of the service record.

7.1.2. <u>Administrative Remarks Database</u>. The ESR contains an administrative remarks database that will capture administrative remarks entered on members. The ESR is capable of storing templates or routine **NAVPERS 1070/613** posting an administrative remark to an individual record or posting the same remark in multiple records simultaneously.

7.1.3. <u>New Requirement</u>. A new requirement for **NAVPERS 1070/613** entered into ESR is to designate the remark as permanent or temporary. Because of the number and variety of "Administrative Remarks" that may be made in a member's record, this was added in order to determine the ultimate disposition and retention of the individual entry.

7.1.4 <u>Types of NAVPERS 1070/613 Entries</u>.

7.1.4.1. <u>Permanent Remarks</u>. Permanent remarks are entries required by higher headquarters, which require a copy to be forwarded to NAVPERSCOM for filing in the OMPF. Each permanent remark must cite the higher headquarters authority requiring the entry. Examples of permanent entries are;

7.1.4.1.1. Disciplinary - Captain's mast; civil conviction; Non-judicial punishment; unauthorized absence.

7.1.4.1.2. Enlisted performance evaluation report/adverse report.

7.1.4.1.3. Exposure to chemicals/potential health hazard

7.1.4.1.4. Medals/unit commendation/Battle E/ribbons, not listed on **NAVPERS 1070/604.**

7.1.4.1.5. Failure to meet physical readiness standards.

7.1.4.1.6. Retain in service - performance/conduct deficiencies.

7.1.4.1.7. Sea duty counter/credit.

7.1.4.1.8. Time-in-Rate date change.

7.1.4.2. **Civil Conviction and Non-judicial Punishment Remarks**. The following entries are required, even if an appeal has been filed:

Entry for	Shall include...
Civil conviction (or action taken by civil authorities which is equal to a conviction), whether it is a misdemeanor or felony, which comes to the command's attention	• Date of conviction or action. • Final charge and specific action for which member was found guilty. • Court in which convicted sentence of the court.
Non-judicial punishment (NJP) where pay is not affected	• Date of offense. • Nature of offense (cite Uniform Code of Military Justice article). • Date of NJP. • Punishment awarded.

Note: In the event the civil conviction is overturned or the NJP appeal is granted, request the **NAVPERS 1070/613** be removed from the member record OMPF and ESR by official naval letter to NAVPERSCOM (PERS-83) with copies of supporting documentation.

7.1.4.3. **Adverse Material**. Except as indicated below, adverse material shall not be entered in the ESR without first affording the member an opportunity to review the material and submit a statement.

7.1.4.3.1. If the member chooses not to make a statement, the declination shall be made in writing and signed and dated by the member.

7.1.4.3.2. Should the member refuse to acknowledge their rights or refuse to make a written statement documenting their decision not to make a statement after 15 working days after having been advised of such, the CO shall document the refusal in writing.

7.1.4.3.3. The following types of adverse material may be filed without a written statement or declination from the member:

7.1.4.3.4. Imposition of non-judicial punishment;

7.1.4.3.5. Conviction by court-martial;

7.1.4.3.6. Civil conviction;

7.1.4.3.7. Allegations of unauthorized absence, or

7.1.4.3.8. Any other matters to which the member concerned has previously had an opportunity to respond by submitting a statement in rebuttal.

7.1.4.4. **Temporary Administrative Remarks.**   These are entries of a transitory nature, or those applicable to the local command.   Examples of temporary entries are as follows:

7.1.4.4.1. Volunteered for special duty.

7.1.4.4.2. Member has read and understands regulations.

7.1.4.4.3. Member has attended or briefed on Navy's policies, e.g., sexual harassment, security, hazing, indoctrination, and liberty.

7.1.5. **Group Processing.**   The ESR Group processing function allows the user to process Administrative Remark entries for more than one member of a UIC simultaneously.   Refer to the ESR Desk Guide for procedures.

7.1.6. **Disposition.**

7.1.6.1. **Permanent Administrative Remarks**

7.1.6.1.1.   These entries will be posted to the ESR database, and will be viewable in the ESR for use by local commands throughout the member's career.

7.1.6.1.2. A hard copy **NAVPERS 1070/613** shall be printed, signed and submitted to NAVPERSCOM (PERS-312C1) to be filed into the Permanent Personnel Record at the time it is executed.   Printed documents, containing permanent administrative remarks, will contain only one entry per page.

7.1.6.1.3. A copy of the signed "AVPERS 1070/613 shall be filed in the field service record at the time it is executed.

7.1.6.2. **Temporary Administrative Remarks**

7.1.6.2.1.   These entries are transitory nature or applicable only to the local command.   When a member transfers, or the record is closed out, due to Release from Active Duty, Discharge, or Retirement these entries will be printed and given to the member, and the data maintained in the ESR will be deleted.

7.1.7. **Correction Procedures.**

7.1.7.1. **Permanent Administrative Remarks.** Once the original, signed **NAVPERS 1070/613** has been submitted to NAVPERSCOM (PERS-312C1) for filing in the OMPF, the ESR entry may not be

corrected without approval of NAVPERSCOM (PERS-312E) or the Board of Corrections for Naval Records as applicable.

7.1.7.1.1. For obvious clerical errors, create a new, corrected remark in ESR, with the words "**CORRECTED COPY**" typed at the beginning of the remark. Save, print, and sign the corrected document, but do not verify the document in ESR. Submit the corrected copy to NAVPERSCOM (PERS-312E) under cover letter explaining the error and requesting the original entry be replaced by the corrected entry. NAVPERSCOM (PERS-312E) approval will be the authority for the NSIPS help desk to delete the original entry, and verify the corrected copy. The following are considered obvious clerical errors:

7.1.7.1.2. Correct an error on a document when the correction is mandated by regulation (e.g. the regulation requires a specific word or code, such as a reenlistment code, but the clerk entered an erroneous code).

7.1.7.1.3. Correct an error on a document if it is readily apparent on the face of the document that a clerical error was made. This is restricted to changes that "do not" create a retroactive pay entitlement.

7.1.8. **Changes To Be Referred To BCNR**. If the change requested involves a

7.1.8.1. matter of opinion, judgment or the exercise of discretion, such as a performance evaluation;

7.1.8.2. change request that effects a member's contractual agreement (i.e., term, branch/class, status, RADO, SRB eligibility);

7.1.8.3. change request that will create a retroactive claim for pay and/or allowances, even if the error is an obvious clerical error;

7.1.8.4. change to money or entitlements;

7.1.8.5. change request that is a material change; then matter must be referred to the Board for Correction of Naval Records (BCNR) in accordance with **MILPERSMAN 1000-150**. BCNR approval will be the authority for the NSIPS help desk to delete the original entry, and verify the corrected copy.

7.1.9. **Temporary Administrative Remarks**. Temporary administrative remarks can be corrected locally by deleting the entry in its entirety and creating a new entry.