

# Electronic Service Record (ESR)

This reference is designed for **All Sailors**.

## BEFORE YOU GET STARTED

CAC is required for access to your ESR in the Internet environment.

**IMPORTANT:** If you are not on an NMCI workstation, you must have a Common Access Card Reader and ActivIdentity/ActivClient software installed on your computer. Contact your Local Registration Authority (LRA) or Communications Officer for more information.

CAC is not required to access the afloat ESR via the shipboard Navy Standard Integrated Personnel System (NSIPS) server.

## ESTABLISH ESR ACCOUNT

All Sailors should establish their ESR account on the Internet. Sailors assigned to most Surface ships may create a second ESR account via the shipboard NSIPS server.

### INTERNET - Via Navy Standard Integrated Personnel System (NSIPS)

1. Go to <https://nsips.nmci.navy.mil>.  
**IMPORTANT:** When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
2. Read the security disclaimer, check the box provided, then select **Agree**.
3. Select **ESR Self Service (New Users)**.  
**IMPORTANT:** When asked to verify your PKI, choose the DoD CA-XX certificate.
4. Enter your SSN. Your name should fill in automatically.
5. Enter your birth date, email address (.mil or .gov only) and phone number.
6. Click **Create Self Service Account**.
7. Close browser window indicating that your account was created successfully.

### AFLOAT - Via Navy Standard Integrated Personnel System (NSIPS) shipboard server

1. Go to <http://nsipswebafloat>.
2. Select **New Users (ESR Self-Service)**.
3. Enter your SSN.
4. Use "Tab" key to navigate. Fill in your email address (.mil or .gov only) and phone number.
5. Enter your User ID.  
**TIP:** Use LAST, FIRST MIDDLE name, to remain consistent with format used for ESR in the Internet environment. Example: JONES, JOHN PAUL JR.
6. Enter your password and confirm it. The password is case sensitive.
7. Click **Validate and Create Self Service Account**.
8. Close browser window indicating that your account was created successfully.

## ACCESS ESR

### INTERNET - Via Navy Standard Integrated Personnel System (NSIPS)

1. Go to <https://nsips.nmci.navy.mil>.  
**IMPORTANT:** When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
2. Read the security disclaimer, check the box provided, then select **Agree**.
3. Click **Logon**.  
**IMPORTANT:** When asked to verify your PKI, choose the DoD CA-XX certificate.
4. Click next to your User ID (your name).
5. Read the security disclaimer, check the box provided, then select **Agree**.
6. Click **Logon**.

### AFLOAT - Via Navy Standard Integrated Personnel System (NSIPS) shipboard server

1. Go to <http://nsipswebafloat>.
2. Under **Navy Standard Integrated Personnel System**, click **ESR Self-Service Access**.

## NAVIGATE TO ESR HOME PAGE

1. Click **Employee Self Service** in the **Menu** bar.
2. Click **Electronic Service Record**.
  - Click **View** to see menu of entire record.
  - Click **Tasks** to see menu for areas that can be updated.

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## VIEW AND UPDATE PERSONAL INFORMATION

The following steps apply to ESR on the Internet. Similar functionality is provided by ESR Afloat, but terminology may differ slightly, depending on the version of NSIPS installed on your ship's server.

1. On the **Menu** bar, click **Tasks**.
2. Click **Personal Information Links** to view information that you can update online.
  - Click **Religion, Race and Ethnic Code**.
    1. Make desired changes, click **Save**.
    2. Click **ESR Personal Information Home** to return to the previous menu.
  - Click **Emergency Contact**.
    1. **Edit, Delete, Change the primary contact** as necessary.
    2. If desired, **Add an Emergency Contact**.
    3. Indicate **Person authorized to direct disposition of remains**.
    4. Click **ESR Personal Information Home** to return to the previous menu.
  - Click **Address & Phone**.
    1. Update as necessary, click **Save**.
    2. Click **ESR Personal Information Home** to return to the previous menu.
  - Click **Official E-mail Address**.
    1. Update as necessary, click **Save**.
    2. Click **ESR Personal Information Home** to return to the previous menu.
  - Click **Civilian Employer Information**.
    1. For USN, disregard.
    2. For USNR, update as necessary, click **Save**, then click **ESR Personal Information Home** to return to the previous menu.

## VIEW AND VERIFY ESR INFORMATION

1. On the **Menu** bar, click **View**.
2. Review your entire ESR to verify data accurately reflects your personal and professional achievements. Take all necessary actions to ensure your ESR is current and complete.

*TIP: You may complete your annual **Dependency Data** verification by viewing data and then clicking the **Yes** button.*

*TIP: Most pages provide a capability to **Print Form** for record keeping. (Note, if data displayed in your ESR - such as an award or qualification - does not print on the form, it could be that your servicing PSD has yet to verify that entry.)*

## UPDATE PERSONNEL RECORDS

- Your servicing Personnel Office or Personnel Support Detachment (PSD) is responsible for updating your personnel records, including the Electronic Service Record.
- For assistance, contact your Personnel Officer, Command PASS Coordinator (CPC) and/or Command Career Counselor (CCC).
- For information regarding how your personnel records are maintained, go to the Navy Personnel Command (NPC) website at <http://www.npc.navy.mil>.
  1. Click **Career Info**.
  2. Click **Records Management**.
  3. Click **Military Personnel Records**.
  4. Review **Document Submission, FAQ, Ordering and Reviewing Your OMPF, Selection Board Record Review, and Your OMPF on CD-ROM**.

*TIP: You may download and print service record documents contained in your Official Military Personnel File (OMPF) using WERR. Log in to BUPERS OnLine (BOL) at <https://www.bol.navy.mil>. Click **Web Enabled Record Review**.*

## OBTAIN HELP WHEN NECESSARY

- **NSIPS help desk**  
Call 877-589-5991, Option 2; DSN 647-5442, Option 2; email [nsipshelpdesk@navy.mil](mailto:nsipshelpdesk@navy.mil).
- **Global Distance Support Center (GDSC)**  
Call 877-418-6824; DSN 510-428-6824 (OCONUS); email [anchordesk@navy.mil](mailto:anchordesk@navy.mil).

## DOWNLOAD USER AIDS FOUND ON NKO (INTERNET)

1. Log in to **Navy Knowledge Online (NKO)** at <https://www.nko.navy.mil>.
2. Under the **Career Management** heading, click **Navy Career Tools**.
3. Download the **Sailor Toolbox**, which identifies the 12 online tools you should be using today.

*TIP: On the NKO **Navy Career Tools** page, find the **Navy Career Tools Assistant**, which will help you use NKO, Navy eLearning (NeL), Electronic Training Jacket (ETJ), and Career Management System/Interactive Detailing (CMS/ID).*