Records Management Guidance
(UPDATED FEBRUARY 2016)

All Chaplains should be reviewing and updating their records **REGULARLY** in preparation for administrative and statutory boards. The two primary sources of information that all Statutory Selection Boards review are the Official Military Personnel File (OMPF) and the Officer Summary Record/Performance Summary Report (OSR/PSR). These collectively make up the official "record" and are the repository for a variety of documents. Records are available online or by mail on a CD-R. To review a record online (or request a CD-R), log in to BUPERS Online at https://www.bol.navy.mil and click on the "Official Military Personnel File (OMPF) – My Record" link. When reviewing your record, ensure that it contains all of the following at a minimum:

(1) All FITREPs received in your career
(2) All personal awards/decorations (NAMs, NCMs, MSMs, etc.)
(3) All qualifications and subspecialty codes
(4) Basic/ Intermediate/Advanced Leadership Course/JPME
(5) All academic transcripts
(6) A color photograph taken within three months of promotion to the current rank

The OSR and PSR provide information about an officer's military service. The OSR is a single page document that provides a brief record of your service (e.g. formal education, which includes any sub-specialties ("P" & "S" Codes), personal awards, service schools attended, and special qualifications (AQD, FMF, JPME, etc). The PSR provides a snapshot of FITREPs to include the title of current unit and billet, performance trait average, reporting senior's name and rank and his/her cumulative trait average for comparison against the performance trait average. It is recommended that both the OSR and PSR are reviewed to ensure there are no errors and no gaps in FITREP continuity. Service members can view and print their OSR/PSR on BUPERS Online by clicking on the "ODC, OSR, PSR, ESR" link in the middle of the page.

Some common issues with officer records are:

A. Missing FITREPs.

Records should contain FITREPs that reflect complete continuity throughout your career, with no gaps or overlaps between regular reports. To check for FITREP continuity, go to BUPERS Online, click the "FITREP/Eval Reports" link in the middle of the page, and then click the "Performance Evaluation Continuity" link in the top center of the page. A chart will be displayed which lists all FITREPS and identifies any errors and/or missing periods. NPC generally considers a gap greater than 90 days to be significant, but it is advisable to review the entire record for any gaps or overlaps. Administrative errors can be corrected by following the procedures in the FITREP instruction (BUPERSINST 1610.10).

If there is a missing FITREP on your PSR and/or OMPF or there is an error on the PSR/OMPF regarding a FITREP, or if you have a question about FITREPs, contact PERS-32 customer

service at (901) 874-4881/4882/3313 (DSN 882). Sending duplicate reports compounds the processing problem, so it is best to call and check on the report first. If a FITREP is missing from your record, you may have to send a copy signed by the member and the reporting senior to: Navy Personnel Command (PERS-32), 5720 Integrity Drive, Millington, TN 38055-3110. Of note: requests for administrative changes to FITREPs that have already been submitted can be requested by letter to PERS-32 (address above); members can request corrections of obvious errors to blocks 1-19 and blocks 21 to 27 by submitting a letter requesting the corrections to PERS-32. Changes to other blocks on the FITREP must be requested by the reporting senior that signed the original report.

B. Missing Personal Decorations.

1) If an award is missing in the Navy Department Awards Web Service (NDAWS) system https://awards.navy.mil and in the OSR, please take the following steps:
        a) Make a copy of the missing award certificate (the one with the embossed, color picture of the award);
        b) Write your SSN at the top right-hand corner of the copy;
        c) If the award is a Meritorious Service Medal or higher (excluding the Purple Heart), then you must also submit the citation that came with the certificate. The citation usually has 18-22 lines of text. Write your SSN at the top right-hand corner of a copy of the citation;
        d) Send the copies of the certificates/citations to the NDAWS Authority/Administrator in your chain-of-command; and
        e) After the NDAWS Authority/Administrator in your chain-of-command inputs the award into NDAWS, please follow the instructions in paragraph 2 below to have the award added to the OSR. **Please note that PERS will not add awards to the OSR unless the award is first included in NDAWS.**
2) If you run an NDAWS search for a personal award and find it in NDAWS but do not see the award in your OSR or OMPF, fax your missing award to PERS-312A at (901) 874-2001. Ensure your SSN is at the top right-hand corner and write "IN NDAWS NOT IN OSR" at the top. Also include a phone number where you can be reached.
3) If the award shows on the OSR but a copy of the certificate/citation is missing from the OMPF, mail a legible, clean copy of the signed citation, with your SSN printed in the upper right hand corner to PERS-313: Navy Personnel Command (PERS-313), 5720 Integrity Dr., Millington, TN 38055-3120. No cover letter is required.
4) If an award is in the OSR, but it is not in NDAWS, follow the steps in paragraph 1 above.

C. Failure to get Credit for Subspecialties. Another category under the education section that is sometimes incomplete is subspecialty codes. Confirm that any subspecialties you have earned, through education and/or experience, are properly identified and documented in your record. For more information about being awarded a subspecialty code, please review MILPERSMAN 1214-010 and NAVPERS 15837. Requests for subspecialty codes should be addressed to PERS-45E via PERS-4414A.

D. Missing Basic/Intermediate/Advanced Leadership Course Codes.   *"*NAVPERS 15839I Vol II, Part C - Service Schools" lists the courses approved for entry into your record on page C-10, but there is not a listing for the Intermediate Leadership or Advanced Leadership Courses. However, our records show individuals who have completed the course having a code of "00E" for the Intermediate Leadership and "00C" for the Advance Leadership course.

NSIPS can take the 3 digit service school codes and enter them into the record. To add a service school into the ODC, the three digit service school code, course abbreviation, completion date and duration (weeks, or "cc" if correspondence course) are required. The course completion certificate must be sent to NSIPS for the course to be entered on your ODC/OSR. Submit either by fax (504-697-0342, DSN 647-0342), or scan and email (WORD or PDF format) to NSIPSHELPDESK@navy.mil. NSIPS can also be reached through the 24-hour toll-free Help Line at 877-589-5991. As a last resort, you can send the documents via regular mail through the U.S. Postal Service to: NSIPS CUSTOMER SUPPORT CENTER, CDM SECTION, 2251 LAKESHORE DR., NEW ORLEANS, LA 70145.

Please note the following Service School codes which are most frequently used by chaplains:

076 ODS
099 Supervisory Chaplain Course (1994-2006)
191 Pastoral Care Residency Program
194 Chaplain Basic Course
195 Naval Chaplains Staff and Leadership
196 Senior Supervisory Chaplain's Course
197 Chaplain Expeditionary Skills Training (CREST)
421 Naval War College (Non Resident) JPME
516 Damage Control
700 Air Command and Staff JPME
714 Army War College JPME
746 Marine Command and Staff JPME
00G Basic Naval Officer Leadership
00E Intermediate Naval Officer Leadership (1996-2006)
00C Advanced Naval Officer Leadership

E. Missing/Incomplete Academic Transcripts. In the OSR, confirm that each academic degree awarded is listed in the EDUCATION block. If a degree is missing, send an **official transcript** to PERS-45E: Navy Personnel Command, PERS-45E, 5720 Integrity Dr., Millington, TN 38055-4500. If transcripts are not available from the university, contact PERS-45E for guidance at (901) 874-4946/4992 or MILL_PERS45E@navy.mil . After the degree is entered in the OSR, the official transcript will be sent from PERS-45E to PERS-312 for inclusion in the OMPF

F. Missing Official Photograph. Photographs are required of all active duty and reserve officers, regardless of status, within three months of each promotion; photographs are now required in COLOR and are scanned and entered into the record in color. MILPERSMAN 1070-180 outlines the uniform requirements for the photograph (Khaki's are the preferred uniform), and includes a link to NAVPERS form 1070/884 (04-07); this form is the correct form on which to submit photographs. Attach the photograph to this form, sign and date the form, and mail to: **Navy Personnel Command, PERS-312C, 5720 Integrity Drive, Millington, TN 38055-3120.** To verify a current COLOR photograph has been entered into the permanent record, log into OMPF via BOL https://www.bol.navy.mil.

G. Missing Additional Qualification Designators (AQDs): There are a number of AQDs that chaplains may earn. Below is a list of the most frequent AQDs that chaplains attain, including the responsible offices that enter the AQD into the summary record. Chaplains should contact the detailer first, as many AQDs must first be reviewed by our office:

- Primary AQDs (faith group) (NAVMAC enters upon accession)
- 55F   Fleet Marine Force   (PERS 4414 enters)
- JS7   JPME1   (PERS 45J enters via PERS 4414)
- JS8   JPME II   (PERS 45J enters via PERS 4414)
- 541-9 Milestones   (PERS 4414)
- 51S   Career Status   (PERS 4414)
- QK1/3 Non Seal quals   (Command to PERS 4414)

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CHC Detailing Team Contact Info (DSN prefix 882):

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RPC (FMF/SW) DeBaun   edward.debaun@navy.mil (CHC Order Writer)

The dates for the FY-17 administrative and statutory boards are as follows:

CHAPLAIN CORPS ADMINISTRATIVE BOARDS (CAREER STATUS BOARD, COMMAND SCREEN BOARD, AND MILESTONE SCREEN BOARD)
20 OCT 2015

ACTIVE 0-6 STAFF
02 FEB 2016

RESERVE 0-6/0-5 STAFF BOARD
23 FEB 2016

ACTIVE 0-5 STAFF
22 MAR 2016

ACTIVE 0-4 STAFF
10 MAY 2016

RESERVE 0-4 STAFF BOARD
6 JUN 2016

APPLY BOARD
11 AUG 2016