

NAVY Supply Corps

IT'S YOUR RECORD



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****Disclaimer**** All information contained in this playbook is considered current as of the latest update but is subject to change prior to the release of a subsequent update.

PURPOSE

The purpose of this playbook is to assist you in maintaining an accurate and up-to-date military personnel file. This playbook will help you ensure that your record accurately reflects your professional experiences and accomplishments to maximize your potential for statutory and administrative board selection, as well as detailing assignments. Your record is your military resume and it is up to YOU to keep it current.

GETTING STARTED

A great starting point to check your record for accuracy is [BUPERS Online \(BOL\)](#). BOL is a single point of entry application for logging on to numerous web-based applications maintained by the Bureau of Naval Personnel (BUPERS) and Navy Personnel Command (NPC). Among the applications available through BOL are your Officer Data Card (ODC), Officer Summary Record (OSR), Performance Summary Record (PSR), and Official Military Personnel File (OMPF).

PSR: Summarizes performance history and is viewed by statutory and administrative selection boards.

OSR: Summarizes your experience, education, and qualifications and is viewed by statutory and administrative selection boards.

ODC: Contains qualifications, promotion history, education, specialties, billet information, and personal data used for career development. Your ODC is not viewed by statutory or administrative selection boards.

OMPF: Repository of documents such as Fitness Reports (FITREPs) and awards, which reflect performance and professional qualifications. Requests for removal of duplicates or errors may be submitted to Mill_OMPFCHG@navy.mil. Ensure document number of requested change is included. [Click here](#) for more information.

Continuity Report: Determines if there are any gaps in your FITREP reporting date continuity. You can also see status of submitted FITREPs and rejection reasons if applicable. Upon logging into BOL, select “CCA/FITREP/Eval Reports” and then “[Performance Evaluation Continuity Report](#).”

Officer Photo: While [NAVADMIN 247/20](#) prohibits the use of official photographs for all officer selection boards, an updated Officer photograph is still required. You can update your official photo using BOL’s automated service, labeled “[Officer Photo](#).”

Physical Readiness Information Management System (PRIMS): Database containing physical fitness assessment (PFA) results. Accessed through BOL.

NOTE: *The course of action for making record corrections depends on the data to be corrected. The following paragraphs provide guidance on several aspects of records maintenance.*

PERFORMANCE SUMMARY RECORD (PSR)

The PSR is viewed by every member of a statutory or administrative selection board. It summarizes the pertinent information from FITREPs received during your Naval career. Since the importance of this document cannot be overstated, it is strongly recommended that you review your PSR regularly and often in your career, preferably with a mentor.

How to Markup Your PSR

There are two record products reviewed by statutory and administrative selection boards, your OSR and PSR. This section will discuss how to markup your PSR and subsequently review it, using visualizations that are common in boards.

Recommend that you markup a PSR in the following order:

1. Underline the last report of each tour (STATION)
2. Annotate each Pay Grade (PG)
3. Annotate each new Reporting Senior
4. Annotate any PRT Failures (indicated by an "F" in the PRT column)
5. Annotate Concurrent Reports (RPT TYPE "CC")
6. Compare Individual Trait Average (ITA) to Summary Group Average (SGA) and Reporting Senior Cumulative Average (R/S CUM, otherwise known as RSCA)
 - a. Annotate where ITA exceeds RSCA
 - b. Annotate where ITA is less than RSCA
 - c. Compare ITA to SGA for reports in competition
7. Look for date period gaps, or overlaps, from one FITREP to the next. Exclude CC RPT TYPE FITREPS
8. Identify "air gaps." An "air gap" is a situation where the Promotion Recommendation is below the highest available or possible entry. Examples are shown below:

03	NAVSUP WSS MECH	NACO INT ERN	020112 013112	10	KING J G	07	COMMANDE R	0	0	5	0	0	3.00 3.00	43 4.30	0	0	X 1	0	0	PP	RG
03	NAVSUP WSS MECH	NACO INT ERN	020112 013112	10	KING J G	07	COMMANDE R	0	0	5	0	0	3.00 4.00	43 4.30	0	0	X 1	0	X 1	PP	RG

How to Review Your PSR

1. As you review and identify good and bad PSR entries, be mindful of the following which may explain the entry:
 - a. New PG
 - b. New STATION
 - c. Concurrent Reports
 - d. New Reporting Seniors
 - e. Number of months in the FITREP reporting period (column MOS)
2. Tour Quality: Indicated by tough visible tours, organizations, responsibility, or nominative billets.
3. Tour Diversity: Indicated by tours of increasing responsibility across a range of different platforms, weapon systems, Fleets, or Combatant Commander areas of responsibility.
4. Analyze the delta between ITA and RSCA.
5. If FITREPs are available, look at comments in Block 41 that give context to the PSR. These include soft breakouts, promotion recommendation, "stuck in traffic" situations (multiple officers in the same paygrade and promotion recommendations limited by policy), managing RSCA, and anything else that can explain noteworthy items found on the PSR. Look at Screening Recommendations in Block 40 for progressing recommendations.

The following PSR is only one example of the numerous iterations you may see; however, it should provide a foundation for you to learn how to review and markup records and/or mentor other officers.

NAME(LAST, FIRST, MIDDLE) Last, First, M.				DESIG/RATE 3100		PAGE 1 OF 2																	
PG	STATION	DUTY	DATES	M O S	REPORTING SENIOR		TRAITS					AVERAGES		PROMOTION REC					RPT TYPE				
					NAME	PG TITLE	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP	EP		PRT			
O1	NAVAVSCOLSCOM	STUDENT	052606 120106	6	RS#1	05	DEPT HEAD						0.00 0.00	0.00	0	0	0	0	0	N/XX	RG		
O1	CTW-4 NAS COR PC TX	SNA	120206 082207	9	RS#2	05	STUCON OFFICER						0.00 0.00	0	0	0	0	0	0	F/WS	RG		
O2	NAVSCS COL ATH ENS	STUDENT	082307 052808 022809	9	RS#3	05	XO	0	0	1	0	0	3.00 3.00	16 3.00			X 1		0	0	F/WS	RG	
O2	DDG-61 RAMAGE	ASST SUP PO	102908 121309	4	RS#4	05	CO	0	0	1	5	0	3.83 3.74	13 3.74			X 1		0	0	F/WS	RG	
O2	DDG-61 RAMAGE	ASST SUP PO	030109 121309	10	RS#4	05	CO	0	0	0	6	0	4.00 4.00	15 3.74			X 1		0	0	F/WS	RG	
O2	DDG-61 RAMAGE	ASST SUP PO	121409 022810	3	RS#5	05	CO	0	1	0	5	0	3.67 4.00	2 3.92			X 1		0	0	F	RG	
O3	DDG-61 RAMAGE	ASST SUP PO	030110 071310	4	RS#5	05	CO	0	0	0	5	1	4.17 4.17	5 4.35					X 1		F/WS	RG	
O3	NAVICP MECH FA	NACO INT ERN	071410 013111	7	RS#6	08	COMMANDE R	0	0	0	4	2	4.33 4.62	100 4.32					X 3		1	P	RG
O3	NAVICP MECH FA	NACO INT ERN	020111 062011	5	RS#6	08	COMMANDE R	0	0	0	2	4	4.67 4.71	114 4.34					X 3		1	P	RG
O3	NAVSUP WSS MECH	NACO INT ERN	062111 013112	7	RS#7	07	COMMANDE R	0	0	0	4	2	4.33 4.33	42 4.29					X 1		1	P	RG
O3	NAVSUP WSS MECH	NACO INT ERN	020112 013112	10	RS#7	07	COMMANDE R	0	0	0	3	3	4.50 4.50	43 4.30					X 1		1	PP	RG
O3	CRG-2 CSSD/ MESG-2	WAREHOUS DIVO	120112 013114	14	RS#8	06	CO	0	0	0	6	0	4.00 4.33	163 4.38					X 2		2	PP	RG
O3	CRG-2 CSSD/ MESG-2	DEPT HD	020114 013115	12	RS#8	06	CO	0	0	0	4	2	4.33 4.33	251 4.37					X 2		1	B	RG
O3	CRG-2 CSSD/ MESG-2	DEPT HD	020114 013115	12	RS#9	05	CO	0	0	0	4	2	4.33 4.33	11 4.29					X 1		1	B	CC

810/TWI REC

NAME(LAST, FIRST, MIDDLE) Last, First, M.				DESIG/RATE 3100		PAGE 2 OF 2																		
PG	STATION	DUTY	DATES	M O S	REPORTING SENIOR		TRAITS					AVERAGES		PROMOTION REC					RPT TYPE					
					NAME	PG TITLE	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP	EP		PRT				
O3	CRG-2 CSSD/ MESG-2	ASUPPO	020115 070115	5	RS#9	06	CO	0	0	0	3	3	4.50 4.50	323 4.37									P	RG
O3	STU PG UNIV S O	FTOS/DUI NS	070215 013116	7	RS#10	05	XO						0.00 0.00	0	0	0	0	0	0				P	RG
O4	S PG UNIV SO CAL	FTOS / D UINS	013116 103116	9	RS#10	05	XO						0.00 0.00	0	0	0	0	0	0				P	RG
O4	STU PG UNIV S O	FTOS/DUI NS	110116 051517	6	RS#10	05	XO						0.00 0.00	0	0	0	0	0	0				P	RG
O4	COMNAV SUPSYSC OM	TEAM LEA D	051617 103117	6	RS#11	08	COMMANDE R	0	0	0	5	1	4.17 4.26	112 4.40					X 3		2	2	PP	RG
O4	COMNAV SUPSYSC OM	TEAM LEA D	110117 071318	8	RS#11	08	COMMANDE R	0	0	0	2	4	4.67 4.52	131 4.43					X 2		2	2	B	RG
O4	COMNAV SUPSYSC OM	TEAM LEA D	071418 103118	4	RS#12	08	COMMANDE R	0	0	1	2	3	4.33 4.05	64 4.12					X 2		3	2	P	RG
O4	COMNAV SUPSYSC OM	TEAM LEA D	110118 080219	9	RS#12	08	COMMANDE R	0	0	0	3	3	4.50 4.50	72 4.14					X 1		1	1	P	RG
O4	COMNAV AIRPAC	AFLT REA D OFF	080319 103119	3	RS#13	06	COS	0	0	0	6	0	4.00 4.00	55 4.43					X 1		1	N	RG	
O4	COMNAV AIRPAC	AFLT REA D OFF	110119 103120	6	RS#13	07	COS	0	0	0	4	2	4.33 4.33	88 4.43					X 1		1	PN	RG	

Completed LOGTECH Adv!!

Deep Select to CDR, Groom for Flag

Fitness Reports (FITREPs)

During record reviews, if you identify Fitness Report errors or missing reports, follow the procedures outlined in the Navy Performance Evaluation Instruction ([BUPERSINST 1610.10E](#)). Sample FITREP Administrative or Supplemental Change letters can be found on the [Supply Corps Career Counselor](#) page. Letters requesting corrections or changes may be sent to the Officer Fitness Reports Branch at:

Navy Personnel Command
Attn: PERS 32

5720 Integrity Drive
 Millington, TN 38055-3200

[BUPERS Online \(BOL\)](#) offers an automated FITREP continuity application. Upon logging into BOL select “CCA/FITREP/EVAL Report”, and then “Fitness Report Continuity Report”. This report will display any gaps in reporting continuity along with the status of submitted FITREPs. Common entries are listed below:

- Validated: FITREP pending acceptance to the PSR and officer’s record
- Complete: FITREP has been processed and entered into the officer’s record
- Purged: FITREP has been removed from the officer’s record
- Rejected: FITREP has been rejected due to an error. Contact your command administration first, and then PERS-32 for correction procedures. PERS-32 can be contacted through askmncc@navy.mil.
- Separated and Classified: FITREP has been received, separated from the Summary Letter, and classified as a FITREP (vice an EVAL) for processing.

Please contact the [Supply Corps Career Counselor](#) if you have any questions or want a record review.

OFFICER SUMMARY RECORD (OSR)

The OSR is one of two documents (the other is your PSR) viewed by board members during statutory and administrative boards. With the exception of awards, the information contained in your OSR is fed from your ODC. The Special Qualifications block of your OSR combines the nomenclature of both Additional Qualification Designator (AQD) and Navy Officer Billet Classification (NOBC) codes. It is important that you learn the associated nomenclature from these codes as you become more senior, as OSRs are the product displayed during boards vice ODCs. Below is one example of the numerous iterations you may see on an OSR.

NAME				OFFICER SUMMARY RECORD			
Last First Middle				YG 10	DATE PROC: 210523		
SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF. SERV. DATE	FOR BOARD USE	
*****0000		3100					
HIGHEST FLAG	CAPT	CDR	LCDR	LT	LTJG	ENS	HIGHEST CWO
			191001	140401	120312	100312	
PRESENT DUTY STATION				PRESENT BILLET			
CNSSC HQ MILL				PERS DIST OFF/			
EDUCATION				SERVICE SCHOOLS ATTENDED			
COLLEGE	DATE/LEVEL	MAJOR	LANG. PROF.	SUB-SPEC			
MONTEREY U CALIFORN	19 07 MASTER BACH/1 PR	BUS ADM POL SCI		1306P 3111S	COURSE: NWC NONRESIDEN	DIVO LDRSHP	
					DATE/WEEKS: 1606 48	1008 01	
					COURSE: JASMMM	SUPPLY BASIC	
					DATE/WEEKS: 1408 02	1008 20	
					COURSE: INT LDRSHP	SODHC	
					DATE/WEEKS: 1009 01	0910 04	
ACTIVE DUTY BASE DATE	PREVIOUS MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATE/GRADE	REMARKS		
091121	N		003	E5	SELECTED FOR JUNIOR SERVICE COLLEGE		
PERSONAL DECORATIONS							
				LTB			
				FC-17			
SPECIAL QUALIFICATIONS				Remarks and Board Stamps			
1 PERS DIST OFF	7 COMPTROLLER	13 NAVAVSUPO	19	Warfare Qualified			
2 TSO AV	8 GEN SUP	14 ACQ BUSFM LV1	20	OPTOURs Complete			
3 MTL DIV	9 FOOD SVC	15 JPME PHASE1	21	JPME			
4 TSO GEN	10 NAV SUP CTL	16 ACQ PM LV1	22	DAWIA			
5 DPJ SYSINTCOO	11 SUPSURFWAR 03	17 OOD FLEET 03	23				
6 BUDGET	12 COMP2 OPTOUR	18 CDO UNDRWAY	24				

Awards

To get an approved award certificate into your OMPF:

1. Check to see that the award has been entered into the Navy Department Awards Web Service (NDAWS) by logging onto BOL, click on "Navy Personnel Command Documents Services", select "NDAWS" from the left side of the screen, and click on "Search Awards". Here you can search for Personal and Unit awards. If you click on "Personal Awards Search", your personal awards that are currently in NDAWS will be displayed. BOL NDAWS is the authoritative source for Navy personal, Unit, Campaign, and Expeditionary medals data.
2. If it is reflecting accurately in BOL NDAWS but not in your OMPF, print your full SSN in the upper right corner of the award certificate and send a copy to PERS-313 (Navy Personnel Command, PERS-313, 5720 Integrity Dr. Millington, TN 38055), MILL_NavyAwards.fct@navy.mil, or ask your command to mail it.
3. If it has not been entered into BOL NDAWS, contact your administrative office for assistance. It is their responsibility to update BOL NDAWS with your award in accordance with the NDAWS User's Guide.
4. Once an award has been submitted into BOL NDAWS, the application will send copies of the wet-signed certificate and OPNAV 1650/3 to the member's OMPF. DO NOT mail these documents to PERS-313.

Personal awards (Navy and Marine Corps Achievement Medal and higher):

- NDAWS Trusted Agents (Admin Offices) and NDAWS Authorities are to enter awards into BOL NDAWS along with the wet-signed certificate and the application will electronically file the OPNAV 1650/3 and wet-signed certificate to the member's OMPF.
- BOL NDAWS is the authoritative source for awards. Awards will not be incorporated into the Official Military Personnel File (OMPF) if they are not reflected in BOL NDAWS.
- Older awards not reflecting in BOL NDAWS must be entered into NDAWS by the awarding authority's administrative department, or the member's current administrative department after authentication of validity of each award.

If the awards listed on the OSR are incorrect, the [Data Quality Management Branch \(BUPERS-072\)](#) can assist. The Data Quality Management branch manages the functionality and data contained within many of the Navy Corporate Data Systems.

Visit My Navy HR's [Decorations and Medals](#) page for more information.

OFFICER DATA CARD (ODC)

If ODC corrections are needed, access your ODC in BOL and click on the hyperlink in the field needing correction. This will reveal an explanation of the block and the point of contact for making any required corrections. Several different applications provide the data reflected on your ODC. Data from your ODC transfers onto your OSR (Boards review the OSR), so make sure your ODC is accurate! The Supply Corps Career Counselor [webpage](#) has additional resources to understand your record.

Academic Profile Code (APC)

This three-digit code resides in block 47 of your ODC and a detailed description of the code can be found in "It's Your Education." Officers must complete the application process on the [Naval Postgraduate School \(NPS\)](#) website and submit sealed official transcripts to NPS in order to have their APC calculated for inclusion into their official record. All officers should have their Academic Profile Code (APC) calculated as soon as possible after commissioning and then updated as required.

Mail transcripts to:

Admissions Office, Code 01C3
Attn: Director of Admissions (Official Transcripts)
Naval Postgraduate School
1 University Circle, He-022

Monterey, CA 93943-5100

Formal Education

PERS-45E updates officer records with formal education from civilian colleges/universities and Navy-sponsored postgraduate education (e.g., Naval Postgraduate School, Service Colleges, or Civilian Institutions Programs (810/811)). To have your formal education entered into your record, send or have your college/university send official, sealed, final transcripts for any formal education degree not listed or improperly listed in Blocks 54 through 60 of your ODC, to NPC PERS-45:

Navy Personnel Command
PERS-451
5720 Integrity Drive
Millington, TN 38055

Schools can send official transcripts via email to Mill_PERS450.fct@navy.mil.

Navy Subspecialty System Codes

Subspecialty system codes (SSP) reflect professional disciplines acquired through advanced education, functional training, and significant experience. PERS-45 manually reviews those officers serving in a SSP coded billet upon completion of the billet or after graduating from a Navy-funded postgraduate program, and places a corresponding code in Block 66-69 of your ODC. You can earn only one SSP per tour. If you would like to request a SSP based on experience in a non-coded billet, submit your request (sample package available on the [Career Counselor website](#)) to the Supply Corps Career Counselor.

Subspecialty codes for Supply Corps Officers typically include:

- 1301 – Supply Acquisition, Distribution Management (not awarded for operational tours)
- 1302 – Supply Inventory/Supply Chain Management
- 1304 – Transportation Logistics Management
- 1306 – Acquisition and Contract Management
- 1307 – Petroleum Management
- 1309 – Logistics Information Technology
- 2000 – National Security Studies (War College)*
- 3000 – Resource Management and Analysis – General*
- 3110/1/2 – Financial Management
- 3121/2 – Logistics and Transportation Management
- 3210/1/2/3 – Operations Research Analysis
- 4000 – General Applied Disciplines*
- 6511 – Requirements Management

Subspecialty code suffixes:

Experience

- S – 18 or more consecutive months in a subspecialty coded billet
- R – Two separate experience tours, at least 18 months each

Navy Funded Education

- T – currently enrolled in Navy-funded Master's program
- P – Navy funded graduate degree (awarded after graduation)
- Q – Navy funded graduate degree followed by an experience tour of at least 18 months

Self-funded Education

- G – Non-Navy funded graduate degree that meets 70% of Core Skill Requirements (CSR)
- F – Non-Navy funded graduate degree followed by an experience tour of at least 18 months

* The 2000P/3000P/4000P SSPs are awarded upon completion of a graduate degree from a requisite college degree program. This SSP does not change based on follow-on experience tours.

Subspecialty codes and application guidance can be found on the [PERS-451 - Education and Subspecialty](#) page on the My Navy HR website. The website also provides information on Critical Skills Requirements (CSR) and Educational Skills Requirements (ESR) for each subspecialty.

A complete list of subspecialty codes can be found in [Part B](#) of *The Manual of Navy Officer Manpower and Personnel Classifications (Volume I)*.

Service Schools

Every Supply Corps Officer should have BQC and Basic Leadership documented in this block. To have service schools documented in Block 52 of your ODC, you must submit a request email to the My Navy CC helpdesk at: askmncc@navy.mil, stating the following:

Dear MNCC,

Please update Block 52 of my ODC with the following Service Schools:

- Course Title: (per the NOOCS manual)
- School Location:
- Completion Date:
- Course Duration:
- 3-Digit School Code: (per NOOCS manual)

My JST Transcript/Certificate of Completion is attached.

Attach supporting documents in Portable Document Format (PDF). A list of all service school codes can be found in [Appendix C](#) of the *The Manual of Navy Officer Manpower and Personnel Classifications (NOOCS, Volume II)*. If the school isn't listed in the NOOCS (e.g. LOGTECH ADV), it can't be listed as a Service School.

Additional Qualification Designator (AQD)

Additional Qualification Designator codes identify the attainment of skills and knowledge, as recognized by a competent authority, which are in addition to those identified by the officer designator, grade, NOBC, or subspecialty.

AQDs are assigned by the cognizant Naval Personnel Command (NPC) assignment officer(s) in coordination with the respective placement officer(s). A list of all AQDs can be found on the My Navy HR website in [Part D](#) of *The Manual of Navy Officer Manpower and Personnel Classifications (Volume I)*.

Common Supply Corps AQDs assigned by the Supply Corps Career Counselor include:

- **Operational Tours**
 - **928 COMP 1 OPTOUR** – Completion of one operational tour
 - **92A ASGN2 OPTOUR** – Assigned to second operational tour, keep your 928
 - **929 COMP 2 OPTOUR** – Completion of two or more operational tours, remove 928 and 92A
- **Commander Milestone**
 - **2D1 CMD ELIGIBLE** – Commander Milestone/Captain Major Command eligible, awarded IAW NAVSUPINST 1412.1B
 - **935 SC CDRMLSTNCMP** – Completion of Commander Milestone
 - **937 SC CDRMLSTNSEL** – Selected for Commander Milestone
 - **93A SC CMD COMP** – Selected at the Supply Corps Commander Milestone Screening Board and completed a minimum of 18 months in an approved Supply Corps Shore Command billet
- **Captain Major Command Ashore**
 - **93B SC MAJCMD COMP** – Selected at Supply Corps Captain Major Command Ashore Board and completed a minimum of 18 months of Major Command Ashore billet
- **Warfare Qualifications**
 - **LA8 SUPSURFWAR 03** – Surface Warfare Supply Corps Officer, SWSCO SUPSURFWAR 03
 - **BC8 NAVAVSUPO** – Naval Aviation Supply Officer, NASO
 - **SQ1 SUPSUBWAR** – Submarine Qualified Supply Corps Officer, SSO

- **93E NESCO QUAL** – Navy Expeditionary Supply Corps Officer, NESCO
- **960 SEABEE COMBAT WARFARE** – Seabee Combat Warfare Specialist, SCWS
- **Other Qualifications**
 - **9L1/2 OLWOFF1/2** – Completed 18 months in Operational Level of War staff
 - **9X1 SC LRCMOC DIR** – Completed 18 months as Director, Maritime Operations Center, Logistics Readiness Center billet
 - **JOM - MSOC GRAD** - Graduated the Maritime Staff Operations Course, NWC
 - **JP1/2/3 OPERATIONAL PLANNER** – Joint and Maritime Operational Planner
 - **JPM – MOPC GRAD** – Graduated the Maritime Operational Planner Course, NWC
 - **JPN – OPERATIONAL PLANNER** – Graduated the College of Naval Command and Staff, NWC

Common Supply Corps AQDs assigned by other NPC offices include:

- **Acquisition Certifications**
 - AC1/2/3, AL1/2/3, AK1/2/3, AA1/2/3, AR1/2/3, APM
 - Acquisition AQD updates are automated through eDACM
 - [Click here](#) for more information on Acquisition career path and record updates
 - Additional acquisition information can be found on the [DAU website](#).
- **Joint Qualifications**
 - JS2 (Full Joint Tour), JS7 (JPME I), JS8 (JPME II) = JS5 (fully Joint Qualified Officer)
 - All Joint AQDs are assigned by PERS 45J. They can be reached at 901-874-3493 or email at MILL_Pers-4Mail_AC_JQS_Manager@navy.mil.
 - For more information on Joint Qualifications visit the [Joint Officer Management \(JOM\)](#) website.
 - For JPME completion options [click here](#).

Please contact the [Supply Corps Career Counselor](#) with any AQD questions.

Navy Officer Billet Classification (NOBC) Codes

NOBCs identify the nature of the billets you held during each tour. From Disbursing Officer to Postal Officer to Personnel Distribution Officer, make sure NOBCs reflected in your ODC are accurate. To have NOBCs documented in Block 91 of your ODC, submit an email request to the My Navy HR Helpdesk (askmncc@navy.mil) stating the following:

Dear MNCC,

Please update Block 91 of my ODC with the following NOBCs:

From: XXXX-XXXX

Title: (per the NOOCS Manual)

NOBC: XXXX (four-digit number per NOOCS Manual)

Months: XX (per FITREPs)

My FITREPs supporting this request are attached.

Attach supporting documents as PDFs. A list of all NOBCs can be found in [Part C](#) of the *The Manual of Navy Officer Manpower and Personnel Classifications (NOOCS, Volume I)*. You can only update NOBCs for jobs previously held, which are listed in Block 91. Current position NOBC(s) are tied to the Billet Sequence Code (BSC) you are assigned, which, if different from actual, may be changed by working with your Admin and NPC Placement Officer.

The title of an officer's "PRESENT BILLET" as seen in the ODC and OSR is the official title of the billet's NOBC. The NOBC transfers via the BSC to the automated record (e.g. ODC). A BSC is a five-digit, ascending sequence of numbers determined by manpower Budget Submitting Offices (BSOs) and/or activities to organizationally structure manpower requirements, organizational headers, and billet notes within an activity's organizational structure. In effect, it is the actual requirement, the position, to which an officer is serving. Billet codes (Subspecialty Codes and Additional Qualification Designators) are tied to the BSC.

OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Your OMPF (permanent personnel record) is routinely updated for all personnel actions which occur during your career. Your servicing PSD or Personnel Office is responsible for forwarding documents for inclusion into your OMPF. You and your commanding officer are jointly responsible for ensuring that the OMPF is complete and contains information pertinent to your career. Familiarize yourself with enclosures 1 and 2 of [BUPERSINST 1070.27](#) for information concerning documents placed into this record.

Officer Photo

All officers are required to have a full-length color photograph at their current rank in their OMPF. Officers are expected to have a current photo within three months of putting on his or her current rank. Photos can be verified by accessing your OMPF on [BOL](#).

Photograph requirements are found in [MILPERSMAN 1070-180](#).

Photographs must be attached to [NAVPERS 1070/884](#). Ensure your photograph is signed with your full signature before submitting to PERS 312C.

Officers should submit their photo online via BOL's [Officer Photo application](#).

Hard copies may be mailed to:

Navy Personnel Command
Attn: PERS 312C
5720 Integrity Dr.
Millington, TN 38055-3120

IN CLOSING

Your record is a snapshot representation of the entirety of your Naval career. Check it often to ensure the information contained is current and accurate. In particular, ensure to check it thoroughly and have it checked by others at least six months prior to any statutory or administrative board. Please don't hesitate to contact the Supply Corps Career Counselor at supply_corps_cc@navy.mil with any questions. Remember...if it's not in your record, it didn't happen!

DIRECTORY

NAVSUP OP/PERS 4412	
Director, Supply Corps Personnel (OP)	901-874-4600
Assistant to OP (OPA)	901-874-4609
Director, Detailing Division (P1)	901-874-4607
Assistant to OP1 (P1A)	901-874-4608
LCDR Detailer/"Pit Boss"	901-874-4601
LT Operational & PG School Detailer	901-874-4627
LT Shore/Overseas Detailer	901-874-2936
ENS/LDO/CWO Detailer	901-874-4613
FTS Management Branch/GSA Detailer	901-874-4620
Director, Officer Plans, Programs, and Analysis (P3)	901-874-4623
Supply Corps Career Counselor	901-874-4621
Asst Career Counselor/Reserve Mgmt Analyst	901-874-4622
FTS/SELRES Supply Corps Career Counselor	901-874-4624
Accessions Officer/Internship Program	901-874-4273
BUPERS 3	
Supply Corps Officer Community Manager	901-874-3189
Deputy Supply Corps Officer Community Manager	901-874-3133
Director, Enlisted Plans Division	901-874-2823

NAVY

Supply Corps

Office of Supply Corps Personnel

NAVY PERSONNEL COMMAND (PERS-4412)
5720 INTEGRITY DRIVE: BLDG 791 RM C107
MILLINGTON TN 38055-4412

supply_corps_cc@navy.mil

901-874-4621

Last Updated: 2021