NAVY Supply Corps

YOUR RESERVE RECORD

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*** Disclaimer –** All information contained in this playbook (including web and email addresses) is considered current as of the latest update, but is subject to change prior to the release of another update.

FOREWORD

It is very important to maintain an accurate and up-to-date Official Military Personnel File (OMPF). Managing your record will ensure it is a correct reflection of your professional experiences and accomplishments. Your record is your military resumè, and it is your responsibility to maintain its accuracy. Due diligence will pay off when your record is reviewed for promotion, APPLY, or other selection opportunities.

Record Review

You should review your record yearly, you should be aware of your strengths and weaknesses. If you have questions, seek guidance from your mentor to provide valuable insight into your record. For further guidance, contact your Supply Corps Selected Reserve Career Counselor supplycorpscareercounselor@navy.mil. Use the record review process as a driver for further improvement, growth and professional development.

Do not assume that a single FITREP will be a good indicator of your entire record. Each FITREP is important, but patterns or trends in performance are just as important. A FITREP can only be judged in relation to what has transpired in the past and what is happening in the present, but it may be regarded as a prediction of future performance. Performance should indicate continued superior performance with an upward trend under the same reporting senior. Do not fall prey to declining performance or unexplained reduction in FITREP grades.

If your last report was marginal, do not be disheartened. Seek guidance, step up your performance, and seek opportunities in which you can be ranked against other officers in your pay grade. Be proactive in seeking periodic performance feedback from senior leadership prior to FITREP period. Mentoring advice, mid-term counseling, and FITREP debriefs, are excellent opportunities to develop courses of action that will provide the basis for continued performance improvement.

Note: <u>Letter to the Board correspondence</u>. If you need to submit documents that are missing from your OMPF before your scheduled selection board (either statutory or administrative), it is highly recommended that you submit the missing documents directly to the Board President.

Sending the documents to the board will NOT update your OMPF, except for Officer's Official Photo, as all other correspondence is destroyed when a board adjourns.

Official Military Personnel File (OMPF)

The Navy Personnel Command (NPC) maintains all official records in a digitized format. You can view your OMPF at BUPERS Online (BOL). Access to BOL requires the use of a Common Access Card (CAC) and a CAC reader, along with a Public Key Infrastructure (PKI) root certificate that can be downloaded from a link on the website.

You may access your Electronic Service Record (ESR) via the Navy Standard Integrated Personnel System (NSIPS), which is a web-based repository for both personnel and pay data for all AD and reserve service members. Similar to BOL, you must use a CAC and CAC reader to access NSIPS. Once on the NSIPS website (requires CAC login), select the *ESR Self-Service (New Users)* link and follow the directions. Once an individual account is created, the ESR may be accessed by clicking on the *Login* button on the main web page.

Each Reservist is responsible for the contents of his/her official record. A complete record reflects all of your accomplishments, qualifications, and therefore requires regular attention. Periodically, check your record, especially prior to a promotion board or other board selection opportunities. It takes time to have missing or incorrect information corrected in your record; therefore, it is recommended that you review your record at least once a year, and if board eligible, at least 6 months prior to, and thereafter until the board convenes.

Know your Record! Make sure that important documents are in your record. It is recommended that you maintain a personal hard copy file of all important documents, throughout your naval career. The following list contains a few common service record discrepancies you should pay attention to:

a. Missing Fitness Reports
b. Photo missing or does not reflect your current rank (see MILPERSMAN 1070-180 for guidance)
c. Unexplained broken service
d. Missing data on special qualifications, decorations, awards, education, etc…

e. Missing or illegible Navy Reserve Qualification Questionnaires (NRQQs). Reserve officers can update their data by downloading the NRQQ form and either mailing or emailing it to PERS-9, or NSIPS entry. Specific NRQQ instructions, address, and email information.

f. Obsolete or missing Ready Reserve Agreement

g. Missing Navy Reserve Appointment

Note: It is also important that you maintain a hard copy of your medical and dental records. Your medical readiness is crucial to your ability to deploy. To correct administrative errors in your record, please refer to the OMPF Document Correction website.

Submitting Missing Documents to Your OMPF

The procedures for submitting OMPF documents are found on the NPC OMPF website. The NPC Records Support Division (PERS-31) maintains the official personnel records of current and former Navy personnel in electronic format via the Electronic Military Personnel Records System (EMPRS). Your servicing Personnel Support Detachment (PSD) or Navy Operational Support Center (NOSC) is the primary source for submitting documents to NPC for updating your OMPF. The following are common documents submitted to the noted codes:

a. Transcripts, where a degree/certificate was achieved, awarded or conferred. Official transcripts (diploma/certificates will not be accepted) must be submitted directly from your university/college to PERS-45E electronically or by mail.

b. Fitness Reports, extension letters, and statements must be sent to NPC (PERS-32).

c. Awards: See paragraph 4 below.

d. Officer's Photo. All officers are required to have a full-length color photograph in their OMPF, on form NAVPERS 1070/884 (04-07). See MILPERSMAN 1070-180 for guidance. Photo must be within 90 days of promoting to current rank.

When submitting documents to be included into your OMPF record, it is important to ensure that:

a. The document is the original, non-redacted signed copy.

b. The document is of actual size – no reduction or enlargement.

c. If the document is a copy, such as an award citation or course completion certificate, ensure that it is of good quality, to include black lettering and white background – no distortion or light print.
d. The document does not contain Privacy Act information (PII)_on another service member.
e. The *full SSN is recorded* on the document – if not, write it in the upper right corner of the document.

For additional guidance on submission requirements, see Enclosure (1) of the BUPERINST 1070.27C.

NOTE: Faxed documents or email attachments will not be accepted for scanning into the OMPF. It is critical to include the SSN on each document to ensure accurate processing of your information. Omission of your social security number (SSN), incorrect spelling of your name, (e.g. initials, nickname) or multiple names on documents will complicate the research efforts and delay updating your record.

Forward documents for scanning into your OMPF to:

Navy Personnel Command
PERS-313
5720 Integrity Drive
Millington, TN 38055-3130

For further information regarding the maintenance of your service record, visit the NPC Records Management website.

Officer Summary Record (OSR) and Performance Summary Record (PSR)

Other than your OMPF, and any correspondence you forward to the Board President, your OSR and PSR are the only sources of information available to selection boards.

The PSR is a chronological order of your FITREPS. It is generated from a database within BUPERS that is separate from your OMPF.

The BUPERS database and OMPF records are created from different sources, so they may not be in agreement. The OSR and PSR are computer generated summary records that assist selection boards in reviewing an officer's record. You can view your OSR/PSR by logging onto BUPERS Online.

The OSR/PSR is actually three separate sections compiled from different databases:

a. Part I - Inactive OSR, Inactive OSR Top Sheet or NAVPERS 1070/123. This report is generated from the Inactive Manpower and Personnel Management Information System (IMAPMIS).
b. Part II - Inactive Officer OSR Bottom Sheet, Pre-1996 PSR or NAVPERS 1070/50. This document contains performance fitness and evaluation history prior to 1 January 1996.
c. Part III - PSR. This document contains performance fitness and evaluation history since 1 January 1996.

NOTE: An Officer Data Card (ODC), NAVPERS 1301/51, is automatically generated when a Reserve Component (RC) officer assumes an Active Duty (AD) role; Individual Augmentee (IA), Active Duty for Special Work (ADSW), mobilization or recall to AD, and can be viewed by logging on to BOL. The ODC is an AD personnel record which contains general, personal, and career data. When the officer returns to a SELRES drilling status, the ODC becomes inactive along with any entries. RC officers should not attempt to update their ODC, due to potential duplicated or deleted record entries affecting their official record. Continue to work with the Supply Corps Selected Reserve Career Counselor to enter your OSR updates correctly via the Reserve corporate databases. Note: Selection Boards do not use the ODC.

Personal Awards

There are five separate areas where awards data are maintained: (1) the Navy Department Awards Web Service (NDAWS) website, (2) your OSR on BOL, (3) your ESR in NSIPS, (4) your Electronic Training Jacket in Fleet Training Management and Planning System (FLTMPS), which can be accessed on My Navy Portal, and (5) your OMPF. It is important that all of these systems accurately present the same information. Depending on which system is incorrect, different procedures must be taken to correct errors.

a. If an award is missing from a search conducted via NDAWS:
    1. Make a copy of your missing award certificate (the one with the embossed, color picture of the award).
    2. Write your SSN at the top right-hand corner of the documents.
    3. If your award is a Meritorious Service Medal or higher (excluding the Purple Heart), you must also submit the citation that was presented with the certificate. Write your SSN at the

top right-hand corner of the copy of the citation.

4. Send the copies of your certificates/citations to the NDAWS Authority/Administrator in your chain of command. A list of these commands, including mailing information, will be posted under the *NDAWS Authorities* found in the reference documents under the Approval Authorities tab. The commands that currently have NDAWS access are listed under the Echelon II command that they ultimately report to, typically your NOSC.

NOTE: Once NDAWS has been updated, awards should reflect in the other electronic systems (Officer Summary Record/Electronic Service Record/Electronic Training Jacket) in approximately 1-2 weeks.

b. If a copy of your certificate/citation is missing from your OMPF/CD-ROM/OSR/ETJ: Mail a legible, clean copy of the signed citation, with your SSN printed in the upper right hand corner of the document. Also, indicate which system the award is missing from at the top of the document (for example: NOT ON OSR/PSR), to:

> Navy Personnel Command
> PERS-313
> 5720 Integrity Drive
> Millington, TN 38055-3130

NOTE: If you cannot find an NDAWS Authority/Administrator in your chain of command, call the contact number below for current fax/email directions or mail the award to:

Commander Naval Reserve Forces Command
N01A – Attention: Awards
1915 Forrestal Drive
Norfolk, VA 23551
(757) 322-5632
Email: CNRFC_CommandServices@navy.mil

Further guidance can be found on the NPC website Military Decorations and Medals

Your career in the Navy Reserve Supply Corps is in your hands. Find the balance between your family life, civilian career, and your Navy pursuits. Seek advice from your mentors, manage your record, and enjoy your experiences in ever-increasing responsibilities. When in doubt, contact your Supply Corps Selected Reserve Career Counselor.

APPENDIX A

Reserve Component Command Southeast - Jacksonville
Navy Region Southeast RCC - Jacksonville (Code N4)
P. O. Box 90, Navy Air Station
Jacksonville, FL 32212-0090
DSN: (312) 942-0805
COMM: (904) 542-0805

Reserve Component Command Southeast – Fort Worth
Navy Region Southeast RCC – Fort Worth (Code N4)
1803 Doolittle Avenue
Fort Worth, TX 76127-5000
DSN: (318) 739-1626
COMM: (817) 782-1626

Reserve Component Command Mid-Atlantic - Norfolk
Navy Region Mid-Atlantic RCC - Norfolk (Code N4)
Building SP-12 Naval Station
521 Park Crescent
Norfolk, VA 23511-4092
DSN: (312) 341-5914
COMM: (757) 341-5914

Reserve Component Command Mid-Atlantic – Great Lakes
Navy Region Mid-Atlantic RCC – Great Lakes (Code N4)
520 Dewey Ave, Building 5
Great Lakes, IL 60088-2911
DSN: (312) 792-4916, ext 229
COMM: (847) 688-4916, ext 229

Reserve Component Command Southwest
Navy Region Southwest RCC - San Diego (Code N4)
937 North Harbor Drive
Box 52
San Diego, CA 92132
DSN: (312) 522-1899
COMM: (619) 532-1899

Reserve Component Command Northwest
Navy Region Northwest RCC – Everett (Code N4)
2000 West Marine View Drive, BLDG 2102
Everett, WA 98207-2600
DSN: (312) 727-3814
COMM: (425) 304-3814

READY FOR SEA

NAVY

Supply Corps

Supply Corps Personnel

NAVY PERSONNEL COMMAND (PERS-4412)
5720 INTEGRITY DRIVE: BLDG 791 RM C109
MILLINGTON TN 38055-4412

supplycorpscareercounselor@navy.mil
901-874-4622/1

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http://www.public.navy.mil/bupers-npc/officer/Detailing/rlstaffcorps/supply/Pages/ReserveCommunity.aspx