



Officer Record Management & Verification Brief



The following information is gouge on how to keep your record up-to-speed and includes links to several sites. All of these items are handled by different offices, so do not wait to get items fixed/entered/etc. Start getting your record in order NOW – no one is in charge of your record but you!

Please let me know if you see something requiring a fix/change or a new addition to this living document, but please note that **I DO NOT have the access or ability to update your record.**

POC: LCDR Rob Allen – robert.r.allen29.mil@us.navy.mil

Updated information (NOV 2023)–Updated education section and email

***Updated information (OCT 2022)–Updated with New Awards email ***

Updated information (SEP 2022)–Updated with MNCC and webpage changes

Promotion Board Gouge remains at the end of this document following how you verify your record and Post-Selection Board process gouge (scroll to the end).

MY NAVY PORTAL:

My Navy Portal (<https://my.navy.mil>) is the Navy’s official military integrated human resources portal for Manpower, Personnel, Training and Education (MPT&E) services. As an integrated web portal that consolidates the Navy’s Human Resource (HR) portals, knowledge, and applications into a consolidated and simplified user experience. It provides one site that provides links/information for a myriad of other databases or sites utilized within the Navy. The Quick Links section provides external links to sites like NSIPs, MyPay, BOL, FLTMPs, eLearning, NPC, TSP, RAPIDS, Navy Awards, etc.

BUPERS ONLINE (BOL) /OFFICIAL MILITARY PERSONNEL FILE (OMPF) / NAVY PERSONNEL COMMAND DOCUMENT SERVICES:

To access your Officer Data Card (ODC), Officer Summary Record (OSR), Performance Summary Report (PSR) online, log in at <https://www.bol.navy.mil>. From here you can view your ODC, OSR and PSR by clicking on the “ODC, OSR, PSR, ESR” tab. Navigation hint: If you left click on the information block (blue “I”) next to each item, a separate window will open that explains that block. If you experience problems accessing these items online contact the BUPERS help desk at (800) 951-NAVY. Reserve officers not on active duty must contact PERS-9 at 866-827-5672 to update their information through completion/update of the Naval Reserve Qualifications Questionnaire (NRQQ).

Orders – To view/receive/print your orders, login to [NSIPS](#). NPC releases orders as far in advance as possible where funding and billet priority allows. Specific release timelines and status updates would be more accurate by contacting your detailer and asking for

updates based off of your situation and the current ability to release. Your orders can be found on the left menu under “Employee Self Service”, “View” and then select either the “Orders Detail” or “Orders History” links. If you have issues – contact your detailer.

Tour Length – Orders are written based on tour length requirements defined in [MILPERSMAN 1306-106](#). Although PERS can move officers early based on the needs of the Navy, officers should expect to execute orders for the tour length stated in their orders.

Navy – Official Military Personnel File (OMPF) provides a secure and efficient method for you to access and review your image record 24/7 and is the preferred method of obtaining OMPF information and correcting your records (see Corrections below) versus the legacy way of ordering it on CDROM. Active duty USN and USNR drilling Reservists should use OMPF (located within [BOL](#)) to view/get copies of their OMPF record and download the individual documents or entire record.

- To correct documents in your OMPF record see [NPC webpage](#)'s [Document Correction](#), [Document Submission](#), [Frequently Asked Questions](#) (FAQ) and [Contact Us](#).

USE OF ENCRYPTED EMAILS WITH THE CUSTOMER SERVICE CENTER:

Encrypted Email (askmncc.fct@navy.mil) for the Customer Service Center, 1-833-330-MNCC (1-833-330-6622), is now in use for general inquiry questions and routine correspondence, such as record request inquiries, fitness report/evaluation questions, detailer and Career Management System-Interactive Detailing information, or any email containing personally identifiable information (PII).

While the email account CSCSELBOARD@navy.mil remains available to receive encrypted correspondence to selection boards - Member's must utilize the “Letter to the Board” function inside BOL by selecting the ESSBD option. If you are sending questions or have other issues – the email to CSCSELBOARD must be encrypted. To download the mailbox certificate for encrypted email, users must:

- Visit <https://dod411.gds.disa.mil> (CAC required)
- Type askmncc.fct@navy.mil or CSCSELBOARD@navy.mil in the "Email address" field, then click "Search,"
- Click the "BUPERS" or "CSC" link under "Last Name,"
- Click on the link "Download Certificate(s) as vCard,"
- Click "Software Certificate for askmncc.fct@navy.mil " or "Software Certificate for CSCSELBOARD@navy.mil," - Click the "Open" button on the File Download pop-up. The certificate will open. Click "Save and Close," - The certificate is then saved to the profile and can be used to send encrypted email.

OFFICER DATA CARD & OFFICER SUMMARY REPORT UPDATES/CORRECTIONS:

Updates or corrections to your ODC are done through the appropriate PERS code at Navy Personnel Command, or by the Navy Standard Integrated Pay/Personnel System ([NSIPS](#)), depending on the block of the ODC that requires update or change. The list of who to contact by ODC block number is located in [Appendix E of NAVPERS 15839I, Volume II](#) (also called the Navy Officer Occupational Classification System –NOOCS- Manual).

Active duty change requests to the OSR are done by requesting changes to the ODC (you cannot update the OSR, you must make change requests to the ODC; updates/corrections to your ODC will automatically reflect on your OSR. Most changes or additions to the ODC that need to be reflected on the OSR involve academic degrees, service schools, personal decorations (awards) and special qualifications (AQDs). For questions regarding other blocks of the OSR, contact your detailer.

The current database systems do not enable reservists to see the ODC. They only have access to the OSR updated via changes to the reserve database IMAPMIS. The NAVPERS manual referenced above (Vol II) can still be used to help track down POC's with about 80% accuracy, but the OSR does not have numbered blocks.

SERVICE SCHOOLS:

Only service schools (courses) listed in the [Appendix C of NAVPERS 15839I, Volume II](#) (NOOCS manual) may be added to the ODC/OSR; service schools not listed cannot be added to the ODC. The community manager will determine if the school needs to be added and they will work with Navy Enterprise Service Desk (NESD) to make this addition, if necessary. Not all courses are listed on the ODC. Course completions are generally limited to those which are of substantial assistance in detailing and planning functions within the Bureau of Naval Personnel. Many significant courses are purposely omitted because they are basic to officer professional development, or because the utilization of the training is the responsibility of the graduate's subsequent Commanding Officer. Team, refresher, indoctrination, orientation and most fleet training are omitted for these reasons. If you feel a service school should be added to the Officer Manual, you will need to contact your community manager.

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 NESD for the course to be entered on your ODC/OSR. You can contact MNCC for assistance in other submission opportunities or submit by scanning and emailing (WORD or PDF format) to nesd@nesd-mail.onbmc.mil. If you have immediate questions, you can call (833-637-3669) or via online chat at (<https://nesd-dwp.onbmc.mil>) and select "Chat with an Agent"

Selected Reserve/Individual Ready Reserve Officers:

Selected Reserve and Individual Ready Reserve Officers who want to update their service school information on their OSR need to provide a copy of their completion certificate with the three digit service school code to PERS-911D via email: pers-911d.fct@navy.mil. Applicable web-pages are:

NRQQ Page: <https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Officers/NRQQ/>

Reserve Personnel Management Info: <https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/>

ACADEMIC DEGREES:

To add academic degrees to the ODC/OSR, refer to Education Codes in [Appendix D of NAVPERS 15839I, Volume II](#). This appendix shows a listing of institution (college/university) abbreviations, major fields of study, etc.

To have your formal education updated, OFFICIAL transcripts must be sent from the university to the Navy. The preferred method of submission is electronically, but may be submitted via USPS as well. Officers must have their official transcripts emailed to askmncc.fct@navy.mil. Some institutions may send a notification via email to the Officer when the document has been downloaded, however, additional time for the transcripts to be processed within the Navy systems is required. **** Transcripts sent electronically through National Student Clearinghouse must select "Education Organization, Application Service and Scholarships", "Department of the Navy" and "Navy Personnel Command" in the drop-down menus of the recipient details section. Selecting other options may result in failure to deliver transcripts electronically. ****

If you choose to mail in your Official sealed transcripts to the Navy – or the University does not submit them electronically – they may be mailed to Navy Personnel Command, PERS-450, 5720 Integrity Dr., Millington, TN 38055-4500

Transcripts will be sent from [PERS-450](#) to [PERS-313](#), after the ODC/OSR updates are made, to be scanned into your Official Military Personnel File (OMPF), which you can access via BOL. It will take a few weeks after additions/changes to the databases for the updates to appear in the ODC/OSR (via [BOL](#)). It will take approximately 45-60 days to see the transcript scanned into the OMPF. If the document does not show up in the OMPF after 45-60 days you will have to contact PERS-450, PERS-313 does not log/track incoming documents or provide status if a document was received or not.

The website for transcripts/subspecialty codes within the NOOCS Vol I:

[https://www.mynavyhr.navy.mil/Portals/55/Reference/NOOCS/Vol1/Manual_I_78_PTB_SSP_Jan22.pdf?ver=d64JWolayX23ofRY3srpw%3D%3D#:~:text=Subspecialty%20codes%20consist%20of%20four,\(f%206%20%3D%20Operations.](https://www.mynavyhr.navy.mil/Portals/55/Reference/NOOCS/Vol1/Manual_I_78_PTB_SSP_Jan22.pdf?ver=d64JWolayX23ofRY3srpw%3D%3D#:~:text=Subspecialty%20codes%20consist%20of%20four,(f%206%20%3D%20Operations.)

FITNESS REPORTS:

There is normally a two to three-month lag time for fitness reports to appear in your record. The reporting senior's cumulative average also takes up to three months to appear on the PSR. Fitness reports will appear on the PSR first and then in your OMPF. Reports for officers in zone for a selection board get priority for processing. If you are missing a fitness report (more than 6 months old) on the PSR, have an error on your PSR regarding a fitness report, or have any question about fitness reports, contact **PERS-32** through the MNCC at <https://my.navy.mil/>, by email at askmncc.fct@navy.mil, or by phone at 1-833-330-MNCC (1-833-330-6622). Detailers and other codes at NPC do not have the ability to provide FITREP assistance – use PERS-32.

Sending duplicate reports compounds the processing problem, so it is best to call and check on the report first. If a fitness report is missing from your record, you may have to send a copy signed by the member and the reporting senior to: Bureau of Naval Personnel, PERS 32, 5720 Integrity Drive, Millington, TN 38055-3201, **AFTER** contacting PERS-32 to ensure that they have not already received the report.

Of note: Requests for administrative changes to submitted fitness reports 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 fitness report must be requested by the reporting senior that signed the original report.

PERSONAL AWARDS:

Information and regulations concerning awards is contained in [SECNAVINST 1650.1J](#). The CNO Awards Office established and maintains the Navy Department Awards Web Services (NDAWS) as the single authoritative data base for all Military Decorations as specified by the Secretary of the Navy. All awards entered into the NDAWS database are exported to the BUPERS Mainframe for updating pertinent personnel records. To ensure accurate, complete, and synchronized awards data between NDAWS and the personnel records, awards data should only be entered into NDAWS (this only applies to Navy Achievement Medals or higher).

A member can check what awards they have in NDAWS by going to the NDAWS portal within BOL (<https://www.bol.navy.mil>). Officers must login to BOL and then navigate to Navy Personnel Command Document Services from the main menu. Once the Document Services opens, select the NDAWS option from the menu on the left and begin the search by selecting "Search Awards". NDAWS does not contain all the required data to ensure the award is *Correct* (i.e. it does not show the award number). The best source is to review your NSIP/ESR record under Honors and Awards. If the dates or the award number in ESR do not agree with the document when it is because NDAWS is incorrect.

Example: You have two NAM's, both are in NDAWS and ESR but only the "First" award is in the OMPF record. The "Second" award is not filed to the OMPF because the award number in NDAWS has something other than a "2". If you look at your ESR record and review the award number column it may be Null or something other than a "2". When you are looking at the NDAWS site and you are thinking that your NDAWS record is correct because you see two NAM's listed there, when in fact it is not. Awards must be *correct* in NDAWS before PERS-313 can add the award. This is also true for correcting awards that have already been filed, i.e. the "Second" is on file but it was corrected to read "Third", before PERS-313 can remove/replace the award, the entry in NDAWS must be corrected also. Once NDAWS corrects an existing award entry (dates; award number) you will have to contact the NSIPS Helpdesk for them to correct your ESR record per NDAWS, they will not correct unless they see the correction in NDAWS.

To search for awards, your individual awards will show on the main screen after selecting "Search Awards" on the left menu after logging in. To search for personal awards for someone else, you will need to select "Personal Awards Search" on the top sub-menu

and then utilize their DODID, SSN, or Service Number to locate the individual's record. Unit awards are also able to be searched by selecting "Unit Awards Search" and utilize any portion of the command's name.

How to get an approved award certificate into your OMPF:

- Check to see that the award has been entered into the Navy Department Awards Web Service (NDAWS) by logging onto BOL. Once on BOL, click on Navy Personnel Command Documents Services. Once this page opens, select "NDAWS" from the left side of the screen. 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.
- If the award is reflecting accurately in BOL NDAWS but **NOT** in your OMPF, print your full SSN in the upper right corner of the award and send a copy to PERS-312 (Navy Personnel Command, PERS-312, 5720 Integrity Dr. Millington, TN 38055), or ask your command to mail it. Once received at NPC, it will be processed and added to your OMPF.
- If it has not been entered into BOL NDAWS, contact your ADMIN office for assistance as mentioned below. It is their responsibility to update BOL NDAWS with your award in accordance with the [NDAWS User's Guide](#) (Jan 2021).
- 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-312.

DO NOT e-mail or snail-mail your awards to the CNO Awards Office in Washington DC, unless your command is a direct report to SECNAV or CNO. Additionally, DO NOT snail-mail your awards to NPC unless they are already entered into NDAWS. **Activities identified as NDAWS coordinators hold responsibility for updating Sailors' personal awards within NDAWS and forwarding the citation to NPC for inclusion into the Sailors' OMPF. If awards are missing, your command NDAWS administrator is the only person that can add your award into the database – MNCC will not be able to add into your record.** PERS-312 will no longer be the primary office for entering personal awards for Navy personnel. Members are to work with their administrative support offices to have all valid awards entered into BOL NDAWS locally.

Every Sailor (officer/enlisted) has an NDAWS Authority. If you do not know who your NDAWS authority is, utilize your ADMIN department and have them contact the Navy support office (i.e. PSD, CSD, NOSC) that handles your pay/personnel matters to ask if their NDAWS Authority also has access or ability to modify your NDAWS record. Your NDAWS Authority can also correct your NDAWS record of errors in the NDAWS system when you were assigned to a previous command. **NPC does not correct your NDAWS record. ONLY YOUR NDAWS Authority can make NDAWS entries.** Again, NPC does not correct your NDAWS record. If your NDAWS authority is having problems with NDAWS entries or if you are attached to a Joint/NATO/USMC (Navy medical professionals) command and they do not have the ability to enter awards given by the commands, PERS-312 will assist the Admin Offices. In these situations, the Admin offices should send the scanned award as a PDF to MILL_NavyAwards.fct@navy.mil for processing; PERS-312 will not accept award submissions directly from the member.

Updates to the OMPF will only occur after verification that the award has been correctly entered into the NDAWS database (dates and award number). Awards received that are not reflected in NDAWS will be returned to the sender for appropriate action. Award citations received by NPC from sources other than NDAWS authorities will be entered into a Sailors' OMPF if the award is accurately reflected in NDAWS, including personal awards (NA and higher) that are received by NPC as part of a selection board package. Sailors mailing award citations/certificates must check NDAWS prior to submission. NDAWS will update the other electronic systems (PSR, ESR, OSR, ETJ) in approximately 1-2 weeks. If the award does not reflect correctly in NDAWS, it will not be placed into the OMPF.

ADDITIONAL QUALIFICATION DESIGNATOR (AQD):

Your respective detailer manages/assigns AQDs. To request an AQD referred in [Appendix D of NAVPERS 15839I, Volume I](#) (NOOCS manual), contact your detailer ([via e-mail/phone](#) is the non-CAC enabled phone listing. Login with your CAC for a detailed name/phone listing) for guidance on required documentation, qualifications and the overall process. AQDs will only be assigned/awarded after a record review, or after the appropriate documentation is submitted, to determine that eligibility requirements have been met. If you see a discrepancy on your ODC, contact your detailer for guidance on correcting.

JOINT PROFESSIONAL MILITARY EDUCATION (JPME):

[Joint Officer Management \(PERS-45J\)](#) tracks and documents joint qualifications and progress towards Joint Qualified Officer (JQO) designation. Obtaining JPME can enhance your opportunity for selection and promotion. The website for JPME answers joint questions. PERS45J may be contacted at the above link – phone/email addresses provided.

SUBSPECIALTY CHANGES/UPDATES:

Subspecs have two tracks: Education and Experience and are addressed differently for medical/non-medical personnel.

NON-MEDICAL PERSONNEL:

Education: If you recently completed a master's degree, PhD, board certification, or other advanced training, you may need to update the subspecialty code accordingly. This is a normal part of submitting the transcript (see [ACADEMIC DEGREES](#) portion of this document). Your detailer is unable to award or update your subspecialty code; it MUST be requested through PERS-450.

Experience: If you served in a billet that meets the Core/Skill/Requirements, you may earn the subspec code through submission of a package to the fleet subject matter expert. PERS-450 collects and staffs these packages. Email your subspecialty request letter and command endorsement to MNCC (askmncc.fct@navy.mil) requesting that your degree be evaluated for the specific subspecialty indicated.

The website with all the details on subspecs:

https://www.mynavyhr.navy.mil/Portals/55/Reference/NOOCS/Vol1/Manual_I_78_PTB_SSP_Jan22.pdf?ver=d64JWo-layX23ofRY3srpw%3D%3D

MEDICAL PERSONNEL (MSC/NC/MC/DC):

Note: PERS-450 cannot update medical-specific subspecialty codes (15XX-19XX). Please contact your individual community for assistance. call the number below for further assistance:

LANGUAGE PROFICIENCY:

The NSIPS helpdesk no longer updates foreign language proficiency. If the update is based on a self-assessment, the service member's servicing PSD reports the change in NSIPS. For all other assessments (DLI tests, etc.) the member must contact the Navy Foreign Language Testing Office (NFLTO) at (850) 452-1001 or via email: languagetesting@navy.mil.

ACQUISITION QUALIFICATIONS:

Each officer community has unique needs for Acquisition Corps members. Questions regarding future assignments in an acquisition position should be directed to your community manager or detailer. PERS-447 does not assign officers to acquisition assignments. They do assign AQDs upon completion of certification. The website with all the details on [Acquisitions PERS-447](#) can help answer questions.

OFFICER PHOTOGRAPHS:

Photographs are required of all active duty and reserve officers (regardless of status) within three months after acceptance of each promotion. In accordance with [MILPERSMAN 1070-180](#), the preferred uniform shall be Service Khaki, uncovered. When Service Khaki is unavailable, any regulation uniform is acceptable. The photograph shall be in color; display a full-length, three-quarter view of the member, left shoulder forward; have a plain, flat background to provide sufficient contrast to highlight details of the

uniform; and be a ratio of 2:3 which presents a standard 4 by 6 inch photo. The preferred method to submit photographs is through BOL and utilizing the Navy Personnel Command Document Services option. NAVPERS 1070/884 is located in the “Start Process” menu and your information is auto-filled into the form; enter in the date of the photo and upload the photo (<7MB); then click “Submit”. Once you have submitted, you will need to go to the “To-do” tab inside the Document Services Workspace and open the “NAVPERS 1070/884 Officer Review” task (could take up to 5 minutes to appear – you will get an email reminder if you do not review the submission). Your photo will not be submitted until you review and accept the review in your “To-do” list. Any submission entered but not reviewed will be deleted after 2 weeks. If you cannot submit electronically through BOL, there is still the option to fill out the form, attach the photo and mail (not preferred and requires time to receive and process) it to Navy Personnel Command: Navy Personnel Command, PERS-313, 5720 Integrity Drive, Millington, TN 38055-3120. (Official Photos cannot be submitted via email).

To verify a current COLOR photograph has been entered into the permanent record, log into OMPF via BOL. If you are mailing in your photo, be sure that the blocks are correct, that the SSN is the Full SSN, and that you sign the form before sending. Also, be sure and sign the bottom of the form before sending (email submissions will cannot be accepted)!

VERY IMPORANT: The photo must be attached to the [NAVPERS 1070/884](#); completely filled out and signed before it can be filed to the OMPF record.

PRD EXTENSION REQUESTS:

All requests must be submitted 9-12 months prior to your current PRD and endorsed by the current chain of command. Community, command and placement needs will be considered along with the officer’s desires when determining approval of requests. It is recommended to discuss with the detailer and current chain as soon as possible – DON’T WAIT to have the discussion and find out what is required for your request.

RETIREMENTS/SEPARATIONS/RELEASE FROM ACTIVE DUTY (RAD) INFORMATION:

Per NAVADMIN 273/17, Resignation requests must be submitted via [NSIPS](#) as of 1 January 2018. Service members must login to [NSIPS](#) and navigate to the Retirements and Separations (RnS) section located under “Employee Self Service – Retirements and Separations” to check their status, eligibility, obtain a statement of service, and/or submit requests. All requests must be submitted 9-12 months prior to the desired separation date. In some instances, due to the notification time limits, officers desiring to resign may be prohibited from tendering a resignation during the slating process. To prevent this from happening, notify Pers-451 and your detailer by email or by official letter of your intent to resign. This notification must reach NPC no less than 6 months prior to your Projected Rotation Date (PRD).

If your request requires any type of waiver (advanced education obligated service, bonuses, special pay, Minimum Tour for Separation (MTS), Minimum Service Requirement (MSR), Minimum Service Obligation(MSO) etc) you may incur additional processing time. If you are unsure of which month/year you should request in regards to time owed for advanced education obligated service, bonuses, special pay, Minimum Tour for Separation (MTS), Minimum Service Requirement (MSR), etc. or what best aligns your desired resignation month/year with Prescribed Rotation Date (PRD), or Time On Station (TOS), please contact your detailer for clarification. In accordance with the Officer Transfer Manual, your detailer has the ultimate responsibility for determining obligated service and dates concerning resignation/separation.

After submitting your resignation request in [NSIPS](#), you and your current Command will receive confirmation via message traffic and BOL that your request has been received for processing. If you do not receive confirmation within 2 WEEKS after your Command has forwarded your request to PERS-45, please call the Customer Service Center, 1-833-330-MNCC (1-833-330-6622), for routing to the appropriate office.

If you have less than 8 years active service (MSO), you will be required to accept a reserve appointment for the time remaining or if you have greater than 8 years active service and you wish to affiliate with the reserves, contact PERS-9 Career Transition Office (CTO) for questions. If you choose to actively drill, you will need to contact a Reserve Center and make your arrangements. PERS45 cannot do this for you. If you have questions regarding the reserves, the Career Transition Office (CTO) supports the rapid and seamless transition from the Active to Reserve Component (AC/RC) that encourages a lifetime of Navy service.

Job hunting/House-hunting (permissive TDY) is not authorized for resignation/RADs.

All separation orders are written to complete separation processing no later than the last day of the month. You may separate on the day of your choice providing you have command approval and have completed all separation processing. You do not need to contact PERS-45 or your Detailer regarding actual date of separation. Separation orders are issued approximately 4-6 months prior to month of separation, where possible, in order to allow sufficient time for household goods shipment. You do not need to contact PERS-45 if you are granted separation leave. If you are currently going through any administrative action for separation, please go to the [PERS-834](#) website for more information.

RETIREMENT INFORMATION:

Retirements NPC homepage is [here](#). Officers considering voluntary retirement from active duty should review [MILPERSMAN 1810/020](#) and [OPNAVINST 1811.3](#) (series) for basic guidance and submit requests through [NSIPS](#) as outlined in NAVADMIN 273/17. Generally, requests for retirement should be received 9-12 months in advance of requested retirement date. Per U.S. Code Title 10, officers officially retire on the 1st day of the month, although their last day of active duty is the last day of the previous month. Time in Grade requirements vary by paygrade – refer to the [Officer Retirement Laws](#) page for more details. If you do not have the required Time in Grade, you must specifically request a Next Lower Grade or Time in Grade waiver in your letter IAW OPNAVINST 1811.3A. View our [Frequently Asked Questions](#) for more info.

RESERVIST POINT CREDIT:

You can either Fax (901-874-7044) or mail your documents for consideration for retirement point credit to Pers-912 at Navy Personnel Command Pers-912E, 5720 Integrity Drive, Millington, TN 38055.

MISC BOARD INFORMATION:

Record information submitted by members for consideration by selection boards (submitted by letter to a selection board) WILL NOT automatically be forwarded to appropriate PERS codes or [NSIPS](#) to update personnel records (OMPF, ESR, ODC, OSR, PSR). All information submitted to boards is **immediately destroyed** following the adjournment of the board. Information submitted to selection boards that needs to be included in the member's record(s) must be submitted separately and according to the directions contained above. Refer to the Notice of Convening for your specific board for specifics on deadlines for submitting a Letter to the Board (LTB). All correspondence to the selection board, via your LTB, is now required to be submitted/received no later than **2359CST 10 calendar days** prior to the board convening. For example, if your board convenes January 18, 2018 – the deadline to submit a LTB is 2359 CST on January 7, 2018.

Record verification steps are listed on the following pages to assist in Officers verifying their record accuracy and completeness. Each Officer is responsible for their own record – if you need assistance or have additional questions, please reach out the MNCC customer service center for further assistance.

HOW TO VERIFY YOUR RECORD:

This section is a step-by-step guide on how to check all of your military records for completeness and accuracy. At least twice per year I use this process to ensure that my record is complete across all systems. There are many other ways to verify your record; this is just how I check my record.

1. Access the following systems and print out copies of the reports:

Bupers Online (BOL)

- Log into [BOL](#)
- Click on the “ODC, OSR, PSR, ESR” menu option.
- Click on the “Officer Data Card (ODC)” link on the top right hand corner of the webpage.
- In the center of the page, you will be able to generate a PDF document of your ODC. Click on the PDF icon and print a copy of your ODC. Close out of the PDF document.
- Click on the “Officer Summary Record (OSR)” link, then click on the “Proceed to OSR” button.
- In the center of the page, you will be able to generate a PDF document of your OSR. Click on the PDF icon and print a copy of your OSR. Close out of the PDF document.
- Click on the “Officer FITREP Summary (1996 to Present)” link.
- In the center of the page, you will be able to generate a PDF document of your FITREP summary. Click on the PDF icon and print a copy of your FITREP summary. Close out of the PDF document.
- On the top center of the webpage, click on the “BOL Menu” link.
- Click on the “CCA/FITREP/Eval Reports” menu option on the BOL main menu.
- Towards the top of the webpage, click on the “Performance Evaluation Continuity Report” hyperlink.
- There is **not** an option to generate a PDF document. Press “Ctrl + P” to print this report.
- Click on the “BOL” link in the top left hand corner of the webpage.
- Click on the “Individual Medical Readiness (IMR) Status” link.
- Press “Ctrl + P” to print out this report.
- Close out of the entire BOL webpage.

Electronic Training Jacket (ETJ) & Joint Services Transcript (JST) – Accessed via My Navy Portal (MNP) formerly known as Navy Knowledge Online (NKO)

- Log into MNP at <https://my.navy.mil/quick-links.html> utilizing your CAC card.
- In the task bar across the top, hover over “My Record”, “My Record 1.0”, and then select “ETJ” from the menu options about a third of the way down the page. This will take you to NTMPS and require you to login. Once logged in, select “Training” and your ETJ will be displayed.
- For your JST, login utilizing your CAC ID certificate to <https://jst.doded.mil/jst/> and in the green box, select “Download My JST”.

U.S. NAVY Awards (NDAWS)

- Navigate to BOL at https://www.bol.navy.mil/bam/?utm_source=mnp%20public - Click on the “Navy Personnel Command Document Services” link.
- Click on the “NDAWS” link on the left menu then “Search Awards”
- Your personal awards will appear as the default screen. Press “Ctrl + P” to print this report.
- Unit Awards can be found by selecting “Unit Awards Search” and entering in a portion of the commands name and selecting “search”. Press “Ctrl + P” to print this report. Close out of the entire NDAWS website.
- If you are looking for awards for someone else, you can select “Personal Awards Search” and search by DODID, SSN, or Service Number.

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS)

- Log into NSIPS at <https://www.nsips.navy.mil/my.policy>
- Accessing NSIPS will bring you to your Electronic Service Record. NSIPS performs many functions (not the least of which is submitting e-leave), but you will also be able to view the current status of your security clearance. Possessing and maintaining a valid security clearance (Secret or higher) is a requirement for initial commissioning and continued service/promotion.
- Click on the “View Personal Information” link, then click on the “Member Data Summary” link.
- The second section from the top of the webpage is titled “Security”. Ensure that the “Eligibility” and “Security Clearance” fields indicate that you have eligibility for a Secret (or higher) clearance. If these fields indicate anything other than “Secret”, “Top Secret”, or “Top Secret – SCI Eligible”; then you are unable to be verified during the post-selection board process as being qualified to promote – this is discussed further in the Post-Selection Board Process section of this brief. Examples of “Eligibility” field entries that require your immediate attention include, but are not limited to: “Eligibility Administratively Withdrawn”, “Pending Reply to Statement of Reasons”, “Revoked”, “Denied”, “N/A”, “Loss of Jurisdiction”, or a blank field. Immediately contact your chain of command and Security Manager to verify your status in the Defense Information Security System (DISS), and take action as needed. Failure to ensure that you have a valid security clearance, or failure to maintain a security clearance could result in the delay of any selection for promotion.
- Once you’ve verified your security clearance status, close out of the entire NSIPS webpage. ***Note: Your security clearance eligibility is subject to change at any time by the Department of Defense Central Adjudication Facility. Members should review all other tabs to ensure transactions have been “verified”. An un-verified transaction does not mean anything until it is either removed or verified. Contact your servicing PSD/Personnel Office regarding transactions that have not been verified.

OFFICIAL MILITARY PERSONNEL FILE (OMPF) – ACCESSED VIA BOL

- Return to the BOL website at https://www.bol.navy.mil/bam/?utm_source=mnp%20public
- Now begins the tedious process of verifying what is in your OMPF, and what should be in your OMPF. If a document does not exist in your OMPF, then it will not be brought before a board without further action from you (i.e. fix your record, or submit as a letter to the board). Please note that not every document warrants inclusion into your OMPF. Gather your hard copy resources and compare it to what should be in your OMPF. If documents are missing from your OMPF, there is a very good chance that the information is also missing from your ODC, OSR, ETJ, etc. Please see the OMPF section of this document for amplifying information. Once you “scrubbed” your OMPF for discrepancies, close out of the BOL webpages.
- Review the following documents for what is filed to the OMPF record and submission requirements: [BUPERSINST 1070.27](#) (the enclosure is a list of what is filed to the OMPF) and PERS-313 [Retain/Delete Listing](#) (MS Excel document) located under “Helpful Links” on the right side of the page at:

<https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/Officer-Record-Update/>

Tip: Filter off the OFF FC for a complete list of officer documents, OFF FC is the Officer Field Code that you see when reviewing your OMPF record and also note the STATUS column, if ACTIVE the document is filed to the record.

Compare the various reports to the discrepancies you’ve found in your OMPF, then compare the reports to each other. Use your ODC as the report against which all other reports are measured. The purpose of this drill is to identify which of these reports is not like the others, which will in turn help you troubleshoot/determine how to fix your record. Only primary designation letters are filed to the OMPF, see [BUPERSINST 1070.27](#), Enclosure 2, under Officer Designators, page 4 (does not include SSPD; NOBC; or AQDs).

NAVAL OFFICER BILLETING CODE (NOBC), ADDITIONAL QUALIFYING DESIGNATOR (AQD), & SUB-SPECIALTY CODE (SSC), VERIFICATION

- On the ODC, compare/verify sections 82-91 (NOBCs) against the OSR “Special Qualifications” section. When verifying NOBC data, pay special attention to the number of months assigned to the NOBC. The number of months assigned to an NOBC is determined and will be verified by the number of months listed in your FITREP. FITREP

section 29 lists all of the billets held and duties performed during that reporting period as well as the number of months.

- On the ODC, compare/verify section 72 (AQDs) against the OSR “Special Qualifications” section. The OSR “Special Qualifications” section lists both AQDs and NOBCs together. When verifying AQD data and applying for AQD credit, the number of months listed in the NOBC section can affect your eligibility for AQDs. For example, to qualify for certain AQDs you must have served at least 18 months in a particular billet.
- On the ODC, compare/verify sections 66-68 (SSCs) against the OSR “SUB-SPEC” section. You can qualify for an SSC in two ways: through significant experience or by way of education. Similar to AQDs, when applying for an experience based SSC, the number of months assigned to an NOBC can affect that determination.
- On the ODC, compare/verify section 72 (AQDs) against the ETJ “AQD Data” section.
- On the ODC, compare/verify sections 82-91 (NOBCs) against the ETJ “NOBC Data” section.
- On the ODC, compare/verify sections 66-68 (SSCs) against the ETJ “AQD Data” section. This is not a typo, the ETJ’s SSC data is found directly below the listing of AQDs.
- When verifying an education based SSC, verify ODC sections 54-60 (education data) against the OSR “Education” section. Then verify ODC sections 54-60 against ETJ “University Data” and “Academic Institution Courses Taken on Active Duty” sections. Then verify ODC sections 54-60 against the JST “Academic Institution Courses” section.
- Finally, verify ODC sections 54-60, 66-68, 72, and 82-91 against the existence of all parent documentation that should be in your OMPF.

FITREPs, PERFORMANCE EVALUATION CONTINUITY REPORT, & PERFORMANCE SUMMARY REPORT (PSR) VERIFICATION

- Start this process by printing out all of your FITREPs and FITREP Correspondence/Extension Memos found in your OMPF. Arrange them chronologically, oldest to most recent.
- On the “Performance Evaluation Continuity Report”, pay particular attention to the “Missing Periods” section listed towards the bottom of the report. Working from top to bottom, check off each FITREP listed with the FITREPs printed from your OMPF. Verify the “From Date” and “To Date” columns on the continuity report against blocks 14 & 15 from each FITREP. Discrepancies between these dates may be explained by FITREP extension letters.
- Compare the Continuity Report against the data found in the PSR, ensuring that there are no gaps or difference between the date data.
- Finally, on the PSR, verify that the data in the “Traits”, “Averages”, and “Promotion Rec” columns matches what is reflected in FITREP blocks 33-39, 45, and 42-43, respectively.

PHYSICAL READINESS INFORMATION SYSTEM (PRIMS), PSR, & FITREP VERIFICATION

- On the PSR, verify the data in the “PRT” column matches what is reflected in FITREP block 20.
- Verify there are no gaps from the PRIMs “PFA Listing Report”, and that the data in the PRIMs “PRT Results” column matches what is reflected in the respective FITREPs.

AWARDS VERIFICATION – NDAWS, ESR, OMPF, & OSR

- On the OSR, verify the “Personal Decorations” section against the data listed in the NDAWS report. Then compare that information against your OMPF & what should be in your OMPF. Compare the dates listed in the NDAWS report to the dates listed on the actual award. See the “Awards” section of this brief for procedures on how to fix awards discrepancies.

INDIVIDUAL MEDICAL READINESS (IMR) REPORT & PRIMS

- The information in this report doesn’t affect promotion boards directly; however, it could be an indicator of other issues that could affect your Physical Readiness Test (PRT), which in turn could result in a promotion issue after the fact.
- Verify your PHA data against what was reflected in PRIMs.
- On the top right corner of the report, verify that the “IMR Status” field indicates “Fully Medically Ready”. If anything else is in that field, contact medical (you’re most likely due for a vaccination, dental exam, blood work, PHA, or PDHRA).

POST-SELECTION BOARD RECORD REVIEW PROCESS:

The following instructions govern the post-selection board process:

- 10 U.S.C. 624 (Promotions, Separations and Involuntary Retirement of Officers on the Active Duty List), 14308 (Promotion and Retention of Officers on the Reserve Active Status List), 14311 (Promotion and Retention of Officers on the Reserve Active Status List- Delay of Promotion), DoD Instruction 1320.04 (Military Officer Actions Requiring Approval of the Secretary of Defense or President, or Confirmation by the Senate), SECNAVINST 1420.1B (Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps, SECNAVINSTINST 1412.6L (Promotion of Officers to the Grade of Lieutenant (Junior Grade) in the Navy and to the Grade of First Lieutenant in the Marine Corps, SECNAVINST 5510.30B (Department of the Navy Personnel Security Program), SECNAVINST 1412.8B - Regulations to govern the promotion and continuation of Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs) serving on the active-duty list (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy.

- The chart below outlines which systems (currently) are “scrubbed” to ensure that no adverse or reportable information exists for the officers selected by a promotion board or by an administrative board/action (CO/XO/DH Milestone screening, active to reserve transition, etc). As mentioned earlier, this is why having a current security clearance is important.

	Pre-Screening	Officer Performance Access Tracking System (OPATS)	Defense Information Security System (DISS)	Naval Inspector General Hotline Tracking System (NIGHTS) NAVIG	Defense Central Index of Investigations (DCII)	Naval Criminal Investigative Service (NCIS)	Professional Responsibilities and Ethics File (PREF) JAG's Only
Flag Boards (O7 +)	✓	✓	✓	✓	✓	✓	✓
Statutory Boards		✓	✓	✓	✓	✓	✓
Spot/Special Boards		✓	✓	✓	✓	✓	✓
ADMIN Boards	✓	✓	✓	✓	✓	✓	✓
NAVADMINS		✓	✓	✓	✓	✓	✓
AD Lateral Transfers	✓	✓	✓	✓	✓	✓	✓
AC to RC/RC to AC		✓	✓				
FTS Lateral Transfer	✓	✓	✓				