

Document Submission Tips

Documents filed to the OMPF become the property of the U.S. Navy.

- It is important to understand that documents **filed in the OMPF is retained for the life of the record**.
- These documents are also of **historical value**.
- **Other agencies** review documents filed for their own **administrative needs** and/or **validation**, and **for veteran benefits**.
- Documents submitted must meet the standards per the documents **governing directive(s)**; the **BUPERSINST 1070.27E**; and the Electronic Submission SOP (**E-Submission SOP**).
 - Example: the NAVPERS 1070/613, Administrative Remarks has many governing directives that directs an administrative remark be made and file to the member's official/permanent record to include MILPERSMAN 1070-320 which is the policy on preparing the form (not the entry – the governing directive should have that information), and the BUPERSINST 1070.27E is the authority for submitting documents to the OMPF along with a document listing and submission guidelines.
- Documents that do not meet filing requirements will be destroyed **without** further notification to command (or sender), except for E-Submission rejects.
- Submit only documents that is to be filed to the OMPF record, PERS-313 **does not make** distribution.
- Forms must be **official and current**, review the following forms link to download or verify forms. Compare the revision number of the form(s) you have on-hand with the form version on the website, note if the online form has the statement "Previous Editions Are Obsolete", you cannot use the older version:
 - NPC NAVPERS Forms Library: <https://www.mynavyhr.navy.mil/References/Forms/>
 - Navy Forms Online: <https://forms.documentservices.dla.mil/order/>
- **Documents must be readable when printing and/or viewing.**

If you have questions regarding document submission, please contact this office prior to submission at:

- Mill_OMPf-Chg@navy.mil
- Note in the subject line "Document Submission Question" so that your question will be answered in a timely manner.

Documents must contain the member's Full Name and Full SSN.

- Full name and full SSN is required to ensure correct filing to the correct record with one hundred percent accuracy.
- SSNs cannot be truncated.
- The name and/or SSN field on a form must contain the member's Name and/or SSN.
- Documents containing multiple members and their personal information must be redacted (blacked-out), lineouts where their information is still viewable is not authorized.

Documents must be Readable.

- Do Not Submit if it is too light/dark or barely readable.
- A document serves no purpose being filed in a permanent/historical record if you cannot read it.

Documents must be Black & White

- Must not have a grayish background.
- Scan as Black/White or Text

Document Submission Tips

Documents must be actual size (true form size)

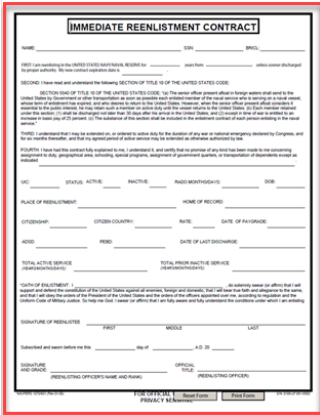
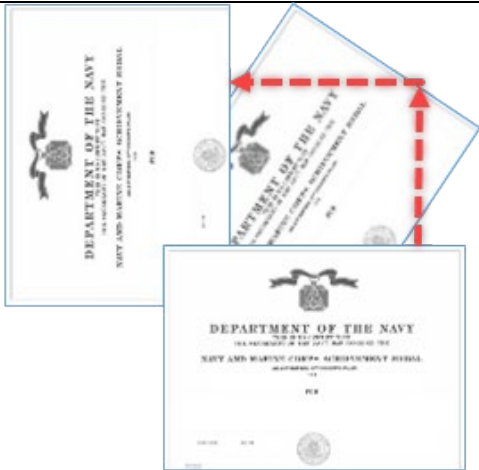
- Documents must be the original or a copy of the original.
- Document cannot be cut-off (missing text) or the Forms identity/structure.
- Documents cannot be skewed (slanted or off-center)
- Do Not accept or submit documents that appear to have been taken by a personal device (i.e. android phone/tablet).
- Do Not accept or submit printouts/screenshots of application or website.
- See Scan Tables below.

Forms must be valid.

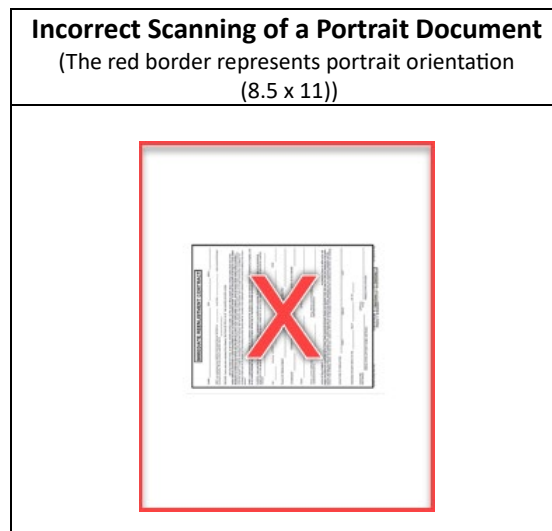
- Check the Form from the Forms Library and note the Revision Date.
- Forms cannot be altered from its original format (ex. Changing the SSN block to read DoDID).
- You must contact the Form's manager and request a revision; it cannot be used until approved and posted to the Forms Library.

Documents must be Portrait Orientation (8.5x11)

- A document in Landscape Orientation (11x8.5) must be scanned as Portrait (the image must be facing Right)
- When reviewing the digital image, you will need to rotate 90 degrees Right to read the document ([see Landscape Orientation to Portrait Orientation below](#)).

Portrait Orientation	Landscape Orientation to Portrait Orientation
	

Document Submission Tips



Digital Signatures is not Authorized unless submitted via the Adobe Experience Manager (AEM) on an approved application (i.e. NSIPS; NDAWS)

- Paper documents must contain a "wet" signature.
- All signature blocks must be signed (Member; By direction; CO; Witness; Verifier, etc.).

Do not submit documents containing the watermark "Official Record Copy" - it's already in the OMPF.

Do not submit duplicate documents that is in the OMPF.

- Must review the OMPF using OMPF Command View/OMPF My Record.
- Personnel Offices must create internal controls to reduce duplicate submission.

E-Submission. In addition to the above.

You cannot combine other forms/material.

- Each must be submitted separately.

You must review the E-Submission Forms Listing for approved forms and subjective documents (Form Name: SUBJ) that can be submitted.

- The form number on the form must agree with the form number on the listing.
- Do not mix-match documents for submission, (i.e. a personal award certificate is not a NAVPERS 1070/880 (Honors and Awards) form.
- Do not submit documents/forms that is not listed on the approved eSubmission list.
- NAVPERS 1000/4 and SUBJ FINISHFILE is not authorized for eSubmission by fleet commands (These documents are for NPC Internal Use Only).
- eSubmission Forms Listing link:
 - <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Submission/>

Admin Remarks, the authority must be an instruction.

- The instruction must direct the entry and to file in the official/permanent/OMPF record.

Document Submission Tips

- The CO or Command Name/Title Is Not an Authority
- The bottom section of the manual (downloaded from the Forms Library) page 13 must be completed by the personnel office that records and verifies the transaction in NSIPS/ESR Admin Remarks

An OMPF must exist in EMPRS.

- When reviewing the record in OMPF Command View/OMPF My Record and there are no documents listed, that is an indication there is no record in EMPRS.
- The name displayed when viewing the record (OMPF Command View/OMPF My Record) is pulling from corporate data system not the OMPF.
- The name displayed in the E-Submission application is pulling from corporate data system not the OMPF.
- Report a “No Record Finding” to this office at mill_ompf-chg@navy.mil

Document Submission Tips

Scan Settings:

Copying / Scanning Tips (General)	
Original Type	Text
Lighten/Darken	Normal
Original Orientation	Portrait
Output Color	Black/White (Do Not Use Grayscale or Color)
Resolution	300 DPI (Dots Per Inch)
Format	PDF (Portable Document Format)

Copying / Scanning Tips (For E-Submission of TIFF Documents Only – See E-Submission Forms Listing)	
Original Type	Text
Lighten/Darken	Normal
Original Orientation	Portrait
Output Color	Black/White (Do Not Use Grayscale or Color)
Resolution	300 DPI (Dots Per Inch)
Format	TIFF (Tagged Image File Format)

Copying / Scanning Tips (Color Scan and Only for Officer Photo's; DD-214; DD-215; Personal Award Certificates that is in Color)	
Original Type	Text
Lighten/Darken	Normal
Original Orientation	Portrait
Output Color	Color
Resolution	300 DPI (Dots Per Inch)
Format	PDF (Portable Document Format)