Electronic Service Record (ESR)

BEFORE YOU GET STARTED
This document applies to **all Sailors**.
CAC is required for access to your ESR in the Internet environment.
> IMPORTANT: If you are not on an NMCI workstation, you must have a Common Access Card Reader and ActivIdentity/ActivClient software installed on your computer. Contact your Local Registration Authority (LRA) or Communications Officer for more information.

CAC is not required to access the afloat ESR via the shipboard Navy Standard Integrated Personnel System (NSIPS) server.

ESTABLISH ESR ACCOUNT

All Sailors should establish their ESR account on the Internet. Sailors assigned to most Surface ships may create a second ESR account via the shipboard NSIPS server.

INTERNET - Via Navy Standard Integrated Personnel System (NSIPS)
1. Go to https://www.nsips.cloud.navy.mil.
2. *IMPORTANT*: When asked to verify your PKI, choose the DOD CA-XX certificate, not the email certificate.
3. Read the security disclaimer, check the box provided, then select **Agree**.
4. Select **ESR Self Service (New Users)**.
5. *IMPORTANT*: When asked to verify your PKI, choose the DOD CA-XX certificate.
6. Enter your SSN. Your name should fill in automatically.
7. Enter your birth date, email address (.mil or .gov only) and phone number.
8. Click **Create Self Service Account**.
9. Close browser window indicating that your account was created successfully.

AFLOAT - Via Navy Standard Integrated Personnel System (NSIPS) shipboard server
1. Go to http://nsipswebafloat.
2. Select **New Users (ESR Self-Service)**.
3. Enter your SSN.
4. Use "Tab" key to navigate. Fill in your email address (.mil or .gov only) and phone number.
5. Enter your User ID.
TIP: Use LAST, FIRST MIDDLE name, to remain consistent with format used for ESR in the Internet environment. Example: JONES, JOHN PAUL JR.
6. Enter your password and confirm it. The password is case sensitive.
7. Click **Validate and Create Self Service Account**.
8. Close browser window indicating that your account was created successfully.

ACCESS ESR

INTERNET - Via Navy Standard Integrated Personnel System (NSIPS)
1. Go to https://www.nsips.cloud.navy.mil.
IMPORTANT: When asked to verify your PKI, choose the DOD CA-XX certificate, not the email certificate.
2. Read the security disclaimer, check the box provided, then select **Agree**.
3. Click **Logon**.
4. *IMPORTANT*: When asked to verify your PKI, choose the DOD CA-XX certificate.
5. Click next to your User ID (your name).
6. Read the security disclaimer, check the box provided, then select **Agree**.
7. Click **Logon**.

AFLOAT - Via Navy Standard Integrated Personnel System (NSIPS) shipboard server
1. Go to http://nsipswebafloat.
2. Under **Navy Standard Integrated Personnel System**, click **ESR Self-Service Access**

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NAVIGATE TO ESR HOME PAGE

    1. Click **Employee Self Service** in the **Menu** bar.
    2. Click **Electronic Service Record**.
- Click View to see menu of entire record.
- Click Tasks to see menu for areas that can be updated.

VIEW AND UPDATE PERSONAL INFORMATION

The following steps apply to ESR on the Internet. Similar functionality is provided by ESR Afloat, but terminology may differ slightly, depending on the version of NSIPS installed on your ship's server.

    1. On the Menu bar, click Tasks.
    2. Click Personal Information Links to view information that you can update online.
- Click Religion, Race and Ethnic Code.
  1. Make desired changes, click Save.
  2. Click ESR Personal Information Home to return to the previous menu.
- Click Emergency Contact.
  1. Edit, Delete, Change the primary contact as necessary.
  2. If desired, Add an Emergency Contact.
  3. Indicate Person authorized to direct disposition of remains.
  4. Click ESR Personal Information Home to return to the previous menu.
- Click Address & Phone.
  1. Update as necessary, click Save.
  2. Click ESR Personal Information Home to return to the previous menu.
- Click Official E-mail Address.
  1. Update as necessary, click Save.
  2. Click ESR Personal Information Home to return to the previous menu.
- Click Civilian Employer Information.
  1. For USN, disregard.
  2. For USNR, update as necessary, click Save, then click ESR Personal Information Home to return to the previous menu.

VIEW AND VERIFY ESR INFORMATION

1. On the Menu bar, click View.
2. Review your entire ESR to verify data accurately reflects your personal and professional achievements. Take all necessary actions to ensure your ESR is current and complete.
   TIP: You may complete your annual Dependency Data verification by viewing data and then clicking the Yes button.
   TIP: Most pages provide a capability to Print Form for record keeping. (Note, if data displayed in your ESR - such as an award or qualification - does not print on the form, it could be that your servicing PSD has yet to verify that entry.)

▪ **UPDATE PERSONNEL RECORDS**
- Your servicing Personnel Office or Personnel Support Detachment (PSD) is responsible for updating your personnel records, including the Electronic Service Record.
- For assistance, contact your Personnel Officer, Command Pay / Personnel Administrator (CPPA) and/or Command Career Counselor (CCC).
- For information regarding how your personnel records are maintained, go to the Navy Personnel Command (NPC) website at https://www.mynavyhr.navy.mil.
  1. Click Career Info

Electronic Service Record (ESR)

2. Click Records Management
   - Review Decorations and Medals (Awards), Electronic Service Record (ESR), and OMPF - My Record.
3. Click Military Personnel Records.
   - Review Document Correction, Document Submission, Enlisted Record Update, FAQ, and Officer Record Update.
     - While on the Document Correction page review the Personnel Records Review Guide under the Helpful Links (provides step by step Inventory and Verification of your OMPF and ESR).

TIP: You may download and print service record documents contained in your Official Military Personnel File (OMPF) using Official Military Personnel File (OMPF) - My Record. Log in to BUPERS OnLine (BOL) at https://www.bol.navy.mil.

OBTAIN HELP WHEN NECESSARY
- Your Administrative/Personnel Officer, Command Career Counselor and the CPPA.
- NSIPS help desk
  Go to the Help Desk link at: https://www.nsips.cloud.navy.mil
- MyNavy HR
  https://www.mynavyhr.navy.mil
  Select the Support and Services link and then select the Navy App Locker link