

## **Instructions for Completing the NAVPERS 1070/856 for OMPF “Command View Access”:**

**Section I.** All blocks are self-explanatory with the exception of Block 6. "UIC."

-Block 6, enter your onboard UIC (Unit Identification Code). List **ONLY ONE UIC** (your onboard UIC)

### **Section II.**

**Block 1.** Mark the "enlisted box" for enlisted view only. Mark the "enlisted" *and* "officer" boxes for both enlisted and officer view (Note: You must fully justify the requirement for officer view in Block 3 [Justification]).

**Block 2.** "UIC(s) the Employee Requires Access To" – Enter only the UIC(s) you are requesting access. Note: *Do not* enter UICs you already have access to or UICs that your Command Auto Admin/Delegated Admin can grant locally).

**Note:** For Global View request, enter “Global” only and no other UIC(s).

**Block 3.** "Justification." Enter user role (e.g. Delegated Admin, Command View, Command Only View or Global View), and provide a detailed/specific justification for this access. See sample justification below:

#### **Sample Justification:**

“OMPF command view access is required in the performance of duties as \_\_\_\_\_ to assist in preparation and verification of Evals/FITREPs, awards, qualifications, NAVPERS 1070/613 and other related documents as directed.”

#### **For Delegated Admin Access Request Only**

“To access OMPF-Admin Access and OMPF-Command View as a Delegated Admin user.”

#### **Notes:**

1. You may modify the above sample justification based on your specific requirement(s).
2. If requesting officer view, your request *must be fully justified with a documented business need*. Additionally, *approval is then granted on a case-by-case basis only*. Officers with OMPF access will have automatic view of officer records. Enlisted and civilians/contractors must justify request for officer view.

**Blocks 4–8.** These blocks are for providing the Commanding Officer (CO)/Officer in Charge (OIC)'s information and signature. Other authorized signature authorities are limited only to XO, AOIC, CSO/COS and other comparable leadership authorities.

### **Section III. (ISIC)**

**Blocks 1-4.** ISIC signature is required if the UIC(s) you are requesting is not a sub UIC(s) of the signature authority in section II as reflected in authoritative corporate systems such as the Standard Navy Distribution List (SNDL) and Navy Personnel Database (NPDB).

Signature Authority is ISIC CO, XO, COS/CSO or comparable leadership authorities.

#### **Additional Notes:**

1. Each UIC is only allowed 10% overall users access (except Auto Admin users). The 10% is based on billets authorized (BA) or onboard count. There is no waiver for the 10% limitation unless the individual requesting access is the CO, XO, CMC/COB/CSC, or any other Auto Admin users in the parent/ISIC capacity of the UICs concerned.
2. Global View requests are restricted to Pay and Personnel UICs (PPUICs/PSDs), NCIS, Inspector Generals (IG) and other commands with a specific requirement to verify and view records outside of their command hierarchy. Detailed justification is required as to why access is necessary to include legal and regulatory requirements. Global View approval is subject to strict scrutiny.
3. Officer FITREPs (Field Code 03), adverse information (Field Code 17), and controlled records, by policy, are not viewable in the OMPF.
4. **Forward both forms (SAAR and NAVPERS 1070/856 forms) via encrypted email to BOL Helpdesk at bupers07\_it\_eoc.fct@navy.mil.**