

This Navy career information sheet is designed for **All Sailors**.

Over the years you have heard the terms *Permanent Personnel Record*, *Official Military Personnel File (OMPF)*, *Navy Service Record*, and *Electronic Service Record (ESR)* used by your Personnel Office, supervisors and other Sailors. But what are they, and what do you need to know about them?

The bottom line is they all refer to your **Military Human Resource Record**. The MHRR consists of personal and professional information and data that the Navy maintains according to federal regulations (United States Code, Title 5 and Title 44). Many different systems store this information, but for the individual Sailor the two most important records are the **Official Military Personnel File (OMPF)** and the **Electronic Service Record (ESR)**.

## TERMS, DEFINITIONS, AND INTRODUCTORY INFORMATION

- The **Official Military Personnel File (OMPF)** contains electronic images of documents generated throughout the career of every Navy officer and enlisted member, from time of entry until final separation. It resides in the Navy's **Electronic Military Personnel Records System (EMPRS)** which is an online repository for military human resource (HR) documents.
  - Documents in the OMPF are organized by categories such as Performance; Professional History; Personal Information; Training, Education and Qualifications; Privileged and Adverse Information; and Separation and Retirement. Each category is assigned a Field Code that you can use to sort OMPF documents when reviewing your record.
  - Documents from the OMPF are the primary images viewed during Selection Board review, so it is very important that it is accurate and complete.
  - The **OMPF - My Record** user role provides the ability to view, download and print OMPF documents. Access via BUPERS Online (BOL) at <https://www.bol.navy.mil>.

**IMPORTANT:** *It is your responsibility to view and verify your OMPF documents at least once a year. Always review documents six months prior to Career Development Board and Selection Board review to ensure documents are up to date.*

- The **Electronic Service Record (ESR)** replaced the "paper" Field Service Record (FSR) in 2010. Information that used to be entered on documents filed in the FSR is now entered as electronic data in your ESR. When required by regulation, ESR data is printed on documents and submitted to Navy Personnel Command (NPC) for filing into OMPF.
  - The ESR **View** function allows you to verify information contained within the Navy Standard Integrated Personnel System (NSIPS). If errors are found, you are authorized to request corrections in accordance with the Privacy Act of 1974.
  - The ESR **Tasks** function allows you to update ESR self-service items. This information is important to you and your command. It is your responsibility to keep it up to date.
  - Access your ESR at <https://nsips.nmci.navy.mil>.

**IMPORTANT:** *It is your responsibility to view and verify your ESR data at least once a year. ESR data is used to produce documents filed in your OMPF, so it benefits you to ensure your record is correct.*

## DETAILED INSTRUCTIONS AND ACTIONS REQUIRED

### OFFICIAL MILITARY PERSONNEL FILE (OMPF)

#### **Background**

- The OMPF is a permanent record, maintained in accordance with *Military Human Resource Record Management*, DoD Instruction 1336.08, and *Document Submission Guidelines for the Electronic Military Personnel Records System*, BUPERS Instruction 1070.27.
- Documents are filed in the OMPF in accordance with Department of Defense and Navy-specific guidance.
- Documents are submitted to the OMPF by your command, servicing Personnel Support Detachment (PSD), or designated Navy Personnel Command (NPC) representatives.
- Documents submitted to the OMPF become the property of the Department of the Navy.
- Except for administrative or clerical errors, documents filed in your OMPF may not be

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removed or changed except by authorization of the Secretary of Navy. However, if errors are found, you may request corrections in accordance with the Privacy Act of 1974.

- The OMPF is managed by Navy Personnel Command, PERS-31.
- References pertaining to your OMPF include the Military Personnel Manual (MILPERSMAN) 1070 series, and BUPERS Instruction 1070.27C.

## **OMPF Use and Contents**

- OMPF documents are used to manage servicemember assignments, training, advancement, and separation. After separation, OMPF documents are primarily used to protect the legal and financial rights of veterans, their families and survivors.
- The U.S. Government has classified OMPF documents as permanent records (when you separate or retire from the Navy, your OMPF is maintained indefinitely.)
- OMPF documents reflect your fitness for military service, performance of duties, and entitlements.
- OMPF documents affect or influence your Navy career and benefits.
- Some OMPF documents are used in the Selection Board process.
- Per BUPERS Instruction 1070.27C, the primary documents submitted to the OMPF include:
  - NAVPER 1070/601 – Immediate Reenlistment Contract
  - NAVPER 1070/602 – Dependency Application/Record of Emergency Data
  - NAVPER 1070/604 – Enlisted Qualifications History (replaced by 1070/880 and 1070/881)
  - NAVPER 1070/605 – History of Assignments
  - NAVPER 1070/606 – Record of Unauthorized Absence
  - NAVPER 1070/607 – Court Memorandum
  - NAVPER 1070/613 – Administrative Remarks (Permanent Page 13s)
  - NAVPER 1070/615 – Record of Discharge from the U.S. Naval Reserve (Inactive)
  - NAVPER 1070/622 – Agreement to Recall or Extend Active Duty
  - NAVPER 1070/621 – Agreement to Extend Enlistment
  - NAVPER 1070/880 – Award Record
  - NAVPER 1070/881 – Training Education and Qualifications History
  - NAVPER 1070/886 – Member Data Summary
  - NAVPER 1616/26 – Evaluation Report and Counseling Records (E1-E6)
  - NAVPER 1616/27 – Evaluation Report and Counseling Records (E7-E9)
  - DD 4 – Enlistment/Reenlistment Documents
  - DD 214 – Certificate of Release or Discharge from Active Duty
  - DD 215 – Correction to DD 214
- Most of the documents above are submitted to the OMPF when created, but the following documents are submitted only at the end of your enlistment/reenlistment:
  - NAVPER 1070/605 – History of Assignments
  - NAVPER 1070/880 – Award Record
  - NAVPER 1070/881 – Training Education and Qualifications History
  - NAVPER 1070/886 – Member Data Summary

## **View OMPF Documents**

1. Go to BUPERS Online (BOL) at <https://www.bol.navy.mil>. When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
2. Select **OMPF - My Record**.

**NOTE:** CAC is required for access to view service record documents in the Internet environment. 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.

## **→ Action Required**

- Once a year, review your OMPF documents.
  - If you discover a duplicate document or a document that belongs to someone other than you, you may contact NPC directly to have the error corrected. Send documents via digitally signed and encrypted email to [mill\\_ompf-chg@navy.mil](mailto:mill_ompf-chg@navy.mil).
  - If you discover errors on documents or information missing, contact your command Personnel representative or servicing PSD, via your Command PASS Coordinator (CPC).

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- For additional information about correcting your OMPF, go to the NPC website at <https://www.npc.navy.mil>. Click [Career Info](#) > [Records Management](#) > [Military Personnel Records](#) and then view [Document Correction](#) and/or [Document Submission](#).
- View and verify documents at least six months prior to Career Development Board and Selection Board review to ensure documents are up to date.
- Once a year, order a CD copy of your OMPF and place it in a safe and secure place. Order through BUPERS Online.

**IMPORTANT:** *Actions taken to update OMPF will not automatically change other personnel records, such as ESR, Navy Awards, JST/SMART, or Electronic Training Jacket (ETJ). Each record must be corrected individually.*

## ELECTRONIC SERVICE RECORD (ESR)

### Background

- The ESR allows you to view information contained within the Navy Standard Integrated Personnel System (NSIPS), which contains pay and personnel information entered by your command and/or servicing PSD.
- Periodically, usually at specific career milestones such as reenlistment, separation or retirement, ESR information is printed and electronically submitted to your OMPF.
- You have the ability to update some personal information displayed in your ESR. (See **ESR QuickStart** located on the NPC [Career Toolbox](#) page.)

### View ESR Data

#### **INTERNET - Via Navy Standard Integrated Personnel System (NSIPS)**

1. Go to <https://nsips.nmci.navy.mil>. 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**. When asked to verify your PKI, choose the DoD CA-XX certificate.
4. Click next to your User ID (your name).
5. Read the security disclaimer, check the box provided, then select **Agree**.
6. Click **Logon**.

**NOTE:** *CAC is required for access to view service record data in the Internet environment. 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.*

#### **AFLOAT - Via Navy Standard Integrated Personnel System (NSIPS) shipboard server**

1. Go to <https://nsipswebafloat>.
2. Under **Navy Standard Integrated Personnel System**, click **ESR Self-Service Access**.

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

### → **Action Required**

- Every six months, view and verify your ESR for currency and accuracy. If you discover errors or missing information, contact your command Personnel representative or servicing PSD, via your CPC.

**NOTE:** *Actions taken to update this record will not automatically change other records. Each record should be corrected individually.*

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## SUPPORTING INFORMATION AND SERVICES

### **OBTAIN SUPPORT AND INFORMATION FROM YOUR COMMAND, PSD AND NPC**

- Your command Personnel representatives and servicing Personnel Support Detachment (PSD) are responsible for helping you update your records.

**IMPORTANT:** Keep copies of all personnel documents prepared by your command or servicing personnel office. Your copies may be required to support advancement and career development

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activities, or required to recreate your OMPF should your electronic records inadvertently be damaged or destroyed.

- The Navy Personnel Command (NPC) Records Support Division (PERS 31) provides Navy service record support services. The Records Management Policy Branch (PERS 313) is responsible for policy and maintenance of the OMPF.
- The NPC website provides information regarding how your records are maintained.
  - Go to [NPC](#) > [Career Info](#) > [Records Management](#) > [Military Personnel Records](#).
  - Review [Document Correction](#), [Document Submission](#), [Frequently Asked Questions](#), [Ordering and Reviewing Your OMPF](#), and [Your OMPF on CD-ROM](#).

## → Action Required

- Submit corrections to your service record (OMPF and ESR) via your command or servicing PSD in accordance with the MILPERSMAN, or in accordance with the regulation governing the original document.
- Use information provided on the NPC website to submit corrections. Be sure to read the [FAQ](#) section and the [Contact Us](#) page before submitting requests.

**IMPORTANT:** *A common misconception is that when one personnel record is updated the others are updated automatically. This is not true and you may need to correct each record individually. Your command Personnel representative or servicing PSD, Command PASS Coordinator (CPC), and Command Career Counselor (CCC) can provide information and assistance.*

## SAFEGUARD YOUR PERSONAL AND PRIVATE INFORMATION

**IMPORTANT:** *You must retain your copies of service record documents in a safe, secure place. Remember, these documents contain personal and private information that can be misused for a variety of purposes, including identity theft.*

### What is Personally Identifiable Information (PII)?

- Personally Identifiable Information (PII) is any information that can be used to distinguish or trace an individual's identity. Examples include, but are not limited to: name, Social Security number (SSN), date of birth, home address, home phone number, personal email address, family data, religion, race, national origin, fingerprints, photographs, performance ratings, security clearance level, leave balances, types of leave used, financial information, and medical information.
- Full and partial SSNs associated with a name are especially sensitive and commonly found on many of your service record documents. Take special care to safeguard these sensitive personal elements and all medical and financial information from persons without a need to know.

## → Action Required

- Protect your Personally Identifiable Information (PII) using the following best practices:
  - Share PII only with those who have a need to know.
  - Store all PII in a locked container, in a locked space, or on an encrypted hard drive.
  - Mark all documents and email containing PII with "For Official Use Only, Privacy Sensitive Information. Any misuse of this information could result in criminal or civil penalty." (Department of the Navy policy)
  - Destroy the document or electronic file containing PII if you don't need it. Keep only what is absolutely required.
  - ALWAYS digitally sign and encrypt any email that contains PII within body of the email, or within any attached file(s).

## OBTAIN HELP WHEN YOU NEED IT

- Your Command
  - Command Personnel representative, CPC, CCC
- Your servicing Personnel Support Detachment (PSD)
- NSIPS help desk
  - Call 877-589-5991, Option 2; DSN 647-5442, Option 2; email [nsiphelpdesk@navy.mil](mailto:nsiphelpdesk@navy.mil).
- Navy 311
  - Call 855-628-9311; DSN 510-628-9311; email [navy311@navy.mil](mailto:navy311@navy.mil).