

Personnel Records Review: Inventory and Verification of your OMPF and ESR

This user aid provides steps to help you perform a thorough review of the human resource (HR) information contained within your Official Military Personnel File (OMPF) and Electronic Service Record (ESR).

- OMPF contains electronic images of documents generated throughout your career, from time of entry until final separation. It is your official military personnel record.
- ESR contains electronic data entered directly into the system or obtained from other Navy systems.

Do NOT be intimidated by the number of pages in this user aid. The entire review process will take approximately one hour and will pay big dividends in the end! Read the instructions completely (including navigation tips) before starting your inventory review.

INTRODUCTION

A listing of applications and systems that together comprise your personnel record includes:

- Official Military Personnel File (OMPF)
- Electronic Service Record (ESR) and ESR Afloat
- Electronic Training Jacket (ETJ) and ETJ Afloat
- Joint Service Transcript (JST)
- Physical Readiness Information Management System (PRIMS)
- Performance Summary Record (PSR)
- Systems used by specific warfare communities, such as Relational Administrative Data Management (RADM) and Advanced Skills Management (ASM).
- Systems that pertain to or document your ability to deploy, such as Individual Medical Readiness (IMR) and Personnel Tempo (PERSTEMPO).

Important Notes:

- Review OMPF and ESR annually, and at least 12 months prior to key career events, including reenlistment, advancement/promotion, and orders negotiation.
- Review your PSR annually and at least 12 months prior to key career events, including Selection Board review.
 - The Performance Summary Record (PSR) is a three-part report accessed via BUPERS Online (BOL) that summarizes your professional history, performance history, and personal decorations.
- OMPF and PSR (along with your Letter to the Board) are provided for Selection Board Review.
- OMPF, ESR, and PSR are separate and distinct systems. Never take for granted that information contained in one system is shared by the other two.

NAVIGATION

1. Navigating your Official Military Personnel File (OMPF) via *OMPF-My Record*

- Using CAC and CAC-enabled computer with internet access, log into BUPERS Online (BOL) at <https://www.bol.navy.mil>. Choose the DOD ID CA-XX certificate, not email.

- On the BOL Applications Menu page, scroll down and click Official Military Personnel File (OMPF) - My Record. Follow the prompts to view your OMPF documents.

Navigation Tip: The list of documents in your OMPF can appear overwhelming. The best way to organize your document review is to view documents assigned to a specific Field Code and then sort by date.

- Enter the desired Field Code, click the “Filter” button and select the word “Contains” (for example, entering Field Code 35 results in a display of all performance evaluations and fitness reports accepted into your OMPF).
 - Once filtered by Field Code, click the column heading “Document Date” to sort OMPF documents in ascending or descending order. (This action will quickly reveal missing documents.)
 - To prepare for an Enlisted Selection Board Review, sort OMPF by Field Codes 30 through 38 and then verify the accuracy and completeness of documents displayed.
 - Reference MILPERSMAN 1070-080 for a complete list of OMPF Field Codes.
- Use the “e-Submission Documents” tab to view information about documents pending acceptance into your OMPF.
IMPORTANT: For documents indicating a “Pending” or “Rejected” status, contact the personnel support organization that submitted the documents for assistance. Coordinate with your Command Pay and Personnel Administrator (CPPA) for additional support.

2. Navigating Your Electronic Service Record (ESR) Self Service account

- Using CAC and CAC-enabled computer with internet access, log into ESR at <https://www.nsips.navy.mil/>. Choose the DOD ID CA-XX certificate. (Afloat users access ESR Afloat at <http://nsipswebafloat> or <https://nsipswebafloat>, depending on the version of NSIPS Web Afloat installed. No CAC required.)
- From the main Menu, select Employee Self Service > Electronic Service Record > View, and then select desired category of information.
- Verify your personal and professional information.

When required by regulation (such as when updating Record of Emergency Data / Dependency Application (RED-DA) or following reenlistment), ESR data is printed on documents and submitted to Navy Personnel Command for filing in your OMPF.

- **IMPORTANT:** Every reenlistment should result in a number of ESR closeout documents being captured by your OMPF (reference MILPERSMAN 1070-111). This is a system-to-system upload process between NSIPS and the OMPF. Thirty to sixty days after you reenlist, if you do not see the below updated documents in your OMPF, coordinate with your CPPA:
 - ESR “Honors and Awards” (submitted to OMPF as form NAVPERS 1070/880)
 - ESR “Training Summary” (submitted to OMPF as form NAVPERS 1070/881)
 - ESR “Member Data Summary” (submitted to OMPF as form NAVPERS 1070/886)
 - ESR “History of Assignment” (submitted to OMPF as form NAVPERS 1070/605)
 - Reenlistment Contract (NAVPERS 1070/601)
 - Permanent Page 13s (NAVPERS 1070/613) (reference MILPERSMAN 1070-320)
- **IMPORTANT:** Your ESR is NOT used in the Selection Board Review process, although documents printed from your ESR and accepted into OMPF are viewed by Board members.

- **IMPORTANT:** Information not “Verified” in ESR will not populate to the above documents. You should review your ESR prior to your reenlistment for any data that has not been verified. Un-verified data in ESR should be either “Verified” or “Removed” from ESR.
- Go to the MyNavy HR website for a detailed list of documents reviewed by Selection Boards: <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Selection-Board-Review/>.

3. Navigating to additional websites that display important personnel and career data.

- To view C-WAY Self-Service, go to BUPERS Online at <https://www.bol.navy.mil> and/or coordinate with your Command Career Counselor (CCC) to verify your information is accurate and up to date.
- To access IMR and PERSTEMPO, go to BUPERS Online at <https://www.bol.navy.mil>.
- To access JST, go to <https://jst.doded.mil/>. Verify off duty education transcripts are accurate and complete.
- To access MyNavy Assignment (MNA), go to <https://mynavyassignment.navy.mil>. Verify information displayed on your “Sailor Info” pages.
- To access Navy eLearning, go to <https://learning.nel.navy.mil/>. Verify completed training is reflected in your ESR.
- The Navy Department Awards Web Services (NDAWS) is now under BUPERS Online (NPC Document Services). For supporting information, visit the MyNavy HR website at <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Decorations-and-Medals/>.

4. Personnel Records Inventory and Verification Steps

- You are encouraged to review your OMPF and ESR together. This way you can verify the same kind of information at the same time. However, if you wish to review your records individually, simply complete steps for one and then return to complete steps for the other.
- Complete your inventory in its entirety and then work with your CPPA and/or points of contact provided to make necessary corrections.
 - Find **TIPS for updating Personnel Information** at the end of this document.
 - In most circumstances, you must provide supporting documentation to justify a change to your personnel information.

Scroll down to begin your Personnel Records Review.

1. Verify Personal Information: ESR Data and OMPF Documents

Member Data Summary

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
<p>Member Data Summary (becomes NAVPERS 1070/886 when printed and submitted to OMPF)</p> <p>On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Member Data Summary</p>	Member Information	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> Verify that current “Enlisted Designator” entry matches “Warfare Qualification History” entry further down the page. TIP: Also verify that all earned warfare qualifications display on the MyNavy Assignment (MNA) “Sailor Info” page. Verify that “NEC History” is correct (NECs can determine whether or not you obtain a desired job in MNA).
	Security (clearance eligibility and clearance status)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> TIP: Also verify that your security clearance eligibility and status are documented in Career Waypoints (C-WAY) and MNA.
	Current Assignment	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Personal Information	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Dependents Information	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Education (specifically, current AFQT scores)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	NEC History ❖ <i>Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> If an NEC is missing or is in error, request your command submit a Navy Enlisted Classification (NEC) Change Request, NAVPERS 1221-6, to Navy Personnel Command, NEC Management section (PERS 4013) at mill_nec_request@navy.mil
	Warfare Qualification History ❖ <i>Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> If warfare qualifications are missing or in error, you must provide supporting documentation. If you do not have copies, look in OMPF for documentation on NAVPERS 1070/604, NAVPERS 1070/613, or in your performance evaluation, Block 43/44. TIP: Also verify that all earned warfare qualifications display on your ETJ and MNA “Sailor Info” pages. If they do not, submit trouble tickets via Navy311@navy.mil
	Promotion History ❖ <i>Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> Verify your promotion history and dates.

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
Field Code 41 Security Information (not SF-86) Documents in this Field Code are not provided for Selection Board review.	Certification of Clearance	OPNAV 5510/4	<input type="checkbox"/> YES <input type="checkbox"/> NO	Additional documents may include: <ul style="list-style-type: none"> • Security Investigation (NAVPERS 2716) • Classified information nondisclosure agreement • Non-Disclosure Agreement (SF-312) • Termination Statement • Revocations
	Investigation Request	OPNAV 5520/1	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Security Investigation Clearance Certificate	OPNAV 5520/20	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Dependency Data

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
Dependency Data (becomes NAVPERS 1070/602 when printed and submitted to OMPF) On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Dependency Data	Summary (Dependency Application, Dependents on Station, Place of Marriage)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • Verify NFAAS (https://navyfamily.navy.mil) to ensure dependency data is current.
	Spouse, Parents and Children/Dependents	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Emergency Contact	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Beneficiary/SGLI (person who will receive unpaid pay and allowances, death gratuity, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • Verify SGLI beneficiaries every six months for pay purposes. • Update SGLI online (https://milconnect.dmdc.osd.mil). Once logged in, select "I want to... Manage my SGLI." • Update RED/DA every time you change your SGLI beneficiaries.

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
Field Code 39 Emergency data and Beneficiary slips Documents in this Field Code are not provided for Selection Board review.	Record of Emergency Data/Dependency Application (RED/DA) ❖ <i>Multiple documents possible.</i> ❖ <i>Ensure most current signed document is viewable.</i>	NAVPERS 1070/602	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • NAVPERS 1070/602 and DD-93 is automatically transmitted to the OMPF via NSIPS RED/DA. • Prior to 2018, the Record of Emergency Data and the Dependency Application was a combined NAVPERS 1070/602 commonly referred to as "Page 2."
	Record of Emergency Data	DD 93	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Emergency Contact

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
Emergency Contact On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Emergency Contact	Emergency Contact	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	PADD (Person Authorized Direct Disposition) of Remains ❖ <i>Verify PADD is checked.</i> ❖ <i>Update PADD via NSIPS by conducting your RED/DA update.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • PADD designation is extremely important for all personnel, but particularly for those on deployment and IA. • Update PADD designation whenever your marital status changes.

Servicemember’s Group Life Insurance

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
Servicemember’s Group Life Insurance On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > SGLI	SGLI Options	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • Update SGLI online (https://milconnect.dmdc.osd.mil). Once logged in, select “I want to... Manage my SGLI.”
	FSGLI Options	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • Update SGLI and FSGLI beneficiaries whenever your marital status changes.

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
Field Code 43 Medical Documents Documents in this Field Code are not provided for Selection Board review.	Report of Medical Examination	SF 88 <i>and/or</i> DD 2808	<input type="checkbox"/> YES <input type="checkbox"/> NO	Additional documents may include: <ul style="list-style-type: none"> • Accession documents • Medical / Physical Evaluation Board (PEB) findings
	Report of Medical History	SF 93 <i>and/or</i> DD 2807-1	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Servicemembers’ Group Life Insurance (SGLI) Election and Certificate ❖ <i>Multiple documents possible.</i> ❖ <i>Ensure most current signed document is viewable.</i>	SGLV 8286	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Thrift Savings Plan

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
<p>Thrift Savings Plan</p> <p>On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Thrift Savings Plan</p>	<p>Thrift Savings Plan Options</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<ul style="list-style-type: none"> • TSP information is available on MyPay at https://mypay.dfas.mil/

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
<p>Field Code 45 Personal Information</p> <p>Documents in this Field Code are not provided for Selection Board review.</p>	<p>Thrift Savings Plan Election</p>	<p>TSP-U1</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<ul style="list-style-type: none"> • TSP-U1 is completed by new accession Sailors. All other Sailors submit electronically via https://mypay.dfas.mil
	<p>U.S. Citizenship & Immigration Verification Documents</p>	<p>SUBJ 15/45USCI</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Possible documents include:</p> <ul style="list-style-type: none"> • Evidence of Citizenship (NAVPERS 1100/1) • USN illicit behavior screening (NAVCRUIT 1133/65) • TIP: You also should verify evidence of citizenship by DONCAF (Department of the Navy Central Adjudication Facility), as it impacts your ability to obtain a security clearance. Your command Security Manager will provide assistance.

2. Verify Training, Education and Qualifications Information: ESR Data and OMPF Documents

Training Summary

TIP: Your ETJ contains a document titled “Problems With Your Data?” that contains valuable information on how to correct education/training data.

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
<p>Training Summary (becomes NAVPERS 1070/881 when printed and submitted to OMPF)</p> <p>On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Training Summary</p>	Civilian Education/Degree ❖ <i>Multiple entries possible.</i> ❖ <i>Dates must display as GREEN “Verified” or will not print on NAVPERS 1070/881.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> Verify documentation of all completed courses and earned college degrees. For assistance, contact the Navy College Virtual Education Center (VEC) using one of the means identified here: https://www.navycollege.navy.mil/contact.htm
	Special Qualification Test Scores ❖ <i>Verify all that apply.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> TIP: If you have re-taken the ASVAB, ensure scores are updated on the ESR Member Data Summary page.
	Off-Duty Education Voc / Tech Training ❖ <i>Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> You must contact the organization originally responsible for entering the data. Coordinate with your CPPA for support.
	Navy Service Schools / Military Training Education Courses (formal schools) ❖ <i>Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> You must contact the schoolhouse or personnel support organization originally responsible for entering the data. Coordinate with your CPPA for support.
	Other Training courses / Instructions Completed (Navy eLearning, etc.) ❖ <i>Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> Navy eLearning courses should update automatically. For other Training courses, contact the training or personnel support organization originally responsible for entering the data. Coordinate with your CPPA for support.
	Personnel Qualification Standards (PQS) ❖ <i>Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> Verify PQS is documented on your NAVPERS 1070/881 Training Summary. For data correction, you may need to contact the organization originally responsible for entering the data. Coordinate with your CPPA for support.
	Official Certs and Quals History ❖ <i>Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> See “A Note of Caution” below.

***See: A Note of Caution about ESR “Official Certs and Quals History” and “Local Certs and Quals History” on next page.**

A Note of Caution about ESR “Official Certs and Quals History” and “Local Certs and Quals History”

Qualifications entered in these sections will NOT display on the printed Training Summary document (NAVPERS 1070/881) submitted to OMPF. In practical terms, this means that qualifications entered as Official or Local Certs and Quals will not be viewed by a Selection Board. To be viewed by a Selection Board, certifications and qualifications must be reentered correctly in your ESR by your servicing personnel support organization. You will be expected to provide documentation supporting all requested changes. Additionally:

- You may request that your personnel support representative print a copy of your “Official Certs and Quals History” and/or “Local Certs and Quals History” using the NSIPS Pers Clerk or Pers Supervisor role.
- You may take a screenshot of the ESR page and add as an enclosure to your Letter to the Board.

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
Field Code 36 Training and Education Documents in this Field Code are provided for Selection Board review.	Enlisted Qualifications History ❖ <i>Form disestablished in 2010 and replaced by NAVPERS 1070/881.</i> ❖ <i>Multiple documents possible.</i>	NAVPERS 1070/604	<input type="checkbox"/> YES <input type="checkbox"/> NO	Additional documents may include: <ul style="list-style-type: none"> • Individual citations for training, qualifications • College transcript and diploma • Completion certificates for courses not documented on NAVPERS 1070/604, NAVPERS 1070/881, or NAVPERS 1070/886 • Language Proficiency (SUBJ 36LAB) • Marksmanship (SUBJ 36OAM) NOTE: The Joint Service Transcript (JST) office has sole authority to submit official transcripts/diplomas/certificates to your OMPF. For additional information contact jst@doded.mil
	Training, Education and Qualification History ❖ <i>Form printed from ESR following reenlistment.</i> ❖ <i>Multiple documents possible.</i>	NAVPERS 1070/881	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Member Data Summary ❖ <i>Form printed from ESR following reenlistment.</i> ❖ <i>Multiple documents possible.</i>	NAVPERS 1070/886	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Personnel Qualification Standards (PQS)

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
Personnel Qualification Standards On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > PQS	Personnel Qualification Standards ❖ <i>Data displayed may have been entered by a personnel clerk, or may have been received from another system, such as NTMPS/Electronic Training Jacket or R-ADMIN.</i> ❖ <i>PQS must display as GREEN “Verified” or will not print on NAVPERS 1070/881.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • Verify PQS is documented on your NAVPERS 1070/881 Training Summary. • For data correction, you may need to contact the organization originally responsible for entering the data in your ESR. Coordinate with your CPPA for support.

Course Data

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
<p>Course Data</p> <p>On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Course Data</p>	<p>Course Information</p> <ul style="list-style-type: none"> ❖ <i>Data displayed may have been entered by a personnel clerk, or may have been received from another system – such as NTMPS/Electronic Training Jacket (ETJ) and Navy College/Joint Service Transcript (JST).</i> ❖ <i>Course Data must display as GREEN “Verified” or will not print on NAVPERS 1070/881.</i> 	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • Includes formal courses from Navy Service Schools, Navy eLearning courses completed online, command-delivered training, and off-duty education such as college courses.

Education Data

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
<p>Education Data</p> <p>On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Training, Education, Quals. Click Education Data</p>	<p>Professional Education</p> <ul style="list-style-type: none"> ❖ <i>Data displayed may have been entered by a personnel clerk, or may have been received from another system – such as NTMPS/Electronic Training Jacket (ETJ) and Navy College/Joint Service Transcript (JST).</i> ❖ <i>Education data must display as GREEN “Verified” or will not print on NAVPERS 1070/881.</i> 	<input type="checkbox"/> YES <input type="checkbox"/> NO	

3. Verify Performance Information: ESR Data and OMPF Documents

Court Memorandum

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
Court Memorandum On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Court Memorandum	Court Memorandum ❖ <i>Depending on your personal and professional performance, it is possible that this panel will be empty of data.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Record of Unauthorized Absence

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
Record of Unauthorized Absence On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Unauthorized Absence	Unauthorized Absence ❖ <i>Depending on your personal and professional performance, it is possible that this panel will be empty of data.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
Field Code 38 Adverse Information Documents in this Field Code are provided for Selection Board review.	Miscellaneous, if applicable. ❖ <i>Depending on your personal and professional performance, it is possible that you have no adverse documents. If this is the case, Field Code 38 will not display.</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO	Possible documents include: <ul style="list-style-type: none"> • Record of Unauthorized Absence (NAVPERs 1070/606) • Court memorandum (NAVPERs 1070/607) • Drug and Alcohol Abuse Report (OPNAV 5350/7) • Administrative Remarks (NAVPERs 1070/613) • Punitive letters • Civil conviction/probation report • Adverse case files

Honors and Awards

U.S. Navy Awards has transitioned to BUPERS Online.

- BUPERS Online (BOL) Navy Department Awards Web Service (NDAWS) is the authoritative source for Navy Personal, Unit, Campaign, and Expeditionary medals data. All Active Duty and Selected Reserve personnel have BOL access and therefore have access to NDAWS.
- For more information: <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Decorations-and-Medals/>

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
<p>Honors and Awards (becomes NAVPERS 1070/880 when printed and submitted to OMPF)</p> <p>On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Honors and Awards</p>	<p>Honors and Awards</p> <p>1. Awards managed in NSIPS ESR by the Command Admin or Personnel representative include: Campaign, Expeditionary, and Service (CE&S) and Unit Decorations.</p> <ul style="list-style-type: none"> ❖ <i>Multiple entries possible.</i> ❖ <i>Awards must display as GREEN "Verified" or will not print on NAVPERS 1070/880.</i> 	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • Verify Good Conduct awards are correct, especially if you have broken service. • Flag Letters of Commendation (FLOC) entered directly into ESR are identified by the acronym LOCF. • If you have more than one GWOTEM, you may be able to convert one to an Iraq Campaign Medal, if you were in the region. • Review each command in which you have served and identify all the campaign medals each command may have earned that are not in your record. Sources of information about unit awards for which you may be eligible include NDAWS ("Search Awards"), Command websites, and message traffic.
	<p>Honors and Awards</p> <p>2. Awards managed in NDAWS by the Command's NDAWS Administrator, NPC Awards Office, or DON Awards Office include: Navy Achievement Medal and higher.</p> <ul style="list-style-type: none"> ❖ <i>Multiple entries possible.</i> ❖ <i>Awards must display as GREEN "Verified" or will not print on NAVPERS 1070/880.</i> 	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • An award entered into NDAWS should reflect in ESR the following week. • For subsequent awards, if the certificate/citation states "...STAR IN LIEU OF THE NTH AWARD..." the nth award number should be listed in the award number column. • If the certificate/citation has the wrong nth award, request the awarding authority to re-issue the certificate/citation. If NDAWS is not corrected after a week of you receiving the reissued certificate/citation, provide a copy of the re-issued certificate/citation to your current command's NDAWS Administrator to correct the award in NDAWS. • TIP: Your current command's NDAWS Administrator can add missing or correct awards issued by a previous command, referencing a copy of the OPNAV 1650 and the issued/reissued certificate/citation. • TIP: Find additional procedures on the MyNavy HR website at https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Decorations-and-Medals/ • TIP: Corrections to OSR/PSR can be performed only by BUPERS 072 (mill_p33awards@navy.mil), not by NDAWS Administrators or the NPC Awards office.

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
Field Code 37 Decorations, Medals and Awards Documents in this Field Code are provided for Selection Board review.	Honors and Awards ❖ <i>Form printed from ESR following reenlistment.</i> ❖ <i>Multiple documents possible.</i>	NAVPERS 1070/880	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • Additional documents may include: entitlement letters, weapons qualification letters • Use NDAWS to identify campaign medals and service awards prior commands may have earned that are not in your record. • Corrections to documents entered via NDAWS after May 2020, to include requests to remove duplicates, must be directed to the NPC Awards Office. For more information visit: https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Decorations-and-Medals/
	Individual citations for awards ❖ <i>Multiple documents possible.</i> ❖ <i>All joint service awards include two documents: the award certificate and the narrative write-up.</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO	

FITREP/Evaluation

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
FITREP/Evaluation On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Fitness Report	FITREP/Evaluation ❖ <i>Click <u>View All</u> to see all available data.</i> ❖ <i>You should see at least one performance report per year.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • Verify continuity, ensuring no missing evaluations and no gaps in reporting periods. • An individual continuity report may be reviewed on BUPERS Online. Log in, then select CCA/FITREP/Eval Reports > Performance Evaluation Continuity Report.

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
Field Code 35 Enlisted Performance Documents Documents in this Field Code are provided for Selection Board review.	Evaluation Report & Counseling Record (E7-E9) ❖ <i>At least one per year.</i>	NAVPERS 1616/27 <i>and/or</i> NAVPERS 1616/8	<input type="checkbox"/> YES <input type="checkbox"/> NO	Additional documents may include: <ul style="list-style-type: none"> • Letter of Extension (on evaluations) • Service member rebuttal • Evaluation Report & Counseling Record Administrative Change (SUBJ 35PEC) • Letter of Explanation (SUBJ 35EEL) • Statement in Lieu of Missing Service • TIP: Corrections to FITREP/Evaluations must be reported to PERS-32. For more information visit: https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/
	Evaluation Report & Counseling Record (E1-E6) ❖ <i>At least one per year.</i> ❖ <i>Note: Performance Information Memorandum (PIM) are not filed in OMPF.</i>	NAVPERS 1616/24 <i>and/or</i> NAVPERS 1616/26	<input type="checkbox"/> YES <input type="checkbox"/> NO	

4. Verify Professional Information: ESR Data and OMPF Documents

History of Assignments

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
<p>History of Assignments (becomes NAVPERS 1070/605 when printed and submitted to OMPF)</p> <p>On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > History of Assignments</p>	History of Assignments	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> Your History of Assignments will affect what command awards you receive. Your History of Assignments may impact eligibility for benefits associated with having served in a specific geographic regions (e.g., medical issues developed from service during foreign wars). <p>For Selected Reserve (SELRES):</p> <ul style="list-style-type: none"> By policy, Inactive Duty Training (IDT) unit assignments, mobilizations, Training Reserve Unit Identification Code (TRUIC), and separation changes are reflected on the NAVPERS 1070/605, but not AT history. For Annual Training (AT) history, maintain a personal record for future reference. If supporting documentation is required, obtain information from: <ul style="list-style-type: none"> Navy Reserve Order Writing System (NROWS) at https://nrows.dc3n.navy.mil/nrows/secure/login.jsp Reserve Force Manpower Tools (RFMT) at https://rfmt.private.navyreserve.navy.mil/#/ BUPERS Online (BOL) Continuity and Cumulative Average (CCA) Reporting at https://www.bol.navy.mil/CCA/

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
<p>Field Code 31 Classification and Assignment</p> <p>Documents in this Field Code are provided for Selection Board review.</p>	History of Assignments ❖ <i>Multiple documents possible.</i>	NAVPERS 1070/605	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Additional documents may include:</p> <ul style="list-style-type: none"> Enlisted Classification Record (NAVPERS 1070/603) (inactive form)

5. Verify Service Obligations and Agreements: ESR Data and OMPF Documents

Service Obligations and Agreements

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
Other Personal Information On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Service Obligations	Current Contract Information (EAOS, Extensions, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Extensions	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Contract History	<input type="checkbox"/> YES <input type="checkbox"/> NO	

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
Field Code 30 Procurement Documents in this Field Code are provided for Selection Board review.	Enlistment/Reenlistment Document	DD 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	Additional documents may include: <ul style="list-style-type: none"> • NAVCRUIT and MEPS enlistment forms • Enlistment Annex(es), Guarantees (NAVCRUIT 1133/52) • Bonus documentation (NAVPERS 1133/9) • Agreement to Recall or Extend Active Duty (NAVPERS 1070/622) • Statements of Understanding • Montgomery GI Bill (DD 2366)
	Immediate Reenlistment Contract ❖ <i>Multiple documents possible.</i>	NAVPERS 1070/601	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Agreement to Extend Enlistment ❖ <i>Multiple documents possible.</i>	NAVPERS 1070/621	<input type="checkbox"/> YES <input type="checkbox"/> NO	

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
Field Code 33 Separation and Retirement Documents in this Field Code are provided for Selection Board review.	Certificate of Release or Discharge from Active Duty	DD 214	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • Only NAVPERS 1070/615 “Service 2” copy is maintained in OMPF. The “Member” and “Service 4” copy is provided by the issuing command upon your release/discharge from Active Duty. Additional documents may include: <ul style="list-style-type: none"> • Career Status Bonus election (NAVPERS 7220/9) (inactive Form) • Statements of Service • Separation Orders • Reserve retirement point credit reports • Reserve “20-Year Letter”
	Record of Discharge from U.S. Naval Reserve	NAVPERS 1070/615	<input type="checkbox"/> YES <input type="checkbox"/> NO	

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
Field Code 34 Miscellaneous Professional Service History Documents in this Field Code are provided for Selection Board review.	Record of Military Processing	DD 1966	<input type="checkbox"/> YES <input type="checkbox"/> NO	Additional documents may include: <ul style="list-style-type: none"> • Professional History – Misc. (SUBJ 34MPS)
	Drug and alcohol abuse statement of understanding	OPNAV 5350/1	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Questionnaire for National Security (if required)	SF 86	<input type="checkbox"/> YES <input type="checkbox"/> NO	

6. Verify Administrative Remarks: ESR Data and OMPF Documents

Administrative Remarks

ESR	Data You Should Verify is Present (if applicable), Accurate and Current	Data Available and Current	NOTES
Administrative Remarks (Becomes NAVPERS 1070/613 when printed. Permanent Page 13s are submitted to OMPF.) On the TOP navigation bar, go to Main Menu > Employee Self Service > Electronic Service Record > View > Administrative Remarks	Permanent Page 13 ❖ <i>Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Temporary Page 13 ❖ <i>Generated and retained by the command.</i> ❖ <i>Some documents removed upon transfer, others removed upon reenlistment.</i> ❖ <i>Multiple entries possible.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

OMPF	Documents You Should Verify are Present (if applicable), Accurate and Current	Form Number	Document Available and Current	NOTES
Field Code 32 Administrative Remarks Documents in this Field Code are provided for Selection Board review.	Administrative Remarks ("Page 13") ❖ <i>Multiple documents possible.</i> ❖ <i>Includes permanent documents generated by the command and forwarded via your personnel support organization.</i>	NAVPERS 1070/613	<input type="checkbox"/> YES <input type="checkbox"/> NO	

TIPS for Updating Personnel Information

For updates and corrections to your personnel records – whether working with your Command Pay and Personnel Administrator (CPPA), Personnel Office, personnel support organization, or a Help Desk – **you must provide documentation** to support your request. For this reason, you should maintain copies of your professional achievements, including awards, training records, certifications and qualifications, performance reports and other important documents.

CAUTION: Navy personnel records contain Personally Identifiable Information (PII) that can be used to steal your personal identity.

- Store all documents – whether paper or electronic – in a safe and secure space.
- In ALL email correspondence containing PII, you are strongly encouraged to DIGITALLY SIGN *and* ENCRYPT your email. Do NOT use PII (such as last four of your SSN) in the email subject line, **as text in the subject line is not encrypted.**

Official Military Personnel File (OMPF)

- For updates and corrections to OMPF, follow guidance provided on the MyNavy HR website at <https://www.mynavyhr.navy.mil/>
 - Go to <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/Document-Correction/>
 - Go to <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/Document-Submission/>

NOTE: Some documents must be submitted by the official authority and not by the member (see information provided via above links).

- For a complete list of OMPF Field Codes:
 - Go to <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/>
 - Under Helpful Links, click Retain / Delete List to open the Excel file.
 - In the Excel document, select “Status” (column G) and in the dropdown, select “Active” for a tailored view of the active documents that can be found in the OMPF.
 - Select “ENL FC” (column F), then select one (or more) Field Code(s) at a time and verify this list for OMPF completeness and accuracy.

Electronic Service Record (ESR)

- For updates and corrections to ESR, first contact your CPPA, Personnel Office, or Command Career Counselor (CCC).
- If unable to resolve the issue, your CPPA will coordinate with your personnel support organization to obtain required assistance.
- If your servicing personnel support organization is unable to resolve the issue you should contact one of the following:
 - MyNavy Career Center (MNCC) at <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center>
 - NSIPS Help Desk at 877-589-5991, DSN 312-647-5442, or nsipshelpdesk.fcm@navy.mil
 - NPC, PERS-23 (Personnel Service Operations/Navy Pay & Personnel Center (NPPSC)) at PERS23_Admin@navy.mil
- In many cases, data reflected in ESR is obtained from other systems and cannot be corrected within the ESR itself. For example:
 - Education, College and University information comes from the Navy Campus Management Information System (NCMIS)
 - Advancement information comes from the Enlisted Master File (EMF)
 - Navy Enlisted Classification Code (NEC) comes from the Enlisted Master File (EMF)

- Training, Certification and Qualification information comes from multiple systems including the Fleet Training Management and Planning System (FLTMPS) and can be viewed via your Electronic Training Jacket (ETJ)

TIP: Much of the information displayed in the Electronic Training Jacket (ETJ) is provided to the ESR. Therefore, it is possible that you can use an ETJ information sheet called “[Problems With Your Data?](#)” to identify sources of ETJ data that are also displayed in the ESR. The ETJ “Problems With Your Data?” information sheet is updated routinely and identifies data systems and points of contact for many of the personnel and training systems. Access the file by using the hyperlink provided at the bottom of ETJ pages.

A Special Note about Reenlistment

Thirty to sixty days after you reenlist, verify your Personnel Office or servicing personnel support organization has properly “closed out” your ESR and updated your OMPF. If you do not see the following updated documents in your OMPF, contact your Personnel Office or personnel support organization, via your CPPA.

The following documents are updated in OMPF only upon completion of an enlistment:

- ESR “Honors and Awards” (submitted to OMPF as form NAVPERS 1070/880)
- ESR “Training Summary” (submitted to OMPF as form NAVPERS 1070/881)
- ESR “Member Data Summary” (submitted to OMPF as form NAVPERS 1070/886)
- ESR “History of Assignment” (submitted to OMPF as form NAVPERS 1070/605)
- Reenlistment Contract (NAVPERS 1070/601)
- Permanent Page 13s (NAVPERS 1070/613) (reference MILPERSMAN 1070-320)

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