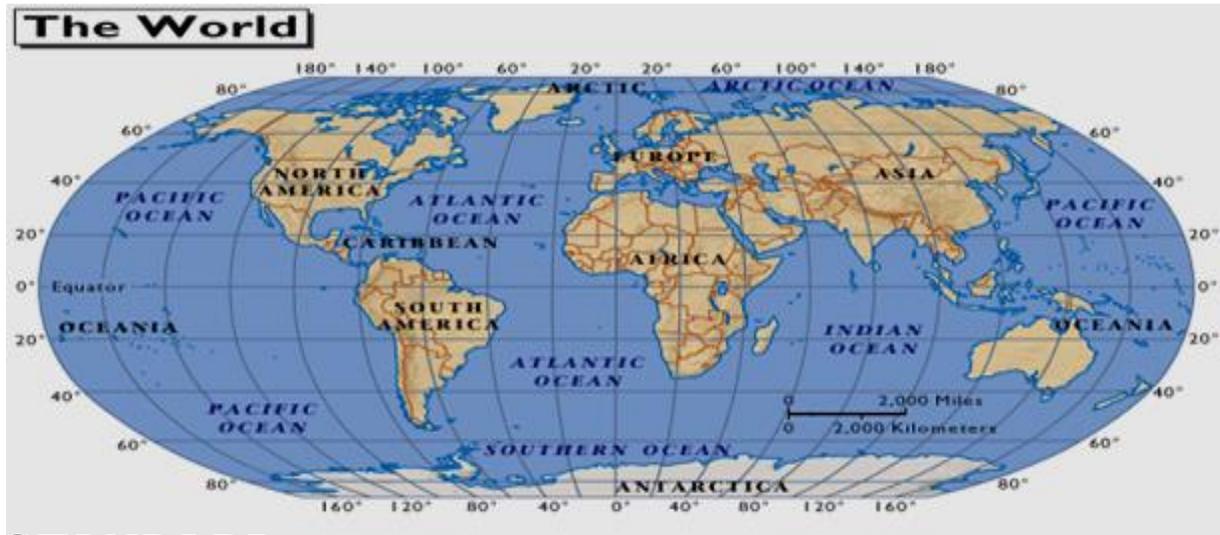


# Electronic Submission (e-Submission / e-Sub)



**STANDARD**

**OPERATING**

**PROCEDURES**

**Version 2.0**

17 November 2015



**Navy Personnel Command**  
5720 Integrity Drive  
Millington, TN 38055-313

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**Record of Changes**

Change Number	Date	Entered By	Summary of Change
1	17NOV15	Fister, C.	1. Added additional documents to be scanned as PDF (par. 5) 2. Revised scanner settings to support additional PDF documents (par. 4) 3. Updated e-Submission QA process performed by PERS 313 (par. 9) 4. Updated FAQs (Appendix D, questions 3, 4, 5, 6, 17, and 18)

## 1. Overview

This document contains Standard Operating Procedures (SOP) for electronic submission (e-Submission/e-Sub) of permanent Military Human Resource (HR) documents commonly submitted to the Official Military Personnel File (OMPF) by an authorized Navy Personnel Offices. With the completion of the Enlisted Field Service Record (EFSR) closeout in 2011, the Navy moved forward to a more efficient and expeditious method of updating and maintaining permanent personnel records of both officers and enlisted personnel. The e-Submission (e-Sub) application in BUPERS Online (BOL) is the primary means of updating Sailors' OMPF and shall be used by approved Trusted Agents assigned to servicing Personnel Offices. The e-Submission application also provides Trusted Agents the ability to electronically submit permanent military HR documents to the OMPF, and validate the acceptance or rejection of a document. Submission of HR documents via e-Submission allows tracking from initial submission to final posting into the OMPF by both Personnel Specialists (PSs) and HR Specialists as well as the Sailors. Documents will routinely be added to the dropdown list of documents in the e-Sub application on BOL, but in the interim, if you have a required OMPF document to submit that is not on the dropdown list, it must be mailed to Navy Personnel Command (PERS-313) for inclusion in the OMPF.

## **2. Trusted Agents**

To ensure integrity of documents filed in the OMPF, the authority to e-Sub documents shall only be granted to Trusted Agents, assigned to an activity designated in the Navy Personnel Database (NPDB) as a Pay/Personnel Unit Identification Code (PPUIC) and Navy Operational Support Centers (NOSCs). Request must be submitted by Commanding Officers, Officers-in-Charge, and Personnel Support Detachment Directors/Officers-in-Charge. Activities shall forward documents of Sailors attached to their activity to their servicing PPUIC/NOSC for e-Submission and inclusion into Sailors OMPF.

Trusted Agents will be responsible for scanning, uploading, indexing, and submitting documents to the OMPF via the e-Submission application on BOL. Prior to submission, the Trusted Agent will verify the authenticity of documents to be scanned (know the source or ask for the original document; do not assume that a copy of a document provided by a Sailor is a copy of the original). Additionally, Trusted Agents shall retain the documents that were scanned and e-submitted until the document has been accepted in the OMPF; distribute original documents and their copies as required by specific regulatory guidance; research rejected documents, and take appropriate action to correct and resubmit rejected documents as required.

## **3. Request for Access**

The e-Submission application allows users to upload images via the BOL portal to a member's OMPF stored in the Electronic Military Personnel Records System (EMPRS). Requests must be submitted to NPC (PERS-313), via BOL Helpdesk, in memorandum format as indicated in paragraph 3.1 below. And since both BOL and EMPRS are considered IT-II (Non Critical Sensitive) systems, an approved System Authorization Access Request-Navy (SAAR-N) form, (OPNAV 5239/14) must be submitted as indicated in paragraph 3.2 below.

### 3.1 Memorandum Request

The e-Submission application is intended for use by a Sailor's servicing PPUIC/NOSC and not by the Sailor's organization unless they are not serviced by a Personnel Support Detachment. This request requires a Memorandum, on letterhead, signed by the Commanding Officer, Office-in-Charge, Executive Officer (over their title), or PSD Director, requesting an individual be authorized to electronically submit HR documents to the OMPF as a trusted agent. (See Appendix A)

The memorandum shall certify that the designated Sailor/employee has made himself or herself familiar with this SOP, and the various policies and instructions governing the documents being submitted.

Requestors must be attached to an activity UIC listed in Appendix B (Authorized PPUICs), Table 1. If your activity UIC is **not** listed in Appendix B, Table 1, your activity is not authorized to submit updates to the OMPF.

### 3.2 SAAR-N form (OPNAV 5239/14 - current version)

**3.2.1 All blocks must be completed as outlined on page 4 of the SAAR-N form, except as indicated below.** The following instructions are specific for BOL and/or e-Sub access and must be included. **Incomplete requests will be denied.**

a. Top Section:

**TYPE OF REQUEST:** Check **Initial**.

**SYSTEM NAME:** Type **BOL e-Submission** (if user already has BOL access), or type **BUPERS Online, BOL e-Submission** to request access to both.

**LOCATION.** Type **Millington, TN** for physical location of the system.

b. PART I

(2) **ORGANIZATION.** Type the activity name that the requestor is assigned to.

(3) **OFFICE SYMBOL/DEPARTMENT.** Type the assigned Unit Identification Code (UIC).

c. PART II

(11) **JUSTIFICATION FOR ACCESS.** Type "To submit updates to OMPF as a trusted agent."

(12) **TYPE OF ACCESS REQUIRED.** Check **Authorized.**

(13) **USER REQUIRES ACCESS TO.** Check **Unclassified.**

(14) **VERIFICATION OF NEED TO KNOW.** Check **box.**

**Blocks 15 (15a and 15b).** Refer to page 4 of the OPNAV 5239/14 SAAR-N.

**Blocks 16 (16a and 16b).** Refer to page 4 of the OPNAV 5239/14 SAAR-N.

**SIGNATURE OF INFORMATION OWNER/OPR.** Blocks 17, 17a and 17b should remain blank or marked **N/A.**

**SIGNATURE OF IAM OR APPOINTEE.** Blocks 18, 19, 20, and 21 Refer to page 4 of the OPNAV 5239/14 SAAR-N, unless member is assigned to PSD/CSD. If assigned to PSD/CSD, NPC IAM will complete this block.

d. PART III. This part must be completed by the command's security manager. All blocks must be filled out.

e. PART IV. Leave blank. This will be completed by CNPC staff.

**3.2.2 Submitting the completed SAAR-N form**

a. Verify Parts I, II and III are completely filled in and contain all appropriate electronic signatures.

b. Email - the completed and signed form shall be emailed as follows:

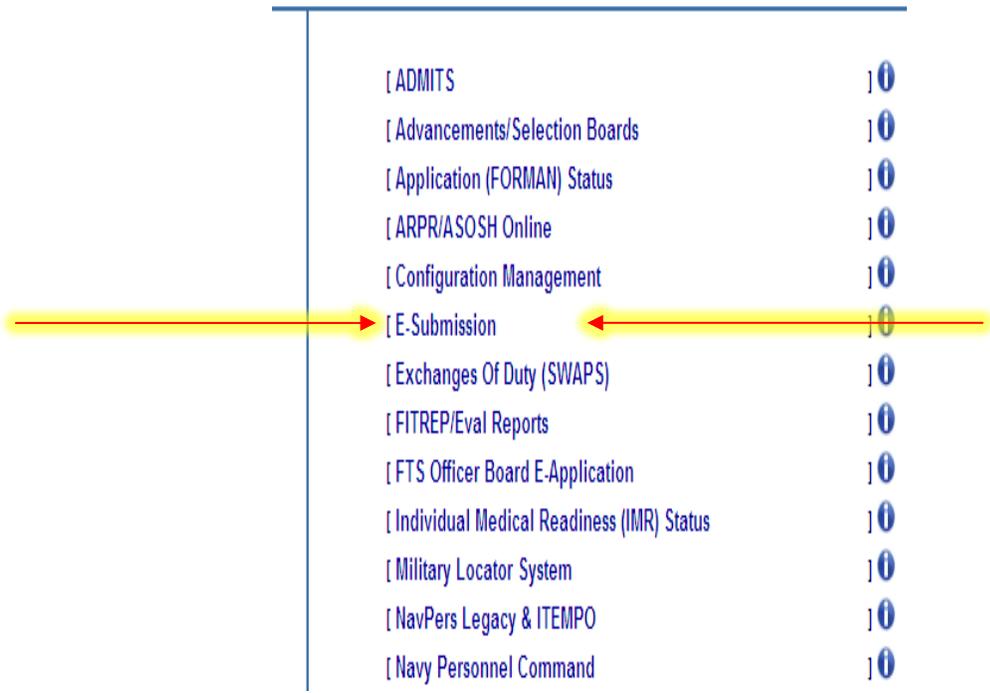
Personnel attached to PSDs/CSDs Only: [MILL PSD SAAR@navy.mil](mailto:MILL_PSD_SAAR@navy.mil);

All other activities: [NPC IT SERVICE DESK@navy.mil](mailto:NPC_IT_SERVICE_DESK@navy.mil)

**Note:** If sent via email, the **email must be encrypted and signed with a digital signature** in order to protect the personal information contained in the form. Failure to encrypt the email will constitute a PII breach.

**3.3** If both the SAAR-N and the Memorandum request are approved, access will be granted, and the e-Submission link will be listed in the BOL Application Menu upon next login.

### BOL Application Menu



The image shows a screenshot of a web application menu titled "BOL Application Menu". The menu is enclosed in a blue border. It contains a list of application categories, each preceded by a left square bracket and followed by a right square bracket and a small circular icon. A red arrow with a yellow glow points to the "E-Submission" option, which is also highlighted with a yellow glow.

[ ADMITS ]	ⓘ
[ Advancements/Selection Boards ]	ⓘ
[ Application (FORMAN) Status ]	ⓘ
[ ARPR/ASOSH Online ]	ⓘ
[ Configuration Management ]	ⓘ
[ E-Submission ]	ⓘ
[ Exchanges Of Duty (SWAPS) ]	ⓘ
[ FITREP/Eval Reports ]	ⓘ
[ FTS Officer Board E-Application ]	ⓘ
[ Individual Medical Readiness (IMR) Status ]	ⓘ
[ Military Locator System ]	ⓘ
[ NavPers Legacy & ITEMPO ]	ⓘ
[ Navy Personnel Command ]	ⓘ

*All civilian, contractor and other non-Navy employee accounts are set to expire in a **90-day** cycle. If there is no activity during that **90-day** period, the account will expire. If your account does expire, submission of a new SAAR-N is required.*

#### 4. Scanner Settings.

4.1 For DD Form 214/DD Form 215, scanners must be set to the following scan settings in order for text to be readable in the shaded areas of the forms:

- File Format: PDF (Portable Document Format)
- Color: **Color Scan**
- Type: **Photo**
- Orientation: Letter (8.5" x 11")

**Note:** There should be no redacted blocks on this copy, and if you cannot read the text inside of the shaded area on the computer you scanned the image into, we will not be able to read it either and the document will be rejected.

4.2 For NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, and NAVPERS 1070/886, scanners must be set to the following scan settings in order to minimize document size for storage purposes:

- File Format: PDF (Portable Document Format)
- Color: **Black & White Scan**
- Type: **Text**
- Orientation: Letter (8.5" x 11")

4.3 For **All other documents**, scanners settings will be based upon the type of scanner maintained at each activity with the following default scan settings:

- File Format: TIFF (Tagged Image File Format)
- Color: **Black & White**
- Type: Text
- Orientation: Letter (8.5" x 11")
- Resolution: **300 DPI (dots-per-inch)**

If your scanner does not allow you to set these individual settings, you should verify with your Information Systems support team or scanner user guide to ensure the scanned images meet the required format.

**Note:**

The document type is selected on when the document is scanned. Do not manipulate or change a document's properties from its original state (for example: do not change a .PDF file into a .TIFF). Doing so will corrupt the image/properties, which could also corrupt the entire batch of documents submitted by others.

**4.4** Documents must be scanned or saved as indicated in paragraphs 4.1, 4.2 and 4.3. A TIFF with multiple pages such as SGLV 8286 must be scanned into one multi-TIFF (MTIFF) image file for upload as a single file. A PDF with multiple pages such as DD 214 (with continuation page), or a NAVPERS 1070/881, must be scanned together as complete document.

**4.5** Individual document versus batch scan. Since not all personnel offices have the same type of digital sender or scanner, it is important that each personnel office be familiar with the steps necessary for setting the scanner to the proper format.

a. Individual document scans - Individual scans referred to in this "SOP are simply loading and scanning each document in separate scan sessions, which will result in a single document (a 1 page TIFF image, or a multiple page TIFF (MTIFF) image). This scan process will not require any additional image preparation prior to uploading via the e-Sub application.

b. Batch scans - Batch scanning as referred to in this SOP is simply loading and scanning multiple documents together, in one scan session, which results in one large multi-TIFF (MTIFF) image file or PDF. If batch scanning is used, each document must be separated into an individual TIFF or PDF files before uploading the images via the e-Sub application.

Note: PDF Batch scan is not recommended. Because most desktops have Adobe Reader which does not have the ability to separate files.

## **5. e-Submission Documents/Forms Processing**

Unless otherwise instructed in a document's governing directive, all documents received for e-Submission shall be e-Submitted on a daily basis, or as soon thereafter as practicable. After uploading the documents into e-Submission, the documents shall be held in a local retain file until the document is accepted by NPC and becomes viewable in OMPF. If a document is rejected, the error must be corrected, and the documents resubmitted, if applicable. Upon ingestion into the OMPF, users shall ensure Sailors are given the original document with instructions for the sailor to retain in his/her personal file. Documents not listed on the e-Submission forms list within the e-Submission application, which require filing in the OMPF as required by document's governing instruction shall be mailed to Navy Personnel Command (PERS-313) for scanning and ingestion into the Sailor's OMPF.

**5.1 e-Submission Forms List.** The *most common* documents required to be forwarded via e-Submission are listed below. A complete list is built into e-Submission application on a dropdown list, however what you will see on the dropdown is based on the format of the document you are submitting, i.e., if you are submitting a PDF, you will only be able to see those documents authorized to be submitted as a PDF:

(1) NAVPERS 1070/601, Immediate Reenlistment Contract and ESR Closeout documents per *Section 5.3 below*

(2) NAVPERS 1070/621, Agreement to Extend Enlistment

(3) NAVPERS 1070/622, Agreement to Recall or Extend Active Duty

(4) NAVPERS 1070/602, Dependency Application/Record of Emergency Data with supporting document(s). Do not e-submit Dependency Applications that were already submitted through the NSIPS RED/DA self-service process.

(5) SGLV forms (8286/8285/8286A/8285A), Servicemember's Group Life Insurance Election/Designation forms

(6) NAVPERS 1070/606, Record of Unauthorized Absence

(7) NAVPERS 1070/607, Court Memorandum

(8) NAVPERS 1070/613, Administrative Remarks (Permanent only), refer to MILPERSMAN 1070-320.

**Note:** The "Authority" block of a permanent NAVPERS 1070/613 shall reflect the regulation/instruction or policy that requires the document to be filed in the permanent record (OMPF) per MILPERSMAN 1070-320. Entering Commanding Officer or a Command name **is not** a valid "Authority" for a permanent NAVPERS 1070/613. NAVPERS 1070/613s without a valid authority will be rejected.

(9) NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Inactive)

(10) NAVPERS 7220/9, US Navy Career Status Bonus (CSB) Election and Payment Option Form

(11) 15/45 DEPN, DFAS Dependency Determination Letter (attach to the NAVPERS 1070/602)

(12) DD 214, Certificate of Release or Discharge from Active Duty

- (13) DD 215, Correction to DD 214
- (14) DD 2648, Pre-separation Counseling Checklist
- (15) ESR Closeout documents per *Section 5.3 below*

## 5.2 Document Requirement

a. There are eight documents (forms) *required* to be e-Submitted as PDF, these are: DD Form 214, DD Forms 214c, DD Form 215, NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, and NAVPERS 1070/886. Refer to sections 4.1 and 4.2 for specific scanner settings for these forms.

b. All other documents are required to be e-Submitted as TIFF.

## 5.3 ESR Closeout Documents

(1) Upon Reenlistment, **five** ESR documents are required to be submitted to the OMPF. These documents are to be generated through NSIPS/ESR only.

(a) NAVPERS 1070/605, History of Assignment

(b) NAVPERS 1070/880, Awards Record (using the Closeout Member Record function, select Reenlistment)

(c) NAVPERS 1070/881, Training, Education and Qualifications History (using the Closeout Member Record function, select Reenlistment)

(d) NAVPERS 1070/886, Member Data Summary (MDS)

(e) NAVPERS 1070/613, Administrative Remarks (all permanent remarks required upon reenlistment)

(2) Upon Separation, **five** ESR documents are required to be submitted to the OMPF, applicable to both officer and enlisted. These documents are to be generated through NSIPS/ESR only.

(a) NAVPERS 1070/605, History of Assignments

(b) NAVPERS 1070/880, Awards Record

(c) NAVPERS 1070/881, Training, Education and Qualification History

(d) NAVPERS 1070/886, Member Data Summary (MDS)

(e) NAVPERS 1070/613, Administrative Remarks (all permanent remarks required upon separation)

*(Always refer to the most current policy when determining what documents are to be e-Submitted or mailed for permanent retention)*

#### 5.4 Important Notes

a. To ensure integrity of the OMPF, Trusted Agents shall verify documents scanned into the OMPF are original or **exact duplicates of the original documents.**

b. Do not e-Submission award citations or certificates such as Navy and Marine Corps Achievement Medals, Navy and Marine Corps Commendation Medals, Letters of Appreciation and Commendation, Military Outstanding Volunteer Service Medals, etc. (See SECNAVINST 1650.1(Series) and NAVADMIN 016/13 for policy and procedures regarding the processing of specific awards).

c. Sailors providing documents not currently posted in their OMPF shall have the document verified for authenticity and legitimacy by the servicing PPUIC/NOSC prior to uploading to e-submission.

d. Ensure both sides of two sided-documents are scanned if each side contains data entries; but do not scan pages that do not contain entries (blank pages).

e. OMPF documents approved for filing in the OMPF per BUPERSINST 1070.27C that are not on the e-submission forms list, and documents submitted by activities not authorized to electronically submit documents shall be mailed to:

Commander  
Navy Personnel Command  
PERS-313  
5720 Integrity Drive  
Millington, TN 38055-3130

#### 6. e-Submission Status

a. Pending: The indexed files were successfully submitted to CNPC and are pending OMPF processing. Documents in Pending status remains visible in the e-Submission Status tab until accepted or rejected.

b. **Rejects:** File was rejected. See "Reject Reason" and/or "Comment" fields in the e-Submission "**Status**" window. See Appendix C for Reject Reasons. Documents in Rejected status only remains visible in the e-Submission Status tab for 90 days, so ensure they are reworked prior to the system automatically removing them.

c. **Accepted:** File passed Verification process and was accepted into the Sailor's OMPF. Documents accepted into the OMPF remains visible in the e-Submission Status tab for up to 30 days.

**Note:** The document status is also indicated in the OMPF-Command View application by clicking the "e-Submission Documents" tab.

## 7. Processing e-Submission Rejects

Rejects occur when a document is not accepted for filing into the Sailors OMPF for various reasons. Trusted Agents who submit documents are responsible for keeping a retain file until the document is accepted to ensure proper posting to the OMPF. If a document rejects, the submitter of the document shall review the reason for the reject and take appropriate action to correct and resubmit the document, if applicable. The key to resolving rejects is research and knowledge of the governing policies of each document. The key to minimizing rejects is training. Appendix C provides a listing of the most common rejects associated with e-Submission. If a document is rejected and no explanation is available or found in the "reject reason" block, and the submitter cannot determine why the document rejected, an encrypted email should be sent immediately upon discovery of the reject to: [MILL\\_OMPFF-CHG@navy.mil](mailto:MILL_OMPFF-CHG@navy.mil), Subject Line: "e-Submission Reject".

Reject reasons purge from the system at approximately 90 days, so this email must be submitted within 30 days or sooner to allow for NPC research. The request should contain the following information:

- Sailor's Name and full SSN
- PPUIC of the e-Submitter
- Form/File Name and Date originally submitted
- Brief description of the inquiry to include reason listed on reject report if applicable

If a submitter discovers that a rejected document is submitted in error after a thorough research, no action is required from the submitter.

### 8. e-Submission Process - Start to Finish

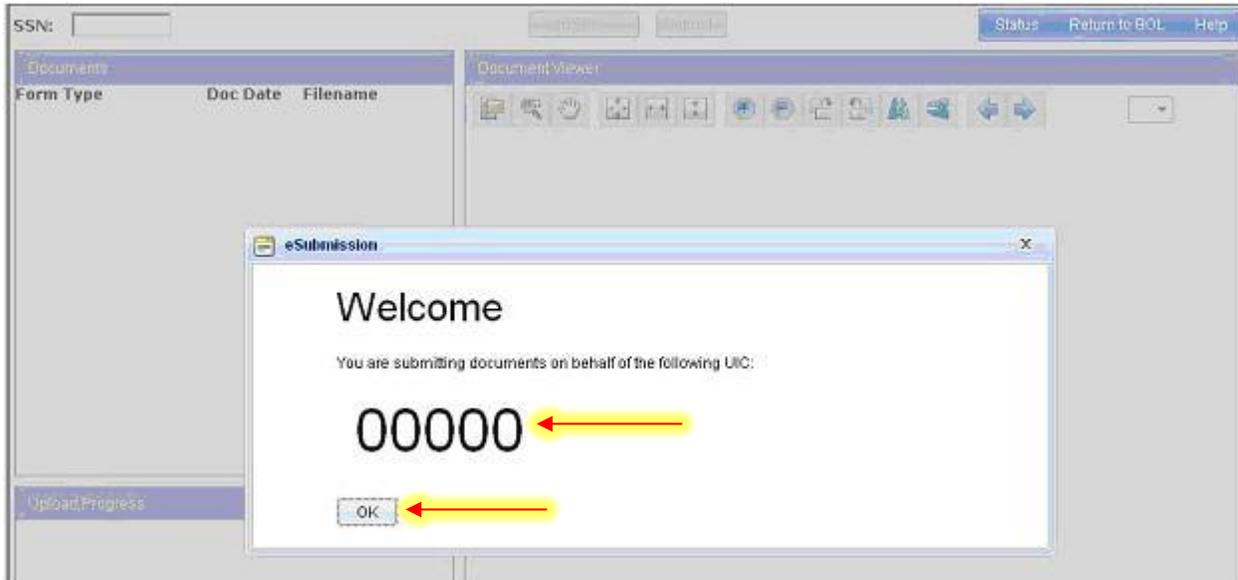
Step 1: Sign on to BOL on the NPC website: <https://www.bol.navy.mil/>

Step 2: On the BOL main menu, select the link for the **E-Submission** application. If the e-Sub link is not visible in BOL, your access has not been granted (refer to *Section 3, Request for Access*).

#### BOL Application Menu

[Application List]	[ ARGUS Report Access Update ]	1	📘	Click on any information icon to the right of a menu item to see additional information about that application.
[Update Info]	[ ARGUS Reporting ]	1	📘	
[Change Password]	[ ARGUS Survey ]	1	📘	
[Help]	[ ARPR/ASOSH Online ]	1	📘	
[FAQ]	[ Configuration Management ]	1	📘	
[Comments]	[ E-Submission ]	1	📘	
[Privacy Policy]	[ EMPRS / OMPF Locator ]	1	📘	
[Sign Out]	[ FITREP/Eval Reports ]	1	📘	

Step 3: The e-Submission welcome screen displays the Unit Identification Code (UIC) the files will be submitted against. Select **OK**.



Step 4: Type the nine (9) digit SSN as listed on the document you are submitting.



a. If the SSN is not recognized, you will receive an error message.

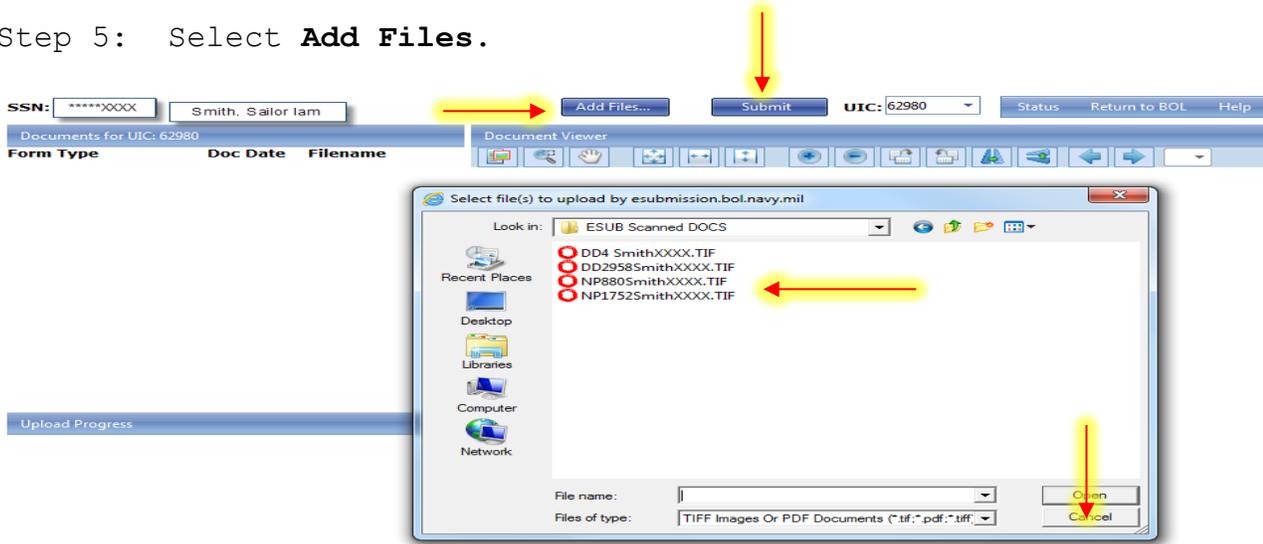
(1) Verify the SSN against the NSIPS Locator and record documents.

(2) Enter the correct SSN.

(3) If SSN is still not recognized, there is no OMPF record for this SSN. Submit an encrypted email to [MILL\\_OMPFF-CHG@navy.mil](mailto:MILL_OMPFF-CHG@navy.mil), subject line: e-Sub Invalid SSN. Provide the member's full name and SSN, date of birth (DOB), and date of enlistment.

b. If the SSN is recognized, the Sailor's name will auto populate and the **Add Files** button will appear.

Step 5: Select **Add Files**.



a. Locate and select all scanned image files for this Sailor by navigating to the designated desktop folder they were scanned into.

**Note:** There is no required format for naming your scanned file (filename), as long as you can identify the scanned file against the document you e-Submitted; however using the same naming convention such as the first 4 or 5 letters of the last name; last 4 of the SSN; and form number is recommended, ie SMITHXXXDD214.

b. Select **Open** to upload the selected documents. Refer to the *Upload Progress* pane to confirm the documents were uploaded successfully. You will notice that as each document is uploaded successfully, it will appear in the document section above the upload process panel.



c. If the *Upload Progress* pane displays a processing error, the file will not display in the document section. This error is normally caused because the document was not scanned using the proper image format and must be re-scanned. Refer to Section 4, *Scanner Settings*.

Step 6: Preparing documents to be uploaded into the OMPF. (Indexing)

a. Click on the "Form Type" box for the first file in the Documents panel, this will cause the image to become visible in the Document Viewer window.

The screenshot shows the OMPF web interface. At the top, there are input fields for SSN (\*\*\*\*XX), Name (Smith Sailor lam), and UIC (62980). Below these are buttons for 'Add Files...', 'Submit', and 'Status'. A navigation bar includes 'Return to BOL' and 'Help'. The main area is split into two panes. The left pane, titled 'Documents for UIC: 62980', has a table with columns 'Form Type', 'Doc Date', and 'Filename'. The first row is selected, showing '1070/880 | AWARD REC' and '20150228 | NP880SmithXX'. The right pane, titled 'Document Viewer', displays a table titled 'AWARDS RECORD' with the following data:

AWARD NAME	AWARD NUMBER	DATE OF AWARD	AUTHORITY	ADV POINTS
Good Conduct Medal Active	1st	07/28/1999 - 07/27/2002	SECNAVINST 1650.1H	2.00
Navy/MC Achievement Medal	1st	02/01/2000 - 02/15/2002	OTHER	2.00
Navy/MC Achievement Medal	1st	07/01/2002 - 07/17/2004	OTHER	2.00
Good Conduct Medal Active	2nd	07/28/2002 - 07/27/2005		2.00
Navy/MC Commendation Medal	1st	07/01/2004 - 05/18/2009	OTHER	3.00
Navy/MC Achievement Medal	1st	05/01/2005 - 10/04/2005	OTHER	2.00
Good Conduct Medal Active	3rd	07/28/2005 - 07/27/2008	SECNAVINST 1650.1H	2.00
Navy/MC Achievement Medal	4th	09/01/2007 - 05/06/2008	OTHER	2.00

b. Verify the SSN and name on the image against the SSN and name in the upper left corner of the e-Sub application. If the last 4 digits of the SSN or name does not match, remove the document and resubmit under correct SSN/name (to mark a file for removal from the document submission list, select the **Trashcan** icon located next to the **Filename**).

c. In the Document panel, select the **Form Type** (Form Number and Form Title) by typing in the field or using the drop down menu.

**Note:**

- Ensure the form title and form number matches the form title and form number displayed in the document viewer.
- Check every page in the document viewer because if one page is a different form the document will be rejected.

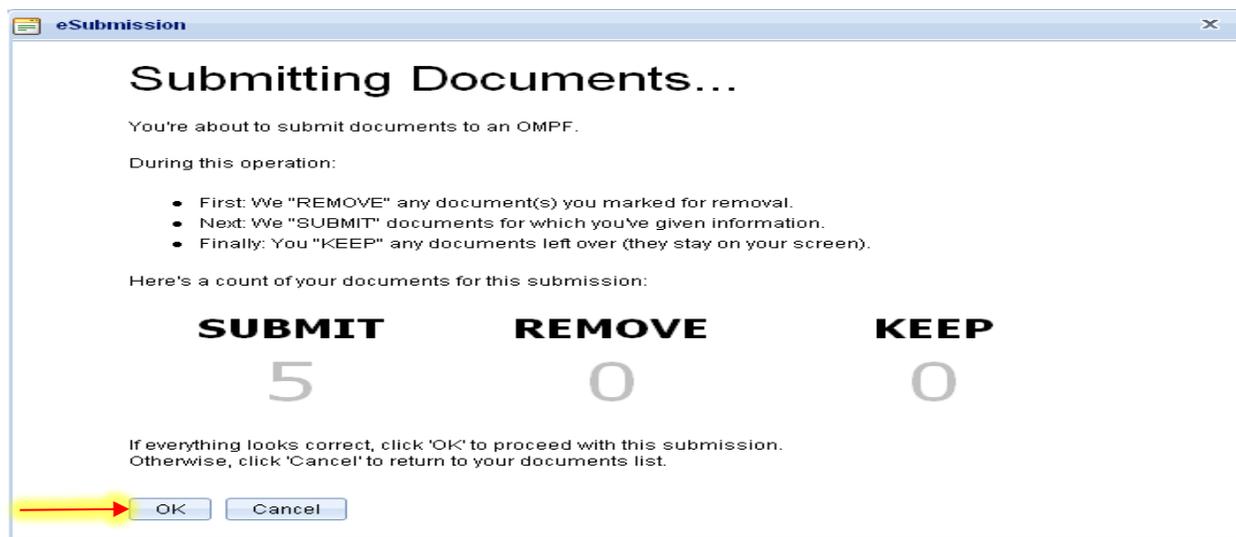
d. Add the **Doc Date** (document date) in the following format - **YYYYMMDD**.

**Note:**

- Enter the date signed if it records a single event, or the last date on the form for multi-event forms. Future dates are not authorized.
- For DD Forms 214, enter the **separation date on block 12b**
- For NAVPERS Form 1070/601, enter the **reenlistment date**.
- For NAVPERS Forms 1070/605, 1070/880 and 1070/886, enter the date reflected at the bottom of the page: **"Official NSIPS/ESR form printed this date: MM/DD/YYYY"**.
- If any of the file data is in red font as well as bolded and underlined, the date entered was either a future date or was in the wrong format. Research and correct the issue.

Step 7. Repeat step 6 for each document listed under form type for this Sailor.

Step 8. After all documents have been indexed, and those with errors selected for deletion, select **Submit** located at the top of the screen. The below screen will provide you with a summary of your transactions for this sailor's record. From this screen, you may select OK to process these transactions or cancel which will allow you to go back to the documents screen and change any of your input.

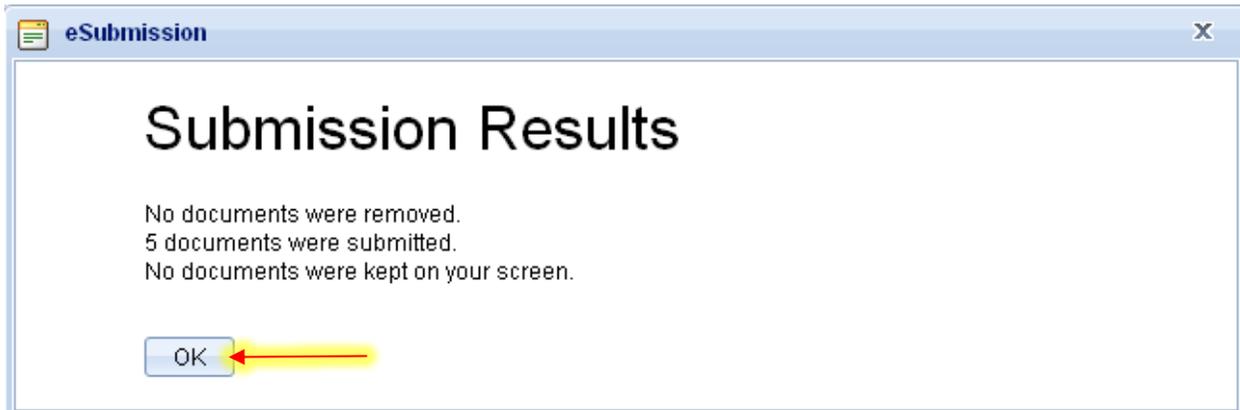


Step 9. Select **OK** to confirm the submission of uploaded documents.

a. The documents you chose to delete in **Step 2 above** will be listed under "remove" and will be removed at this point.

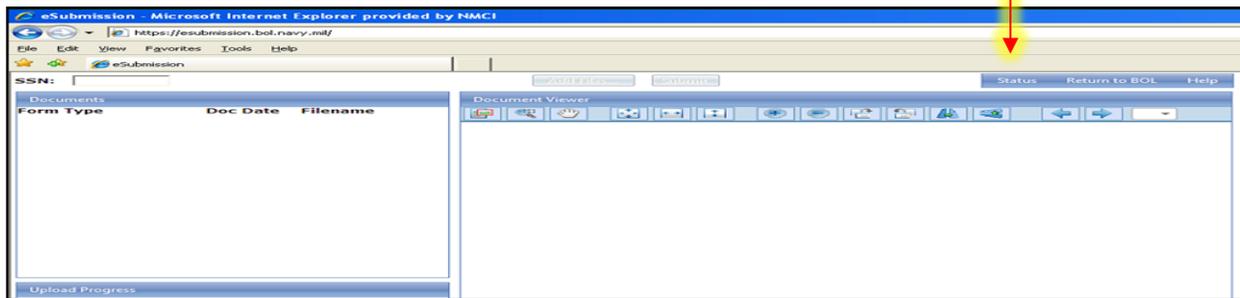
b. Documents with missing indexing data will be listed under "keep", will not be submitted and will remain in the document pane for that sailor until removed, or indexed and submitted.

Step 10. Select **OK** after reviewing the Submission Results.



Step 11. Repeat steps 4 through 10 for each Sailor you are submitting documents on while logged into the e-Sub application.

8.1. The e-Sub application provides a Status window for tracking the status for electronically submitted documents. Select **Status** in the upper right of the e-Sub main screen.



8.15. Use the bottom scroll bar to navigate through all of the fields. Documents electronically submitted for your activity will be listed with one of three statuses: (see also Section 6, e-Submission Status)

- a. "Pending"
- b. "Accepted"
- c. "Rejected"

- 8.16. Select **Submissions** to return to the e-Sub main screen.
- 8.17. To end the submission session, select **Return to BOL** and log out of BOL.

## 9. e-Submission Quality Assurance (QA) Process (PERS-313)

After document image files are sent to the BOL e-Submission application from various e-Submission authorized personnel offices, the system will automatically place the documents in **Pending** status in the BOL e-Submission application. This status will also be viewable in OMPF-My Record and OMPF-Command View applications by selecting the "e-Submission Documents" tab.

Documents are passed from BOL to the OMPF processing modules daily, but will remain **Pending** until a document is processed individually, and the status is changed to accepted or rejected. This process normally takes between 10-45 business days, depending on the number of documents submitted Navy wide, and the documents priority.

### a. Document Priorities:

1. Priority 2 batches: Contains **50 documents** in a batch and is considered the highest priority documents. Processed **within 48 hours to 5 business days** upon receipt of batch in QA.

(a) DD 214 (Certificate of Release or Discharge from Active Duty)

(b) DD 215 (Correction to DD 214)

2. Priority 3 batches: Contains **50 documents** in a batch and is considered the next highest priority documents. Processed **within 10 business days** upon receipt of batch in QA.

(a) SGLV 8286/8286A (Servicemembers' Group Life Insurance Election and Certificate)

(b) NAVPERS 1070/602 (Dependency Application/Record of Emergency Data)

3. Priority 5 batches: Contains **200 documents** in a batch, which consist of all other documents submitted in e-Submission. Processed **within 30-45 business days** upon receipt of batch in QA.

**Note:**

Once documents are grouped into working batches, batches are processed according to priority as listed above. Each document within a batch passes through the below processed before it is accepted or rejected.

b. OMPF document processing (QA Process) consists of 3 separate modules: Validation, Verification and Quality Control. In the Validation and Verification modules, a clerk will review each document that has been submitted for accuracy, and make corrections, if authorized. Either clerk may reject or accept the documents.

1. If a document is accepted, the document will post to the Sailor's OMPF, and the status will change from "Pending" to "Accepted". The process ends here.

2. If a document is rejected, it is passed to the QC process.

3. In the QC process, all rejected documents are reviewed further using data available to determine whether or not the documents can be processed, by researching available data in the system. If the document is found to be valid during the QC process, the QC clerk will repeat the QA process and the document will eventually be accepted for inclusion into Sailors' OMPF. If the document cannot be validated during the QC process, the rejected document will be deleted and the status will changed to **Rejected**. Reject reasons will only be visible in the e-Submission **Status** tab in the e-Submission application.

**10. Reconciliation**

The e-Submission process is not complete until the Trusted Agent verifies that the documents submitted are posted in Sailor's OMPF (accepted). It is the submitter's responsibility to verify that documents are accepted and/or posted into Sailor's OMPF by checking one of the following applications in BOL: (1), The "Status" tab in the e-Submission application (See Figures 1-1b); and (2), The "e-Submission Documents" tab in the OMPF-Command View Application (See Figure 2).

1) To view the status in the e-Submission application:

a. Click on the "Status" tab (See Figure 1). A window will open to the Status screen where you will see a list of Sailor's last 4 SSN (See Figure 1a).

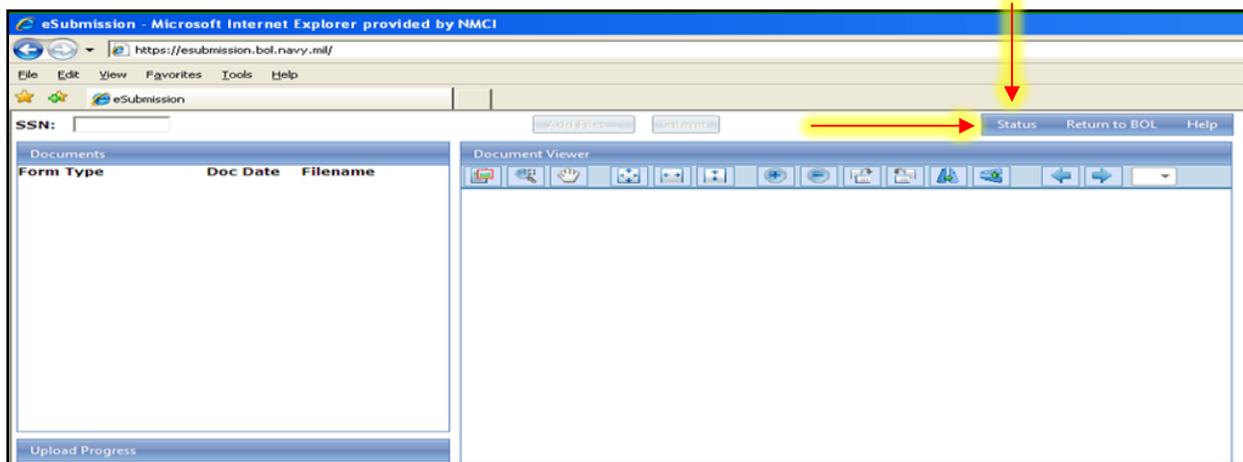


Figure 1

b. Click on the  icon to expand on the list of documents e-Submitted to see detailed info (See Figure 1a and 1b):

UIC: 62980  Mine Only Filter:   Enable Submissions

SSN	Name	Pending	Accepted	Research	Rejected	Total
XXXX		1	0	0	0	1

Page: 1 of 1  Page size: 1  Displaying Members 1 to 1 of 1 (Page 1/1)

Figure 1a

UIC: 62980  Mine Only Filter:   Enable Submissions

SSN	Name	Pending	Accepted	Research	Rejected	Total																				
XXXX		1	0	0	0	1																				
<table border="1"> <thead> <tr> <th>Status Date</th> <th>Status</th> <th>Form Number</th> <th>Form Title</th> <th>Doc Date</th> <th>File Name</th> <th>Reject Reason</th> <th>Comments</th> <th>Submitter</th> <th>Submitted Date</th> </tr> </thead> <tbody> <tr> <td>20150307</td> <td>Pending</td> <td>1070/880</td> <td>AWARD RECORD</td> <td>20150307</td> <td>NP880SmithXXXX.TIF</td> <td></td> <td></td> <td></td> <td>20150307</td> </tr> </tbody> </table>							Status Date	Status	Form Number	Form Title	Doc Date	File Name	Reject Reason	Comments	Submitter	Submitted Date	20150307	Pending	1070/880	AWARD RECORD	20150307	NP880SmithXXXX.TIF				20150307
Status Date	Status	Form Number	Form Title	Doc Date	File Name	Reject Reason	Comments	Submitter	Submitted Date																	
20150307	Pending	1070/880	AWARD RECORD	20150307	NP880SmithXXXX.TIF				20150307																	

Docs: 1

Page: 1 of 1  Page size: 1  Displaying Members 1 to 1 of 1 (Page 1/1)

Figure 1b

2) To view the status in the OMPF-Command View application

a. Click on the "e-Submission Documents" tab (See Figure 2)

Member 9-digit SSN:  [View Record](#)

---

**Navy - Official Military Personnel File** XXXX/SMITH SAILOR IAM [Return to BOL](#)

All record and document views are audited.

[Welcome](#) | [OMPF Documents](#) | [e-Submission Documents](#)

Documents listed below are "view only", if you have questions regarding information listed please contact your PSD/Personnel office.

The following terms apply to the "Status" column:

- **Accepted** - The document is in your OMPF record, please refer to the "OMPF Documents" tab. (Information is displayed for 30 days)
- **Pending** - The document is stored in queue awaiting process (Information is displayed for 90 days)
- **Rejected** - The document was rejected (Information is displayed indefinitely)

Form Number	Subject Title	Date Submitted	Status	Status Date	Reject Reason	Document Date
<input type="text"/> ▼						
1070/880	AWARD RECORD	3/7/2015 10:05:53 AM	Pending	3/7/2015 10:05:53 AM		3/7/2015 12:00:00 AM

Figure 2

**Notes :**

Remember - The submitting personnel office must retain a copy of each document submitted until the document is accepted and posted to the sailor's OMPF.

Rejected documents must be reviewed by the submitter; corrected and resubmitted if applicable.

**11. Appendix**

**Appendix A Sample Memorandum**

(LETTERHEAD)

1000  
Ser XX/XXXX  
31 Jan 14

From: Director, PERSUPP DET NAVSUPPACT Memphis  
To: Navy Personnel Command, Records Management Policy Branch (PERS-313)  
Subj: ELECTRONIC SUBMISSION REQUEST

1. Request access to e-Submission in order for the following individual(s) to submit necessary updates to the OMPF in the capacity of a Trusted Agent.

Full Name: Smith, Sailor; Rank/Rate: PS2; SSN: XXX-XX-XXXX  
Activity UIC: 00000; Email Address: sailor.smith@navy.mil; Phone Number: (901) 874-1234; Division/Department/Section: ESO

PS2 Smith has reviewed the e-Submission SOP and is familiar with MILPERSMAN Articles associated with submitting documents to the OMPF as evidenced by the Trusted Agent certification below.

Trusted Agent Certification:

I certify that I have read and made myself completely familiar with the e-Submission process and the instructions, policies, and procedures governing the various documents ingested through e-Submission.

I understand that I am authorized to electronically submit only those items found in the e-Submission dropdown list identified in the e-Submission application for Sailors attached to my activity based on current regulations. I understand that documents which require permanent retention in the OMPF but are not found in the e-Submission dropdown list are required to be mailed to NAVPERSCOM (PERS-313) as specified in BUPERSINST 1070.27C. Further, I understand that my access may be revoked by NAVPERSCOM PERS-313 at any time if violation of any e-Submission policies, instructions, procedures is discovered.

Trusted Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and recommended for approval:

*David P. Jones*  
D. JONES

**Appendix B Authorized PPUICs**

<b>UIC</b>	<b>Activity</b>	<b>Servicing Personnel Office/PSD UIC</b>
40065	PERSONNEL SUPT DET AFLOAT LANT	40065
40396	PERSONNEL SUPPORT DET BAHRAIN	40396
42325	PERSUPPDET PATUXENT RIVER MD	42325
42554	PERSUPPDET BETHESDA MD	42554
42557	PERSUPPDET WASHINGTON DC	42557
42558	PERSUPPDET FT MEADE MD	42558
42574	PERSUPPDET NAVSTA NORVA	42574
42575	PERSUPPDET LITTLE CREEK	42575
42827	PSD NORTH ISLAND	42827
42975	PERSUPPDET MAYPORT FL	42975
43043	PERSUPPDET JACKSONVILLE	43043
42976	PERSUPPDET KINGS BAY GA	42976
43073	CUSTOMER SRVC DESK MONTEREY	43073
43077	PERSONNEL SUPPDET NAS LEMOORE	43077
43081	PERSUPPDET PENSACOLA	43081
43084	PERSUPPDET GULFPORT	43084
43100	PERSUPPDET CORPUS CHRISTI	43100
43102	CUST SRVC DESK GREAT LAKES, IL	43102
43104	PSD PEARL HARBOR	43104
43106	PERSUPPDET GREAT LAKES, IL	43106
43118	PSD CAMP PENDLETON	43118
43136	PERSONNEL SUP ACTY DET EVERETT	43136
43138	PSD WHIDBEY ISLAND	43138
43146	PERSONNEL SUPPDET PORT HUENEME	43146
43150	PERSONNEL SUPPORT DET KITSAP	43150
43322	PERSUPPDET NSA MEMPHIS	43322
43332	PERSUPP DET GUANTANAMO BAY CU	43332
43339	PERSUPPDET NEW LONDON	43339
43350	PERSUPPDET WPNSTA CHASN	43350
43354	PERSUPP DET CAMP LEJEUNE NC	43354
43382	PERSUPP DET ATSUGI JA	43382
43383	PERSUPP DET SEOUL	43383
43385	PERSUPP DET OKINAWA	43385
43386	PERSUPP DET SASEBO	43386
43387	PERSUPP DET YOKOSUKA	43387
43462	PERSUPP DET NAVSTA GUAM	43462
43469	PERSUPP DET DIEGO GARCIA	43469
43496	PERSUPPDET NAPLES	43496
43497	PERSUPPDET SIGONELLA	43497
43498	PERSUPPDET ROTA	43498

Table 1

<b>UIC</b>	<b>Activity</b>	<b>Servicing Personnel Office/PSD UIC</b>
43609	CUSERVDESK VAIHINGEN GE	43609
44013	CUSERVDESK SOUDA BAY GR	44013
44175	CUSERVDESK DAHLGREN VA	44175
49330	CUSTOMER SRVC DSK OKLAHOMA CTY	49330
68550	PERSUPPDET OCEANA VA	68550
68551	PERSUPP DET PORTSMOUTH VA	68551
68554	PSD POINT LOMA	68554
68556	PSD NAVSTA SAN DIEGO	68556
68749	PERSUPP DET SAN ANTONIO TX	68749
3500B	PERSONNEL SUPT DET AFLOAT WEST	3500B
03365	CVN 65 ENTERPRISE	03365
03368	CVN 68 NIMITZ	03368
03369	CVN 69 EISENHOWER	03369
20993	CVN 70 VINSON	20993
21247	CVN 71 T ROOSEVELT	21247
21297	CVN 72 ABRAHAM LINCOLN	21297
21412	CVN 73 GEORGE WASHINGTON	21412
21847	CVN 74 JOHN C STENNIS	21847
21853	CVN 75 HARRY S TRUMAN	21853
22178	CVN 76 RONALD REAGAN	22178
23170	CVN 77 GEORGE H W BUSH	23170
20635	AS 39 EMORY S LAND	20635
20865	AS 40 FRANK CABLE	20865
20001	LCC 20 USS MT WHITNEY	20001
20103	USS AMERICA LHA 6	20103
47898	COMNAVSPECWARDEVGRU DAM NECK	47898
47516	DLD WC SUPP DET BREMERTON WA	47516
44691	CHUSMTM RIYADH SA	44691
66846	NRLSITEDET PORT HUENEME CA	66846
61751	NAVMEDDRSCHU THREE CAIRO EG	61751
Various	All Navy Operational Support Center (NOSC) or Echelon 5 commands	Various

Table 1

**Appendix C Rejects Reasons**

Reject Reason	Explanation
Document/form indexing mismatch	Document and form number does not match
Document/member mismatch	Document does not match member
Duplicate Document	Document is already posted in the OMPF
Future Effective Date	Resubmit on or after the effective
Image not readable	Resubmit a legible/readable document
Invalid form number	Not a valid form number
Invalid SSN	SSN not found in the OMPF
L/D (light/dark) Image	Image is dark or light and not readable/legible
Missing page	Missing page/pages of a multi-page document
No name match	Name is not found in the OMPF
Not on form list	Form number is not on the list of authorized document for e-Submission
Signature missing	Document is missing required signature. Have member sign document and resubmit
Skewed Image	Re-scan and resubmit-ensure image is aligned in the document viewer
SSN Missing	Enter SSN and resubmit
SSN not on file	No record in OMPF for this SSN
SSN on file - Enlisted Record	Officer document is being e-submitted
SSN on file - Officer Record	Enlisted document is being e-submitted
T-Batch Record	Mail document to NPC PERS-313
Unpopulated (blank) document	Do not send unpopulated or blank documents. Do not resubmit

Table 2

**Appendix D Frequently Asked Questions (FAQs)****1. Who needs access to the e-Submission (e-Sub) application?**

- ✓ Authorized personnel attached to a designated Pay and Personnel Unit Identification Code (PPUIC) and NOSC, approved by the Commanding Officer, Officer in Charge or PSD Director to submit updates to the OMPF as a Trusted Agent.

**2. What forms are required for e-Submission access request?**

- ✓ Both a SAAR-N form (OPNAV 5239/14 (current version) is required for security clearance verification and a Memorandum request signed by the Commanding Officer/Executive Officer, Officer in Charge, or PSD Director.

**3. What are the scan requirements for e-Sub?**

- ✓ Of note, documents must be scanned into the image file format appropriate for the type of document.

- For DD 214s and DD 215s:

**File Format:** PDF (Portable Document Format)  
**Color:** Color Scan  
**Type:** Photo  
**Orientation:** Letter (8.5" x 11")

**Note:** *There should be no redacted blocks on this copy. If you cannot read the text within the document's shaded area on the computer that you scanned the image into, PERS-313 will also not be able to read it, and the document will be rejected.*

- For NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, and NAVPERS 1070/886

**File Format:** PDF (Portable Document Format)  
**Color:** Black & White  
**Type:** Text  
**Orientation:** Letter (8.5" x 11")

- For all other documents:

**File Format:** TIFF (Tagged Image File Format)  
**Color:** Black & White  
**Resolution:** 300 DPI (dots-per-inch)

**Compression:** G4  
**Dimensions:** 8.5" x 11" (2,550 x 3,300 pixels)  
**Bit Depth:** 1 Bit  
**File Size:** < 1MB

- ✓ If your scanner does not reflect these individual settings, you should verify with your Information Systems support team or scanner user guide to ensure the scanned images meet the required format.

**Note:** If documents are received in the wrong format they will automatically be rejected.

**4. When using the e-Submission application, what do I do when the document dropdown list contains only eight documents (DD 214, DD 215, NAVPERS 1070/601, NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, and NAVPERS 1070/886) and not the document I'm e-submitting?**

- ✓ This means you scanned your documents as a PDF file. You must re-scan your document again as a TIFF file.

**Note:** Dropdown list automatically defaults to the PDF-required list of documents when a PDF file is uploaded.

**5. When using the e-Submission application, what do I do when the document dropdown list doesn't list the DD 214, DD 215, NAVPERS 1070/601, NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, or NAVPERS 1070/886?**

- ✓ This means you scanned your document as a TIFF file. You must re-scan your document (DD 214/DD 215, NAVPERS 1070/601, NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, or NAVPERS 1070/886) again as a PDF file.

**Note:** All other documents must be scanned as a TIFF file, except for DD 214s/DD 215s, NAVPERS 1070/601, NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, and NAVPERS 1070/886.

**6. If I have a three page document, do I submit these images individually or as one file?**

- ✓ Multi-page PDF-required documents, such as a NAVPERS 1070/881, will need to be submitted as a single file. If the scanned document was separated into separate image files, you have to re-scan into one image file for upload as a single file.

- ✓ Multi-page TIFF-required documents, such as SGLV 8286, will need to be submitted as one multi-image file. If the scanned document was separated into separate image files, you may either re-scan you may either re-scan as a multi-page TIFF (MTIFF), or group the separate scanned images into one file using available utility

**7. I am attempting to upload a document from my desktop and the application will not allow me to select this document.**

- ✓ The application will prevent the uploading of documents if the scanner settings listed previously in FAQ # 3 are not followed. See also Section 4, Scanner Settings.

**8. After uploading a document, I used the rotation tool to correct an upside-down image. Will the document be submitted with this correction?**

- ✓ No. The navigational tools are a **view-only** feature designed to assist you when indexing documents. Corrections cannot be made using this feature; therefore scanned documents must be checked for orientation problems before uploading.

**9. What is the difference between "Upload" and "Submit"?**

You should be familiar with the following terms when using the e-Sub application.

- ✓ Upload: To select the scanned file(s) from your desktop location while in the e-Sub application.
- ✓ Index: To add associated document metadata (file title, file number and document date) to the uploaded file image prior to submission.
- ✓ Submit: Action taken after upload and index to send the indexed image files to CNPC for validation and OMPF ingestion.
- ✓ Pending: The indexed files were successfully submitted to CNPC and are pending review in the QA process for OMPF submission.
- ✓ Rejected: File was rejected. See "Reject Reason" and/or "Comment" field(s) in the e-Sub "Status" tab.

- ✓ Accepted: File passed the QA process and was accepted into Sailor's OMPF.

**10. When using the e-Submission application, what do I do when I receive a 'rejected' notification for documents I submitted?**

- ✓ Review the rejected reason and any comments provided with the "rejected" notice. Make the necessary changes and re-submit the document. If changes cannot be made by the submitter, you must contact PERS-313 via encrypted email at [MILL OMPF-CHG@navy.mil](mailto:MILL OMPF-CHG@navy.mil) for further guidance. Reject reasons are provided in Appendix D.
- ✓ See also Section 7, e-Submission Rejects

**11. A document was rejected but the Reject Reason field in the e-Sub Document Status window is blank. How do I find out why the document was rejected?**

- ✓ If the document was rejected and the reason was not available in the application, the Comments block should provide you feedback. Ensure your window is maximized and move your bottom scroll bar to the right to see all fields in the e-Sub Document Status window. If Comment field is blank, and you cannot determine the reason after further research, you must contact PERS-313 via encrypted email at [MILL OMPF-CHG@navy.mil](mailto:MILL OMPF-CHG@navy.mil) for further guidance.
- ✓ See also Section 7, e-Submission Rejects

**12. When using the e-Submission application, what do I do if the form number and/or form title is not listed in the drop down boxes?**

- ✓ You may have just scanned the document in the wrong format. See FAQ #3 and Section 5.2, Document Requirement. If the document format is correct; chances are, the form is currently NOT an authorized document for e-Submission. If a document is NOT found in the e-Submission application dropdown, and the form is required to be in the OMPF, please mail the signed copy to PERS-313 for ingestion into OMPF:

Commander  
Navy Personnel Command  
PERS 313  
5720 Integrity Drive  
Millington, TN 38055-3130

**13. When using the e-Submission application, what if the name that populates the screen does not match the name on the document I am scanning?**

- ✓ If there is name/SSN mismatch at the time of submission, the system should recognize current and last previous name on file. If there appears to be another name, contact PERS-313 at [MILL\\_OMPFF-CHG@navy.mil](mailto:MILL_OMPFF-CHG@navy.mil) via encrypted email and attach a copy of the document in question. You must ensure the email is encrypted due to the personal information contained within the attached document.

**14. What documents/forms can be submitted through the e-Submission application?**

- ✓ The e-Submission dropdown list in the e-Submission application in BOL lists all current documents/forms authorized for electronic submission. Other documents required to be retained in OMPF must be mailed.

**15. What are the scanning and uploading procedures for e-Submission?**

- ✓ Refer to Section 4, Scanner Settings, and Section 8, e-Submission Processing, of this SOP for guidance.

**16. Once I have the documents scanned into a file, where do I send the scanned documents?**

- ✓ The documents shall be maintained until you can validate that the images were accepted into Sailor's OMPF. This is accomplished by viewing through OMPF Command View or the status screen in the e-Submission application. Users shall ensure Sailors given the original document for retention in his/her personal file.

**17. What do I do if I'm unable to see the document I'm e-Subbing on the document viewer?**

- ✓ Log out of e-Submission. Call NMCI to get Adobe Flash installed in your PC. If problem persists after installing Adobe Flash, contact BOL Helpdesk at [npc\\_it\\_service\\_desk@navy.mil](mailto:npc_it_service_desk@navy.mil) for further assistance.

**18. What do I do if I'm unable to see the dropdown list of forms in e-Submission?**

✓ Log out of e-Submission. Go to **Tools**, then **Compatibility View Settings**. On the **Add this website** box, enter **navy.mil** and click **Add** and then **Close**. If problem persists after adding navy.mil, contact BOL Helpdesk at [npc it service desk@navy.mil](mailto:npc_it_service_desk@navy.mil) for further assistance.

## Appendix E References

1. Bureau of Navy Personnel (BUPERS) Instruction 1070.27C - Document submission guidelines for the Electronic Military Personnel Records System (EMPRS). Provides guidance for determining which documents should be submitted to Navy Personnel Command (NPC) for filing in Officer and Enlisted OMPF. This instruction is a complete revision and should be reviewed.
2. MILPERSMAN 1070-010 - Security of Personnel Records. Provides guidance specific to managing security of Personnel records throughout the Department of the Navy (DON).
3. MILPERSMAN 1070-020 - Officer Official Military Personnel File. Provides guidance on specific requirements for managing Officer personnel records.
4. MILPERSMAN 1070-080 - Enlisted Official Military Personnel File. Provides guidance on specific requirements for managing Enlisted personnel records.
5. Secretary of the Navy (SECNAV) Manual 5210.1(Series) - Department of the Navy Records Management Program - Records Management Manual. The SECNAV manual outlines the specific retention and destruction schedules for Navy records. It further states the purpose of the Official Military Personnel File (OMPF) under SSIC 1070 and the importance of the documents to be used by the military service, but especially to protect legal and financial rights of Veterans, their families and survivors and the U. S. Government. The manual further states these permanent records will be retained and transferred to the National Archives 62 years after the date of record retirement.
6. Secretary of the Navy (SECNAV) Instruction 5211.5E - Department of the Navy (DON) Privacy Program. The SECNAV instruction governs the collection, safeguarding, maintenance, use, access, amendment and dissemination of Protected Personal Information (PPI) kept by the Department of the Navy (DON) in Privacy Act (PA) systems of records.