

## MILPERSMAN 1070-020

### OFFICER OFFICIAL MILITARY PERSONNEL FILE (OMPF)

<b>Responsible Office</b>	NAVPERSCOM (PERS-313)	Phone:	DSN COM	882-3418 (901) 874-3418
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<b>References</b>	(a) DoD Instruction 1336.08 of 13 November 2009 (b) BUPERSINST 1070.27E (c) SECNAVINST 5211.5F (d) SECNAVINST 5720.42G
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1. **Policy.** The officer Official Military Personnel File (OMPF) is maintained per references (a) and (b) and contain documents which reflect on the character, performance, professional qualifications and fitness of Service members. For Service members who are serving or have served in a dual-officer enlisted status, the officers' OMPF may contain both officer and enlisted documents as deemed necessary by Commander, Navy Personnel Command (COMNAVPERSCOM). The OMPF is maintained in the Electronic Military Personnel Records System (EMPERS) at Navy Personnel Command (NAVPERSCOM).

2. **Security of Personnel Records**

a. Personnel records are designated "Controlled Unclassified Information" and information will be divulged from these official personnel records only under references (c) and (d). In any area where these directives conflict, reference (c) will apply. Personnel records must be safeguarded against loss and access by unauthorized persons.

b. Personnel records are the property of the United States Government and not of the Service member concerned. Entries are made per current directives and only by personnel with proper authorization.

3. **Record Categories.** Documents filed in the officers' OMPF are placed in 1 of 21 categories based on the type of

information in the document. Each category is assigned a unique field code which allows NAVPERSCOM to group or control access to documents by type. Paragraph 3 table outlines the categories of documents filed in the officers' OMPF, refer to reference (b) for specific documents.

Field Code	<u>Categories</u>
01	Assignment officer code (currently not used)
02	Photograph (most recent)
03	Fitness reports (including supplementary materials, letters of explanation, and officer statements)
04	Decorations, medals, and awards (e.g., award citations, unit awards, campaign medals, service medals, and marksmanship qualifications)
05	Training and education (e.g., tuition assistance forms, college transcripts, diplomas, language proficiency, Military Service schools, and correspondence course completion certificates)
06	Qualifications (e.g., initial designator or designator change, licenses and or certifications, and Navy Reserve qualification questionnaires)
07	Appointments and promotions (e.g., appointment acceptance and Oath of Office, appointment to the United States Navy (USN) or Navy Reserve, delivery of temporary or permanent appointment, and correction of appointment)
08	Reserve status (e.g., key employee determination, transfer to Standby Reserve, United States Navy Reserve (USNR) termination letters, and miscellaneous USNR correspondence)
09	Service determinations, separation, and retirement (e.g., statements of service, procurement waivers, separation documents, Reserve retirement credit reports, notification of eligibility letter, record of service, and request for conditional release)
10	Miscellaneous professional history (e.g., service agreements, Navy Reserve Officers Training Corps disenrollment and or termination, history of assignments, and administrative remarks)
11	Security (e.g., clearances, classified information nondisclosure agreements, personnel reliability screening, and security termination statements)
12	Emergency data (e.g., record of emergency data, Service members' Group Life Insurance (SGLI) election, SGLI family coverage election, and Reserve Component Survivor Benefit Plan election certificates)

13	Record changes
14	Personal information (e.g., birth certificates, dependency determination letters, evidence of citizenship, casualty reports, home of record, Thrift Savings Plan election, and USN illicit behavior screening)
15	Medical boards (e.g., physical evaluation boards, Physical Disabilities Board of Review, Permanent Disabilities Retired List, and medical board hearings). Information must be in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (e.g., must not contain information pertaining to the Service member's health such as prescriptions, test results, diagnoses, and treatment plans)
16	Orders (e.g., orders to Officer Candidate School, active duty, first duty station, inactive duty, active duty for training, recall to active duty, and separation)
17	Adverse and privileged information (e.g., correspondence which is adverse or derogatory in nature, non-judicial punishment, unauthorized absence, court memorandum, punitive letters, Drug and Alcohol Report [formerly known as the Drug and Alcohol Abuse Report], adverse case files (civil conviction/probation report, Family Advocacy Program documents, various board decisions [field boards], detachment for cause or administrative, and in-hands of civil authorities), and prisoner of war data)
18	Enlisted record for officer with prior enlisted service
19	Record requests and or disclosures
91	Sexual offense accountability documents
99	Miscellaneous correspondence

#### 4. Updating the OMPF

a. Personnel offices and or transaction service centers must prepare and forward documents to update the officer OMPF per the document's governing directive and reference (b).

b. Unless otherwise provided in a document's governing directive or the MILPERSMAN, submit documents on a daily basis or as soon as possible thereafter using the "eSubmission" application on Bureau of Naval Personnel (BUPERS) Online (BOL)). For documents that cannot be submitted via the "eSubmission" application or if the "eSubmission" application is not available for an extended period, documents may be mailed per reference (b). Do not include letters of transmittal or explanation.

c. Documents must contain only personal information pertaining to the Service member of record. Third-party personal information (e.g., Social Security number (SSN), home address, phone number, date of birth or place of birth) must be redacted (blacked-out) from all documents prior to forwarding to NAVPERSCOM, unless required by the document's governing directive or otherwise considered essential by the office of primary responsibility.

d. Do not submit "nice to have" or "nonessential supporting documentation." Documents submitted that do not meet retention guidelines per reference (b) will be destroyed.

## 5. Record Corrections and or Changes

a. An official document submitted to NAVPERSCOM to be filed in the OMPF becomes property of the Department of Navy (DON). Documents filed in a permanent personnel record may not be removed or changed, except for administrative or clerical errors, unless authorized by the Secretary of Navy.

b. Submit OMPF change requests directly to NAVPERSCOM Records Management Policy Branch (PERS-313) if the request meets one of the following scenarios:

(1) The document was filed erroneously (e.g., a document is filed in the wrong record, the document was not signed, or a regulation precludes the document from being filed in the OMPF);

(2) The correction is mandated by regulation;

(3) It is apparent that a clerical error was made within the document (e.g., the officer's branch of Service on the Oath of Office is checked "USN" and their type of duty is checked "Inactive" - this would be an obvious clerical error as one cannot be in an inactive status while serving in the Active Component); or

(4) If a document found in the OMPF is not legible, it may be replaced by attaching a clean readable document to the OMPF change request. This document must be an exact duplicate of the document that it will replace.

c. OMPF change requests submitted to PERS-313 must:

(1) Contain the following documents:

(a) Last name, first name, and SSN of the Service member's record to be corrected;

(b) Identifying information about the document to be corrected to include: form name, form number and digital document identification number for the specific document(s) in question obtained through OMPF "Command View;"

(c) Detailed summary of the requested correction;

(d) Justification for the correction; and

(e) Copies of available documentary evidence that supports the request.

(2) Demonstrate the existence of specific evidence establishing the factual or historical inaccuracy. The burden of proof rests with the submitter. General allegations of error are inadequate.

d. Other requests for correction or removal of documents must be submitted to the Board for Correction of Naval Records per [MILPERSMAN 1000-150](#).

e. A document may be amended or supplemented by correspondence forwarded via official channels.

## 6. **Record Access and or Review**

a. Access to a record is normally limited to:

(1) The officer concerned,

(2) An agent or representative authorized, in writing, by the officer,

(3) Chief of Naval Personnel (CHNAVPERS),

(4) NAVPERSCOM,

(5) Personnel who are required to review military service records in performance of their official duties,

- (6) Duly convened boards of DON,
- (7) Courts-martial and or,
- (8) Directed by a court order signed by a judge.

b. The detailing function is strictly the responsibility of NAVPERSCOM. Offices or activities must not review records of those officers nominated for assignments or in connection with the detailing process, unless specifically approved by CHNAVPERS, COMNAVPERSCOM, or Assistant COMNAVPERSCOM for Career Management (PERS-4).

**7. Documents for Selection Board Review. Documents in the following categories may be provided to selection boards:**

- a. Active duty officers (field codes 03 through 10 and [if it exists] 17); or
- b. USNR inactive duty and Training and Administration of the Reserve officers (field codes 03 through 10, 16, and [if it exists] 17).

**Note:** Secretary of Defense memorandum, "Immediate Actions to Address Diversity, Inclusion, and Equal Opportunity in the Military Services," of 14 July 2020, directed the removal of photographs from consideration by selection boards and other selection processes.