

MILPERSMAN 1070-080

ENLISTED OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Responsible Office	NAVPERSCOM (PERS-313)	Phone:	DSN COM	882-3418 (901) 874-3418
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References	(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 enlisted official military personnel file (OMPF) is maintained per references (a) and (b). The OMPF contains military human resource records (MHRR) which reflect on the character, performance, professional qualifications, and fitness of the member. For members who are serving, or have served, in a dual status, officer and enlisted, the enlisted OMPF may contain enlisted and officer MHRR, as deemed necessary by Commander, Navy Personnel Command (COMNAVPERSCOM). The OMPF is maintained in the Electronic Military Personnel Records System (EMPRS) at Navy Personnel Command (NAVPERSCOM).

2. **Security of Personnel Records**

a. Personnel records are designated "Controlled Unclassified Information (CUI)," and information will be disclosed from these official MHRR only as authorized by references (c) and (d). MHRR must be safeguarded against loss and access by unauthorized persons.

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

3. **Record Categories**. MHRR filed in the enlisted OMPF are placed in one of 18 categories, based on the type of information in the document. Each category is assigned a unique field code, which allows NAVPERSCOM to group and control access to documents

by type. Paragraph 3 table outlines the MHRR categories in the enlisted OMPF.

Field Codes	Categories
30	Procurement - contracts, enlistment, and reenlistment documents (e.g., service agreements and statements of understanding)
31	Classification and assignment - history of assignments (miscellaneous correspondence on classification and assignment)
32	Administrative remarks (entries required for permanent retention)
33	Separation and retirement (e.g., DD 214 Certificate of Uniformed Service, DD215 Correction to DD Form 214/214-1, Certificate of Uniformed Service, statements of service, separation orders, Reserve retirement point credit reports, Reserve Component Survivor Benefit Plan election, casualty reports, miscellaneous separation, and retirement correspondence)
34	Miscellaneous professional service history - (e.g., DD 1966 Record of Military Processing - Armed Forces of the United States, OPNAV 5350/1 Drug and Alcohol Misuse Statement of Understanding, key employee determination, miscellaneous correspondence concerning professional service history)
35	Enlisted performance documents - performance evaluations (e.g., fitness reports, Service member rebuttal, letters of explanation, performance evaluation correspondence)
36	Training and education ((e.g., NAVPERS 1070/881 Training, Education, and Qualification History (generated through Navy Standard Integrated Personnel System (NSIPS)), language proficiency test, college transcript, completion certificates for Military Service schools, and correspondence courses not documented on NAVPERS 1070/881)
37	Decorations, medals, and awards - personal award citations (e.g., NAVPERS 1070/880 Awards Record (generated through NSIPS), entitlement letters, weapon qualification letters)
38	Adverse information (e.g., unauthorized absence, in-hands of civil authorities, court memorandum, punitive letters, Drug and Alcohol Report [formerly known as the Drug and Alcohol Abuse Report], civil conviction/probation report, and adverse case files)
39	Emergency data and beneficiary slips (e.g., Servicemembers' Group Life Insurance documents)

Field Codes	Categories
40	Record changes
41	Security clearances, termination statement, revocations, and classified information nondisclosure agreement
42	Security miscellaneous
43	Medical documents (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 (HIPAA) of 1996 (e.g., must not contain information pertaining to the Service member's health such as prescriptions, test results, diagnoses, and treatment plans)
44	Record requests, disclosures, and responses
45	Personal information (e.g., Thrift Savings Plan election and U.S. Navy illicit behavior screening)
91	Sexual offense accountability documents
99	Miscellaneous and temporary information

4. **Updating the OMPF**

a. Commands, personnel offices, transaction service centers, and the MyNavy Career Center Human Resources Service Center (MNCC 30) must prepare and forward MHRR to update the enlisted OMPF per the MHRR governing directive and reference (b).

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

not include letters of transmittal or explanation.

c. If directed by COMNAVPERSCOM, for dual-status members, officer MHRR submitted to NAVPERSCOM per [MILPERSMAN 1611-010](#) or [1611-020](#) must be filed in the enlisted OMPF. These MHRRs must be filed in the OMPF by the NAVPERSCOM office of primary responsibility (OPR). To ensure the MHRR are entered into the appropriate field code, the OPR must stamp the MHRR "Finish File," and annotated "in officer OMPF" or "in enlisted OMPF."

d. MHRR should only contain personal information pertaining to the Service member of record. Unless required by the MHRR governing directive or otherwise considered essential by the OPR, third-party personal information (e.g., Social Security number (SSN), home address, phone number, and date and place of birth) must be redacted from MHRR prior to forwarding to NAVPERSCOM.

e. Nonessential supporting documentation should not be submitted or filed in the OMPF. MHRR submissions will be destroyed when they do not meet retention guidelines per reference (b).

5. Military Human Resource Record Corrections and or Changes

a. An official MHRR submitted to NAVPERSCOM to be filed in the OMPF becomes a permanent part of the record. Except for administrative or clerical errors, MHRR filed in the OMPF may not be removed or changed, unless authorized by the Secretary of the Navy.

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

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

(2) The correction is mandated by regulation;

(3) It is apparent that a clerical error was made (e.g., Service member received authority to reenlist for 6 years, the reenlistment contract indicates 6 years, but dates provided indicate only a 5-year reenlistment); or

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

c. OMPF change request submitted to PERS-313 must contain the following information:

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

(2) MHRR to be corrected (to include the digital document identification number for the specific MHRR in question (obtained through OMPF Command View or OMPF My Record));

(3) Detailed summary of the requested correction; and

(4) Justification for the correction and copies of available documentary evidence that supports the request.

Note: The burden of proof rests with the submitter. The request must demonstrate the existence of specific evidence establishing the "factual" or "historical inaccuracy." General allegations of error are inadequate.

d. When an initiating command submits a request for correction to a document in the OMPF, the document and corresponding data must be verified as accurate by the submitting command before changes will be made to the OMPF. The submitting command will verify with BUPERS Data and Information Management Division (BUPERS-072) and NSIPS to ensure the requested correction is accurate and valid. Upon completion of verification, BUPERS-072 will forward the change to PERS-313 for document correction in the OMPF.

e. Document corrections forwarded to PERS-313 will be annotated with the following statement placed on the top of the document: "****Corrected by NAVPERSCOM per _____****"
(insert the authority directing the change in place of the underlined space).

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

g. An MHRR may be amended or supplemented by correspondence forwarded via official channels.

6. **Record Review and or Access**

a. Access to the record is normally limited to the following personnel and or situations:

- (1) The Service member concerned,
- (2) An agent or representative authorized, in writing, by the Service member,
- (3) Chief of Naval Personnel (CHNAVPERS),
- (4) COMNAVPERSCOM,
- (5) Personnel who are required to review military service records in the performance of their official duties,
- (6) Duly convened boards of the Department of the Navy,
- (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 Service members 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. **Military Human Resource Records for Selection Board Review.**
MHRRs in field codes 30 through 38 are provided to selection boards.