

MILPERSMAN 1070-111

SUBMISSION OF NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS) AND ELECTRONIC SERVICE RECORD (ESR) DOCUMENTS TO THE OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Responsible Office	NAVPERSCOM (PERS-313)	Phone:	DSN COM FAX	882-3406/4307 (901) 874-3406/4307 882-2664/2743
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC
Reference	(a) CNO Washington DC 051859Z FEB 09 (NAVADMIN 043/09)			

1. **Background.** Navy Standard Integrated Personnel System (NSIPS) is the Navy's primary point of entry for pay and personnel transactions at the field level, and the Navy's single field level data entry point for military service record maintenance. The electronic service record (ESR) was implemented within NSIPS to automate service record documents not already created by NSIPS, providing flexible and expandable capabilities for service record maintenance which made it possible for the Navy to eliminate the paper-based field service records maintained by servicing personnel offices. NSIPS/ESR provides servicing personnel offices and customer commands the ability to electronically update and or view human resource data on all members assigned to their unit identification codes, captures military human resource data from other corporate data systems, creates electronic service record documents to be submitted to the official military personnel file (OMPF), and provides individual sailors (officer and enlisted) the ability to view their own military human resource data and perform various self service functions.

2. **Policy**

a. Service record entries are event driven, and individual governing regulations must be reviewed to determine the specific requirements for the event.

b. The reference requires commands to use all available ESR functionality. To achieve this, commands and or activities responsible for service record entries are required to submit these transactions to the servicing personnel office for input into NSIPS/ESR and subsequent submission to the OMPF. To ensure acceptance of documents for ingestion into the OMPF, the following submission requirements apply, and documents that do not comply with the following guidelines will not be accepted into the OMPF:

(1) The document was generated and printed within NSIPS/ESR (use of the NSIPS/ESR generated document provides assurance that the information was entered into corporate systems and contains verified data).

(a) The servicing personnel office will produce the appropriate NSIPS/ESR document, obtain required signatures, and submit the document to the OMPF using the e-Submission application.

(b) Commands and or activities responsible for verifying NSIPS/ESR transactions shall ensure all transactions are verified prior to creating documents for submission to the OMPF.

(2) When the issuing command does not have NSIPS/ESR access and the transaction must be completed outside of the system, approved NAVPERS forms may be downloaded from the Navy Personnel Command Web site at <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx> and completed manually. If created manually, the signed NAVPERS form must be submitted to the servicing personnel office in order for the transaction to be transcribed into the ESR and verified prior to submission to the OMPF. Each manually created document must contain the following statement or stamp: **"ENTERED AND VERIFIED IN ESR" followed by the "rank or grade, title, date signed, and signature of the ESR verifying official."**

3. NSIPS/ESR Documents

a. The following NSIPS/ESR documents shall be printed, signed, and e-submitted to the OMPF immediately upon completion of the event:

- (1) NAVPERS 1070/601 Immediate Reenlistment Contract
- (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
- (5) NAVPERS 1070/606 Record of Unauthorized Absence
- (6) NAVPERS 1070/607 Court Memorandum
- (7) NAVPERS 1070/613 Administrative Remarks, permanent remarks only

b. The following is a list of NSIPS/ESR documents that shall be printed and e-submitted to the OMPF upon reenlistment, separation, or death:

- (1) NAVPERS 1070/605 History of Assignments
- (2) NAVPERS 1070/880 Awards Record (generated using the NSIPS/ESR close-out process)
- (3) NAVPERS 1070/881 Training, Education and Qualification History (generated using the NSIPS/ESR close-out process)
- (4) NAVPERS 1070/886 Member Data Summary
- (5) NAVPERS 1070/613 Administrative Remarks (various permanent transactions created at time of reenlistment)

4. **Best Practice**

a. To ensure NSIPS/ESR data is accurate and up-to-date when generating documents for submission to OMPF, the following information should be verified by commands and or activities responsible for service record entries before members detach from the old duty station and upon reporting to the new duty station:

- (1) Training
- (2) Personnel Qualification Standards (PQS)
- (3) Education
- (4) Certificates and Qualifications
- (5) Honors and Awards
- (6) History of Assignments
- (7) TAD/AT History of Assignments
- (8) Promotion History
- (9) Administrative Remarks (NAVPERS 1070/613)

b. When NSIPS/ESR data is missing or in error, commands and servicing personnel support offices shall assist the individual member's effort to resolve the issue as soon as possible.