

MILPERSMAN 1070-150

REQUESTS FOR RECORDS INCLUDED IN THE OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Responsible Office	NAVPERSCOM (PERS-313)	Phone:	DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743
MyNavy Career Center		Phone: Toll Free	1-833-330-MNCC (6622)	
		E-mail:	askmmcc@navy.mil	
		MyNavy Portal:	https://my.navy.mil/	

References	(a) SECNAVINST 5211.5E (b) 5 U.S.C. §552a (c) Government Paperwork Elimination Act of 1998 (d) SECNAV M-5216.5 CH-1, Department of the Navy Correspondence Manual
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1. Policy

a. This article and references (a) and (b) govern access to and dissemination of record documents contained in the official military personnel file (OMPF).

b. The "OMPF Command View" or "OMPF My Record" application on BUPERS Online provides the primary means for user activities and Sailors to view or obtain OMPF documents in compliance with reference (c).

c. Activities and Sailors having no access to BOL may obtain copies of the OMPF, per this article, during the period the OMPF is maintained at Navy Personnel Command (NAVPERSCOM). Copies are printed on compact disc (CD), except as specified in subsequent paragraphs of this article.

2. Seal and Signature Requests

a. A commanding officer (CO) of a Region Legal Service Office or a commander or CO with an assigned staff judge advocate may request a seal and signature copy of a complete OMPF for litigation or prospective litigation purposes.

b. The request must be made via official naval letter or digitally signed and encrypted e-mail, using the standard DON correspondence format per reference (d), paragraph 4-2.2. The request must:

(1) state full name and social security number (SSN) of the Service member whose record is required (The SSN is necessary for the purpose of identifying the correct OMPF when multiple records bear identical names),

(2) state reason for the request,

(3) provide the mailing address, point of contact, and e-mail address of the point of contact, and

(4) be signed by the activity head or individual delegated signature authority for such matters by the activity head.

(a) Naval letters require a wet signature.

(b) Digital signatures are authorized for e-mail requests. Your delegation of signature authority for correspondence is also your release authority for these emails.

c. Send requests via digitally signed and encrypted e-mail to: MILL_PERS-313REQ@navy.mil. When e-mail encryption cannot be validated, mail requests to the following address. Mailed requests must bear a wet signature.

<p>Navy Personnel Command PERS-313 5720 Integrity Drive Millington, TN 38055-3130</p>

3. Command Requests

a. A command without access to "OMPF Command View" may request complete OMPFs or OMPF documents as necessary in the course of official duties. **Officer fitness reports and privileged information are not provided, and specific justification is required for access to controlled records.**

b. The request must be made via official naval letter. The letter must:

(1) state full name and SSN of Service member(s) whose record is required,

(2) state the reason for the request,

(3) specify either entire record or specific documents needed, and

(4) be signed by the activity head or individual delegated signature authority for such matters by the activity head.

c. Send requests to:

<p>Navy Personnel Command PERS-313 5720 Integrity Drive Millington, TN 38055-3130</p>

Note: Requests for express mail and or special handling (e.g., FedEx, overnight service) are not accommodated.

4. Service Member Requests

a. Active Component and Reserve Component Sailors with common access cards may download a copy of their OMPF from BOL by clicking on "OMPF My Record," then "Download OMPF." A .zip file is created on the Service member's computer; which may be copied to a CD, printed, stored, or arranged for another mode of distribution.

b. Inactive Ready Reserve members and veterans may request a copy of their OMPF by filling out and submitting [SF-180](#) to the appropriate address listed on page 2 of the form. Alternatively, Service members separated from the Navy after 1997 are encouraged to obtain an e-Benefits account in order to verify, review, and print documents from their OMPF electronically.

5. Mail-Out Request Processing. Requests are accommodated on a first-come, first-served basis. Turn-arounds average 20-30 days, which may vary based on the number of requests received at any given time. Urgent requests based on stated valid reasons for priority handling are given due consideration.

6. **Other Requests**. Direct all other requests for OMPFs to NAVPERSCOM, Records Management Policy Branch (PERS-313), or call **MyNavy Career Center 1-833-330-MNCC (6622)** for further information.