

MILPERSMAN 1070-150

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

Responsible Office	NAVPERSCOM (PERS-313)	Phone:	DSN COM	882-3418 (901)874-3418
---------------------------	--------------------------	--------	------------	---------------------------

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
----------------------	---	--

References	(a) SECNAVINST 5211.5F (b) 5 U.S.C. (c) Public Law 105-277 (d) SECNAV M-5216.5, Department of the Navy Correspondence Manual
-------------------	--

1. Policy

a. This article and references (a) and (b), section 552a, 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 (BOL) provides the primary means for user activities and Service members to view or obtain OMPF documents per reference (c).

c. Activities and Service members 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. The record will be bound with a NAVPERSCOM 5813/1 Certificate (For Use in Official Proceedings) attesting that it is a true copy.

b. The request must be made via official naval letter or digitally signed and encrypted e-mail, using the standard DON correspondence format in line with 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 (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 a point of contact, mailing address, and e-mail address; and

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

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 per paragraph 5. Mailed requests must bear a "wet signature."

d. The MILL_PERS-313REQ@navy.mil mailbox account can receive encrypted correspondence per Department of Defense (DoD) policy. If sending a request from a non-NMCI network (BUMED.mil, EU.NAVY.mil, etc.), public key certificates can be downloaded from the DoD Global Directory Service Web site through the following steps:

Step	Action
1	Go to https://dod411.gds.disa.mil
2	Type MILL_PERS-313REQ@navy.mil in the "e-mail address" field, then click "Search"
3	Click the "MILL" link under "Last Name"
4	Click on the link "Download Certificate(s) as vCard"
5	Click "the certificate for the e-mail address"
6	Click the "Open" button for the "File Download" pop-up. The certificate will then open
7	Click "Save and Close," the certificate is saved and can be used to send encrypted e-mail

Note: To download the public key certificate, you must use MS Outlook with a common access card (CAC) reader, including

ActivClient software, and have Internet Explorer or Netscape 7.X.

3. Command Requests

a. Commands 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 whether the entire record or specific documents are needed, and

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

c. See paragraph 5 for sending requests.

4. Service Members' Requests

a. Active Component and Reserve Component Service members with CACs 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 Request Pertaining to Military Records](#) to the appropriate address listed on the form. Alternatively, Service members separated from the Navy after 1995 are encouraged to obtain an [e-Benefits](#) account through the Department of Veterans Affairs Web site: <https://www.va.gov> to verify, review, and print documents from their OMPF electronically.

5. **Mailing Instructions.** Requests for express mail and or special handling (e.g., FedEx, overnight service) are not accommodated.

a. Requests are mailed to the following address:

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

b. Helpful mailing information:

(1) When mailing documents containing personally identifiable information, attach an [SF 901](#) Controlled Unclassified Information (CUI) Coversheet to the inside container or envelope.

(2) Double packaging the documents and using a mailing service that provides tracking capability is highly recommended.

6. **Mail-Out Request Processing.** Requests are accommodated on a first-come, first-served basis. Turn-around time averages 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.

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