



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1070.27E
PERS-313
13 Oct 2023

BUPERS INSTRUCTION 1070.27E

From: Chief of Naval Personnel

Subj: DOCUMENT SUBMISSION GUIDELINES FOR THE ELECTRONIC MILITARY PERSONNEL RECORDS SYSTEM

Ref: (a) DoD Instruction 1336.08 of 13 Nov 2009
(b) NAVPERS 15560D, Naval Military Personnel Manual

Encl: (1) Document Submission Guidelines
(2) Official Military Personnel File (OMPF) Document List

1. Purpose. To provide guidance for determining which documents should be submitted to Navy Personnel Command (NAVPERSCOM) for filing into the officer and enlisted official military personnel files (OMPF). Major updates to this instruction include replacing DD 1343 with NAVPERS 1070/888 in the OMPF document list and changed "mental" to "cognitive" per OSD's initiative to identify and eliminate stigmatizing language related to mental health.
2. Cancellation. BUPERSINST 1070.27D.
3. Background. NAVPERSCOM, Records Management Policy Branch (PERS-313) manages the OMPF per reference (a), which requires maintaining the records in electronic format in the Electronic Military Personnel Records System (EMPRS). The OMPF is a permanent record that contains standard military human resource records information required by the DoD, in addition to pertinent service-specific information required by the Navy. Each Service member will have records (as applicable) to the events related to their career. These records are of a permanent nature that satisfies statutory and corporate requirements, influence a member's career and benefits, and are essential to personnel administration.

4. Submission of Documents

a. General Guidance. Reference (b) articles 1070-020 and 1070-080, enclosures (1) and (2) of this instruction, and the online OMPF Retain/Delete List referenced in subparagraph 4b below contain document submission guidelines for determining which documents should be forwarded for filing into the OMPF. Documents submitted, which do not meet these retention guidelines or are not listed therein, will be destroyed.

b. OMPF Document List. Enclosure (2) provides a list of the most frequently submitted documents that have been approved for filing in the OMPF. For a complete list of documents approved for filing in the OMPF, an expanded version is available by selecting the "Retain/Delete" link under "Helpful Links" on the "Military Personnel Records" page at: <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/>.

c. Submission of Documents for Direct Filing in the OMPF

(1) Personnel offices must electronically submit documents intended for direct filing by using the "eSubmission" application on BUPERS Online. A list of documents that may be electronically submitted is available by selecting the "eSubmission Forms Listing" link under "Additional Links" at: <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Submission/>.

(2) Documents not listed on the "eSubmission Forms Listing" and documents submitted by activities not authorized to electronically submit documents must be mailed to the following address:

NAVY PERSONNEL COMMAND (PERS-313)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3130

(3) Unless otherwise provided in a document's governing directive or in reference (b), submit documents on a daily basis or as soon as possible. Do not include letters of transmittal or explanation. Do not combine multiple addressees within NAVPERSCOM in one envelope. They must be submitted directly to the office concerned.

(4) To ensure the integrity of the OMPF, documents will not be accepted directly from the Service member, unless specifically authorized by regulation. Service members that discover omissions in their OMPF should contact their personnel office for assistance.

d. Submission of Documents for Both Action and Filing. Certain documents may require action by the AO or OPR before filing in the OMPF. Do not submit these documents twice. Submit the document to the appropriate OPR or action office, see subparagraph 4c(3) above. Upon completion of action, the action office will automatically route the document(s) for filing into the member's record.

e. Identification of Documents. The name and SSN are the principal personnel identifiers used throughout EMPRS. Ensure that both the member's name and SSN are on the document. If necessary, write the member's name and SSN in the top, right-hand corner of each document submitted. The document originator and (where possible) the individual member should verify the SSN entered on the document before forwarding to NAVPERSCOM.

f. CUI Markings. Per DoD Instruction 5200.48 and the Navy CIO, all documents (letters and memos) containing PII must contain appropriate CUI markings. This CUI statement replaces for official use only (FOUO) statement, which is no longer used. Documents prepared and issued by the command that contain PII and does not contain the required CUI markings will not be filed to the OMPF. Instructions on how to mark documents may be found under "CUI Marking Requirements for Documents Containing PII" at: <https://www.doncio.navy.mil/ContentView.aspx?id=14154>.

g. Information Pertaining to Third Parties. Information in a Service member's record must pertain to them, and documents filed therein should not contain personal information pertaining to other individuals, unless required by the document's governing directive or otherwise considered necessary and relevant. Unless it meets these standards, third-party personal information, such as SSN, DoD ID number, home address, phone number, dates, and places of birth must be redacted (partial redaction is not authorized - the information must be completely blacked-out) from documents before forwarding to NAVPERSCOM. An example of third-party information considered necessary and relevant is family members or beneficiary information required on the Record of Emergency Data and on various insurance documents.

h. Documents Pertaining to Multiple Members. If the document contains multiple names or pertains to multiple members, submit a separate copy for filing in the record of each individual involved with the member's name and SSN underlined or annotated in the upper right-hand corner of each page, totally obscuring privacy information pertaining to other members on the documents.

i. Quality of Documents. The quality of documents submitted for filing has a direct bearing on the readability of records. Original pages or clear, black and white copies are required for filing. Poor quality documents significantly reduce the readability of the record for selection boards, detailers, and other personnel administrators.

5. Changes to Document Lists. Only the documents listed in enclosure (2) or in the online OMPF Retain/Delete Listing referenced in subparagraph 4b above are filed in the OMPF. Commands may propose changes to the list by forwarding recommendations to PERS-313. Enclose a copy of the proposed document and justify its retention based on the guidelines contained in enclosure (1).

6. Changes to Documents. When documents listed in enclosure (2) are revised or consolidated, ensure PERS-313 coordination and approval is obtained prior to distribution. EMPRS requires system changes in order for new or revised documents to be processed. Documents received prior to these actions being taken cannot be processed and are automatically rejected. Forward a copy of the new document with proposed change to PERS-313 for review and concurrence.

7. Action

a. Commanding officers (COs) must:

(1) Make every effort to ensure that documents submitted to PERS-313 for filing in the OMPF meet the guidelines contained in this instruction, and

(2) Ensure that a copy of this instruction is available for individual use and advertise its location periodically in the plan of the day or plan of the week.

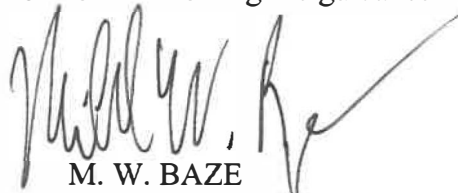
b. COs of appropriate training facilities must include the provisions of this instruction in the training curricula for personnel in administrative ratings.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD Program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, PERS-313 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. W. BAZE
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site: <https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/>.

DOCUMENT SUBMISSION GUIDELINES

1. Case Files (collection of documents/forms). All material in a case file must also meet the guidelines contained in this instruction. Case files must not contain documents or forms that are already filed in the member's OMPF. If any material found in a case file does not meet requirements, the case file will not be filed into the OMPF. See paragraphs 5 and 6 of this instruction regarding changes (recommendations) to the document list.

2. Information Requirements. The following guidelines apply in determining whether or not documents are placed in the OMPF.

a. General. To be filed in the OMPF, all documents, including numbered forms and correspondence, must meet each of the following criteria:

(1) Permanency. Must be required for permanent retention as evidence of policies, operations, procedures, or other decisions.

(2) Non-duplicative. Must not duplicate information found elsewhere in the OMPF. For example, do not submit course completion certificates of the member's NAVPERS 1070/881 Training Education and Qualification History entries. NAVPERS 1070/881 already reflects the courses. Material identified as a duplicate of documents or information already in the record will be destroyed without notifying the forwarding command or individual.

(3) Single Copy/Single Source. Must be submitted in a single copy from a single source.

(4) Essential. Must contain information essential to personnel administration. The following types of documents should not be submitted for filing in the OMPF:

(a) "Nice to have" or nonessential supporting documentation,

(b) Documents intended solely for the purpose of verifying information available from some other source (e.g., master file automated system or electronic service record (ESR) screen shots instead of required forms),

(c) Documents of a personal nature, unless specified on the retain list (e.g., wills, marriage licenses, dependents birth certificates), and

(d) Information that has no potential impact on a Service member's career.

b. Adverse Material. Any document that reflects unfavorably upon cognitive, moral, or professional qualifications of an individual is adverse material. Subject to the following rules, all relevant adverse material is filed in the OMPF:

DOCUMENT SUBMISSION GUIDELINES

(1) Policy

(a) Per U.S. Navy Regulations, 1990, article 1122, adverse material must not appear in officer or enlisted fitness reports, performance evaluation reports, or in other related correspondence, unless the members concerned are first afforded an opportunity to submit a written statement regarding the adverse material. Should the members not desire to make a statement, the members must state so in writing. Should the members refuse to acknowledge their rights or refuse to make a written statement documenting their decision not to make a statement, the CO must document the refusal in writing.

(b) Adverse material on officers must be submitted to the appropriate AO for review before it is filed in the OMPF. Commands must not submit adverse material on officers directly to PERS-313 for filing in the OMPF.

(2) Reports, Statements, or Correspondence of a Military Nature

(a) Correspondence containing adverse material that the member concerned has been afforded the opportunity to contest, explain, or rebut, whether at a personal hearing or by statement, will be filed without additional referral to the individual. Examples include:

1. Punitive letters of censure;
2. Medical surveys where hospitalization is due to the member's own misconduct;
3. Reports and related correspondence reflecting final approved civil convictions or actions taken by civil authorities tantamount to conviction, for misconduct, as stipulated in reference (b), article 1611-010 (officer) and 1070-320 (enlisted);
4. Reports of non-judicial punishment, courts-martial convictions, boards of inquiry, boards of review, etc.;
5. Relevant memoranda prepared at NAVPERSCOM resulting from official correspondence sent to and received by the member concerned, the reporting senior, or the reviewing officer;
6. Relevant correspondence documenting an officer's removal from a promotion selection board report or a promotion list, and other correspondence related to the promotion process; and

DOCUMENT SUBMISSION GUIDELINES

7. Any other material that bears or reflects on the character, performance, professional qualifications, and fitness of the officer.

(b) Documents containing adverse material of an official military nature will be filed without referral to the individual concerned, if no purpose would be served by such referral. Examples include:

1. Denials of requests for special duty, special training, reassignment, transfer, discharge, etc. and

2. Requests by a commander for the reassignment of a member when such request reflects unfavorably on the individual concerned.

(c) Documents containing adverse material of an official military nature will be filed without referral to the individual concerned when the member is unavailable for comment because of misconduct. Examples include:

1. Reports of absentees, deserters, and related correspondence, and

2. Reports and correspondence relating to administrative discharge action where the member is in an unauthorized absentee status at the time or is otherwise unavailable for statement because of the member's own misconduct.

(d) Letters issued by a CO to an officer or enlisted member concerning failure(s) to meet standards of professional performance and or conduct.

c. Commendatory Material. Commendatory material is any document that reflects favorably upon a member's cognitive, moral, or professional qualifications and impacts on the mission of the command or the military career of the member.

(1) Copies of signed personal award citations or certificates, in the case of Navy and Marine Corps commendation and achievement medals and NAVPERS 1070/880 Award Record, that document a member's entitlement or eligibility to wear unit awards, campaign and service medals, non-military U.S. decorations, non-military service awards, foreign military decorations, and marksmanship awards will be filed in the OMPF.

(2) Copies of certificates or letters of appreciation or commendation will not be filed in the OMPF. These should be provided to reporting seniors to document in fitness reports and evaluations.

DOCUMENT SUBMISSION GUIDELINES

3. Format Requirements. Documents must meet the following format requirements:
- a. Readily Identifiable. Each document submitted must contain the following:
 - (1) Identification. Member's name and SSN must be on each side of each succeeding page of multiple page documents,
 - (2) Forms. A form number and title must be preprinted on all forms and included on all local adaptations of numbered forms, and
 - (3) Miscellaneous Correspondence. A descriptive subject line and SSIC must be included on miscellaneous correspondence and messages.
 - b. Suitability for Filing. Each document submitted must be suitable for filing.
 - (1) Legibility. Clearly readable and good quality copy, originals (when possible), and no less than first quality paper copies.
 - (a) Copier/Scanner settings must be set to black and white mode, and
 - (b) There must be no grayness in the background.
 - (2) Paper Size. Documents submitted must be no larger than 8-1/2 x 11 inches.
 - (3) Orientation. Right-reading in the vertical position.
 - (4) Paper Quality. Submit only standard paper stock or approved forms.
 - c. Economically Designed. Forms and correspondence must be designed for ease of use and processing economy.
 - (1) Content. Be brief and reduce each document to essentials.
 - (2) Single-sided. Avoid using two sides when one will do.
 - (3) Appropriateness. Ensure every item on each page is justifiable.
 - (4) Design. Use good design techniques for both computer-generated and preprinted forms and correspondence.

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OFFICIAL MILITARY PERSONNEL FILE (OMPF) DOCUMENT LIST

Subject/Title/Description	Form Number	Officer/ Enlisted/ Both	Remarks
ACCESSIONS, REENLISTMENT, AND EXTENSION INFORMATION			
Age Waiver	Letter	B	
Agreement to Extend Enlistment	NAVPERS 1070/621	E	
Agreement to Recall or Extend Active Duty	NAVPERS 1070/622	E	
Enlistment/Reenlistment Document Armed Forces of the United States	DD 4	B	
Breach of Enlistment Contract	Various Forms	E	
Erroneous Enlistment	Case File	E	
Fraudulent Enlistment	Case File	E	
Immediate Reenlistment Agreement	NAVPERS 1070/601	E	
Officer Appointment Acceptance and Oath of Office	NAVPERS 1000/4	O	
Parent/Guardian Consent, Declaration	Various Forms	E	
Record of Military Processing - Armed Forces of the United States	DD 1966	E	
ADVERSE/DISCIPLINE-RELATED INFORMATION			
Adverse/Punitive Action Completed Resulting In Conviction	Letter	O	Adverse Matter On Officers Must Be Submitted Via NAVPERSCOM, Officer Performance and Separations Branch (PERS-834)
Court Memorandum (Court Martial) or Administrative Remarks	NAVPERS 1070/607 or NAVPERS 1070/613	E	Adverse Matter On Enlisted (E-6/7/8/9) Must Be Submitted Via NAVPERSCOM, Enlisted Performance and Separations Branch (PERS-832)
Deserter Message: Declaration & Return/Apprehension Completed Action	NAVAL MESSAGE	B	Adverse Matter On Officers Must Be Submitted Via NAVPERSCOM (PERS-834)
Deserter/Absentee Wanted By Armed Forces	DD 553	B	
Court Memorandum (Nonjudicial Punishment) or Administrative Remarks	NAVPERS 1070/607 or NAVPERS 1070/613	E	Adverse Matter On Enlisted (E-6/7/8/9) Must Be Submitted Via NAVPERSCOM (PERS-832)
	Administrative Letter	O	Adverse Matter On Officers Must Be Submitted Via NAVPERSCOM (PERS-834)
Punitive Letter Of Reprimand/Censure	Letter	B	Adverse Matter On Officers Must Be Submitted Via NAVPERSCOM (PERS-834); Adverse Matter On Enlisted (E-6/7/8/9) Must Be Submitted Via NAVPERSCOM (PERS-832)

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OFFICIAL MILITARY PERSONNEL FILE (OMPF) DOCUMENT LIST

Subject/Title/Description	Form Number	Officer/ Enlisted/ Both	Remarks
Nonpunitive Letters Issued at the Secretariat Level	Letter	B	Adverse Matter on Officers Must be Submitted via NAVPERSCOM (PERS-834); Adverse Matter on Enlisted (E-6/7/8/9) Must be submitted via NAVPERSCOM (PERS-832)
Record of Unauthorized Absence	NAVPERS 1070/606	E	Absences Less than 24 Hours are documented on NAVPERS 1070/613
	Administrative Letter	O	Adverse Matter on Officers must be Submitted Via NAVPERSCOM (PERS-834)
AGREEMENTS/SERVICE DETERMINATIONS			
NROTC Scholarship/Nonscholarship Service Agreements	Various Forms	O	
Program Service Agreements (OCS, AOC, NUCPOC, NFOC, OSAM, JAGC, Nurse Corps, HPSP, NCP etc.)	Various NAVCRUIT Forms	O	
National Call to Service (NCS) Election of Options	DD 2863	E	
Enlistment/Reenlistment Guarantees/Program Agreements	NAVCRUIT Forms Annex to DD 4	E	
Reversion to Permanent Enlisted Status	Various Forms	O	
Statement of Service	Various Forms	B	Submitted by Internal NAVPERSCOM AO/OPR
Retirement Service Computation	Various Forms	B	Submitted by Internal NAVPERSCOM AO/OPR
ADVANCEMENTS/PROMOTIONS			
Meritorious Advancement	Various Forms	B	
Delivery of Temporary/Permanent Appointment	NAVPERS 1421/7	O	
Adjustment of Lineal Position	Various Forms	O	
ASSIGNMENTS			
History of Assignments	NAVPERS 1070/605	B	ESR Document: Submitted Upon Reenlistment or Separation
Approved Humanitarian Assignment/Transfer	Case File	E	Submitted by Internal NAVPERSCOM AO/OPR

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Subject/Title/Description	Form Number	Officer/ Enlisted/ Both	Remarks
BOARDS			
Field Board Cover Sheet/ NAVPERSCOM Letter to Board and Field Board. Approval/Disapproval/No Further Action	Various Forms	O	
CASUALTY DOCUMENTS			
Case File	Various	B	
Report of Casualty	DD 1300	B	
DECORATIONS, MEDALS, AND AWARDS			
Awards Record (Marksmanship/Small Arms Qualifications)	NAVPERS 1070/880	B	ESR Document: Submitted Upon Reenlistment or Separation
Awards Record (Unit Awards/Campaign and Service Medals/Other Authorized Awards)	NAVPERS 1070/880	B	ESR Document: Submitted Upon Reenlistment or Separation
U.S. Military Decoration Certificate/ Citation	Various Forms	O	Copy of Signed Certificate/Citation
DESIGNATORS/RATINGS			
Enlisted Designator/Rating and Navy Enlisted Classifications (NEC)		E	Documented on ESR Member Data Summary: Submitted Upon Reenlistment or Separation
Officer Designators – Assignment/ Change/Revocation of the Following	Letters	O	Does Not Include Subspecialty Designator (SSPD), Navy Officer Billet Classification (NOBC) or Additional Qualification Designators (AQD)
Unrestricted Line Officer	Letters	O	
General Unrestricted Line Officer	Letters	O	
Surface Warfare Officer	Letters	O	
Submarine Warfare Officer	Letters	O	
Special Warfare Officer	Letters	O	
Special Operations Officer	Letters	O	
Material Professional Officer	Letters	O	
Aeronautical Community Officer	Letters	O	
Naval Aviator	Letters	O	
Naval Flight Officer	Letters	O	
Restricted Line Officer	Letters	O	
Engineering Duty Officer	Letters	O	
Aeronautical Engineering Duty Officer	Letters	O	
Aviation Duty Officer	Letters	O	
Special Duty Officer	Letters	O	
Staff Corps Officer	Letters	O	
Medical Corps Officer	Letters	O	

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Subject/Title/Description	Form Number	Officer/ Enlisted/ Both	Remarks
Dental Corps Officer	Letters	O	
Medical Service Corps Officer	Letters	O	
Judge Advocate General Corps Officer	Letters	O	
Nurse Corps Officer	Letters	O	
Chaplain Corps Officer	Letters	O	
Civil Engineer Corps Officer	Letters	O	
Limited Duty Officer	Letters	O	
Chief Warrant Officer	Letters	O	
TRAINING, EDUCATION, AND QUALIFICATIONS			
Aviation Service Gate	NAVPERSCOM Letter	O	
College Degrees: Certificate/ Diploma/Transcript	Official Copy	B	Submitted by the OPR/AO; NAVPERSCOM, Distribution Management Division (PERS-45) for Officers; Joint Services Transcript (JST) for Enlisted
Correspondence Course Completion Certificate	Various Forms	O	Enlisted – Data Enter in ESR on NAVPERS 1070/881
Credentials/Privileging Information (Medical Officer)	Notification/Status Letter	O	Submitted by Internal NAVPERSCOM AO/OPR
Training Education and Qualification History	NAVPERS 1070/881	E	ESR Document: Submitted Upon Reenlistment or Separation
Service School Completion Certificate/Diploma	Various Forms	O	Enlisted – Data Enter in ESR on NAVPERS 1070/881
Merchant Marine Coast Guard License	Various Forms	O	
MIL/CIV Training Course Completion Letter/Certificate	Various Forms	O	Enlisted – Data Enter in ESR on NAVPERS 1070/881
Montgomery GI Bill Act of 1984 (MGIB) Basic Enrollment	DD 2366	B	
Notice of Basic Eligibility (NOBE)	DD 2384-1	B	
Tuition Assistance	Various Forms	B	
FITNESS REPORTS/ EVALUATIONS, SUPPLEMENTS & EXPLANATION LETTERS			
Fitness Report & Counseling Record (W2- O6)	NAVPERS 1610/2	B	Submitted by Internal NAVPERSCOM AO/OPR
Fitness Report & Counseling Record (07-08)	NAVPERS 1610/5	O	Submitted by Internal NAVPERSCOM AO/OPR
Fitness Report Supplement/ Memorandum/Letter, Officer/Enlisted	Various Forms	B	Submitted by Internal NAVPERSCOM AO/OPR
Evaluation Report & Counseling Record (E1-E6)	NAVPERS 1616/26	E	Submitted by Internal NAVPERSCOM AO/OPR
Evaluation & Counseling Record (E7-E9)	NAVPERS 1616/27	E	Submitted by Internal NAVPERSCOM AO/OPR

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OFFICIAL MILITARY PERSONNEL FILE (OMPF) DOCUMENT LIST

Subject/Title/Description	Form Number	Officer/ Enlisted/ Both	Remarks
Internal PERS-Letter of Explanation	Letter	B	Submitted by Internal NAVPERSCOM AO/OPR
MEDICAL			
Limited Duty Assignment	Various Forms	B	
Medical Board	Various Forms	B	
Physical Defects Waiver	Various Forms	B	
SECNAV Notification-Physical Evaluation Board Results	Various Forms	B	
Report of Medical Examination	DD 2808	B	Entry and Separation Exams
Report of Medical History	DD 2807-1	B	Entry and Separation Exams
Physical Risk Classification	NAVPERSCOM Letter	B	Submitted by Internal NAVPERSCOM AO/OPR
MISCELLANEOUS PROFESSIONAL INFORMATION			
Administrative Remarks	NAVPER 1070/613	B	Only Those Required by Regulation to be Filed in Permanent Record
Case Files	Various	B	Casefiles contains various documents/forms regarding various subject matters
Drug & Alcohol Misuse Statement of Understanding	OPNAV 5350/1 or NAVCRUIT Equivalent	B	
Drug & Alcohol Report	OPNAV 5350/7	B	
Member Data Summary	NAVPER 1070/886	B	ESR Document: Submitted Upon Reenlistment or Separation
OTHER SERVICE VETERAN'S (OSVET) DOCUMENTS			
Documents Used to Determine Creditable Service	Various Forms	B	
Fitness/Evaluation Reports	Various Forms	O	
Correspondence Course Completion Certificate	Various Forms	B	
Service School Completion Certificate	Various Forms	B	
MIL/CIV Training Course Completion Letter/Certificate	Various Forms	B	
Military Award Citations	Various Forms	B	
ORDERS			
Active Duty for Training (AT/ADT)	Various Forms, Letters, Naval Messages	O	
All Separation/Retirement Orders	Various Forms, Letters, Naval Messages	B	
New Appointments/Recall/Active Duty for Special Work	Various Forms, Letters, Naval Messages	O	

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Subject/Title/Description	Form Number	Officer/ Enlisted/ Both	Remarks
PERSONAL INFORMATION			
Request for Verification of Birth	DD 372	B	
Dependency Application	NAVPERS 1070/602	B	
Officer Photograph	NAVPERS 1070/884	O	
Report of Home of Record and Place from Which Ordered to Active Duty	NAVPERS 1070/74	B	
Record of Emergency Data	DD 93	B	
Request for Insurance (SGLI)	SGLV 8285	B	
Request To Restore Family SGLI	SGLV 8285A	B	
Reserve Component Survivor Benefit Plan – Election Certificate	DD 2656-5	B	
Service Members Group Life Insurance Election and Certificate	SGLV 8286	B	
Family Coverage Election (SGLI)	SGLV 8286A	B	
Thrift Savings Plan Election Form	TSP-U-1	B	
USCIS Verification Documents	Various	B	
PRIVILEGED INFORMATION			
Matters of Interest Holdings Administrative Letters	Letter	O	Submitted by Internal NAVPERSCOM AO/OPR
Detachment for Cause	Letter	O	Submitted by Internal NAVPERSCOM AO/OPR
Conscientious Objector	Various Forms	B	
Drug Disposition Recommendation	Various Forms	B	
Fault Transfer	Various Forms	B	
Officer/Enlisted Performance Evaluation Cases	Various Forms	B	
Removal from Promotion List	Various Forms	B	
Retain and Warning/ Performance/ Conduct	Various Forms	B	
Standards of Performance	Various Forms	O	
RECORD CHANGES			
Board for Corrections of Navy Records (BCNR) Decisions	Letter	B	Submitted by BCNR AO/OPR
Notification of Change in Service Member's Official Record	NAVPERS 1070/888	B	
RESERVE INFORMATION			
Transfer Between Standby/Ready Navy Reserve Authorization	Various Forms	O	
Navy Reserve Status Change	Status Letter	O	Submitted by Internal NAVPERSCOM AO/OPR

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Subject/Title/Description	Form Number	Officer/ Enlisted/ Both	Remarks
SECURITY			
Assignment Restriction – Security Reasons	Various Forms	B	Submitted by Internal NAVPERSCOM AO/OPR
Classified Information – Nondisclosure Agreement	SF 312	B	
Security Termination Statement	OPNAV 5511/14	B	
Personnel Reliability Screening Program	Various Forms	B	Submitted by Internal NAVPERSCOM AO/OPR
SEPARATION AND RETIREMENT			
ADMIN Discharge/Separation	Case File	B	Submitted by Internal NAVPERSCOM AO/OPR: File Only Those That Result in Separation
Certificate of Uniformed Service	DD 214	B	
Commission Termination	Letter	O	
Correction to DD 214 /214-1 Certificate of Uniformed Service	DD 215	B	
Disability: Discharge/Retirement Approval; With or Without Benefits	Various Forms	B	
Discharge From Temporary Disability Retired List	Various Forms	B	
Acceptance of Resignation from Naval Reserve	Letter	O	Submitted by Internal NAVPERSCOM AO/OPR
Honorable Discharge from U.S. Naval Reserve	Letter	O	Submitted by Internal NAVPERSCOM AO/OPR
Honorable Discharge from U.S. Naval Reserve (Having Twice Failed Selection)	Letter	O	Submitted by Internal NAVPERSCOM AO/OPR
Navy Discharge Review Board Decision	Letter	B	
Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty (REFRAD)	DD 2648	E	
Retirement Date, Disability Percentage – Msg. Orders	Various Forms	B	
Retirement Approval, Modification	Various Forms	B	
Record of Discharge From The U.S. Navy Reserve	NAVPER 1070/615	E	Service Record Copy (Part 2) is forwarded for filing to the OMPF.