***UPDATED 3 MAR 2015***

**Personnel Records Review: Inventory and Verification of your Navy personnel record (OMPF and ESR)**

**Do NOT be intimidated by the number of pages in this user aid. The entire review process will take approximately one hour and will pay big dividends in the end! Read the instructions completely (including navigation tips) before starting your inventory review.**

**Introduction**

The long list of applications and systems that together comprise your personnel record includes:

* Official Military Personnel File (OMPF)
* Electronic Service Record (ESR) and ESR Afloat
* Electronic Training Jacket (ETJ) and ETJ Afloat
* Sailor/Marine American Council on Education Registry Transcript (SMART)
* U.S. Navy Awards (NDAWS)
* Physical Readiness Information Management System (PRIMS)
* Personnel Summary Record (PSR)
* Systems, such as Relational Administrative Data Management (RADM) and Advanced Skills Management (ASM) that are used by specific warfighting communities

**This user aid provides steps to help you perform a thorough review of the personnel information contained within OMPF and ESR.**

* OMPF contains electronic images of documents generated throughout your career, from time of entry until final separation. It is your official military personnel record.
* ESR contains electronic data entered by personnel clerks within your command or servicing PSD, or obtained from other Navy systems.
* OMPF and ESR are separate and distinct systems. Currently, there is no IT interface and no automatic data sharing between the two systems. You must NEVER take for granted that if certain information is in OMPF, it is also in ESR, or vice versa.

**1. Navigating your Official Military Personnel File (OMPF) via *OMPF-My Record***

* Using CAC and CAC-enabled computer with Internet access, log into BUPERS Online (BOL) at <https://www.bol.navy.mil>. Choose the DoD CA-XX certificate, not the email certificate.
* On the BOL Applications Menu page, scroll down and click Official Military Personnel File (OMPF) - My Record. Follow the prompts to view your OMPF documents.

Navigation Tip: The list of documents in your OMPF can appear overwhelming. The best way to organize your document review is to filter for documents assigned to a specific Field Code.

* Enter the desired Field Code, click the “Filter” button ( ), and select the word “Contains” (for example, entering Field Code 35 results in a display of all performance evaluations and fitness reports accepted into your OMPF).
* Once filtered by Field Code, click the column heading “Document Date” to sort OMPF documents in ascending or descending order. (This action will quickly reveal missing documents.)
* To prepare for an Enlisted Selection Board Review, sort OMPF by Field Codes 30 through 38 and then verify the accuracy and completeness of documents displayed. Reference [MILPERSMAN 1070-080](http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1000General/Documents/1070-080.pdf).
* Use the “e-Submission Documents” tab to view documents pending acceptance into your OMPF.

**2. Navigating Your Electronic Service Record (ESR) *Self Service* account**

* Using CAC and CAC-enabled computer with Internet access, log into ESR at <https://nsips.nmci.navy.mil>. Choose the DoD CA-XX certificate, not the email certificate. (Afloat users access ESR Afloat at <http://nsipswebafloat> or <https://nsipswebafloat>, depending on the version of NSIPS Web Afloat installed. No CAC required.)
* Use View function to verify your personal and professional information.

When required by regulation (such as when updating your Page 2 or following your reenlistment), ESR data is printed on documents and submitted to Navy Personnel Command for filing in your OMPF.

* **IMPORTANT:** Many Sailors have not had their ESR properly closed out following reenlistment, which means that required documents have not been submitted to OMPF. Thirty to sixty days after you reenlist, if you do not see the following updated documents in your OMPF, contact your Personnel Office or servicing PSD:
  + ESR “Honors and Awards” (submitted to OMPF as form NAVPERS 1070/880)
  + ESR “Training Summary” (submitted to OMPF as form NAVPERS 1070/881)
  + ESR “Member Data Summary” (submitted to OMPF as form NAVPERS 1070/886)
  + ESR “History of Assignment” (submitted to OMPF as form NAVPERS 1070/605
  + Reenlistment Contract (NAVPERS 1070/601)
  + Permanent Page 13s (NAVPERS 1070/613) (reference MILPERSMAN 1070-320)
* **IMPORTANT:** Your ESR is NOT used in the Selection Board Review process, although documents printed from your ESR and accepted into OMPF are viewed by Board members.

**Personnel Records Inventory and Verification Steps**

* You are encouraged to review your OMPF and ESR together. This way you can verify the same kind of information at the same time. However, if you wish to review your records individually, simply complete steps for one and then return to complete steps for the other.
* Complete your inventory in its entirety and then work with your Personnel support representatives to make necessary corrections.
  + For some issues, you will be directed to another source of support, such as your command Security Manager or the Virtual Education Center (Navy College). Typically, you must provide supporting documentation to justify a change to your ESR.
  + Find tips for correcting your personnel information at the end of this document.

**1. Verify Personal Information: ESR Data and OMPF Documents**

**Member Data Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Member Data Summary**  (becomes NAVPERS 1070/886 when printed and submitted to OMPF)  On the left navigation bar, go to Electronic Service Record > View > Member Data Summary. | Member Information | YES  NO | * Verify that current “Enlisted Designator” entry matches “Warfare Qualification History” entry further down the page. * NOTE: Also verify that all earned warfare qualifications display on the CMS-ID “Sailor Info” page. * Verify that “NEC History” is correct (NECs can determine whether or not you obtain a desired job in CMS-ID). |
| Security (clearance eligibility and clearance status) | YES  NO | NOTE: Also verify that your security clearance eligibility and status are documented in Career Waypoints (C-WAY) and CMS-ID. |
| Current Assignment | YES  NO |  |
| Personal Information | YES  NO |  |
| Dependents Information | YES  NO |  |
| Education (specifically, current AFQT scores) | YES  NO |  |
| NEC History  *\* Multiple entries possible.* | YES  NO | * If an NEC is missing or is in error, request your command submit a Navy Enlisted Classification (NEC) Change Request, NAVPERS 1221-6, to Navy Personnel Command, NEC Management section (PERS 4013) at [mill\_nec\_request@navy.mil](mailto:MILL_NEC_REQUEST@navy.mil). |
| Warfare Qualification History  *\* Multiple entries possible.* | YES  NO | * If warfare qualifications are missing or in error, you must provide supporting documentation. If you do not have copies, look in OMPF for documentation on NAVPERS 1070/604, NAVPERS 1070/613 or in your performance evaluation, Block 43/44. * NOTE: Also verify that all earned warfare qualifications display on your ETJ and CMS-ID “Sailor Info” pages. If they do not, submit trouble tickets via [Navy311@navy.mil](mailto:Navy311@navy.mil). |
| Promotion History  *\* Multiple entries possible.* | YES  NO | * Verify your promotion history and dates. |

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 41**  **Security Information (not SF-86)**  Documents in this Field Code are not provided for Selection Board review. | Certification of Clearance | OPNAV 5510/4 | YES  NO | Additional documents may include:   * Security Investigation (NAVPERS 2716) * Classified information nondisclosure agreement * Non-Disclosure Agreement (SF-312) * Termination Statement * Revocations |
| Investigation Request | OPNAV 5520/1 | YES  NO |
| Security Investigation Clearance Certificate | OPNAV 5520/20 | YES  NO |

**Dependency Data**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Dependency Data**  (becomes NAVPERS 1070/602 when printed and submitted to OMPF)  On the left navigation bar, go to Electronic Service Record > View > Dependency Data. | Summary (Dependency Application, Dependents on Station, Place of Marriage) | YES  NO | * Verify NFAAS (<https://navyfamily.navy.mil>) to ensure dependency data is current. |
| Spouse, Parents and Children/Dependents | YES  NO |  |
| Emergency Contact | YES  NO |  |
| Beneficiary/SGLI (person who will receive unpaid pay and allowances, death gratuity, etc.) | YES  NO | * Verify SGLI beneficiaries every six months for pay purposes. * Update Page 2 every time you change your SGLI beneficiaries. |

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 39**  **Emergency data and**  **Beneficiary slips**  Documents in this Field Code are not provided for Selection Board review. | Dependency Application/Record of Emergency Data (“Page 2”)  *\* Multiple documents possible. Ensure most current signed document is viewable.* | NAVPERS 1070/602 | YES  NO |  |
| Record of Emergency Data | DD 93 | YES  NO |

**Emergency Contact**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Emergency Contact**  On the left navigation bar, go to Electronic Service Record > View > Emergency Contact. | Emergency Contact | YES  NO |  |
| PADD (Person Authorized Direct Disposition) of Remains  *\* Verify PADD is checked.*  *\* Update PADD by using the ESR Update Emergency Contact link at the bottom of the Emergency Contact page* | YES  NO | * PADD designation is extremely important for all personnel, but particularly for those on IA. * Update PADD designation whenever your marital status changes. |

**Servicemember’s Group Life Insurance**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Servicemember’s Group Life Insurance**  On the left navigation bar, go to Electronic Service Record > View > SGLI. | SGLI Options | YES  NO |  |
| FSGLI Options | YES  NO | * Update SGLI and FSGLI beneficiaries whenever your marital status changes. |

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 43**  **Medical Documents**  Documents in this Field Code are not provided for Selection Board review. | Report of Medical Examination | SF 88 *and/or*  DD 2808 | YES  NO | Additional documents may include:   * Medical board findings * Physical evaluation board hearing * Limited duty assignments * Entry and separation medical exams |
| Report of Medical History | SF 93 *and/or*  DD 2807-1 | YES  NO |
| Servicemembers’ Group Life Insurance (SGLI) Election and Certificate  *\* Multiple documents possible. Ensure most current signed document is viewable.* | SGLV 8286 | YES  NO |

**Thrift Savings Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Thrift Savings Plan**  On the left navigation bar, go to Electronic Service Record > View > Thrift Savings Plan. | Thrift Savings Plan Options | YES  NO |  |

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 45**  **Personal Information**  Documents in this Field Code are not provided for Selection Board review. | Thrift Savings Plan election | TSP-U 1 | YES  NO | Possible documents include:   * Evidence of Citizenship (NAVPERS 1100/1) * USN illicit behavior screening (NAVCRUIT 1133/65)   NOTE: You also should verify evidence of citizenship by DONCAF (Department of the Navy Central Adjudication Facility), as it impacts your ability to obtain a security clearance. Your command Security Manager will provide assistance. |

**2. Verify Training, Education and Qualifications Information: ESR Data and OMPF Documents**

**Training Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Training Summary**  (becomes NAVPERS 1070/881 when printed and submitted to OMPF)  On the left navigation bar, go to Electronic Service Record > View > Training Summary. | Civilian Education/Degree  *\* Multiple entries possible.*  *\* Dates must display as GREEN “Verified” or will not print on NAVPERS 1070/881.* | YES  NO | * Verify documentation of all completed courses and earned college degrees. For assistance, contact the Navy College Virtual Education Center (VEC) at [VEC@navy.mil](mailto:VEC@navy.mil). |
| Special Qualification Test Scores  *\* Verify all that apply.*  *\* If you have re-taken the ASVAB, ensure scores are updated on the ESR Member Data Summary page.* | YES  NO |  |
| Off-Duty Education Voc / Tech Training  *\* Multiple entries possible.* | YES  NO |  |
| Navy Service Schools / Military Training Education Courses (formal schools)  *\* Multiple entries possible.* | YES  NO |  |
| Other Training courses / Instructions Completed (Navy eLearning, etc.)  *\* Multiple entries possible.* | YES  NO |  |
| Personnel Qualification Standards (PQS)  *\* Multiple entries possible.* | YES  NO | * Verify PQS previously documented on the NAVPERS 1070/604 is entered in ESR. If necessary, provide copies from OMPF to the supporting personnel support organization when submitting your request. |
| Official Certs and Quals History  *\* Multiple entries possible.* | YES  NO |  |

**A note of caution about ESR “Official Certs and Quals History” and “Local Certs and Quals History”**

Qualifications entered in these sections will NOT display on the printed Training Summary document (NAVPERS 1070/881) submitted to OMPF. In practical terms, this means that qualifications entered as Official or Local Certs and Quals will not be viewed by a Selection Board. To be viewed by a Selection Board, certifications and qualifications must be reentered correctly in your ESR by your servicing Personnel officer or PSD. You will be expected to provide documentation supporting all requested changes. Additionally, you may take a screenshot of the ESR page and add as an enclosure to your Letter to the Board.

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 36**  **Training and Education**  Documents in this Field Code are provided for Selection Board review. | Enlisted Qualifications History (“Page 4”)  *\*Form disestablished in 2010 and replaced by NAVPERS 1070/881.*  *\*Multiple documents possible.* | NAVPERS 1070/604 | YES  NO | Additional documents may include:   * Individual citations for training, qualifications * College transcript and diploma * Completion certificates for courses not documented on NAVPERS 1070/604, NAVPERS 1070/881, or NAVPERS 1070/886 * Language Proficiency (SUBJ 36LAB) * Marksmanship (SUBJ 36OAM)   NOTE: The Navy College Virtual Education Center (VEC) has sole authority to submit college transcripts and diplomas to OMPF. See <https://www.navycollege.navy.mil/dsp_vec.aspx> for more information. |
| Training, Education and Qualification History  *\* Form printed from ESR following reenlistment.*  *\* Multiple documents possible.* | NAVPERS 1070/881 | YES  NO |
| Member Data Summary  *\* Form printed from ESR following reenlistment.*  *\* Multiple documents possible.* | NAVPERS 1070/886 | YES  NO |

**Personnel Qualification Standards (PQS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Personnel Qualification Standards**  On the left navigation bar, go to Electronic Service Record > View > PQS. | Personnel Qualification Standards  *\* Data displayed may have been entered by a personnel clerk, or may have been received from another system – such as NTMPS/Electronic Training Jacket or R-ADMIN.*  *\* PQS must display as GREEN “Verified” or will not print on NAVPERS 1070/881.* | YES  NO | * Verify PQS previously documented on the NAVPERS 1070/604 is entered in ESR. If necessary, provided copies from OMPF to the supporting personnel support organization when submitted your request. |

**Course Data**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Course Data**  On the left navigation bar, go to Electronic Service Record > View > Course Data. | Course Information  *\* Data displayed may have been entered by a personnel clerk, or may have been received from another system – such as NTMPS/Electronic Training Jacket and Navy College/SMART.*  *\* Course Data must display as GREEN “Verified” or will not print on NAVPERS 1070/881.* | YES  NO | Includes formal courses from Navy Service Schools, Navy eLearning (NKO) courses completed online, command-delivered training, and off-duty education such as college courses. |

**Education Data**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Education Data**  On the left navigation bar, go to Electronic Service Record > View Training, Education, Quals. Click Education Data. | Professional Education  *\* Data displayed may have been entered by a personnel clerk, or may have been received from another system – such as NTMPS/Electronic Training Jacket and Navy College/SMART.*  *\* Education data must display as GREEN “Verified” or will not print on NAVPERS 1070/881.* | YES  NO |  |

**3. Verify Performance Information: ESR Data and OMPF Documents**

**Court Memorandum**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Court Memorandum**  On the left navigation bar, go to Electronic Service Record > View > Court Memorandum. | Court Memorandum  *\* Depending on your personal and professional performance, it is possible that this panel will be empty of data.* | YES  NO |  |

**Record of Unauthorized Absence**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Record of Unauthorized Absence**  On the left navigation bar, go to Electronic Service Record > View > Unauthorized Absence. | Unauthorized Absence  *\* Depending on your personal and professional performance, it is possible that this panel will be empty of data.* | YES  NO |  |

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 38**  **Adverse Information**  Documents in this Field Code are provided for Selection Board review. | Miscellaneous, if applicable.  *\* Depending on your personal and professional performance, it is possible that you have no adverse documents. If this is the case, Field Code 38 will not display.* |  | YES  NO | Possible documents include:   * Record of Unauthorized Absence (NAVPERS 1070/606) * Court memorandum (NAVPERS 1070/607) * Drug and Alcohol Abuse Report (OPNAV 5350/7) * In hands of civil authorities * Punitive letters * Civil conviction/probation report * Adverse case files |

**Honors and Awards**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Honors and Awards**  (becomes NAVPERS 1070/880 when printed and submitted to OMPF)  On the left navigation bar, go to Electronic Service Record > View > Honors and Awards. | Honors and Awards  *\* Multiple entries possible.*  *\* Awards must display as GREEN “Verified” or will not print on NAVPERS 1070/880.* | YES  NO | * Verify your Good Conduct awards are correct, especially if you have broken service. * If you have duplicate awards, follow detailed procedures on the U.S. Navy Awards website to have them removed. * If you have more than one GWOTEM, you may be able to convert one to an Iraq Campaign Medal, if you were in the region. (See U.S. Navy Awards > PERSONAL AWARDS page for more information.) * Flag Letters of Commendation (FLOC) may be entered directly into ESR, using the acronym LOCF. * Pay close attention to campaign and service awards. Review each command with which you have served and identify all the campaign medals each command may have earned that are not in your record. * Sources of information about unit awards for which you may be eligible include U.S. Navy Awards (<https://awards.navy.mil>), Command websites, and message traffic. |

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 37**  **Decorations, Medals and Awards**  Documents in this Field Code are provided for Selection Board review. | Honors and Awards  *\* Form printed from ESR following reenlistment.*  *\* Multiple documents possible.* | NAVPERS 1070/880 | YES  NO | Additional documents may include:   * Entitlement Letters * Weapons qualification letters * The U.S. Navy Awards website (<https://awards.navy.mil>) provides information, guidance, references and points of contact regarding personal and unit awards. * Pay close attention to campaign and service awards. Review each command with which you have served and identify all the campaign medals each command may have earned that are not in your record. |
| Individual citations for awards  *\* Multiple documents possible.*  *\* All joint service awards include two documents: the award certificate and the narrative write-up.* |  | YES  NO |

**FITREP/Evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **FITREP/Evaluation**  On the left navigation bar, go to Electronic Service Record > View > Fitness Report. | FITREP/Evaluation  *\* Click View All to see all available data.*  *\* Data for E5 and above only.*  *\* You should see at least one performance report per year.* | YES  NO | * Verify continuity of reporting periods, ensuring no missing evaluations and no gaps in reporting periods. |

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 35**  **Enlisted Performance Documents**  Documents in this Field Code are provided for Selection Board review. | Evaluation Report & Counseling Record  (E7-E9)  *\* At least one per year.* | NAVPERS 1616/27  *and/or*  NAVPERS 1616/8 | YES  NO | Additional documents may include:   * Performance Information Memorandum * Letter of Extension (on evaluations) * Service member rebuttal * Evaluation Report & Counseling Record Administrative Change (SUBJ 35PEC) * Letter of Explanation (SUBJ 35EEL) * Statement in Lieu of Missing Service |
| Evaluation Report & Counseling Record  (E1-E6)  *\* At least one per year.* | NAVPERS 161/24  *and/or*  NAVPERS 1616/26 | YES  NO |

**4. Verify Professional Information: ESR Data and OMPF Documents**

**History of Assignments**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **History of Assignments**  (becomes NAVPERS 1070/605 when printed and submitted to OMPF)  On the left navigation bar, go to Electronic Service Record > View > History of Assignments. | History of Assignments | YES  NO | * Your History of Assignments will affect what command awards you receive. * For SELRES, ensure AT History is documented in ESR. If supporting documentation is required, obtain information from NROWS (Navy Reserve Order Writing System). |

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 31**  **Classification and Assignment**  Documents in this Field Code are provided for Selection Board review. | History of Assignments  *\* Multiple documents possible.* | NAVPERS 1070/605 | YES  NO | Additional documents may include:   * Enlisted Classification Record (NAVPERS 1070/603) (Inactive form and form number) |

**5. Verify Service Obligations and Agreements: ESR Data and OMPF Documents**

**Service Obligations and Agreements**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Other Personal Information**  On the left navigation bar, go to Electronic Service Record > View > Service Obligations. | Current Contract Information (EAOS, Extensions, etc.) | YES  NO |  |
| Extensions | YES  NO |  |
| Contract History | YES  NO |  |

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 30**  **Procurement**  Documents in this Field Code are provided for Selection Board review. | Enlistment/Reenlistment Document | DD 4 | YES  NO | Additional documents may include:   * NAVCRUIT and MEPS enlistment forms * Enlistment Annex(es), Guarantees (NAVCRUIT 1133/52) * Bonus documentation (NAVPERS 1133/9) * Agreement to Recall or Extend Active Duty (NAVPERS 1070/622) * Statements of Understanding * Montgomery GI Bill (DD 2366) |
| Immediate Reenlistment Contract  *\* Multiple documents possible.* | NAVPERS 1070/601 | YES  NO |
| Agreement to Extend Enlistment  *\* Multiple documents possible.* | NAVPERS 1070/621 | YES  NO |

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 33**  **Separation and Retirement**  Documents in this Field Code are provided for Selection Board review. | Certificate of Release or Discharge from Active Duty | DD 214 | YES  NO | Additional documents may include:   * Career Status Bonus election (NAVPERS 7220/9) * Statements of Service * Separation Orders * Reserve retirement point credit reports * Reserve “20-Year Letter” |
| Record of Discharge from U.S. Naval Reserve | NAVPERS 1070/615 | YES  NO |

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 34**  **Miscellaneous Professional Service History**  Documents in this Field Code are provided for Selection Board review. | Record of Military Processing | DD 1966 | YES  NO | Additional documents may include:   * Key employee determination (SUBJ 34KED) * Professional History – Misc. (SUBJ 34MPS) |
| Drug and alcohol abuse statement of understanding | OPNAV 5350/1 | YES  NO |
| Questionnaire for National Security (if required) | SF 86 | YES  NO |

**6. Verify Administrative Remarks: ESR Data and OMPF Documents**

**Administrative Remarks**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESR** | **Data You Should Verify is Present (if applicable), Accurate and Current** | **Data Available and Current** | **NOTES** |
| **Administrative Remarks**  (Becomes NAVPERS 1070/613 when printed. Permanent Page 13s are submitted to OMPF.)  On the left navigation bar, go to Electronic Service Record > View > Administrative Remarks. | Permanent Page 13  *\* Multiple entries possible.* | YES  NO |  |
| Temporary Page 13  *\* Generated and retained by the command.*  *\* Some documents removed upon transfer, others removed upon reenlistment.*  *\* Multiple entries possible.* | YES  NO |  |

| **OMPF** | **Documents You Should Verify are Present  (if applicable), Accurate and Current** | **Form Number** | **Document Available and Current** | **NOTES** |
| --- | --- | --- | --- | --- |
| **Field Code 32**  **Administrative Remarks**  Documents in this Field Code are provided for Selection Board review. | Administrative Remarks (“Page 13”)  *\* Multiple documents possible.*  *\* Permanent documents that are generated by the command and forwarded via the servicing Personnel office or PSD.* | NAVPERS 1070/613 | YES  NO |  |

**TIPS for updating Personnel Information**

For updates and corrections to your personnel records – whether working with your Personnel Office, CPC, servicing PSD or a Help Desk – you will be required to provide documentation that supports your request. For this reason, you should maintain copies of your professional achievements, including awards, training records, certifications and qualifications, performance reports and other important documents.

**CAUTION**: Navy personnel records contain Personally Identifiable Information (PII) that can be used to steal your personal identify.

* Store all documents – whether paper or electronic – in a safe and secure space.
* In ALL email correspondence containing PII, you are required to DIGITALLY SIGN \*and\* ENCRYPT your email. Do NOT use PII (such as last four of your SSN) in the email subject line, as that text is not encrypted.

**Official Military Personnel File (OMPF)**

* For updates and corrections to OMPF, follow guidance provided on the Navy Personnel Command (NPC) website at <https://www.npc.navy.mil>.
* Hover over Career Info. Click Records Management > Military Personnel Records > Document Correction.
* Hover over Career Info. Click Records Management > Military Personnel Records > Document Submission.
* For complete list of OMPF Field Codes:
* Hover over Career Info. Click Records Management > Military Personnel Records.
* Under Bookmarks, click Retain / Delete List to open the Excel file.
* In the Excel document, select “Status” (column G) and in the dropdown, select “Active” for a tailored view of all the active documents that can be found in the OMPF.
* Select “ENL FC” (column F), then select one (or more) field code(s) at a time and verify this list against OMPF to verify completeness and accuracy.

**Electronic Service Record (ESR)**

* For updates and corrections to ESR, first contact your command Personnel Office, CPC or Command Career Counselor (CCC).
* If unable to resolve your issue, your CPC will coordinate with your servicing PSD to obtain required support.
* If your servicing PSD is unable to resolve your issue, contact the NSIPS Help Desk at 877-589-5991, DSN 312-647-5442, or [nsipshelpdesk@navy.mil](mailto:nsipshelpdesk@navy.mil).
* In many cases, data reflected in the ESR is obtained from other systems and cannot be corrected within the ESR itself. For example:
  + Awards information comes from the **Navy Department Awards Web Services (**NDAWS) / U.S. Navy Awards
  + Education, College and University information comes from the Navy Campus Management Information System (NCMIS)
  + Advancement information comes from the Enlisted Master File (EMF)
  + Navy Enlisted Classification Code (NEC) comes from the Enlisted Master File (EMF)
  + Training, Certification and Qualification information comes from multiple systems including the Fleet Training Management and Planning System (FLTMPS) and can be viewed via your Electronic Training Jacket (ETJ)

**TIP**: Much of the information displayed in the Electronic Training Jacket (ETJ) is also provided to the ESR. Therefore, it is possible that you can use an information sheet called “Problems With Your Data?” to identify sources of ETJ data that are also displayed in the ESR. The “Problems With Your Data?” information sheet is updated routinely and identifies the data systems and points of contact for many of the personnel and training systems. Access the file using the hyperlink provided at the bottom of ETJ pages.

**A Special Note about Reenlistment**

Verify your Personnel Office or servicing PSD has properly “closed out” your ESR and updated your OMPF. Thirty to sixty days after you reenlist, if you do not see the following updated documents in your OMPF, contact your Personnel Office or servicing PSD, via your CPC:

* ESR “Honors and Awards” (submitted to OMPF as form NAVPERS 1070/880)
* ESR “Training Summary” (submitted to OMPF as form NAVPERS 1070/881)
* ESR “Member Data Summary” (submitted to OMPF as form NAVPERS 1070/886)
* ESR “History of Assignment” (submitted to OMPF as form NAVPERS 1070/605
* Reenlistment Contract (NAVPERS 1070/601)
* Permanent Page 13s (NAVPERS 1070/613) (reference MILPERSMAN 1070-320)