

This Navy career information sheet is designed for **All Sailors**.

Over the years you have heard the terms *Permanent Personnel Record*, *Official Military Personnel File (OMPF)*, *Navy Service Record*, *Field Service Record (FSR)*, *Microfiche Record*, and *Electronic Service Record (ESR)* used by your Personnel Office, supervisors and other Sailors. But what are they, and what do you need to know about them?

The bottom line is they all refer to your **Military Human Resource Record**. This Record consists of personal and professional information and data that the Navy maintains according to federal regulations (United States Code, Title 5 and Title 44). Many different systems store this information, but for the individual Sailor the two most important systems are the **Official Military Personnel File (OMPF)** and the **Electronic Service Record (ESR)**.

TERMS, DEFINITIONS, AND INTRODUCTORY INFORMATION

- The **Official Military Personnel File (OMPF)** contains electronic images of documents generated throughout the career of every Navy officer and enlisted member, from time of entry until final separation. It resides in the Navy's **Electronic Military Personnel Records System (EMPRS)** which is an online repository for military human resource (HR) documents.
 - Documents in the OMPF are organized by categories such as Performance; Professional History; Personal Information; Training, Education and Qualifications; Privileged and Adverse Information; and Separation and Retirement.
 - Documents from the OMPF are the primary images used by Selection Boards when considering a member for promotion.
 - The **OMPF Review** – also known as **Web Enabled Record Review (WERR)** – provides the ability to view, download and print OMPF documents. Access via BUPERS Online (BOL) at <https://www.bol.navy.mil>.

IMPORTANT: *It is your responsibility to view and verify your OMPF documents at least once a year. Always review documents six months prior to Career Development Board and Selection Board review to ensure documents are up to date.*

- The **Electronic Service Record (ESR)** is replacing the “paper” Field Service Record (FSR) maintained by your command or servicing Personnel Support Detachment (PSD). Information that used to be entered on documents filed in your FSR is now entered as electronic data in your ESR. Additionally, when required by regulation, ESR data is printed on documents and submitted to Navy Personnel Command (NPC) for filing into your OMPF.
 - The ESR **View** function allows you to verify information contained within the Navy Standard Integrated Personnel System (NSIPS). If errors are found, you are authorized to request corrections in accordance with the Privacy Act of 1974.
 - The ESR **Tasks** function allows you to update ESR self-service items. This information is important to you and your command. It is your responsibility to keep it up to date.

IMPORTANT: *It is your responsibility to view and verify your ESR data at least once a year. ESR data is used to produce documents filed in your OMPF, so it benefits you to ensure your record is correct.*

- The **Performance Summary Record (PSR)** provides the ability to view, download and print a summary of your performance evaluations, awards and history of assignments. Access via BUPERS Online.
- The **Field Service Record (FSR)** is the folder containing paper documents used to update your OMPF and also used by your command in support of administrative actions. (The FSR is going away for all Sailors and is no longer being created for new Sailors.)

DETAILED INSTRUCTIONS AND ACTIONS REQUIRED

OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Background

- The OMPF is a permanent record, maintained in accordance with DoD Instruction 1336.08

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- and BUPERS Instruction 1070.27. (The Archivist of the United States determined that the OMPF has sufficient value to warrant preservation by the U.S. Government.)
- Documents are filed in the OMPF in accordance with Department of Defense and Navy-specific guidance.
 - Documents are submitted to the OMPF by your command or servicing Personnel Support Detachment (PSD).
 - Documents submitted to the OMPF become the property of the Department of the Navy.
 - The OMPF contains information about your enlistment, training, education, performance, discipline, awards, assignments, duties, casualty status, and separation/retirement from the Navy.
 - Except for administrative or clerical errors, documents filed in your OMPF may not be removed or changed except by authorization of the Secretary of Navy. However, if errors are found, you may request corrections in accordance with the Privacy Act of 1974.
 - The OMPF is managed by Navy Personnel Command (NPC), PERS-31.
 - References pertaining to your OMPF include the Military Personnel Manual (MILPERSMAN) 1070 series, and BUPERSINST 1070.27.

OMPF Use and Contents

- OMPF documents are used to manage servicemember assignments, training, advancement, and separation. After separation, they are used primarily to protect the legal and financial rights of veterans, their families and survivors. The U.S. Government has classified OMPF documents as permanent records (when you separate or retire from the Navy, your OMPF is maintained indefinitely.)
- OMPF documents reflect your fitness for military service, performance of duties, and entitlements.
- OMPF documents affect or influence your Navy career and benefits.
- Some OMPF documents are used in the Selection Board process.
- Per BUPERS Instruction 1070.27, the primary documents submitted to the OMPF include:
 - NAVPERS 1070/601 – Immediate Reenlistment Contract
 - NAVPERS 1070/602 – Dependency Application/Record of Emergency Data
 - NAVPERS 1070/604 – Enlisted Qualifications History (no longer used)
 - NAVPERS 1070/605 – History of Assignments
 - NAVPERS 1070/606 – Record of Unauthorized Absence
 - NAVPERS 1070/607 – Court Memorandum
 - NAVPERS 1070/613 – Administrative Remarks (Permanent Page 13s)
 - NAVPERS 1070/615 – Record of Discharge from the U.S. Naval Reserve (Inactive)
 - NAVPERS 1070/622 – Agreement to Recall or Extend Active Duty
 - NAVPERS 1070/621 – Agreement to Extend Enlistment
 - NAVPERS 1070/880 – Award Record
 - NAVPERS 1070/881 – Training Education and Qualifications History
 - NAVPERS 1616/26 – Evaluation Report and Counseling Records
 - DD 4 – Enlistment/Reenlistment Documents
 - DD 214 – Certificate of Release or Discharge from Active Duty
 - DD 215 – Correction to DD 214
- Most of the documents above are submitted to the OMPF when created, but the following documents are submitted only at the end of your enlistment/reenlistment:
 - NAVPERS 1070/605 – History of Assignments
 - NAVPERS 1070/880 – Award Record
 - NAVPERS 1070/881 – Training Education and Qualifications History

View OMPF Documents

1. Go to BUPERS Online (BOL) at <https://www.bol.navy.mil>. When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
2. Select **Web Enabled Record Review**.

NOTE: CAC is required for access to view service record documents in the Internet environment. If you are not on an NMCI workstation, you must have a Common Access Card Reader and ActivIdentity/ActivClient software installed on your computer. Contact your Local Registration Authority (LRA) or Communications Officer for more information.

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→ Action Required

- Once a year, review your OMPF documents by using Web Enabled Record Review (WERR) located on BOL at <https://www.bol.navy.mil>.
 - If you discover a duplicate document or a document that belongs to someone other than you, you may contact NPC directly to have the error corrected.
 - If you discover errors on documents or information missing, contact your command Personnel representative or servicing PSD for assistance.
 - For additional information concerning correcting your OMPF, go to the NPC website at <https://www.npc.navy.mil>. Click **Career Info** > **Records Management** > **Military Personnel Records** > **Corrections and Submissions**.
- View and verify documents at least six months prior to Career Development Board and Selection Board review to ensure documents are up to date.
- Once a year, order a CD copy of your OMPF and place it in a safe and secure place. Order through BUPERS Online.

NOTE: Actions taken to update this record will not automatically change other records. Each record should be corrected individually.

ELECTRONIC SERVICE RECORD (ESR)

Background

- The ESR allows you to view information contained within the Navy Standard Integrated Personnel System (NSIPS).
- NSIPS contains pay and personnel information entered by your command and/or servicing PSD.
- You establish and access your ESR via the NSIPS portal at <https://nsips.nmci.navy.mil>. (See **ESR QuickStart**, available at **NKO** > **Career Management** > **Navy Career Tools**.)
- Sailors on some surface ships can view an afloat version of their ESR via a shipboard NSIPS server. (See **ESR QuickStart**.)
- Periodically, usually at specific career milestones such as reenlistment, separation or retirement, ESR information is printed, signed and electronically submitted to your OMPF.
- You have the ability to update some personal information displayed in your ESR. (See **ESR QuickStart**.)

View ESR Data

INTERNET - Via Navy Standard Integrated Personnel System (NSIPS)

1. Go to <https://nsips.nmci.navy.mil>. When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
2. Read the security disclaimer, check the box provided, then select **Agree**.
3. Click **Logon**. When asked to verify your PKI, choose the DoD CA-XX certificate.
4. Click next to your User ID (your name).
5. Read the security disclaimer, check the box provided, then select **Agree**.
6. Click **Logon**.

NOTE: CAC is required for access to view service record data in the Internet environment. If you are not on an NMCI workstation, you must have a Common Access Card Reader and ActivIdentity/ActivClient software installed on your computer. Contact your Local Registration Authority (LRA) or Communications Officer for more information.

AFLOAT - Via Navy Standard Integrated Personnel System (NSIPS) shipboard server

1. Go to <http://nsipswebafloat>.
2. Under **Navy Standard Integrated Personnel System**, click **ESR Self-Service Access**.

NOTE: CAC is not required to access the afloat ESR via the shipboard Navy Standard Integrated Personnel System (NSIPS) server.

→ Action Required

- Every six months, view and verify your ESR for currency and accuracy. If you discover errors or missing information, contact your command Personnel representative or servicing PSD.

NOTE: Actions taken to update this record will not automatically change other records. Each

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record should be corrected individually.

PERFORMANCE SUMMARY RECORD (PSR)

Background

- The PSR is a three-part report that summarizes your professional information, performance history, and personal decorations.
- You may view, download and print copies of your PSR via BUPERS Online.
- Your PSR is used in the Selection Board process.

View PSR Documents

1. Go to BUPERS Online (BOL) at <https://www.bol.navy.mil>. When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
2. Select **Performance Summary Record** to view performance evaluation documentation.

→ **Action Required**

- Once a year, view and verify your PSR for currency and accuracy. If you discover errors or missing information, contact your command Personnel representative or servicing PSD.
- View and verify your PSR at least six months prior to Selection Board review to ensure documents are up to date.

NOTE: *Actions taken to update this record will not automatically change other records. Each record should be corrected individually.*

FIELD SERVICE RECORD (FSR)

Background

- The FSR is the brown folder and paper documents maintained by your command or servicing PSD.
- The FSR includes documents such as your enlistment contract, Dependency Application/Record of Emergency Data (Page 2), Enlisted Qualifications History (Page 4), History of Assignments (Page 5), Administrative Remarks (Page 13), Evaluation Report and Counseling Records, awards and citations.
- The FSR is being phased out and will be replaced by a combination of your OMPF – which is paper documents stored as electronic files – and your ESR – which is electronic data.
- Your command Personnel representative or servicing PSD is responsible for proper disposition of your FSR. Some documents will be scanned and submitted to the OMPF, some documents will be provided to your command for safe-keeping until you transfer or separate from the Navy, and some documents will be returned to you for custody and safe-keeping.

IMPORTANT: *When your command Personnel representative or servicing PSD gives you the FSR documents for which you are now responsible, you should receive important information regarding proper custody of your personally identifiable information (PII). If you do not receive this information, you will find it on the Navy Personnel Command (NPC) website at <http://www.npc.navy.mil>.*

- Go to **NPC > Career Info > Records Management > Enlisted Field Service Record Closeout**. Download **Sailor Guide to EFSR**.

→ **Action Required**

- When provided to you, place FSR documents in a safe and secure place.
 - Copies of your personnel documents may be required to support advancement and career development activities.
 - Copies of your personnel documents also may be required for back-up, should your electronic records inadvertently be damaged or destroyed.

SUPPORTING INFORMATION AND SERVICES

OBTAIN SUPPORT AND INFORMATION FROM YOUR COMMAND, PSD AND NPC

- Your command Personnel representatives or servicing Personnel Support Detachment (PSD) is responsible for updating your records.
- The Navy Personnel Command (NPC) Records Support Division (PERS-31) provides Navy service record support services. The Records Management Policy Branch (PERS 313) is responsible for policy and maintenance of the OMPF.

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- The NPC website at <http://www.npc.navy.mil> provides information regarding how your records are maintained.
 - Go to **NPC > Career Info > Records Management > Military Personnel Records**.
 - Review **Document Submission**, **FAQ**, **Ordering and Reviewing Your OMPF**, **Selection Board Record Review**, and **Your OMPF on CD-ROM**.

→ Action Required

- Submit corrections to your service record (OMPF, ESR and PSR) via your command or servicing PSD in accordance with the MILPERSMAN, or in accordance with the regulation governing the original document.
- Use information provided on the NPC website to submit corrections.
 - Go to **NPC > Career Info > Records Management > Military Personnel Records > Corrections and Submissions** and **Enlisted Record Update**.
 - Be sure to read the **FAQ** section and the **Contact Us** page before submitting requests.

IMPORTANT: *A common misconception is that when one personnel record is updated the others are updated automatically. This is not true and you may need to correct each record individually. Your command Personnel representative or servicing PSD, Command PASS Coordinator (CPC), and Command Career Counselor (CCC) can provide information and assistance.*

SAFEGUARD YOUR PERSONAL AND PRIVATE INFORMATION

IMPORTANT: *You must retain your service record documents in a safe, secure place. Remember, these documents contain personal and private information that can be misused for a variety of purposes, including identity theft.*

What is Personally Identifiable Information (PII)?

- Personally Identifiable Information (PII) is any information that can be used to distinguish or trace an individual's identity. Examples include, but are not limited to: name, Social Security number (SSN), date of birth, home address, home phone number, personal email address, family data, religion, race, national origin, fingerprints, photographs, performance ratings, security clearance level, leave balances, types of leave used, financial information, and medical information.
- Full and partial SSNs associated with a name are especially sensitive and commonly found on many of your service record documents. Take special care to safeguard these sensitive personal elements and all medical and financial information from persons without a need to know.

→ Action Required

- Protect your Personally Identifiable Information (PII) using the following best practices:
 - Share PII only with those who have a need to know.
 - Store all PII in a locked container, in a locked space, or on an encrypted hard drive.
 - Mark all documents and email containing PII with "For Official Use Only, Privacy Sensitive Information. Any misuse of this information could result in criminal or civil penalty." (Department of the Navy policy)
 - Destroy the document or electronic file containing PII if you don't need it. Keep only what is absolutely required.

OBTAIN HELP WHEN YOU NEED IT

- **Your Command**
 - Command Personnel representative, Command PASS Coordinator, Career Counselor
- **Your servicing Personnel Support Detachment (PSD)**
- **NSIPS help desk**
 - Call 877-589-5991, Option 2; DSN 647-5442, Option 2; email nsiphelpdesk@navy.mil.
- **Global Distance Support Center (GDSC)**
 - Call 877-418-6824; DSN 510-428-6824 (OCONUS); email anchordesk@navy.mil.

OBTAIN USER AIDS

- Log in to **Navy Knowledge Online (NKO)** on the Internet at <https://www.nko.navy.mil>.
- Under the **Career Management** heading, click **Navy Career Tools**.
 - Download the **Sailor Toolbox** information sheet.
 - Download the **ESR QuickStart**.