Electronic Submission
(e-Submission / e-Sub)

STANDARD

OPERATING PROCEDURES

Version 2.0
17 November 2015

Navy Personnel Command
5720 Integrity Drive
Millington, TN 38055-313
## Contents

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1. Overview

This document contains Standard Operating Procedures (SOP) for electronic submission (e-Submission/e-Sub) of permanent Military Human Resource (HR) documents commonly submitted to the Official Military Personnel File (OMPF) by an authorized Navy Personnel Offices. With the completion of the Enlisted Field Service Record (EFSR) closeout in 2011, the Navy moved forward to a more efficient and expeditious method of updating and maintaining permanent personnel records of both officers and enlisted personnel. The e-Submission (e-Sub) application in BUPERS Online (BOL) is the primary means of updating Sailors’ OMPF and shall be used by approved Trusted Agents assigned to servicing Personnel Offices. The e-Submission application also provides Trusted Agents the ability to electronically submit permanent military HR documents to the OMPF, and validate the acceptance or rejection of a document. Submission of HR documents via e-Submission allows tracking from initial submission to final posting into the OMPF by both Personnel Specialists (PSs) and HR Specialists as well as the Sailors. Documents will routinely be added to the dropdown list of documents in the e-Sub application on BOL, but in the interim, if you have a required OMPF document to submit that is not on the dropdown list, it must be mailed to Navy Personnel Command (PERS-313) for inclusion in the OMPF.
2. Trusted Agents

To ensure integrity of documents filed in the OMPF, the authority to e-Sub documents shall only be granted to Trusted Agents, assigned to an activity designated in the Navy Personnel Database (NPDB) as a Pay/Personnel Unit Identification Code (PPUIC) and Navy Operational Support Centers (NOSCs). Request must be submitted by Commanding Officers, Officers-in-Charge, and Personnel Support Detachment Directors/Officers-in-Charge. Activities shall forward documents of Sailors attached to their activity to their servicing PPUIC/NOSC for e-Submission and inclusion into Sailors OMPF.

Trusted Agents will be responsible for scanning, uploading, indexing, and submitting documents to the OMPF via the e-Submission application on BOL. Prior to submission, the Trusted Agent will verify the authenticity of documents to be scanned (know the source or ask for the original document; do not assume that a copy of a document provided by a Sailor is a copy of the original). Additionally, Trusted Agents shall retain the documents that were scanned and e-submitted until the document has been accepted in the OMPF; distribute original documents and their copies as required by specific regulatory guidance; research rejected documents, and take appropriate action to correct and resubmit rejected documents as required.

3. Request for Access

The e-Submission application allows users to upload images via the BOL portal to a member’s OMPF stored in the Electronic Military Personnel Records System (EMPRS). Requests must be submitted to NPC (PERS-313), via BOL Helpdesk, in memorandum format as indicated in paragraph 3.1 below. And since both BOL and EMPRS are considered IT-II (Non Critical Sensitive) systems, an approved System Authorization Access Request-Navy (SAAR-N) form, (OPNAV 5239/14) must be submitted as indicated in paragraph 3.2 below.
3.1 Memorandum Request

The e-Submission application is intended for use by a Sailor’s servicing PPUIC/NOSC and not by the Sailor’s organization unless they are not serviced by a Personnel Support Detachment. This request requires a Memorandum, on letterhead, signed by the Commanding Officer, Office-in-Charge, Executive Officer (over their title), or PSD Director, requesting an individual be authorized to electronically submit HR documents to the OMPF as a trusted agent. (See Appendix A)

The memorandum shall certify that the designated Sailor/employee has made himself or herself familiar with this SOP, and the various policies and instructions governing the documents being submitted.

Requestors must be attached to an activity UIC listed in Appendix B (Authorized PPUICs), Table 1. If your activity UIC is not listed in Appendix B, Table 1, your activity is not authorized to submit updates to the OMPF.

3.2 SAAR-N form (OPNAV 5239/14 – current version)

3.2.1 All blocks must be completed as outlined on page 4 of the SAAR-N form, except as indicated below. The following instructions are specific for BOL and/or e-Sub access and must be included. Incomplete requests will be denied.

a. Top Section:

   TYPE OF REQUEST: Check Initial.

   SYSTEM NAME: Type BOL e-Submission (if user already has BOL access), or type BUPERS Online, BOL e-Submission to request access to both.

   LOCATION. Type Millington, TN for physical location of the system.

b. PART I

   (2) ORGANIZATION. Type the activity name that the requestor is assigned to.

   (3) OFFICE SYMBOL/DEPARTMENT. Type the assigned Unit Identification Code (UIC).
c. PART II

11. JUSTIFICATION FOR ACCESS. Type “To submit updates to OMPF as a trusted agent.”

12. TYPE OF ACCESS REQUIRED. Check Authorized.

13. USER REQUIRE ACCESS TO. Check Unclassified.

14. VERIFICATION OF NEED TO KNOW. Check box.

Blocks 15 (15a and 15b). Refer to page 4 of the OPNAV 5239/14 SAAR-N.

Blocks 16 (16a and 16b). Refer to page 4 of the OPNAV 5239/14 SAAR-N.

SIGNATURE OF INFORMATION OWNER/OPR. Blocks 17, 17a and 17b should remain blank or marked N/A.

SIGNATURE OF IAM OR APPOINTEE. Blocks 18, 19, 20, and 21 Refer to page 4 of the OPNAV 5239/14 SAAR-N, unless member is assigned to PSD/CSD. If assigned to PSD/CSD, NPC IAM will complete this block.

d. PART III. This part must be completed by the command’s security manager. All blocks must be filled out.

e. PART IV. Leave blank. This will be completed by CNPC staff.

3.2.2 Submitting the completed SAAR-N form

a. Verify Parts I, II and III are completely filled in and contain all appropriate electronic signatures.

b. Email - the completed and signed form shall be emailed as follows:
Personnel attached to PSDs/CSDs Only: MILL PSD SAAR@navy.mil;
All other activities: NPC IT SERVICE DESK@navy.mil

Note: If sent via email, the email must be encrypted and signed with a digital signature in order to protect the personal information contained in the form. Failure to encrypt the email will constitute a PII breach.

3.3 If both the SAAR-N and the Memorandum request are approved, access will be granted, and the e-Submission link will be listed in the BOL Application Menu upon next login.
All civilian, contractor and other non-Navy employee accounts are set to expire in a 90-day cycle. If there is no activity during that 90-day period, the account will expire. If your account does expire, submission of a new SAAR-N is required.
4. **Scanner Settings.**

4.1 For DD Form 214/DD Form 215, scanners must be set to the following scan settings in order for text to be readable in the shaded areas of the forms:

- **File Format:** PDF (Portable Document Format)
- **Color:** Color Scan
- **Type:** Photo
- **Orientation:** Letter (8.5” x 11”)

**Note:** There should be no redacted blocks on this copy, and if you cannot read the text inside of the shaded area on the computer you scanned the image into, we will not be able to read it either and the document will be rejected.

4.2 For NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, and NAVPERS 1070/886, scanners must be set to the following scan settings in order to minimize document size for storage purposes:

- **File Format:** PDF (Portable Document Format)
- **Color:** Black & White Scan
- **Type:** Text
- **Orientation:** Letter (8.5” x 11”)

4.3 For **All other documents**, scanners settings will be based upon the type of scanner maintained at each activity with the following default scan settings:

- **File Format:** TIFF (Tagged Image File Format)
- **Color:** Black & White
- **Type:** Text
- **Orientation:** Letter (8.5” x 11”)
- **Resolution:** 300 DPI (dots-per-inch)

If your scanner does not allow you to set these individual settings, you should verify with your Information Systems support team or scanner user guide to ensure the scanned images meet the required format.

**Note:**
The document type is selected on when the document is scanned. Do not manipulate or change a document's properties from its original state (for example: do not change a .PDF file into a .TIFF). Doing so will corrupt the image/properties, which could also corrupt the entire batch of documents submitted by others.
4.4 Documents must be scanned or saved as indicated in paragraphs 4.1, 4.2 and 4.3. A TIFF with multiple pages such as SGLV 8286 must be scanned into one multi-TIFF (MTIFF) image file for upload as a single file. A PDF with multiple pages such as DD 214 (with continuation page), or a NAVPERS 1070/881, must be scanned together as complete document.

4.5 Individual document versus batch scan. Since not all personnel offices have the same type of digital sender or scanner, it is important that each personnel office be familiar with the steps necessary for setting the scanner to the proper format.

   a. Individual document scans – Individual scans referred to in this “SOP are simply loading and scanning each document in separate scan sessions, which will result in a single document (a 1 page TIFF image, or a multiple page TIFF (MTIFF) image). This scan process will not require any additional image preparation prior to uploading via the e-Sub application.

   b. Batch scans – Batch scanning as referred to in this SOP is simply loading and scanning multiple documents together, in one scan session, which results in one large multi-TIFF (MTIFF) image file or PDF. If batch scanning is used, each document must be separated into an individual TIFF or PDF files before uploading the images via the e-Sub application.

Note: PDF Batch scan is not recommended. Because most desktops have Adobe Reader which does not have the ability to separate files.

5. e-Submission Documents/Forms Processing

Unless otherwise instructed in a document's governing directive, all documents received for e-Submission shall be e-Submitted on a daily basis, or as soon thereafter as practicable. After uploading the documents into e-Submission, the documents shall be held in a local retain file until the document is accepted by NPC and becomes viewable in OMPF. If a document is rejected, the error must be corrected, and the documents resubmitted, if applicable. Upon ingestion into the OMPF, users shall ensure Sailors are given the original document with instructions for the sailor to retain in his/her personal file. Documents not listed on the e-Submission forms list within the e-Submission application, which require filing in the OMPF as required by document's governing instruction shall be mailed to Navy Personnel Command (PERS-313) for scanning and ingestion into the Sailor's OMPF.
5.1 e-Submission Forms List. The most common documents required to be forwarded via e-Submission are listed below. A complete list is built into e-Submission application on a dropdown list, however what you will see on the dropdown is based on the format of the document you are submitting, i.e., if you are submitting a PDF, you will only be able to see those documents authorized to be submitted as a PDF:

(1) NAVPERS 1070/601, Immediate Reenlistment Contract and ESR Closeout documents per Section 5.3 below

(2) NAVPERS 1070/621, Agreement to Extend Enlistment

(3) NAVPERS 1070/622, Agreement to Recall or Extend Active Duty

(4) NAVPERS 1070/602, Dependency Application/Record of Emergency Data with supporting document(s). Do not e-submit Dependency Applications that were already submitted through the NSIPS RED/DA self-service process.

(5) SGLV forms (8286/8285/8286A/8285A), Servicemember’s Group Life Insurance Election/Designation forms

(6) NAVPERS 1070/606, Record of Unauthorized Absence

(7) NAVPERS 1070/607, Court Memorandum

(8) NAVPERS 1070/613, Administrative Remarks (Permanent only), refer to MILPERSMAN 1070-320.

Note: The “Authority” block of a permanent NAVPERS 1070/613 shall reflect the regulation/instruction or policy that requires the document to be filed in the permanent record (OMPF) per MILPERSMAN 1070-320. Entering Commanding Officer or a Command name is not a valid “Authority” for a permanent NAVPERS 1070/613. NAVPERS 1070/613s without a valid authority will be rejected.

(9) NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Inactive)

(10) NAVPERS 7220/9, US Navy Career Status Bonus (CSB) Election and Payment Option Form

(11) 15/45 DEPN, DFAS Dependency Determination Letter (attach to the NAVPERS 1070/602)

(12) DD 214, Certificate of Release or Discharge from Active Duty
(13) DD 215, Correction to DD 214
(14) DD 2648, Pre-separation Counseling Checklist
(15) ESR Closeout documents per Section 5.3 below

5.2 Document Requirement

a. There are eight documents (forms) required to be e-Submitted as PDF, these are: DD Form 214, DD Forms 214c, DD Form 215, NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, and NAVPERS 1070/886. Refer to sections 4.1 and 4.2 for specific scanner settings for these forms.

b. All other documents are required to be e-Submitted as TIFF.

5.3 ESR Closeout Documents

(1) Upon Reenlistment, five ESR documents are required to be submitted to the OMPF. These documents are to be generated through NSIPS/ESR only.

   (a) NAVPERS 1070/605, History of Assignment

   (b) NAVPERS 1070/880, Awards Record (using the Closeout Member Record function, select Reenlistment)

   (c) NAVPERS 1070/881, Training, Education and Qualifications History (using the Closeout Member Record function, select Reenlistment)

   (d) NAVPERS 1070/886, Member Data Summary (MDS)

   (e) NAVPERS 1070/613, Administrative Remarks (all permanent remarks required upon reenlistment)

(2) Upon Separation, five ESR documents are required to be submitted to the OMPF, applicable to both officer and enlisted. These documents are to be generated through NSIPS/ESR only.

   (a) NAVPERS 1070/605, History of Assignments

   (b) NAVPERS 1070/880, Awards Record

   (c) NAVPERS 1070/881, Training, Education and Qualification History
(d) NAVPERS 1070/886, Member Data Summary (MDS)

(e) NAVPERS 1070/613, Administrative Remarks (all permanent remarks required upon separation)

(Always refer to the most current policy when determining what documents are to be e-Submitted or mailed for permanent retention)

5.4 Important Notes

a. To ensure integrity of the OMPF, Trusted Agents shall verify documents scanned into the OMPF are original or exact duplicates of the original documents.

b. Do not e-Submission award citations or certificates such as Navy and Marine Corps Achievement Medals, Navy and Marine Corps Commendation Medals, Letters of Appreciation and Commendation, Military Outstanding Volunteer Service Medals, etc. (See SECNAVINST 1650.1(Series) and NAVADMIN 016/13 for policy and procedures regarding the processing of specific awards).

c. Sailors providing documents not currently posted in their OMPF shall have the document verified for authenticity and legitimacy by the servicing PPUIC/NOSC prior to uploading to e-submission.

d. Ensure both sides of two sided documents are scanned if each side contains data entries; but do not scan pages that do not contain entries (blank pages).

e. OMPF documents approved for filing in the OMPF per BUPERSINST 1070.27C that are not on the e-submission forms list, and documents submitted by activities not authorized to electronically submit documents shall be mailed to:

Commander
Navy Personnel Command
PERS-313
5720 Integrity Drive
Millington, TN 38055-3130

6. e-Submission Status

a. Pending: The indexed files were successfully submitted to CNPC and are pending OMPF processing. Documents in Pending status remains visible in the e-Submission Status tab until accepted or rejected.
b. Rejects: File was rejected. See “Reject Reason” and/or “Comment” fields in the e-Submission “Status” window. See Appendix C for Reject Reasons. Documents in Rejected status only remains visible in the e-Submission Status tab for 90 days, so ensure they are reworked prior to the system automatically removing them.

c. Accepted: File passed Verification process and was accepted into the Sailor’s OMPF. Documents accepted into the OMPF remains visible in the e-Submission Status tab for up to 30 days. 

Note: The document status is also indicated in the OMPF-Command View application by clicking the “e-Submission Documents” tab.

7. Processing e-Submission Rejects

Rejects occur when a document is not accepted for filing into the Sailors OMPF for various reasons. Trusted Agents who submit documents are responsible for keeping a retain file until the document is accepted to ensure proper posting to the OMPF. If a document rejects, the submitter of the document shall review the reason for the reject and take appropriate action to correct and resubmit the document, if applicable. The key to resolving rejects is research and knowledge of the governing policies of each document. The key to minimizing rejects is training. Appendix C provides a listing of the most common rejects associated with e-Submission. If a document is rejected and no explanation is available or found in the “reject reason” block, and the submitter cannot determine why the document rejected, an encrypted email should be sent immediately upon discovery of the reject to: MILL_OMPF-CHG@navy.mil, Subject Line: “e-Submission Reject”.

Reject reasons purge from the system at approximately 90 days, so this email must be submitted within 30 days or sooner to allow for NPC research. The request should contain the following information:

- Sailor’s Name and full SSN
- PPUIC of the e-Submitter
- Form/File Name and Date originally submitted
- Brief description of the inquiry to include reason listed on reject report if applicable

If a submitter discovers that a rejected document is submitted in error after a thorough research, no action is required from the submitter.
8. e-Submission Process - Start to Finish

Step 1: Sign on to BOL on the NPC website: https://www.bol.navy.mil/

Step 2: On the BOL main menu, select the link for the E-Submission application. If the e-Sub link is not visible in BOL, your access has not been granted (refer to Section 3, Request for Access).
Step 3: The e-Submission welcome screen displays the Unit Identification Code (UIC) the files will be submitted against. Select OK.

Step 4: Type the nine (9) digit SSN as listed on the document you are submitting.

   a. If the SSN is not recognized, you will receive an error message.
      
      (1) Verify the SSN against the NSIPS Locator and record documents.
      
      (2) Enter the correct SSN.
      
      (3) If SSN is still not recognized, there is no OMPF record for this SSN. Submit an encrypted email to MILL_OMPF-CHG@navy.mil, subject line: e-Sub Invalid SSN. Provide the member’s full name and SSN, date of birth (DOB), and date of enlistment.
b. If the SSN is recognized, the Sailor’s name will auto populate and the **Add Files** button will appear.

**Step 5:** Select **Add Files**.

![Add Files button](image1)

a. Locate and select all scanned image files for this Sailor by navigating to the designated desktop folder they were scanned into. **Note:** There is no required format for naming your scanned file (filename), as long as you can identify the scanned file against the document you e-Submitted; however using the same naming convention such as the first 4 or 5 letters of the last name; last 4 of the SSN; and form number is recommended, ie SMITHXXXXXDD214.

b. Select **Open** to upload the selected documents. Refer to the **Upload Progress** pane to confirm the documents were uploaded successfully. You will notice that as each document is uploaded successfully, it will appear in the document section above the upload process panel.
c. If the Upload Progress pane displays a processing error, the file will not display in the document section. This error is normally caused because the document was not scanned using the proper image format and must be re-scanned. Refer to Section 4, Scanner Settings.

Step 6: Preparing documents to be uploaded into the OMPF. (Indexing)

a. Click on the “Form Type” box for the first file in the Documents panel, this will cause the image to become visible in the Document Viewer window.

b. Verify the SSN and name on the image against the SSN and name in the upper left corner of the e-Sub application. If the last 4 digits of the SSN or name does not match, remove the document and resubmit under correct SSN/name (to mark a file for removal from the document submission list, select the Trashcan icon located next to the Filename).

c. In the Document panel, select the Form Type (Form Number and Form Title) by typing in the field or using the drop down menu.

Note:
- Ensure the form title and form number matches the form title and form number displayed in the document viewer.
- Check every page in the document viewer because if one page is a different form the document will be rejected.
d. Add the **Doc Date** (document date) in the following format – YYYYMMDD.

**Note:**
- Enter the date signed if it records a single event, or the last date on the form for multi-event forms. Future dates are not authorized.
- For DD Forms 214, enter the separation date on block 12b.
- For NAVPERS Form 1070/601, enter the reenlistment date.
- For NAVPERS Forms 1070/605, 1070/880 and 1070/886, enter the date reflected at the bottom of the page: “Official NSIPS/ESR form printed this date: MM/DD/YYYY”.
- If any of the file data is in red font as well as bolded and underlined, the date entered was either a future date or was in the wrong format. Research and correct the issue.

Step 7. Repeat step 6 for each document listed under form type for this Sailor.

Step 8. After all documents have been indexed, and those with errors selected for deletion, select **Submit** located at the top of the screen. The below screen will provide you with a summary of your transactions for this sailor’s record. From this screen, you may select OK to process these transactions or cancel which will allow you to go back to the documents screen and change any of your input.

![Submitting Documents...](image)

Step 9. Select **OK** to confirm the submission of uploaded documents.

a. The documents you chose to delete in **Step 2 above** will be listed under “remove” and will be removed at this point.
b. Documents with missing indexing data will be listed under “keep”, will not be submitted and will remain in the document pane for that sailor until removed, or indexed and submitted.

Step 10. Select **OK** after reviewing the Submission Results.

![Submission Results](image)

Step 11. Repeat steps 4 through 10 for each Sailor you are submitting documents on while logged into the e-Sub application.

8.1. The e-Sub application provides a Status window for tracking the status for electronically submitted documents. Select **Status** in the upper right of the e-Sub main screen.

![Status Window](image)

8.15. Use the bottom scroll bar to navigate through all of the fields. Documents electronically submitted for your activity will be listed with one of three statuses: (see also Section 6, e-Submission Status)

a. “Pending”

b. “Accepted”

c. “Rejected”
8.16. Select Submissions to return to the e-Sub main screen.

8.17. To end the submission session, select Return to BOL and log out of BOL.

9. e-Submission Quality Assurance (QA) Process (PERS-313)

After document image files are sent to the BOL e-Submission application from various e-Submission authorized personnel offices, the system will automatically place the documents in Pending status in the BOL e-Submission application. This status will also be viewable in OMPF-My Record and OMPF-Command View applications by selecting the “e-Submission Documents” tab.

Documents are passed from BOL to the OMPF processing modules daily, but will remain Pending until a document is processed individually, and the status is changed to accepted or rejected. This process normally takes between 10-45 business days, depending on the number of documents submitted Navy wide, and the documents priority.

a. Document Priorities:

1. Priority 2 batches: Contains 50 documents in a batch and is considered the highest priority documents. Processed within 48 hours to 5 business days upon receipt of batch in QA.
   
   (a) DD 214 (Certificate of Release or Discharge from Active Duty)
   
   (b) DD 215 (Correction to DD 214)

2. Priority 3 batches: Contains 50 documents in a batch and is considered the next highest priority documents. Processed within 10 business days upon receipt of batch in QA.
   
   (a) SGLV 8286/8286A (Servicemembers’ Group Life Insurance Election and Certificate)
   
   (b) NAVPERS 1070/602 (Dependency Application/Record of Emergency Data)

3. Priority 5 batches: Contains 200 documents in a batch, which consist of all other documents submitted in e-Submission. Processed within 30-45 business days upon receipt of batch in QA.
Note:
Once documents are grouped into working batches, batches are processed according to priority as listed above. Each document within a batch passes through the below processed before it is accepted or rejected.

b. OMPF document processing (QA Process) consists of 3 separate modules: Validation, Verification and Quality Control. In the Validation and Verification modules, a clerk will review each document that has been submitted for accuracy, and make corrections, if authorized. Either clerk may reject or accept the documents.

1. If a document is accepted, the document will post to the Sailor’s OMPF, and the status will change from “Pending” to “Accepted”. The process ends here.

2. If a document is rejected, it is passed to the QC process.

3. In the QC process, all rejected documents are reviewed further using data available to determine whether or not the documents can be processed, by researching available data in the system. If the document is found to be valid during the QC process, the QC clerk will repeat the QA process and the document will eventually be accepted for inclusion into Sailors’ OMPF. If the document cannot be validated during the QC process, the rejected document will be deleted and the status will changed to Rejected. Reject reasons will only be visible in the e-Submission Status tab in the e-Submission application.

10. Reconciliation

The e-Submission process is not complete until the Trusted Agent verifies that the documents submitted are posted in Sailor’s OMPF (accepted). It is the submitter’s responsibility to verify that documents are accepted and/or posted into Sailor’s OMPF by checking one of the following applications in BOL: (1), The “Status” tab in the e-Submission application (See Figures 1-1b); and (2), The “e-Submission Documents” tab in the OMPF-Command View Application (See Figure 2).

1) To view the status in the e-Submission application:
a. Click on the “Status” tab (See Figure 1). A window will open to the Status screen where you will see a list of Sailor’s last 4 SSN (See Figure 1a).

![Figure 1](image1.png)

**Figure 1**

b. Click on the icon to expand on the list of documents e-Submitted to see detailed info (See Figure 1a and 1b):

![Figure 1a](image2.png)

**Figure 1a**

![Figure 1b](image3.png)

**Figure 1b**

2) To view the status in the OMPF-Command View application

   a. Click on the “e-Submission Documents” tab (See Figure 2)
Notes:
Remember – The submitting personnel office must retain a copy of each document submitted until the document is accepted and posted to the sailor’s OMPF.

Rejected documents must be reviewed by the submitter; corrected and resubmitted if applicable.
11. Appendix

Appendix A Sample Memorandum

(LETTERHEAD)

1000
Ser XX/XXXX
31 Jan 14

From: Director, PERSUPP DET NAVSUPFACT Memphis
To: Navy Personnel Command, Records Management Policy Branch (PERS-313)
Subj: ELECTRONIC SUBMISSION REQUEST

1. Request access to e-Submission in order for the following individual(s) to submit necessary updates to the OMPF in the capacity of a Trusted Agent.

Full Name: Smith, Sailor; Rank/Rate: PS2; SSN: XXX-XX-XXXX
Activity UIC: 00000; Email Address: sailor.smith@navy.mil; Phone Number: (901) 874-1234; Division/Department/Section: ESO

PS2 Smith has reviewed the e-Submission SOP and is familiar with MILPERSMAN Articles associated with submitting documents to the OMPF as evidenced by the Trusted Agent certification below.

Trusted Agent Certification:
I certify that I have read and made myself completely familiar with the e-Submission process and the instructions, policies, and procedures governing the various documents ingested through e-Submission.

I understand that I am authorized to electronically submit only those items found in the e-Submission dropdown list identified in the e-Submission application for Sailors attached to my activity based on current regulations. I understand that documents which require permanent retention in the OMPF but are not found in the e-Submission dropdown list are required to be mailed to NAVPERSCOM (PERS-313) as specified in BUPERSINST 1070.27C. Further, I understand that my access may be revoked by NAVPERSCOM PERS-313 at any time if violation of any e-Submission policies, instructions, procedures is discovered.

Trusted Agent Signature: ____________________________ Date: ______

Reviewed and recommended for approval:

[Signature]
D. JONES
## Appendix B Authorized PPUICs

<table>
<thead>
<tr>
<th>UIC</th>
<th>Activity</th>
<th>Servicing Personnel Office/PSD UIC</th>
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</thead>
<tbody>
<tr>
<td>40065</td>
<td>PERSONNEL SUPT DET AFLOAT LANT</td>
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<td>40396</td>
<td>PERSONNEL SUPPORT DET BAHRAIN</td>
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<td>Various</td>
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Table 1
### Appendix C Rejects Reasons

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<th>Reject Reason</th>
<th>Explanation</th>
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<tr>
<td>Document/form indexing mismatch</td>
<td>Document and form number does not match</td>
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<tr>
<td>Document/member mismatch</td>
<td>Document does not match member</td>
</tr>
<tr>
<td>Duplicate Document</td>
<td>Document is already posted in the OMPF</td>
</tr>
<tr>
<td>Future Effective Date</td>
<td>Resubmit on or after the effective</td>
</tr>
<tr>
<td>Image not readable</td>
<td>Resubmit a legible/readable document</td>
</tr>
<tr>
<td>Invalid form number</td>
<td>Not a valid form number</td>
</tr>
<tr>
<td>Invalid SSN</td>
<td>SSN not found in the OMPF</td>
</tr>
<tr>
<td>L/D (light/dark) Image</td>
<td>Image is dark or light and not readable/legible</td>
</tr>
<tr>
<td>Missing page</td>
<td>Missing page/pages of a multi-page document</td>
</tr>
<tr>
<td>No name match</td>
<td>Name is not found in the OMPF</td>
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<tr>
<td>Not on form list</td>
<td>Form number is not on the list of authorized document for e-Submission</td>
</tr>
<tr>
<td>Signature missing</td>
<td>Document is missing required signature. Have member sign document and resubmit</td>
</tr>
<tr>
<td>Skewed Image</td>
<td>Re-scan and resubmit-ensure image is aligned in the document viewer</td>
</tr>
<tr>
<td>SSN Missing</td>
<td>Enter SSN and resubmit</td>
</tr>
<tr>
<td>SSN not on file</td>
<td>No record in OMPF for this SSN</td>
</tr>
<tr>
<td>SSN on file – Enlisted Record</td>
<td>Officer document is being e-submitted</td>
</tr>
<tr>
<td>SSN on file – Officer Record</td>
<td>Enlisted document is being e-submitted</td>
</tr>
<tr>
<td>T-Batch Record</td>
<td>Mail document to NPC PERS-313</td>
</tr>
<tr>
<td>Unpopulated (blank) document</td>
<td>Do not send unpopulated or blank documents. Do not resubmit</td>
</tr>
</tbody>
</table>

Table 2
Appendix D  Frequently Asked Questions (FAQs)

1. Who needs access to the e-Submission (e-Sub) application?

✓ Authorized personnel attached to a designated Pay and Personnel Unit Identification Code (PPUIC) and NOSC, approved by the Commanding Officer, Officer in Charge or PSD Director to submit updates to the OMPF as a Trusted Agent.

2. What forms are required for e-Submission access request?

✓ Both a SAAR-N form (OPNAV 5239/14 (current version)) is required for security clearance verification and a Memorandum request signed by the Commanding Officer/Executive Officer, Officer in Charge, or PSD Director.

3. What are the scan requirements for e-Sub?

✓ Of note, documents must be scanned into the image file format appropriate for the type of document.

- For DD 214s and DD 215s:
  - File Format: PDF (Portable Document Format)
  - Color: Color Scan
  - Type: Photo
  - Orientation: Letter (8.5” x 11”)

  **Note:** There should be no redacted blocks on this copy. If you cannot read the text within the document's shaded area on the computer that you scanned the image into, PERS-313 will also not be able to read it, and the document will be rejected.

- For NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, and NAVPERS 1070/886
  - File Format: PDF (Portable Document Format)
  - Color: Black & White
  - Type: Text
  - Orientation: Letter (8.5” x 11”)

- For all other documents:
  - File Format: TIFF (Tagged Image File Format)
  - Color: Black & White
  - Resolution: 300 DPI (dots-per-inch)
Note: If documents are received in the wrong format they will automatically be rejected.

4. When using the e-Submission application, what do I do when the document dropdown list contains only eight documents (DD 214, DD 215, NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, and NAVPERS 1070/886) and not the document I’m e-submitting?

✓ This means you scanned your documents as a PDF file. You must re-scan your document again as a TIFF file.

Note: Dropdown list automatically defaults to the PDF-required list of documents when a PDF file is uploaded.

5. When using the e-Submission application, what do I do when the document dropdown list doesn’t list the DD 214, DD 215, NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, or NAVPERS 1070/886?

✓ This means you scanned your document as a TIFF file. You must re-scan your document (DD 214/DD 215, NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, or NAVPERS 1070/886) again as a PDF file.

Note: All other documents must be scanned as a TIFF file, except for DD 214s/DD 215s, NAVPERS 1070/601, NAVPERS 1070/602, NAVPERS 1070/605, NAVPERS 1070/880, NAVPERS 1070/881, and NAVPERS 1070/886.

6. If I have a three page document, do I submit these images individually or as one file?

✓ Multi-page PDF-required documents, such as a NAVPERS 1070/881, will need to be submitted as a single file. If the scanned document was separated into separate image files, you have to re-scan into one image file for upload as a single file.
✓ Multi-page TIFF-required documents, such as SGLV 8286, will need to be submitted as one multi-image file. If the scanned document was separated into separate image files, you may either re-scan you may either re-scan as a multi-page TIFF (MTIFF), or group the separate scanned images into one file using available utility.

7. I am attempting to upload a document from my desktop and the application will not allow me to select this document.

✓ The application will prevent the uploading of documents if the scanner settings listed previously in FAQ # 3 are not followed. See also Section 4, Scanner Settings.

8. After uploading a document, I used the rotation tool to correct an upside-down image. Will the document be submitted with this correction?

✓ No. The navigational tools are a view-only feature designed to assist you when indexing documents. Corrections cannot be made using this feature; therefore scanned documents must be checked for orientation problems before uploading.

9. What is the difference between “Upload” and “Submit”?

You should be familiar with the following terms when using the e-Sub application.

✓ Upload: To select the scanned file(s) from your desktop location while in the e-Sub application.

✓ Index: To add associated document metadata (file title, file number and document date) to the uploaded file image prior to submission.

✓ Submit: Action taken after upload and index to send the indexed image files to CNPC for validation and OMPF ingestion.

✓ Pending: The indexed files were successfully submitted to CNPC and are pending review in the QA process for OMPF submission.

✓ Rejected: File was rejected. See “Reject Reason” and/or “Comment” field(s) in the e-Sub “Status” tab.
10. When using the e-Submission application, what do I do when I receive a ‘rejected’ notification for documents I submitted?

✓ Review the rejected reason and any comments provided with the “rejected” notice. Make the necessary changes and re-submit the document. If changes cannot be made by the submitter, you must contact PERS-313 via encrypted email at MILL_OMPF-CHG@navy.mil for further guidance. Reject reasons are provided in Appendix D.
✓ See also Section 7, e-Submission Rejects

11. A document was rejected but the Reject Reason field in the e-Sub Document Status window is blank. How do I find out why the document was rejected?

✓ If the document was rejected and the reason was not available in the application, the Comments block should provide you feedback. Ensure your window is maximized and move your bottom scroll bar to the right to see all fields in the e-Sub Document Status window. If Comment field is blank, and you cannot determine the reason after further research, you must contact PERS-313 via encrypted email at MILL_OMPF-CHG@navy.mil for further guidance.
✓ See also Section 7, e-Submission Rejects

12. When using the e-Submission application, what do I do if the form number and/or form title is not listed in the drop down boxes?

✓ You may have just scanned the document in the wrong format. See FAQ #3 and Section 5.2, Document Requirement. If the document format is correct; chances are, the form is currently NOT an authorized document for e-Submission. If a document is NOT found in the e-Submission application dropdown, and the form is required to be in the OMPF, please mail the signed copy to PERS-313 for ingestion into OMPF:

Commander
Navy Personnel Command
PERS 313
5720 Integrity Drive
Millington, TN 38055-3130
13. When using the e-Submission application, what if the name that populates the screen does not match the name on the document I am scanning?

✔ If there is name/SSN mismatch at the time of submission, the system should recognize current and last previous name on file. If there appears to be another name, contact PERS-313 at MILL OMPF-CHG@navy.mil via encrypted email and attach a copy of the document in question. You must ensure the email is encrypted due to the personal information contained within the attached document.

14. What documents/forms can be submitted through the e-Submission application?

✔ The e-Submission dropdown list in the e-Submission application in BOL lists all current documents/forms authorized for electronic submission. Other documents required to be retained in OMPF must be mailed.

15. What are the scanning and uploading procedures for e-Submission?

✔ Refer to Section 4, Scanner Settings, and Section 8, e-Submission Processing, of this SOP for guidance.

16. Once I have the documents scanned into a file, where do I send the scanned documents?

✔ The documents shall be maintained until you can validate that the images were accepted into Sailor’s OMPF. This is accomplished by viewing through OMPF Command View or the status screen in the e-Submission application. Users shall ensure Sailors given the original document for retention in his/her personal file.

17. What do I do if I’m unable to see the document I’m e-Subbing on the document viewer?

✔ Log out of e-Submission. Call NMCI to get Adobe Flash installed in your PC. If problem persists after installing Adobe Flash, contact BOL Helpdesk at npc it service desk@navy.mil for further assistance.
18. What do I do if I’m unable to see the dropdown list of forms in e-Submission?

✓ Log out of e-Submission. Go to Tools, then Compatibility View Settings. On the Add this website box, enter navy.mil and click Add and then Close. If problem persists after adding navy.mil, contact BOL Helpdesk at npc_it_service_desk@navy.mil for further assistance.
Appendix E References

1. Bureau of Navy Personnel (BUPERS) Instruction 1070.27C - Document submission guidelines for the Electronic Military Personnel Records System (EMPRS). Provides guidance for determining which documents should be submitted to Navy Personnel Command (NPC) for filing in Officer and Enlisted OMPF. This instruction is a complete revision and should be reviewed.

2. MILPERSMAN 1070-010 - Security of Personnel Records. Provides guidance specific to managing security of Personnel records throughout the Department of the Navy (DON).

3. MILPERSMAN 1070-020 - Officer Official Military Personnel File. Provides guidance on specific requirements for managing Officer personnel records.


5. Secretary of the Navy (SECNAV) Manual 5210.1(Series) - Department of the Navy Records Management Program - Records Management Manual. The SECNAV manual outlines the specific retention and destruction schedules for Navy records. It further states the purpose of the Official Military Personnel File (OMPF) under SSIC 1070 and the importance of the documents to be used by the military service, but especially to protect legal and financial rights of Veterans, their families and survivors and the U. S. Government. The manual further states these permanent records will be retained and transferred to the National Archives 62 years after the date of record retirement.

6. Secretary of the Navy (SECNAV) Instruction 5211.5E - Department of the Navy (DON) Privacy Program. The SECNAV instruction governs the collection, safeguarding, maintenance, use, access, amendment and dissemination of Protected Personal Information (PPI) kept by the Department of the Navy (DON) in Privacy Act (PA) systems of records.