

IT'S YOUR RECORD



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****Disclaimer**** All information contained in this playbook is considered current as of the latest update but is subject to change prior to the release of a subsequent update.

PURPOSE

The purpose of this booklet is to assist you in maintaining an accurate and up-to-date military personnel file. This “playbook” will help ensure your record accurately reflects your professional experiences and accomplishments which will pay dividends for selection boards and detailing purposes. Your record is your military resume and it is up to YOU to keep it current. Refer to this guide and other “It’s Your Career” playbooks throughout your Supply Corps career.

GETTING STARTED

A great starting point to check your record for accuracy is [BUPERS Online \(BOL\)](#). BOL is a single point of entry application for logging on to numerous web-based applications maintained by the Navy Personnel Command in Millington, TN. Among these applications are your Officer Data Card (ODC), Officer Summary Record (OSR), Performance Summary Report (PSR), and Official Military Personnel File (OMPF). BOL provides 24/7 access to your record.

ODC: contains qualifications, promotion history, education, specialties, billet information, and personal data used for career development.

OSR: summarizes your experience, education, and qualifications and is the document viewed by selection boards.

PSR: summarizes performance history and is viewed by the board.

OMPF: contains documents which reflect on your character, performance, professional qualifications, and fitness. Requests for removal of duplicates or errors may be submitted to Mill_OMPF-CHG@navy.mil. Ensure document number of requested change is included.

PRIMS: database containing physical fitness assessment (PFA) results.

NOTE: *The course of action for making record corrections depends on the data to be corrected. The following series of paragraphs provide guidance on several aspects of records maintenance.*

OFFICER DATA CARD (ODC)

For ODC corrections, access your ODC in BOL and “click” on the hyperlink in the field needing correction. This will reveal an explanation of the block and the point of contact for making the required correction. Several different applications provide data for your ODC. This data is then passed onto the OSR (the document that boards review), so make sure your ODC is accurate!

Academic Profile Code (APC)

This three-digit code resides in block 47 of your ODC and a detailed description can be found in “It’s Your Education.” Officers must complete the application process on the [Naval Post Graduate School \(NPS\)](#) website and submit sealed official transcripts to NPS in order to have their APC calculated for inclusion into their official record. All officers should have their Academic Profile Code (APC) calculated as soon as possible after commissioning and update as required.

Mail transcripts to:

Admissions Office, Code 01C3
Attn: Director of Admissions (Official Transcripts)
Naval Postgraduate School

1 University Circle, He-022
Monterey, CA 93943-5100

Formal Education

PERS-45E updates officer records with formal education from civilian colleges/universities and Navy-sponsored postgraduate education (e.g., Naval Post Graduate School or Civilian Institutions Program (810/811)). To have your formal education entered into your record, send or have your college/university send official sealed final transcripts for any formal education degree not listed or improperly listed on Block 54 of your ODC, to NPC PERS-45:

Navy Personnel Command
PERS-451
5720 Integrity Drive
Millington, TN 38055

For schools that send official transcripts via email, they may also send an official electronic transcript to Mill_PERS450.fct@navy.mil.

Subspecialty Codes

Subspecialty codes reflect professional disciplines acquired through advanced education, functional training, and significant experience. After serving in a subspecialty coded billet for 18 months or after graduating from a Navy-funded post graduate program, you will automatically receive a corresponding code in Block 66-69 of your ODC. If you would like to request a subspecialty code based on experience in an un-coded billet, submit your package (sample package available on the [Career Counselor website](#)) to Mill_PERS450@navy.mil.

Common subspecialty codes for Supply Corps Officers are:

- 1301 – Supply Acquisition, Distribution Management (MBA)
- 1302 – Supply Inventory/Supply Chain Management
- 1306 – Acquisition and Contract Management
- 1307 – Petroleum Management
- 1309 – Logistics Information Technology
- 3111 – Financial Management
- 3112 – Comptroller
- 3211 – Operations Research Analysis – Analysis and Assessment
- 3212 – Operations Research Analysis – Logistics
- 6511 – Requirements Management

Subspecialty code suffixes:

- S – 18 or more consecutive months in a subspecialty coded billet
- R – Two separate experience tours, at least 18 months each
- T – currently enrolled in Navy-funded Master's program
- P – Navy funded graduate degree (awarded after graduation)
- Q – Navy funded graduate degree followed by an experience tour of at least 18 months
- G – Non-Navy funded graduate degree that meets 70% of Core Skill Requirements (CSR).

All subspecialty codes and application guidance can be found on the [PERS-450 - Education and Subspecialty](#) page on the Navy Personnel Command (NPC) website. The website also provides information on Critical Skills Requirements (CSR) and Educational Skills Requirements (ESR) for each subspecialty.

A complete list of subspecialty codes can be found in [Part B](#) of *The Manual of Navy Officer Manpower and Personnel Classifications (Volume I)*.

Service Schools

Every Supply Corps Officer should have BQC and Basic Leadership documented in this block. To have service schools documented in Block 52 of your ODC, you must submit a request email to the Navy Standard Integrated Personnel System (NSIPS) Helpdesk at: nsipshelpdesk.fcm@navy.mil, stating the following:

Dear NSIPS,

Please update Block 52 of my ODC with the following Service Schools:

Course Title: (per the NOOCS manual)
School Location:
Completion Date:
Course Duration:
3-Digit School Code: (per NOOCS manual)

My SMART Transcript/Certificate of Completion is attached.

Attach supporting documents in Portable Document Format (PDF). A list of all service school codes can be found in [Appendix C](#) of the *The Manual of Navy Officer Manpower and Personnel Classifications (Volume II)*.

Additional Qualification Designation (AQD)

Additional Qualification Designation codes identify the attainment of skills and knowledge, as recognized by competent authority, in addition to those identified by the officer designator, grade, NOBC or subspecialty.

AQDs are assigned by the cognizant Naval Personnel Command assignment officer(s) in coordination with the respective placement officer. A list of all AQDs can be found on the NPC website in [Part D](#) of *The Manual of Navy Officer Manpower and Personnel Classifications (Volume I)*.

Common Supply Corps AQDs assigned by the Supply Corps Career Counselor are:

- **Overseas Contingency Operations** (GSA Detailer approves assignment)
 - **918** – at least 120 continuous days Boots On Ground (BOG)
 - **919** – Two tours 120 continuous days BOG -**or-** One OCONUS TAD/TDY of at least 240 continuous days BOG -**or-** equivalent assignment as defined by community standard
- **Operational Tours**
 - **928** – Completion of one operational tour
 - **92A** – Assigned to second operational tour
 - **929** – Completion of two or more operational tours
- **Commander Milestone**
 - **2D1** – Commander Milestone/Captain Major Command eligible (awarded upon successful completion of oral board as per NAVSUPINST 1412.1B)
 - **935** – Completion of Commander Milestone

- **937** – Selected for Commander Milestone
- **Captain Major Command Ashore**
 - **93B** – Selected at Supply Corps Captain Major Command Ashore Board and completed minimum 18 months of Major Command Ashore billet
- **Warfare Qualifications**
 - **LA8** – Surface Warfare Supply Corps Officer (SWSCO)
 - **BC8** – Naval Aviation Supply Officer (NASO)
 - **SQ1** – Submarine Qualified Supply Corps Officer
 - **93E** – Navy Expeditionary Supply Corps Officer (NESCO)
 - **960** – Seabee Combat Warfare Specialist

Common Supply Corps AQDs assigned by other Naval Personnel Command offices include:

- **Acquisition Certifications**
 - AC1/2/3, AL1/2/3, AK1/2/3, AA1/2/3, AR1/2/3, APM
 - All requests for acquisition AQD updates must be submitted to PERS-447 at [Pers-447_mail@navy.mil](mailto:PERS-447_mail@navy.mil).
 - Additional acquisition information can be found on the [DAU website](#).
- **Joint Qualifications**
 - JS7 (JPME I), JS8 (JPME II), JS5 (fully Joint Qualified Officer)
 - All Joint AQDs are assigned by PERS 45J. They can be reached at 901-874-3493 or email at AC_JQS_Manager@navy.mil.
 - For more information on Joint Qualifications visit the [Joint Officer Management \(JOM\)](#) website.

Navy Officer Billet Classification (NOBC)

NOBCs identify the job(s) you held during each tour. From Disbursing Officer to Postal Officer to Personnel Distribution Officer, make sure NOBCs reflected in your ODC are accurate! To have NOBCs documented in Block 91 of your ODC, simply submit an email request to the Navy Standard Integrated Personnel System (NSIPS) Helpdesk (nsiphelpdesk@navy.mil) stating the following:

Dear NSIPS,

Please update Block 91 of my ODC with the following NOBCs:

From: XXXX-XXXX
 Title: (per the NOOCS Manual)
 NOBC: XXXX (four-digit number per NOOCS Manual)
 Months: XX (per FITREPs)

My FITREPs supporting this request are attached.

Attach supporting documents as PDFs. A list of all NOBCs can be found in [Part C](#) of the *The Manual of Navy Officer Manpower and Personnel Classifications (Volume I)*.

OFFICER SUMMARY RECORD (OSR)

The OSR is one of the three documents that every board member will see to determine your promotion or selection for any number of programs, so it is your job to make sure it is correct. With the exception of awards, the information contained in your OSR is fed from your ODC.

Awards

For correcting awards, perform a personal awards query under the personal awards tab on the [Navy Department Awards Web Services \(NDAWS\)](#) website (U.S. Navy Awards). If you discover an award has not been entered into NDAWS (and is missing from your OSR), or is in error, ask your admin office to contact the NDAWS authority for your command. The NDAWS authority will authenticate the award with the assistance of you and your command. Once authenticated, the award is entered into NDAWS which then updates your OSR awards information.

To add an award to your OMPF, mail a copy of the award with your full social in the top right corner to:

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

Visit NPC's [Decorations and Medals](#) page for more information.

PERFORMANCE SUMMARY RECORD (PSR)

The PSR will be viewed by every member of the board. It summarizes the pertinent information from FITREPs received during your Naval career. Since the importance of this document cannot be overstated, it is strongly recommended that you review your PSR early and often in your career, preferably with a mentor who will be able to help you identify strengths and weaknesses in your record.

Fitness Reports (FITREPs)

For Fitness Report errors as well as missing reports, follow the procedures outlined in the Navy Performance Evaluation Instruction ([BUPERSINST 1610.10D](#)). Sample FITREP Administrative or Supplemental Change letters can be found on the [Supply Corps Career Counselor](#) page and they can be sent to the Officer Fitness Reports Branch at:

Navy Personnel Command
Attn: PERS 32
5720 Integrity Drive
Millington, TN 38055-3200

OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Officer Photo

The officer photo will be visible to every member of the board. All officers are required to have a full-length color photograph at their current rank in their OMPF. Officers are expected to have a current photo within three months of putting on his or her current rank. Photos can be verified by accessing your OMPF on [BOL](#).

All photo requirements can be found in [MILPERSMAN 1070-180](#).

Photographs must be attached to [NAVPERS 1070/884](#). **Ensure your photograph is signed with your full signature** before submitting to PERS 312C.

Officers should submit their photo online via My Navy Portal. Specific instructions can be found on [NPC's website](#).

Hard copies may be mailed to:

Navy Personnel Command
Attn: PERS 312C
5720 Integrity Dr.
Millington, TN 38055-3120

IN CLOSING

Your record is a snapshot representation of the entirety of your Naval career. Check it often to ensure the information contained is current. Please don't hesitate to contact the Supply Corps Career Counselor at supply_corps_cc@navy.mil with any questions.

Remember...if it's not in your record, it didn't happen!

DIRECTORY

NAVSUP OP/PERS 4412	
Director, Supply Corps Personnel (OP)	901-874-4600
Special Assistant to OP (OPA)	901-874-4609
Management Analyst/PERS4412 Placement	901-874-4610
Administrative Assistant	901-874-4611
Director, Detailing Division (OP1)	901-874-4607
Special Assistant to OP1 (OP1A)	901-874-4608
LCDR Detailer/"Pit Boss"	901-874-4601
LT Operational & PG School Detailer	901-874-4627
LT Shore Detailer	901-874-2936
ENS/CWO Detailer	901-874-4613
GSA Detailer/FTS Detailer	901-874-4620
Director, Officer Plans (OP3)	901-874-4623
Supply Corps Career Counselor	901-874-4621
Reserve Supply Corps Career Counselor	901-874-4624
Asst Career Counselor	901-874-4622
Program Analyst/Manpower	901-874-2193
Accessions Officer/Internship Program	901-874-4273
BUPERS 3	
Supply Corps Officer Community Manager	901-874-3189
Asst Supply Corps Officer Community Manager	901-874-3133
Director, Enlisted Plans Division	901-874-2823
NPC	
Enlisted Rating Assignment Officer	901-874-3731

NAVY

Supply Corps

Office of Supply Corps Personnel

NAVY PERSONNEL COMMAND (PERS-4412)
5720 INTEGRITY DRIVE: BLDG 791 RM C107
MILLINGTON TN 38055-4412

supply_corps_cc@navy.mil

901-874-4621

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