



PLAIN TALK FOR SAILORS

How to conduct an Enlisted Personnel Records Review

Navy policy strongly encourages you to take an active role in your career management. This edition of *Plain Talk* identifies several online personnel records that you should review and provides a list of key personnel information (beginning on page 6) that you should verify. Routine verification of your records ensures that your personal information is current and that your professional achievements are completely and accurately documented.

Let's start with some facts.

You must personally verify your online personnel records. If you do not, you won't know with confidence whether or not your performance or achievements are completely and accurately documented. Failure to verify your records will directly impact your opportunities for retention and advancement.

- Your personnel information is maintained in several different online systems.
- Personnel records document your career achievements.
- Some of your personnel records are used by Selection Boards when determining Navy advancement results or selection to special programs.
- You should view your personnel records at least once a year and at least six months prior to a Career Development Board or Selection Board Review.
- You also should review your personnel records approximately 30 days after submitting important documents – Reenlistment or Extension Agreement, Eval/FITREP, Record of Emergency Data, or SGLI Election forms, for example – to ensure documents appear in your Official Military Personnel File (OMPF). (When updating information, keep a record of what you submit and when, and follow up to verify all actions are completed satisfactorily.)
- Your command Personnel Office, Command PASS Coordinator (CPC), Command Career Counselor (CCC), and servicing Personnel Support Detachment (PSD) can provide information and assistance regarding how to update or correct your records.

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.

You can download a PowerPoint brief from the Navy Personnel Command (NPC) website that illustrates how to view and navigate your OMPF and Electronic Service Record (ESR).

- Go to <https://www.npc.navy.mil>. Under the NPC Quick Links heading, click Career Toolbox, then download “How to Review Your OMPF and ESR”.

Official Military Personnel File (OMPF)

Your OMPF contains electronic images of documents generated throughout your career, from time of entry until final separation. The *OMPF- My Record* view provides the ability to view, download and print OMPF documents. OMPF documents are used in the Selection Board Review process.

Perform the following:

- Using CAC and CAC-enabled computer with Internet access, log into 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.
- 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.
- Documents filed in OMPF are placed in categories based on type of information in the document. Each category is assigned a unique “Field Code”.
- Documents identified by Field Codes 30 through 38 are provided for Enlisted Selection Board Review.
- The list of documents in your OMPF can appear overwhelming. The best way to organize your document review is to filter for documents assigned 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 submitted to 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, you should sort OMPF by Field Codes 30 through 38 and verify the accuracy and completeness of documents displayed.

Field Code	Category and Documents Reviewed during Enlisted Selection Board Review
30	Procurement – Contracts, enlistment/reenlistment documents, service agreements, statements of understanding
31	Classification and Assignment – History of assignments, etc.
32	Administrative Remarks – NAVPERS 1070/613 (Page 13) entries required for permanent retention
33	Separation and Retirement – DD 214, DD 215, statements of service, separation orders, reserve retirement point credit reports, Career Status Bonus (CSB) election, casualty reports, miscellaneous separation and retirement correspondence
34	Miscellaneous Professional Service History – DD 1966, Military Processing Record, drug and alcohol abuse statement of understanding, key employee determination
35	Enlisted Performance Documents – Performance evaluations, fitness reports, service member rebuttal, letters of explanation, performance evaluation correspondence
36	Training and Education – NAVPERS 1070/604 (Page 4), NAVPERS 1070/881 (Training Summary), language proficiency test, college transcript and diploma, completion certificates for courses not documented on NAVPERS 1070/604 or NAVPERS 1070/881, NAVPERS 1070/886 (Member Data Summary)
37	Decorations, Medals and Awards – Personal award citations, NAVPERS 1070/880 (Honors and Awards), entitlement letters, weapon qualification letters
38	Adverse Information – Unauthorized absence, in hands of civil authorities, court memorandum, punitive letters, drug and alcohol abuse report, civil conviction/probation report, adverse case files

NOTE: Although not reviewed for Selection Board purposes, Field Codes 39 through 45 are important, as well. Two documents in these Field Codes are your Dependency Application/Record of Emergency Data (NAVPERS 1070/602, commonly known as “Page 2”) and your Servicemembers’ Group Life Insurance Election and Certificate (SGLV 8286). These documents are extremely important if you become a casualty and must be accurate.

- For a list of OMPF documents that you should verify, see page 6 and 7 of this document.
- For information helping you update OMPF, go to the Navy Personnel Command website at <https://www.npc.navy.mil>.
 - Hover over Career Info. Click Records Management > Military Personnel Records > Document Correction or click [HERE](#).
 - Hover over Career Info. Click Records Management > Military Personnel Records > Document Submission or click [HERE](#).

IMPORTANT: To protect your Personally Identifiable Information (PII) when exiting OMPF, click “Return to BOL” in the top right-hand corner, click “Sign Out” in the left-hand menu of BOL, and close your browser window.

Electronic Service Record (ESR)

The ESR replaces the paper Field Service Record (FSR) used in the past. 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 for filing in your OMPF. 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.

□ Perform the following:

- Using CAC and CAC-enabled computer with Internet access, log into ESR at <https://nsips.nmci.navy.mil/>. (Afloat users access ESR Afloat at: <https://nsipswebafloat/>.)
- The ESR View function allows you to verify information contained within the Navy Standard Integrated Personnel System (NSIPS).
- 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.
- At a minimum, you should verify the following ESR data for accuracy and currency (click hyperlinks on the ESR left navigation bar):
 - Dependency Data (submitted to OMPF as form NAVPERS 1070/602)
 - Member Data Summary (submitted to OMPF as form NAVPERS 1070/886)
 - Training Summary (submitted to OMPF as form NAVPERS 1070/881)
 - Honors and Awards (submitted to OMPF as form NAVPERS 1070/880)
- For a list of ESR information that you should verify, see page 7 and 8 of this document.

IMPORTANT: To protect your PII when exiting ESR, click “Sign out” in the top right-hand corner and close your browser window.

U.S. Navy Awards (formerly known as NDAWS)

The U.S. Navy Awards website provides a view of all documented personal awards, Navy Achievement Medal and higher. The U.S. Navy Awards web site is not used in the Selection Board Review process.

□ Perform the following:

- Go to U.S. Navy Awards at <https://awards.navy.mil>.
- Click “PERSONAL AWARDS” in the top menu bar.
- Click Personal Awards Query in the upper right corner.
- Enter data in the “Search Criteria” section and then click Search in the upper right corner.
- Verify that all personal awards (Navy Achievement Medals or higher) are displayed.
- If your personal awards are not accurately reflected in U.S. Navy Awards, OMPF, ESR or Performance Summary Record (PSR), follow the steps provided on the Navy Personnel Command website.
 - Go to <https://www.npc.navy.mil>. Hover over Career Info. Click Records Management > Decorations and Medals (Awards) or click [HERE](#).
- If you need to correct an award that was issued incorrectly (spelling error or wrong award number, for example) the command that authorized the award must make the correction and then forward to PERS 313, using information provided on the NPC website.
 - Go to <https://www.npc.navy.mil>. Hover over Career Info. Click Records Management > Military Personnel Records > Contact Us or click [HERE](#).

NOTE: It will take 1-2 weeks for information displayed in U.S. Navy Awards to be reflected in your other online personnel records (Electronic Service Record, Performance Summary Record, and Electronic Training Jacket).

Prepare for an Enlisted Selection Board Review

The key to preparing for a Selection Board Review is to conduct your own personnel records review at least six months prior to the Selection Board's convening date.

At a minimum, you should verify that everything you want the Board to see is present in your OMPF. Remember, documents identified by Field Codes 30 through 38 are provided to the Selection Board. (See the list of OMPF documents that you should verify beginning on page 6 of this document.)

Additionally, there are two reports available via BUPERS Online (BOL) that provide important verification that your career achievements are available for Selection Board members to review.

The Performance Summary Record (PSR)

The PSR is a three-part report that summarizes your professional information, performance history, and personal decorations:

- PSR Part I: Enlisted Summary Record (ESR)
- PSR Part II: Enlisted Evaluation Summary (Pre-1996 Form)
- PSR Part III: Enlisted Evaluation Summary (1996-Present)

You may view, download and print copies of your PSR via BUPERS Online. Generally, your Enlisted Summary Record (PSR Part I) is the very first document Enlisted Selection Board members review when evaluating a record and therefore you should ensure that it is accurate.

Perform the following:

- View and verify your PSR once a year, and at least six months prior to Selection Board Review.
- Using CAC and CAC-enabled computer with Internet access, log into BUPERS Online at <https://www.bol.navy.mil>. When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
- Select OCD, OSR, PSR, ESR in the middle of the BOL Menu page.
- Review your Enlisted Summary Record for accuracy.
- Review your Enlisted Evaluation Summary (1996 to Present) for accuracy.
- If you discover errors or missing information, contact your command Personnel Office, CPC or servicing PSD.

IMPORTANT: Be careful not to confuse your Enlisted Summary Record (ESR), which is part of your PSR, with your Electronic Service Record (ESR).

Continuity Report

The Continuity Report is a tool that indicates whether or not all your performance evaluations and fitness reports have been received by Navy Personnel Command and are available for Selection Board Review.

Perform the following:

- Using CAC and CAC-enabled computer with Internet access, log into BUPERS Online at <https://www.bol.navy.mil>. When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
- Select FITREP/Eval Reports, then click Performance Evaluation Continuity under "Reports: Individual Continuity".
- If you have any evaluations missing, it will be annotated in the "Missing Periods" section. You should have no missing periods and no gaps over 30 days.
- If you have any issues accessing your continuity report, call (901) 874-4881/4882/3313 (DSN 882).
- If you discover errors or missing information, contact your command Personnel Office, CPC or servicing PSD.

VERY IMPORTANT: Verify the "Selection Board" field, which is normally populated 30 days prior to the Board convening date. If blank, you are not being considered by a Board.

If you believe that you are Selection Board eligible, a blank field indicates that something is wrong and you should investigate immediately.

Important dates and information specific to your Selection Board is provided in a NAVADMIN released by the Chief of Naval Personnel and posted on the Navy Personnel Command website at <https://www.npc.navy.mil>.

Example: The NAVADMIN announcing the E7 Navy-Wide Advancement Exam and Active E7 Selection Board is typically released in September. The exam is held the following January. Your letter to the board – which includes any documents missing from your OMPF – is typically due in June and the board convenes several weeks later. Using this example, an Active E7 candidate should begin a personnel record review in January. This will allow the candidate enough time to update missing and/or incorrect data prior to the Selection Board convening date.

Current information about Selection Boards is posted on the Navy Personnel Command website at <https://www.npc.navy.mil>. Hover over Boards and select the desired page.

- To locate information helping you prepare for a Selection Board review, hover over Boards. Click General Board Info > Preparing for Boards or click [HERE](#).
- The current NAVADMIN should be posted on the page specific to your Selection Board.

Important points to remember:

- Always read the current NAVADMIN in its entirety, as information and dates change from year to year.
- If you have reviewed your OMPF and PSR and verified the information is accurate and complete, you DO NOT have to submit a letter to the Board.
- When submitting documents to the Selection Board, include only new information that is not viewable in your OMPF or PSR. Old and redundant information only frustrates Selection Board members who are required to review all correspondence submitted for review.
- Documents sent to the Selection Board for consideration are destroyed after the Board adjourns, so you must update your personnel records separately.
- If you have questions about which documents should be filed in your OMPF, review BUPERSINST 1070.27. If something is missing from your record, request assistance from your command Personnel Office, CPC or servicing PSD for assistance.

*This Sailor user aid is a product of the OPNAV N16 Fleet Introduction Team
in coordination with NPC PERS 80 and PERS 31.*

Please address comments and feedback for improving this product to Ms Elizabeth McGrath, elizabeth.mcgrath@navy.mil

For enlisted Sailors: Review and Verify your OMPF and ESR

You may wish to download a PowerPoint brief from the Navy Personnel Command (NPC) website that illustrates how to view and navigate your OMPF and ESR.

- Go to <https://www.npc.navy.mil>. Under the NPC Quick Links heading, click Career Toolbox, then download “How to Review Your OMPF and ESR”.

Field Code	Verify these OMPF documents	Form Number	Notes
30	Immediate Reenlistment Contract	NAVPERS 1070/601	
30	Agreement to Extend Enlistment	NAVPERS 1070/621	
30	Enlistment/Reenlistment Document	DD 4	
30	Enlistment Annex(es), Guarantees, Bonus documentation <i>* Multiple documents possible</i>	Misc.	
30	Agreement to Recall or Extend Active Duty	NAVPERS 1070/622	
30	NAVCRUIT and MEPS enlistment forms <i>* Multiple documents possible</i>	Misc.	
31	Enlisted Classification Record (inactive form and form number)	NAVPERS 1070/603	
31	History of Assignments (Page 5) <i>* Multiple documents possible</i>	NAVPERS 1070/605	
32	Administrative Remarks (Page 13) (entries required for permanent retention, not temporary documents retained by the command) <i>* Multiple documents possible</i>	NAVPERS 1070/613	
33	Certificate of Release or Discharge from Active Duty	DD 214	
33	Record of Discharge from U.S. Naval Reserve	NAVPERS 1070/615	
34	Record of Military Processing	DD 1966	
35	Fitness Report & Counseling Record (W2-O6) <i>* At least one per year</i>	NAVPERS 1610/2	
35	Fitness Report & Counseling Record (E7-E9) <i>* At least one per year</i>	NAVPERS 1616/27	
35	Evaluation Report & Counseling Record (E1-E6) <i>* At least one per year</i>	NAVPERS 1616/26	
35	Evaluation Report & Counseling Record (E1-E6) <i>* At least one per year</i>	NAVPERS 1616/24	
35	Performance Information Memorandum	Letter	
35	Letter of Extension (on evaluations)	Letter	
36	Member Data Summary (printed from the ESR)	NAVPERS 1070/886	

Field Code	Verify these OMPF documents	Form Number	Notes
36	Enlisted Qualifications History (Page 4) (replaced by NAVPERS 1070/881; will not appear for servicemembers new to the Navy) <i>* Multiple documents possible</i>	NAVPERS 1070/604	
36	Training Education and Qualifications History (printed from your ESR; replaces Page 4) <i>* Multiple documents possible</i>	NAVPERS 1070/881	
36	Individual citations for training, qualifications <i>* Multiple documents possible</i>	Misc.	
37	Awards Record (printed from your ESR; replaces Page 4) <i>* Multiple documents possible</i>	NAVPERS 1070/880	
37	Individual citations for awards <i>* Multiple documents possible</i>	Misc.	
38	Adverse Information	Misc.	
39	Emergency Data NAVPERS 1070/602 (Page 2) <i>* Multiple documents possible</i>	Misc.	
41	Security Information (not SF-86) <i>* Multiple documents possible</i>	Misc.	
42	Security miscellaneous <i>* Multiple documents possible</i>		
43	Medical Data, Servicemembers' Group Life Insurance (SGLI), etc. <i>* Multiple documents possible</i>	Misc.	
45	Personal Information Thrift Savings Plan (TSP) election, etc <i>* Multiple documents possible</i>	Misc.	

Verify this ESR data	Notes
DEPENDENCY DATA (becomes NAVPERS 1070/602 when printed and submitted to OMPF)	
Summary (Spouse, Parents and Children)	
Emergency Contact	
Beneficiaries for unpaid pay and allowances, death gratuity, etc.	
MEMBER DATA SUMMARY (becomes NAVPERS 1070/886 when printed and submitted to OMPF)	
Member Information	
Security (clearance eligibility and status)	
Current Assignment	
Personal Information	
Dependents Information	
Education (specifically, current AFQT scores)	
Contract Information	

Verify this ESR data	Notes
NEC History <i>* Multiple entries possible</i>	
Warfare Qualification History <i>* Multiple entries possible</i>	
Promotion History <i>* Multiple entries possible</i>	
TRAINING SUMMARY (becomes NAVPERS 1070/881 when printed and submitted to OMPF)	
Civilian Education/Degree <i>* Multiple entries possible</i>	
Special Qualification Test Scores (verify all that apply)	
Off-Duty Education <i>* Multiple entries possible</i>	
Correspondence Courses <i>* Multiple entries possible</i>	
Navy Service Schools <i>* Multiple entries possible</i>	
Military Training Education Courses (formal schools) <i>* Multiple entries possible</i>	
Other Training Courses (Navy eLearning, etc.) <i>* Multiple entries possible</i>	
Personnel Qualification Standards (PQS) <i>* Multiple entries possible</i>	
HONORS AND AWARDS (becomes NAVPERS 1070/880 when printed and submitted to OMPF)	
Award(s) (verify name, number and date) <i>* Multiple entries possible</i>	

- Your command Personnel Office, Command PASS Coordinator (CPC), and Command Career Counselor (CCC) can provide information and assistance regarding how to update or correct your personnel records.
- For information specific to updating your OMPF, go to the Navy Personnel Command 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 information about the Selection Board process or about a specific Selection Board, go to the Navy Personnel Command website at <https://www.npc.navy.mil>.
 - Hover over Boards. Click the desired hyperlink.