Officer Record Management

The following information is gouge on how to keep your record up-to-speed. The blue links go to the NPC website. All these items are handled by different offices, so do not wait. Start getting your record in order NOW! Please let me know if you see something requiring a fix/change or a new addition to this living document, but please note that I do not have the access or ability to update your record.
POC: LT Rob Allen – robert.r.allen@navy.mil

Updated information (MAY 2019)–Updated customer service & LTB information
*****Updated information (FEB 2019)–Updated education contact information*****
*****Updated information (OCT 2018)–Updated Officer Photo requirements*****

PROMOTION BOARD GOUGE – STEP-BY-STEP PROCESS TO GET YOUR RECORD IN ORDER & POST-SELECTION BOARD PROCESS GOUGE (scroll to the end)

My Navy Portal:

My Navy Portal (https://my.navy.mil) is online and is the Navy's official military integrated human resources portal for Manpower, Personnel, Training and Education (MPT&E) services. As an integrated web portal that consolidates the Navy's Human Resource (HR) portals, knowledge, and applications into a consolidated and simplified user experience. It provides one site that provides links/information for a myriad of other databases or sites utilized within the Navy. The Career Resources section provides external links to sites like NSIPs, MyPay, BOL, FLTMPS, eLearning, NPC, TSP, RAPIDS, Navy Awards, etc. More information on the My Navy Portal can be found on their fact sheet located at https://my.navy.mil/files/MNP%20Fact%20Sheet%20SEP2016.pdf . Additionally, there is now an app from the app store that can be downloaded and gain access to limited information in MNP.

BUPERS ONLINE (BOL) /Official Military Personnel File (OMPF)

To access your Officer Data Card (ODC), Officer Summary Record (OSR), Performance Summary Report (PSR) online, log in at https://www.bol.navy.mil. From here you can view your ODC, OSR and PSR by clicking on the "ODC, OSR, PSR, ESR" tab. **Navigation hint**: If you left click on the information block (blue "I") next to each item, a separate window will open that explains that block. If you experience problems accessing these items online contact the BUPERS help desk at (800) 951-NAVY. Reserve officers not on active duty must contact PERS-9 at 866-827-5672 to update their information through completion/update of the Naval Reserve Qualifications Questionnaire (NRQQ).

Orders - The primary method of viewing/receiving/printing orders is via BOL. NPC releases most orders between 90-120 days from the officer's transfer date but is dependent upon funding and billet priority. Specific release timelines would be more accurate by contacting your detailer specifically. ***UPDATE*** Viewing orders on BOL is disabled. Your orders can be found on your NSIPS-ESR, under either the "Orders Detail" or "Orders History" links.

Tour Length – Orders are written based on tour lengths defined in MILPERSMAN 1300-308. Although PERS can move officers early based on the needs of the Navy, officers should expect to execute orders for the tour length stated in their orders.

OMPF (OMPF – MY RECORD/CDROM) Image Documents - OMPF provides a secure and efficient method for you to access and review your image record 24/7 and is the preferred method of obtaining OMPF information and correcting your records (see Corrections below) versus ordering on CDROM. Active duty USN and USNR drilling Reservists should use OMPF (located within BOL) to view/get copies of their OMPF record. Ordering a CD should only be done for retaining a copy. See NAVADMIN 398/10 for details.

- To correct documents in your OMPF record see NPC webpage's Corrections and Submissions, Document Submission, Frequently Asked Questions (FAQ) and Contact Us.

-Additional information available on DOCUMENT SUBMISSION GUIDELINES FOR THE ELECTRONIC MILITARY PERSONNEL RECORDS SYSTEM & OFFICER PERMANENT PERSONNEL RECORD

USE OF ENCRYPTED EMAILS WITH THE CUSTOMER SERVICE CENTER:

Encrypted Email (**askmncc@navy.mil**) for the Customer Service Center, 1-833-330-MNCC (1-800-330-6622), is now in use for general inquiry questions and routine correspondence, such as record request inquiries, fitness report/evaluation questions, detailer and Career Management System-Interactive Detailing information, or any email containing personally identifiable information (PII).

The email account **CSCSELBOARD@navy.mil** remains available to receive encrypted correspondence to selection boards. The sender must choose to encrypt the email. If the sender is unable to send encrypted email, any sensitive information or PII should be removed. To download the mailbox certificate for encrypted email, users must:
- Visit **https://dod411.gds.disa.mil**
- Type **askmncc@navy.mil** or **CSCSELBOARD@navy.mil** in the "Email address" field, then click "Search,"
- Click the "BUPERS" or "CSC" link under "Last Name,"
- Click on the link "Download Certificate(s) as vCard,"
- Click "Software Certificate for **askmncc@navy.mil**" or "Software Certificate for **CSCSELBOARD@navy.mil**,"
- Click the "Open" button on the File Download pop-up. The certificate will open. Click "Save and Close,"
- The certificate is then saved to the profile and can be used to send encrypted email.

OFFICER DATA CARD & OFFICER SUMMARY REPORT UPDATES/CORRECTIONS

Updates or corrections to your ODC are done through the appropriate PERS code at Navy Personnel Command, or by the **Navy Standard Integrated Pay/Personnel System** (NSIPS), depending on the block of the ODC that requires update or change. The list of who to contact by ODC block number is located in Appendix E of NAVPERS 15839I, Volume II (also called the Navy Officer Occupational Classification System –NOOCS- Manual).

Active duty change requests to the OSR are done by requesting changes to the ODC (you cannot update the OSR, you must make change requests to the ODC; updates/corrections to your ODC will automatically reflect on your OSR. Most changes or additions to the ODC that need to be reflected on the OSR involve academic degrees, service schools, personal decorations (awards) and special qualifications (AQDs). Contacts and guidance on updating the ODC can be found via BOL. For questions regarding other blocks of the OSR, contact your detailer.

The current database systems do not enable reservists to see the ODC. They only have access to the OSR updated via changes to the reserve database IMAPMIS. The NAVPERS manual referenced above (Vol II) can still be used to help track down POC's with about 80% accuracy, but the OSR does not have numbered blocks.

SERVICE SCHOOLS

Only service schools (courses) listed in the Appendix C of NAVPERS 15839I, Volume II (NOOCS manual) may be added to the ODC/OSR; service schools not listed cannot be added to the ODC. The community manager will determine if the school needs to be added and they will work with NSIPS to make this addition, if necessary. Not all courses are listed on the ODC. Course completions are generally limited to those which are of substantial assistance in detailing and planning functions within the Bureau of Naval Personnel. Many significant courses are purposely omitted because they are basic to officer professional development, or because the utilization of the training is the responsibility of the graduate's subsequent commanding officer. Team, refresher, indoctrination, orientation and most fleet training are omitted for these reasons. If you feel a service school should be added to the Officer Manual, you will need to contact your community manager.

To add a service school into the ODC, the three digit service school code, course abbreviation, completion date and duration (weeks, or "cc" if correspondence course) are required. The course completion certificate must be sent to NSIPS for the course to be entered on your ODC/OSR. Submit either by fax (504-697-0342, DSN 647-0342), or scan and email (WORD or PDF format) to NSIPSHELPDESK@navy.mil. NSIPS can also be reached through the 24-hour toll-free Help Line at 877-589-5991. As a last resort, you can send the documents via regular mail through the U.S. Postal Service to: NSIPS CUSTOMER SUPPORT CENTER, CDM SECTION, 2251 LAKESHORE DR., NEW ORLEANS, LA 70145.

Selected Reserve/Individual Ready Reserve Officers:

Selected Reserve and Individual Ready Reserve Officers who want to update their service school information on their OSR need to provide a copy of their completion certificate with the three digit service school code to Ms. Jeanitta Edwards (PERS-911D) via email: jeanitta.edwards@navy.mil. Applicable web-pages are:

NRQQ Page:
http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/officers/Pages/NRQQ.aspx

Other Contact Info:
http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/Pages/ContactInformation.aspx

ACADEMIC DEGREES

To add academic degrees to the ODC/OSR, refer to Education Codes in Appendix D of NAVPERS 15839I, Volume II. This appendix shows a listing of institution (college/university) abbreviations, major fields of study, etc.

To have your formal education updated, sealed OFFICIAL transcripts directly from the university must be sent to:
Navy Personnel Command, PERS-451, 5720 Integrity Dr., Millington, TN 38055-4510

OR

If your college offers electronic submission, the registrar's office can send official transcripts to MILL_PERS450.fct@navy.mil (MILL_PERS450.fct@navy.mil).

If transcripts are not available (verify this with the institution's registrar), contact PERS-451 for guidance at (901) 874-4946/4992. Transcripts will be sent from PERS-451 to PERS-313, after the ODC/OSR updates are made, to be scanned into your Official Military Personnel File (OMPF), which you can access via BOL. It will take approximately 1 week after additions/changes to the databases for the updates to appear in the ODC/OSR (BOL). It will take approximately 45-60 days to see the transcript scanned into the OMPF. If the document does not show up in the OMPF after 45-60 days you will have to contact PERS-451, PERS-313 does not log/track incoming documents or provide status if a document was received or not.
The website for transcripts/subspecialty codes:
http://www.public.navy.mil/bupers-npc/career/education/subspecialty/Pages/default.aspx

FITNESS REPORTS

There is normally a two to three-month lag time for fitness reports to appear in your record. The reporting senior's cumulative average also takes up to three months to appear on the PSR. Fitness reports will appear on the PSR first and then in your OMPF. **Reports for officers in zone for a selection board get priority for processing.** If you are missing a fitness report (more than 6 months old) on the PSR, the CDROM/OMPF, have an error on your PSR regarding a fitness report, or have any question about fitness reports, contact PERS-32 customer service at (901) 874-4881/4882/3313 (DSN 882). Detailers and other codes at NPC do not have the ability to provide FITREP assistance – use PERS-32.

Sending duplicate reports compounds the processing problem, so it is best to call and check on the report first. If a fitness report is missing from your record, you may have to send a copy signed by the member and the reporting senior to**: Bureau of Naval Personnel, PERS 32, 5720 Integrity Drive, Millington, TN 38055-3201, AFTER** contacting PERS-32 to ensure that they have not already received the report.

Of note: Requests for administrative changes to submitted fitness reports can be requested by letter to PERS-32 (address above); members can request corrections of obvious errors to blocks 1-19 and blocks 21 to 27 by submitting a letter requesting the corrections to PERS-32. Changes to other blocks on the fitness report **must** be requested by the reporting senior that signed the original report.

PERSONAL AWARDS

Information and regulations concerning awards is contained in SECNAVINST 1650.1H. The CNO Awards Office established and maintains the Navy Department Awards Web Services (NDAWS) as the single authoritative data base for all Military Decorations as specified by the Secretary of the Navy. All awards entered into the NDAWS data base are exported to the BUPERS Mainframe for updating pertinent personnel records. To ensure accurate, complete, and synchronized awards data between NDAWS and the personnel records, awards data should only be entered into NDAWS (this only applies to Navy Achievement Medals or higher). See NAVADMIN 177/04 and NAVADMIN 016/13.

A member can check what awards they have in NDAWS by going to the NDAWS public website: https://awards.navy.mil. **NDAWS Public website does not contain all the required data to ensure the award *Is Correct*** (i.e. it does not show the award number). The best source is to review your NSIP/ESR record under Honors and Awards. If the dates or the award number in ESR do not agree with the document when it is because NDAWS is incorrect.

Example: You have two NAM's, both are in NDAWS and ESR but only the "First" award is in the OMPF record. The "Second" award is not filed to the OMPF because the award number in NDAWS has something other than a "2". If you look at your ESR record and review the award number column it may be Null or something other than a "2". And yes when you are looking at the NDAWS Public site you are thinking that your NDAWS record is correct because you see two NAM's listed there, when in fact it is not. Awards must be ***correct*** in NDAWS before PERS-313 can add the award. This is also true for correcting awards that have already been filed, i.e. the "Second" is on file but it was corrected to read "Third", before PERS-313 can remove/replace the award, the entry in NDAWS must be corrected also.

Once NDAWS corrects an existing award entry (dates; award number) you will have to contact the NSIPS Helpdesk for them to correct your ESR record per NDAWS, they will not correct unless they see the correction in NDAWS.

To search for awards using a Social Security Number (SSN), enter data on the screen and click on [Search] in the upper right corner. If the individual has changed their last name, a separate query by the previous last name will be required. NDAWS **does not** consolidate awards upon name change.

DO NOT e-mail or snail-mail your awards to the CNO Awards Office in Washington DC, unless your command is a direct report to SECNAV or CNO and does not have NDAWS access. **DO NOT snail-mail your awards to NPC unless they are already entered into NDAWS**. Activities identified as NDAWS coordinators hold responsibility for updating Sailors' personal awards within NDAWS and forwarding the citation to NPC for inclusion into the Sailors' OMPF.

Your NDAWS Authority

Every Sailor (officer/enlisted) has an NDAWS Authority. If you do not know who your NDAWS authority is please contact the Navy support office (i.e. PSD, CSD, NOSC) that handles your pay/personnel matters – their NDAWS Authority will also be your NDAWS Authority.

You can contact your NDAWS Authority directly using the "NDAWS Authorities" listing that is located under NDAWS HOME or via your support office.

Your NDAWS Authority can also correct the NDAWS record of errors in the NDAWS system when you were assigned to a previous command. NPC does not correct your NDAWS record. **ONLY THE NDAWS Authority can make NDAWS entries**. Again, NPC does not correct your NDAWS record.

If you are having problems with a NDAWS Authority please contact the CNO Awards Office at NavyAwards@navy.mil.

Submitting Awards and your NDAWS Coordinator

All delegated awarding authorities are to forward copies of the completed OPNAV form 1650/3 and signed award citations or certificates to their appropriate NDAWS coordinator for entry into NDAWS. The NDAWS coordinator shall submit the citations/certificates to PERS-313 for entry into the Sailors' OMPF with return address reflecting complete command mailing address. Updates to the OMPF will only occur after verification that the award has been correctly entered into the NDAWS database (dates and award number). A list of NDAWS coordinators is available at the website: https://awards.navy.mil. Awards received that are not reflected in NDAWS will be returned to the sender for appropriate action.

Award citations received by NPC from sources other than NDAWS authorities will be entered into a Sailors' OMPF if the award is accurately reflected in NDAWS, including personal awards (NA and higher) that are received by NPC as part of a selection board package.

Sailors mailing award citations/certificates must check NDAWS prior to submission. If the award does not reflect correctly in NDAWS, it will not be placed into the OMPF.

Sailors who require award entries into NDAWS will need to contact their current command's NDAWS coordinator. They will require the original copy of the award citation/certificate (copy of orders from sister service/joint approval authorities, if available, should accompany) for authenticating the award in accordance with the SECNAVINST.

Important Notes:

NDAWS will update the other electronic systems (PSR, ESR, OSR, ETJ) in approximately 1-2 weeks.

If the award is reflecting accurately in NDAWS and not on the OSR or PSR, the Sailor should print their full SSN in the upper right corner of the award, and send an encrypted e-mail to mill_p33awards@navy.mil or contact NPC Helpdesk at 1-866-U-ASK-NPC, 1-866-827-5672 DSN: 882-5672 for assistance. NDAWS provides a file to the medals and awards (M&A) database which is where awards information for the ODC/OSR/PSR is obtained.

ADDITIONAL QUALIFICATION DESIGNATOR (AQD)

Your respective detailer manages/assigns AQDs. To request an AQD referred in Appendix D of NAVPERS 15839I, Volume I (NOOCS manual), contact your detailer (via e-mail/phone) for guidance on required documentation, qualifications and the overall process. AQDs will only be assigned/awarded after a record review, or after the appropriate documentation is submitted, to determine that eligibility requirements have been met.

If you see a discrepancy on your ODC, contact your detailer for guidance on correcting.

JOINT PROFESSIONAL MILITARY EDUCATION (JPME)

Joint Officer Management (PERS-45J) tracks and documents joint qualifications and progress towards Joint Qualified Officer (JQO) designation. Obtaining JPME can enhance your opportunity for selection and promotion. The website for JPME answers joint questions. PERS45J may be contacted at the above link – phone/email addresses provided.

SUBSPECIALTY CHANGES/UPDATES

Subspecs have two tracks: Education and Experience and are addressed differently for medical/non-medical personnel.

NON-MEDICAL PERSONNEL:

Education: If you recently completed a master's degree, PhD, board certification, or other advanced training, you may need to update the subspecialty code accordingly. This is a normal part of submitting the transcript (see ACADEMIC DEGREES portion of this document). Your detailer is unable to award or update your subspecialty code; it MUST be requested through PERS-450. Contact for further info: MILL_PERS450@navy.mil.

Experience: If you served in a billet that meets the Core/Skill/Requirements, you may earn the subspec code through submission of a package to the fleet subject matter expert. PERS-450 collects and staffs these packages. Contact for more info: MILL_PERS450@navy.mil.

The website with all the details on subspecs:
http://www.public.navy.mil/bupers-npc/career/education/subspecialty/Pages/default.aspx

MEDICAL PERSONNEL:

Note: PERS-450 cannot update medical-specific subspecialty codes (15XX-19XX). Please call the number below for further assistance:

MSC - Comm: 703-681-5540 (DSN 761)
NC - Comm: 703-681-9216
MC - Comm: 703-681-9240
DC - Comm: 703-681-9255

LANGUAGE PROFICIENCY

The NSIPS helpdesk no longer updates foreign language proficiency. If the update is based on a self-assessment, the service member's servicing PSD reports the change in NSIPS. For all other assessments (DLI tests, etc.) the member must contact the Navy Foreign Language Testing Office (NFLTO) c/o darrin.williams@navy.mil.

ACQUISITION QUALIFICATIONS

Each officer community has unique needs for Acquisition Corps members. Questions regarding future assignments in an acquisition position should be directed to your community manager or detailer. PERS-447 does not assign officers to acquisition assignments. They do assign AQDs upon completion of certification. Contact PERS-447: pers-447_mail@navy.mil to update completed certifications.

The website with all the details on Acquisitions PERS-447 can help answer questions.

OFFICER PHOTOGRAPHS

Photographs are required of all active duty and reserve officers, regardless of status, within three months after acceptance of each promotion; photographs are now required in COLOR and are scanned and entered into the record in color. MILPERSMAN 1070-180 outlines the uniform requirements for the photograph, and includes a link to NAVPERS form 1070/884 (04-07); this form is the correct form on which to submit photographs. Attach the photo, sign & date, and mail to: **Navy Personnel Command, PERS-313, 5720 Integrity Drive, Millington, TN 38055-3120. (Official Photos cannot be submitted via email).**

NAVADMIN 186/16 eliminated the display of the Officer photograph during selection boards; however, did not eliminate the requirement for a photograph to be in the official record. **NAVADMIN 265/18** re-established the requirement (and cancelled NAVADMIN 186/16) to display Officer photographs in selection boards. **Official Officer Photographs ARE REQUIRED to be entered into an Officer's OMPF within 3 months after acceptance of each promotion.**

To verify a current COLOR photograph has been entered into the permanent record, log into OMPF via BOL. Also, be sure that the blocks are correct, that the SSN is the **Full SSN,** and that you sign the form before sending. Also, be sure and **sign** the bottom of the form before sending (email submissions will cannot be accepted)!

VERY IMPORANT: **The photo must be attached to the NAVPERS 1070/884; completely filled out and signed before it can be filed to the OMPF record.**

PRD EXTENSION REQUESTS

All requests must be submitted 9-12 months prior to your current PRD and endorsed by the current chain of command. Community, command and placement needs will be considered along with the officer's desires when determining approval of requests. It is recommended to discuss with the detailer and current chain as soon as possible.

RETIREMENTS/SEPARATIONS/RELEASE FROM ACTIVE DUTY (RAD) INFORMATION

Per NAVADMIN 273/17, Resignation requests must be submitted via NSIPS as of 1 January 2018. Service members must login to NSIPS and navigate to the Retirements and Separations (RnS) section located under "Employee Self Service – Retirements and Separations" to check their status, eligibility, and/or submit requests. All requests must be submitted **9-12 months** prior to the desired separation date. In some instances, due to the notification time limits, officers desiring to resign may be prohibited from tendering a resignation during the slating process. To prevent this from happening, notify Pers-451 and your detailer by email or by official letter of your intent to resign. This notification must reach NPC no less than 6 months prior to your Projected Rotation Date (PRD).

Requests take an average **12-16 weeks** for processing. If your request requires any type of waiver (advanced education obligated service, bonuses, special pay, Minimum Tour for Separation (MTS), Minimum Service Requirement (MSR), Minimum Service Obligation(MSO) etc) you may incur an additional **8 weeks** of processing time.

If you are unsure of which month/year you should request in regards to time owed for advanced education obligated service, bonuses, special pay, Minimum Tour for Separation (MTS), Minimum Service Requirement (MSR), etc. or what best aligns your desired resignation month/year with Prescribed Rotation Date (PRD), or Time On Station (TOS), please contact your detailer for clarification. In accordance with the Officer Transfer Manual, your detailer has the ultimate responsibility for determining obligated service and dates concerning resignation/separation.

After submitting your resignation request in NSIPS, you and your current Command will receive confirmation via message traffic and BOL that your request has been received for processing. If you do not receive confirmation within **2 WEEKS** after your Command has forwarded your request to PERS-45, please call NPC's customer service call center, 1-866-U-ASK-NPC (1-866-827-5672) for routing to the appropriate office.

If you have less than 8 years active service (MSO), you will be required to accept a reserve appointment for the time remaining or if you have greater than 8 years active service and you wish to affiliate with the reserves, contact PERS-9 Career Transition Office (CTO) for questions. If you choose to actively drill, you will need to contact a Reserve Center and make your arrangements. **PERS-45 cannot do this for you.** If you have questions regarding the reserves, the Career Transition Office (CTO) supports the rapid and seamless transition from the Active to Reserve Component (AC/RC) that encourages a lifetime of Navy service.

Job hunting/House-hunting (permissive TDY) is not authorized for resignation/RADs.

All separation orders are written to complete separation processing no later than the last day of the month. You may separate on the day of your choice providing you have command approval and have completed all separation processing. You do not need to contact PERS-45 or your Detailer regarding actual date of separation. Separation orders are issued approximately 4-6 months prior to month of separation, where possible, in order to allow sufficient time for household goods shipment. You do not need to contact PERS-45 if you are granted separation leave. If you are currently going through any administrative action for separation, please go to the PERS-834 website for more information.

POINTS OF CONTACT:

Officer Resignations (PERS-45) COMM: (901) 874-2085

Officer Retirements (PERS-835) COMM: (901)874-3180

Drilling Reserve Officer Retirements (PERS-912) COMM: (901)874-4604

RETIREMENT INFORMATION

Retirements NPC homepage is here. Officers considering voluntary retirement from active duty should review MILPERSMAN 1810-020 and OPNAVINST 1811.3 (series) for basic guidance and submit requests through NSIPS as outlined in NAVADMIN 273/17. Generally, requests for retirement should be received 9-12 months in advance of requested retirement date. Per U.S. Code Title 10, officers officially retire on the 1st day of the month, although their last day of active duty is the last day of the previous month. Time in Grade requirement for LCDR and below is 2 years; Time in Grade for CDR's and CAPT's is 3 years, however, NAVADMIN 044/04 does allow for a waiver to two years if approved by the detailing community. If you do not have the required Time in Grade, you must specifically request a Next Lower Grade or Time in Grade waiver in your letter. View our Frequently Asked Questions for more info.

RESERVIST POINT CREDIT

You can either Fax (901-874-7044) or mail your documents for consideration for retirement point credit to Pers-912 at Navy Personnel Command Pers-912E, 5720 Integrity Drive, Millington, TN 38055.

MISC BOARD INFORMATION

Record information submitted by members for consideration by selection boards (submitted by letter to a selection board) **WILL NOT** automatically be forwarded to appropriate PERS codes or NSIPS to update personnel records (OMPF, ESR, ODC, OSR, PSR). All information submitted to boards **is immediately destroyed** following the board completion. Information submitted to selection boards that needs to be included in the member's record(s) must be submitted separately and according to the directions contained above. **NAVADMINs 304/18, 297/17, 296/17, and 284/17 have updated the deadline for submission of a Letter to the Board (LTB). All correspondence to the selection board, via your LTB, is now required to be submitted/received no later than 2359CST 10 calendar days prior to the board convening.** For example, if your board convenes January 18, 2018 – the deadline to submit a LTB is 2359 CST on January 7, 2018. Only eligible officers may communicate with a promotion selection board.

Correspondence must arrive not later than ten calendar days before the convening date of the board and shall be addressed to:

Navy Personnel Command (NPC) MyNavy Career Center (MNCC)
President Active-Duty FY-20 (Grade) (Line or Staff Corps, as applicable)
Promotion Selection Board, Board #XXX, (Board # is a required field and may be found on the FY selection board schedule)
5720 Integrity Drive, Millington, TN 38055-6300

To check on receipt of your package, go to https://www.public.navy.mil/bupers-npc/boards/activedutyofficer/Pages/default.aspx and enter the customer service center link (check on your letter to the board) or contact the MNCC at (833)330-MNCC (6622).

FY-XX selection board schedule located at https://www.public.navy.mil/bupers-npc/boards/selectionboardsupport/Pages/

HOW TO VERIFY YOUR RECORD

This section is a step-by-step guide on how to check all of your military records for completeness and accuracy. At least twice per year I use this process to ensure that my record is complete across all systems. There are many other ways to verify your record; this is just how I check my record.

1. Access the following systems and print out copies of the reports:

Bupers Online (BOL)

- Log into BOL at https://www.bol.navy.mil
- Click on the "ODC, OSR, PSR" menu option.
- Click on the "Officer Data Card (ODC)" link on the top right hand corner of the webpage.
- In the center of the page, you will be able to generate a PDF document of your ODC. Click on the PDF icon and print a copy of your ODC. Close out of the PDF document.
- Click on the "Officer Summary Record (OSR)" link, then click on the "Proceed to OSR" button.
- In the center of the page, you will be able to generate a PDF document of your OSR. Click on the PDF icon and print a copy of your OSR. Close out of the PDF document.
- Click on the "Officer FITREP Summary (1996 to Present)" link.
- In the center of the page, you will be able to generate a PDF document of your FITREP summary. Click on the PDF icon and print a copy of your FITREP summary. Close out of the PDF document.
- On the top center of the webpage, click on the "BOL Menu" link.
- Click on the "CCA/FITREP/Eval Reports" menu option.
- Towards the top of the webpage, click on the "Performance Evaluation Continuity Report" link.
- There is not an option to generate a PDF document. Press "Ctrl + P" to print this report.

- Click on the "BOL" link in the top left hand corner of the webpage.
- Click on the "Individual Medical Readines (IMR) Status" link.
- Press "Ctrl + P" to print out this report.
- Click on the "Return to BOL" link in the top right hand corner of the webpage.
- Click on the "PRIMS" menu option.
- Click on the "Member" menu option at the top left hand corner of the webpage, enter your SSN, then click the "Search for Member(s)" button.
- Your name should now be displayed on the webpage. To the immediate left of your name will be 3 small icons; click on the middle icon that looks like a bar graph. This will generate a new menu. Click on the "PRT Listing All Cycles" link. This will generate your PRIMS report. Print this report. While logged into PRIMS, verify PHA and PARFQ data.
- Close out of the entire PRIMS and BOL webpage.

Electronic Training Jacket (ETJ) & Joint Services Transcript (JST) – Accessed via My Navy Portal (MNP) formerly known as Navy Knowledge Online (NKO)

- Log into MNP at http://my.navy.mil/ utilizing your **EMAIL** certificate on your CAC card.
- In the task bar across the top, hover over "My Record" and select "ETJ" from the drop down menu. This will take you to NTMPS and require you to login. Once logged in, select "Training" and your ETJ will be displayed.
- For your JST, login utilizing your CAC ID certificate to https://jst.doded.mil/smart/signIn.do and select "Transcripts" from the top menu bar.

U.S. NAVY Awards (NDAWS)

- Navigate to NDAWS at https://awards.navy.mil/awards/webbas01.nsf/(vwWebPage)/home.htm?OpenDocument
- Click on the "Personal Awards" link at the top left portion of the webpage.
- Click on the "Personal Awards Query" link at the top right hand corner of the webpage.
- Enter you first name, middle initial, last name, and last 6 digits of SSN into the appropriate boxes; then click on the "Search" link at the top right corner of the webpage.
- Press "Ctrl + P" to print this report. Close out of the entire NDAWS website.

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS)

- Log into NSIPS at https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp
- Accessing NSIPS will bring you to your Electronic Service Record. NSIPS performs many functions (not the least of which is submitting e-leave), but you will also be able to view the current status of your security clearance. Possessing and maintaining a valid security clearance (Secret or higher) is a requirement for initial commissioning and continued service/promotion.
- Click on the "View Personal Information" link, then click on the "Member Data Summary" link.
- The second section from the top of the webpage is titled "Security". Ensure that the "Eligibility" and "Security Clearance" fields indicate that you have eligibility for a Secret (or higher) clearance. If these fields indicate anything other than Secret, Top Secret, or Top Secret – SCI Eligible; then you are unable to be verified during the post-selection board process as being qualified to promote – this is discussed further in the Post-Selection Board Process section of this brief. Examples of "Eligibility" field entries that require your immediate attention include, but are not limited to: "Eligibility Administratively Withdrawn", "Pending Reply to Statement of Reasons", "Revoked", "Denied", "N/A", "Loss of Jurisdiction", or a blank field. Immediately contact your chain of command and Security Manager to verify your status in the Joint Personnel Adjudication System (JPAS), and take action as needed. Failure to ensure that you have a valid security clearance, or failure to maintain a security clearance could result in the delay of promotion.
- Once you've verified your security clearance status, close out of the entire NSIPS webpage. ***Note: Your security clearance eligibility is subject to change at any time by the Department of Defense Central Adjudication Facility.***
- Members should review all other tabs to ensure transactions have been "verified". An un-verified transaction does not mean anything until it is either removed or verified. Contact your servicing PSD/Personnel Office regarding transactions that have not been verified.

OFFICIAL MILITARY PERSONNEL FILE (OMPF) – ACCESSED VIA BOL

- Return to the BOL website at https://www.bol.navy.mil
- Now begins the tedious process of verifying what is in your OMPF, and what should be in your OMPF. If a document does not exist in your OMPF, then it will not be brought before a board without further action from you (i.e. fix your record, or submit a letter to the board). Please note that not every document warrants inclusion into your OMPF. Gather your hard copy resources and compare it to what should be in your OMPF. If documents are missing from your OMPF, there is a very good chance that the information is also missing from your ODC, OSR, ETJ, etc. Please see the OMPF section of this document for amplifying information. Once you "scrubbed" your OMPF for discrepancies, close out of the BOL webpages.
- Review the following documents for what is filed to the OMPF record and submission requirements:
  BUPERSINST 1070.27 (the enclosures is a list of what is filed to the OMPF)
  PERS-313 Retain/Delete Listing (MS Excel document) located at:
  http://www.public.navy.mil/bupers-npc/career/recordsmanagement/militarypersonnelrecords/Pages/default2.aspx

Tip: Filter off the OFF FC for a complete list of officer documents, OFF FC is the Officer Field Code that you see when reviewing your OMPF record and also note the STATUS column, if ACTIVE the document is filed to the record.

2. Compare the various reports to the discrepancies you've found in your OMPF, then compare the reports to each other. Use your ODC as the report against which all other reports are measured. The purpose of this drill is to identify which of these reports is not like the others, which will in turn help you troubleshoot/determine how to fix your record. Only **primary designation letters** are filed to the OMPF, see BUPERSINST 1070.27, Enclosure 2, under Officer Designators, page 4 (does not include SSPD; NOBC; or AQDs).

NAVAL OFFICER BILLETING CODE (NOBC), ADDITIONAL QUALIFYING DESIGNATOR (AQD), & SUB-SPECIALTY CODE (SSC), VERIFICATION

- On the ODC, compare/verify sections 82-91 (NOBCs) against the OSR "Special Qualifications" section. When verifying NOBC data, pay special attention to the number of months assigned to the NOBC. The number of months assigned to an NOBC is determined and will be verified by the number of months listed in your FITREP. FITREP section 29 lists all of the billets held and duties performed during that reporting period as well as the number of months.
- On the ODC, compare/verify section 72 (AQDs) against the OSR "Special Qualifications" section. The OSR "Special Qualifications" section lists both AQDs and NOBCs together. When verifying AQD data and applying for AQD credit, the number of months listed in the NOBC section can affect your eligibility for AQDs. For example, to qualify for certain AQDs you must have served at least 18 months in a particular billet.
- On the ODC, compare/verify sections 66-68 (SSCs) against the OSR "SUB-SPEC" section. You can qualify for an SSC in two ways: through significant experience or by way of education. Similar to AQDs, when applying for an experience based SSC, the number of months assigned to an NOBC can affect that determination.
- On the ODC, compare/verify section 72 (AQDs) against the ETJ "AQD Data" section.
- On the ODC, compare/verify sections 82-91 (NOBCs) against the ETJ "NOBC Data" section.
- On the ODC, compare/verify sections 66-68 (SSCs) against the ETJ "AQD Data" section. This is not a typo, the ETJ's SSC data is found directly below the listing of AQDs.
- When verifying an education based SSC, verify ODC sections 54-60 (education data) against the OSR "Education" section. Then verify ODC sections 54-60 against ETJ "University Data" and "Academic Institution Courses Taken on Active Duty" sections. Then verify ODC sections 54-60 against the JST "Academic Institution Courses" section.
- Finally, verify ODC sections 54-60, 66-68, 72, and 82-91 against the existence of all parent documentation that should be in your OMPF.

FITREPs, PERFORMANCE EVALUATION CONTINUITY REPORT, & PERFORMANCE SUMMARY REPORT (PSR) VERIFICATION

- Start this process by printing out all of your FITREPs and FITREP Correspondence/Extension Memos found in your OMPF. Arrange them chronologically, oldest to most recent.
- On the "Performance Evaluation Continuity Report", pay particular attention to the "Missing Periods" section listed towards the bottom of the report. Working from top to bottom, check off each FITREP listed with the FITREPs

printed from your OMPF. Verify the "From Date" and "To Date" columns on the continuity report against blocks 14 & 15 from each FITREP. Discrepancies between these dates may be explained by FITREP extension letters.
- Compare the Continuity Report against the data found in the PSR, ensuring that there are no gaps or difference between the date data.
- Finally, on the PSR, verify that the data in the "Traits", "Averages", and "Promotion Rec" columns matches what is reflected in FITREP blocks 33-39, 45, and 42-43, respectively.

PHYSICAL READINESS INFORMATION SYSTEM (PRIMS), PSR, & FITREP VERIFICATION
- On the PSR, verify the data in the "PRT" column matches what is reflected in FITREP block 20.
- Verify there are no gaps from the PRIMS "PFA Listing Report", and that the data in the PRIMS "PRT Results" column matches what is reflected in the respective FITREPs.

AWARDS VERIFICATION – NDAWS, ESR, OMPF, & OSR
- On the OSR, verify the "Personal Decorations" section against the data listed in the NDAWS report. Then compare that information against your OMPF & what should be in your OMPF. Compare the dates listed in the NDAWS report to the dates listed on the actual award. See the "Awards" section of this brief for procedures on how to fix awards discrepancies.

INDIVIDUAL MEDICAL READINESS (IMR) REPORT & PRIMS
- The information in this report doesn't affect promotion boards directly; however, it could be an indicator of other issues that could affect your Physical Readiness Test (PRT), which in turn could result in a promotion issue after the fact.
- Verify your PHA data against what was reflected in PRIMS.
- On the top right corner of the report, verify that the "IMR Status" field indicates "Fully Medically Ready". If anything else is in that field, contact medical (you're most likely due for a vaccination, dental exam, blood work, PHA, or PDHRA).

POST-SELECTION BOARD RECORD REVIEW PROCESS

The following instructions govern the post-selection board process:

- 10 U.S.C. 624 (Promotions, Separations and Involuntary Retirement of Officers on the Active Duty List), 14308 (Promotion and Retention of Officers on the Reserve Active Status List), 14311 (Promotion and Retention of Officers on the Reserve Active Status List- Delay of Promotion), DoD Instruction 1320.04 (Military Officer Actions Requiring Approval of the Secretary of Defense or President, or Confirmation by the Senate), SECNAVINST 1420.1B (Promotion, Special Selection, Selective Early Retirement, and Selective Early Removal Boards for Commissioned Officers of the Navy and Marine Corps, SECNAVINSTINST 1412.6L (Promotion of Officers to the Grade of Lieutenant (Junior Grade) in the Navy and to the Grade of First Lieutenant in the Marine Corps, SECNAVINST 5510.30B (Department of the Navy Personnel Security Program), SECNAVINST 1412.8B - Regulations to govern the promotion and continuation of Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs) serving on the active-duty list (ADL) and Reserve Active-Status List (RASL) in the U.S. Navy.

- The chart below outlines which systems (currently) are "scrubbed" to ensure that no adverse or reportable information exists for the officers selected by a promotion board or by an administrative board/action (CO/XO/DH Milestone screening, active to reserve transition, etc). As mentioned earlier, this is why having a **current** security clearance is important.

22 June 15	Pre-screening	Officer Performance Access Tracking System (OPATS)	Joint Clearance and Access Verification System (JCAVS)	Naval Inspector General Hotline Tracking System (NIGHTS) NAVIG	Defense Central Index of Investigations (DCII) NCIS	Professional Responsibilities and Ethics File (PREF) JAG's Only
Flag Boards (07)	✓	✓	✓	✓	✓	✓
Statutory Boards		✓	✓	✓	✓	✓
Spot/Special Boards		✓	✓	✓	✓	✓
Lateral Transfers		✓	✓		✓	
ADMIN Boards		✓	✓			
NAVADMINS		✓	✓		✓	✓
AC to RC		✓	✓			
RC RE-Call		✓	✓			