



Your Record Your Responsibility



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BUPERS ONLINE (BOL) / OFFICIAL MILITARY PERSONNEL FILE (OMPF) MY RECORD

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 block name, a separate window will open that explains that block. This works for all three forms (ODC, OSR, PSR). If you experience problems accessing these items online contact the BUPERS help desk at (866) 827-5672. Reserve officers not on active duty, must contact NRPC at 866-250-4778 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. PERS releases orders between 90-120 days from the officer's transfer date.

Tour Length – Orders are written with a minimum tour length (eg. 36 months). 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.

Official Military Personnel File (OMPF) – My Record 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) vice ordering the OMPF on CDROM. Active duty USN and USNR drilling Reservist should use OMPF to view/get copies of their OMPF record. Ordering a CD should only be done for retaining a copy.

OMPF (My Record) Image Documents - To correct documents in your OMPF record see our webpage's Document Submission and Contact Us.

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.

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





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special qualifications (AQDs). Contacts and guidance on updating the ODC can be found in here. For questions regarding other blocks of the OSR, contact your detailer.

SERVICE SCHOOLS



Only service schools (courses) listed in the Appendix C of NAVPERS 15839I, Volume II may be added to the ODC/OSR; service schools not listed cannot be added to your ODC. If you feel a service school should be added to the Officer Manual, you will need to contact your community manager. The community manager will determine if the school needs to be added and they will work with PERS-341 to make this addition.

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) is 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.

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 -transcripts directly from the university must be sent to PERS-45E: Navy Personnel Command, PERS-45E, 5720 Integrity Dr., Millington, TN 38055-4500. If transcripts are not available, contact PERS-45E for guidance at (901) 874-4946/4992.

Transcripts will be sent from PERS-45E to PERS-312 after the ODC/OSR updates are made to be scanned into your Official Military Personnel File, which you can access via BOL.

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 takes up to three months to appear on your PSR. Your fitness reports will appear on your PSR first and then on your microfiche. 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 your PSR or on your CDROM, 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).

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 38055-3110, AFTER contacting PERS-311D 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 fitrep must be requested by the reporting senior that signed the original report.

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PERSONAL AWARDS



Information and regulations concerning awards is contained in SECNAVINST 1650.1H. The CNO Awards Office established and maintains the 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). NAVADMIN 177/04 refers.

A member can check what awards they have in NDAWS by going to the NDAWS public website: https://awards.navy.mil.

DO NOT e-mail or snail-mail your awards to the CNO Awards Office in Washington DC office, unless your command is a direct report to SECNAV or CNO and does not have NDAWS access.

Verification: If the member's commanding officer is unable to verify medals and ribbons eligibility, send a written request to:

NAVY PERSONNEL COMMAND PERS-312A **5720 INTEGRITY DRIVE** MILLINGTON, TN 38055-3120

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 your NDAWS record of errors recorded into the NDAWS system when you were assigned to a previous command. NPC does not correct your NDAWS record.

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

Reconciling and Updating Your Awards

Service Awards

Copies of service record entries (NAVPERS 1070/604; NAVPERS 1070/613; or NAVPERS 1070/880) that document a member's entitlement or eligibility to wear unit awards, campaign and service medals, non-military U.S. decorations, non-military service awards, foreign military decorations, and marksmanship awards will be filed in your OMPF record.

Information from Service award documentation is also recorded into your data record (ESR, etc.). The award documentation (certificates/write-up's) does not go to NPC for filing in the OMPF record.

Certificates or Letters of Appreciation/Commendation (LOA's / LOC's) are not scanned to the OMPF record, they are recorded/updated in the same manner as service awards above.

Service awards do not go in the NDAWS system, see NDAWS FAQ section for further information.

To update your service awards records (NAVPERS form, or ESR), please contact your Personnel Office.

Personal Awards

If your award records (ESR/NDAWS/OMPF/PSR) are not agreeing with each other for your personal awards, there are several steps involved with getting them matched up and or updated.

If you are trying to correct an award that was issued incorrectly (i.e. spelling errors, wrong award number) you must contact the command that authorized the award. Once the command sends you the corrected award, submit a quality copy to PERS-313 for replacing the one already in your record.

How to Reconcile Your Awards

To reconcile your awards follow the steps below in order:





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Step 1: Is the award listed in NDAWS?

Yes. Go To Step 3; Check Your Online Record (ESR, OSR, PSR) No. Do The Following:

- Make a good quality black and white copy of your missing award certificate (the one with the embossed, color picture of the award). (Note: home printers/copiers do not copy well, if the result is poor, letters are light; fuzzy you will need to use a professional copier – see your Personnel Office/PSD).
- Write your SSN at the top left-hand corner of each copy you are sending.
- If your award is a Meritorious Service Medal or higher (excluding the Purple Heart), then you must also submit the citation that came with the certificate. The citation usually has 18-22 lines of text.
- Send the copies of your certificates/citations to your NDAWS Authority. See "Your NDAWS Authority" above.
- NDAWS will update the other electronic systems (ESR, ETJ, OSR, PSR) in approximately 1-2 weeks.

Step 2: Is the "NDAWS Search Results Listing" correct?

Yes. Go To Step 3; Check Your Online Record (ESR, OSR, PSR) No. Do The Following:

If you have duplicate entries, entries that do not belong, or questions about the NDAWS Search Results Listing, you must contact your NDAWS Authority, see "Your NDAWS Authority" above.

Step 3: Is the award listed in the Online Record (ESR, OSR, PSR)?

Yes. Next, check your OMPF record (image) (Step 4)

No. Do The Following: (This only applies if the award is in NDAWS but not in your PSR/OSR)

- Ensure your SSN is at the top left-hand corner and write "In NDAWS but not in OSR/PSR" at the top. Also include a phone number/email address where you can be reached.
- Fax your missing award to PERS-312A at (901) 874-2001.
- See Important Notes below.

Step 4: Is the award listed in your OMPF record?

Yes. No Further Action No. Do The Following:

Mail a legible, clean copy of the signed citation, with your SSN printed in the upper left hand corner, to PERS-313, no cover letter is required. Note, if the award was recently added into NDAWS (within the past 14 months) do not mail.

Important Notes:

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

When submitting awards to the NDAWS authority or PERS-312 for updating your online record only (the award is already in your OMPF record) annotate in the upper left corner "For Data Entry Only (NDAWS/PSR) - Do Not Scan to Record". Without this statement the NDAWS authority or PERS-312 will submit the document to PERS-313 for filing and you will then have a duplicate award in your OMPF record.

Award documents for filing to the OMPF record must be mailed in, as they do not scan well.

If you are only correcting NDAWS or PSR/OSR, then you may fax the document(s) to the appropriate agency for action, just ensure that it is annotated "For Data Entry Only (NDAWS/PSR) - Do Not Scan to Record".

ADDITIONAL QUALIFICATION DESIGNATORS (AQDs)



Your respective detailer manages/assigns AQDs. To request an AQD referred in Appendix D of NAVPERS 15839I, Volume II, contact your detailer (via e-mail/phone) for guidance on required documentation, qualifications and the overall process.





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AQDs will only be assigned/awarded after a record review, or after the appropriate documentation submitted, to determine that eligibility requirements have been met.

Nurse Corps officers can request specific AQDs by contacting the Nurse Corps personnel planner.

Nurse Corps Plans Analyst (Code 01PNC)

Comm: (301) 295-1779

DSN: 295-1779 Fax: (301) 295-1817

Email: PersonnelPlans.NC@med.navy.mil

JPME and IA AQDs will be awarded by specific PERS codes upon completion. If you see a discrepancy on your ODC, contact your detailer for guidance on correcting.

SUBSPECIALTY CHANGES/UPDATES



If you recently completed a Master's degree, PhD, board certification, or other advanced training, you may need to update your subspecialty code accordingly. Your detailer is unable to award or update your subspecialty code; it MUST be requested through your respective Corps Chief office at BUMED. Contact your detailer or respective Corps Personnel Plans Analyst (listed below) to determine procedures/requirements to update or change subspecialties.

Mailing Address (just fill in the ____ for the appropriate Corps):

Bureau of Medicine and Surgery ATTN Code M13 Corps Plans Analyst Code 2300 E St. Washington, DC 20372-5300

Medical Corps Plans Analyst (Code 01PMC)

Comm: (202) 762-3608 DSN: 762-3608 Fax: (202) 762-3629

Email: PersonnelPlans.MC@med.navy.mil

Medical Service Corps Plans Analyst (Code 01PMSC)

Comm: (202) 762-0323 DSN: 762-0323 Fax: (202) 762-3629

Email: PersonnelPlans.MSC@med.navy.mil

Dental Corps Plans Analyst (Code 01PDC)

Comm: (202) 762-3610 DSN: 762-3610 Fax: (202) 762-3629

Email: PersonnelPlans.DC@med.navy.mil

Nurse Corps Plans Analyst (Code 01PNC)

Comm: (202) 762-0322 DSN: 762-0322 Fax: (202) 762-3629

Email: PersonnelPlans.NC@med.navy.mil

OFFICER PHOTOGRAPHS



Photographs are required of all active duty and reserve officers, regardless of status, within three months of each promotion; photographs are now required in COLOR and are scanned and entered into the record in color. MILPERSMAN article 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 photograph to this form, sign and date the form, and mail to: Navy Personnel Command, PERS-312C, 5720 Integrity Drive, Millington, TN 38055-3120.

To verify a current COLOR photograph has been entered into the permanent record, log into OMPF via BOL.





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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. MILPERSMAN 1301-104 outlines procedures on how to request an extension. A sample letter can be found here.

SELECTION BOARDS



If a member knows or thinks that their record will be going before a Board, they should not wait until it convenes before reviewing and trying to get a document added or removed to the OMPF (image) record, we recommend that a member should review their OMPF record six (6) months prior to a convening date. This applies also to officer photographs, they should be sent in a minimum of (6) months before a Selection Boards.

Note, documents sent to the Board as a 'Board Package' stays at the Board, after the board convenes, the board will destroy all document sent to them – they are not sent to us for scanning to the member's record.

For Officer Precedence Numbers (aka "Lineal Numbers"), see the Naval Register link.

"Are you submitting a selection board package? If so, REGULAR MAIL is the preferred method to ensure resolution quality of the documents being submitted. If you must email a board package (i.e.; deployed, stationed OCONUS), you can send it to the CSCSELECTIONBOARD@navy.mil email address. To ensure more efficient processing and for internal tracking purposes we ask that you place "Board Package: Board No. "XXXX"" (XXXX represents the actual board number) in the subject line. Please DO NOT encrypt your email. NMCI restrictions prevent the opening of encrypted emails that are sent to the CSCSELECTIONBOARD email account."

The following MILPERMAN articles (1070 series) pertain to the Officer Permanent Personnel Record. (Go to References for direct links)

- MILPERSMAN 1000-020 Pay and Personnel Record Maintenance Responsibilities
- MILPERSMAN 1070-020 Officer Permanent Personnel Record
- MILPERSMAN 1070-030 Creating the Officer Permanent Personnel Record
- MILPERSMAN 1070-180 Officer Photographs

CONTINUATION INFORMATION



Continuation is the deferment of involuntary retirement or discharge for years of service or failures of selection for promotion of eligible Regular and Reserve officers serving in permanent grades above lieutenant junior grade. U.S. Code, Title 10 and <u>SECNAVINST 1920.7B</u> are the governing instructions for officer continuations. The annual Officer Grade Continuation plan approved by the Secretary of the Navy issues continuation policy by grade and competitive category to meet service requirements. A NAVADMIN message, providing continuation policy is released each year.

Continuation Board results will be available in BOL once approved by the Secretary of the Navy. This generally occurs shortly after the associated promotion board results are released. Results will be posted only if a continuation board was convened. Many common questions arise concerning continuation and are answered in the following: Frequently Asked Questions About Continuation. Additional information including current NAVADMIN regarding Officer Continuation Board and Announcement of Continuation Policy can found here.





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RESIGNATION / RAD INFORMATION



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/RAD may be prohibited from tendering a resignation prior to becoming eligible for resignation. To prevent this from happening, notify Pers-834F by official letter of the intent to resign at the expiration of your service obligation. This letter must reach us no less than 6 months prior to the first day of the month of your PRD.

Receipt of all requests will be confirmed via message. Please do not fax your request unless we request that you do so.

Requests take an average 8-12 weeks for processing. If your request requires any type of waiver, add an additional 4 weeks to the processing time. You will be notified via message as soon as we have a decision. If you have a question regarding obligated service, contact your detailer. In accordance with the Officer Transfer Manual, your detailer has the ultimate responsibility for determining obligated service.

If your are USN and you have less than 8 years active service, you will be required to accept an inactive reserve appointment for the time remaining. If you choose to drill (affiliate), you will need to contact a Reserve Center and make your arrangements. PERS-834F cannot do this for you.

Jobhunting/Househunting (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-834F regarding actual date of separation. Separation orders are issued 6 months prior to separation month to allow sufficient time for household goods shipment. You do not need to contact PERS-834F if your are granted separation leave.

- MILPERSMAN 1920-100 Release from Active Duty (RAD) Procedures
- MILPERSMAN 1920-130 Officer Separations, General
- Sample Letters:
 - Unqualified Resignation 0
 - **Resignation Request Endorsement** 0
 - 0 Request for Modification to Resignation
 - Request for Withdrawal of Resignation Request

RETIREMENT INFORMATION



Officers considering voluntary retirement from active duty should review MILPERSMAN 1810-020 and OPNAVINST 1811.3 (series) for basic guidance. 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 for LCDR and below is 2 years; Time in Grade for CDR's and CAPT's is 3 years, however, NAVADMIN 044/04 does allows 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. A sample voluntary retirement letter can found here.

ADDITIONAL 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 (CD, 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 according to the directions contained above.

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