



# 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: LT Donald "Toad" Todorowski, PERS-833 – [donald.todorowski@navy.mil](mailto:donald.todorowski@navy.mil)

## 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. \*\*\*UPDATE\*\*\* Viewing orders on BOL is temporarily disabled. Your orders can also 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 (CDROM/WERR) 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. The name WERR has been dropped and OMPF is now the primary term. Active duty USN and USNR drilling Reservists should use [OMPF](#) to view/get copies of their OMPF record. Ordering a CD should only be done for retaining a copy. See [NAVADMIN 011/09](#) for details.

- To correct documents in your OMPF record (and CDROM) 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 ([uasknpc@navy.mil](mailto:uasknpc@navy.mil)) for the [Customer Service Center](#), 1-866-U-ASK-NPC (1-866-827-5672), 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](mailto: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 [uasknpc@navy.mil](mailto:uasknpc@navy.mil) or [CSCSELBOARD@navy.mil](mailto: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 [uasknpc@navy.mil](mailto:uasknpc@navy.mil)" or "Software Certificate for [CSCSELBOARD@navy.mil](mailto: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 PERS-341 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](mailto: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 Sailors:**

PERS-9 adds service schools for Selected Reserve and Individual Ready Reserve Sailors via the Navy reserve Qualification Questionnaire (NRQQ). 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 transcripts directly from the university must be sent: **Navy Personnel Command, PERS-45E, 5720 Integrity Dr., Millington, TN 38055-4500**. If transcripts are not available (verify this with the institution's registrar), contact PERS-45E for guidance at (901) 874-4946/4992.

Transcripts will be sent from [PERS-45E](#) 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.

## **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 on your microfiche – now 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 38055-3110, 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>.

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 e-mail or 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](mailto: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 entered into the NDAWS database. 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 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 a Sailor's award is reflecting in NDAWS and not appearing on their ODC/OSR/PSR they can contact the PERS-312 office at [mill\\_pers312req@navy.mil](mailto:mill_pers312req@navy.mil) (un-encrypted email). 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 II](#) (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.

**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-45E. Contact for further info: [MILL\\_PERS45E@navy.mil](mailto:MILL_PERS45E@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-45E collects and staffs these packages. Contact for more info: [MILL\\_PERS45E@navy.mil](mailto:MILL_PERS45E@navy.mil).

The website with all the details on subspecs:  
<https://navprodev.bol.navy.mil/nss/information/>

## 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](mailto: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-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. Also, be sure and **sign** the bottom of the form before sending!

## 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.

## RESIGNATION /RELEASE FROM ACTIVE DUTY (RAD) INFORMATION

Resignation requests can be mailed to PERS-834F to the address listed below, by fax, or sent in pdf format by email to [PERS-834F@navy.mil](mailto:PERS-834F@navy.mil). **Email submissions are highly recommended and preferred.** 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-834F 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).

### **Address/Fax (Please adhere to PII requirements when sending documentation):**

PERS-834F mailing address: (For all correspondence including FEDEX)

COMMANDER  
NAVY PERSONNEL COMMAND  
PERS-834F  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-8340



Have questions about 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.

## 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. 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.

## 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.