

MILPERSMAN 1070-020

OFFICER OFFICIAL MILITARY PERSONNEL FILE (OMPF)

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References	(a) DoD Instruction 1336.08 of 13 November 2009 (b) BUPERSINST 1070.27C
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1. Policy

a. The officer official military personnel file (OMPF) is maintained per references (a) and (b), and contains documents which reflect on the character, performance, professional qualifications, and fitness of the member. For members who are serving or have served in a dual officer - enlisted status, the officer OMPF may contain both officer and enlisted documents as deemed necessary by Commander, Navy Personnel Command. The OMPF is maintained in the Electronic Military Personnel Records System at Navy Personnel Command (NAVPERSCOM).

2. Record Categories. Documents filed in the officer OMPF are placed in 1 of 20 categories based on type of information in the document. Each category is assigned a unique field code which allows us to group or control access to documents by type. The following outlines categories of documents filed in the officer OMPF. For specific documents, refer to reference (b).

Field Codes	Categories
01	Assignment officer code (currently not used).
02	Photograph (most recent one).
03	Fitness reports - including supplementary materials, letters of explanation, and officer statements.
04	Decorations, medals, and awards - award citations, unit awards, campaign medals, service medals, and marksmanship qualifications.
05	Training and education - tuition assistance forms, college transcripts, diplomas, language proficiency, military service schools, and correspondence course completion certificates.
06	Qualifications - initial designator or designator change, licenses and or certifications, and Navy Reserve qualification questionnaires.
07	Appointments and promotions - appointment acceptance and oath of office, appointment to Navy or Navy Reserve, delivery of temporary or permanent appointment, and correction of appointment.
08	Reserve status - key employee determination, transfer to standby Reserve, United States Navy Reserve (USNR) termination letters, and miscellaneous USNR correspondence.
09	Service determinations, separation and retirement - statements of service, procurement waivers, separation documents, Reserve retirement credit reports, notification of eligibility letter, record of service, and request for conditional release.
10	Miscellaneous professional history - service agreements, Navy Reserve Officers Training Corps disenrollment and or termination, history of assignments, and administrative remarks.
11	Security - clearances, classified information nondisclosure agreements, personnel reliability screening, and security termination statements.
12	Emergency data - Record of Emergency Data, Servicemembers' Group Life Insurance (SGLI) election, SGLI family coverage election, and Reserve Component Survivor Benefit Plan election certificates.
13	Record changes.
14	Personal background data - evidence of citizenship, home of record, and casualty reports.
15	Miscellaneous personal data - birth certificates,

	dependency determination letters, medical reports, and physical examinations.
16	Orders - orders to officer candidate school, Active Duty, first duty station, Inactive Duty, Active Duty for training, recall to Active Duty, and separation.
17	Privileged information - correspondence which is adverse or derogatory in nature (including non-judicial punishment, administrative and or punitive letters, or detachment for cause), family advocacy program documents, prisoner of war data, various board decisions (including field boards, medical boards, and physical evaluation boards), etc.
18	Enlisted record for officer with prior enlisted service.
19	Record requests and or disclosures.
99	Miscellaneous correspondence.

3. Updating the OMPF

a. Personnel Offices and or Personnel Support Detachments shall prepare and forward documents to update the officer OMPF as required by the document's governing directive and in compliance with reference (b).

b. Unless otherwise provided in a document's governing directive or the MILPERSMAN, submit documents on a daily basis or as soon as possible thereafter. Do not include letters of transmittal or explanation.

c. Documents should only contain personal information pertaining to the Service member of record. Unless required by the document's governing directive or otherwise considered essential by the office of primary responsibility, third-party personal information (most often **social security number**, home address, phone number, and date and or place of birth) **must be redacted (blacked-out)** from all documents **prior to forwarding to NAVPERSCOM**.

d. Do not submit "nice to have" or "nonessential supporting documentation." Documents submitted which do not meet retention guidelines of reference (b) will be destroyed.

4. Record Corrections and or Changes

a. An official document submitted to NAVPERSCOM for filing in the OMPF becomes property of Department of Navy (DON). Except for administrative or clerical errors, documents filed in

a permanent personnel record may not be removed or changed, except by authorization of the Secretary of Navy.

(1) Administrative or clerical errors may be corrected per MILPERSMAN 1070-210, or the regulation requiring the original document. When a document is corrected in the OMPF, corresponding data must be corrected in the Navy Standard Integrated Personnel System and or Electronic Service Record if applicable.

(2) Documents found in the OMPF that are not legible may be replaced by submitting clean readable documents (under a cover letter) to NAVPERSCOM, Records Management Policy Branch (PERS-313).

(3) Other requests for correction or removal of documents should be submitted to Board for Correction of Naval Records per MILPERSMAN 1000-150.

b. A document may be amended or supplemented by correspondence forwarded via official channels.

5. **Record Access and or Review**

a. Access to record is normally limited to:

- (1) The officer concerned;
- (2) An agent or representative authorized in writing by the officer;
- (3) Chief of Naval Personnel (CHNAVPERS);
- (4) NAVPERSCOM;
- (5) Personnel who are required to review military service records in performance of their official duties;
- (6) Duly convened boards of DON;
- (7) Courts-martial; and or
- (8) As directed by a court order signed by a judge.

b. The detailing function is strictly the responsibility of NAVPERSCOM. Offices or activities shall not review records of

those officers nominated for assignments or in connection with the detailing process, unless specifically approved by CNPC, NAVPERSCOM, or Assistant Commander NAVPERSCOM, Career Management Department (PERS-4).

6. **Documents for Selection Board Review**

a. Documents in the following categories are provided to selection boards:

(1) **For Active Duty officers** - field codes 01 through 10 and (if it exists) 17; or

(2) **For United States Navy Reserve (USNR) Inactive Duty and Full Time Support officers** - field codes 01 through 10, 16, and (if it exists) 17.

b. If requested, field code 15 may be provided to boards for determination of medical status.