Official Military Personnel File (OMPF) Command View Access

This reference is designed for Command Stakeholders.

The primary purpose for this user aid is to inform Fleet commands regarding a significant capability that provides command stakeholders with access to online Navy Personnel Systems and service record information required to perform assigned tasks.

■ BACKGROUND

The Official Military Personnel File (OMPF) contains electronic images of documents generated throughout the career of every Navy officer and enlisted member, from time of entry until final separation. OMPF resides in the Navy's Electronic Military Personnel Records System (EMPRS), which is an online repository for military human resource (HR) documents.

- Individual Fleet users (officer and enlisted) automatically have access to their personal record via the OMPF My Record view.
- Commanding Officers, Officers-in-Charge, Executive Officers and Command Master Chiefs/ Chiefs of the Boat automatically have access to OMPF records belonging to members of their command via the OMPF Command View.
- Using inherent administrator rights, the CO/OIC, XO, CMC/COB may delegate an Administrator Access User who can then establish and manage OMPF Command View accounts for stakeholders such as the Personnel Officer, Career Counselor, Training Officer, Legal Officer, etc.[1]

■ WHAT WILL A STAKEHOLDER WITH COMMAND VIEW ACCESS SEE?

OMPF Command View provides access to specific service record documents for personnel assigned to the UIC(s) for which access is granted. Access granted depends on whether the stakeholder is officer or enlisted. See *OMPF - Command View Users' Guide* [2] to determine which documents can be viewed.

The commanding officer makes the final decision regarding command stakeholder access to military service records belonging to command personnel. The *CO Decision Support: OMPF and ESR Command Views* [3] is a separate user aid providing guidance and recommendations facilitating the commanding officer's decision process. The user aid provides a chart that lists the command stakeholders who typically perform tasks requiring a view of service record information, and then offers several options for granting access to OMPF and to the Electronic Service Record (ESR).[4] The commanding officer will decide based on the following criteria:

- Stakeholder performs tasks that require access to personnel information, including Personally Identifiable Information (PII).
- Stakeholder has a "need to know".

■ WHY DO STAKEHOLDERS NEED OMPF COMMAND VIEW ACCESS?

The Electronic Service Record (ESR) is replacing the paper Field Service Record (FSR) maintained by the command or servicing Personnel Support Detachment (PSD). Information that used to be entered on documents filed in the FSR is now entered as electronic data in the ESR. When required by regulation, ESR data is printed on documents and submitted to Navy Personnel Command (NPC) for filing into OMPF.

OMPF Command View supports elimination of the Field Service Record by providing command stakeholders with access to OMPF documents and personnel information now maintained online.

---

1 Commanding Officers, Officers-in-Charge, Executive Officers and Command Master Chiefs/Chiefs of the Boat have automatic OMPF Command View access to UIC-specific records based on Billet Sequence Codes containing specified Navy Officer Billet Classification (NOBCs) and Distribution Navy Enlisted Classification (DNECs) Codes. Using inherent administrator rights, one of the above may delegate an Administrator Access User who will then establish and manage command stakeholder access.
2 NPC (http://www.npc.navy.mil) > Career Info > Records Management > OMPF - Command View,
3 View, download and print from NPC: NPC Quick Links > Career Toolbox > Command Leadership, or from NKO (https://wwwa.nko.navy.mil) > Career Management > Navy Career Tools.
4 OMPF contains personnel documents and NSIPS/ESR contains personnel data. Stakeholder tasks may necessitate access to both systems, as well as to documents maintained in command retain files ("junk jackets").

NOTES

- Commands will use NSIPS/ESR for routine maintenance and administration of personnel records. At times, however, it may become necessary to obtain individual OMPF documents. Information found in OMPF but not in ESR includes Eval/FITREP narrative remarks, letters of extension for Eval/FITREP, SGLI/FSGLI election forms and certificates, Montgomery GI Bill contribution forms, and Personnel Reliability Program documents.
- The **QuickStart for ESR Administrative View** is available online.[5]
- CAC is required to access OMPF.

■ GET STARTED

Your primary reference is the **OMPF Admin Access/Command View Users' Guide** which is available on the Navy Personnel Command (NPC) website located at http://www.npc.navy.mil. The Users' Guide provides step-by-step procedures for establishing access to OMPF Command View.

For more information and additional reference material, use the following navigation paths, beginning from the blue banner at the top of the NPC homepage:

- Users' Guide and information regarding OMPF Command View
  Hover over Career Info. Select Records Management > OMPF - Command View

- "Implementation of the OMPF - Command View Application," NAVADMIN 398/10
  Hover over Reference Library. Select Messages > NAVADMINS > NAVADMIN 2010

- Naval Military Personnel Manual (MILPERSMAN) articles
  Hover over Reference Library. Select MILPERSMAN

- Information regarding Electronic Service Record
  Hover over Career Info. Select Records Management > Electronic Service Record (ESR)

- Information regarding Enlisted Field Service Record Closeout
  Hover over Career Info. Select Records Management > Enlisted Field Service Record Closeout

■ REQUIRED DOCUMENTATION

Navy policy requires that all users provided access to OMPF via Command View must have two documents completed and on file with the command's Information Assurance or Security Manager:

1. "System Authorization Access Request - Navy (SAAR-N)," OPNAV FORM 5239/14. Download from http://navalforms.daps.dla.mil/formsDir/_OPNAV_5239_14_4939.pdf. (If the file does not open properly, copy/paste the URL into your web browser.)

   IMPORTANT: For SAAR-N approval – although a security clearance is NOT required for access to OMPF – personnel must have completed a background investigation within the last ten years and be clearance eligible.

2. "Request for Access to Electronic Military Personnel Records System (EMPRS)," NAVPERS 1070/857 (Rev. 7-08). To download from the NPC website, on the NPC homepage, hover over Reference Library. Select Reference Library > Forms > NAVPERS.

---

5 View, download and print from NPC > NPC Quick Links > Career Toolbox > Command Leadership, or from NKO > Career Management > Navy Career Tools.

This is a product of the OPNAV N16 Fleet Introduction Team in coordination with PERS-3.
Please address comments and feedback to Ms Elizabeth McGrath, elizabeth.mcgrath@navy.mil