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Leadership: *Build Consensus*

Consensus means the unit understands and accepts the vision that leadership has articulated. A shared vision brings coherence to a unit's activities and provides a unifying theme for its operations. Leadership should take every opportunity to talk about its vision and to describe it from a variety of perspectives. This message saturation about leadership's vision helps gain acceptance at the deck plate level. This effort will also make it possible for the vision to gain permanence and affect behaviors after the leadership has turned over.

Do It Yourself Guide to Updating Your Record

To ensure the integrity of the Official Military Personnel File (OMPF), documents will not be accepted directly from the service member unless specifically authorized by regulation. Service members who discover omissions in their OMPF should contact their personnel office for assistance. Documents such as contracts (DD form 4), NAVPERS 1070/613, and NAVPERS 1070/604 need to be forwarded from the personnel office. The below guide will assist you in reconciling your record.

How to Reconcile Your Awards

Normally, individuals discover an award is missing from their record via one of following methods:

- Running an awards search from the Navy Department Awards Web Service (NDAWS) website
- Reviewing the Personnel Summary Record (PSR) from the BUPERS Online website
- Reviewing the Electronic Service Record (ESR) from NSIPS
- Reviewing the Electronic Training Jacket (ETJ)
- Reviewing the Official Military Personnel File (OMPF) via the Web Enabled Record Review (WERR) or
- Ordering the CD ROM from BUPERS

Based on this, there are four scenarios presented below (A, B, C and D).

Please read carefully, and find the one that fits your case:

A) If an award is missing from a search conducted via NDAWS:

1) Make a copy of your missing award certificate (the one with the embossed, color picture of the award).

2) Write your SSN and the awarding authority UIC under the SSN at the top right-hand corner of the copy.

3) 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. Write your SSN and the awarding authority UIC under the SSN at the top right-hand corner of a copy of the citation.

4) Send the copies of your certificates/citations to the NDAWS Authority/Administrator IN YOUR CHAIN-OF-COMMAND. A list of these commands, including mailing information will be posted under the "NDAWS Authorities" which can be found in the reference documents under the Approval Authorities tab. The commands that currently have access are listed under the Echelon II command that they ultimately report to.

Note: Once NDAWS has been updated, awards should reflect in the other electronic systems (PSR/ESR/ETJ) in approximately 1-2 weeks.

B) The award shows on your PSR but a copy of your certificate/citation is missing from your OMPF/WERR/CD ROM:

- 1) Mail a legible, clean copy of the signed citation, with your SSN printed in the upper right hand corner, to: Navy Personnel Command (PERS-312)
5720 Integrity Drive
Millington, TN 38055-3120.

No cover letter is required.

- 2) For questions go to NPC Records Management Website

C) If you run an NDAWS search for a personal award and find it in NDAWS but do not see the award in your PSR via BUPERS Online (BOL), fax your missing award to (901) 874-2001, ATTN: Pers-312A.

- 1) Ensure your SSN is at the top right-hand corner and write "IN NDAWS NOT IN PSR" at the top. Also include a phone number where you can be reached.

D) If you see an award in your PSR and it is not in NDAWS, send a copy of your certificate/citation to the NDAWS Authority/Administrator IN YOUR CHAIN-OF-COMMAND. Follow the steps in paragraph A) above.

How to Reconcile your Evaluations/CHIEFEVAL/FITREPS

1. How do I submit a missing report from my permanent record to the Performance Evaluation Division?

Generally, performance evaluations should be submitted by the command who issued the report to the member. The command's administrative officer should be contacted to ensure proper and timely submission of performance evaluations. When submitting missing performance evaluation(s) directly to PERS-32, mail a copy to the following address: Commander

Navy Personnel Command
PERS 32
5720 Integrity Drive
Millington, TN 38055-3201

The copy must display all required signatures, initials, dates, and social security numbers. If member is part of a summary group, all reports in the summary group must be received in order to process the reports.

The most common corrections to the image record (OMPF) are (*if the correction pertains to Evals/FitRep - see above*):

- Removal of duplicate document(s)
- Removal of document(s) that were corrected by another document (both documents **must already** be in the OMPF Record)
- Removal of document(s) belonging to someone else
- Removal of document(s) that were erroneously filed to the record, (i.e., document filed in your record contrary to policy or regulation such as birth certificate; Letter of Appreciation/Letter of Commendation)

2. What if I see an erroneous document that does not belong to me filed on my OMPF. How can I get it corrected?

- Submit an e-mail to [PERS-313](mailto:mill_ompf-chg@navy.mil) at the following address to request administrative corrections to your service record: mill_ompf-chg@navy.mil.
- Ensure you provide the [document name and number](#), [digital document number](#), [field code number](#), and [page number](#) (the PDF page number).
- Provide a brief description of the problem.

Example:

Please remove the following document from my record:

[Enlisted qual Hist 1070/604, DigDoc 12345678, FC36, page 2](#)

This document belongs to another member.

3. What if I see a duplicate document(s) filed on my OMPF. How can I get it removed?

- Submit an email to PERS-313 at mill_ompf-chg@navy.mil to request administrative corrections to your service record.
- Ensure that you provide the document name and number, digital document number, field code number, and page number (the PDF page number). State that it is a duplicate and provide the corresponding digital document number.

Please note the following on the difference between "Duplicate" and "Corrected":

"**Corrected**" document is a document that was created to supersede another document and is handled quite differently. Corrected documents must be submitted by the member's command for replacing the document in the OMPF record.

"**Duplicate**" is a mirror image (copy) of another document and is straight forward in correcting. (i.e. two award citations that have the same remarks, given on the same date but one has "First Award" and the other has "Second Award". This is not a duplicate. One is a "Corrected" copy of the other.)

Example:

Please remove the following duplicate document from my record:

[1070/604, Enlisted Qual Hist, FC36, DigDoc 12345678 page 2.](#)

It is a duplicate of:

[1070/604, Enlisted Qual Hist, FC36, DigDoc 987654321 page 4.](#)

Note: The average turn-around time is 30 days for a request to be reviewed and acted upon. It may exceed 30 days due to the high volume of requests. Please do not submit more than one request.

How to Reconcile College Degrees and Courses

Some of the most common documents that need to be forwarded to another office are official transcripts of degree or college credits. Only submit official transcripts (diploma/certificates will not be accepted) in envelopes sealed by the university to:

Officers: Navy Personnel Command
PERS-45E
5720 Integrity Drive
Millington TN 38055-4500

Enlisted: Center for Personal and Professional Development
Attn: Virtual Education Center
1905 Regulus Avenue, Ste. 234
Virginia Beach VA 23461-2009

Phone: 1-877-838-1659
Comm: 757-492-4684

Note: Transcripts must be submitted to one of the offices listed above regardless of whether they are listed in SMART.

How to Reconcile Navy Enlisted Classifications (NECs)

1. To request an NEC, enlisted personnel must meet the requirements of the NAVPERS 18068F, Chapter 4. Submit NAVPERS 1221/6 to NAVPERSCOM (PERS-4013C2).
2. Submission of Requests. Requests can be submitted via mail, email, or fax. If submitting request for multiple members for the same NEC, enter "see attached" on blocks 1 and 2. Attach a list with the rate, name, and last 4 of the member's social security number to the NAVPERS 1221/6.

- Send fax to 901-874-2027. Address the request to NAVPERSCOM (PERS-4013C2)
- Send email requests to **MILL_NEC_REQUEST@navy.mil**

Mail requests to: Navy Personnel Command
PERS-4013C2
5720 Integrity Drive
Millington, TN 38055-3340

3. Click on the link provided to access a fillable electronic version of the [NAVPERS 1221/6](#) form.

How to Reconcile Navy Officer Billet Classifications (NOBCs) Active Duty Officers

For active duty officers, the NOBC code appearing in the first NOBC column of an Officer Distribution Control Report (ODCR) transfers automatically to an officer's record upon assignment to a billet identified by that NOBC. The code is removed from the officer's record if the officer is in the billet for less than five months. An officer's automated record holds a maximum of 30 NOBCs reflecting the officer's most recent billet experience.

For Inactive Duty Officers, analysis of information contained in the officer's qualifications records is maintained by the Navy Personnel Command (PERS-911) and is the basis for assigning NOBC codes. Submit requests for new NOBC certification via the chain of command to Navy Personnel Command (Pers-911) using the format and criteria found in Chapter 9 of the BUPERSINST 1001.39.

***The POC for correction of the NOBC on the Officer Data Card is:

SPAWAR ITC NSIPS (CDM)
NAS JRB FORT WORTH
877-589-5991
FAX: 817-782-6430
NSIPSHelpdesk@NAVY.MIL

What if your Warfare Designation is missing?

Corrections: Contact your servicing PSD and have the Personnel Support Rep initiate a service request through the NSIPS helpdesk. Proper documentation will be required. Contact the NSIPS helpdesk @ DSN 647-5110, fax 504-697-0342 or send an email to: NSIPShelpdesk@navy.mil for additional help.

What if your Master Training Specialist (MTS) certificate is missing?

Corrections: Mail certified copy of course completion certificates or Page 4 to the Virtual Education Center.

Center for Personal and Professional Development
Attn: Virtual Education Center
1905 Regulus Avenue Suite 234
Virginia Beach VA 23461-2009

Sailors must provide their SSN, daytime phone number, and email address to Virtual Education Center to assist in validating the education information. Documents must be certified as true copy by current command or PSD.

What if your Reserve Retirement Points are incorrect?

1. What do I do if I am missing AT/ADT on my Annual Retirement Point Record (ARPR)?

If AT/ADT points were earned within the last 12 months, seek advice from your unit/NOSC. Once submitted through NSIPS, it takes approximately 60 days for the points to reflect online. If 60 days have passed and the points are still not showing online, have your unit/NOSC contact the NSIPS Help Desk for assistance. If the AT/ADT is older than 12 months, forward supporting documentation to the address listed below for accreditation. Your next ARPR will reflect the updated information. If you are an IRR member, submit supporting documentation for your AT/ADT to the address listed below.

Supporting documents consist of the orders to include the pay voucher (if warranted) or the endorsed copy of the orders that indicates the REPORTING and DETACHING dates, a Page 5 (History of Assignments) from your service record, or an eval/fitrep that reports the dates performed. Once the documents are received, please allow 30 days for your point record to be updated. If after 30 days the points have not posted online, call 1-866-827-5672 and a customer service agent will check the status.

2. What do I do if I am missing Active Duty/ADSW on my ARPR?

Effective 2006 active duty time electronically transmits to the participation record, but it takes approximately 60 days from the release date for that time to post to the online point record. If 60 days have passed and the active duty time has not posted online, send a copy of the DD214 to Navy Personnel Command, PERS 912 for manual crediting. The address is listed below. The DD214 is preferred because many times the orders do not include the reporting and detaching dates. If you do not have a copy of the DD214, forward a copy of the endorsed Active Duty/ADSW orders that include the reporting/detaching dates to the address listed below for accreditation.

3. What do I do if I am missing Correspondence Courses on my ARPR?

If the correspondence course is graded locally, the local reserve activity has the capability to enter the completion of courses via NSIPS if the completion date is within 12 months. Once the points are submitted through NSIPS, it takes approximately 60 days for them to show online. If CNET Pensacola graded the course, the points will be electronically transmitted to the point record. You will see the points online approximately 60 days from the date of completion. If after 60 days the points have not posted online, send a copy of the NETC completion certificate to Pers-912 for manual crediting. Once sent, allow 60 days for the points to post online. If the course was performed through Navy Knowledge Online E-Learning and you are a SELRES, there is no need to send the completion certificate to Pers-912 for manual crediting until 60 days after the completion date.

NKO courses completed on or after 1 September 2009 by SELRES electronically post to the point record, but it may take approximately 60 days from the date of completion for the points to show online. If after 60 days the points have not posted, send the completion certificate to the address listed below for manual crediting. Do not scan the certificates for crediting. Faxing or mailing is the preferred methods. The information for mailing or faxing is listed below. If the course was completed prior to 1 September 2009, send to Pers-912 for manual crediting.

If you are in the IRR and have completed NKO courses, fax or mail the certificate to Pers-912 for manual crediting. At the present time, NKO courses completed by IRR members do not electronically post to the point record. Once sent, allow 60 days for the points to post online. If the correspondence courses completed are older than 12 months, forward supporting documentation to the address listed below for accreditation. Once sent, allow 60 days for the points to post online.

4. What do I do if I am missing funeral honor duty credit on my ARPR?

If funeral honor duty point(s) are less than 12 months old, seek advice from your local reserve activity. Funeral honor duty points are to be submitted through NSIPS for crediting. It will take approximately 60 days for the points to show online once submitted.

If funeral honor duty point(s) are older than 12 months, documentation (funeral honor duty chit/muster report) must be submitted to Navy Personnel Command (Pers-912) for input. Supporting documentation can be submitted by fax, or mailed to the address listed below.

Address for retirement point related correspondence:

Commander, Navy Personnel Command (Pers-912)
5720 Integrity Drive
Millington TN 38055
Fax 901-874-7044
Or call Toll free 866-827-5672

You may access your point record via Bupers Online at <https://www.bol.navy.mil/>.

Enlisted Assignments: HYT Policy

The N121 Enlisted Assignment Branch plays a vital role in processing Inactive Duty Training (IDT) Orders for Reserve Sailors affected by High Year Tenure (HYT). These affected Sailors may subsequently be transferred to Voluntary Training Units (VTU) due to reaching HYT gates as outlined in MILPERSMAN 1160-120. This article describes N121's role as it pertains to the HYT process.

The VTU provides mission-capable Reserve Sailors affected by HYT with the opportunity to drill in a non-pay status at their local Naval Reserve Activity (NRA) to earn points towards their retirement. Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) N121 Enlisted Assignment Branch is responsible for validating and approving all NRA submitted VTU IDT Orders.

Once the N121 Enlisted Assignment Branch receives IDT Orders via the IDT Order Writer (IDT-OW) System, an Assignment Coordinator will validate and approve the orders and then remove the Sailor from their current billet assignment via the Reserve Headquarters System (RHS). If it is determined by Navy Personnel Command (NAVPERSCOM)(PERS 913) that the HYT date is incorrect, the Selected Reserve Sailor must contact their supporting NRA. The NRA will request an NSIPS trouble ticket to correct the entry and then provide N121 with the trouble ticket number in the draft order's amplifying remarks section. N121 will include these remarks when generating new orders to place members back into a previous unit and/or billet.

The following information specific to Selected Reserve Sailor pulled from MPM 1160-120, will help local NRAs determine required actions and options for their Sailors approaching HYT.

[MILPERSMAN 1160-120 High Year Tenure](#)

HYT GATES FOR SELECTED RESERVE SAILOR

| GRADE | YEARS | REMARKS |
|------------|-------|------------------------------|
| E1 Thru E2 | 6 | Not Eligible for HYT Waiver. |
| E3 | 10 | |
| E4 | 12 | |
| E5 | 20 | |
| E6 | 22 | |
| E7 | 24 | |
| E8 | 26 | |
| E9 | 30 | |

Waiver requests to continue beyond established SELRES HYT gates will be considered on a case-by-case basis and shall be submitted to NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913) using NAVPERS 1306/7. Requests should arrive 10 months prior to established HYT date. Final approval or disapproval resides with Bureau of Naval Personnel (BUPERS). Commands will be notified via naval message of waiver disposition. Sailors who receive an approved waiver will sign a NAVPERS 1070/613 Administrative Remarks document.

Selected Reserve Sailors serving on an approved HYT waiver for a specific assignment, obligated service, or program who are no longer able to fulfill the assignment, obligated service, or program for which the waiver was approved may be subject to having their waiver cancelled.

Selected Reserve Sailors who reach HYT must be removed from reserve status by the end of the month in which the HYT date occurred. If eligible, member may request transfer to the Retired Reserve (with or without pay); to the Active Status Pool (ASP) to continue accruing qualifying service for a non-regular retirement; or to the Voluntary Training Unit (VTU) to continue to drill in a non-pay status.

HYT is not a disqualifying factor for Active Duty Operational Support (ADOS). Prior to executing orders, Selected Reserve Sailors who will reach their HYT date while on Active Duty Special Work (ADSW) will be transferred to the VTU, unless approved for a HYT waiver that expires after return from ADOS. Selected Reserve Sailors in a HYT status while on ADSW are ineligible to participate for advancement in rate unless the member has an approved HYT waiver and is not HYT for the next higher pay grade.

Further information on HYT policies or Enlisted Assignments can be found at the following hyper-link: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C2/Navy%20Reserve%20Personnel%20Manual/Pages/RESPERS%20M-1001.5.aspx.



N112A

Officer Incentives LPO
PS1(AW) Autumn Swarts

N1 "SAILOR IN THE SPOTLIGHT"



Interesting Facts:

PS1 Swarts is from Peru, NY a small town 30 minutes from Canada.

Length of Service:

Petty Officer Swarts has served in the Navy for 12 years.

Previous Duty Stations:

Previously stationed at PSD Jacksonville, Florida; NOSC Brunswick, Maine; Navy Fleet Logistics Support Squadron 62 (VR-62) in Brunswick, Maine; Naval Air Station (NAS) Brunswick, Maine; and most currently here at CNRFC Norfolk, Virginia.

Favorite Duty Station:

Naval Air Station Brunswick! This command afforded me the opportunity to perform as the Command Career Counselor for almost 200 Sailors on a base that was BRAC'ing. It was extremely challenging and rewarding! The command personnel were amazing as both Sailors and Leaders. The excellent camaraderie made my tour with NAS Brunswick my favorite so far!

Hobbies:

Spending time with my boys! - They are growing so fast, I enjoying soaking up every moment! I also enjoy photography, being a beach bum when the weather allows and anything outdoors!

Most influential person:

My mother, she has faced so many challenges in her life and has never skipped a beat. She has instilled so many values in my family. My mother has been my Navy Career "wing woman" and has always been my biggest fan.

Department/Contact Information:

PS1 Swarts is the Leading Petty Officer of N112A, Officer Incentives. She can be reached at phone: 757-322-2646/DSN: 565-2646 or e-mail: autumn.swarts@navy.mil