Ready Now. Anytime, Anywhere.

N1 Monthly NewSLetter

February 1, 2011

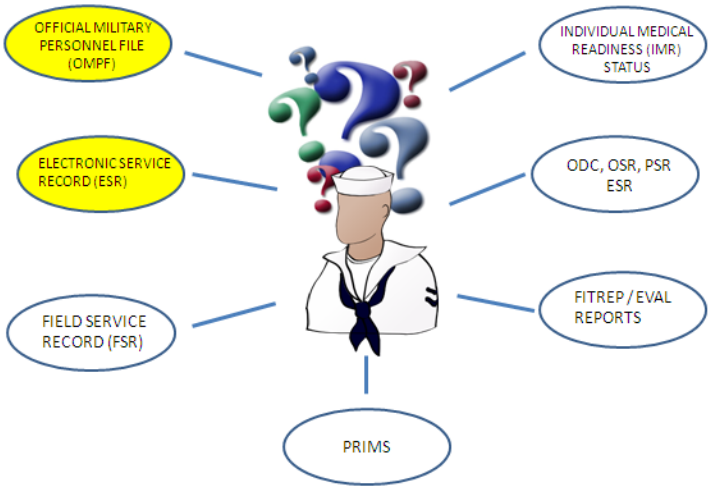
Visit N1's Webpage on the Navy Reserve Homeport

Honoring Our People

Within our lifelines we provide support to our Sailors, individually and proactively. We stand ready to assist service members' families, whenever and wherever they need our help. And finally, we recognize, respect, and honor the civilian employers whose support enables our Navy Reservists to serve our Navy and our Nation. We honor their service by both our actions and words.

How Much Does Your Career Mean To YOU?

Official Military Personnel File (OMPF) Part 1



Official Military Personnel File (OMPF) is a permanent record, maintained in accordance with DoD Instruction 1336.08 and BUPERS Instruction 1070.27 and managed by the Navy Personnel Command (NPC), PERS-31. It contains electronic images of documents generated throughout the career of every Navy officer and enlisted member, from time of entry until final separation. These documents contain information about your enlistment, training, education, performance, discipline, awards, assignments, duties, casualty status, and separation/retirement from the Navy which is submitted by your command or servicing Personnel Support Detachment (PSD). The Electronic Service Record (ESR) replaces the "paper" Field Service Record (FSR) maintained by your command or servicing PSD. Information that was entered on documents filed in your FSR is now entered as electronic data in your ESR. Additionally, when required by regulation, ESR data is printed on documents and submitted to NPC for filing into your OMPF.

Why is the OMPF important?

- OMPF documents are used to manage service member assignments, training, advancement, and separation. After separation, these documents are used primarily to protect the legal and financial rights of veterans, their families and survivors. When you separate or retire from the Navy, your OMPF is maintained indefinitely.
- OMPF documents reflect your fitness for military service, performance of duties, and entitlements.

Per BUPERS Instruction 1070.27, the following primary documents are included in the OMPF:

NAVPERS 1070/601 - Immediate Reenlistment Contract
NAVPERS 1070/602 - Dependency Application/Record of Emergency Data
NAVPERS 1070/604 - Enlisted Qualifications History (no longer used)
NAVPERS 1070/605 - History of Assignments
NAVPERS 1070/606 - Record of Unauthorized Absence
NAVPERS 1070/607 - Court Memorandum
NAVPERS 1070/613 - Administrative Remarks (Permanent Page 13s)
NAVPERS 1070/615 - Record of Discharge from the U.S. Navy Reserve (Inactive)
NAVPERS 1070/622 - Agreement to Recall or Extend Active Duty
NAVPERS 1070/621 - Agreement to Extend Enlistment
NAVPERS 1070/880 - Award Record
NAVPERS 1070/881 - Training Education and Qualifications History
NAVPERS 1616/26 - Evaluation Report and Counseling Records
DD 4 - Enlistment/Reenlistment Documents
DD 214 - Certificate of Release or Discharge from Active Duty
DD 215 - Correction to DD 214

Most of the documents above are submitted to the OMPF when created, but the following documents are submitted **only** at the end of your enlistment/reenlistment:

NAVPERS 1070/605 - History of Assignments
NAVPERS 1070/880 - Award Record
NAVPERS 1070/881 - Training Education and Qualifications History

Where do I go to view the OMPF documents?

Common Access Card (CAC) is required for access to view service record documents in the Internet environment. If you are not on an NMCI workstation, you must have a CAC Reader and ActivIdentity/ActivClient software installed on your computer.

1. Go to BUPERS Online (BOL) at **https://www.bol.navy.mil**
(When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.)
2. Select Official Military Personnel File (OMPF) (Formally called WERR).

You should view and verify documents at least 6 months prior to Command Development Board and Selection Board Review to ensure accuracy. Order a CD copy of your OMPF annually through BUPERS Online.
If you discover duplicate documents or documents of other personnel, contact NPC directly for assistance. For missing documents or errors, contact your command Personnel Representative or local PSD. For additional information concerning correcting your OMPF, go to **https://www.bol.navy.mil** Click Career Info > Records Management > Military Personnel Records > Corrections and Submissions. To discover all you need to know about OMPF, ESR, FSR, and PSR click on the N11 RPAT Link on the N1 Share point.

If my OMPF is correct, why do I need to worry about my ESR?

The ESR allows you to view information contained within the Navy Standard Integrated Personnel System (NSIPS). This system contains pay and personnel information entered by your command and/or servicing PSD and gives you the ability to update certain personal information displayed in your ESR. Additionally, ESR data is used to produce documents filed in your OMPF, so it benefits you to ensure your record is correct.

Enlisted Service Record (ESR)
Part 2

How do I access my ESR?

You establish and access your ESR via the NSIPS portal at https://nsips.nmci.navy.mil

1. Go to https://nsips.nmci.navy.mil. When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
2. Read the security disclaimer, check the box provided, then select Agree.
3. Click Logon. When asked to verify your PKI, choose the DoD CA-XX certificate.
4. Click next to your User ID (your name).
5. Read the security disclaimer, check the box provided, then select Agree.
6. Click Logon.

Sailors on some surface ships can view an afloat version of their ESR via a shipboard NSIPS server.
(See ESR QuickStart, available at NKO > Career Management > Navy Career Tools.)

Where to Access the ESR Non-Compliant Report for Reserve Component Commands (RCC)

Submitted by CNRFC N1C4

The ESR report is generated from the NSIPS Help Desk Tier II level at the NSIPS Program Office. The criteria used for this report is based on the master database of NSIPS ESR Usernames. If a member has established a username, then they are compliant; no username, non-compliant. NSIPS sends CNRFC N1C4 a list of those who are non-compliant and we post the report to SharePoint for action by the respective RCCs.

NOTE: The ESR Web Adhoc Report in NSIPS has some limitations which the NSIPS Program Office is working on. SELRES reports cannot be pulled unless you put in the Reserve Unit Identification Code (RUIC) for the individual unit you are looking for. You cannot enter the Navy Operational Support Command Unit Identification Code (UIC) and expect to get all members (Full Time Support and SELRES) and there are some instances of inaccurate reporting. Space and Naval Warfare Systems Command is working to make NSIPS Web Adhoc more user friendly and accurate. For now, you will get the most accurate information by using our monthly ESR non-compliant report posted to SharePoint.

There is no longer an annual requirement for a member to log-in to their ESR account; however, all personnel, active and reserve, are encouraged to log-in quarterly to ensure the information in their ESR is accurate and up to date, (i.e., Training, Awards, Dependency Data, CEI, etc...).

How To Read a Reserve Leave and Earning Statement (LES)

Source: http://www.dfas.mil

Your pay is your responsibility. The LES is a comprehensive statement of a member's leave and earnings showing your entitlements, deductions, leave information, tax withholding information, and Thrift Savings Plan (TSP) information. Your most recent LES can be found 24 hours a day on MyPay. If members receive Career Sea Pay, the Sea Service Counter will still be displayed in the remark portion of the LES. The LES remains one page in length. Verify and keep your LES each month. If your pay varies significantly and you don't understand why, or if you have any questions after reading this publication, consult with your NOSC/disbursing/finance office. The following link contains a guide to help you understand your LES in detail:
http://www.dfas.mil/militarypay/newinformation/Reserve_Guard_LES_Guide.pdf.

N1 "CODE IN THE SPOTLIGHT"

N1

DCOS & Deputy DCOS

What are the N1 DCOS and Deputy DCOS responsible for? The Deputy Chief of Staff (DCOS) and the N1 Deputy are positioned at the COMNAVRESFOR staff in an echelon II capacity to develop manpower and personnel policy guidance to meet mission requirements for Navy and Navy Reserve personnel readiness goals.

The N1 and Deputy perform this function by serving as principal advisor to COMNAVRESFOR in all matters relating to manpower and personnel issues. They exercise overall management of assigned Active Duty, FTS, and SELRES manpower by developing procedures for administration, direct the implementation of approved SELRES manpower plans and personnel policies. They also assist CNO (OPNAV N095) staff in determining Navy Reserve manpower and personnel requirements by developing manpower and personnel plans/policies affecting the Navy Reserve, as well as, advise and assist COMNAVRESFOR in the general administration and management of subordinate activities in all matters relating to manpower and personnel.

The N1 and Deputy also administer the overall management of SELRES manpower by developing guidance and procedures for the implementation, control, and management of approved manpower plans and authorized programs for SELRES officer and enlisted assignments. Lastly, they administer the overall management of the Navy Reserve retention program by serving as principal advisors to COMNAVRESFOR on matters concerning retention, including the responsibility for formulating policy on retention.

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MANPOWER STATS

RESERVE FORCE:

CEI COMPLIANCE - 93.72%
ESR COMPLIANCE - 93.54%

RESERVE FORCE STRUCTURE:

RC MAJOR COMMANDS - 6
AVIATION WINGS - 2
NAVY OPERATIONAL SUPPORT CENTERS - 125 (AT LEAST 1 NOSC IN EVERY U.S. STATE)