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Cleaning Up Your Official Service Record

at <http://www.bol.navy.mil>. The .pdf version icon in the upper right corner is best – it is what the board will see. This is the fastest way to review what FITREPs or awards are present or missing in your record.

Ensure you have a full-length photograph in your current pay grade. It is wise to update it within 12 months of any promotion board. Submit NAVPERS 1070/10 to NPC Pers-312C at the address above.

Log into <https://awards.navy.mil> and verify your personal awards are in your record. Send missing personal awards (achievement medal and higher) to:

*Commander, Naval Reserve Forces
Command
Code N0131
4400 Dauphine Street
New Orleans LA 70146-5100*

Place your social security number in the upper left corner of each document. Check status of unit awards dating back to WWII at <http://neds.nebt.daps.mil/O1650.htm>. For example, you may find that you are eligible for a unit commendation from your last active duty command.

Naval Reserve Qualification Questionnaires (NRQQ) should be updated annually. It is an excellent “overflow” for FITREPs that can’t fit all of your accomplishments. Note that not all board members review every NRQQ, so if there’s something important there, call attention to it in a letter to a board. Obtain a blank NRQQ from <http://www.nrpcweb.nola.navy.mil>.

When filled in, send it to:

*Naval Reserve Personnel Center
4400 Dauphine Street
New Orleans LA 70149-7800*

or fax it to (504) 678-1764, or e-mail it to NRPC_NRQQDivision1@navy.mil. If you choose e-mail, recognize you’re sending your SSN in the clear.

Note that selection boards “pull” records four weeks prior to convening. A board will not see any updates received after this date. Because of backlog and processing time, either send updates four months prior to a board, or send copies of updates to the board (see my January 2005 article on “Writing to a Selection Board”). Note

that any documents sent to a board are destroyed afterward; do not send them originals!

Update your civilian employment information at <https://www.dmdc.osd.mil/Guard-ReservePortal>. This is a relatively new, and mandatory, program to ensure that the Navy knows who is your civilian employer. Update annually and each time you change jobs. If you are between jobs, note that as well.

Check to ensure your retirement points are up to date at <http://www.bol.navy.mil>. Review each annual retirement point history (ARPR) or annual statement of service history (ASOSH) to ensure all drills and active duty time is reflected. Your local reserve activity should enter AT/ADT points automatically into NSIPS. Allow 60 days to reflect online. They can also enter missing information less than 12 months old. Send copies of endorsed orders more than 12 months old to the NRPC address listed above, attention Code N333. For ADT, also include a copy of your DD-214. For missing drills, include copies of appropriate documentation (drill chits or muster reports).

For further reference, see the PERS-8 “update your record” page at <http://www.bupers.navy.mil/pers8/PERS-80/PERS-80IRes/UpdateRecord.htm>, the ARPR/ASOSH FAQs at <https://secure.bol.navy.mil/neops/ARPRFAQs.asp>, and the NRQQ page at http://www.nrpcweb.nola.navy.mil/_nrqq.asp.

The FY-06 Reserve officer promotion plan is out on the PERS-8 Web site. It looks tough. The promotion rate for URL captains is down to 40 percent – a total of 155 officers. Last year, 53 O-6 billets were not filled, in large part because many official records were inaccurate or not complete. Perhaps the message here is that if you can’t manage your own record, how can you be entrusted with the careers of other officers? Note that the URL commander promotion rate is 60 percent, and LCDR is 78 percent. FY-03 promotion rates were 60 percent, 80 percent, and 90 percent, respectively. The Navy is raising the bar. Update your record, and help all of your Sailors do the same.

What you think is in your record is irrelevant to a selection board. By statute, boards can only address your performance summary record (PSR), your correspondence with the board, and what is in your service record. Here are the ways to supply missing information and to correct errors.

First, request a copy of your official record online at <https://ba.bol.navy.mil/comcd/>. Records are now provided on CD. Note that all bol.navy.mil Web sites will request a client PKI certificate, which is stored on your common access card (CAC), better known as your military ID card. (You do have a CAC reader, don’t you? If not, contact your chain of command.) Note that the default address to mail your record is likely your reserve activity. If you want it sent to your home, print out the online form, and fax it to (901) 874-2761, or mail it to NPC at:

*Navy Personnel Command
Pers-312C
5720 Integrity Drive
Millington TN 38055-3110*

Perhaps you have an old copy of your record on microfiche. It is obsolete. The Navy converted to a digital document retrieval system, called Electronic Military Personnel Records System (EMPRS). Documents that were photocopied, mailed in, filmed, and converted to microfiche were digitized for EMPRS. Many older documents are no longer legible. Review every page of your record when you receive it. If there are missing or illegible FITREPs or other documents you want a board to read, send in clean copies with a cover letter explaining what are updates to illegible copies and what are new documents. If you are submitting fitness reports only, use Code “PERS-311” in the above address.

Next, download a copy of your OSR/PSR