

# **BOARD PREPARATION / SERVICE RECORD UPDATE CHECKLIST**

In General, do the following

- 1) Verify and correct discrepancies in your WERR
- 2) Verify and correct discrepancies discovered in review of your OSR / PSR

## **WEB ENABLED RECORD REVIEW**

BUPERS Online (<https://www.bol.navy.mil>) is your main tool for board preparation and helps you be proactive in making the most of your screening opportunity.

You may view your entire record anytime online via the Web Enable Record Review (WERR) tool on BOL – <https://werr.bol.navy.mil/Introduction.aspx>. There are a number of ways to sort the information, but in general you will want to look at Field Codes 2, 3 and 4.

- Field Code 2 - Ensure a current officer photograph is present. The photo should be full length in color in your current grade. Additional instructions are found below.
- Field Code 3 – Contains all of the Fitness Reports in your record.
- Field Code 4 – Awards. Verify that all of your awards are present. If you are missing awards, then you should follow the section in the document entitled “[Awards](#).” You may need to compare what is here with what is displayed on your OSR...they are not always the same.

If, during your personal record review, you notice missing information you should send it to the Bureau for inclusion in your permanent record. The address is listed below. Please be advised that whatever you send may not make it into your permanent record in time. If that is the case, we will contact you and ask you to submit any missing information to the board via correspondence.

Navy Personnel Command  
PERS 312  
5720 Integrity Drive  
Millington, TN 38055-3120  
Phone: (901) 874-3351    DSN: 882-3351  
Fax: (901) 874-2851    DSN: 882-2851

## Officer Photo Instructions

[NAVADMIN 103/07](#) released in April 2007 reinstated the requirement for officers to submit photographs for their permanent service records.

While there may be limited opportunities for officers to have a photo taken “professionally” by a Navy, Defense Department or commercial studio, there is another way to accomplish this requirement simply and easily, using materials and equipment available within your command (a white board, a digital camera, and a plain wall). Here's what you do:

1. Write the required information on a piece of paper, poster board or white board in 2" letters (can be hand-written). For example:

OFFICER,           FIRST M.  
LCDR/1234/1310  
17 APR 07

2. Take the white board, poster or paper along with a digital camera and a shipmate into the passageway.

3. Stand up against the bulkhead (left shoulder forward), while your shipmate takes your full-length photo.

4. The requirements for the photograph (per MILPERSMAN 1070-180) include:

- a. Color
- b. Display a full-length, three-quarter view of the member, left shoulder forward;
- c. Plain, flat background to provide sufficient contrast to highlight details of the uniform; and
- d. Be 4 inches in width and 6 inches in height.

5. Save the picture to your hard drive, then copy and paste it into the submission form (link below). Type in your info, then print the form with your picture in it and sign.

6. Mail the completed, signed form to:

Navy Personnel Command  
Pers-312C  
5720 Integrity Dr.  
Millington, TN 38055-3120

7. About two weeks after mailing your form, you can contact the Navy Personnel Command Customer Service Center to check the status of your photo submission. The CSC can be reached at 1-866-U-ASK-NPC (1-866-827-5672).

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# How to Print your OSR/PSR

BOL Public - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://www.bol.navy.mil/DefaultPub.aspx?Cookies=Yes>

Links ACSC Bloomberg.com DTS EarlyBird MILPERSMAN NKO NMCMP5 (GSA-1A) NPC NPC Education Pers-Codes WorldNetDaily

**BUPERS Online**

[Home] [Help] [FAQ] [Comments] [Privacy Policy] [Text Only]

For help call:  
**1-800-951-NAVY**

Or email the  
**Help Desk**

[Click Here](#) to install the root certificate so that you will not be required to accept it every time you access the site.



**BUPERS Online**

This web site is for use by Active Duty and Reserve Navy personnel, as well as other specifically authorized personnel only.

**Ships or users with slow connections should use the [TEXT ONLY VERSION](#) of BOL.**

**CAC Login**



**Login ID:**  
  
[Help with your Login ID?](#)

**Password:**  
 **Log On**  
[Forgot your password?](#)

Announcements  
If you need assistance in logging into BUPERS Online, please complete the [Help Desk](#) form.

For help call **1-800-951-NAVY**  
Help Desk Hours of Operation  
Monday - Friday, 0600 - 1700

[Home] [Help] [FAQ] [Comments] [Privacy Policy]  
[PKI/CAC FAQ] [Section 508] [Text Only]  
[Help Desk Email]

Navy Personnel Command

- Go to BOL (<https://www.bol.navy.mil/>)

- Logon either using your CAC Card or Username / Password

BUPERS Online - BOL - Microsoft Internet Explorer provided by NMCI

Address: https://secure.bol.navy.mil/menu.aspx

9:50:45 AM Wed, Mar 18 - 2009

For help call 1-800-951-NAVY Bureau Of Naval Personnel Online

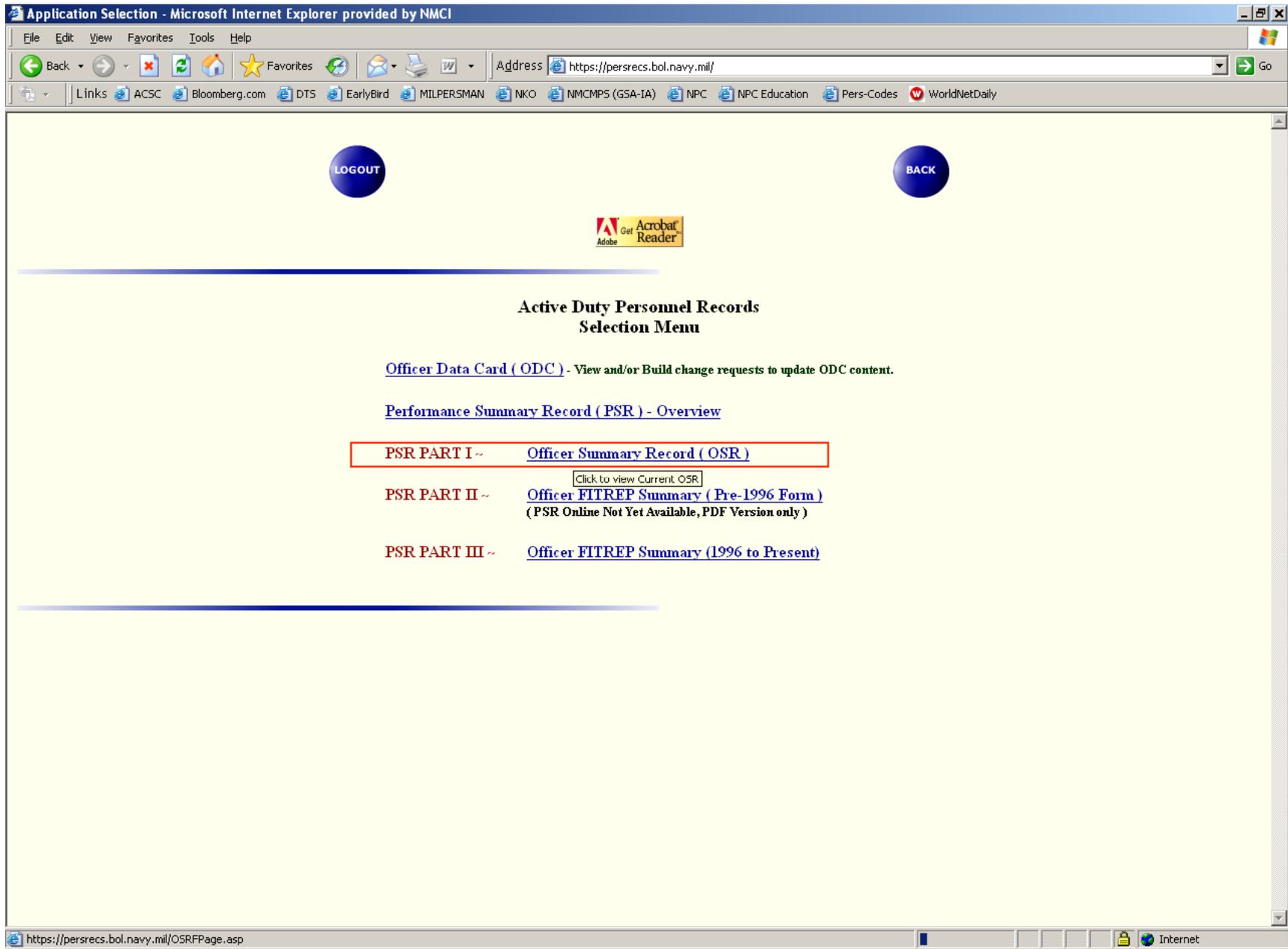
User Logged in: DUFF DAVID GAVIN

### BOL Application Menu

[Application List]	<b>[ Advancements/Selection Boards</b>	1 ⓘ	Click on any information icon to the right of a menu item to see additional information about that application.
[Update Info]	<b>[ Application (FORMAN) Status</b>	1 ⓘ	
[Change Password]	<b>[ ARGUS Reporting</b>	1 ⓘ	
[Help]	<b>[ ARGUS Survey</b>	1 ⓘ	
[FAQ]	<b>[ ARPR/ASOSH Online</b>	1 ⓘ	
[Comments]	<b>[ Configuration Management</b>	1 ⓘ	
[Privacy Policy]	<b>[ Exchanges Of Duty (SWAPS)</b>	1 ⓘ	
[Sign Out]	<b>[ FITREP/Eval Reports</b>	1 ⓘ	
	<b>[ Military Locator System</b>	1 ⓘ	
	<b>[ NavPers Legacy &amp; Itempo</b>	1 ⓘ	
	<b>[ Navy Diversity Calendar</b>	1 ⓘ	
	<b>[ Navy Personnel Command</b>	1 ⓘ	
	<b>[ Navy-Marine Corps Mobilization Processing System (NMCMP)</b>	1 ⓘ	
	<b>[ ODC, OSR, PSR, ESR</b>	1 ⓘ	
	<b>[ Personnel Action Request 1306/7</b>	1 ⓘ	
	<b>[ PRIMS 2008</b>	1 ⓘ	
	<b>[ Request Record on CD</b>	1 ⓘ	
	<b>[ Selection Board Member/Recorder Training</b>	1 ⓘ	
	<b>[ Selective Reenlistment Bonus</b>	1 ⓘ	
	<b>[ Update Race/Ethnicity Preference</b>	1 ⓘ	
	<b>[ View Orders</b>	1 ⓘ	
	<b>[ Web Enabled Record Review</b>	1 ⓘ	

Version: 3.2 Rev. 3154 Build 23465

- Click on ODC, OSR, PSR, ESR



- Click on PSR Part I - OSR

Officer Summary Driver - Microsoft Internet Explorer provided by NMCI

Address: https://persrecs.bol.navy.mil/OSRFPPage.asp

OSR Online Navigation

General Data	Promotion History	Current Duty	Education
Service Schools	Previous Service	Awards	Special Qualifications
			Remarks

BACK

PDF icon

General Data

Name	YG	Date Processed	SSN	Designator	Date of Birth	Age	Prof. Serv. Date
DUFF DAVID GAVIN	95	090314		1310		35	

Promotion History

CAPT	CDR	LCDR	LT	LTJG	ENS	W-2
		041201	990601	970531	950531	

Current Duty

Present Duty Station Title	Present Billet Title
CNAVPERSCOM MILL	PERS DIST OFF/

Education - Formal (College)

College	Year	Level	Major	Minor
USNA	95	BACH/PRO	NAVARCH	

Sub-Specialty

5403Q
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Language Proficiency

Language	Proficiency

Done Internet

- Click on PDF icon in upper right corner

NAME [REDACTED]		YG 95		DATE PROC: 100320			
SSN [REDACTED]	FILE NO	DESIGNATOR 1310	DATE OF BIRTH [REDACTED]	AGE [REDACTED]	PROF. SERV. DATE	FOR BOARD USE	
HIGHEST FLAG	CAPT	CDR	LCDR	LT	LTJG	ENS	HIGHEST CWO
			041201	990601	970531	950531	

PRESENT DUTY STATION <b>1</b> CNAVPERSCOM MILL				PRESENT BILLET PERS DIST OFF/			
---	--	--	--	----------------------------------	--	--	--

EDUCATION					SERVICE SCHOOLS ATTENDED			
COLLEGE	DATE/LEVEL	MAJOR	LANG. PROF.	SUB-SPEC	COURSE:			
<b>2</b> USNA	95 BACH/1 PR	NAV ARCH	<b>3</b>	<b>4</b> 5403Q 3111S	AIR COMD STAFF		IAW T & E	
					DATE/WEEKS: 0810	CC	0306	EQ
					COURSE: ISAC		TEST PILOT	
	DATE/WEEKS: 0411	04		0306	48			
	COURSE: FSAMC		INT TEST & EV					
	DATE/WEEKS: 0308	01	<b>5</b>	0306	02			

ACTIVE DUTY BASE DATE	PREVIOUS MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATE/GRADE	REMARKS
950531					

PERSONAL DECORATIONS	
AIR MDL S/F	09
AIR MD I/A-V	01
NAV COM-V	01
NAV COM	03
NAV ACHV	02

**6**

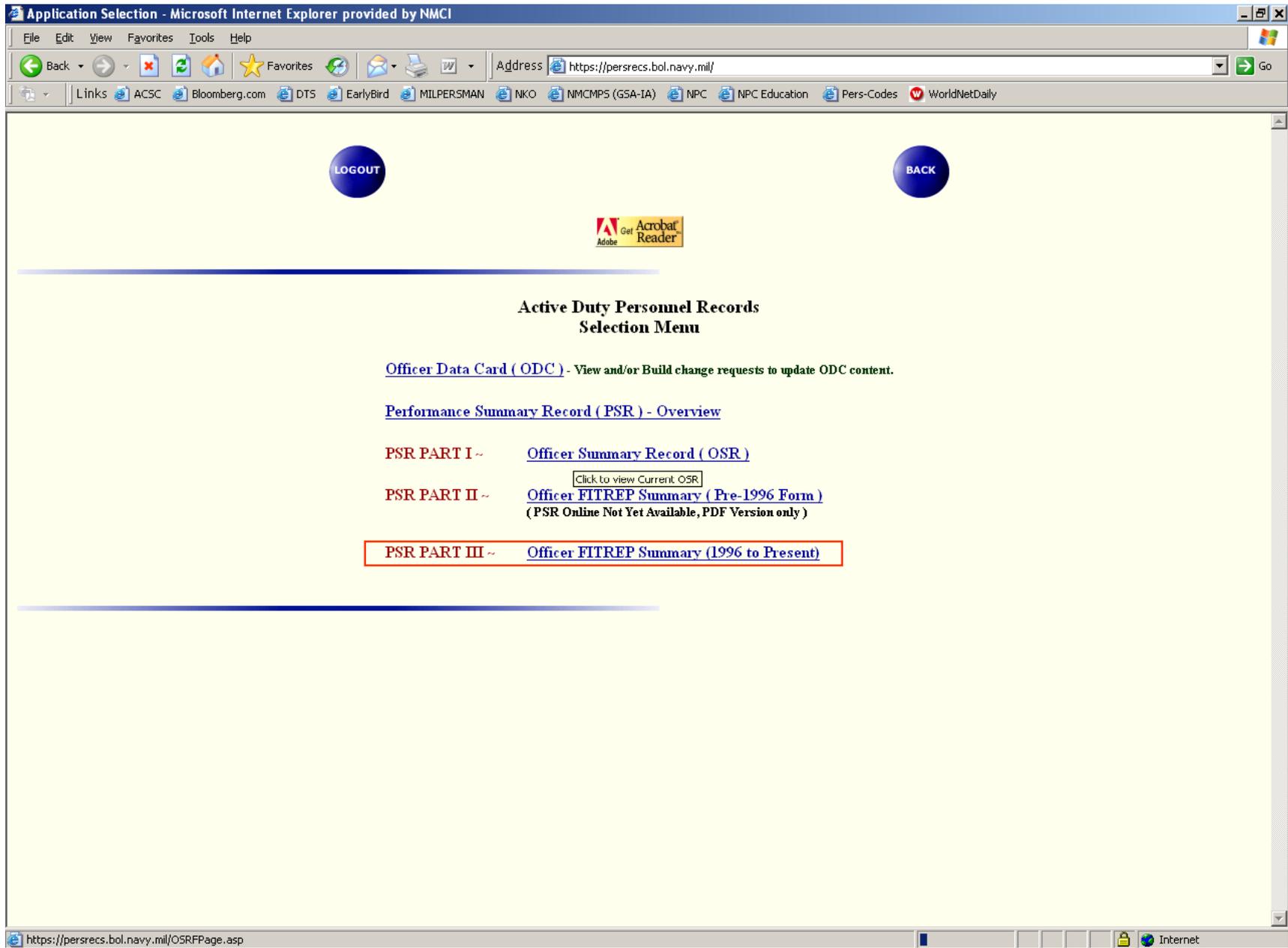
SPECIAL QUALIFICATIONS						
<b>1</b>	PERS DIST OFF	<b>7</b>	JPME PHASE1	<b>13</b>	FTR FA18 01	<b>19</b>
<b>2</b>	SQN DEPT HD	<b>8</b>	CDO UNDRWAY	<b>14</b>	PLTTRA JET 01	<b>20</b>
<b>3</b>	TEST PILOT	<b>9</b>	CONN ALNGSD	<b>15</b>		<b>21</b>
<b>4</b>	AVIATOR	<b>10</b>	AQLVLPROGM	<b>16</b>		<b>22</b>
<b>5</b>	LT ATK FA1801	<b>11</b>	AQLVL2T&EVL	<b>17</b>		<b>23</b>
<b>6</b>	STRKLD GRD	<b>12</b>	FA-18E	<b>18</b>		<b>24</b>

**7**

PROVEN SUB-TEST PILOT

SELECTED FOR CDR COMMAND

**8**



- Use the back button to return to the main screen
- Click on PSR Part III – Officer FR Summary (1996 to Present)

PSR Formatted Report Data - Microsoft Internet Explorer provided by NMCI

Address: https://persrecs.bol.navy.mil/PSRNew.asp?ManType=OA

**Performance Summary Record**

[BACK](#)

 ←

PSR For : DUFF DAVID GAVIN  
 Designator/Rate : 1310  
 As Of : 03-14-09

[Click here for History of Traits Assigned](#)

From 081995 To 012596

PG	Duty Station Name	Duty Type	From	To	# of Months	Reporting Senior Name	PG	Title
01	NAVAVSCOLSCOMPENS	STU-API	081995	012596	5	MOCK R C	05	DEPT HEAD

Associated Grades for the above duty dates

Members Trait Grades					Averages for traits				Promotion Recommendation					Misc
1	2	3	4	5	IND	SUM	R/S	CUM	SP	PR	P	MP	EP	RPT Type
					0.00	0.00	0	0.00						RG

From 012696 To 080996

PG	Duty Station Name	Duty Type	From	To	# of Months	Reporting Senior Name	PG	Title
01	VT-27	STUDENT	012696	080996	7	DOYLE PR	05	XO

Associated Grades for the above duty dates

Members Trait Grades					Averages for traits				Promotion Recommendation					Misc
1	2	3	4	5	IND	SUM	R/S	CUM	SP	PR	P	MP	EP	RPT Type

- Click on PDF Icon

PERFORMANCE SUMMARY REPORT

DATE OF REPORT: 03-20-10

NAME (LAST, FIRST, MIDDLE)			DESIG/RATE		SSN		PAGE 1 OF 2														
PG	STATION	DUTY	DATES	MOS	REPORTING SENIOR		TRAITS					AVERAGES		PROMOTION REC					RPT TYPE		
					NAME	PG	TITLE	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP		EP	PRT
O1	NAVAVSCOLSCOM PENS	STU-API	081995 012596	5	MOCK R C	05	DEPT HEA D						0.00 0.00	0 0.00	0	0	0	0	0		RG
O1	VT-27	STUDENT	012696 080996	7	DOYLE P R	05	XO						0.00 0.00	0 0.00	0	0	0	0	0		RG
O1	TRARON TWO-TREE	STU	081096 053097	10	BEVER G L	05	CO						0.00 0.00	0 0.00	0	0	0	0	0		RG
O2	VT 7	ISTUDENT	053097 060598	12	RICHARDS ON W J JR	05	CO						0.00 0.00	0 0.00	0	0	0	0	0		RG
O2	CTW-1	NA	060698 061898	0	SMITH G A	06	COMMODO R						0.00 0.00	0 0.00	0	0	0	0	0		RG
O2	VFA-106	STUDENT	061998 040999	10	KAEPERNI K D P	LTC	XO						0.00 0.00	0 0.00	0	0	0	0	0		RG

A

B

C

D

# MAKING CORRECTIONS TO YOUR OSR

Once you have followed the instructions to download and view your OSR, please follow the instructions below to make corrections to your permanent record.

For screen boards (DH, Command, Major Command), you should expect that we will contact you directly for correspondence to fix anything we see that might be wrong with your record. For statutory boards (promotion), you will have to follow the [correspondence procedures](#) listed on the NPC website to make changes inside of about 6 weeks of the start of a board.

We recommend that you always retain a copy of whatever you send in, preferably in a pdf format with your Name, Full SSN and “VFA” in the upper right hand corner. It will make it easier in future if we need a copy for a screen board.

**1 Present Duty Station / Present Billet.** These fields are automatically populated based upon your Command’s Official Name and the Billet Sequence Code (BSC) you are detailed into at that command. The Present Billet may not match what you are actually doing but there is no way to change these two blocks. Your FITREP from your current command will tell the board membership what you are actually doing.

**2 Education.** To make changes to your education block, please follow these instructions:

To update your ODC in accordance with policy, have the University send an official sealed transcript for entry into your record. If you picked up a sealed transcript locally, you can also send this to the address below (it must remain sealed). This ensures the highest quality of your permanent file for viewing on the BUPERS CD (for both yourself and any boards). The address for the registrar to send the sealed transcript to is:

Naval Personnel Command  
PERS-45E  
5720 Integrity Drive  
Millington, TN 38055-4500

As soon as it arrives, the degree(s) will be entered into your ODC and then sent over to PERS 312 to be scanned into your viewable record (official military personnel file or OMPF). You can see it(them) in about 4 weeks using Web Enabled Record Review.

Note: There are some college majors which are not listed in the Navy’s master database, in those cases they choose the closest option they have available.

**3 Language Proficiency.** In your BOL account (from the menu where you printed your OSR / PSR), click on the top banner labeled “Build and View ODC.” Go to blocks 62-65 and left click on the area you would like to change. For the proper codes, you will need to reference **Appendix A** of the [Manual of Navy Officer Manpower and Personnel Classifications - Volume II](#).

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**Sub-Specialty Codes.** To make changes to your SUBSPEC block, please follow these instructions:

PERS 45E handles subspecialty management. Here is the link to information about how to request subspecs:

<https://navprodev.bupers.navy.mil/nss/information/RequestingSubspecialtyCodes.asp>

The normal process is to receive the general 'thousand series' subspec (ex: 5000P) code upon graduating with a master's degree meeting the Educational Skill Requirements (ESR's). If a school is DOE accredited, it almost always meets the ESR's. You can request to hone in the subspec if you want it to be more specific (ex: 5309P). These requests must include transcripts, course descriptions (use your school's catalog), and a return e-mail address and/or phone number for questions. Note: In addition, all official transcripts are to be forwarded to Pers45E for entry into the officer's record.

Examples are on the website : Click HELP-INFORMATION and Table 8-1 has an example request letter.

PERS 45E takes the requests along with the enclosed/attached requested documentation and we farm it out to subject matter experts. Smart, academic people make the call on awarding.

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**Service Schools.** To make additions to your Service Schools you should send the request along with the supporting documentation to NSIPS Helpdesk ([NSIPSHelpdesk@navy.mil](mailto:NSIPSHelpdesk@navy.mil)).

A list of all of the available service schools may be found in the [Manual of Navy Officer Manpower and Personnel Classifications - Volume II](#). – **Appendix C**.

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**Awards.** Only personal awards, NAM and higher are reported on your OSR. The NPC website has instructions on how to make changes at the following link:

<http://www.npc.navy.mil/CareerInfo/RecordsManagement/AwdDecorMedal.htm>

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**NOBC / Special Qualifications.** The *Special Qualifications* section of your OSR now contains both Naval Occupational Billet Codes (NOBC) you have earned as well as Additional Qualification Designations (AQDs). There are two separate processes to make changes to this section.

**NOBC.** In your BOL account (from the menu where you printed your OSR / PSR), click on the top banner labeled "Build and View ODC"

If you believe that you have earned a NOBC in your current command, you will go to block 83, 86 or 89. For past commands use block 91. Left click on the field that is in error and follow the instructions from there which appear on the screen. You will need to reference **Part C** of the [Manual of Navy Officer Manpower and Personnel Classifications - Volume I](#).

*Special Qualifications.* A list of all of the available special qualifications can be found in the **Part D** of the [Manual of Navy Officer Manpower and Personnel Classifications - Volume I](#).

Part D contains all of the AQDs currently in the Navy if you would like to look through them. There are currently no SFWT Level 2, 3, 4 AQDs nor anything for NATOPS I, JHMCS I, NVG I, etc. Each of you at a minimum should have some Hornet Qual (LT ATK FA1801, FTR FA18 01, FA-18E, FA-18F). You do not need to have all 4 if you are qualified in multiple platforms. Additional quals you may have (this is not meant to be a shopping list that you pursue):

- LSO (All levels you have earned)
- JTAC / FAC(A)
- Strike Lead
- Conning Alongside
- JPME
- IA
- SFT1

You may e-mail the detailer directly for any aviation related AQD's. Provide us with supporting documentation and we will make the addition for you.

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**Remarks.** Any comments in this section are automatically generated based on certain SUPSPECs, Command Screen Result (CSR) Codes and other items in your record. There is no way for us to make any changes here.

# MAKING CORRECTIONS TO YOUR FITREPs

- A** Do not worry if a Command name is spelled incorrectly here. Your FITREPs are scanned in and they are misread from time to time.
- B** These should reflect what is in Block 29 of the associated FR
- C** Check for continuity throughout your career. Some guidelines:
  - Do not worry about overlaps
  - Short gaps (30 Days) during the training pipeline will not be an issue
  - We recommend fixing gaps over 30 days once you have begun your fleet career.

Instructions on Administrative changes and Statements in Lieu of Missing Fitness Reports may be found in [BUPERS 1610.10B](#).

- D** Verify that you PFA status are correct. Recall that “N” is not adverse it simply means that the PFA was not performed. If you have blanks, contact me with the period you are missing. Here are the codes and their definitions

PHYSICAL READINESS TEST CODE		BODY COMPOSITION ASSESSMENT CODE	
<b>P</b>	Pass	<b>WS</b>	Within standards.
<b>*F</b>	Failed	<b>*NS</b>	Not within standards.
<b>M</b>	Medically waived: "M" shall be used when members are granted medical waiver from one or more PRT events (excluding sit-reach) and achieve "probationary" standard or better on all non-medically waived events. Pregnancy is a medical condition.	<b>MW</b>	Medical waivers from body fat measurements are issued only for members who are recuperating from a medical or surgical condition that interferes with accurate measurements. Waiver must be in writing from a specialist, approved by medical department head and cannot exceed 6 months in duration. See reference (a) for more details.
<b>**N</b>	Not tested	<b>**XX</b>	Impossible to weigh or measure. (All personnel, except those who are pregnant, are expected to be measured or weighed. Use of code XX should be reserved for rare cases where it is not possible to weigh or measure an individual. Justification must be provided in the narrative section (e.g., block 20: XX=Not measured due to extended emergency leave).

\* Explain in the comments.

\*\* N plus body composition code (or N/XX) may be used for reports covering less than 90 days or for a member who reported on board less than 10 weeks prior to scheduled Physical Fitness Assessment. Explain these entries in the comments unless the report dates make the reason self-evident.