

## MILPERSMAN 1070-150

### REQUESTS FOR COPIES OF THE PERMANENT PERSONNEL RECORD

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN	882-3406/3407
			COM	(901) 874-3406/3407
			FAX	882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone:	Toll Free	1-866-U ASK NPC
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<b>References</b>	(a) SECNAVINST 5211.5D, Department of the Navy Privacy Act (PA) Program
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#### 1. Policy

a. Permanent personnel records are protected under the Privacy Act of 1974, and access shall be in compliance with reference (a). Copies of the permanent personnel record may be requested per this article during the period they are maintained at Navy Personnel Command (NAVPERSCOM).

b. A paper copy will be produced for seal and signature requests, and when only a few specific documents are requested. Copies will be printed on compact disk (CD) for all other official Navy requests.

c. Requests for records must be in writing, in a format approved for the type of request listed below. Telephone requests cannot be accepted.

d. On-line requests may be submitted by Active Duty and Training and Administration of Reserve (TAR) members using the established request procedures offered by the secure web site <https://www.bupersaccess.navy.mil>.

e. Routine E-Mail requests will not be approved, because they are not private and can easily be forwarded and modified beyond the control of the requestor.

## 2. Seal and Signature Requests

a. Judge advocates may request a seal and signature copy of the complete permanent personnel record to meet official legal requirements.

b. The request must be an official naval letter or naval message. The letter must

(1) state full name and social security number (SSN) of member whose record is required;

(2) state reason for the request; and

(3) be signed by the commanding officer (CO), officer in charge (OIC), or person granted "By direction" authority.

c. Send request to:

**Navy Personnel Command  
PERS-313D  
5720 Integrity Drive  
Millington, TN 38055-3130**

## 3. Command Requests

a. **Officer Records.** A command may request documents from an officer's record when there is a need for the documents in order to discharge official duties. **Officer Fitness Reports and privileged information will not be provided.**

b. **Enlisted Records.** A command may request documents that are missing in the field service record (FSR), or a copy of the permanent record to replace a lost/destroyed FSR.

c. **Multi-member requests.** A command without access to field service records may request copies of their members' permanent personnel records on CDs to provide local commanders access to personnel information for making daily administrative and personnel decisions. **Officer Fitness Reports and privileged information will not be provided on multi-member requests.**

d. The request must be an official naval letter or naval message. The letter must

(1) state full name and SSN of member(s) whose record is required;

(2) state the reason for the request (justification for a multi-member request must include the location of field service records, and circumstances preventing their use);

(3) specify either entire record or specific documents needed; and

(4) be signed by the CO, OIC, or person granted "By direction" authority.

e. Send request to:

**Navy Personnel Command  
PERS-313  
5720 Integrity Drive  
Millington, TN 38055-3130**

**NOTE:** Do not request special handling (e.g., FedEx, overnight service), as these requests cannot be accommodated.

#### 4. Member's Request

a. Members may request a copy of their own permanent personnel record using NAVPERS 1070/882 (Rev. 9-03), Official Military Personnel File (OMPF) Record Request. If NAVPERS 1070/882 is not available, a written request may be made. The request must include

(1) member's full name,

(2) rank or rate,

(3) SSN,

(4) military or civilian address to which the record is to be sent, and

(5) member's signature.

b. Send request to:

**Navy Personnel Command  
PERS-313  
5720 Integrity Drive  
Millington, TN 38055-3130**

c. Active Duty/TAR personnel may also request their records on-line through BUPERS ACCESS if the mailing address listed therein is correct. Changes to the on-line address must be made through the Personnel Office/Personnel Support Detachment (PERSUPP DET).

**NOTE.** Do not request special handling (e.g., FedEx, overnight service), as these requests cannot be accommodated.

5. **Facsimile Requests.** Requests in the formats provided above may be faxed to NAVPERSCOM, Systems Operations Branch (PERS-313). The CD(s), or documents from the permanent personnel record, will be mailed.

6. **Mail-Out Request Processing.** Requests are handled on a first-in, first-served basis. Turn-around averages 10-15 days, which varies based on the number of requests received.

7. **NAVPERSCOM On-Site Pickup**

a. **Pickup by Member.** Members may obtain a copy of their own record in person at NAVPERSCOM. The record review room is located in

**Wood Hall, Building 769  
Room 109  
Naval Support Activity Mid-South  
Millington, TN**

and is open between the hours of 0800 and 1600. Members must present proper identification.

b. **Pickup by Third Party.** Members may authorize a third party to pick up their record for them. Third party requests will be honored only if the third party has a signed

authorization from the member whose record is requested, and proper identification. The request must include

- (1) member's full name,
- (2) rank or rate,
- (3) SSN,
- (4) statement that member authorizes "\_\_\_\_\_"  
(third party's full name and SSN) to be the member's agent, and
- (5) member's signature.

**NOTE:** The signed authorization will be honored on a one-time basis. Separate requests must be submitted each time a third party is authorized to receive a record.

8. **Other Requests**. Direct all other requests for copies of the permanent personnel record to NAVPERSCOM (PERS-313D), or call 1-(866)-U-ASK-NPC (DSN: 882-5672) for information.