

REQUEST FOR ACCESS TO ELECTRONIC MILITARY PERSONNEL RECORDS SYSTEM (EMPRS)

SUPPORTING DIRECTIVE NAVPERSCOMINST 5000.1 ARTICLES 0110-510 AND 0110-520

AUTHORITY: 37 U.S.C. 403; PUBLIC LAW **PRIVACY ACT STATEMENT**
PRINCIPAL PURPOSES: THE INFORMATION PROVIDED ON THIS FORM WILL BE USED TO DETERMINE AUTHORIZATION TO ACCESS EMPRS OFFICIAL MILITARY PERSONNEL FILES.
ROUTINE USE: TO ACCESS A MEMBER'S PERMANENT PERSONNEL RECORD. INFORMATION ON THIS FORM MAY BE DISCLOSED AS GENERALLY PERMITTED UNDER 5 U.S.C. SECTION 552A(B) OF THE PRIVACY ACT, AS AMENDED. IT MAY ALSO BE DISCLOSED OUTSIDE THE DEPARTMENT OF DEFENSE TO THE INTERNAL REVENUE SERVICE FOR TAX PURPOSES, AND THE DEPARTMENT OF VETERAN AFFAIRS REGARDING VA COMPENSATION. OTHER FEDERAL, STATE, OR LOCAL GOVERNMENT AGENCIES, WHICH HAVE IDENTIFIED A NEED TO KNOW, MAY OBTAIN THIS INFORMATION FOR THE PURPOSE(S) IDENTIFIED IN THE DOD BLANKET ROUTINE USES AS PUBLISHED IN THE FEDERAL REGISTER.
DISCLOSURE: VOLUNTARY; HOWEVER, FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN A SUSPENSION OF AUTHORIZED EMPRS/OMPF ACCESS.

TO BE COMPLETED BY USER

NAME:	RANK/RATE:	SSN:
JOB TITLE/SERIES:	PRD:	EMAIL ADDRESS:
ACTIVITY:	DEPT:	PHONE NUMBER:
I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND NAVPERSCOMINST 5000.1, ARTICLES 0110-510 AND 0110-520. I UNDERSTAND MY OBLIGATION NOT TO DISCLOSE USER ID AND PASSWORD OR TO ALLOW ANYONE ACCESS USING MY USER ID AND PASSWORD. I UNDERSTAND THAT ACCESS AND VIEWING OF OFFICIAL MILITARY PERSONNEL FILED (OMPFs) IS FOR OFFICIAL BUSINESS ONLY AND THAT I AM NOT AUTHORIZED TO PROVIDE ANY INFORMATION CONTAINED THEREIN TO ANYONE EXCEPT THE SERVICE MEMBER CONCERNED TO INCLUDE PRINTING DOCUMENTS FROM EMPRS. I UNDERSTANT THAT I AM REQUIRED TO NOTIFY NAVPERSCOM, RECORDS MANAGEMENT SECTION (PERS-312E) AND MY CHAIN OF COMMAND OF ANY CHANGES IN MY CURRENT STATUS IN WRITING.		
USER'S SIGNATURE:	DATE:	

TO BE COMPLETED BY ACTIVITY COMMANDING OFFICER/OFFICER IN CHARGE

JUSTIFICATION FOR ACCESS:	
NAME	RANK:
SIGNATURE:	DATE:

TO BE COMPLETED BY ACTIVITY HEADQUARTERS

I CERTIFY THIS USER IS AUTHORIZED TO ACCESS EMPRS FOR OFFICIAL DUTIES. I FURTHER CERTIFY THAT THIS ACTIVITY WILL REPORT ANY BREACH OF PERSONALLY IDENTIFIABLE INFORMATION (PII) AS REQUIRED BY DON CIO WASHINGTON DC 291652Z FEB 08 WITHIN ESTABLISHED TIME LIMITS WITH A COPY TO PERS-312.	
NAME/RANK:	COMMAND:
SIGNATURE:	DATE:

TO BE COMPLETED BY NAVPERSCOM RECORDS MANAGEMENT SECTION (PERS-312E)

REMARKS: APPROVED/DISAPPROVED.	
SIGNATURE:	DATE: