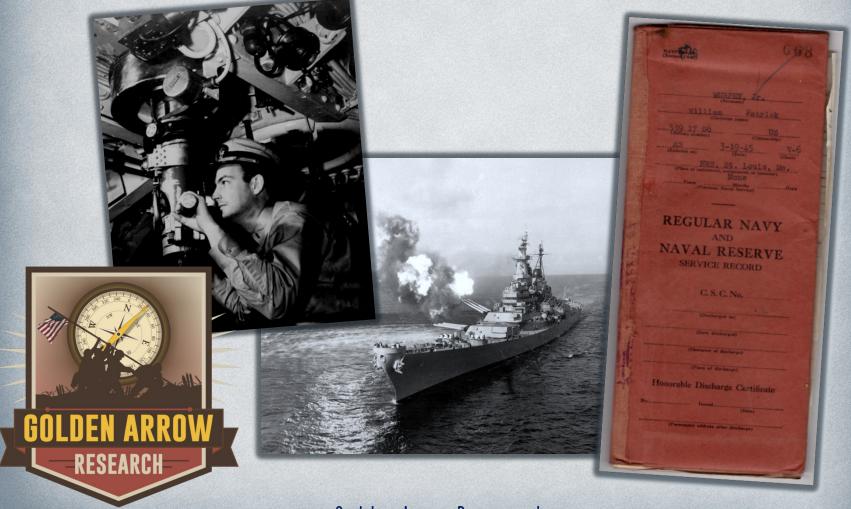
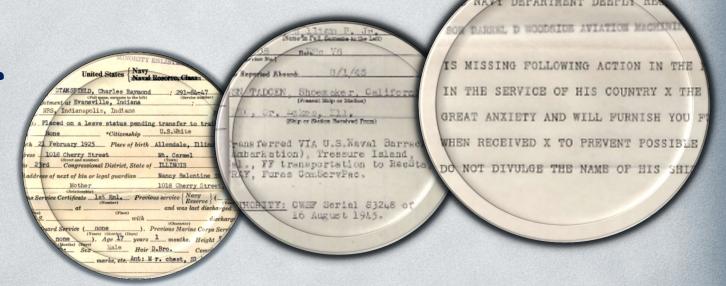
# THE U.S. NAVY OMPF FILE



# Understanding the U.S. Navy Official Military Personnel File

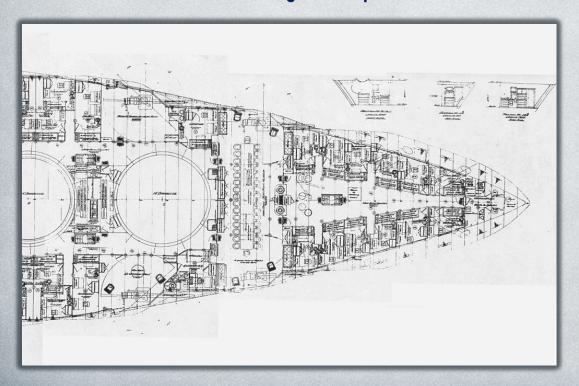
(OMPF).

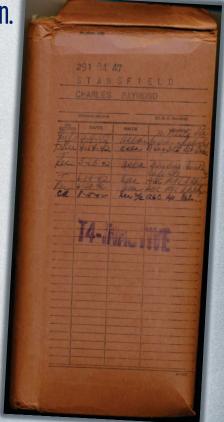


This presentation takes a close look at the different records which are maintained in the Navy Official Military Personnel File (OMPF).

Individual record keeping presented a particular challenge for the Navy. Operating on board ships where space was at a premium and tracking personnel in constant motion all

over the globe required an inventive solution.

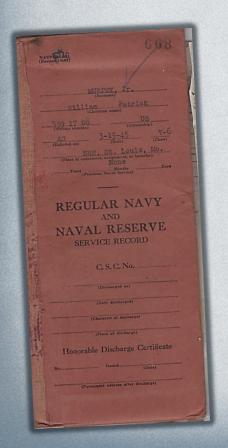


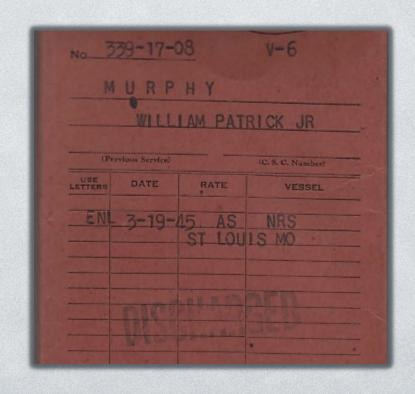


By WWII, the result was a flexible system of small carbon paper slips clipped into a cardstock book that traveled with the veteran. Copies were shipped back to Naval base commands for safekeeping and stored with other important papers in wallet style folders.



Assignments were logged on the cover for easy reference. Upon discharge, the service book was placed into the base storage folder and filed away permanently.







The Naval OMPF storage folders are known as 'bricks' for their physical resemblance to that building material. All larger papers were folded to the size of the inserted slips, and some bricks can be almost six inches thick.





This is partly due to the presence of multiple copies of many documents, and partly due to the Navy's staggering dedication to folding paper. It can also make scanning Navy files difficult, as the delicate papers rarely flatten easily. This can lead to some distortion,

especially inside of the bound service books.





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hits on one and foreing both to subscrpe. Even on the sony contained took energy erect or increases were momentarily sighted in the distance, exact tracer and flure signals from the STONE STREET revealed precise terpet positions for the shellfire of mercy units. The versal was torpedeed without variety and you shendeded ship only when the operating of the game became impossible. The wave recoverd from a lifewart after four exhausting stage in the cold, berry meet of the morth Allastic.	MATTERIOR (See Sed)  MURHITY, W.P. Jr.  (See Sed)  MURHITY, W.P. Jr.  (See Sed)  MOMOGO V.  (See Sed)  Control (See Sed)  Contr	. (5C)
company were in keeping with the best traffilling of the nevel parvise-	STATE OF THUSE AND STATE OF THUSE	d Mound
A copy of this letter has been made a part of your official record in the Dureau.		CONNET
	OSS OPPORTUGUE OF TRANSPORT OF	INATION
www.GoldenArrowResearch	Company and red	z) • USM

#### THE APPLICATION FOR ENLISTMENT

A new recruit filled out an Application for Enlistment as the first part of the process of joining the Navy. The document includes detailed biographical information and the results

NRB FORM 24A  THIS APPLICATION NEST BE MADE OUT IN APPLICANTS OWN MANOWHITE.  APPLICATION FOR ENLISTMENT  APPLICATION FOR ENLISTMENT  (1008)  State of Massours  Having been informed that any false statements made by me would bar me from emilisting, I certify that the following statements are correct:  Last school grade completed: . 12th.  Reason for emistment: Particula.  Language qualifications: Emglish.	of a physical exam.	HAVE YOU EVER HAD THE FOLLOWIN Asishna	Sect of bin or friend
Last school grade completed: 12th Reason for enlistment: Patriotic Language qualifications: English What is your trade? Student	NRS, St. Louis, Mo.  Recruiting Station  13 March  (Date)  I desire to enlist for 2(V-6) years	f blood no no bed in last five years no need no need no need no need no need need	Height D9 3.45 winter 122. Chest at expiration 32 at imprination 25 Solice and extremibles BOTRM1 Solice and extremibles Ground of inserence fast lost east 15 Respiratory system BOTRM1 Hears and blood venture BOTRM1 HEARS AND VE
Name in full: William Patrick (First) (Middle)  Date of birth: October 19, 1927 Place (Month) (Day) (Year)	Are tonsils out	no no no	Have you lost or enjay! weight during
2315s Indians St. Louis (none) (its souri that the control of the	Did you ever wear a truss Piles Spitting of blood Urinated in bed in last five y Broken bones	no no no	XWILLIAM TALING MURPHY IN. (Symature of Applicant Applic
Have you ever served in the U.S. Navy mo. Marine Corps mo. Army no. Cost Gard? RQ  If so, how long?	Stutter Chronic rash or pimples Do your legs or feet tire ear Operations (kind) Depressed arches or any in	ily no no	MARKS AND SCARS
Consent Fingerprints Birth verification Proof of diverce Gravitanship Author's Name Father's name  KEMARKS:	of same or previous foot in  Have you ever worn arch s  Any insanity in family  Do you wear or have you ev  Have you ever had a serious in a hospital? If so, give pa	uries no upporters ro er worn glasses no sillness or been no	Bondpain Accepted (yes or no) TRS BMS on WHIST

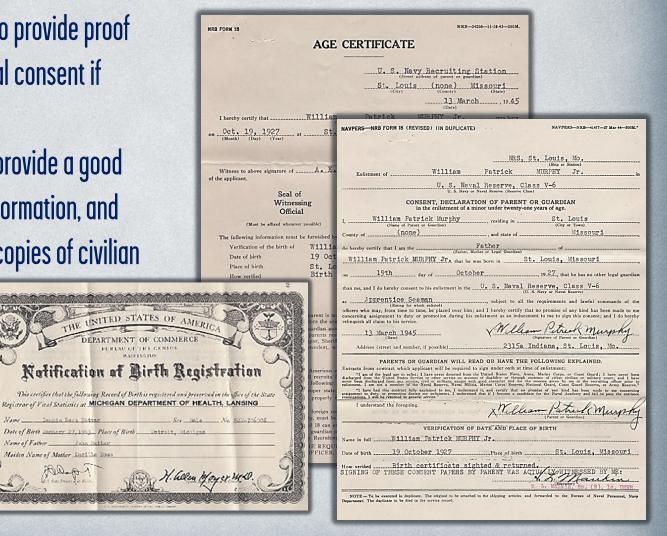
#### THE APPLICATION FOR ENLISTMENT

Recruits also had to provide proof of age, and parental consent if they were a minor.

These documents provide a good source of family information, and sometimes actual copies of civilian

Moiden Name of Mother Lucille Boss

vital records.



#### THE SHIPPING ARTICLES

If the recruit passed the physical exam and was accepted for enlistment, they signed the Shipping Articles. This contract was a formal agreement between the Navy and the recruit on the term of enlistment, including an Oath of Conduct. It also gives the first assignment location for the fresh

recruit.

			Age 17 years 1  Male Hair D.  marks, etc. Ant: M 1					
I consure t			bly to the Regulations of the Ni skilly him from performing the					
For and my service,	l in considera I agree to an	d saist R. H. G.	wages due to the ratings MATHERS, Comdr.,	Which thay from USIR of the Un	time to time be a sited States Navy, o	ISIN	ing the continuance	e of
First: T join, and to several requ	o enter the se the utmost of irements and		Y ne of commanding officer)  y of the United States and  whity discharge my severa  s of the officers who may	i to report to suc l services or duti be placed over m	ch station or vesse ics and be in every 6.	l of the Navy e thing conforma	ss I may be ordere ble and obedient to	d to the
			o serve { years fr during minority, and on the conditions					
SEC. 1422. the United Str. persons of infe persons for a l such Atlantic o	That it shall be stes as their enli- rior ratings desi- longer period sha- or Pacific port.	the duty of the commi- stment may have eccu- ring to go there at the uld be essential to the All persons enlisted v	anding officer of any fleet, squa arred on either the Atlantic or se expiration of their terms of a public interests, in which case without the limits of the United	fron, of vessel acting Pacific Coast of the ellistment, or as son he may detain them States may be disch	r singly, when on service United States, in some in therenfter as may be, or any of them until argod, on the superation	se, to send to an At- ne public or other ve, unless, in his op- the vessel to which on of their enlistme	satio or to a Pacific po- vious, all petty officers inion, the detention of they belong shall retu- nt, either in a foreign	rt of and such rn to part
which they beh	and their regula	r discharge; and all p	all be subject in all respects to servous so defained by such offices on more than thirty days after t			-ILAIN	o, milec	T. I I
,		TED AT_	NRS,	St.	Loui	s, M	0.	
DUTY	<u></u>	FFT.	Recruit		Ining	TTC		

(Number) [ Reserve ] (Years) and was last discharged ...
(Place)

Transferred to Placed on a leave status pending transfer to training station

(Retainable)

\*\*Continuous Service Certificate \_ 15t\_Enl \_ Previous service | Nevy | ( (Year) | Nonder) | (West) | ( (Year) | Nonder) | (Year) | ( (Year) | Nonder) | (Year) | (Retainable) | (Year) | (Retainable) | (Year) | (Retainable) | (Retaina

Credited to 23rd Congressional District, State of ILLINOIS

Fold with this face

St. Louis, Mo.

Student

TRANSFERRED TO ACTIVE DUTY

Oath of Allegiance: I, \_\_\_\_\_ Charles Raymond STANSFIELD
do colemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America, and that I will serve them honestly
and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and the orders of
the officers appointed over me, according to the rules and articles for the government of the Navy.
And I do further swear (or affirm) that all statements made by me as now given in this record are correct.

BENEFICIARY SLIPS

A Naval recruit selected a beneficiary for their standard life insurance policy upon enlistment. Most frequently this was a parent, but a spouse or sibling could be named.

These single sheet forms were also filed when a beneficiary changed and sometimes renewed on re-enlistment.

They are useful for tracking changes in a family due to marriage, divorce or death.

Name HUM	TER, Fred Clifford (Name in full, surname to the left)
Service No.	671 03 97
Station #	End Naval Const. Battalion
VETERANS ADMINISTRATION Insurance Form 350 Insurance Form 350	pine Islands 21 Aug. 1945
APPLICATION FOR NATIONAL SERVICE L	ovisions of the Act approved May 22, 1928, as extended by th 17, 1941, directing the payment of 6 months' pay to the the or decement relative of any of the personnel on the
UNDER SECTION 602 (a) NATIONAL SERVICE LIFE INSURANCE ACT OF 1940 AS AMENDED AND REC WITHOUT REPORT OF PHYSICAL EXAMINATION Into Active have	ordines of the Act superson May 22, 1205, as extended by All 11, 1341. Enterthy the summent of breacht any to the exception of the summer of the summer of the extended of the personnel on the Bernaria Nava, or on the returned list when on notive of the personnel of the Newal Reserve called or ordered of the personnel of the Newal Reserve called or ordered of the Newal Reserve called or ordered of the Newal Reserve called or ordered of the All Newal Reserve and the Newal Reserve a
	wn misconduct, I give below the name and address of my coach of my children:
(Please print or type) WILLTAM PATRICE LAIL	ian Hunter
2315-A Indiana St. Louis RFD #1	Maysville, Oklahoma (Address of wife)
BORN AT St. Louis, Mo. 19	NONE
4. DATE OF RETAY INTO PERSENT TORE OF S. PRESENT ORGANIZATION USING GREAT AND LAND PRINCIPLE OF CO. 668	of child; if none, so state) (Date of hirth)
7. DATE OF SEPARATION FROM LAST TOUR OF ACTIVE DUTY. (If no previous active duty, state "none.")	(Address of child)
	name of child) (Date of hirth) ister dependency which has
No.	(Address of child) n effect since 8 April 1944.
- MOMORE IN AUGUST A WOUTH A BOTTON W.	I name of child) (Date of birth)
19. COMPLETE NAME OF EACH BENEFICIARY Belationship Amount of insur-	s 7 & 8 omitted from
	nt that payment cannot be made to the above- ve, I then designate as my beneficiary under the following relative, my
Learne Catherine Nurphy Nother or to    Compared to the Compar	(Relationship)
Permitted class of beneficiarios: Wife or husband, child, parent, brother, or sister of the insured. (For far	(Name in full)
	(Address)
Eneficiery (Full mane)	Married Life and Andrews of Prof. and Section
	continued series, bearing the replied continued to the contract to the contract of the contrac
A. I enclose herewith remittance payable to the TREASURER OF THE UNITED STATES by	ficiary named above is your father, mother, brother, or i not fill in these three lines. If the beneficiary is a lative, such as a grandparent, state briefly wherein de- such as "allotments registered," "mouthly contributions check," indicating amounts and regularity thereof.
I REQUEST THAT THE EFFOUNCE DATE of this policy be made the day of	such as "allotments registered," "monthly contributions check," Indicating amounts and regularity thereof.  [OVER] 16-22221-8
C. I will recister an allotment of pay effective in the month in which appliestion for insurance is signed, in pay	[OVER] 16-23331-8
For effective date see instructions on reverse side, paragraph 4.	
H. I WILL PAY SUSSICIENT PREMIURS IN THE MANNER AND AMOUNT INDICATED BRIDGS: A RY ALLOHMST OF PAY.  B. BY DESCRIPTION TO PAY.  B.	and U. S. Government Medican
), COMPLETE NAME OF EACH BENEFICIARY  (If married woman, her own first and middle name and to me	ance to be paid to
husband's last name must be stated)	each benefitiary (N
manadam Dadadah Mandar Masa	
William Patrick Murphy Father	equally
Laura Catherine Murphy Hother	on to
source occupation section monter.	04 00
	survivor
Permitted class of beneficiaries: Wife or husband, child, parent, brother, or sis	
A SECURIO COMP OF PERSONNELS PARTY OF THE PERSONNELS OF THE PERSON	or or any annual Contraction

#### **PHOTOGRAPHS**

Photographs are found in almost all Navy OMPF files dated after WWI; some files from the earlier part of the century also contain them. Identification photos were taken in front of a height chart and contained the service number of the veteran.



#### **PHOTOGRAPHS**

Most Naval identification photos are actually produced from an original negative kept in the brick file folder. Due to the delicate nature of film negatives only Archive staff are allowed to handle them.

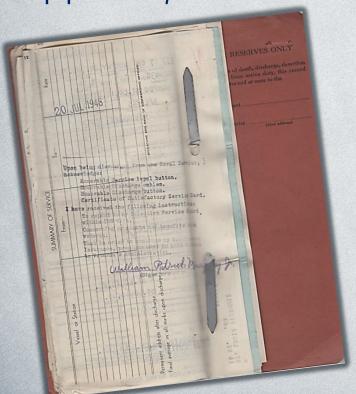
Those with longer careers can have multiple photos taken at different times.

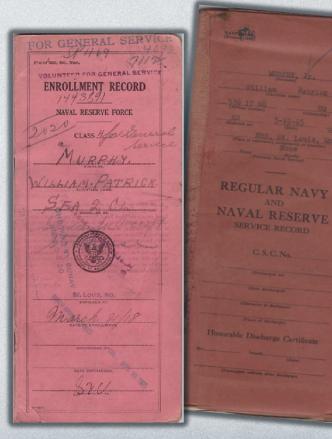


#### THE SERVICE BOOK

The Service Book is a compilation of the slips issued to a veteran during their career. It consisted of two cardstock covers bound by tape, and later with two embedded prongs to

hold papers as they were added.

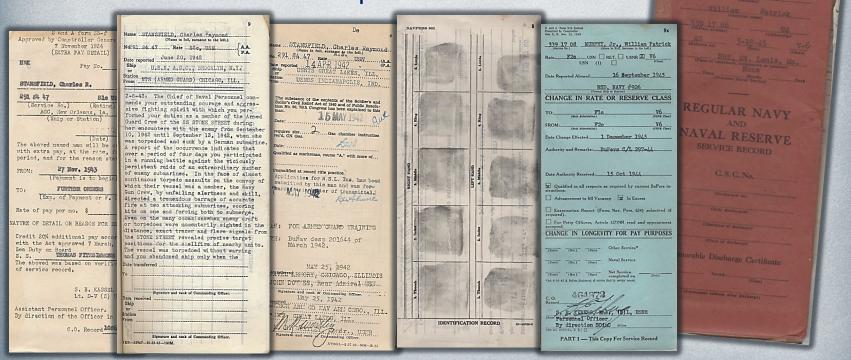




#### THE SERVICE BOOK

Unlike service books from other branches, the WVII era Naval Service Book was not preprinted. Instead, it was constructed from a combination of standard forms and slips which were inserted as needed.

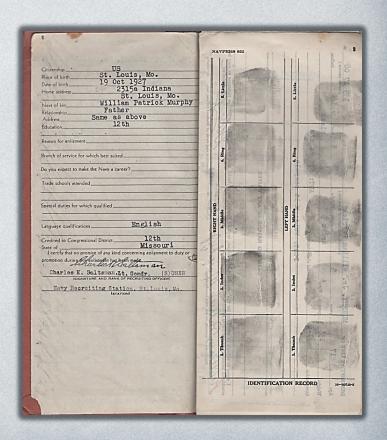
The contents of this book form the spine of the Naval OMPF file.



### STANDARD SERVICE BOOK PAGES

Certain documents are found in almost every Naval Service Book. Each book begins with enlistment information and a full set of fingerprints for quick reference and identification

of the veteran. St. Louis, Mo. DESCRIPTIVE LIST OF MURPHY, Jr. William Patrick Personal characteristics, marks, etc. ANT: Sl" rt arm POST: VULA; M lt scapula DATE AND NATURE OF ANY WAIVER PART 1-FOR SERVICE RECORD

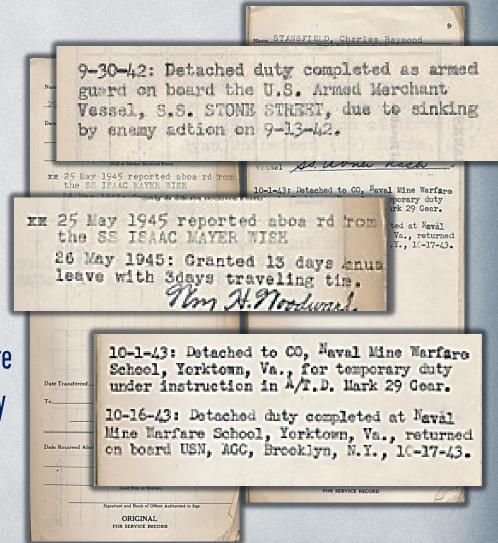


### TRANSFER SLIPS

Naval personnel received slips each time they were assigned to a new station with exact dates of departure and arrival.

These slips allow us to track a veteran through time and pinpoint their location.

Carbon copies of most of these slips are also found loose in Navy Official Military Personnel Files.



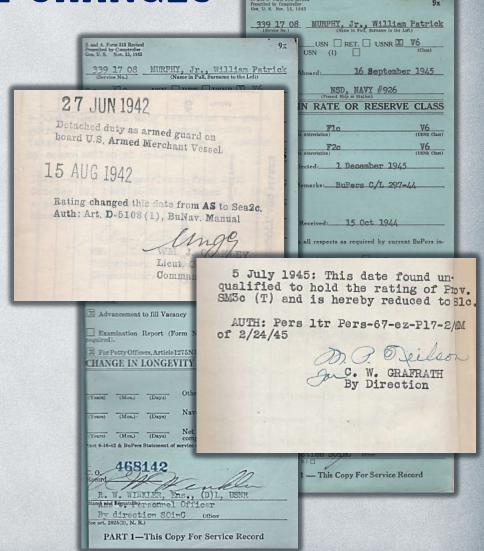
#### RATE CHANGES

Enlisted Navy personnel held a rate rather than a rank.

Rate promotions were given after certification in special courses, for longevity, or for merit.

Demotions were sometimes used as a disciplinary measure.

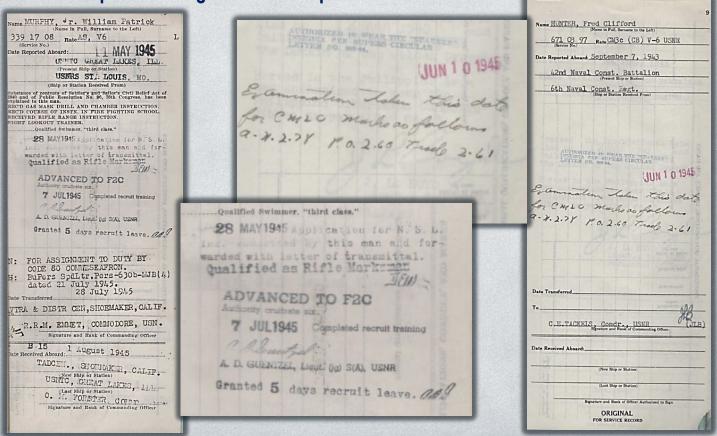
Rate change slips were printed on blue paper to make them easy to find in the service book.



#### RATE CHANGES

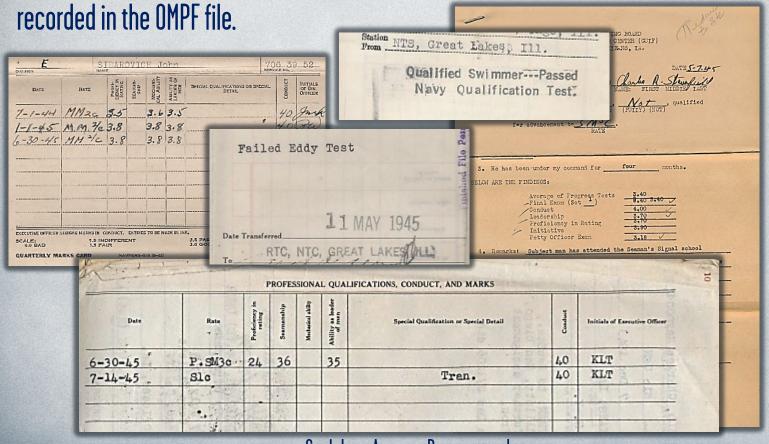
Further descriptive information regarding the reason for a rate change is sometimes found

on additional slips or among other correspondence in the file.



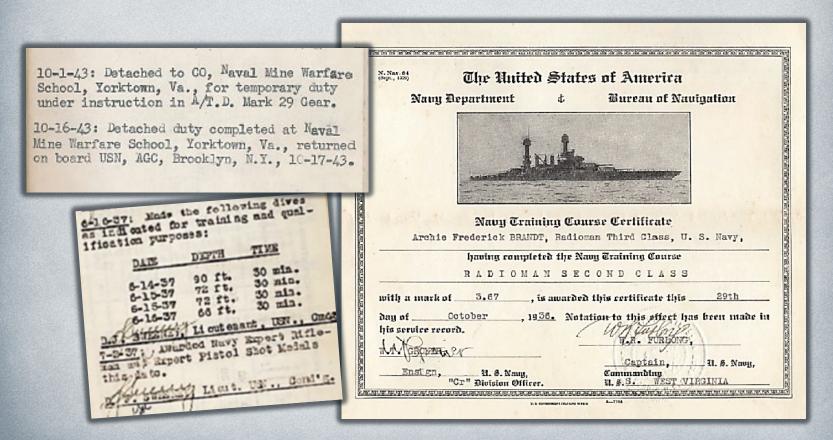
# TRAINING AND QUALIFICATION

All recruits and enlisted personnel were required to pass certain basic courses, such as swimming and small arms. Skills tests were conducted periodically and the results were



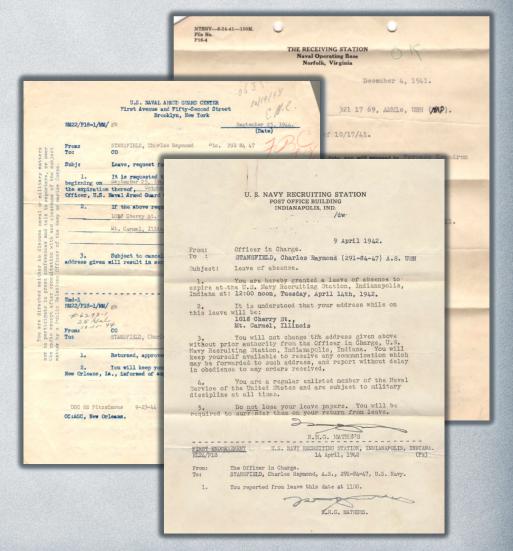
# TRAINING AND QUALIFICATION

Specialty courses for specific jobs were offered both during basic training and during active duty. Certificates and marks earned can be found in several different documents.



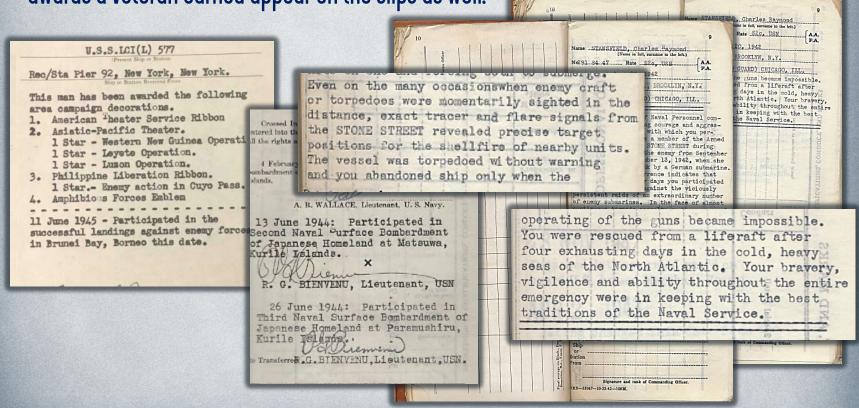
#### **ORDERS**

While the basic details of transfers are found on slips, complete sets of orders can also be found in the Naval OMPF. Many times these fill in details about furlough time periods, showing dates and locations where a veteran spent leave time.



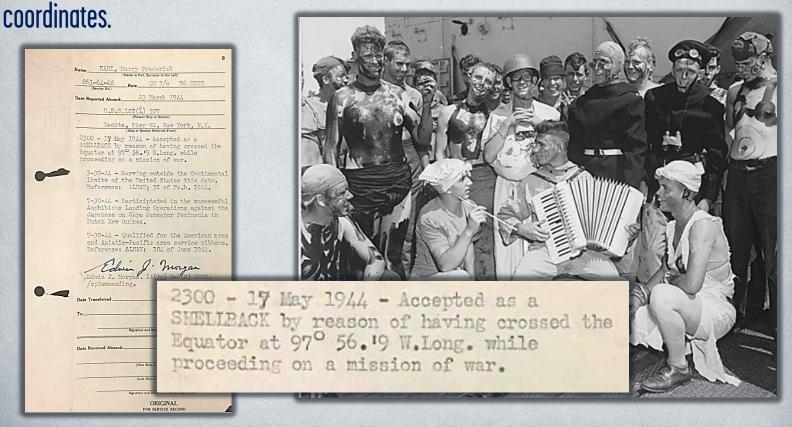
#### **AWARDS**

Battle Credit was listed on slips and added to the Service Book. These slips frequently contain detailed descriptions of participation, including dates and locations. Lists of all awards a veteran earned appear on the slips as well.



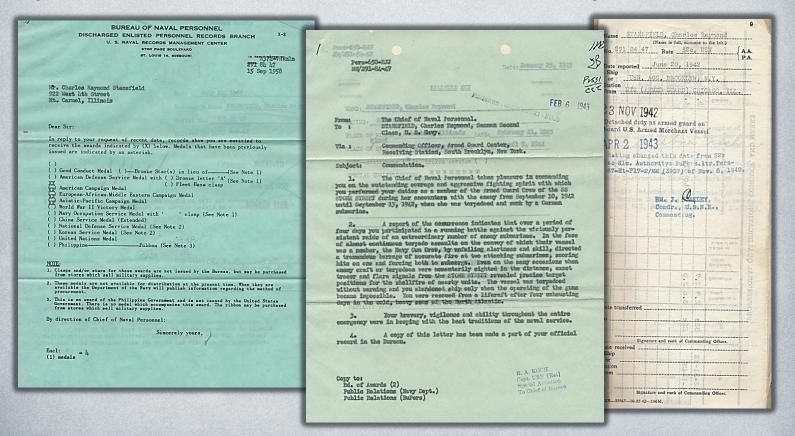
#### **AWARDS**

One unique Naval recognition was the Shellback. Earned by crossing the equator during active duty, it is always noted in the service book with the exact time, date, and



#### **AWARDS**

Commendation letters were also kept in the file. They pair up with the service slips to give a full picture of the circumstances for which the veteran earned recognition.



### DISCIPLINE

On board a ship most discipline for lesser infractions was handled in a deck court by the commanding officer of a vessel. A slip or notation would be added to the service book detailing the charge, the proceeding, and the outcome.

8 9 CLU 76/8 10 J 19 19 18 11 JDT 3, 19 18 12 4-204	RECORD CLEAR  RECORD CLEAR  Record Clear  Record Clear	Carelly man	U. S. NAVAL ARMED GUARD CENTER, BROOKLYN, N.Y  (Present Ettly or Station)  NTS (ARMED GUARD) CHICAGO, ILL.  (Ship or Station Removed Front)  10-27-42: Absent over leave from 0800  October 23, 1942 to 0335 October 27, 1942, a period of three (3) dyas, nineteen (19) hours, and
13 3-6-19- LATE FOI	Record Clear  R Muster Two Hours Extrh Dut RECORD CLEAR RECORD CLEAR RECORD CLEAR	E. F. LEIPER F. A. TRAUT F. A. TRAUT	thirty@five (35) minutes.  MASE: October 27, 1942.  AWARDED: Deck Court.  TRIED: November 3, 1942  FINDING: Spec. proved by plea.  SENTENCE: To be confined for a period of 20 days, and to lose \$18.00 per month of his pay for a period of
	rd Glear Hours Extr	RA DUTY-	2 months, Tlp. Amtg. \$26.00.  1133/42: Approved by C.A.  PUBLISHED: Novemberg 3, 1942.  Wm. J. COKKLEY, Comdr., D-V(G) USNR Commanding

#### DISCIPLINE

For more serious offenses a separate courts martial would be held before a formal tribunal. These cases sometimes generated a separate courts martial file.

#### SUMMARY OF PURIOSESTS CLAIM

PURCHERS REPRESENTED

He went AWOL for about 10 days and received a SCM with a sentence of a BCD remitted on 6 months probation. Sometime later he met some of his shipmates while on liberty in the States, after they had returned from overseas, and unfortunately he was overleave and the BCD was executed. After his discharge he immediately signed with the Merchant Service. He served for some time in the Merchant Service and then tried to again enlist in the naval service but his attempt to obtain his release from the Merchant service was refused because of the shortage of man-power in that organization. He furnished several affidavits with his petition which were read in that RECEIVE OF PROCEEDINGS OF REVIEW MADE.

BCD(SCM) Discharged at R/S, San Diego, California. Auth: Sentence SCM approved on 18 March 1943.

After careful consideration of the facts presented in the above man's service record and of the claims submitted by him the Board concludes that also change in his discharge is warranted.

Petitioner was legally tried, convicted and sentenced by Court Martial to a Bad Conduct Discharge which was remitted on 6 months probation. During the probationary period he committee an offense sufficiently serious in nature to warrant the termination of probation and execution of the prior sentence of the Court Martial. The Board concludes the character of the discharge originally issued was proper. No evidence was adduced, which, when weighed against the reasonable standards of the Maval Service, warrants any change therein.

### MEDICAL RECORDS

The Navy had its own network of medical personnel on ships and bases. Veterans in need of treatment were sent to a Naval facility when possible.



### MEDICAL RECORDS

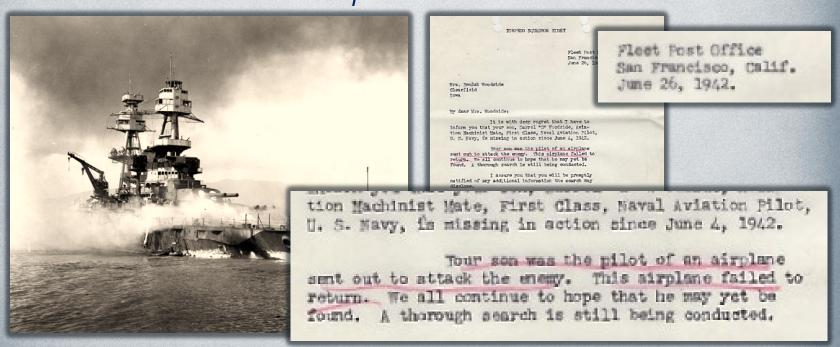
Copies of treatment reports can be found in some files, often containing descriptions of injuries. Navy veterans also have a completely separate Navy medical file accessible to the Next of Kin. While the most detailed medical information is located in reports like

these, mentions of treatment can also be found on transfer slips. (August, 1917.) TRANSFER OF All non-rated men and all petty officers on board less than 3 months. Petty officers on board 3 months and longer forward Nav. S. S.... Vissahickon Barracks NTS, Gt. Lakes, Ill. 9-18-18 Cape May, N.J. NDBase, New London, Com. 10-29-18 Fracture Vertebrae .... June 7, 1918 Place U.S. Haval Hospi en. Murphy, William Patrick Naval Hompital, NL Ct. Fract.simp. 2nd & 3rd Vertebrae Attached tollav. Hosp. Mey de manmonn Admitted from Brp.Sta. Naval Reserve Force, Class 4-2 Nurtemate Navan Austria (e002) Chicago. History reveals that following a tour of sea duty, in which he was frequently MTS, Gt. Lokes, Ill. engaged with the enemy, he became irritable, restless, tressloss, and was unable to HDBase, New London, Com. 10-29-18 Fracture Vert perform his duties as Chuner's Mate. Transferred to Base Hosp. Cape May. FRACTURE (STAPLE) VERTERRAE 285 LUMBAR (Fall) Origin -in- the line of duty. Disability is not the Facts are as follows: Patient fell down flight of steps at Experimental Station AuthorityCommanding Officer while on duty, Admitted complaining of localized tendorness over 24.5.24. Lumbur vertebres, X-lay showed fracture of transverse processes of above vertebres, these treated with plants or east bandages around abdown and back, Ever since there has been a constant pain and muchases in back, Thore has been very little improvement in spite of treatment, [6 16 Remarks unable to do mederate duty. Not likely to become a public charge or

#### CASUALTIES

In military terms, a casualty is an illness, injury or death. The decks of ships were a particularly dangerous place even in non-combat situations.

When a ship was lost at sea, there were often delays in notifying family members of the status of their loved ones while the Navy sorted out survivors and conducted searches.

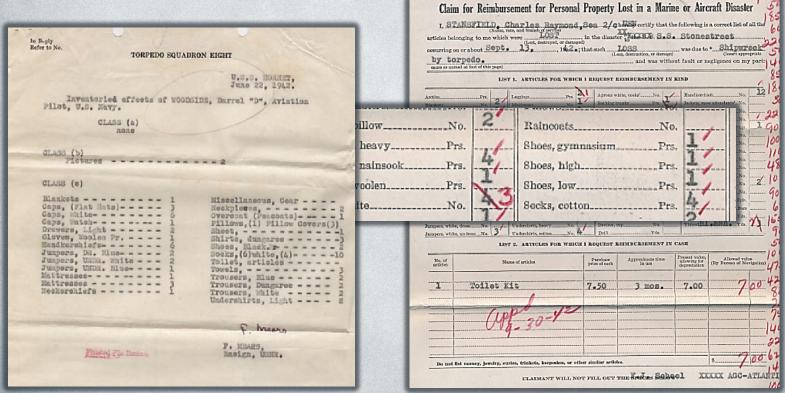


### CASUALTIES

For the survivors who were given new assignments, claim forms for lost equipment and personal items were completed. The belongings of missing and deceased personnel were

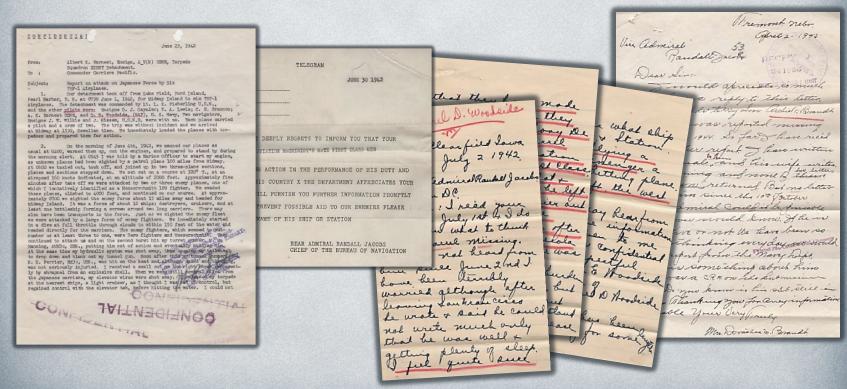
ENLISTED MAN

forwarded to families.



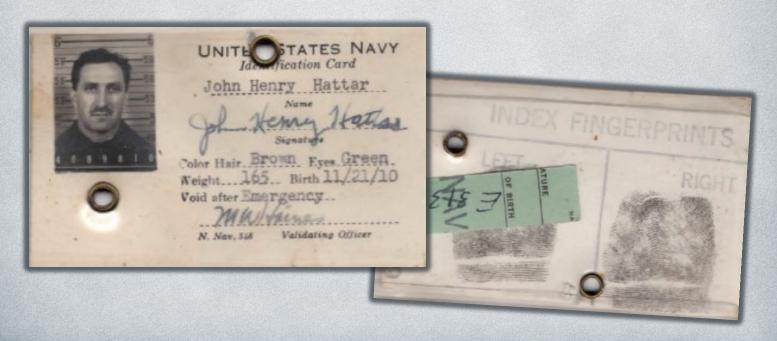
### CORRESPONDENCE

Naval OMPF files contain a fair amount of correspondence. These materials would have remained with the base file. Handwritten letters from family members, telegrams notifying a family of injury or loss, and statements from Naval personnel tell a very personal part of the story.



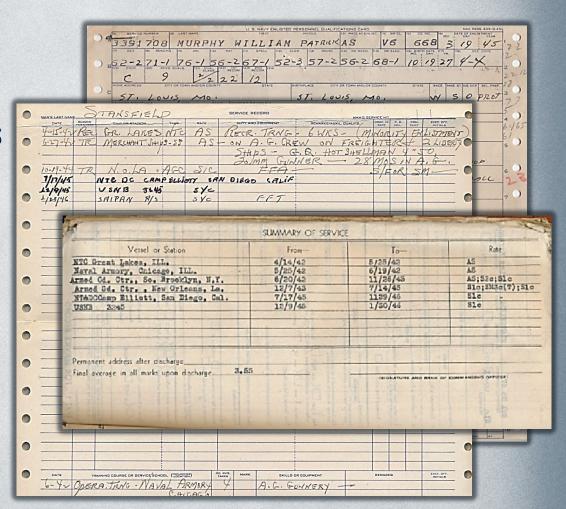
#### **ARTIFACTS**

Some Navy files contain artifacts such as these Identification Cards. The cards were encased in plastic to prevent water damage, and fitted with a chain. While they served mainly as a convenient form of identification required to enter base and ship areas, they also functioned as a kind of dog tag in case of injury or death.



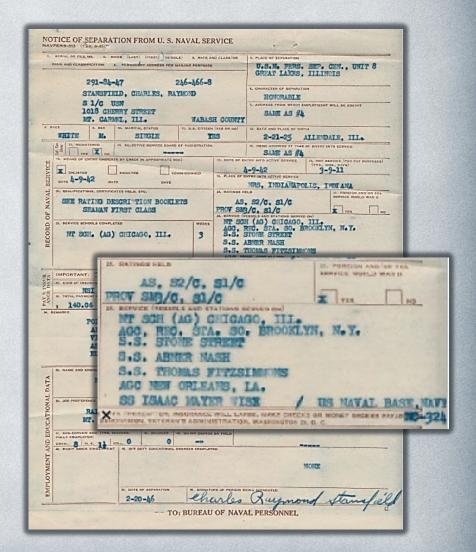
### SERVICE SUMMARIES

The Navy used several forms to list condensed service records. Large cards were kept with notes on education and skills, with all stations listed on the reverse. A Summary of Service is found in most service books, with a listing of each station included. These forms are a good reference for further research into ships and stations.



### SEPARATION DOCUMENTS

The Navy issued a Notice of Separation when a veteran left the service. This document serves as a basic outline of service from enlistment to discharge, and contains all of the information required for proof of service. Like most military forms, it evolved over time to contain as much detail as possible.



#### SEPARATION DOCUMENTS

In order to qualify for demobilization post-WWII, Naval personnel were required to meet or exceed points based on multiple criteria. The point system was used to maintain enough personnel to handle troop transport and occupation duties. Interestingly, the Navy also provided transitional assistance into civilian jobs and further education as part of the separation process after WVII.

M. REMARKS		30 September Date of Prepa	ration	
	SYSTEM			
	CAN AR			
VICTO	RY MED.	AL		
ASIAT	IC - P	ACIFIC		
EUROP	BAN-AF	RICAN-MO	IDDIE E	ASTER
& release from Act. Duty with	1/2	DXV	1000	
Armed Forces those armed United Nations forces				
except in Navy		1	Same and the same	
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I hope that you found this presentation helpful. If you think that others may be interested in learning more about researching a family member who served in the US Military, please share this video on social media and let others know about the services we provide!

"Every veteran has a unique story. The mission of Golden Arrow Research is to document your individual veteran's wartime experiences, allowing you to better understand and also preserve the history of their military service. Our expert research team is on-site daily at multiple archival facilities. We use our exclusive research process to trace your individual veteran, showing you where they were and what they did during the war.

Let us help you to tell your veteran's story."