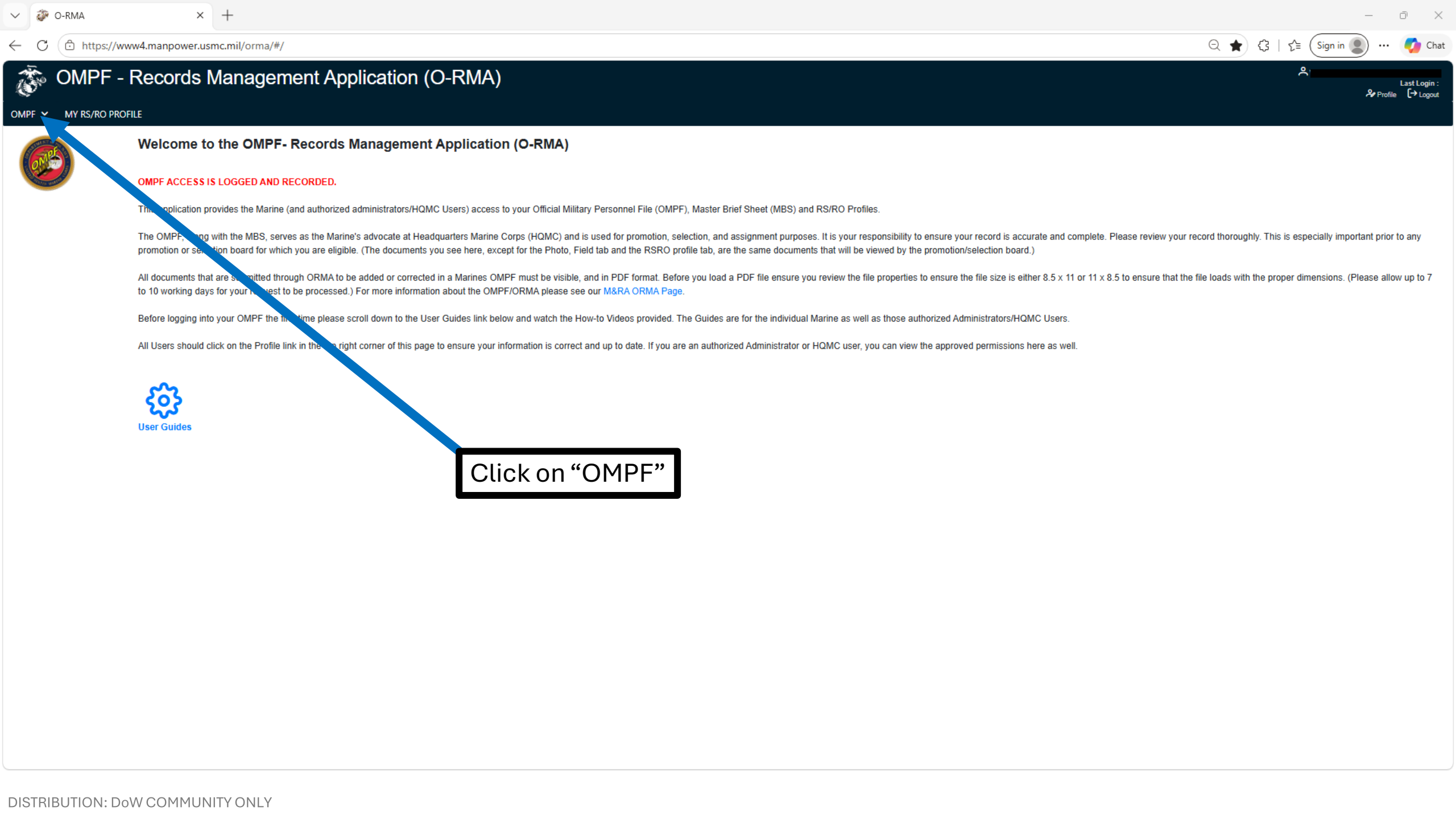




Add Request

- An add request is used to add documents to your OMPF.
- Any request submitted by a Marine on their own record comes directly to MMPB-22 for approval. It does not stop at your Unit/IPAC/RPAC/I&I/District/etc.
- If you are on an upcoming HQMC Selection board, O-RMA will automatically tag the batch with the board information and move it to the top to be worked first.
- All routine requests are completed by MMPB-22 within 5-10 business days.



Click on "OMPF"



Welcome to the OMPF- Records Management Application (O-RMA)

OMPF ACCESS IS LOGGED AND RECORDED.

This application provides the Marine (and authorized administrators/HQMC Users) access to your Official Military Personnel File (OMPF), Master Brief Sheet (MBS) and RS/RO Profiles.

The OMPF, along with the MBS, serves as the Marine's advocate at Headquarters Marine Corps (HQMC) and is used for promotion, selection, and assignment purposes. It is your responsibility to ensure your record is accurate and complete. Please review your record thoroughly. This is especially important prior to any promotion or selection board for which you are eligible. (The documents you see here, except for the Photo, Field tab and the RSRO profile tab, are the same documents that will be viewed by the promotion/selection board.)

All documents that are submitted through ORMA to be added or corrected in a Marines OMPF must be visible, and in PDF format. Before you load a PDF file ensure you review the file properties to ensure the file size is either 8.5 x 11 or 11 x 8.5 to ensure that the file loads with the proper dimensions. (Please allow up to 7 to 10 working days for your request to be processed.) For more information about the OMPF/ORMA please see our [M&RA ORMA Page](#).

Before logging into your OMPF the first time please scroll down to the User Guides link below and watch the How-to Videos provided. The Guides are for the individual Marine as well as those authorized Administrators/HQMC Users.

All Users should click on the Profile link in the top right corner of this page to ensure your information is correct and up to date. If you are an authorized Administrator or HQMC user, you can view the approved permissions here as well.



User Guides

Click on "My OMPF"

Marine Info

Name :

Marine Type :

Active Duty

Grade :

E3

Rank :

LCPL

EDIPI :

EAS :

2028 07 22

Summary

Photo

MBS

Performance (0)

Commendatory/Derogatory (2)

Field (0)

Service(21)

CRCR

RS/RO

View History

Counseling

OMPF Update Requests

OMPF Status :

2028 07 22

Sex :

M

Date of Birth :

2005 10 03

OMPF Retired Date :

Home of Record :

01 - US-ALABAMA

Comp Code :

11 - USMC (OFF/ENL)

PMOS :

0111

Res Comp Code :

-

Rank :

LCPL

Grade :

E3

DOR :

2025 06 01

PEBD :

2024 07 23

AFADBD :

2024 07 23

AFOED / DEAF :

2024 07 01

EAS :

2028 07 22

ECC :

2028 07 22

RECC :

EOS :

2032 06 30

Duty Status :

A - TEMPORARY ADDITIONAL DUTY

Strength Code :

4 - TAD > 30 DAYS NOT AS A STUDENT

Record Status :

0 - ACTIVE STATUS

Res Record Status :

-

PMCC / RUC :

R00/54050 - HQTRS MCESG MARFORCOM

Res RUC :

/ -

Separation Code :

-

Re Code :

Registry #:

Case Type :

Accession #:

Accession Box # :

Print To PDF

Click on “OMPF Update Requests” tab

O-RMA

https://www4.manpower.usmc.mil/orma/#/ompfView/0;marineType=;rank=;lastName=;firstName=;middleName=;edipi=1632819974;afadbd=null;flaggedRecord=;pmos=/ompfRequests;edipi=1632819974;ompfUid=4047210;lastName=B...

Sign in

Chat

OMPf - Records Management Application (O-RMA)

OMPf

MY RS/RO PROFILE

Last Login :
ProfileLogout

Marine Info

Name :

Marine Type :

Active Duty

Grade :

E3

Rank :

LCPL

EDIPI :

EAS :

2028 07 22

Summary

Photo

MBS

Performance (0)

Commendatory/Derogatory (2)

Field (0)

Service(21)

CRCR

RS/RO

View History

Counseling

OMPf Update Requests

OMPf Search

Upload Records

Doc Type:

Select

Eff Date:

+ Choose

X Cancel

Create

Drafts (By Batch)

History (By Document)

Batch ID

File Name

Total Pages

Indexed Pages

Deleted Pages

Upload Date

Board

Board Convening Date

Status

Refresh

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Click on the Doc Type drop down

Find and select the document type you are adding. There is a complete document list published on the MMPB-22 webpage.

O-RMA

https://www4.manpower.usmc.mil/orma/#/ompfView/0;marineType=;rank=;lastName=;firstName=;middleName=;edipi=1632819974;afadbd=null;flaggedRecord=;pmos=/ompfRequests;edipi=1632819974;ompfUid=4047210;lastName=B...

Sign in

Chat

OMPF - Records Management Application (O-RMA)

Last Login :
Profile Logout

OMPF MY RS/RO PROFILE

Marine Info

Name : ██████████

Marine Type : Active Duty

Grade : E3

Rank : LCPL

EDIPI : ██████████

EAS : 2028 07 22

Summary

Photo

MBS

Performance (0)

Commendatory/Derogatory (2)

Field (0)

Service(21)

CRCR

RS/RO

View History

Counseling

OMPF Update Requests

OMPF Search

Upload Records

Doc Type:

MILITARY SCHOOLS TRAINING

Eff Date:

+ Choose

X Cancel

Create

Drafts (By Batch)

History (By Document)

Batch ID

File Name

Total Pages

Indexed Pages

Deleted Pages

Upload Date

Board

Board Convening Date

Status

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1..

Refresh

You should see the Doc Type you selected here.

Click on "+ Choose" and find the PDF you want to add.

DISTRIBUTION: DoW COMMUNITY ONLY

O-RMA

https://www4.manpower.usmc.mil/orma/#/ompfView/0;marineType=;rank=;lastName=;firstName=;middleName=;edipi=1632819974;afadbd=null;flaggedRecord=;pmos=/ompfRequests;edipi=1632819974;ompfUid=4047210;lastName=B...

Sign in

Chat

OMPF - Records Management Application (O-RMA)

Last Login :
Profile Logout

OMPF MY RS/RO PROFILE

Marine Info

Name : ██████████

Marine Type : Active Duty

Grade : E3

Rank : LCPL

EDIPI : ██████████

EAS : 2028 07 22

Summary

Photo

MBS

Performance (0)

Commendatory/Derogatory (2)

Field (0)

Service(21)

CRCR

RS/RO

View History

Counseling

OMPF Update Requests

OMPF Search

Upload Records

Doc Type:

MILITARY SCHOOLS TRAINING... X V

Eff Date:

+ Choose

X Cancel

Scanned from a Xerox Multifunction Printer.pdf

57.563 KB

X

Create

Drafts (By Batch)

History (By Document)

Batch ID

File Name

Total Pages

Indexed Pages

Deleted Pages

Upload Date

Board

Board Convening Date

Status

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1..

Refresh

You should see the PDF you selected here.

O-RMA

https://www4.manpower.usmc.mil/orma/#/ompfView/0:marineType=:rank=:lastName=:firstName=:middleName=:edipi=1632819974;afadbd=null;flaggedRecord=:pmos=/ompfRequests;edipi=1632819974;ompfUid=4047210;lastName=B...

Sign in

Chat

OMPF - Records Management Application (O-RMA)

Last Login :
Profile Logout

OMPF MY RS/RO PROFILE

Marine Info

Name :

Marine Type : Active Duty

Grade : E3

Rank : LCPL

EDIPI :

EAS : 2028 07 22

Summary

Photo

MBS

Performance (0)

Commendatory/Derogatory (2)

Field (0)

Service(21)

CRCR

RS/RO

View History

Counseling

OMPF Update Requests

OMPF Search

Upload Records

Doc Type: MILITARY SCHOOLS TRAINING... X

Eff Date:

+ Choose

X Cancel

Scanned from a Xerox Multifunction Printer.pdf

21.455 KB

X

Drafts (By Batch)

History (By Document)

Batch ID	File Name	Total Pages

ed Page

Upload Date

Board

Board Convening Date

Status

Refresh

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1..

Baldwin CWO3 Raymond M (raymond.baldwin@usmc.mil) is signed in

Add the effective date. This is normally the when the training was completed or effective date on an award.

Marine Info

Name :

Marine Type : Active Duty

Grade : E3

Rank : LCPL

EDIPI :

EAS : 2028 07 22

Summary

Photo

MBS

Performance (0)

Commendatory/Derogatory (2)

Field (0)

Service(21)

CRCR

RS/RO

View History

Counseling

OMPf Update Requests

OMPf Search



Upload Records

Doc Type: MILITARY SCHOOLS TRAINING... X

Eff Date: 03/02/2025

+ Choose

X Cancel

Scanned from a Xerox Multifunction Printer.pdf

21.455 KB

X

Create

Drafts (By Batch)

History (By Document)

Refresh

Batch ID	File Name	Total Pages	Indexed Pages	Deleted Pages	Upload Date	Board	Board Convening Date	Status

Click "Create"

Last Login :
 Profile
 Logout

Marine Info

Grade :	E3
EAS :	2028 07 22

OMPF Search



Eff Date:

Create

	Board	Board Convening Date

	Batch ID	File Name	Total Pages	Indexed Pages	Deleted Pages	Upload Date	Board	Board Convening Date	Status
✖	1265668	Scanned from a Xerox Multifunction Printer.pdf	8320	8320	0	2026 07 16 09:25			Ready for Index

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Scanned from a Xerox Multifunction Printer.pdf

1265668

OMPF - Records Management Application (O-RMA)

OMPF

MY RS/RO PROFILE

Marine Info

Name :

Marine Type :

Active Duty

Grade :

E3

Rank :

LCPL

EDIPI :

EAS :

2028 07 22

Summary

Photo

MBS

Performance (0)

Commendatory/Derogatory (2)

Field (0)

Service(21)

CRCR

RS/RO

View History

Counseling

OMPF Update Requests

OMPF Search

Upload Records

1 of 1

Page Width

OMPF Copy

Now review all the document properties and make sure all the information is correct. You can make any changes here. All documents are filed based on the Doc Type. If the Doc Type is correct, it will go to the correct folder in the OMF. There is no way to manually select a folder/Sub Folder.

If you have multiple pages in this batch, you must click “Save & Continue” on each page.

Once you have verified everything is correct on each page in the batch, click “Submit”

Page : 1

Back

EDIPI :

SSN :

Request Type : Add

Document Properties

Page Order:

Doc ID:

Added Date:

Eff Date : 03/02/2025

Doc Type : MILITARY SCHOOLS TRAINING CERTIFICATES/CERTIFI...

Folder : COMMENDATORY/DEROGATORY

Sub Folder : Schools

Delete

Save & Continue

Submit

DISTRIBUTION: DoW COMMUNITY ONLY

OMPf - Records Management Application (O-RMA)

OMPf MY RS/RO PROFILE

Marine Info

Name : Marine Type : Active Duty Grade : E3

Rank : LCPL EDIPI : EAS : 2028 07 22

Summary Photo MBS Performance (0) Commendatory/Derogatory (2) Field (0) Service(21) CRCR RS/RO View History Counseling OMPf Update Requests

OMPf Search

Upload Records

OMPf Copy

United States Marine Corps

Completion Certificate

This is to certify that

Course Number : EPME3000AA

Given through the

Confirmation

Are you sure you want to submit the documents for Approval?

No Yes

Page: 1

EDIPI : SSN : Request Type : Add

Document Properties

Page Order: Doc ID: Added Date: Eff Date: 03/02/2025 Doc Type: MILITARY SCHOOLS TRAINING CERTIFICATES/CERTIFIC... Folder: COMMENDATORY/DEROGATORY Sub Folder: Schools

Delete Save & Continue Submit

Click "Yes"

This will submit the batch directly to MMPB-22 for processing.

Name :	██████████	Marine Type :	Active Duty	Grade :	E3
Rank :	LCPL	EDIPI :	██████████	EAS :	2028 07 22

Upload Records

[Drafts \(By Batch\)](#)
[History \(By Document\)](#)

To view the status, click the “History” tab.

Marine Info

Name :

Marine Type :

Active Duty

Grade :

E3

Rank :

LCPL

EDIPI :

EAS :

2028 07 22

Summary

Photo

MBS

Performance (0)

Commendatory/Derogatory (2)

Field (0)

Service(21)

CRCR

RS/RO

View History

Counseling

OMPf Update Requests

OMPf Search



Upload Records

Doc Type:

Select

Eff Date:

+ Choose

X Cancel

Create

Drafts (By Batch)

History (By Document)

Refresh

Submitted By	Batch/Correction ID	Request Type	Board	Board Convening Date	File Name	Doc Type	Folder	Sub Folder	Status	Effective Date	Upload Date
	757895	Add			DD FORM 2058 ICO PFC BRITT.pdf	DD FORM 2058 (STATE OF LEGAL RESIDENCE)	SERVICE	Miscellaneous	Approved	2025 05 13	2025 05 14 10:08
	1265668	Add			Scanned from a Xerox Multifunction Printer.pdf	MILITARY SCHOOLS TRAINING CERTIFICATES/CERTIFICATIONS (THIS INCLUDES ANY PME THAT IS NOT ALREADY LISTED IN ORMA)	COMMENDATORY/DEROGATORY	Sch	Reviewed	2025 03 02	2026 07 16 09:25

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2

3

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1..

Your newest batches will be on the last page.
You can view the status here.



Contact Information

- For record update submissions, or general OMPF questions, contact:
 - SMB_MANPOWER_MMRP-20@USMC.MIL

- For O-RMA system issues, or access related requests, contact:
 - SMB_MMRP-HELP_DESK@USMC.MIL