



Obtaining Military Records From The National Archive

Purdue Women's Club Genealogy Interest Group

Mary Anne Robinson

August 28, 2017

Subject: Msgt George Jay Ralph

- What I Knew:
 - *First Enlistment was Army, after US entered WW2*
 - *Retired from Air Force, August 1972, Beale AFB*
 - *Stationed at Beale, Barksdale, Travis, Walker, England, Germany, Morocco*
 - *Assume original enlistment was Texas*
 - *Air Force Serial number xxxx842*
- What I Wanted to learn:
 - *Where dad lived before he met mom*
 - *Anything about dad's first wife and possible children*



Results of an Ancestry.com Military search

| U.S. World War II Army Enlistment Records, 1938-1946 | |
|--|---|
| Name: | George J Ralph ✓ |
| Birth Year: | 1914 ✗ |
| Race: | White, citizen (White) ✓ |
| Nativity State or Country: | Oklahoma ✓ |
| State: | Texas ✓ |
| County or City: | Cameron ✓ |
| Enlistment Date: | 26 Oct 1945 |
| Enlistment State: | Maryland ✗ |
| Enlistment City: | Camp Springs Army Air Field |
| Branch: | Air Corps ✗ |
| Branch Code: | Air Corps |
| Grade: | Staff Sergeant ✗ |
| Grade Code: | Staff Sergeant |
| Term of Enlistment: | Enlistment for Hawaiian Department ✗ |
| Component: | Regular Army (including Officers, Nurses, Warrant Officers, and Enlisted Men) |
| Source: | National Guard in Federal Service, within 3 months of Discharge |
| Education: | 2 years of high school ✓ |
| Civil Occupation: | Truck Driver, Heavy ✓ |
| Marital Status: | Married |
| Height: | 96 |
| Weight: | 000 |

Results of a Fold3 search

The screenshot shows a web interface for Fold3, a service by Ancestry. The top navigation bar is red and contains the Fold3 logo (with 'by Ancestry' below it) and links for HOME, SEARCH, BROWSE, MEMORIALS, and HELP. On the left, a sidebar menu lists options: Add a profile image, George Ralph (with a sub-menu for Summary, Pictures & Records, Personal Details, Stories, and About), and About. The main content area is titled 'Personal Details' and features a grey silhouette icon and an 'Add a profile image' button. Below this, the name 'George Ralph' is displayed. The 'Personal Details' section lists: Person: George Ralph (with a green checkmark), Gender: Male (with a green checkmark), Social Security Number: ***-**-6541 (with a green checkmark), Birth: 16 May 1915 (with a green checkmark), Death: 29 Jul 1988 (with a green checkmark), and Cause: Natural (with a green checkmark). An 'Edit' button is located to the right of this section. Below a horizontal dashed line, the 'World War II' section is titled 'World War II 1' and includes: Branch: Air Force (with a green checkmark), Enlistment Date: 19 Sep 1940 (with a green checkmark and a blue underline), Organization: Air Force (with a green checkmark), Organization Code: AF (with a green checkmark), and Release Date: 31 Aug 1972 (with a green checkmark). An 'Edit' button is also present to the right of this section.

fold3
by Ancestry

HOME SEARCH BROWSE MEMORIALS HELP

Personal Details

Person: George Ralph ✓
Gender: Male ✓
Social Security Number: ***-**-6541 ✓

Birth: 16 May 1915 ✓
Death: 29 Jul 1988 ✓
Cause: Natural ✓

World War II ¹

Branch: Air Force ✓
Enlistment Date: 19 Sep 1940 ✓
Organization: Air Force ✓
Organization Code: AF ✓
Release Date: 31 Aug 1972 ✓

www.archives.gov

The image shows the homepage of the National Archives website. At the top left is the National Archives logo, a stylized eagle with wings spread, followed by the text "NATIONAL ARCHIVES". To the right of the logo is a search bar with the text "Search Archives.gov" and a blue "Search" button. Further right are links for "Blogs - Bookmark/Share - Contact Us". Below the header is a navigation bar with five main categories, each with a play button icon: "RESEARCH OUR RECORDS", "VETERANS' SERVICE RECORDS" (circled in red), "EDUCATOR RESOURCES", "VISIT US", and "AMERICA'S FOUNDING DOCUMENTS". Each category has a corresponding image and a brief description. Below the navigation bar is a large image of two women in historical clothing using wheelbarrows in a field. To the right of this image is a section titled "Archives News" with three news items.

NATIONAL ARCHIVES

Blogs - Bookmark/Share - Contact Us

Search Archives.gov Search

RESEARCH OUR RECORDS
Explore our nation's history through our documents, photos, and records.

VETERANS' SERVICE RECORDS
Request military records and learn about other services for yourself or a family member.

EDUCATOR RESOURCES
Find primary sources, tools for teaching with documents, and student and educator programs.

VISIT US
Plan a trip to the Museum, to one of the Presidential Libraries, or to conduct research.

AMERICA'S FOUNDING DOCUMENTS
The Declaration of Independence, the Constitution, and the Bill of Rights.

Archives News

- World War I Centennial: Uncover the Many Resources at the National Archives
- National Archives Begins Online Release of JFK Assassination Records
- Historians Discuss Their Discovery of "Sussex Declaration"

https://www.archives.gov/veterans

The screenshot shows the National Archives website's 'Veterans' Service Records' page. At the top, there is a search bar and navigation links for 'Blogs', 'Bookmark/Share', and 'Contact Us'. Below the search bar is a horizontal menu with five categories: 'RESEARCH OUR RECORDS', 'VETERANS' SERVICE RECORDS' (highlighted in blue), 'EDUCATOR RESOURCES', 'VISIT US', and 'AMERICA'S FOUNDING DOCUMENTS'. The main heading is 'Veterans' Service Records', with a breadcrumb trail 'Home > Veterans' Service Records'. The page is divided into four main content areas: 'Request Military Service Records', 'Research Using Military Records', 'Replace Lost Medals and Awards', and 'Browse WWII Photos'. The 'Request Military Service Records' section features a list of links, with 'Request Service Records Online' circled in red. The 'Research Using Military Records' section includes a magnifying glass icon and a list of topics. The 'Replace Lost Medals and Awards' section shows an image of medals. The 'Browse WWII Photos' section includes a small photo of soldiers. On the right side, there are sections for 'News and Notices' and 'Need Help?' with various links and information.

[Blogs](#) · [Bookmark/Share](#) · [Contact Us](#)

Search Archives.gov

RESEARCH OUR RECORDS VETERANS' SERVICE RECORDS EDUCATOR RESOURCES VISIT US AMERICA'S FOUNDING DOCUMENTS

Veterans' Service Records

Home > Veterans' Service Records

Request Military Service Records

- [Request Service Records Online](#)
- [Check the Status of a Request](#)
- [More ways to get service records](#)
- [Learn about military service records \(e.g. DD Form 214\)](#)
- [Recently separated veteran?](#)

Research Using Military Records

- [What's available online?](#)
- [Locate older \(pre-WW I\) military service records](#)
- [Using military records for genealogical research](#)
- [Other military and veterans records](#)

Replace Lost Medals and Awards

Learn how to replace lost medals and awards.

Browse WWII Photos

View a sample of our extensive collection of photographs from World War II.

News and Notices

- [World War I Centennial: Uncover the Many Resources at the National Archives - July 10, 2017](#)
- [National Archives Opens Groundbreaking Vietnam Exhibit November 10, 2017 - March 31, 2017](#)

Need Help?

- [Online Requests/eVetRecs Problems](#)
- [Need Immediate Assistance](#)
- [Military Personnel Records, FAQ \(Includes DD 214/Separation Documents, Personnel Records, and/or Medical Records\)](#)
- [More FAQs](#)
- [NPRC Veterans Service Officer \(VSO\) Information Page](#)
- [Funeral Home Director Information Page](#)

[archives.gov/veterans/military-service-records](https://www.archives.gov/veterans/military-service-records)

The screenshot shows the National Archives website page for requesting military service records. The page features a navigation bar with links for 'RESEARCH OUR RECORDS', 'VETERANS' SERVICE RECORDS', 'EDUCATOR RESOURCES', 'VISIT US', and 'AMERICAN HISTORY'. A search bar is located in the top right corner, and a social media sharing menu is open, showing options for Facebook, Twitter, Print, Email, Pinterest, and Google+. The main heading is 'Veterans' Service Records', with a sub-heading 'Request Your Military Service Records Online, by Mail, or by Fax'. The page is divided into three columns. The left column contains links for 'Request Service Records', 'Military Service Records', and 'Privacy and Security of Veterans Records'. The middle column is the main content area, featuring a large heading 'Request Your Military Service Records Online, by Mail, or by Fax' and a sub-heading '(Includes DD 214/Separation Documents, Personnel Records, Replacement Medals, and/or Medical Records)'. Below this, there are three buttons: 'Submit your request ONLINE with eVetRecs.' (circled in red), 'Submit your request by MAIL or FAX using the SF-180 Form.', and 'For Burials and Emergency Requests'. The right column is titled 'On This Page' and lists various links related to military personnel records, including 'Online Requests Using eVetRecs', 'Required Information', 'Recommended Information (optional)', 'Emergency Requests and Deadlines', 'Where to send my request', 'Cost', 'Response Time', 'Checking the Status of Your Request', 'Other Methods to Obtain your Military Service Records', and 'Access to Military Records by the General Public'. At the bottom right, there is a 'Need Help?' section with links for 'Online Requests/eVetRecs Problems', 'Need Immediate Assistance', and 'Military Personnel Records: FAQ (includes DD 214)'. The National Archives logo is visible in the top left corner.

NATIONAL ARCHIVES

RESEARCH OUR RECORDS VETERANS' SERVICE RECORDS EDUCATOR RESOURCES VISIT US AMERICAN HISTORY

Search Archives.gov

Blogs - Bookmark/Share - Contact Us

Facebook Twitter Print Email Pinterest Gmail Google+ More (199) AddThis

Veterans' Service Records

Home > Veterans' Service Records > Request Your Military Service Records Online, by Mail, or by Fax

Request Your Military Service Records Online, by Mail, or by Fax

(Includes DD 214/Separation Documents, Personnel Records, Replacement Medals, and/or Medical Records)

Submit your request ONLINE with eVetRecs. Submit your request by MAIL or FAX using the SF-180 Form. For Burials and Emergency Requests

Written signature by mail or fax is required for online requests.

Military Personnel Records

Military personnel records can include DD 214s/Separation Documents, service personnel records found within the Official Military Personnel File (OMPF), and medical records. Military personnel records can be used for proving military service or as a valuable tool in genealogical research.

On This Page

- Military Personnel Records
- Instructions
 - Online Requests Using eVetRecs
 - Required Information
 - Recommended Information (optional)
 - "Emergency" Requests and Deadlines
 - Where to send my request
 - Cost
 - Response Time
 - Checking the Status of Your Request
- Other Methods to Obtain your Military Service Records
- Access to Military Records by the General Public

Need Help?

- Online Requests/eVetRecs Problems
- Need Immediate Assistance
- Military Personnel Records: FAQ (includes DD 214)

Request Service Records

- Start Your Service Record Request
- eVetRecs Help
- Other Methods to Obtain Service Records
- Special Notice Regarding Requests

Military Service Records

- About Service Records
- Correcting Service Records
- Medical and Health Records
- Locations of Service Records
- Older (pre-WWI) Service Records
- What Records are NOT Available?

Privacy and Security of Veterans Records

[archives.gov/veterans/military-service-records/record-request-notice](https://www.archives.gov/veterans/military-service-records/record-request-notice)

- The Personnel Center gets 1.4 million requests annually. Half of requests seek a separation document for veteran benefits. Ten percent of the requests ask for a copy of a file.
- The standard reply for files is to provide key documents and extracts of vital information.
 - *Military Services Dates*
 - *Character of Service*
 - *Promotions and Reductions*
 - *Duty Stations and Assignments, Foreign or Sea Service*
 - *Military Schooling and Training*
 - *Awards and Letters of Commendation*
 - *Disciplinary Actions / Lost Time*
 - *Enlistments Contracts*
 - *Entry and Separation Physical Exams, Immunizations / Dental Examinations*

Instructions

- Online eVetRecs system can request information from your, or your relative's, military personnel records, for discharge within past 62 years (now 1955).
- You may use this system if you are:
 - *A military veteran, or*
 - *Next of kin of a **deceased**, former member of the military.*
 - Surviving spouse that has not remarried
 - Father / Mother
 - Son / Daughter
 - Sister / Brother
- If the military member was discharged more than 62 years ago, anyone may request records, for a fee
- What you get: an OMPF – Official Military Personnel File

Required Information

- Request must contain enough information to locate service records.
 - *The veteran's complete name used while in service*
 - *Service number*
 - *Social security number*
 - *Branch of service / dates of service*
 - *Date and place of birth (especially if the service number is not known).*
- If you suspect records may have been involved in the 1973 fire, also include:
 - Place of discharge
 - Last unit of assignment
 - Place of entry into the service, if known.
- Requests must be **signed** and **dated** by veteran or next-of-kin.
- **If you are the next of kin of a deceased veteran**, you must provide proof of death such as a copy of death certificate, letter from funeral home, or published obituary.

1973 Fire

On July 12, 1973, a fire at the National Personnel Records Center destroyed approximately 16-18 million Official Military Personnel Files (OMPF). The records affected:

| Branch | Personnel and Period Affected | Estimated Loss |
|-----------|---|----------------|
| Army | Personnel discharged November 1, 1912 to January 1, 1960 | 80% |
| Air Force | Personnel discharged September 25, 1947 to January 1, 1964 (with names alphabetically after Hubbard, James E.) | 75% |

No duplicate copies of these records were ever maintained, nor were microfilm copies produced. In addition, millions of documents had been lent to the Department of Veterans Affairs before the fire. A complete listing of the records lost is not available.

eVetRecs

The screenshot shows a web browser window with the URL <https://vetrecs.archives.gov/VeteranRequest/home.html>. The page header includes the NARA logo, the slogan "...ready access to essential evidence...", the date "August 1, 2017", and a "Search Archives" box. A navigation bar contains a "VISIT US" button. The main content area features a blue sidebar on the left with the text: "The Veteran Request Process contains 4 steps, click Continue link in the main area to start...". The central form area is titled "Notice" and contains the following text: "Please do NOT create multiple, separate requests for each of the menu selections available in Step 2 as that may delay the handling of your request. Briefly clarify your request in the comments field." Below this is a section for "Privacy Act of 1974 Compliance Information" and a "Paperwork Reduction Act Public Burden Statement". A large "Continue" button is centered at the bottom of the form area. The footer includes links for "Privacy & Use", "Accessibility", "FAQs", "Contact Us", and "Home", along with the address "U.S. National Archives & Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001" and phone numbers "1-86-NARA-NARA" and "1-866-272-6272". A banner at the bottom right reads "For Burials and Emergency Requests" with an image of a casket.

Step 1

Secure | <https://vetrecs.archives.gov/VeteranRequest/home.html>

NARA ...ready access to essential evidence...
We the People *Article* **eVetRecs** August 1, 2017

You are on Step
1

Veterans or Next of Kin

- 1** Are you the:
Next of Kin of Deceased Veteran ▾
- 2** What is your relationship to the deceased veteran?
Daughter ▾
- 3** Are you seeking information concerning:
Former Military Service ▾

Former Military Service

By pressing the 'Continue' button you declare that you are the veteran or the veteran's next of kin.

Continue

If you are other than the veteran or next of kin you must complete the SF 180.

You can obtain the SF180 [online](#) or via [Fax-on-Demand](#)

Exit

Privacy & Use | Accessibility | FAQs | Contact Us | Home U.S. National Archives & Records Administration

Step 2

Important!

NARA | e-VetRecs . - Google Chrome

Secure | <https://vetrecs.archives.gov/VeteranRequest/home.html>

NARA ...ready access to essential evidence...
We the People eVetRecs August 1, 2017

You are on Step **2**

Veteran Service Details

Note : If the veteran served in more than one branch of service, a separate request form is required for each.

1. What was the veteran's branch of service?
2. What was the veteran's service component?
3. Was the veteran an Officer or Enlisted?
4. Please select the most appropriate category for your request, even if more than one applies:
5. Please select from the following:

[Previous](#) [Continue](#)

Personal Military History

Based on the selections you have made, we will provide you with a [Report of Separation](#).

If you require documents other than a Report of Separation, please indicate in the 'Comments' section in Step 3 the specific documents or information you need.

U.S. National Archives & Records Administration
8601 Adelphi Road, College Park, MD 20740-6001 • 1-86-NARA-NARA • 1-866-272-6272

Step 3

NARA *...ready access to essential evidence...*
We the People *Article I* **eVetRecs** August 1, 2017

You are on Step **3**

Record Locator Information | Documents Requested | Return Address

Name used while in the Military

| | | | |
|---|-------------------------------------|---|---------------------------------------|
| First Name: | <input type="text" value="George"/> | Branch of Service: | Army |
| Middle Name: | <input type="text" value="Jay"/> | Service Unit: | Active |
| Last Name: | <input type="text" value="Ralph"/> | Officer/Enlist: | Enlisted |
| Social Security Number: <small>(XXX-XX-XXXX)</small> | <input type="text"/> | Place of Birth: <small>(City, State)</small> | <input type="text" value="Oklahoma"/> |
| Date of Birth: <small>(MM/DD/YYYY)</small> | <input type="text"/> | | |
| Service Number: <small>(Do Not Enter Any Letters)</small> | <input type="text"/> | | |
| Approximate date the veteran left the Service: <small>(MM/YYYY)</small> | <input type="text"/> | | |

Previous **Continue**

Privacy & Use | Accessibility | FAQs | Contact Us | Home | U.S. National Archives & Records Administration
8601 Adelphi Road, College Park, MD 20740-6001 • 1-86-NARA-NARA • 1-866-272-6272

Step 3, continued

NARA *...ready access to essential evidence...*

We the People **eVetRecs** August 1, 2017

You are on Step **3**

Record Locator Information | **Documents Requested** | **Return Address**

Documents Requested

REPORT OF SEPARATION (DD Form 214 or equivalent) This contains information normally needed to verify military service. Using this online system, a copy may be sent to the veteran or the deceased veteran's next of kin at this time.

I would like to request an **UNDELETED** Report of Separation. This normally will be a copy of the full separation document including such sensitive items as the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost. An undeleted version is ordinarily required to determine eligibility for benefits.

I would like to request a **DELETED** Report of Separation. The following information will be deleted from the copy sent: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.

Comments
(Please do not use "Enter" key)

If information or documents other than a Report of Separation are needed, please indicate here what you require.

Previous **Continue**

Please include all information and documents needed in "Comments" above. Do NOT create separate requests for information, as this may delay the handling of your requests.

National Archives & Records Administration
https://vetrecs.archives.gov/VeteranRequest/pg/SF180A_1.htm# 1 Adelphi Road, College Park, MD 20740-6001 • 1-86-NARA-NARA • 1-866-272-6272

Step 3, continued

NARA *...ready access to essential evidence...*

We the People Article I eVetRecs August 1, 2017

You are on Step **3**

Record Locator Information Documents Requested Return Address

Return Address/Requester Information

First Name: Last Name:

Company Name:

Street:

City:

State: Zip: Country:

This information is not required in order to process your request for military records. However, if provided, we will use it to contact you if additional information is needed to locate your record and to keep you informed about the status of your request.

Daytime phone: Fax Number:

E-mail address:
Please enter a valid email address.

Previous Continue

National Archives & Records Administration
11 Adelphi Road, College Park, MD 20740-6001 • 1-86-NARA-NARA • 1-866-272-6272

Important!

Step 4, Verification

NARA *...ready access to essential evidence...*

We the People **eVetRecs** August 1, 2017

You are on Step
4

Verification

Please review the information that you have entered. If you wish to change something simply use the Previous button to navigate to the proper screen and make the changes.

Once you press Continue your application for the documents requested will be submitted and you will not be able to go back and make any changes.

Previous **Continue**

| | | | |
|----------------------|---------------------------------|--------------------------|----------------|
| Veteran/Next of Kin: | Next of kin of Deceased Veteran | Relationship to Veteran: | Daughter |
| Branch of Service: | Army | Service Component: | Active |
| Officer/Enlisted: | Enlisted | Request Category: | Not Applicable |
| Request Regarding: | Personal Military History | Veteran Date of Birth: | |
| Veteran First Name: | George | Veteran Place of Birth: | Oklahoma |
| Veteran Middle Name: | Jay | Approx. Date Discharged: | |
| Veteran Last Name: | Ralph | Service Number: | undefined |
| Veteran SSN: | | | |
| Comments: | | | |

Documents will be mailed to:
Company:

Important!

Final Step

- Even though this is completed online, you will be given instructions for printing a signature page. You must print and mail your authorizing signature to the address provided to you in the preprinted form.
- Each separate request, for each branch of service, will require a separate signature and mailing.

Alternative written form completion SF180 Form, instruction plus 2 pages

INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF 180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information or, with, about "Yes," meaning the information is "not available," include as much of the requested information as you can. Incomplete information may delay request time. Do determine where to mail this request see Page 2 of the SF 180 for return address and facility address.

2. Personnel Records/Military Service Records/Official Military Personnel File (OMPF) and Medical Records/Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service LEAVE BEHIND ALL YEARS AGO and medical records are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Historical Records (DHR), Coast Guard. STRs of persons on active duty are generally kept at the local serving office. When the last day of active duty, STRs should be requested from the appropriate address on page 2 of the SF 180. (For most, if the military member was discharged, retired or died in service more than 62 years ago.)

3. Release of Information. Release of information is subject to restrictions imposed by the military service component with Department of Defense regulations, the general rules of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own records. This authorization requires the release of the member's legal guardian is specified in Section III of the SF 180. Release of information from military personnel records under FOIA must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, the surviving next-of-kin may, under certain circumstances, be entitled to greater access to a deceased relative's records than a member of the general public. The next-of-kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, son, or brother. Requester MUST provide proof of death, such as a copy of a death certificate, newspaper article (obituary) or death notice, coroner's report of death, funeral director's signed statement of death, or next-of-kin's (NOK) signature.

4. Copy for records. There is no charge for most services provided to service members or next-of-kin of deceased members. A nominal fee is charged for certain types of services. In most instances, service fees cannot be determined in advance. If your request involves a service fee, you will receive an invoice with your records.

5. Archival Records. Personnel records of military members who were discharged, retired, or died in service at OR MORE YEARS AGO have been transferred to the legal custody of NARA, and are referred to as "archival records."

6. Release of Information. Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records. Nonetheless, written authorization from the service or next-of-kin is not required. In order to protect the privacy of the veterans, their family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b)(7)) may still apply and may preclude the release of some information.

7. Copy for Archival Records. Access to archival records are granted by affording copies of the records to a FOIA requestor. If a fee applies to the production of documents at the requested record, you will receive an invoice. Photographs will be sent after payment is made. For more information see <http://www.archives.gov/foia/foia-requests>.

8. Where rights may be used. The right may be used to the service member or any other address designated by the service member at other authorized recipient. If the designated address is NOT specified in the address by the U.S. Postal Service (USPS), provide BOTH the address's name AND "to care of" (aka the name of the person to whom the address is registered on the USPS line in Section III, item 1), on page 1 of the SF 180. The COMPLETE address must be provided, (FOIA requestor) any government/department, location.

9. Definitions and abbreviations. DD FORM 1300 - the individual has no current military status, SERVICE TREATMENT RECORD (STR) - The chronology of medical, mental health, and dental care received by service members during the course of their military career (also see medical records treatment while hospitalized, TRM) - Temporary Disability Rating (TD).

10. Service completed before World War I. National Archives Year 2000 (NAY 2000) forms need to be used to request these records. (Obtain the forms by mail from www.ia.gov or write to the Code 2 address on page 2 of the SF 180.)

DEFINITIONS AND ABBREVIATIONS INFORMATION

The following information is provided in accordance with 5 U.S.C. 552(a)(7) and applies to this form, authority for collection of the information is at 5 U.S.C. 2001, 2002, and 2003, and Public Law 100-503 (April 26, 1988), as amended at title 35, section 7301. Disclosure of the information in violation of the information in this form is prohibited. Do not provide any information because the facility receiving the records may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility receiving the records from the address for locating the correct military service records or information to answer your inquiry. This form is then returned to a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Defense, the Department of Historical Records (DHR), U.S. Coast Guard, or the National Archives and Records Administration upon the original completion of the military health and personnel records transfer all or part of these records to that agency. If the service member was a member of the National Guard, the form may also be processed in the Adjutant General's Office, the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (2030) 1201 Arlington Road, College Park, MD 20740-6001. Send all other comments regarding this collection of information to Washington Headquarters Service, Paperwork Project (0182-0045) 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302.

REQUEST PERTAINING TO MILITARY RECORDS

SECTION I - INFORMATION NEEDED TO LOCATE A RECORD (provide as much information as possible.)

1. NAME (Last, first, middle, last initial, first initial, middle initial, or full name)

2. SOCIAL SECURITY #

3. BIRTH DATE

4. BRANCH OF SERVICE

5. DATES OF SERVICE

6. GRADE

7. SERVICE NUMBER (OF REGISTRATION NUMBER)

8. SERVICE PERIOD (from an official record card or if appropriate the full name of the service)

9. A. M O B A

10. B. M O B A

11. C. M O B A

12. D. M O B A

13. E. M O B A

14. F. M O B A

15. G. M O B A

16. H. M O B A

17. I. M O B A

18. J. M O B A

19. K. M O B A

20. L. M O B A

21. M. M O B A

22. N. M O B A

23. O. M O B A

24. P. M O B A

25. Q. M O B A

26. R. M O B A

27. S. M O B A

28. T. M O B A

29. U. M O B A

30. V. M O B A

31. W. M O B A

32. X. M O B A

33. Y. M O B A

34. Z. M O B A

SECTION II - INFORMATION AND/or DOCUMENTS REQUESTED

1. CHECK THE ITEMS YOU ARE REQUESTING:

DD Form 204 or equivalent. Transfer to which branch is to receive.

This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next-of-kin, or other person or organization, if authorized as follows: Section II, Section. An UNRECORDED STR is normally required to determine eligibility for benefits. If you request a RELEASABLE copy, the following items will be checked out: authority for separation, reason for separation, notification of discharge code, separation (DD FORM) code, rank, for separation after 30, 30%, character of separation and date of time loss.

An UNRECORDED copy will be sent UNLESS YOU SPECIFY A RELEASED COPY by checking the box: I want a RELEASED copy.

Medical Records include Service Treatment Records, Health Improvement and Dental Records. IF REQUESTER REQUESTS THE FOLLOWING: STR and STRS (rank and years for U.S.C. releases) MUST be provided.

Other (Specify):

2. PROVIDE (if available) information about the purpose of the request is actually submitted; however, it may help to provide the best possible request and may result in a faster reply. Information provided will in no way be used to make a decision on the request.

Benefits (medical) Employment VA Loan Programs Medical Genealogy Curatorship Personal Other (specify)

3. REQUESTER NAME:

I am the SERVICE MEMBER SERVING OR SERVED as identified in Section I, above.

I am the DECEASED VETERAN'S NEXT-OF-KIN (NOK) (check Proof of Death. See item 2c on instruction sheet.)

I am the VETERAN'S LEGAL GUARDIAN (check copy of Affidavit of Guardianship Letter or Power of Attorney).

OTHER

4. AUTHORIZATION SIGNATURE: I declare on penalty, under oath, under penalty of perjury under the laws of the United States of America that the information in this Section II is true and correct and that I authorize the release of the requested information. (This form is to be completed by the requester only. Release the Authorization Signature of the veteran, next-of-kin of deceased veteran, veteran's legal guardian, unremarried surviving spouse, or other authorized representative, only limited application can be released unless the request is archival. The requester is required if the request is for archival records.)

5. SIGNATURE (Print name)

6. ADDRESS (Print name)

7. CITY (Print name)

8. STATE (Print name)

9. ZIP CODE (Print name)

10. TELEPHONE (Print name)

11. FAX (Print name)

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REQUEST PERTAINING TO MILITARY RECORDS

SECTION III - RETURN ADDRESS AND SIGNATURE

1. I am the SERVICE MEMBER SERVING OR SERVED as identified in Section I, above.

2. I am the DECEASED VETERAN'S NEXT-OF-KIN (NOK) (check Proof of Death. See item 2c on instruction sheet.)

3. I am the VETERAN'S LEGAL GUARDIAN (check copy of Affidavit of Guardianship Letter or Power of Attorney).

4. OTHER

5. AUTHORIZATION SIGNATURE: I declare on penalty, under oath, under penalty of perjury under the laws of the United States of America that the information in this Section II is true and correct and that I authorize the release of the requested information. (This form is to be completed by the requester only. Release the Authorization Signature of the veteran, next-of-kin of deceased veteran, veteran's legal guardian, unremarried surviving spouse, or other authorized representative, only limited application can be released unless the request is archival. The requester is required if the request is for archival records.)

6. SIGNATURE (Print name)

7. ADDRESS (Print name)

8. CITY (Print name)

9. STATE (Print name)

10. ZIP CODE (Print name)

11. TELEPHONE (Print name)

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Cost

- Cost for veterans or veterans next of kin = \$0
- If records are requested as a member of the general public for veterans discharged more than 62 years ago, a copying fee will apply.
 - *Online, mailed and faxed archival requests require the purchase of the COMPLETE photocopy of the OMPF*
 - *A routine OMPF of 5 pages or less: \$25 flat fee*
 - *A routine OMPF of 6 pages or more: \$70 flat fee (most OMPFs fall in this category)*

Time

- Requests were submitted in Fall 2015
- A document technician called December 2015 to advise me that she had completed the Army records. She wanted to know if I would like to have those records sent immediately, or if I would like to wait to have the package integrated with the Air Force records. (I chose the second option)
- The complete package arrived April 2016

What I learned

- I did get the full maiden name of my father's first wife, along with a date and location of their marriage. No evidence of a child.
- I was able to create a complete list of all the places my father lived, both stateside and overseas.
- Each honorable discharge listed all the awards and commendations issued during that enlistment, and had an official stamp allowing it to be used for verification of benefits.
- There was an error in my father's birth year that took over 20 years to correct.
- I have a wonderful word picture of my dad in the 1940's, his character, patriotism and attention to duty.

Other Methods to Obtain Military Service Records

- Recently separated veterans may find records through Department of Veterans Affairs and Department of Defense eBenefits Portal.
- The National Archives in St. Louis will allow you to visit in person, instructions on scheduling appointments in the Research Rooms are available on the website.
- Contact your State or County: Some veterans may be able to obtain copies of certain military records from their state, county or municipality. Contact your state or county veterans agency for more information.
- Hire an independent researcher: Patrons in locations remote to St. Louis may consider hiring an independent researcher to conduct research on their behalf.
 - *NOTE: Some companies advertise "DD Form 214 research services" and will charge a fee for obtaining copies. Generally there is no charge for basic military personnel and health record information provided to veterans and next-of-kin.*

What Records are Not Available?

- State Militia Records; contact the appropriate State Archives.
- Veterans Affairs records: Instead, call the VA Toll Free number 1-800-827-1000.
- Pay records: If available, would be at the Department of Defense Finance Centers.
- Records of veterans separated from active service but in reserve, active or inactive: Contact Reserve Component of the appropriate branch of service.
- Older records before WWI may be on file at the National Archives and Records Administration, Old Military and Civil Records Branch (NWCTB), Washington, DC 20408.
- Files of veterans discharged, retired or died in service since Jan 1, 1995 (Navy), Jan 1, 1999 (Marines) and Oct 1, 2004 (Air Force): Contact the Personnel Center of the branch of service.
- Records of members in the National Guard, or former Guard members not called into active federal service: Contact Adjutant General of the state in which the member served.

Links and Forms

- Type the links into your browser
- National Archive Website
 - *www.archives.gov*
- Downloadable SF 180, to request military records
 - *www.archives.gov/files/research/order/standard-form-180.pdf*