

REQUEST FOR MORE INFORMATION

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

NOTE: BE SURE TO RETURN ALL THE ATTACHED PAPERS

AUTHORITY FOR COLLECTION OF THE INFORMATION IS 44 U.S.C. 2907 AND 3103, AND E. O. 9397, OF NOVEMBER 22, 1943. DISCLOSURE OF THE INFORMATION IS VOLUNTARY. THE PRINCIPAL PURPOSE OF THE INFORMATION IS TO ASSIST THE NATIONAL PERSONNEL RECORDS CENTER IN LOCATING AND VERIFYING THE CORRECTNESS OF THE REQUESTED RECORDS OR INFORMATION TO ANSWER YOUR INQUIRY. ROUTINE USES OF THE INFORMATION AS ESTABLISHED AND PUBLISHED IN ACCORDANCE WITH 5 U.S.C. 552a (e)(4)(D) INCLUDE THE TRANSFER OF RELEVANT INFORMATION TO APPROPRIATE FEDERAL, STATE, LOCAL, OR FOREIGN AGENCIES FOR USE IN CIVIL, CRIMINAL, OR REGULATORY INVESTIGATIONS OR PROSECUTION. IN ADDITION THIS FORM WILL BE FILED WITH THE APPROPRIATE MILITARY OR CIVILIAN RECORDS AND MAY BE TRANSFERRED ALONG WITH THE RECORD TO ANOTHER AGENCY IN ACCORDANCE WITH THE ROUTINE USES ESTABLISHED BY THE AGENCY WHICH MAINTAINS THE RECORD. IF THE REQUESTED INFORMATION IS NOT PROVIDED, IT MAY NOT BE POSSIBLE TO SERVICE YOUR INQUIRY.

We are unable to identify a record of military service for the person named from the information furnished. Please complete the blocks checked below or see information blocks at bottom of form.

FULL NAME WHILE IN SERVICE _____ FOR MORE INFORMATION CONCERNING YOUR INQUIRY, SEE THE ITEMS CHECKED BELOW.

SERVICE NUMBER _____ DATES OF ACTIVE DUTY _____

SOCIAL SECURITY NUMBER _____ From _____ To _____

BRANCH OF SERVICE _____ DATES OF RESERVE DUTY _____

DATE AND PLACE OF BIRTH _____ From _____ To _____

RELEASE AUTHORIZATION, IF REQUIRED (Read instruction at right.)

RESTRICTIONS ON RELEASE OF INFORMATION

Under the provisions of the Privacy Act of 1974, we must have the written consent of the individual whose records are involved before considering your request. If the individual is a minor dependent of a veteran, the parent or legal guardian must sign the release. If the person is mentally incompetent, the legal guardian must sign the release (The legal representative or guardian should furnish a copy of the court appointment.). Although the Privacy Act does not apply to the records of deceased individuals, Department of Defense instructions indicate that we must have the written consent of the next of kin if the individual is deceased. For purposes of the release authorization, the next of kin is defined in the following order: unmarried widow or widower, eldest son or daughter, father or mother, eldest brother or sister. If you are able to have the veteran or next of kin complete the release authorization at left, please return your request. Employers and others needing proof of military service are expected to accept the information shown on documents issued by the Armed Forces at the time a service person is separated.

SIGNATURE (Please do not print)

-] Department of Defense Directive 5400.11 Encl. 5 prohibits furnishing the public with rosters (lists) or compilations of names and home addresses, or single addresses of current or former servicemen and servicewomen. We are sorry, therefore, that we are unable to furnish the information requested.
-] The information you request may be released only under certain conditions. Please explain the purpose for which you intend to use it.
-] For information concerning veterans benefits, please contact the nearest Veterans Administration Office.
-] GED test scores may be obtained from Defense Activity Non-Traditional Educational Support (DANTES). Be sure to include the following information: complete name, service number, branch of service, dates of active service (years), and place where tested (military base, unit, etc.). The address is as follows: DANTES, Contract Representative (transcript), 2318 S. Park St., Madison, WI 53713.
-] We are unable to determine what information you want. Please send us a detailed statement outlining the specific information needed.
-] Please complete the enclosed GSA Form 6853/7284 and return to the address below.
-] Please read the enclosed GSA Form 7231, Statement Concerning Requests for Genealogical Information from the National Personnel Records Center.
-] Please complete the enclosed GSA Form 7160 and return to this Center.
-] Matters of this kind are under the jurisdiction of the office shown below. Please contact that office.

*Department of the Air Force
3250 Technical Training Wing
Lackland A.F. Base, TX. 78236*

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THOMAS E. HELFRICH
Chief, Military Operations Branch

NATIONAL PERSONNEL RECORDS CENTER
(Military Personnel Records)
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St. Louis, Missouri 63132