



# USING VETERANS RECORDS IN COURTS, FROM FAMILY TO CRIMINAL TO PROBATE

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# WELCOME TO SF-180, DD-214, AND NRPC

- Who doesn't love a government form? No, really.....
- Start with GSA standard form 180 for requesting records
- Request ALL records
- Embrace the DD-214 [Defense Department form 214, record of military separation and discharge] Learn to love it!
- Now comes the rest of the story.....

# DD-214 SAMPLE

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

**CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**  
This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

|   |  |   |  |  |                    |
|---|--|---|--|--|--------------------|
| 1. NAME (Last, First, Middle)   |  | 2. DEPARTMENT, COMPONENT AND BRANCH   |  | 3. SOCIAL SECURITY NUMBER                                  |                    |
| 4a. GRADE, RATE OR RANK   | b. PAY GRADE   | 5. DATE OF BIRTH (YYYYMMDD)   | 6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)                                    |  |                    |
| 7a. PLACE OF ENTRY INTO ACTIVE DUTY   |  | b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) |  |  |                    |
| 8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND  |  |   | b. STATION WHERE SEPARATED   |  |                    |
| 9. COMMAND TO WHICH TRANSFERRED   |  |   |  | 10. SGLI COVERAGE AMOUNT: \$ <input type="checkbox"/> NONE |                    |
| 11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)  |  |   | 12. RECORD OF SERVICE  |  |                    |
| A   |  |   | a. DATE ENTERED AD THIS PERIOD   |  |                    |
|   |  |   | b. SEPARATION DATE THIS PERIOD   |  |                    |
|   |  |   | c. NET ACTIVE SERVICE THIS PERIOD  |  |                    |
|   |  |   | d. TOTAL PRIOR ACTIVE SERVICE  |  |                    |
|   |  |   | e. TOTAL PRIOR INACTIVE SERVICE  |  |                    |
|   |  |   | f. FOREIGN SERVICE   |  |                    |
|   |  |   | g. SEA SERVICE   |  |                    |
|   |  |   | h. INITIAL ENTRY TRAINING  |  |                    |
|   |  |   | i. EFFECTIVE DATE OF PAY GRADE   |  |                    |
| 13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)  |  |   | 14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) |  |                    |
| M   |  |   |  |  |                    |
| 15a. COMMISSIONED THROUGH SERVICE ACADEMY <input type="checkbox"/> YES <input type="checkbox"/> NO  |  |   |  |  |                    |
| b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b) <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |   |  |  |                    |
| c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, see <input type="checkbox"/> of commitment.) <input type="checkbox"/> YES <input type="checkbox"/> NO  |  |   |  |  |                    |
| 16. DAYS ACCRUED LEAVE PAID   | 17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION |   | <input type="checkbox"/> YES <input type="checkbox"/> NO                             |  |                    |
| 18. REMARKS   |  |   |  |  |                    |
| The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program. |  |   |  |  |                    |
| 19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)  |  |   | b. NEAREST RELATIVE (Name and address - include ZIP Code)                            |  |                    |
| 20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) OFFICE OF VETERANS AFFAIRS <input type="checkbox"/> YES <input type="checkbox"/> NO  |  |   |  |  |                    |
| a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC) <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |   |  |  |                    |
| 21.a. MEMBER SIGNATURE  |  | b. DATE (YYYYMMDD)  | 22.a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature)              |  | b. DATE (YYYYMMDD) |
|   |  |   | E  |  |                    |

|  |  |                     |   |                                    |  |
|--|--|---------------------|---|------------------------------------|--|
| 23. TYPE OF SEPARATION                               |  |                     | 24. CHARACTER OF SERVICE (Include upgrades) |                                    |  |
| 25. SEPARATION AUTHORITY                             |  | 26. SEPARATION CODE |   | 27. REENTRY CODE                   |  |
| 28. NARRATIVE REASON FOR SEPARATION                  |  |                     |   |                                    |  |
| 29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) |  |                     |   | 30. MEMBER REQUESTS COPY 4 (Incls) |  |

# NATIONAL ARCHIVES AND VA

- [Military Personnel Records | National Archives](#)
- [Standard Form 180 - Request Pertaining to Military Records \(archives.gov\)](#)
- Va.gov and [About VA Form SF180 | Veterans Affairs](#)

# ARCHIVES CONTACT INFO

- Telephone: 314-801-0800  
Status Check: [Online Status Update Request Form](#) \*  
Fax: 314-801-9195

- **Checking the Status of Your Request:**

- Allow about 10 days for us to receive and initiate processing your request, then you may check the status of your request by using the [Online Status Update Request form](#). **Please Note:** These forms are ONLY for status updates for EXISTING requests from the National Personnel Records Center (NPRC). Visit the [Request Military Service Records](#) page to start a new request for military service records; online, by mail, or by fax.
- You may also telephone the **NPRC Customer Service Line** (this is a long-distance call for most customers):

**Telephone: 314-801-0800**

**Telephone (Toll Free): 1-866-272-6272**

- **Note:** Our peak calling times are weekdays between 10:00 am CST and 3:00 pm CST. Staff is available to take your call as early as 7:00 am and as late as 5:00 pm cst.
- **Special Note on Calling by Phone:** If you have already submitted a request and need to know its status you may speak to a Customer Service Representative. Staff is available to take your call as early as 7:00 am CST and as late as 5:00 pm CST. Our peak calling times are weekdays between 10:00 am CST and 3:00 pm CST:

# WHAT DOES NRPC HOLD?

- The **National Personnel Records Center in St. Louis, Missouri**, holds more recent military personnel files, including the following:
- U.S. Army officers, separated July 1, 1917–September 30, 2002, and enlisted personnel, separated November 1, 1912–September 30, 2002
- U.S. Air Force officers and enlisted personnel, separated September 25, 1947–September 30, 2004
- U.S. Navy officers, separated January 1, 1903–December 31, 1994, and Navy enlisted personnel, separated January 1, 1886–December 31, 1994
- U.S. Marine Corps officers and enlisted personnel, separated January 1, 1905–December 31, 1998
- U.S. Coast Guard officers and enlisted personnel, separated after January 1, 1898; civilian employees of Coast Guard predecessor agencies such as Revenue Cutter Service, Life Saving Service and Lighthouse Service, from 1864 to 1919

# REMEMBER THAT MEDICAL AND PERSONNEL RECORDS MAY BE AT DIFFERENT PLACES

- Go to [Locations of Service Records | National Archives](#)
- Example for Marines, if discharged before 1999, your med records are at the VA and your personnel records are at the National Archives. If discharged between 1999 and 2014 your med records are at VA while your personnel records are at the office of Marine Manpower, Management Records and Performance branch. If since January 1 of 2014, your records are at MMRP and BUMED, which is Navy speak for Bureau of Medicine. If you are in the Reserves, it could be at MMRP or Marine Forces Reserve.

# QUICK NOTE FOR STATE AIR AND ARMY NATIONAL GUARD

- Go to the state Adjutant General's office in the state capitol
- Some services such as the Air Force will keep records of on duty Guard Personnel. Individual service archives will also be able to help if a unit was mobilized.
- **Air Force Personnel Center**  
HQ AFPC/DPSSRP  
550 C Street West, Suite 19  
Randolph AFB, TX 78150-4721  
Telephone: **1-800-525-0102**



# SERVICE ARCHIVES HELP YOU TELL A STORY

- [About the Navy Archives](#)
- [U.S. Army Center of Military History](#)
- [Air Force Historical Research Agency \(af.mil\)](#)
- [United States Coast Guard \(USCG\) Historian's Office](#)
- [Marine Corps History Division, Histories Branch \(usmcu.edu\)](#)

# WHAT STORY DO YOU WANT TO TELL?

- Head injury or blast related TBI
- PTSD
- Substance abuse
- Disability payments
- WHAT IS THE STORY YOU CAN TELL TO THE COURT, THE FAMILY, AND IF NEEDED, THE PRESS?

# SECONDARY SOURCES

- Letters, emails, old buddies and comrades giving affidavits, the training received in the service, news article, Public Affairs announcements, video clips online, documentaries, You Tube.....the world is your oyster

# QUESTIONS?

- Call me! I love tracking down info and talking to any vet, anytime.
- 713-444-2826. If I do not pick up I will call you back.