## Chapter 2. Developing for Service Records

#### Table of Contents

**Section A: General Information on Service Records**

 Overview 2-A-1

 1. General Information on Service Treatment Records (STRs) 2-A-2

 2. Instructions for Handling Service Records 2-A-5

 3. National Personnel Records Center (NPRC) 2-A-14

 4. General Information on the Records Management Center (RMC) 2-A-18

 5. Transfer of STRs Into and out of the RMC 2-A-21 6. Handling Requests for the Return of STRs in VA’s Possession 2-A-26

 7. DD Form214*,* Certificate of Release or Discharge from Active Duty 2-A-27

 8. Reports of Casualty 2-A-30

 9. Requests From for Records Made by Department of Veterans Affairs Medical
 Centers (VAMCs) for Service Records/Information 2-A-33

**Section B: Migration of Service Records and the Procedures for Obtaining Them**

 Overview 2-B-1

 10. General Information About Locating Service Records 2-B-2

 11. Migration of Service Treatment Records (STRs) 2-B-6

 12. Procedures for Obtaining STRs 2-B-12

 13. Locating and Obtaining Army Official Military Personnel Files (OMPFs) 2-B-20

 14. Locating and Obtaining Navy Personnel Records 2-B-22

 15. Locating and Obtaining Air Force Personnel Records 2-B-24

 16. Locating and Obtaining Marine Corps Personnel Records 2-B-25

 17. Locating and Obtaining Coast Guard Service Records 2-B-26

 18. Sample Development Letter for STRs Held by a Reserve or National Guard

 Unit 2-B-29

**Section C: Beneficiary Identification and Records Locator Subsystem (BIRLS), Records Management Center (RMC) and the Service Treatment Record (STR) Folder**

 Overview 2-C-1

 19. BIRLS LOC Screens 2-C-2

 20. Other BIRLS Information 2-C-9

Continued on next page

Table of Contents, Continued

**Section D: Requesting Information/Records Through the Personnel Information Exchange System (PIES)**

 Overview 2-D-1

 21. General Information About PIES 2-D-2

 22. Selecting the Appropriate Discharge Status Code in PIES 2-D-7

 23. PIES Request Codes 2-D-9

 24. PIES Overall Status Codes 2-D-20

 25. PIES Branch-of-Service Status Codes 2-D-22

**Section E: Unique Claims and Situations That Require Special Handling**

 Overview 2-E-1

 26. Records Destroyed by Fire at the National Personnel Records Center (NPRC) 2-E-2

 27. Evidence That Supplements or Substitutes for Service Treatment Records (STRs) 2-E-6

 28. Extracts From Army Surgeon General’s Office (SGO) Records 2-E-8

 29. Records of Treatment of a Dependent at a Military Facility 2-E-13

 30. Alternative Means of Verifying Service 2-E-16

 31. Alternative Sources of Evidence and Records 2-E-18

 32. Obtaining Service Information for Claims Involving Exposure to Contaminated

 Water at Camp Lejeune 2-E-22

1. Verifying Service in the Republic of Vietnam (RVN) in Connection With Claims

 Involving Exposure to Herbicides 2-E-26

 34. Verifying Philippine Service in the United States Armed Forces 2-E-33

 35. Obtaining Service Information in Other Special Situations 2-E-35

**Section F: Merchant Marine Service Records**

 Overview 2-F-1

 36. General Information on Veteran Status Based on Merchant Marine Service 2-F-2

 37. Merchant Marine Service Verification Required for VA Claim 2-F-5

 38. Merchant Marine Service Record Requests 2-F-8

 39. [Reserved] 2-F-11

 40. STRs for Merchant Marine Service 2-F-12

 41. Merchant Marine Logbook Records 2-F-17

 42. Records Available for Combat-Related Injuries 2-F-20

 43. Records Available From the Marine Index Bureau, Inc. (MIB) 2-F-22

1. Addresses for National Archives and Records Administration (NARA) Regional

 Archives 2-F-24

 45. Exhibit 1: Merchant Marine STR Development Letter for the Public Health
Service (PHS) 2-F-28

Continued on next page

Table of Contents, Continued

**Section F: Merchant Marine Service Records**, Continued

 46. Exhibit 2: Marine Index Bureau Sample Pattern Letter to a Claimant 2-F-29

 47. [Reserved] 2-F-31

**Section G: Former Prisoners of War (FPOW) Service Records**

 Overview 2-G-1

 48. General Information on FPOW Records 2-G-2

 49. WWII Record Groups Held by NARA Suitland Reference Branch 2-G-4

50. Sources of World War II (WWII) Record Groups, Other Than the National

 Archives and Records Administration (NARA) 2-G-6

 51. Korean Conflict Record Groups 2-G-8

**Section H: Record Exchanges Between the Department of Veterans Affairs (VA) and the Service Departments**

 Overview 2-H-1

 52. Exchange of Records Between VA, the Department of Army Review Boards
Agency (DARBA), and the Army Discharge Review Board (ADRB) 2-H-2

 53. Exchange of Records Between VA and the Air Force Discharge Review Board
(AFDRB) 2-H-5

 54. Exchange of Records Between VA, the Navy Discharge Review Board (NDRB),
and the Board of Correction of Naval Records (BCNR) 2-H-8

1. Exchange of Records Between VA and Air Force, Marine Corps, and Navy

 Reserve Recruiting Services 2-H-11

 56. Exchange of Records Through the Service Medical Record Mobilization (SMRM)
Web Application 2-H-13

**Section I: Control of and Follow-Up on Requests for Federal Records**

 Overview 2-I-1

 57. General Information on Requests for Records Held by a Federal Entity 2-I-2

 58. (Empty - Reserved for Future Use) 2-I-19

 59. Actions to Take When Attempts to Obtain Federal Records Are Unsuccessful 2-I-20 60. General Information on Military Records Specialists (MRSs) 2-I-23

 61. MRS Responsibilities When Attempts to Obtain Records From a Federal Entity

 Are Unsuccessful 2-I-25

 62. Requests for Records Held by NPRC That Require Priority Handling 2-I-27

 63. MRS Contact With Separation Points 2-I-29

 64. MRS Requests for Assistance from Compensation Service 2-I-31

Continued on next page

Table of Contents, Continued

**Section J: Service Department Organizational Structures and Service Record Address Codes**

 Overview 2-J-1

 65. Army Organizational Structure 2-J-2

 66. Navy Organizational Structure 2-J-4

 67. Air Force Organizational Structure 2-J-7

 68. Marine Corps Organizational Structure 2-J-9

 69. Address Codes for Army Service Records 2-J-12

 70. Address Codes for Navy Service Records 2-J-16

 71. Address Codes for Air Force Service Records 2-J-21

 72. Address Codes for Marine Corps Service Records 2-J-25

 73. Address Codes for Coast Guard Service Records 2-J-28

 74. Address Codes for Merchant Marine Service Records 2-J-31

 75. VA Regional Office (RO) Names, Numbers, and Associated Army
Transition Centers 2-J-32

**Section K: Other Contact and Reference Information**

 Overview 2-K-1

 76. Address Codes, Addresses, and Telephone Numbers 2-K-2

 77. Addresses for Other Agencies and Record Facilities 2-K-12

1. Individuals and Groups Acknowledged to Have Performed Active Service 2-K-15

 79. Contacting State Adjutants General 2-K-18

 80. Guide for Service Numbers 1 Through 9,999,999 2-K-19

 81. Guide for Service Numbers 10,000,000 Through 19,999,999 2-K-21

 82. Guide for Service Numbers 20,000,000 and Higher 2-K-24

 83. Glossary 2-K-26