



eMilreccs



Welcome to the  
**National Personnel  
Records Center - Military  
Personnel Records**

Your hub for requesting military  
service records and information

# eMilReccs

## Loan and Transfer of Military Records

National Personnel Records Center  
Employee Development, NPRS  
9700 Page Avenue  
St Louis MO, 63132

## Introduction

This manual provides step-by-step guidance for ordering and tracking records through the National Archives and Records Administration's eMilrecs application.

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### Accounts and Points of Contact

eMilreecs users should use the following points of contact.

1) For access to the system, passwords, account set-up, record ordering entitlements, and submission of registration form:

[milreecs@nara.gov](mailto:milreecs@nara.gov)

The completed registration form may be scanned and emailed to the above address, or faxed to (314)801-0605, Attention: eMilReecs Administrator.

2) For questions relating to searches, records, wrong records received, or to cancel record orders shown in On Backorder status:

[searchrequest.search@nara.gov](mailto:searchrequest.search@nara.gov)

## Access and Login

Access eMilreccs at: <https://milreccs.archives.gov>

Archives.gov Home

We the People  
Article

eMilreccs



Welcome to the  
**National Personnel  
Records Center - Military  
Personnel Records**

Your hub for requesting military  
service records and information

**User Name:**

**Password:**

Log in →

This is not a public system. If  
you are not an authorized  
user **EXIT NOW !**

[New User Activation](#)   [New User Activation Instructions](#)

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You will need to click the "New User Activation" link before you login the first time.

# eMilreccs Loan and Transfer

## Home Page and General Navigation

The eMilreccs Home page is the first page you will see after you log-in to the application.

[Archives.gov Home](#)

We the People  
Article I

eMilreccs


Help Where Is...? / How Do I...?


[Home](#) [Requests](#) [Order Records-Single](#) [Order Records-Bulk](#) [Track records](#) [Logout](#)

[FAQ's](#) [Exception Report](#)

**Welcome All Branches!**

**Military Personnel Records Center**  
Your hub for getting information on Service Records.

 **FAQ's**  
Frequently Asked Questions

 **Change Password**  
If you are logging in to eMilreccs for the first time, we recommend that you change your password. Click the Change password link, and enter a new password. The new password will be effective at your next login.

**User Profile** [Edit](#)

**First Name:** All      **User Name:** BRANCHES  
**Last Name:** Branches      **Email Address:** DONALD.GREENLEE@NARA.GOV

**Work Phone #:**  
**Work Fax #:**  
**Message:**

# eMilrecs Loan and Transfer

Below are the links and buttons you will use to navigate throughout the eMilrecs application. Their specific use will be discussed throughout this manual.

The screenshot shows the eMilrecs application interface. At the top right is a link for "Archives.gov Home". Below that is the "eMilrecs" logo and a search bar with the text "Where Is...? / How Do I...?". A navigation bar contains links for "Home", "Requests", "Order Records-Single", "Order Records-Bulk", "Track records", "FAQ's", and "Exception Report", along with a "Logout" button. A left sidebar lists "My Requests", "My Agency's Requests", "Request Details", "Searches", and "Search Detail". Two callout boxes are present: one pointing to the sidebar items with the text "Screen Views Different views for selected screen.", and another pointing to the "Requests" link with the text "Screen Navigation Links Click on screen name to navigate to that screen."

## **IMPORTANT NOTE**

When navigating around eMilrecs, do not use your browser's back and forward buttons. Use the navigation buttons and screen links built into the eMilrecs application.

# eMilrecs Loan and Transfer

## Common navigation buttons.

### Sort Arrows

Use the up and down arrows next to each column name to sort your list in ascending or descending order.

My Requests		61 - 70 of 70+					Find	First	Previous	Next	Last
Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name				
Test31006-1	<a href="#">1-3305601</a>	3/10/2006 10:21:30 AM	Branches	On BackOrder		LYON	HAROLD				
	<a href="#">1-3305407</a>	3/9/2006 5:06:47 PM	Branches	On BackOrder		GREEN	FOYE				
						HILL	CLAYTON				

### Request Navigation Buttons

Use these buttons to navigate through your submitted requests. Use "Find" to query for a particular request. Use "First", "Previous", "Next", and "Last" to navigate through the pages of your requests. Note: each page will display approximately 10 requests.

### Record Ordering Navigation Buttons

Use these buttons to navigate through the various questions required when ordering a record.

by your Agency if available.

Next Previous Finish Cancel

\* Required Information

## Order Record - Single

### Registry Records

1. Click the "Order Records-Single" link at the top of any eMilrecs screen.

2. Click the "Find" button to query the Registry.

The screenshot shows the eMilrecs interface. At the top, there is a navigation bar with links: Home, Requests, **Order Records-Single** (circled), Order Records-Bulk, Track records, FAQ's, and Exception Report. A 'Logout' button is also present. Below the navigation bar, there is a sidebar with 'Order Registry Record - Query here first' and 'Order Non-Registry Record'. The main content area displays a table titled 'Registry' with 10 records. The 'Find' button in the table's header is circled. A callout box on the left points to the 'Order Non-Registry Record' link with the text: 'Link for ordering Non-Registry records (discussed later)'.

Veteran Name	SSII/SH	Branch	Record Type	Registry Number	POW Dates DDDMMYY	Out
<a href="#">CARTER THOMAS L</a>		NavyMC	Med	<a href="#">N0010950117</a>		
<a href="#">FITTANTE THOMAS</a>		NavyMC	Med	<a href="#">N0010940001</a>		
<a href="#">RHODES RALPH K</a>		NavyMC	Med	<a href="#">N0010907690</a>		
<a href="#">SCHMERER DAVID H</a>		NavyMC	Med	<a href="#">N0010903485</a>		
<a href="#">SHERMAN GRANT T</a>		NavyMC	Med	<a href="#">N0010905949</a>		
<a href="#">CAMPOPIANO THOMAS</a>		NavyMC	Med	<a href="#">N0010906065</a>		
<a href="#">ROBB MARGARET</a>		NavyMC	Med	<a href="#">N0010906048</a>		
<a href="#">HILTON STANLEY L</a>		NavyMC	Med	<a href="#">N0010906150</a>		
<a href="#">GREEN FOYE E</a>		NavyMC	Med	<a href="#">N0010908464</a>		

### Notes on Registry screen view.

This initial screen is the first page of the entire registry. You will need to query ("Find" button) to narrow down your results.

"Veteran Name" and "Registry Number" fields are links you click to begin ordering that particular record.

A flag () in the "Out" column indicates a record already charged out. You may still order it, but it will be On Backorder.

The Branch and Record Type fields represent an interpretation of the Service Codes used in the registry. These codes are still visible in the "Search Details" screen discussed later.

The "**Record Type**" field indicates whether this record contains personnel documents only (Pers), medical documents only (Med), or a combination of both (PersMed). The "**Branch**" field indicates the appropriate service branch for that record. Notice there is a separate entry for Auxiliary records and Navy and Marine Corp records are combined under the NavyMC entry.



# eMilrecs Loan and Transfer

Clicking the "Find" button on the Registry screen opens this "Registry Query" window.

The screenshot shows the eMilrecs web interface. At the top, there is a navigation bar with links for Home, Requests, Order Records-Single, Order Records-Bulk, and Track records. Below this is a sidebar with links for Order Registry Record and Order Non-Registry Record. The main content area is titled "Registry Query" and contains a form with the following fields: SSI/SSN (with a value of 000001198), Veteran Name, Branch (a dropdown menu), and Registry Number. A "Find" button is circled in red, and a "Cancel" button is next to it. A callout box shows the options for the Branch field: Air Force, Army, Coast Guard, NavyMC, and Auxiliary. Arrows point from text boxes to the form fields and the Find button.

**3. Enter query criteria.**

**4. Click find to display results.**

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## IMPORTANT

You can query by a single field or by multiple fields to further narrow your Registry search.

SSN/SN must be 9 numbers. Shorter SNs must be pre-filled with zeros. For example, SN 7654321 should be entered as 007654321.

### Veteran Name field

- Must follow format of LAST FIRST M
- All capital letters are not required
- Do not use punctuation
- Will only return results that match what you enter. E.g. SMITH JOHN will not return a match for SMITH JOHN A. (See "[Using Wildcards to Search Registry](#)" for more information.)

Note: Archival Registry and Non-Registry records added to the record during the folder tracking process will likely display full middle names.

Use the **Branch** field selection to narrow down results by branch of service. Notice Auxiliary records are a separate entry and Navy and Marine Corps records are both shown using the NavyMC selection. This consolidation was necessary to capture the Marine Corp health records that use the Navy, NM, service code in the Registry.

# eMilrecs Loan and Transfer

## Query Results

The screenshot shows the eMilrecs website interface. At the top right, there is a link for "Archives.gov Home". Below this is a search bar with the text "Where Is...? / How Do I...?". The main navigation bar includes "Home", "Requests", "Order Records-Single" (which is highlighted), "Order Records-Bulk", and "Track records". There is also a "Logout" button. On the left side, there are two menu options: "Order Registry Record - Query here first" and "Order Non-Registry Record". The main content area displays a table with the following data:

Veteran Name	SSH/SH	Branch	Record Type	Registry Number	POW Dates	Out
<a href="#">BAUGHER DORA K</a>	000001198	Army	Pers	<a href="#">A0050527441</a>	DDMMYY	

Below the table, there is a footer for the U.S. National Archives & Records Administration, located at 700 Pennsylvania Avenue NW, Washington, DC 20408, with a phone number of 1-800-234-8861.

5. Click Veteran Name or Registry Number link for the record you wish to order.

*eMilrecs verifies entitlements to the record.*

The screenshot shows the "Record to be Ordered" page. At the top, there is a blue header with the text "Record to be Ordered". Below this, there is a red link that says "Click to Complete Order". The page displays the following information:

**Veteran Name** BAUGHER DORA K  
**Branch of Service** ART  
**Record Type** Pers  
**Service Number/SSH** 000001198  
**Registry Prefix** A  
**Registry Number** A0050527441  
**Request Number**  
**Checked Out** No

On the right side of the page, there is a "Cancel" button. A note is displayed in a box on the right:

Note: If trying to order a record without entitlements, you will receive a message indicating you are not entitled to order this record.

6. Verify you have the correct record and click the "Click to Complete Order" link.

## eMilrecs Loan and Transfer

You will be prompted to answer several questions prior to final submission of the record request.

**NOTE:** Questions with a **RED ASTERISK** next to them are required.

### MPR Registry Single Order

**6. Pick Priority then click the "Next" button below.**

\*Pick Priority

\*Required Information

Select **Routine** for most requests. Normal response times will be 3-5 workdays. Routine requests will be placed On Backorder for 30 days if the record has been charged out of file. If the record is not returned to file within 30 days, the requester will receive e-mail notification that the request was cancelled. The service department will not be billed for cancelled requests.

Select **High** when the record is needed within 1 or 2 days. A verification search will be generated for High priority requests if the record is charged out within NPRC. Additionally, high priority requests will be billed at the higher priority search rate.

**7. Select the Purpose of Enquiry, then click "Next."**

### MPR Registry Single Order

\*Pick Purpose of Enquiry

You will need to scroll up on the list to see Benefits and Employment.

- Benefits
- Employment
- Medical
- Retirement
- Military Awards/Decorations
- Correction of Records
- Personal Military History
- Genealogy
- Law Enforcement
- Reenlistment
- Others Not Listed

**Important:** The purpose "Decline to Disclose" (not shown above) can only be used by the service departments ordering their own veteran's records. Other agencies must specify another purpose.

## eMilrecs Loan and Transfer

### 8. If desired, enter a reference number used by your agency.

Click **Next**, if you wish to enter "Comments"

Click **Finish**, if you don't want to enter "Comments" on the next screen. You can also click "Finish" if you do not need to enter the reference number or comments.

#### MPR Registry Single Order

Enter Reference Number used by your Agency if available.

Next Previous **Finish** Cancel

\*Required Information

### 9. If needed enter Comments and click Finish to complete the request.

#### MPR Registry Single Order

Enter Comments

Next Previous **Finish** Cancel

\*Required Information

### **Important**

Once you begin answering questions to order a selected record click the "Cancel" button before navigating to another screen if you realize you do not need the record. Clicking the cancel button will clear previously entered data and prevent the possibility of it being transferred to the next request entered.

# eMilreccs Loan and Transfer

The record you just "Finished" ordering will now be displayed at the top of your "Requests" screen.

The screenshot shows the eMilreccs web interface. At the top, there is a navigation bar with links for Home, Requests, Order Records-Single, Order Records-Bulk, and Track records. Below this is a sidebar with links for My Requests, My Agency's Requests, Request Details, Searches, and Search Detail. The main content area displays a table of requests. The first row, with request number 1-3355301, is highlighted in blue and has an arrow pointing to it from the callout box. The table columns include Agency Reference Number, Request Number, Created, Requester Last Name, Request Status, Date Out of Center, Veteran Last Name, and Veteran First Name.

Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name
	<a href="#">1-3355301</a>	4/7/2006 11:54:57 AM	Branches	Open		BAUGHER	DORA
QTH	<a href="#">1-3354522</a>	4/6/2006 6:14:00 PM	Branches	Pre-Processing Done			
QME	<a href="#">1-3354519</a>	4/6/2006 6:05:24 PM	Branches	Pre-Processing Done		CAMPBELL	EVERETT
QMD	<a href="#">1-3354516</a>	4/6/2006 6:03:10 PM	Branches	Pre-Processing Done		CANADA	THOMAS
QMC	<a href="#">1-3354513</a>	4/6/2006 5:59:49 PM	Branches	Pre-Processing Done		SWARM	HAROLD
4606-6	<a href="#">1-3354510</a>	4/6/2006 5:39:37 PM	Branches	Pre-Processing Done		MCLHENNY	EDNA
4606-5	<a href="#">1-3354507</a>	4/6/2006 5:38:22 PM	Branches	Pre-Processing Done		DEVRIK	RONALD
4606-4	<a href="#">1-3354504</a>	4/6/2006 5:36:05 PM	Branches	Pre-Processing Done		KNICKREHM	MARIE
4606-3	<a href="#">1-3354501</a>	4/6/2006 5:34:23 PM	Branches	Pre-Processing Done		TAGG	DONALD
Hilton case	<a href="#">1-3354013</a>	4/6/2006 4:40:20 PM	Branches	Pre-Processing Done		VANDAGRIFF	JERRE

See the section titled "Viewing Requests" for more details about the fields and views available for interpreting the status of your requests.

# eMilrecs Loan and Transfer

## Using Wildcards to Search the Registry

When querying the registry to locate a record, your results will only display records that exactly match your entered criteria.

For example, if you enter a query SMITH JOHN, you will only see results for veterans with the name SMITH JOHN. You will not see records for any SMITH JOHN who has a middle initial.

Using a wildcard can help solve this dilemma. The wildcard character asterisk (\*) can be used anywhere within your query to replace unknown characters. The next few pages demonstrate a few examples of its use.

**Registry Query** Find Cancel

SSI/SSII: Nine numerics, left fill SN w/zeros, no alpha prefixes  
Veteran Name: LAST FIRST MI, 18c max, no nos or punc  
Branch: Pick branch, leave blank to select all branches  
Registry #: Enter prefix and number 11 characters

Queries seek exact matches. Less data reveals more matches, more data reveals fewer matches. SEE FAQ 1 for more information.

SSI/SSII:   
Veteran Name: REID\*  
Branch: NavyMC  
Registry Number:

REID\* will return all entries beginning with the letters REID.

Registry 1 - 10 of 10+							Find	First	Previous	Next	Last
Veteran Name	SSI/SSII	Branch	Record Type	Registry Number	POW Dates	Out					
<a href="#">REID</a>		NavyMC	PersMed	<a href="#">N0009735764</a>							
<a href="#">REID AARNE H</a>		NavyMC	Med	<a href="#">N0004574557</a>							
<a href="#">REID AARON C</a>		NavyMC	Pers	<a href="#">N0011021548</a>							
<a href="#">REID ADOLPHUS L</a>		NavyMC	Pers	<a href="#">N0001771608</a>							
<a href="#">REID ADOLPHUS L</a>		NavyMC	Med	<a href="#">N0001780744</a>							
<a href="#">REID ADRIAN D</a>		NavyMC	PersMed	<a href="#">N0009737775</a>							
<a href="#">REID ALAN</a>		NavyMC	Med	<a href="#">N0000879356</a>							
<a href="#">REID ALAN B</a>		NavyMC	Med	<a href="#">N0005361725</a>							
<a href="#">REID ALAN B</a>		NavyMC	Med	<a href="#">N0005361725</a>							
<a href="#">REID ALAN B</a>		NavyMC	Med	<a href="#">N0005361725</a>							

# eMilrecs Loan and Transfer

## Wildcard Query Samples

SSN/SI:

Veteran Name: REID AARON\*

Branch:

Registry Number:

Returns

Registry 11 - 20 of 20+							Find	First	Previous	Next	Last
Veteran Name	SSN/SI	Branch	Record Type	Registry Number	POW Dates	Out					
<a href="#">REID AARON C</a>		Auxiliary	Pers	<a href="#">P3706008069</a>							
<a href="#">REID AARON C</a>		Auxiliary	Pers	<a href="#">P5462006001</a>							
<a href="#">REID AARON C</a>		Auxiliary	Pers	<a href="#">P5462003003</a>							
<a href="#">REID AARON E</a>		Army	PersMed	<a href="#">R0007415721</a>							
<a href="#">REID AARON E</a>		Auxiliary	Pers	<a href="#">P0000064159</a>							
<a href="#">REID AARON H</a>		Army	PersMed	<a href="#">B0005815114</a>							
<a href="#">REID AARON L</a>		Army	PersMed	<a href="#">A0050521949</a>							
<a href="#">REID AARON M</a>		Air Force	Pers	<a href="#">F0004588679</a>							
<a href="#">REID AARON O</a>		Army	PersMed	<a href="#">A0000818924</a>							
<a href="#">REID AARON P</a>		Army	PersMed	<a href="#">B0005815113</a>							

SSN/SI: 0033\*56

Veteran Name:

Branch: Army

Registry Number:

Using the \* in the middle of a string of characters will result in returns that match every character before the asterisk and every character after the asterisk. In this instance, all results begin in 0033 and end in 56.

Registry 1 - 10 of 10+							Find	First	Previous	Next	Last
Veteran Name	SSN/SI	Branch	Record Type	Registry Number	POW Dates	Out					
<a href="#">BETTIS CHARLES F</a>	003300256	Army	PersMed	<a href="#">B0006124652</a>							
<a href="#">NICKLE JAMES R</a>	003300456	Army	PersMed	<a href="#">R0008194519</a>							
<a href="#">JORDAN ALBERT W</a>	003300756	Army	PersMed	<a href="#">B0003543488</a>							
<a href="#">BENJAMIN ROBERT</a>	003301256	Army	PersMed	<a href="#">B0004246673</a>							
<a href="#">BENJAMINE ROBERT</a>	003301256	Army	PersMed	<a href="#">R0009717601</a>							
<a href="#">WILSON CHARLIE</a>	003301356	Army	PersMed	<a href="#">B0003715839</a>							
<a href="#">WILSON CHARLES</a>	003301556	Army	PersMed	<a href="#">B0003629837</a>							
<a href="#">WALKER HENRY</a>	003302256	Army	PersMed	<a href="#">B0004570508</a>							
<a href="#">MCANDREW EUGENE J</a>	003302356	Army	PersMed	<a href="#">B0005010096</a>							
<a href="#">DOYLE BRIAN B</a>	003302556	Army	PersMed	<a href="#">A0002448060</a>							

# eMilrecs Loan and Transfer

## Order Non-Registry Records

**Important:** Always check the Registry before ordering Non-Registry records. Many Non-Registry Navy and MC records have been accessioned into the Registry. Many more non-registry record will be added as part of our record tracking process.

1. Click the "Order Records-Single" link at the top of any eMilrecs screen.

2. Click the "Find" button to query the Registry.

The screenshot shows the eMilrecs website interface. At the top, there is a navigation bar with links: Home, Requests, **Order Records-Single** (circled), Order Records-Bulk, and Track records. Below this is a search bar with a 'Find' button (circled) and a 'First' button. The main content area displays a table with the following columns: Veteran Name, SSN/SI, Branch, Record Type, Registry Number, POW Dates, and Out. The table shows two records: CARTER THOMAS L and FITTANTE THOMAS. A sidebar on the left contains links for 'Order Registry Record - Query here first' and 'Order Non-Registry Record'.

The screenshot shows the eMilrecs website interface after a registry query. The navigation bar is the same as in the previous screenshot. The main content area displays a table with the following columns: Veteran Name, SSN/SI, Branch, Record Type, Registry Number, POW Dates, and Out. The table shows a message: "No Records". A sidebar on the left contains links for 'Order Registry Record - Query here first' and 'Order Non-Registry Record' (circled). A text box at the bottom contains the instruction: "3. If Registry query results are negative, click the 'Order Non-Registry Record' link."



# eMilrecs Loan and Transfer

## Order Non-Registry Record

Select the appropriate Record Block to begin the Non Registry Record Order Process.  
Some Record Types may be unavailable for ordering based on your user privileges.  
If Record Block is unknown see FAQs for further information

- Navy Officer
- MC Officer
- MC Enlisted
- Navy WWI
- Navy WWII
- Navy PWW
- Navy Med

**4. Select the appropriate record block.**

Note: The "Select" button will only appear if you are entitled to order from that particular record block.

## Order Non-Registry Record

Select the appropriate Record Block to begin the Non Registry Record Order Process.  
Some Record Types may be unavailable for ordering based on your user privileges.  
If Record Block is unknown see FAQs for further information

- Navy Officer
- MC Officer
- MC Enlisted
- Navy WWI
- Navy WWII **Selected >> [Place Order](#)**
- Navy PWW
- Navy Med

**5. Click this link to continue order.**

# eMilrecs Loan and Transfer

## Order Non-Registry Records

\* Do you have Veteran's Service Number   
Yes  
No

Next

Note: This question will not be asked if ordering records from a record block for which the Service Number is required.

If you select "No" eMilrecs will skip the "Veteran's Service Number question, and the Date of Birth will be a required entry.

## Order Non-Registry Records

Veteran's Service Number

Next Previous Finish Cancel

## Order Non-Registry Records

Veteran's Birth Date (mm-dd-yyyy)

Next Previous Finish Cancel

May be a required entry. See note next to step 6.

## Order Non-Registry Records

\* Veteran's Last Name

Next Previous Finish Cancel

## Order Non-Registry Records

\* Veteran's First Name

Next Previous Finish Cancel

## Order Non-Registry Records

Veteran's Middle Name

Next Previous Finish Cancel

\* Required Information

# eMilreecs Loan and Transfer

## Order Non-Registry Records

Veteran's SSN 123456789

Next Previous Finish Cancel

\* Required Information

*The following questions are the same questions asked when ordering Registry records.*

## Order Non-Registry Records

\* Request Priority Routine

Next Previous Finish Cancel

\* Required Information

## Order Non-Registry Records

\* What is the purpose of your inquiry

Medical  
Retirement  
Military Awards/Decorations  
Correction of Records  
Personal Military History  
Genealogy  
Law Enforcement  
Reenlistment  
Other Not Listed  
Decline to Disclose

Next Previous Finish Cancel

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8861

\* Required Information

## Order Non-Registry Records

External Reference Number

Next Previous Finish Cancel

\* Required Information

## Order Non-Registry Records

Comments

Your comments.  
Not part of NPRC's Case Management and Reporting System.]

Next Previous Finish Cancel

\* Required Information

## Viewing Requests

### My Requests

On your "Requests" screen you will notice several different view links along the left margin of the page.

<b>My Requests</b>	}	The "My Requests" and "My Agency's Requests" views both show a listing of requests as shown below. "My Requests" shows requests submitted by the user currently logged into the system. "My Agency's Requests" shows all requests submitted by all users within that agency. This view is usually available to that agency's managers.
<b>My Agency's Requests</b>		
<b>Request Details</b>	←	The "Request Details" view shows details associated with a specific request. The best way to jump to this view for a specific request is to click the red underlined "Request Number" link.
<b>Searches</b>	↙	The "Searches" and "Search Detail" views show details associated with the searches for that request. These views will be discussed later.
<b>Search Detail</b>		








Several fields, shown in the "My Requests" list applet, are unique to eMilrecs and NPRC's Case Management and Reporting System.

Home <b>Requests</b> Order Records-Single Order Records-Bulk Track records <span style="float:right">Logout</span>									
FAQ's Exception Report									
My Requests									
My Requests 1 - 10 of 10+ <span style="float:right">Find First Previous Next Last</span>									
Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name		
	<a href="#">1-3355304</a>	4/7/2006 12:04:15 PM	Branches	Open		DOE	JOHN		
	<a href="#">1-3355301</a>	4/7/2006 11:54:57 AM	Branches	Open		BAUGHER	DORA		
QTH	<a href="#">1-3354522</a>	4/6/2006 6:14:00 PM	Branches	Pre-Processing Done					
QME	<a href="#">1-3354519</a>	4/6/2006 6:05:24 PM	Branches	Pre-Processing Done		CAMPBELL	EVERETT		
QMD	<a href="#">1-3354518</a>	4/6/2006 6:03:10 PM	Branches	Pre-Processing Done		CANADA	THOMAS		
QMC	<a href="#">1-3354513</a>	4/6/2006 5:59:49 PM	Branches	Pre-Processing Done		SWARM	HAROLD		
4606-6	<a href="#">1-3354510</a>	4/6/2006 5:39:37 PM	Branches	Pre-Processing Done		MCILHENNY	EDNA		
4606-5	<a href="#">1-3354507</a>	4/6/2006 5:38:22 PM	Branches	Pre-Processing Done		DEVRIK	RONALD		
4606-4	<a href="#">1-3354504</a>	4/6/2006 5:36:05 PM	Branches	Pre-Processing Done		KNICKREHM	MARIE		
4606-3	<a href="#">1-3354501</a>	4/6/2006 5:34:23 PM	Branches	Pre-Processing Done		TAGG	DONALD		

# eMilrecs Loan and Transfer

## My Requests applet - Field Definitions

My Requests		111 - 120 of 120+				Find	First	Previous	Next	Last
Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name			
	<a href="#">1-3320601</a>	3/16/2006 10:27:27 AM	Branches	Pre-Processing Done		GARDNER	GRANDISON			
Test31006-1	<a href="#">1-3305601</a>	3/10/2006 10:21:30 AM	Branches	On BackOrder		LYON	HAROLD			
	<a href="#">1-3305407</a>	3/9/2006 5:06:47 PM	Branches	On BackOrder		GREEN	FOYE			
Test3906-10	<a href="#">1-3305404</a>	3/9/2006 5:03:42 PM	Branches	Closed	3/1/2006 10:38:05 AM	HILL	CLAYTON			
Test3906-10	<a href="#">1-3305401</a>	3/9/2006 5:01:01 PM	Branches	Pre-Processing Done		ROGIER	MICHAEL			
Test3906-6	<a href="#">1-3305201</a>	3/9/2006 2:12:25 PM	Branches	Pre-Processing Done		WERT	JACK			
Test3906-6	<a href="#">1-3304604</a>	3/9/2006 1:02:31 PM	Branches	Pre-Processing Done		SMITH	FRANK			
Test3906-4	<a href="#">1-3304601</a>	3/9/2006 12:51:52 PM	Branches	Pre-Processing Done		LINVILLE	DUANE			
gabg	<a href="#">1-3304402</a>	3/9/2006 12:10:35 PM	Branches	Pre-Processing Done		GREEN	FOYE			
Test3906-2	<a href="#">1-3304104</a>	3/9/2006 11:17:36 AM	Branches	On BackOrder		HICKSON	PETER			

	The "Agency Reference Number" is the optional number that is entered by the eMilrecs user during record ordering.
	The "Request Number" represents a unique identifier for a particular request. Each is automatically generated during request creation. The "Request Number" and "Search ID" (discussed later) are both valuable identifiers for communicating about a particular request or search. The "Request Number" is also a link that leads to the "Request Details" for that particular request.
	Represents the date the request was entered by the eMilrecs user.
	Last name of eMilrecs user who submitted the request.
	<p>This is the status of the CMRS request. Don't confuse this status with the status of the Search. Searches assigned to this request will have their own status and will be discussed later. Below are the common statuses that eMilrecs users should see.</p> <ul style="list-style-type: none"> <li>• <b>Open</b> - Initial request status. The request has been entered into the system, but not yet processed.</li> <li>• <b>Pre-Processing Done</b> - The request has been auto-processed and a record search has been created.</li> <li>• <b>On Backorder</b> - The requested record has been charged out of file since the Loan &amp; Transfer capability was added. When the record returns to file, the search is released automatically and the record delivered for this request. If the record does not return to file within 30 days, the request will be "Cancelled" and the requester notified by e-mail. Service Departments will not be billed for "Cancelled" requests.</li> <li>• <b>Closed</b> - Search actions are complete for that request. The record may have been sent to the requesting agency or not found. If you have a "Closed" request, but haven't received the record yet, view the Search Details for that request to determine the outcome of the search action. Requests will be closed when put into a L&amp;T Dispatch batch at NPRC. The record should arrive a few days later.</li> <li>• <b>Cancelled</b> - Request that was in the status of "On Backorder" for 30 days. Service Departments are not billed for cancelled requests.</li> </ul>
	Represents the date the request closed. NOTE: This <u>does not</u> indicate the date the record was dispatched to the requesting agency. That determination can be made by viewing the "Search Details" for a particular request.
	Veteran's last name and Veteran's first name.

# eMilrecs Loan and Transfer

My Requests						111 - 120 of 120+		Find	First	Previous	Next	Last
Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name					
	<a href="#">1-3320801</a>	3/16/2006 10:27:27 AM	Branches	Pre-Processing Done		GARDNER	GRANDISON					
Test31006-1	<a href="#">1-3305601</a>	3/10/2006 10:21:30 AM	Branches	On BackOrder		LYON	HAROLD					
	<a href="#">1-3305407</a>	3/9/2006 5:06:47 PM	Branches	On BackOrder		GREEN	FOYE					
	<a href="#">1-3305101</a>	3/9/2006			3/1/2006 10:38:05 AM	HILL	CLAYTON					
				Processing		ROGIER	MICHAEL					
				Processing		WERT	JACK					
				Processing		SMITH	FRANK					
Test3906-4	<a href="#">1-3304601</a>	3/9/2006 12:51:53 PM	Branches	Pre-Processing Done		LINVILLE	DUANE					
gabg	<a href="#">1-3304402</a>	3/9/2006 12:10:35 PM	Branches	Pre-Processing Done		GREEN	FOYE					
Test3906-2	<a href="#">1-3304104</a>	3/9/2006 11:17:36 AM	Branches	On BackOrder		HICKSON	PETER					

You can also query on your requests and view only those requests that meet certain conditions.

Click the "Find" button above to begin your query.

**Find Request** Submit Cancel

Type your search criteria and click submit. Asterix (\*) may be used at the end for partial search criteria: example - A\* in Created By would imply all names beginning with A. Note: Search is Case Sensitive

Request Number:

Requester Last Name:

Request Status:

Request Type:

Submitted:

Veteran Last Name:

Veteran First Name:

Agency Reference Number:

**Do not use** the "Request Type" or "Submitted" fields as query conditions. These fields are used by other agencies for other types of requests.

Click "Submit" to view results.

Additionally, the Request Status drop-down list contains status entries not used for eMilrecs Loan and Transfer requests.

You will not normally see the greyed-out Status entries associated with your Loan and Transfer requests.

- Open
- Pre-Processing Done
- Closed
- Cancelled
- On BackOrder

# eMilrecs Loan and Transfer

## Sample Request Query

**Find Request** Submit Cancel

Type your search criteria and click submit. Asterix (\*) may be used at the end for partial search criteria : example - A\* in Created By would imply all names beginning with A. Note: Search is Case Sensitive

**Request Number:**

**Requester Last Name:**

**Request Status:**

**Request Type:**

**Submitted:**

**Veteran Last Name:**

**Veteran First Name:**

**Agency Reference Number:**

1. Enter Query Conditions

2. Click "Submit"

3. View Results

My Requests		1 - 2 of 2				Find	First	Previous	Next	Last
Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name			
	1-3295175	3/7/2006 1:20:44 PM	Branches	Cancelled		SMITH	WOODROW			
	1-3295169	3/7/2006 1:20:42 PM	Branches	Cancelled		SMITH	WOODROW			

## Request Details



Home **Requests** Order Records-Single Order Records-Bulk Track records Logout

FAQ's Exception Report

**My Requests**

My Agency's Requests

Request Details

Searches

Search Detail

Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name
4306	<a href="#">1-3341701</a>	4/3/2006 5:40:24 PM	Branches	Closed	4/4/2006 12:11:15 PM	HODEK	HENRY

Clicking the "Request Number" link in the "My Requests" applet will navigate to the "Request Details" view and show details for that request.



Home **Requests** Order Records-Single Order Records-Bulk Track records Logout

FAQ's Exception Report

**My Requests**

My Agency's Requests

**Request Details**

Searches

Search Detail

**Section 1: Request**

Request Number 1-3341701

Veteran Last Name HODEK

Veteran First Name HENRY

Veteran Middle Name W

Veteran SSN

Veteran Date of Birth

Veteran Place of Birth

Date of Death

Branch of Service Air Force

Purpose of Inquiry Benefits

Request Status Closed

Created 4/3/2006 5:40:24 PM

Priority Routine

Date Completed

Agency Reference Number 4306

Comments

**Section 2: Service Detail**

1 - 1 of 1

Service Number	Branch of Service	Component	Date Released	Service Period	Officer/Enlisted
	Air Force				

The Request Details view displays general information about the request and service details provided during the record ordering process.

To view information about the record searches that are part of this request, click the "Searches" link on the left side of the screen.



## Searches

The "Searches" view displays details about the request in Section 1 and a list of "Search Requests" associated with the specific request.

The screenshot shows the eMilrecs web application interface. At the top, there is a navigation bar with links for Home, Requests, Order Records-Single, Order Records-Bulk, Track records, and a Logout button. Below this is a secondary navigation bar with links for FAQ's and Exception Report. On the left side, there is a vertical menu with options: My Requests, My Agency's Requests, Request Details, Searches (highlighted with a red circle), and Search Detail. The main content area is titled 'Section 1: Request' and displays the following details:

- Request Number: 1-3341701
- Veteran Last Name: HODEK
- Veteran First Name: HENRY
- Veteran Middle Name: W
- Veteran SSN
- Veteran Date of Birth
- Veteran Place of Birth
- Date of Death
- Branch of Service: Air Force
- Purpose of Inquiry: Benefits
- Created: 4/3/2006 5:40:24 PM
- Request Status: Closed
- Date Completed
- Priority: Routine
- Agency Reference Number: 4306
- Comments

Below the request details is a table titled 'Search Requests' showing 1 - 1 of 1 results:

Cancelled	Search Id	Search Request Status	Search Batch Id
<input type="checkbox"/>	1-1ZNH	L T Dispatched	1-1ZNVB

<p><b>Cancelled</b> <input type="checkbox"/></p>	<p>A checkmark in this field indicates a search action that has not yet been released for searching. For example, your requests in the status of "On Backorder" will have a checkmark in this field. Once the record is refiled, the checkmark will automatically be removed and the record will be searched. A checkmark doesn't necessarily mean the search has been permanently cancelled.</p>
<p><b>Search Id</b> <input type="checkbox"/></p>	<p>The "Search Id" is a unique identification assigned to each search request. It is different from the "Request Number" because a single request may have more than one record search. <i>The "Search Id" and the "Request Number" are both valuable numbers that should be provided to NPRC when asking questions about a particular request or search.</i> This will allow us to quickly locate the request or search you are concerned about.</p>
<p><b>Search Request Status</b> <input type="checkbox"/></p>	<p>The following are entries you will see most often in the "Search Request Status" field.</p> <ul style="list-style-type: none"> <li>• <b>Not Started</b> - The search has been created in the system, but not yet started.</li> <li>• <b>Searcher Assigned</b> - The search has been batched and assigned to a specific searcher for searching.</li> <li>• <b>Found</b> - Record has been found and wanded into NPRC's Records Distribution Area.</li> <li>• <b>LT Dispatched</b> - Record was wanded out from NPRC's Records Distribution Area and is on its way to the requesting agency.</li> <li>• <b>LT Delivered</b> - Record was wanded in by the requesting agency.</li> <li>• <b>LT Returned</b> - Record was wanded out by the requesting agency and should be on its way back to NPRC.</li> <li>• <b>LT Received</b> - Record was wanded back in at NPRC and is ready to be Refiled.</li> <li>• <b>Not Found</b> - Record was missing from its proper file location. If this was the</li> </ul>

## eMilrecs Loan and Transfer

	<p>first attempt to locate the record, a second (verification) search may be created. If the verification search is also negative, the status will remain "Not Found" and all search actions for that record will end. When searching ends, the "Request Status" will change to "Closed."</p> <ul style="list-style-type: none"> <li>• <b>Charged Out</b> - A charge out card was found in the record's proper location. A verification search will be created for on-site charge outs. If the record was charged out and sent to another facility the search will end and the "Request Status" will change to "Closed."</li> <li>• <b>Refiled</b> - Record was refiled in its proper shelf location at NPRC.</li> <li>• <b>In Preservation</b> - The record was too fragile to handle and is in NPRC's Preservation section for treatment. The record will be released after treatment, or if too damaged, photocopies may be provided.</li> </ul>
<p><b>Search Batch Id</b> ▾ ▹</p>	<p>The "Search Batch Id" is a unique number assigned to a grouping of search requests.</p>

The "Search Id" is a link that will lead to the "Search Detail" view shown on the next page.

1 - 1 of 1

Cancelled	Search Id	Search Request Status	Search Batch Id
	1-1ZNNH	L T Dispatched	1-1ZNVB

## Search Detail

<a href="#">Home</a> <a href="#">Requests</a> <a href="#">Order Records-Single</a> <a href="#">Order Records-Bulk</a> <a href="#">Track records</a> <a href="#">Logout</a>																																		
<a href="#">FAQ's</a> <a href="#">Exception Report</a>																																		
<a href="#">My Requests</a> <a href="#">My Agency's Requests</a> <a href="#">Request Details</a> <a href="#">Searches</a> <a href="#">Search Detail</a>	<table border="1"> <thead> <tr> <th colspan="2">Search Request</th> <th>Cancellation not allowed</th> </tr> </thead> <tbody> <tr> <td><b>Search Request Id</b></td> <td colspan="2">1-1 ZNHH</td> </tr> <tr> <td><b>Agency Reference Number</b></td> <td>4306</td> <td><b>Searcher Assigned Date</b> 4/4/2006 12:00:00 AM</td> </tr> <tr> <td><b>Veteran Name</b></td> <td>HODEK HENRY W</td> <td><b>Staging In Date</b> 4/4/2006 12:10:30 PM</td> </tr> <tr> <td><b>Veteran SSII/SII</b></td> <td></td> <td><b>L T Dispatched Date</b> 4/4/2006 12:00:00 AM</td> </tr> <tr> <td><b>Registry #</b></td> <td>F0002346189</td> <td><b>L T Delivered Date</b></td> </tr> <tr> <td><b>Search Status</b></td> <td>L T Dispatched</td> <td><b>L T Returned Date</b></td> </tr> <tr> <td><b>Search Type</b></td> <td>1st Search</td> <td><b>L T Received Date</b></td> </tr> <tr> <td><b>Next Search Type</b></td> <td></td> <td><b>Refile Date</b></td> </tr> <tr> <td><b>Service Code</b></td> <td>AF</td> <td></td> </tr> <tr> <td><b>Non-Registry Block</b></td> <td></td> <td></td> </tr> </tbody> </table>	Search Request		Cancellation not allowed	<b>Search Request Id</b>	1-1 ZNHH		<b>Agency Reference Number</b>	4306	<b>Searcher Assigned Date</b> 4/4/2006 12:00:00 AM	<b>Veteran Name</b>	HODEK HENRY W	<b>Staging In Date</b> 4/4/2006 12:10:30 PM	<b>Veteran SSII/SII</b>		<b>L T Dispatched Date</b> 4/4/2006 12:00:00 AM	<b>Registry #</b>	F0002346189	<b>L T Delivered Date</b>	<b>Search Status</b>	L T Dispatched	<b>L T Returned Date</b>	<b>Search Type</b>	1st Search	<b>L T Received Date</b>	<b>Next Search Type</b>		<b>Refile Date</b>	<b>Service Code</b>	AF		<b>Non-Registry Block</b>		
Search Request		Cancellation not allowed																																
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<b>Next Search Type</b>		<b>Refile Date</b>																																
<b>Service Code</b>	AF																																	
<b>Non-Registry Block</b>																																		

With a few exceptions, most of these data fields have already been covered. The information below will help clarify some of the entries not previously discussed.

<b>Search Type</b>	<p>This field will indicate one of the following.</p> <ul style="list-style-type: none"> <li>• <b>1st Search</b> - This is the first attempt to locate a Registry record.</li> <li>• <b>Non-Registry Search</b> - This is the first attempt to locate a Non-Registry record.</li> <li>• <b>Verification Search</b> - This is an additional search normally generated if one of the searches shown above failed to locate a record. Verification searchers take extra steps to locate a record that is not in its original file location. If a record is charged out to an agency outside our building, a verification search will not be created.</li> </ul>
<b>Searcher Assigned Date</b>	Date a searcher was assigned to locate the requested record.
<b>Staging In Date</b>	Date the record was "Found" and delivered to NPRC's record Staging Area. This date is populated by the same wanding that changes the Search Status to "Found."
<b>LT Dispatched Date</b>	Date the record was wanded out of NPRC's Records Distribution area and sent to the requester. Corresponds to the Search Status "LT Dispatched."
<b>LT Delivered Date</b>	Date the record was wanded in by the requester. Corresponds to the Search Status "LT Delivered."
<b>LT Returned Date</b>	Date the record was wanded out by the requester, for delivery back to NPRC. Corresponds to the Search Status "LT Returned."
<b>LT Received Date</b>	Date the record was wanded back in at NPRC. Corresponds to the Search Status "LT Received."
<b>Refile Date</b>	Date the record was refiled back into its original file location. Corresponds to the Search Status "Refiled."

## Receiving Records

When the records you ordered are delivered to you, they must be scanned to verify receipt and mark the status as "LT Delivered".

### NOTE:

A search request form will accompany each loan and transfer record. The information on this form is valuable to identify the person who requested the record. There is also a barcode on this form that represents the "Search Request Id."

**1. Click the "Track Records" link at the top of any eMilrecs screen.**

**2. Click the "Start Scan" button to begin.**

The screenshot shows the eMilrecs interface. At the top, there is a navigation bar with links for Home, Requests, Order Records-Single, Order Records-Bulk, Track records, and Logout. A callout box points to the "Track records" link. Below the navigation bar, there is a "Records Received" section. A callout box points to the "Start Scan" button in this section. The main content area displays the following information:

```
SEARCH 1-114P
REQUEST ID
RECORD STATUS L T Delivered
```

Click in the appropriate field before scanning, depending on which barcode you are using.

**3. Click in either field, depending on which label will be scanned or entered.**

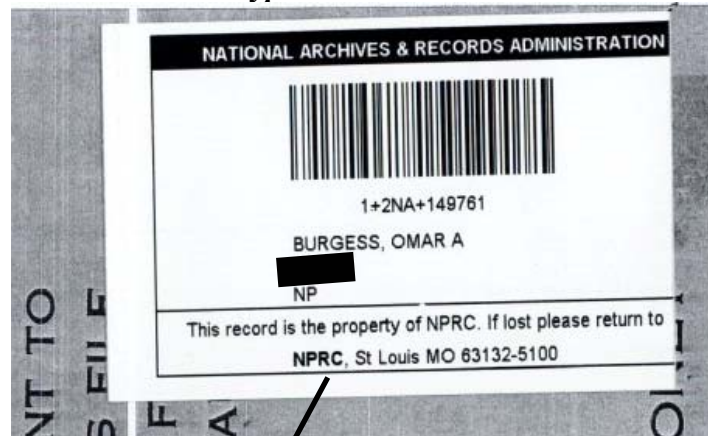
The screenshot shows the eMilrecs interface in "Records Received - Wanding" mode. A callout box points to two input fields: "Record Barcode:" and "Search Request Id:". The main content area displays the following information:

```
** Record Barcode corresponds to the label pasted to the record.
** Search Request Barcode corresponds to the barcode on the Search Request sheet that accompanied the record.
```

## eMilrecs Loan and Transfer

You can scan either the barcode on the record label, or the barcode on the Search Request Sheet (if available), or manually type in the alphanumeric codes from either record barcode or the Search Request Id number. If manually typing the codes, remember they are case-sensitive.

*Typical record label*



### Records Received - Wanding

\*\* Record Barcode corresponds to the label pasted to the record.

\*\* Search Request Barcode corresponds to the barcode on the Search Request sheet that accom

Record Barcode:

Search Request Id:

**4. Click the "Enter" key on your keyboard to accept entry if manually typed in.**

Note: A barcode reader will automatically enter the Record or Search Request Id, but you must first select the applicable field.

### Records Received

Start Scan

\*\* Click Start Scan to begin wanding the records received.

\*\* In the wanding screen, wand the Record Barcode or the Search Request Barcode.

SEARCH 1-2078D  
REQUEST ID  
RECORD STATUS L T Delivered

If you have multiple records to scan, repeat these steps until all records are scanned.

## Returning Records

### Creating a Return Batch

A critical part of the new Loan and Transfer process is the ability to track a record's location. When requesting agencies have finished their work with the record, they will follow the procedures below to document their return of the record to NPRC.

The screenshot shows the 'Track records' interface. A navigation menu on the left includes 'Records Received', 'All Return Batches', 'Return Batch Creation', and 'Return Batch - Shipping Report'. The main content area displays a 'Return Batch' summary with fields for Batch Id (1-1ZS9I), Created Date (4/5/2006 12:49:53 PM), Updated Date (4/5/2006 12:56:36 PM), and Completed Date. A 'New Batch' button is visible in the top right. Three callout boxes provide instructions: 1. 'Navigate to the "Track records" screen.' (pointing to the top navigation bar), 2. 'Click the link for the "Return Batch Creation."' (pointing to the left menu), and 3. 'Click the "New Batch" button to create a batch to wand records into.' (pointing to the 'New Batch' button).

*Record returns must be included in a batch.*

The screenshot shows the 'New Return Batch' form. The 'New Return Batch' title is circled. The form contains fields for Batch Id (1-20PWH), Start Date (5/2/2006), Status (Active), and Created Date (5/2/2006 12:12:39 PM). A text area for 'Description' contains the text 'Service record amendments'. 'Save' and 'Cancel' buttons are in the top right. A callout box points to the 'Save' button with the instruction: '4. If desired, enter a description, then click the "Save" button.'

*The newly created batch will open so you can begin entering records to be returned.*

## Entering Records into a Batch

The screenshot shows the eMilrecs interface with a navigation menu at the top: Home, Requests, Order Records-Single, Order Records-Bulk, and Track records (highlighted). A Logout button is in the top right. Below the menu are links for FAQ's and Exception Report. On the left is a vertical sidebar with links: Records Received, All Return Batches, Return Batch Creation, and Return Batch - Shipping Report. The main content area is titled 'Return Batch' and includes 'Edit' and 'New Batch' buttons. It displays the following information:

- Batch Id: 1-20PWH
- Created Date: 5/2/2006 12:12:39 PM
- Updated Date: 5/2/2006 12:12:39 PM
- Completed Date: (blank)
- Description: Service record amendments
- Status: Active
- Created By: Branches, All

Below this is the 'Wand Records to be Returned' section with a 'Start Scan' button. It contains instructions: '\*\* Click Start Scan to begin wandng the records to be returned to NPRC.' and '\*\* In the wandng screen, wand the Record Barcode or the Search Request Barcode.' Below the instructions are fields for Search 1-IL4P, Request #, and Record Status L T Delivered. A callout box with a black border points to the 'Start Scan' button and contains the text: '5. Click the "Start Scan" button to enter records into the batch.'

The screenshot shows the eMilrecs interface with the same navigation menu as the previous image. The sidebar is the same. The main content area is titled 'Records to be Returned - Wandng' and includes a 'Submit' button. It contains the following information:

- \*\* Record Barcode corresponds to the label pasted to the record.
- \*\* Search Request Barcode corresponds to the barcode on the Search Request sheet that accompanied the record.
- Record Barcode:
- : Search Request #:

Two callout boxes with black borders provide instructions. The first box, with a black border, points to the input fields and contains the text: '6. Enter records by one of the following methods.'

- Manually enter barcode number located below the barcode on the record label.
- Manually enter the Search Request Id number
- Use a barcode reader to scan the barcode on the record.

The second box, with a black border, points to the 'Submit' button and contains the text: '7. Click the "Submit" button.'

# eMilrecs Loan and Transfer

*The record status, for the record you just entered, will change to LT Returned.*

Home Requests Order Records-Single Order Records-Bulk Track records Logout

FAQ's Exception Report

Records Received

All Return Batches

Return Batch Creation

Return Batch - Shipping Report

**Return Batch** Edit New Batch

Batch Id 1-20PWH

Created Date 5/2/2006 12:12:39 PM Description Service record amendments

Updated Date 5/2/2006 12:12:39 PM Status Active

Completed Date Created By Branches, All

**Wand Records to be Returned** Start Scan

\*\* Click Start Scan to begin wandng the records to be returned to NPRC.

\*\* In the wandng screen, wand the Record Barcode or the Search Request Barcode.

Search 1-2078D  
Request #  
Record Status L T Returned

8. Continue the scanning process until all records have been entered into the batch.

9. When all records have been added to the batch, click the "Edit" button on the "Return Batch" applet to close the batch.

## Closing the Return Batch

Home Requests Order Records-Single Order Records-Bulk Track records Logout

FAQ's Exception Report

Records Received

All Return Batches

Return Batch Creation

Return Batch - Shipping Report

**Return Batch** Save Cancel

Batch Id: 1-20PWH

Status: Completed

Description: amendments

Completed  
Active

10. Change the Return Batch Status to "Completed" and click the "Save" button.



## Return Batch Shipping Report

The report below will display the Return Batch details and each record wanded into that batch.

The screenshot shows the 'Return Batch Shipping Report' view. The left sidebar has 'Return Batch - Shipping Report' selected. The main content area displays details for a return batch with ID 1-20PWH, created on 5/2/2006 at 12:12:39 PM, and completed at 12:46:14 PM. The description is 'Service record amendments' and the status is 'Completed'. Below this is a table titled 'Records Returned' showing one record with ID 1-2078D, barcode 1+2NA+149761, and a returned date of 5/2/2006 at 12:37:50 PM. A callout box points to the 'L T Returned Date' column with the text: 'This date will be populated when the record is wanded "Received" at NPRC.'

If you need to return to a batch at a later time, you can navigate to the "All Return Batches" view. In this view, you will see a listing of all your created batches. Click the red underlined "Batch Id" link to:

- View batch details
- Edit the batch
- Wand additional records into the batch

The screenshot shows the 'All Return Batches' view. The left sidebar has 'All Return Batches' selected. The main content area displays a table of return batches. The table has columns for Batch Id, Status, Created Date, Completed Date, and Description. The 'Batch Id' column contains red underlined links for each batch. The table shows 9 batches, with the last one being 1-20PWH, which is the same batch as in the previous screenshot.

Batch Id	Status	Created Date	Completed Date	Description
<a href="#">1-1ZS9I</a>	Completed	4/5/2006 12:49:53 PM		
<a href="#">1-1ZTKL</a>	Completed	4/5/2006 2:47:36 PM		Test2
<a href="#">1-1ZUCD</a>	Completed	4/5/2006 5:18:02 PM		
<a href="#">1-1ZVNL</a>	Completed	4/6/2006 4:09:43 PM		test3
<a href="#">1-1ZVNIQ</a>	Active	4/6/2006 4:27:44 PM		
<a href="#">1-20FHK</a>	Completed	4/26/2006 4:37:29 PM	4/26/2006 5:05:34 PM	
<a href="#">1-20FPZ</a>	Active	4/26/2006 5:23:53 PM		
<a href="#">1-20PGX</a>	Active	5/2/2006 11:34:27 AM		MC Enlisted Records
<a href="#">1-20PWH</a>	Completed	5/2/2006 12:12:39 PM	5/2/2006 12:46:14 PM	Service record amendments

## E-Mail Notifications

CMRS will automatically notify users of significant events in the records ordering process.

### **Record Not Returned to File**

If a request remains in On Backorder status for 30 days, and the record has not returned to file during that period, the user will receive the following email. The search will be cancelled.

**From:** <NPRC.Referrals@nara.gov>  
**To:** <DONALD.GREENLEE@NARA.GOV>  
**Date:** 4/18/2006 5:59 PM  
**Subject:** NPRC Notification- Request#1-3353603 Do not reply.

---

Please do not respond to the following message. This message has been auto-generated by NPRC.

---

Notification from:  
NATIONAL PERSONNEL RECORDS CENTER  
9700 Page Avenue  
St. Louis MO 63132

\*\*\*\*\*  
SERVICE REQUEST  
\*\*\*\*\*  
SERVICE REQUEST #: 1-3353603  
The record related to your back order request from 30 days ago has not been returned to file. Search efforts for this request have been completed.

### **Record Not Scanned as Received**

If a record was shipped, but the requesting agency has not scanned the barcode within 10 days to mark the record as received, the following reminder will be sent.

**From:** <NPRC.Referrals@nara.gov>  
**To:** <DONALD.GREENLEE@NARA.GOV>  
**Date:** 3/16/2006 2:42 PM  
**Subject:** NPRC Notification- Request#1-3263920 Do not reply.

---

Please do not respond to the following message. This message has been auto-generated by NPRC.

---

Referral Service Request from:  
NATIONAL PERSONNEL RECORDS CENTER  
9700 Page Avenue  
St. Louis MO 63132

\*\*\*\*\*  
SERVICE REQUEST  
\*\*\*\*\*  
SERVICE REQUEST #: 1-3263920  
SEARCH REQUEST #: 1-1YHXM  
NAME:: All Branches  
REGISTRY NUMBER::11  
NON-REGISTRY BLOCK::  
NPRC's Case Management and Reporting System (CMRS) shows that the above record was dispatched to your office 10 days ago. If you have received it, please  
wand it to update CMRS that it has been delivered. If it has not been delivered, you may contact: 314-801-XXXX.

### **Record Not Returned**

If the requesting agency has not scanned the barcode and marked the request as "L&T Returned" within 60 days, the following reminder will be sent.

**From:** <NPRC.Referrals@nara.gov>  
**To:** <LISA.SANDOR@NARA.GOV>  
**Date:** Monday, March 20, 2006 6:34PM  
**Subject:** NPRC Notification- Request# 1-3264810 Do not reply.

---

Please do not respond to the following message. This message has been auto-generated by NPRC.

---

\*\*\*\*\*

SERVICE REQUEST

\*\*\*\*\*

SERVICE REQUEST #:: 1-3264810

SEARCH REQUEST #:: 1-1YI31

NAME:: Joe Army

REGISTRY NUMBER::A0009918836

NON-REGISTRY BLOCK::

NPRC's NPRC's Case Management and Reporting System shows that the following record was dispatched to your office more than 60 days ago. If the record is no longer needed, please wand it to update CMRS that it is being returned and promptly send it back to NPRC.

---

### Correspondence Referrals with Records (Core L&T)

#### Tracking Core L&Ts

Service department agencies will often receive referral requests, with records, from NPRC. These referrals are called Core L&Ts. There are 2 general types of Core L&T requests.

- Referrals, with records, to liaison offices for a signature, guidance, etc., that **will be returned to the NPRC correspondence technician for a final response**. The correspondence technicians will put these cases in suspense while waiting for a response from the liaison office.
- Referrals, with records, to the service department or liaison office when the **NPRC correspondence technician will not be making the final response to the requester**. The correspondence technician will complete these cases and notify the requester to expect a response from the service department.

Both types of Core L&T referrals will include, as a minimum:

- Search request form (see sample on page 35)
- Copy of original request
- CMRS Service Request All Details Report (see sample on page 36)
- Record
- May include copy of referral notification letter and/or supporting documents

#### Very Important

Records accompanying both types of Core L&T requests must be wanded through eMilrecs as "LT Delivered" and "LT Returned" by the service department agencies.



These Core L&Ts will be shipped with Loan & Transfer records requested by your agency. The Core L&Ts will not be visible in eMilrecs, but the wanding will support record tracking and they will be visible in NPRC's Case Management Reporting System.



#### Liaison Office Return Routing to NPRC Correspondence Technician

Requests, with records, from NPRC for a signature or question will be routed to the liaison offices using the Search Form shown on page 35. Liaison offices may use this form to route the record and request back to the Correspondence Technician by writing "TO:" next to the Core identifier on the form, or by using a traditional routing slip.

**Core L&T Search form Sample**

<b>IPR Search Request</b>		<b>NPRC</b>	
<b>National Archives and Records Administration</b>			
Priority: <b>Routine</b>			
Source: Routine			
Complexity: Others			
Search Type: 1st Search			
Non-Registry Block:			
			
		1-2078D	
Registry Number: <b>N 0008 864 989</b>			
<i>Floor 2 Module 11 Row 18</i>			
Reg Veteran's <i>BURGESS OMAR A</i>		<b>SR Number: 1-3368602</b>	
SR Veteran's Name: <i>BURGESS, OMAR A</i>		<b>Search Section: 2</b>	
SSN: <span style="background-color: black; color: black;">XXXXXXXXXX</span>			
DOB: <i>10/10/1950</i>			
POB: <i>Des Moines, IA</i>			
SVN/SSN: <i>000200618</i>			
Service Code: <i>NP</i>			
Service Number:			
Reason for Referral: <i>Character of Service determina</i>			
	<b>TO: Core: 1 Team: A</b>		
<b>Record Sent</b>			
Agency: Navy Personnel Command Liaison	Name: Don Greenlee		
Address: 9700 Page Avenue,	Room #: 4210		
City: St Louis	Phone #: (314) 801-0583		
State: MO			
Zip: 63132			
Phone:			
Ext. Reference Number:			
Searcher Name: SEARCHER2	Initials: _____		
	Date: _____		
Notes:			
			
		1-2078D	
All Records Ordered for this Service 1-2078D			
Service Request Received in Center Date: 02/25/2003 00:00:00			
Search Request created by: LTORRUSI 04/19/2006 14:03:55			
Search Request printed by: LTORRUSI 5/4/2006 4:22:43 PM			
<b>EBEL</b>	Report Generated for LTORRUSI on 5/4/2006		Page 2 of 4

Liaison can use this form as a routing slip back to the NPRC technician by writing "TO:"

**C  
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&**

**101**

## Sample Service Request All Details Report

Page 1

SERVICE REQUEST ALL DETAILS		NPRC	
<b>Service Request:</b>			
<b>Service Request #:</b>	1-1366861001	<b>Status:</b>	Suspense
<b>Request Priority:</b>	Routine	<b>Assigned To:</b>	[REDACTED]
<b>Source:</b>	Routine	<b>Core:</b>	Core 4
<b>Purpose:</b>	Personal Military History	<b>Team:</b>	Team D
<b>Level of Complexity:</b>	Others	<b>How Received:</b>	Web
<b>Description:</b>	military mos training or schools transcripts also replacement discharge cert		
<b>Date Created:</b> 02/28/2006 00:34:57			
<b>Date Received in Center:</b> 03/02/2006 16:20:49			
<b>Date Received in Core:</b> 03/01/2006 09:47:17			
<b>Date Completed:</b>			
<b>Date Out of Core:</b>			
<b>Date Out of Center:</b>			
<b>Requester Information:</b>			
<b>First Name:</b>	rickey	<b>Address:</b>	[REDACTED]
<b>Last Name:</b>	nelson	<b>City:</b>	vancouver
<b>Company Name:</b>		<b>State:</b>	wa
<b>Phone:</b>	[REDACTED]	<b>Zip:</b>	98682
<b>Fax:</b>			
<b>Veteran Information:</b>			
<b>Veteran Last Name:</b>	NELSON	<b>Date of Birth:</b>	02/01/1953
<b>Veteran First Name:</b>	RICKEY	<b>SSN:</b>	[REDACTED]

Service Details			
Service Number	Branch of Service	Officer/Enlisted	Date Released
002719669	Marine Corps	Enlisted	08/1981

Search Requests						
Search Request #	SR Status	Registry #	Service Code	Non-Reg Block	Service Number	Comments
1-MSB7ZZ	In Core	N0008292093	AMF			
1-MSB7ZZ	In Core	N0008292093	AMF			
1-MSB7ZZ	In Core	N0008292093	AMF			
1-MSB7ZZ	In Core	N0008292093	AMF			
1-MSB7ZZ	In Core	N0008292093	AMF			
1-MSB7ZX	Out of Core	N0002472003	MC			

Page 2

SERVICE REQUEST ALL DETAILS		NPRC	
<b>Search Requests</b>			
Search Request #	SR Status	Registry #	Service Code
1-MSB7ZX	Out of Core	N0002472003	MC
1-MSB7ZX	Out of Core	N0002472003	MC
1-MSB7ZX	Out of Core	N0002472003	MC
1-MSB7ZX	Out of Core	N0002472003	MC
<b>Notes</b>			
Sent DD form 256 to liaison office for signature			
<b>Documents Requested</b>			
Documents	Comments	Branch of Service	
Separation Document	UNDELETED	Marine Corps	