

## How do I request specific unit records?

- Specific unit records that are 25 years old and older are stored at the National Archives and Records Administration. They can be requested through MDR or FOIA by writing:
  - o National Archives and Records Administration  
Chief, Special Access/FOIA Staff (NWCTF)  
8601 Adelphi Road  
College Park, MD 20740-6001

## How do I request a copy of my Army service records?

- If you have been discharged from military service, your personnel files are stored at the National Archives and Records Administration (NARA) facility, National Personnel Records Center (NPRC):
  - o National Personnel Records Center  
1 Archives Drive  
St. Louis, MO 63138  
Telephone: 1-314-801-0800  
<http://www.archives.gov/veterans/>
- If you are active duty, including active National Guard and Army Reserve and National Guard not on active duty your files are stored at the U.S. Army Human Resources Command:
  - o U.S. Army Human Resources Command  
Attn: AHRC-PDR-VIB  
1600 Spearhead Division Avenue Dept 420  
Fort Knox, KY 40122-5402  
Telephone: 1-888-276-9472  
<http://www.hrc.army.mil/>
- Former Federal Civilian Employees: Records from the period 1850-1951 can be obtained by writing to the National Archives and Records Administration:
  - o National Archives and Records Administration  
ATTN: Archival Programs  
P.O. Box 38757  
St. Louis, MO 63138
- Former Federal Civilian Employees (*the person of record*): May obtain copies of most civilian and personnel medical records on file at the National Personnel Records Center (NPRC), including copies of the Standard Form 50 (Personnel Action) via written request. Please note: OPFs are retired to the center within 120 days after separation from Federal employment. If less than 120 days have elapsed since separation, write to the last employing Federal office:

- National Personnel Records Center, Annex  
1411 Boulder Boulevard  
Valmeyer, IL 62295

## Sample Mandatory Declassification Review (MDR) Request

Date

Send To:

*Organization* (Depends on what your status is and what type of record you are requesting; see page 1, FAQs on “How do I request Specific Unit or Army Service Records?)

This is a request for a mandatory declassification review (MDR), under the terms of EO 13526 of the following:

*(Military Service Records, Official Military Personnel File (OMPF), Unit Records, Classified Operations Documents).*

The records are located at the:

*(National Archives and Records Administration College Park or St. Louis, National Personnel Records Center St. Louis or Valmeyer, or Army Human Resources Command).*

I was a member of the Active Army from *(Date)* to *(Date)*. I went to Basic Training at *(Installation)* from *(Date)* to *(Date)*. I was stationed at *(Installation, War Zone)* as part of the *(Unit)* from *(Date)* to *(Date)*.

I request your agency to release all reasonably segregable material.

Please send the results of the review to me via mail or email at (mailing address or email address). If you have questions concerning the request or need clarifications, please contact me at phone number(s)), email address, or mailing address.

Signature