

# Accessing or Requesting Your Official Military Personnel File (OMPF) Documents

There are two ways to obtain copies of specific document(s) or your entire OMPF:

1. Accessing your OMPF electronically.
2. Submitting a request to the appropriate Location of Military Personnel Records.

You may be able to access your OMPF electronically at no charge. Electronic access is an easy, fast, 24/7 way to view your OMPF, and it gives you the flexibility to print specific document(s) or download your entire OMPF.

To electronically access your OMPF, you must have a Common Access Card (CAC), Army Knowledge Online (AKO) account or Department of Defense Self-Service Logon (DS Logon) account. Additionally, you must have served in the U.S. Army, Army Reserve, or Army National Guard after April 1, 1996. Please refer to the "Location of Military Personnel Records" section of this article to determine your options for electronically accessing your OMPF.

If you are a Veteran or Retiree that separated from the U.S. Army, Army Reserve, or Army National Guard before April 1, 1996, you must submit a request for your records. Please refer to the "Location of Military Personnel Records" section in this article.

## What is an OMPF?

The OMPF is a collection of information which permanently documents a Service member's career in the military. The OMPF contains documentation pertaining to the accession, training, education, assignment, performance, discipline, decorations, casualty and separation of the Service member. The most requested document from a Service member's OMPF is the DD Form 214, Certificate of Release or Discharge From Active Duty.

## Background Information

The National Archives Records Administration's National Personnel Records Center (NPRC) in St. Louis, MO, is the repository for U.S. Army OMPFs stored in paper copy/microfiche format. These records primarily pertain to personnel who were discharged, retired or deceased while in service before April 1, 1996.

In 1992, the United States Army began converting OMPF records from paper/microfiche format to an electronic record – eventually called iPERMS. On April 1, 1996, all U.S. Army Components (Active, Reserve and National Guard) began the migration to managing Soldier OMPFs electronically in iPERMS.

From April 1, 1996, to September 30, 2002, the U.S. Army phased out paper copy/microfiche OMPFs. During this period, the volume of OMPFs transferred to the NPRC declined. If you were retired during this period, accessing your OMPF electronically is the recommended

method. However, there may be an OMPF in hardcopy/microfiche format stored at the NPRC too. The NPRC can provide copies of your electronic or paper copy/microfiche OMPF or specific documents, if you were discharged or retired during this period.

On October 1, 2002, the U.S. Army stopped transferring paper copy/microfiche records to the NPRC. iPERMS was designated the official repository for OMPFs and will store the electronic OMPF for 62 years after a Soldier is discharged, retired or deceased while in service. After expiration of the 62 year period, the U.S. Army will transfer the OMPF to the NPRC for permanent storage.

### **Creating a DS Login Account.**

Soldiers, Retirees and discharged Veterans must have a Premium (level 2) DS Logon account to electronically access their OMPF using eBenefits.

You can obtain a DS Logon account by registering through the eBenefits website at <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>. Click the Register button.

NOTE: Discharged Veterans will have to appear in person at their local VA Hospital or Regional Center to obtain the Premium (level 2) DS Logon account. You must present two forms of I-9 Identity Documents. Additional information is located on the home page of the eBenefits portal.

### **Accessing Your Records Through the interactive Personnel Electronic Records Management System (iPERMS)**

Current serving Soldiers with a CAC can access iPERMS at <https://iperms.hrc.army.mil>. Select the Session Role "Soldier (view your own record)" to access your OMPF Documents.

### **Accessing Your Records Through HRC's My Record Portal**

Current serving Soldiers without a CAC or retired personnel with an Army Knowledge Online (AKO) account can access HRC's "My Record Portal" to view their OMPF documents.

Go to the U.S. Army Human Resources Command's home page at <http://www.hrc.army.mil/>, under Soldier Services click the "My Records" button.

Log in with either a CAC or type your AKO user name and password. If you don't have an AKO account, go to [www.us.army.mil](http://www.us.army.mil) and sign up for one, then return to the My Record Portal.

After you have logged in, click on the appropriate component icon (Retirees are Reserve Component). On the left side of the web page, under the heading "Navigation", click on the word "Documents" to view your OMPF.

### **Accessing Your Records Through the eBenefits Website**

eBenefits is a web portal operated jointly between the Department of Veterans Affairs and the Department of Defense. eBenefits provides an electronic gateway to allow Veterans, Retirees or current serving Soldiers access to their OMPF in a secure and efficient manner.

You must have a Premium (level 2) DS Logon account to access your records through eBenefits.

Veterans or Retirees who served after March 31, 1996, can access their OMPF through eBenefits at <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>. eBenefits retrieves your record by specific document(s) or allows the retrieval of your entire OMPF. There is generally a time delay of up to two hours between requesting the documentation and your ability to view/download your OMPF. An email will inform you when the document/record is ready for viewing/downloading.

### Statement of Service

A Statement of Service is a document created in lieu of a missing DD Form 214 and/or quantifies Reserve service. This document is generally created to assist Veterans qualify for VA benefits.

To determine whether issuance of a Statement of Service is appropriate, contact the U.S. Army Human Resources Command at 1-888-ARMYHRC (1-888-276-9472).

### Requesting Official Military Personnel File Records

If you are unable to access your OMPF electronically, or are the next of kin of a deceased Veteran, you can obtain free copies of your/their DD Form 214 and/or OMPF by submitting a signed Standard Form 180 (Request Pertaining to Military Records). Please refer to the "Location of Military Personnel Record" on this webpage to determine the appropriate location to submit your completed Standard Form 180.

#### Standard Form 180

NOTE: The Standard Form 180, Location of Military Records, section pertaining to U.S. Army records is not accurate and is in the process of being revised. Please refer to the "Location of Military Personnel Record" on this webpage to determine the appropriate location to submit your completed Standard Form 180.

Federal law [5 USC 552a(b)] requires that all requests for records and information be submitted in writing. Each request must be **signed** (in cursive) and **dated** (within the last year).

### Location of Military Personnel Records

CURRENT SERVICE MEMBERS	
Service Member Status	Location

Current Active, Reserve (except IRR), or ARNG

interactive Personnel Electronic Records Management System (iPERMS) at <https://iperms.hrc.army.mil/rms/login> (Common Access Card Required)  
 or  
 U.S. Army Human Resources Command's My Record Portal at <https://www.hrcapps.army.mil/portal> (AKO Account Required)  
 or  
 eBenefits (a Department of Defense Self Service Logon (DS Logon) premium account is required) <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>

Current Individual Ready Reserve (IRR)

U.S. Army Human Resources Command's My Record Portal at <https://www.hrcapps.army.mil/portal> (AKO Account Required)  
 or  
 eBenefits (a Department of Defense Self Service Logon (DS Logon) premium account is required) <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>

**RETIREES**

Your Retirement Date (enlisted)	Your Retirement Date (officer)	Location
10/01/2002 - Current	10/01/2002 - Current	U.S. Army Human Resources Command's My Record Portal at <a href="https://www.hrcapps.army.mil/portal">https://www.hrcapps.army.mil/portal</a> (AKO Account Required) or eBenefits (a Department of Defense Self Service Logon (DS Logon) premium account is required) <a href="https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal">https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal</a>
04/01/1996 - 9/30/2002	04/01/1996 - 9/30/2002	U.S. Army Human Resources Command's My Record Portal at <a href="https://www.hrcapps.army.mil/portal">https://www.hrcapps.army.mil/portal</a> (AKO Account Required) or eBenefits (a Department of Defense Self Service Logon (DS Logon) premium account is required) <a href="https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal">https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal</a> or National Personnel Records Center (Military Personnel Records) 1 Archives Drive St. Louis, MO 63138-1002

**RETIREES**

<b>Your Retirement Date (enlisted)</b>	<b>Your Retirement Date (officer)</b>	<b>Location</b>
		<a href="http://www.archives.gov/veterans/evetrecs">www.archives.gov/veterans/evetrecs</a>
11/01/1912 - 03/30/1996	07/1/1917- 03/30/1996	National Personnel Records Center (Military Personnel Records) 1 Archives Drive St. Louis, MO 63138-1002 <a href="http://www.archives.gov/veterans/evetrecs">www.archives.gov/veterans/evetrecs</a>
Before 11/01/1912	Before 07/01/1917	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Service Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001 <a href="http://www.archives.gov/dc-metro/washington/">http://www.archives.gov/dc-metro/washington/</a>

**DISCHARGED OR DECEASED**

<b>Your Discharge Date (enlisted)</b>	<b>Your Discharge Date (officer)</b>	<b>Location</b>
10/01/2002 - Current	10/01/2002 - Current	U.S. Army Human Resources Command ATTN: AHRC-PDR-V 1600 Spearhead Division Avenue Department 420 Fort Knox, KY 40122-5402 Email: <a href="mailto:askhrc.army@us.army.mil">askhrc.army@us.army.mil</a> or eBenefits (a Department of Defense Self Service Logon (DS Logon) premium account is required) <a href="https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal">https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal</a>
04/01/1996 - 9/30/2002	04/01/1996 - 09/30/2002	National Personnel Records Center (Military Personnel Records) 1 Archives Drive St. Louis, MO 63138-1002 <a href="http://www.archives.gov/veterans/evetrecs">www.archives.gov/veterans/evetrecs</a> or eBenefits (a Department of Defense Self Service Logon (DS Logon) premium account is required) <a href="https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal">https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal</a>
11/01/1912 - 03/31/1996	07/01/1917- 03/31/1996	National Personnel Records Center (Military Personnel Records)

		1 Archives Drive St. Louis, MO 63138-1002 <a href="http://www.archives.gov/veterans/military-service-records/">http://www.archives.gov/veterans/military-service-records/</a>
Before 11/01/1912	Before 07/01/1917	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001 <a href="http://www.archives.gov/dc-metro/washington/">http://www.archives.gov/dc-metro/washington/</a>

### Records Custodians (All Military Branches)

Custodian	Address
Air Force Personnel Center HQ AFPC/DPSIRP	550 C Street West, Suite 19 Randolph, AFB, TX 78150-4721
Air Reserve Personnel Center Records Management Branch (DPTARA)	18420 E. Silver Creek Ave. Bldg. 390 MS 68 Buckley AFB, CO 80011
Commander, Personnel Service Center (PSD-MR) MS7200 U.S. Coast Guard	4200 Wilson Blvd., Suite 1100 Arlington, VA 29598-7200 Washington, DC 20590 <a href="http://uscg.mil/psc/adm">http://uscg.mil/psc/adm</a>
Headquarters U.S. Marine Corps Manpower Management Support Branch (MMSB-10)	2008 Elliot Road Quantico, VA 22134-5030
Marine Forces Reserve	4400 Dauphine St. New Orleans, LA 70146-5400
HRC (Army Active Duty and Reserves)	Commander U.S. Army Human Resources Command ATTN: AHRC-PDR-R 1600 Spearhead Division Avenue Fort Knox, KY 40122
National Guard	The Adjutant General (of the appropriate state, DC, or Puerto Rico)
Navy Personnel Command (PERS-312E)	5720 Integrity Drive Millington, TN 38055-3120
Division of Commissioned Corps Officer Support	ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite

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Rockville, MD 20852