

Requesting classified records for those who were on classified missions.

M21-1 Part 3 4.24 (d)

d. Classified Service Records. Even though a disease or injury may have been incurred under classified or covert circumstances, the records furnished by the Department of Defense will, except in the most unusual case, provide an adequate basis to determine service connection without need for reference to any classified material.

(1) If a claimant alleges at any point that disability or death occurred on active duty during classified or covert operations, request the veteran's personnel records in addition to medical records.

(2) If the personnel and medical records considered together do not provide a reasonable basis for a grant or denial of service connection, refer a copy of the claim form and of any supplemental statements giving specifics as to the date, place and circumstances of the claimed occurrence to the Compensation and Pension Service (213B).

Obtaining Unit Records: Army

U.S. Army Personnel Rosters and Morning Reports are available from the National Personnel Records Center, 9700 Page Blvd., St. Louis, MO. 63132, 314-538-4261. The request must be made in writing. State that the request is a Freedom of Information Act Request and give complete unit information (as specific as possible including company and platoon), and month and year of the roster/reports that you are requesting. Because the quality of the records can be poor, it is advisable to ask for rosters a few months before and after the actual month you are looking for.

There are usually no fees charged for "Freedom of Information Act Requests."  
Turnaround time can be very slow. Plan on several months.

Operations Reports/Lessons Learned (ORLL) and other primary source material about Army units in Vietnam such as radio logs, unit journals, and after action reports, are stored at the Textual Reference Branch, National Archives II, 8601 Adelphi Road, College Park, MD 20740-6001, 301-713-7250, fax 301-713-7482. Call and ask to speak with an Archivist specializing in the Vietnam War before going to the Archives. They can assist in determining whether materials you are interested in are available and explain how to obtain a researcher's card to examine the documents.

Similar reference assistance may also be obtained from the U.S. Army Center for Military History, 1099 14th Street, NW, Washington, DC 20005, 202-761-5413, and the U.S. Army Military History Institute, Bldg. 22, Upton Hall, Carlisle Barracks, Carlisle, PA 17013-5008, 717-245-3611, fax 717-245-3711.

Obtaining Military Records: Army

Complete military and medical records, including DD-214s, can be obtained by veterans or their next of kin, if the veteran has died. Non relatives may also request this information, but what they will receive will be limited and will not include date of birth, official photo, records of court martial for active duty personnel, medical information, social security number, or present address. State that the request is being made under the Freedom of Information Act.

Requests for military records must be made on a government form, SF 180. This form is available on the Internet at <http://www.va.gov/forms/index.htm> Scroll to the bottom of the page, as the SF 180: Request Pertaining to Military Records is the last one listed. You may also call 314-538-4261 and leave a message to have a form sent to you.

You cannot request an entire file, each document must be named and only those named specifically will be provided. Names of documents include unit orders, awards and commendations, efficiency reports and ratings, promotion orders, records of court martial or other disciplinary actions, assignment and reassignment orders, photographs, qualification records, and report of separation(DD-214).

When requesting medical records a statement should be included that they are needed by a current physician. If information is being requested regarding a specific injury or illness, that should be specified. If records regarding hospitalizations are needed, provide the dates that the hospitalization occurred and the name of the hospital.

Send the SF 180 to the National Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132-5100. Expect a significant waiting period before receiving the information. Requests citing VA claims and medical emergencies receive priority.

#### Obtaining and Replacing Medals: Army

Form DD-214 and/or the awards and commendations document from the veteran's military records will list awards, commendations, and accompanying medals earned. Medals can be replaced by sending a copy of these documents and an accompanying request to Commander, U.S. Army Reserve Personnel Center, ATTN: DARP-PAS-EAW, 9700 Page Blvd., St. Louis, MO 63132-5200.

#### Obtaining Unit Records: Marines

Unit diaries, which include rosters, through 1966 are located at the Marine Corps Historical Center. The records are arranged by month and year, and list the officers and enlisted men within a unit at the company level or the battalion/squadron level. These documents may be examined in person or may be requested in writing, one month and year per letter. As soon as one request is received, another may be submitted. Specify exact unit information and state that the request is being made under the Freedom of Information Act. Send or fax written requests to the Marine Corps Historical Center, Reference Section, Building 58, Washington Navy Yard, Washington, DC 20374-0580, 202-433-3483, Fax: 202-433-4691.

Unit diaries and rosters from 1967 forward are available by written request only. The procedure above applies. Send requests to CMC HQ Marine Corps, Records Service Section, Code MMSB-10, "Unit Diaries", HQ, U.S. Marine Corps, 2008 Elliot Road, Suite 201, Quantico VA 22134-5030. 703-640-3934,3935,3939,3940.

Marine Corps operations reports, including plans, command diaries, command chronologies, and after action reports from 1964 are located at the Marine Corps Historical Center, Archives Section, Building 58, Washington Navy Yard, Washington, DC 20374, 201-433-3439. Call in advance and speak with the archivist about your request. Marine Corps reports through 1963 are located at the Textual Reference Branch, National Archives II, 8601 Adelphi Road, College Park, MD 20740-6001, 301-713-7250, Fax: 301-713-7482. Again, call and speak with an archivist before sending a request or visiting.

### Obtaining Military Records: Marines

Complete military and medical records, including DD-214s, can be obtained by veterans or their next of kin, if the veteran has died. Non relatives may also request this information, but what they will receive will be limited and will not include date of birth, official photo, records of court martial for active duty personnel, medical information, social security number, or present address. State that the request is being made under the Freedom of Information Act for all releasable data.

Requests for military records must be made on a government form, SF 180. This form is available on the Internet at <http://www.va.gov/forms/index.htm> Scroll to the bottom of the page, as the SF 180: Request Pertaining to Military Records is the last one listed. You may also call 314-538-4243 and leave a message to have a form sent to you.

You cannot request an entire file, each document must be named and only those named specifically will be provided. Names of documents include unit orders, awards and commendations, efficiency reports and ratings, promotion orders, records of court martial or other disciplinary actions, assignment and reassignment orders, photographs, qualification records, and report of separation(DD-214).

When requesting medical records a statement should be included that they are needed by a current physician. If information is being requested regarding a specific injury or illness, that should be specified. If records regarding hospitalizations are needed, provide the dates that the hospitalization occurred and the name of the hospital.

Provide as much information as possible about the person whose records are being requested. This might include name, service number, social security number, service dates, date of birth, and branch of service, as well as any other piece of known pertinent information.

Send the SF 180 to the National Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132-5100. Expect a significant waiting period before receiving the information. Requests citing VA claims and medical emergencies receive priority.

## Obtaining and Replacing Medals: Marines

Form DD-214 and/or the awards and commendations document from the veteran's military records will list awards, commendations, and accompanying medals earned. Medals can be replaced by sending a copy of these documents and an accompanying request to National Personnel Records Center (Military Personnel Records), 9700 Page Blvd., St. Louis, MO 63132-5200.

Which is probably the best way to do it. By the way, sending evidence via mail, even certified or registered mail, is not a good idea as they have a deal with the post office where they don't have to sign for it. That means you can't prove they got it.

Send it instead via UPS letter or FedEx letter because either one will send you proof of delivery if you ask for it (copy of signature of person signing for it).