



Department of Defense  
**INSTRUCTION**

NUMBER 1332.13

December 23, 1968

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ASD(M&RA)

SUBJECT: Standardization of Form for Application for Replacement of Separation Documents

References: (a) DoD Instruction 1332.13, subject as above, October 13, 1967 (hereby canceled)

1. REISSUANCE AND APPLICABILITY

This Instruction reissues reference (a) to prescribe Standard Form 180, "Request Pertaining to Military Records" (enclosure 1) in lieu of DD Form 1108 for use by the Military Departments in applying for replacement of separation documents. Reference (a) is hereby superseded and canceled.

2. PROCEDURES

The Military Departments will encourage the use of Standard Form 180, but will also honor letter requests for replacement of separation documents.

3. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective upon the availability of Standard Form 180, about February 1, 1969, after which DD Form 1108 will not be used. Two (2) copies of revised implementing documents will be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within ninety (90) days.



Alfred B. Fitt  
Assistant Secretary of Defense  
(Manpower and Reserve Affairs)

Enclosures - 1

E1. Standard Form 180





LOCATION OF MILITARY PERSONNEL RECORDS		
<b>IMPORTANT:</b> If the individual has two or more periods of service within the same branch of service, send your request to the office having the records for the latest period.		
BRANCH OF SERVICE—CATEGORY OF MILITARY PERSONNEL RECORDS		WHERE TO WRITE
AIR FORCE	All reserve members not on extended active duty All retired reservists in a non-pay status	Air Reserve Personnel Center 3800 York Street Denver, Colorado 80205
	All active duty personnel All personnel on the temporary disability retired list (TDRL) General officers in a retired (pay) status	USAF, Military Personnel Center Military Personnel Records Division Randolph AFB, Texas 78148
AIR NATIONAL GUARD	Current officer members	National Guard Bureau (AFPM) Washington, D.C. 20310
	Current airmen (enlisted) members	The Adjutant General of the Appropriate State, District of Columbia, or Commonwealth of Puerto Rico
ARMY	Officers separated before July 1, 1917 Enlisted personnel separated before November 1, 1912	National Archives and Records Service National Archives Building Washington, D.C. 20403
	All personnel separated January 1, 1962 thru June 30, 1968 All retired personnel (except general officers) All reserve members (includes retired reservists)	HDQS, Department of the Army Office of the Adjutant General U.S. Army Administration Center 9700 Page Blvd., St. Louis, Mo. 63132
	All officers on active duty and retired general officers	Personnel Records Division The Adjutant General's Office Department of the Army Washington, D.C. 20310
	Enlisted personnel on active duty	U.S. Army Personnel Services Support Center Fort Benjamin Harrison, Indiana 46249
ARMY NATIONAL GUARD	All members not on active duty in the U.S. Army Personnel discharged from the National Guard (excludes records for periods of active duty and active duty for training in the U.S. Army)	The Adjutant General of the Appropriate State, District of Columbia, or Commonwealth of Puerto Rico
	Records for periods of active duty or active duty for training in the U.S. Army for periods ending after December 31, 1959	HDQS, Department of the Army Office of the Adjutant General U.S. Army Administration Center 970 Page Blvd., St. Louis, Missouri 63132
COAST GUARD	Enlisted personnel separated less than 6 months Officer personnel separated less than 3 months All active Coast Guard personnel and members of the reserve Officer personnel completely separated before January 1, 1929	Commandant U.S. Coast Guard Washington, D.C. 20226
MARINE CORPS	Officer personnel on active duty or in reserves Enlisted personnel on active duty, or in organized active reserves All personnel completely separated less than 4 months	Commandant of the Marine Corps Headquarters, U.S. Marine Corps Washington, D.C. 20380
NAVY	Officers on active duty and those separated less than 1 year and all officers with rank of admiral Enlisted personnel on active duty and those separated less than 4 months Active reservists and inactive reservists with 18 or more months remaining in 1st term of enlistment	Chief of Naval Personnel Department of the Navy Washington, D.C. 20370
ALL BRANCHES	<b>IF YOUR REQUEST DOES NOT PERTAIN TO ANY OF THE CATEGORIES LISTED ABOVE, ADDRESS YOUR INQUIRY TO:</b>	National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132 Telephone: 268-7141 Area Code 314

## REQUEST PERTAINING TO MILITARY RECORDS

### GENERAL INFORMATION

Certain identifying information is necessary to determine the location of an individual's record of military service. Please give careful consideration to, and answer each item of information asked for on the request portion of this form. If you do not have and cannot obtain the information for an item, show the letters "NA" to reveal that the information is "not available." Include as much requested information as you can. This will assist us in giving you the best possible service.

### RESTRICTIONS ON RELEASE OF INFORMATION

The Military Departments have restrictions regarding the release of information from records of military personnel. A service person can obtain almost any information contained in his or her own record. The next of kin, if the veteran is deceased, and Federal offices for official purposes, are authorized to receive most types of information from a military service record. Other requesters must obtain written release consent from the service person, or if deceased, the next of kin. Employers and others needing proof of military service should accept, as authentic, the information shown on documents issued by the Armed Forces at the time the service persons are separated.

### REQUESTING MEDALS

Requests for medals should be initiated only by the person who earned them or the next of kin. Requests should be specific to assure best possible service. Be sure item "G" on the request is carefully completed to distinguish between:

1. Individual or personal decorations for heroism or outstanding service;
2. Campaign, theater of operation, or special time period medals;
3. Unit citations and medals given for outstanding unit service; and
4. Medals given in recognition for proficiency.

If necessary, refer to separation documents which normally contain a listing of all medals earned.

### CHARGES FOR SERVICE

A nominal fee is charged for certain types of service and for REPLACEMENT ISSUE of medals, depending on the circumstances under which the originals were lost or damaged. In most instances service fee costs cannot be determined in advance. If your request involves a service charge, you will be advised as soon as that determination is made.

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PLEASE REFER TO REVERSE SIDE OF THIS SHEET FOR ADDRESS

VETERANS, EXCEPT AS NOTED, SHOULD WRITE TO THE NATIONAL PERSONNEL RECORDS CENTER

PERSONS IN MILITARY SERVICE SHOULD WRITE TO HIS BRANCH OF SERVICE

DETACH THIS SHEET BEFORE MAILING YOUR REQUEST