Department of Defense Instruction

SUBJECT Standardization of Form for Application for Replacement of Separation Documents

Ref.: (a) DoD Instruction 1332.13, subject as above, October 13, 1967 (hereby cancelled)

I. 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 Reference (a) is hereby superseded and cancelled.

II. PROCEDURES

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

III. 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)

Enclosure - 1
Standard Form 180

This document has been approved for public release and sale; its distribution is unlimited.
**REQUEST PERTAINING TO MILITARY RECORDS**

Furnish as much information as possible in space provided below

**A. IDENTIFYING DATA**

1. Name used during service (Last, first, middle)  
2. Social Security No.  
3. Date of birth  
4. Place of birth

**B. INFORMATION REGARDING THE SERVICE ABOUT WHICH YOU ARE INQUIRING**

1. Branch of service (Check proper block)
   - [ ] Army  
   - [ ] Air Force  
   - [ ] Air Natl. Guard  
   - [ ] Navy  
   - [ ] Coast Guard  
   - [ ] Army Air Force
   - [ ] (World War II)

2. Dates of service  
3. Service Number(s)

4. Status during this service (Check proper block)  
   - [ ] Officer  
   - [ ] Enlisted

5. Last grade, rate, or rank

**C. OTHER PERIODS OF ACTIVE MILITARY SERVICE—List other service performed after that shown in Part B. Do not include reserve annual active duty for training periods.**

<table>
<thead>
<tr>
<th>BRANCH OF SERVICE</th>
<th>DATE ENTERED ON ACTIVE DUTY</th>
<th>DATE RELEASED FROM ACTIVE DUTY</th>
<th>CHECK WHICH OFFICER ENLISTED</th>
<th>SERVICE NUMBER DURING THIS PERIOD</th>
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**D. MILITARY RESERVE OR NATIONAL GUARD MEMBERSHIP—List all periods dating after period of service shown in Part B. Include present period if now a member.**

<table>
<thead>
<tr>
<th>BRANCH OF SERVICE (If National Guard show “NG” after name of Branch)</th>
<th>DATE MEMBERSHIP BEGAN</th>
<th>DATE MEMBERSHIP ENDED</th>
<th>CHECK WHICH OFFICER ENLISTED</th>
<th>SERVICE NUMBER DURING THIS PERIOD</th>
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**E. IS SERVICE PERSON DECEASED?**

[ ] No  
[ ] Yes

(Show date of death)

**F. IS (WAS) INDIVIDUAL A MILITARY RETIREE OR FLEET RESERVIST?**

[ ] No  
[ ] Yes

**G. ITEMS REQUESTED—Check appropriate box and/or list each item of information, document, medal, etc., requested and the purpose for which it is to be used. Use a separate numbered line for each item. If more space is needed attach additional sheets.**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PURPOSE</th>
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<tbody>
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<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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**H. SERVICE MEDALS REQUESTED ARE (Check one) I. STATE CIRCUMSTANCES UNDER WHICH ORIGINAL MEDALS WERE LOST OR DESTROYED**

[ ] First issue  
[ ] Replacements (Complete item "I")

<table>
<thead>
<tr>
<th>J. THE REQUESTER IS (Check proper block). Attach signed release authorization if required. See instructions on front page.</th>
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</table>
| [ ] Person identified in part "A"  
[ ] Surviving spouse  
[ ] Next of kin (Show relationship)  
[ ] Other (Specify) |

**NOTE: Reply to your request will be made on the reverse of this form.**

**CERTIFICATION—I certify that the above statements are true to the best of my knowledge.**

Signature of Requester

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1332.13 (Encl 1)
Dec 23, 68
An examination of the military service record for the individual identified in your request revealed the following information regarding the items requested.

- No record of military service was found for the individual as identified in your request. See "Remarks" below.
- No record of military service was found for the period requested for the individual as identified in your request. See "Remarks" below.
- We are not authorized to comply with item(s) _______ of your request. See "Remarks" below.

<table>
<thead>
<tr>
<th>ITEM NO. (Part 6 of Request)</th>
<th>THE PERTINENT MILITARY SERVICE RECORD SHOWS THE FOLLOWING INFORMATION FOR THE ITEM NUMBERS LISTED</th>
<th>SEE ATTACHED DOCUMENT</th>
<th>NO INFORMATION IN FILE See &quot;Remarks&quot;</th>
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**REMARKS:**

[Signature of Records Official]
LOCATION OF MILITARY PERSONNEL RECORDS

**IMPORTANT:** 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.

<table>
<thead>
<tr>
<th>BRANCH OF SERVICE</th>
<th>CATEGORY OF MILITARY PERSONNEL RECORDS</th>
<th>WHERE TO WRITE</th>
</tr>
</thead>
</table>
| **AIR FORCE**     | All reserve members not on extended active duty | Air Reserve Personnel Center  
                    | All retired reservists in a non-pay status | 3600 York Street  
                    | Denver, Colorado 80205 |
|                   | All active duty personnel | USAF, Military Personnel Records Division  
                    | All personnel on the temporary disability retired list (TDRL) | Randolph AFB, Texas 78148 |
|                   | General officers in a retired (pay) status |
| **AIR NATIONAL GUARD** | Current officer members | National Guard Bureau (APFM)  
                    | Washington, D.C. 20310 |
|                   | Current airmen (enlisted) members |
| **ARMY**          | Officers separated before July 1, 1917 | National Archives and Records Service  
                    | Enlisted personnel separated before November 1, 1912 | National Archives Building  
                    | Washington, D.C. 20402 |
|                   | All personnel separated January 1, 1962 thru June 30, 1968 | HQDS, Department of the Army  
                    | All retired personnel (except general officers) | Office of the Adjutant General  
                    | All reserve members (includes retired reservists) | U.S. Army Administration Center  
                    | Army for periods ending after December 31, 1959 | 9700 Page Blvd., St. Louis, Mo. 63132 |
|                   | All officers on active duty and retired general officers |
|                   | Enlisted personnel on active duty |
| **ARMY NATIONAL GUARD** | All members not on active duty in the U.S. Army | The Adjutant General of the Appropriate State, District of Columbia, or Commonwealth of Puerto Rico  
                    | Personnel discharged from the National Guard (excludes records for periods of active duty and active duty for training in the U.S. Army) |  
                    | Records for periods of active duty or active duty for training in the U.S. Army for periods ending after December 31, 1959 |
| **COAST GUARD**   | Enlisted personnel separated less than 6 months | Commandant U.S. Coast Guard  
                    | Officer personnel separated less than 3 months | Washington, D.C. 20226  
                    | All active Coast Guard personnel and members of the reserve | HQDS, Department of the Army  
                    | Officer personnel completely separated before January 1, 1929 | Office of the Adjutant General  
                    | Commandant of the Marine Corps | U.S. Army Administration Center  
                    | Washington, D.C. 20380 | 9700 Page Blvd., St. Louis, Missouri 63132 |
| **MARINE CORPS**  | Officer personnel on active duty or in reserves | Commandant of the Marine Corps  
                    | Enlisted personnel on active duty, or in organized active reserves | Washington, D.C. 20380 |
|                   | All personnel completely separated less than 4 months |
| **NAVY**          | Officers on active duty and those separated less than 1 year and all officers with rank of admiral | Chief of Naval Personnel  
                    | Enlisted personnel on active duty and those separated less than 4 months | Department of the Navy | Washington, D.C. 20370  
                    | Active reservists and inactive reservists with 18 or more months remaining in 1st term of enlistment |
| **ALL BRANCHES**  | IF YOUR REQUEST DOES NOT PERTAIN TO ANY OF THE CATEGORIES LISTED ABOVE, ADDRESS YOUR INQUIRY TO: | National Personnel Records Center  
                    | (Military Personnel Records) | Headquarters, U.S. Marine Corps  
                    | 3600 York Street  
                    | St. Louis, Missouri 63132 | 9700 Page Boulevard  
                    | 1st. Term  
                    | Telephone: 258-7141 | 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.

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