



U.S. Department of Justice
Federal Bureau of Investigation
Washington D.C. 20535-0001

MILITARY REFERENCE DOCUMENT

The following resources can be used when agencies do not already have a resource for obtaining military information.

DEFENSE PERSONNEL RECORDS INFORMATION SYSTEM (DPRIS)

*Any arresting agency with an Originating Record Identifier (ORI) containing "NIS" must be researched with the Navy and Marine Corp.

- DPRIS retention periods:
 - Army: 10/1/1994 to present
 - Navy: No longer running DPRIS. Go directly to Navy contact listed.
 - Marines: No longer running DPRIS. Go directly to Marine contact listed.
 - Air Force: No longer running DPRIS. Go directly to Air Force contact listed.
- National Guard and Reserve military records are available in DPRIS.
 - Retention periods are the same as noted above.
- Coast Guard records are not available in DPRIS.
- If the date of arrest (DOA) does not fall within the retention periods, go directly to the specific branch of service if available.
- If the branch of service cannot be determined, DPRIS can still be searched if the DOA is within any of the retention periods shown above. Add note to Legal Analysis Team request to please check DPRIS for all available branches based on DOA.
- If the social security number (SSN) is unavailable, DPRIS cannot be searched.

MILITARY BRANCH INSTRUCTIONS

When submitting a request, agencies must ensure the following:

- Place "State Military Request" in subject line of the email.
- Within the body of the email include the subject's descriptive information & DOA in question.

U.S. Army: U.S. Army Criminal Investigation Division

- E-mail Preference: Send to: usarmy.belvoir.hqda-usacid.mbx.cjis@army.mil
- Provides dispositions for criminal charges within the Army.
- Will also assist with arrests from the Army National Guard.
- Do not ask for "incident report", ask specific questions.
- 18 U.S.C. 922(g)(9): Write your "force" & "relationship" questions in the e-mail.



U.S. Department of Justice
Federal Bureau of Investigation
Washington D.C. 20535-0001

- Does not make determination on level of conviction, i.e., felony or misdemeanor, but does provide the type of court martial.

U.S. Navy (USN)/ Marine Corps:

Special Processing: Any arresting agency with an ORI containing “NIS” must be researched with the Navy and Marine Corp.

U.S. Navy: Naval Criminal Investigative Service (NCIS)

- E-mail Preference: Send to: bradybills@NCIS.NAVY.MIL
- Provides dispositions for criminal charges for NCIS & USN.
- Does not make determination of level of conviction, i.e., felony or misdemeanor, but does provide the type of court martial.
- 18 U.S.C. 922(g)(9): Write your “force” & “relationship” questions in the e-mail.

U.S. Marines: Criminal Investigation Division (USMC CID)

- E-mail Preference: Send to: usmccid@ncis.navy.mil
- 18 U.S.C. 922(g)(9): Write your “force” & “relationship” questions in the e-mail.
- Does not make determination of level of conviction, i.e., felony or misdemeanor, but does provide the type of court martial.

U.S. Air Force: (USAF): USAF Military Justice Center

- E-mail Preference: Send to: daf.cjic@us.af.mil & robert.spencer.17@us.af.mil.
- 18 U.S.C. 922(g)(9): Write your “force” & “relationship” questions in the e-mail.
- Does not make determination of level of conviction, i.e., felony or misdemeanor.
- Contact the USAF Military Justice Center for all Air Force arrests.

U.S. Coast Guard: U.S. Coast Guard Enlisted Records Section

- E-mail Preference: Send to: USCG-CJIS-Systems-Officer@uscg.mil.
- 18 U.S.C. 922(g)(9): Write your “force” & “relationship” questions in the e-mail.
- Does not make determination of level of conviction, i.e., felony or misdemeanor, but does provide the type of court martial.

National Personnel Records Center: Military Records Center

ONLY CONTACT WHEN ADVISED BY MILITARY BRANCHES.

- Use the Military Records Center only if dispositions are unobtainable from the sources listed above.
- When possible, ensure branch of service, SSN and/or service number are provided.
 - If any are unavailable, indicate so on R-84.
 - SSN can be obtained from customer data if needed.
- If the DPRIS system was checked prior to contacting the Military Records Center, please make a note.
- They provide copies of dispositions from a military member's service records that are archived.



U.S. Department of Justice
Federal Bureau of Investigation
Washington D.C. 20535-0001

- Do not send second request.
- 18 U.S.C. 922(g)(9): Write your “force” & “relationship” questions on the fax.
- Email Preference: SL-RECORD-CENTER-STAFF@fbi.gov