

TYPES OF RECORDS AND WHERE TO FIND THEM

The number one topic for FOIA requests is military records. They arrive as requests for self, for parents, grandparents, other relatives, for research, for genealogy research, for medical, for awards, or for school projects to name a few.

Personal information belongs to a Privacy Act system of records. In order to have access to those records, you will need to submit proof of death (e.g., death certificate or obituary) in order to receive the maximum amount of information. Completing and submitting an SF-180 form will ensure faster processing. If the individual being researched is still living, you will need a signed statement from the individual, giving permission to have access to personal information.

MILITARY RECORDS

The military records of service members who are retired, deceased, or otherwise separated prior to 1998 are not maintained by the Navy. Instead, they are held by the Office of the Director, National Personnel Records Center (NPRC).

The National Personnel Records Center has custody of the official individual personnel and medical records of Navy commissioned officers separated after 1902, and Navy enlisted personnel after 1885. You may contact this agency directly at the following address:

National Personnel Records Center
9700 Page Boulevard
St. Louis, Missouri 63132-5100

Official service records for Navy commissioned officers separated in or before 1902, and Navy enlisted personnel in or before 1885, are held by the National Archives and Records Administration at the following address:

National Archives and Records Administration
Old Military and Civil Records Branch (NWCTB)
700 Pennsylvania Avenue NW
Washington DC 20408

If the individual was discharged anytime from 1996 forward, his records are maintained by the following official:

Navy Personnel Command Code 00J6
5720 Integrity Drive
Millington, TN 38055-0600
Phone: (901) 874-3165
Fax: (901) 874-2615
Email: npcfoia@navy.mil

INVESTIGATION RECORDS

Naval Criminal Investigative Service Headquarters (NCIS)

The Naval Criminal Investigative Service (NCIS) is the federal law enforcement agency charged with **conducting investigations of felony-level offenses** affecting the Navy and Marine Corps – that is, crimes punishable by confinement for more than one year. NCIS also performs investigations and operations aimed at identifying and neutralizing foreign intelligence, international terrorist, and cyber threats to the Department of the Navy. In addition, it provides warning of threats and specialized defensive force protection support to U.S. naval forces around the world.

Criminal investigation is at the foundation of virtually all the organization does, but the NCIS mission is broad. Transnational terrorism has been and remains a key focus area for the agency. The al Qaeda threat made clear to NCIS that merely reacting to crime – the traditional law enforcement model – was no longer adequate. After the attack on the USS Cole in Yemen in 2000 and the events of 9/11, NCIS adopted a proactive model of law enforcement and a new strategy for engaging the threat. Today, NCIS' mantra is: "Prevent Terrorism, Protect Secrets, and Reduce Crime."

Send FOIA requests or NCIS investigations to:

Naval Criminal Investigative Service Headquarters (NCIS) (Code 00LJF)
27130 Telegraph Road
Quantico, VA 22134-2253
E-mail: NCISFOIA@navy.mil
Telephone: (571) 305-9092 Fax: (571) 305-9867

Naval Inspector General (NAVINGEN)

If NAVINGEN is the initial release/denial authority, mail the request to:

Office of the Naval Inspector General
Attn: Legal Office
1254 Ninth Street, S.E.
Building 172
Washington Navy Yard, DC 20374-5006
Email: NAVIGLegal@navy.mil

For records related to investigations conducted by Command Inspectors General, submit the request to the mailing address provided on the IG Offices link on their website <http://www.ig.navy.mil/>.

IG Mission: To inspect, investigate, or inquire into matters of importance to the Department of the Navy and maintain the highest level of public confidence. We are the conscience of the Navy. We make a difference, adding value at all levels through proactive assistance, advice, and advocacy. The Naval Inspector General is the Senior Advisor to the Secretary of the Navy on investigations, acting as the "eyes and ears" of the Navy through various means to include the Navy Hotline Program.

During a Command Inspection the NAVINSGEN inspection team examines the mission and resources of the command to assess how well it's meeting its mission, as well as associated performance metrics. The inspection team typically spends one to two weeks at the command interviewing leadership, program managers, and command personnel. The team will typically review command policy, strategic planning processes, mission performance, resource management and facilities management, as well as compliance and oversight of subordinate activities. For more details about a Command Inspection, review the information provided at the Command Inspections link on the IG website.

Investigation requests may be held at Command level, NCIS or possibly JAG or IG depending on the topic of the investigation. Many times we get FOIA requests for status on a security clearance investigation, or for criminal acts, or disciplinary actions and/or legal actions. These could involve the requester himself, or relatives or coworkers or even witnesses. Documents or reports are never released while investigations are ongoing. A case number, date, location, and any specific information that can be provided is required in order to do a proper search for documents. Often FOIA requests are done for results of hotline reports or fraud/abuse reports.

For a more timely response on investigations, submit your request directly to the agency that would hold the records.

See below for other investigations and where to send FOIA requests:

- Command Investigations Conducted Prior to December 1995:

Office of the Judge Advocate General
Claims and Tort Litigation Division Code 15
1322 Patterson Ave SE, Suite 3000
Washington Navy Yard, DC 20374-5066
InvReqJAG@navy.mil

- Command Investigations Conducted After 1995: Addresses are listed in the Standard Navy Distribution List (SNDL). Requests should be made to the Navy or Marine Corps General Court Martial Convening Authority for this investigation.

- Admiralty Incidents, Mishaps involving U.S. Navy ships and civilian ships/property, Mishaps involving civilian ships and U.S. Navy property, Mishaps involving injuries to civilians on board U.S. Navy ships:

Office of the Judge Advocate General
Admiralty and Maritime Law (Code 11)
1322 Patterson Ave, Suite 3000
Washington Navy Yard, DC 20374-5066

- Aircraft and Vehicle Accidents/Mishap Reports, Afloat and Ashore Mishap reports, Aircraft accidents from May 22, 1969 to present; Vehicle accidents from 1993 to present; Afloat or ashore mishaps from May 21, 1969 to present; Marine ground mishaps from October 1, 1987 to present:

Commander Naval Safety Center
375 A Street
Norfolk, VA 23511-4399

- Aircraft Mishap reports prior to May 1969, Deck logs less than 30 years old, Navy Combat Action Reports, Shipwreck and Marine Archaeology reports, cancelled or superseded OP Orders:

Director, Naval Historical Center (Naval Warfare Division)
2000 Navy Pentagon
Washington, DC 20350-2000

- After-action reports and Deck logs more than 30 years old but after 1941:

Director, National Archives
Modern Military Branch
8601 Adelphi Road
College Park, MD 20740-6001

- Deck logs prior to 1941:

Old Military and Civil Records
National Archives and Records Administration
700 Pennsylvania Ave, NW
Washington, DC 20408

- Marine Corps Investigations pertaining to injuries or death of Marine Corps personnel after June 1995 and unit diaries (unit transaction register):

The Commandant of the Marine Corps
Headquarters United States Marine Corps
2 Navy Annex, Room 3134
Washington, DC 20380-1775

- Marine Corps Command Chronologies and Daily Activity Reports:

Commanding General
Marine Corps Combat Development Command
ATTN: FOIA Officer B013
3250 Catlin Avenue
Marine Corps Base, Quantico, VA 22134-5000

- Navy military personnel and non-judicial punishment records of discharged veterans, 1998 to present:

Naval Personnel Command (PERS 00J6)
ATTN: FOIA Office
5720 Integrity Drive
Millington, TN 38055-0600

- Marine Corps Service Records of discharged personnel, 1998 to present:

Headquarters Marine Corps
ATTN: Manpower Management Support Branch (MSB-12)
2008 Elliot Road
Quantico, VA 22134-5030

- Military Personnel and Medical Records (Navy/Marine Corps) of discharged veterans prior to 1998:

Director, National Personnel Records Center (NPRC)
Military Personnel Records
9700 Page Avenue
St. Louis, MO 63132-5100

- Military Personnel and Disability Law, Selection Board Precepts and Article 138 Complaints:

Office of the Judge Advocate General
Administrative Law Division (Code 13)
1000 Navy Pentagon (Room 4D641)
Washington, DC 20350-1000

- If you are seeking certification that an injury you suffered while on active duty was due to an instrumentality of war, send your written request to:

Physical Evaluation and Medical Boards
Secretary of the Navy Council for Review Boards
720 Kennon St, SE, Room 309
Washington Navy Yard, DC 20374-5023

- Navy contracts, ethics, fiscal law, intellectual property law, civilian personnel law, environmental records other than environmental torts:

Office of the Judge Advocate General
2000 Navy Pentagon
Washington, DC 20350-2000
foia@ogc.law.navy.mil

- Asbestos records:

Naval Sea Systems Command
1333 Isaac Hull Ave, SE
Washington Navy Yard, DC 20376-1010

- Department of the Army records:

The Department of the Army
Freedom of Information and Privacy Act Office
7701 Telegraph Rd, Suite 144
Alexandria, VA 22315-3905

- Department of the Air Force records:

Headquarters Air Force (HAF/ICIOD)
1000 Air Force Pentagon
Washington, DC 20330-1000

- U.S. Coast Guard records:

Commandant (CG-611)
ATTN: FOIA Coordinator
2100 2nd St, SW
Washington, DC 20593-0001

ACCIDENT/MISHAP/INCIDENT RECORDS

This category involves requests for self, for parents, friends, relatives, or co-workers for all types of accidents from automobile to helicopter, crane incidents in the wind to fumes in storage tanks, involving a variety of injuries and/or deaths.

Naval Safety Center

Maintains records regarding Afloat or Ashore mishaps dated back to May 21, 1969. It also maintains records regarding Marine ground mishaps dating back to October 1, 1987.

- Aircraft and Vehicle Accidents Mishap Reports
- Afloat and Ashore Mishap Reports
- Aircraft accidents from May 22, 1969 to present.
- Vehicle accidents from 1993 to present.
- Afloat or ashore mishaps from May 21, 1969 to present
- Marine ground mishaps from October 1, 1987 to present.

Send FOIA requests to:

Commander, Naval Safety Center
Attn: Code 055
375 A Street
Norfolk, VA 23511-4399
Email: SAFE-foia@navy.mil

Both written and E-FOIA requests to the Naval Safety Center should contain the following:

- A specific statement that the request is being made pursuant to the Freedom of Information Act.
- A detailed description of the information being requested. If all you want from a mishap report is engineering data, say so. Limiting the amount of information requested may result in a substantially expedited response.
- Details of the mishap. Before we can provide you with the information you want, we have to be able to identify the event. Be sure to include:
 - the type of incident (plane crash, collision at sea, etc.);
 - the date it occurred (if the specific date is unknown, then give time frame);
 - the geographic location of the mishap (as specifically as possible);
 - any additional details you may know (type of aircraft, bureau number, name of command)

If you are requesting information about more than one incident, be certain to give all of this information about each separate event.

SAFETY RECORDS

Requested documents pertaining to safety can be varied considering the many types of equipment and vehicles used by the Navy and the many different commands that use specific items. NAVAIR is usually associated with Naval aircraft; NAVSEA is a starting point for ships and submarines, the Naval Safety Center has safety tips and mishap files and a monthly summary of "Not-So-Funny" Events. See the section on INVESTIGATIONS for specific accidents.

Office of the Judge Advocate General

- Admiralty Incidents
- Mishaps involving U.S. Navy ships and civilian ships / property
- Mishaps involving civilian ships and U.S. Navy property
- Mishaps involving injuries to civilians on board U.S. Navy ships

Send FOIA requests to:

Admiralty and Maritime Law (Code 11)
1322 Patterson Ave., Suite 3000
Washington Navy Yard, DC 20374-5066

HISTORIC RECORDS

Requesting ships history or deck logs? Interested in famous submarines like the Scorpion or the Thresher? Looking for historic records or documents?

The Naval History & Heritage Command is the official history program of the Department of the Navy. Its lineage dates back to 1800 with the founding of the Navy Department Library by President John Adams. The Command now includes a museum, art gallery, research library, archives, underwater archaeology and curator as well as research and writing programs.

Whether you visit one of the twelve official U.S. Navy Museums, take advantage of public programs and publications, or seek knowledge through the artifacts, documents, images and artwork available at the Naval History and Heritage Command (NHHC), you will find that this is where the history, legacy and traditions of the United States Navy come alive!

If you do not find what you are looking for on their website, <http://www.history.navy.mil>, submit a FOIA request directly to Naval History and Heritage Command:

Naval History and Heritage Command
805 Kidder Breese Street, S.E.
Washington Navy Yard, DC 20374-5060

If our Naval History and Heritage Command does not have what you are searching for, we suggest you visit the website for the National Archives

About the Records at the National Archives at:

<http://www.archives.gov> .

Of all documents and materials created in the course of business conducted by the United States Federal government, only 1%-3% are so important for legal or historical reasons that they are kept forever. Those valuable records are preserved in the National Archives and are available to you, whether you want to see if they contain clues about your family's history, need to prove a veteran's military service, or are researching an historical topic that interests you.

Naval History and Heritage Center

- Aircraft mishap reports prior to May 1969
- Deck logs less than 30 years old
- Navy Combat Action Reports
- Shipwreck and Marine Archaeology Reports
- Cancelled or Superseded OP-Orders

Why aren't all NARA's Archived Records Online?

Laid end to end, the sheets of paper in their holdings would circle the Earth over 57 times! In addition to all of this paper, they have:

- over 93,000 motion picture films;
- more than 5.5 million maps, charts, and architectural drawings;
- more than 207,000 sound and video recordings;
- more than 18 million aerial photographs;
- nearly 35 million still pictures and posters;
- and more than 3.5 billion electronic records.

The volume grows at about 1.4 billion pages per year. Creating copies for our web site, and preserving those copies, simply exceeds our resources at this time.

CONTRACT DOCUMENTS

Go to the Federal Procurement Data System website and search on topics, commands or contracts.

If you wish to make a request for a copy of a Navy contract, please submit your request along with the contract number to the agency that issued the contract.

HIRING/SELECTION/EMPLOYMENT RECORDS

Requests information on specific vacancies that were filled should include the vacancy number, job position and location if known. Processing a FOIA request will be done faster if the request is submitted to the agency that advertized for the position. For job hunting or information on open positions, go to the USAJOBS.gov website where you can search for openings by position name, location, agency, etc.

ENVIRONMENTAL IMPACT RECORD

Requests for documents on pollution, exposure to chemicals or asbestos, radiation, effects on sea life etc. must be specific as to timeframe, geographic location, and type of ship or vehicle, ship names.