

Frequently Asked Questions:

1. What is a standard form 180?

-The standard form 180 request pertaining to military records is used to request information from military records. The form asks for certain identifying information that is necessary to determine the location of individual records of military service.

2. How do I submit the standard form 180 request?

-Submitting the standard form 180 can be submitted by mail, email, or fax. A copy of an unexpired drivers' license is required. Answer each section fully and accurately to prevent any delays.

3. How long does it take to receive requested records back from the time of request?

-Records request for discharge years dating from the 1900's to the early part of 2005, takes 4-6 weeks to process from the time the request is received.

-Records dating from late 2005 to present can be retrieved electronically and should be received within two weeks of receiving the request.

4. What if my records are not located at the state archives?

-Send a request to the National Archives in St. Louis, Missouri. Supply the National Archives with the standard form 180 and a copy of an unexpired drivers' license. If records are not located at the National Archives, then submit to DFAS (Department of Defense Finance and Accounting Service) to receive LES's for the office to generate requested documents. To acquire a DD Form 214, contact HRC (Human Resource Command) to obtain a copy at: Tel: (888) 276-9472
<http://www.hrc.army.mil>.