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# **Military Service Records, Awards, and Unit Histories: A Guide to Locating Sources**

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## **Summary**

This guide provides information on locating military unit histories and individual service records of discharged, retired, and deceased military personnel. It also provides information on locating and replacing military awards and medals. Included is contact information for military history centers, websites for additional sources of research, and a bibliography of other publications, including related CRS reports.

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## **Personnel Files: Military Service and Pension Records at the National Archives**

The Military Personnel Records division of the National Personnel Records Center (NPRC), a component of the National Archives and Records Administration (NARA) located in St. Louis, Missouri, holds most existing U.S. military personnel, health, and medical records of discharged and deceased veterans of all services from World War I to the present. Official Military Personnel File (OMPF) records may be requested online at <https://www.archives.gov/veterans/military-service-records>, by mail (the appropriate address listed on the back of the form), or fax (314-801-9195) using the Standard Form 180.

Veterans and their next-of-kin (NOK) may request these records. According to the NPRC, for the Air Force, Navy, Marine Corps, and Coast Guard, the NOK is defined as the unremarried widow or widower, son, daughter, father, mother, brother or sister; for the Army, the NOK is defined as the surviving spouse, eldest child, father or mother, eldest sibling or eldest grandchild.

If an individual does not meet the definition of a NOK, he or she is considered a member of the general public and may request military personnel records via the Freedom of Information Act (FOIA). See “Access to OMPFs by the General Public” at <https://www.archives.gov/st-louis/military-personnel/public/general-public.html>.

In 1973, a fire at NPRC destroyed approximately 16 million to 18 million Army and Air Force official military personnel files. In such cases where files were lost, NPRC uses alternate sources of information to respond to requests.

More information about obtaining military personnel files can be found on the NPRC website, <http://www.archives.gov/st-louis/military-personnel/>, or by contacting the center at

National Personnel Records Center  
Military Personnel Records  
1 Archives Drive  
St. Louis, MO 63138  
Tel: (314) 801-0816 *congressional line*  
Tel: (314) 801-0800 *public line*  
Status Update Request Form: <https://www.archives.gov/st-louis/forms>

Older military personnel records (generally prior to 1917) are located at

National Archives and Records Administration (NARA)  
Textual Archives Division  
Washington, DC 20408  
<http://www.archives.gov/veterans/military-service-records/pre-ww-1-records.html>

### **Correcting Military Service Records**

For guidance on the review of discharges and military corrections boards, see NARA’s “Veterans’ Service Records: Correcting Military Service Records” at <https://www.archives.gov/veterans/military-service-records/correct-service-records.html>.

For links to the service review boards (Air Force, Army, Coast Guard, and Navy and Marine Corps) see “Boards for Correction of Military Records (BCMR)/ Discharge Upgrades” at <https://www.archives.gov/personnel-records-center/vso/boards-for-correction-of-military-records>. NARA’s site also provides the following BCMR guidance:

“Prior to submitting a request to a Board for Correction of Military Records, ALL administrative avenues must be used. Generally, that means a request to NPRC for a correction (minor corrections can be made by NPRC), then a request to the military service department (service departments can make more corrections than NPRC), and finally if both these fail, then submit DD Form 149, with supporting evidence as instructed on the form.”<sup>1</sup>

## **Military Awards and Decorations**

The NPRC also provides information and guidance on how to request military awards and decorations online and by mail for veterans and their NOK; replacing certain military medals; and obtaining a Cold War Recognition Certificate.<sup>2</sup> Note: This is available for the records of a servicemember who separated before or during 1956. For records for individuals who separated after 1956, these records can be requested through FOIA. The general public may also purchase a copy of the veteran’s OMPF to determine the awards due and obtain the medals from a commercial source.

Individuals can request information on military service medals, decorations and awards online through <https://www.archives.gov/veterans/military-service-records>.

By military service (Army, Navy, Marine Corps, and Air Force including Army Air Corps & Army Air Forces) via mail:

National Personnel Records Center  
1 Archives Drive  
St. Louis, MO 63138

For Coast Guard:  
Coast Guard Personnel Service Center  
4200 Wilson Blvd., Suite 900 (PSC-PSD-MA)  
Stop 7200  
Arlington, VA 20598-7200

## **Cold War Recognition Certificate**

The National Defense Authorization Act (NDAA) for Fiscal Year 1998 (P.L. 105-85) in Section 1084 required the Secretary of Defense to prepare a certificate recognizing the Cold War service of qualifying members of the Armed Forces and civilian personnel of DOD and other government agencies contributing to national security. This certificate, known as the “Cold War Recognition Certificate,” may be awarded upon individual request to all members of the Armed Forces and qualified federal government civilian personnel who served the United States during the Cold War era from September 2, 1945, to December 26, 1991.<sup>3</sup>

Additional information regarding requesting a Cold War Recognition Certificate is available at <https://www.archives.gov/st-louis/military-personnel/public/awards-and-decorations.html#cwc>.

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<sup>1</sup> NARA, Boards for Correction of Military Records / Discharge Upgrades at <https://www.archives.gov/personnel-records-center/vso/boards-for-correction-of-military-records>.

<sup>2</sup> NARA, Military Awards and Decorations at <https://www.archives.gov/st-louis/military-personnel/public/awards-and-decorations.html>.

<sup>3</sup> NARA, Cold War Recognition Certificate at <https://www.archives.gov/personnel-records-center/awards-and-decorations#cwc>

## Finding Unit Histories

The Modern Military Records office of NARA has custody of records relating to World War I, World War II, Korea, and Vietnam. The records vary by conflict and branch of service; for example, the records for Army units active during the interwar periods (1920-1939 and 1945-1950) are incomplete. For more information, contact the Textual Records office at

Textual Records Office  
National Archives and Records Administration at College Park  
8601 Adelphi Road  
College Park, MD 20740-6001  
Tel: (301) 837-3510  
Email: [archives2reference@nara.gov](mailto:archives2reference@nara.gov)

If a military unit record is not publicly available, a FOIA request may be submitted to the agency where the record is held. For example, for special access records held at the National Archives at College Park, contact the Archives FOIA office at the following:

Special Access and FOIA Division  
National Archives at College Park  
8601 Adelphi Road  
College Park, MD 20740-6001  
Tel: (301) 387-3190  
Email: [specialaccess\\_foia@nara.gov](mailto:specialaccess_foia@nara.gov)

For more information on how to submit a FOIA request, visit <https://www.foia.gov/how-to.html>.

Other types of auxiliary and organizational records, including Army morning reports, Army unit rosters, Army officer pay cards, Navy muster rolls, U.S. Army Surgeon General's office records and Veterans Administration index cards are maintained at the National Archives at St. Louis, Missouri. Further information regarding these records, as well as the timespan of available records for each category, are available at <http://www.archives.gov/st-louis/archival-programs/other-records/index.html>.

Certain published unit histories can also be found in the collections of the military departments (see **Table 1**).

**Table 1. Military History Centers and Museums**

| Center or Museum   | Telephone Number |
|--|------------------|
| <b>Air Force</b>   |                  |
| U.S. Air Force Historical Research Agency<br>600 Chennault Circle<br>Maxwell AFB, AL 36112-6424<br>Email: <a href="mailto:AFHRA.NEWS@us.af.mil">AFHRA.NEWS@us.af.mil</a><br><a href="http://www.afhra.af.mil/">http://www.afhra.af.mil/</a>  | (334) 953-5697   |
| Air Force Historical Support Division<br>HQ USAF/HOH<br>3 Brookley Avenue, Box 94<br>Joint Base Anacostia Bolling<br>Washington, DC 20032-5000<br>Email: <a href="mailto:usaf.pentagon.af-ho.mbx.afhso-research@mail.mil">usaf.pentagon.af-ho.mbx.afhso-research@mail.mil</a><br>(preferred method)<br><a href="http://www.afhistory.af.mil/">http://www.afhistory.af.mil/</a> | (202) 404-2264   |

| <b>Center or Museum</b>  | <b>Telephone Number</b>  |
|--|--|
| National Museum of the U.S. Air Force<br>1100 Spaatz Street<br>Wright-Patterson AFB, OH 45433<br>Email: <a href="mailto:nationalmuseum.mup@us.af.mil">nationalmuseum.mup@us.af.mil</a><br><a href="http://www.nationalmuseum.af.mil/">http://www.nationalmuseum.af.mil/</a>  | (937) 255-3286   |
| <b>Army</b>  |  |
| U.S. Army Center of Military History<br>Collins Hall<br>102 4 <sup>th</sup> Avenue Bldg. 35<br>Fort McNair<br>Washington, DC 20319-5060<br>Email: <a href="mailto:usarmy.mcnair.cmh.mbx.answers@mail.mil">usarmy.mcnair.cmh.mbx.answers@mail.mil</a><br><a href="http://www.history.army.mil/">http://www.history.army.mil/</a>                    | <b>Congressional Inquiries Division*</b><br>(202) 685-2676 for House offices<br>(202) 224-2811 for Senate offices<br>*For those inquiring from the office of a Member of Congress.<br>All others should use email. |
| U.S. Army Heritage & Education Center (USAHEC)<br>950 Soldiers Drive<br>Carlisle, PA 17013-5021<br>Email: <a href="mailto:usarmy.carlisle.awc.mbx.ahec-ves@mail.mil">usarmy.carlisle.awc.mbx.ahec-ves@mail.mil</a><br><a href="https://ahec.armywarcollege.edu/">https://ahec.armywarcollege.edu/</a>  | (717) 245-3949 research assistance<br>(717) 245-3972 information desk  |
| <b>Coast Guard</b>   |  |
| U.S. Coast Guard Historian's Office<br>Commandant (CG-09231)<br>ATTN: Coast Guard Historian's Office<br>U.S. Coast Guard Stop 7031<br>2703 Martin Luther King Jr Ave SE<br>Washington, DC 20593-7031<br>Email: <a href="mailto:history@uscg.mil">history@uscg.mil</a><br><a href="https://www.history.uscg.mil/">https://www.history.uscg.mil/</a> | (202) 372-4653<br>(757) 398-6643   |
| Coast Guard Museum<br>U.S. Coast Guard Academy<br>Waesche Hall<br>15 Mohegan Avenue<br>New London, CT 06320-4195<br><a href="https://www.history.uscg.mil/Museum/">https://www.history.uscg.mil/Museum/</a>  | (860) 444-8511   |
| <b>Marine Corps</b>  |  |
| Edwin H. Simmons Marine Corps History Center<br>Archives Branch, Marine Corps History Division<br>2044 Broadway Street<br>Quantico, VA 22134<br><a href="http://grc-usmcm.libguides.com/marine-corps-archives/main">http://grc-usmcm.libguides.com/marine-corps-archives/main</a>  | (703) 784-4685 general inquiries   |
| Marine Corps Heritage Foundation<br>18900 Jefferson Davis Highway<br>Triangle, VA 22172<br>Email: <a href="mailto:info@marineheritage.org">info@marineheritage.org</a><br><a href="http://www.marineheritage.org/">http://www.marineheritage.org/</a>  | (800) 397-7585<br>(703) 640-7965   |
| <b>Merchant Marine</b>   |  |
| American Merchant Marine Museum<br>300 Steamboat Road<br>Kings Point, NY 11024<br>Email: <a href="mailto:museum@usmma.edu">museum@usmma.edu</a><br><a href="http://www.usmma.edu/museum">http://www.usmma.edu/museum</a>   | (516) 726-6047   |

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| <b>Center or Museum</b>   | <b>Telephone Number</b>         |
|---|---------------------------------|
| <b>Navy</b>   |                                 |
| Naval History & Heritage Command                                      | (202) 433-3224 archives         |
| 805 Kidder Breesse Street, SE   | (202) 433-4132 library          |
| Washington Navy Yard, DC 20374-5060                                   | (202) 433-7880 public inquiries |
| Email: archives@navy.mil (archives branch)                            |                                 |
| Email: nhhpublicaffairs@navy.mil (public inquiries)                   |                                 |
| <a href="http://www.history.navy.mil">http://www.history.navy.mil</a> |                                 |

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**Source:** Table compiled by the Congressional Research Service.

## Selected Additional Sources for Research

### Selected CRS Reports

CRS Report R41386, *Veterans' Benefits: Burial Benefits and National Cemeteries*, by Scott D. Szymendera

CRS Report R42324, *Who Is a "Veteran"?*—*Basic Eligibility for Veterans' Benefits*, by Scott D. Szymendera

CRS Report 95-519, *Medal of Honor: History and Issues*, by Barbara Salazar Torreon

CRS Report R42704, *The Purple Heart: Background and Issues for Congress*, by Barbara Salazar Torreon

### Selected Federal Government Web Resources

**American Battle Monuments Commission (ABMC)** at <http://www.abmc.gov>

The website contains databases of veterans interred or memorialized at overseas American military cemeteries and memorials.

**The Civil War Soldiers and Sailors System, National Park Service**

<https://www.nps.gov/civilwar/soldiers-and-sailors-database.htm>

This website contains a database of the men who served in the Union and Confederate armies during the Civil War, as well as information on regiment histories, significant battles, and some prisoner-of-war records and cemetery records.

**Confederate States of America (CSA) Records at the Library of Congress**

<https://www.loc.gov/collections/confederate-states-of-america-records/about-this-collection/>

The records of the CSA span the years 1854-1889, with the bulk of the material concentrated in the period 1861-1865, during the Civil War. Provides links to Official Records of the Union and Confederate Armies External; Official Records of the Union and Confederate Navies External; and War Department Collection of Confederate Records.

**Military Resources: Veterans at the National Archives Library Information Center (ALIC)**

<https://www.archives.gov/research/alic/reference/military/veterans-related.html>

This site provides links to veterans' information, military casualties, Prisoners of War/Missing in Action (POW/MIAs), and medals & honors.

**Philippine Army and Guerilla Records at the National Archives**

<http://www.archives.gov/st-louis/military-personnel/philippine-army-records.html>



The collection includes records of the Philippine Commonwealth Army of the United States Armed Forces Far East (USAFFE), including recognized Philippine Guerrilla forces (*not* the Army of the United States or Philippine Scouts) during World War II.

**Veterans History Project (VHP)**, the Library of Congress at <http://www.loc.gov/vets/>  
VHP collects, preserves, and makes accessible the personal accounts of American veterans.

**Veterans Affairs (VA) Nationwide Gravesite Locator** at <http://gravelocator.cem.va.gov/>  
The database contains burial locations of veterans and their family members.

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