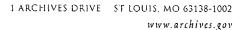# REQUEST PERTAINING TO MILITARY RECORDS

* Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at http://www.archives.gov/veterans/military-service-records/*

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)	2. SOCIAL SECURITY NO	3. DATE OF BIRTH	4. PLACE OF BIRTH
HARTMAN, JANIS SPANN	▆▆▆-8214	05/17/1948	

5. SERVICE, PAST AND PRESENT   (For an effective records search, it is important that all service be shown below.)

	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")
a. ACTIVE COMPONENT	CLAIMS ARMY, 1970'S, VIETNAM					
b. RESERVE COMPONENT	~~PLEASE SEND DETAILED~~ DUTY ASSIGNMENTS, COMBAT HISTORY AND GEOGRAPHICAL LOCATIONS –					
c. NATIONAL GUARD	Please DO NOT SUMMARIZE the assignments – dates, units, locations needed. ~~PLEASE PROVIDE ORDERS AND CITATION TEXT FOR ANY AWARDS OF VALOR~~					

6. IS THIS PERSON DECEASED? If "YES" enter the date of death.   ☒ NO   ☐ YES _____

7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE?   ☐ NO   ☐ YES

SECTION II – INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU ARE REQUESTING:

☒ DD Form 214 or equivalent. When was the DD Form(s) 214 issued? YEAR(S): _____
If more than one period of service was performed, even in the same branch, there may be more than one DD214.

This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. An UNDELETED DD214 is ordinarily required to determine eligibility for benefits. Sensitive items, such as, the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.

An undeleted copy will be sent unless you specify a deleted copy. Indicate here if you want a deleted copy of the DD Form 214. ☐.

The following items are deleted: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.

and ☒ All Documents in Official Military Personnel File (OMPF)

☐ Medical Records (Includes Service Treatment Records, Health (outpatient) and dental records.) If hospitalized (inpatient), the facility name and date for each admission must be provided: _____

☒ Other (Specify) FOIA REQUEST: MINIMALLY - SPECIAL ORDERS; list of and dates for AWARDS, DECORATIONS, DETAILED SCHOOLS and TRAINING courses and dates; DETAILED list of DUTY ASSIGNMENTS, DATES, GEOGRAPHICAL LOCATIONS, COMBAT HISTORY

2. PURPOSE: *(An explanation of the purpose of the request is strictly voluntary. Such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box(es):*

☐ Benefits   ☐ Employment   ☐ VA Loan Programs   ☐ Medical   ☐ Genealogy   ☐ Correction   ☐ Personal

July 12, 2017

RE: **Veteran's Name: HARTMAN, Janis Spann**
              SSN/SN:

Dear Recipient:

Thank you for contacting the National Personnel Records Center. We have been unsuccessful in identifying a military service record for the above-named individual. This does not mean the subject did not have military service, only that we are unable to identify a record based on the limited information you have provided. To locate a record, we must have the veteran's complete name, service number (if applicable), social security number, branch of service, and approximate dates of service.

If you have questions or comments regarding this response, you may contact us at 314-801-0800 or by mail at the address shown in the letterhead above. If you contact us, please reference the Request Number listed above. If you are a veteran, or a deceased veteran's next of kin, please consider submitting your future requests online by visiting us at http://vetrecs.archives.gov.

Sincerely,

ANGELA BROWN
Archives Technician (AFN-MC4C)

We Value Our
Veterans' Privacy
Let us know if we have
failed to protect it.