

# Department of Navy

## TOP TEN Freedom of Information Topics

### MILITARY RECORDS

The number one topic for our 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.

The SF-180 form covers more than just NAVY Military Records- records for AIR FORCE, COAST GUARD, US MARINES, ARMY and NAVY are covered by the same form. Addresses for each branch of service are included on the form as well which address to send the SF-180 to be processed depending on the status of service member (discharged, retired, active, reserve or deceased). The SF-180 form can be found in our website Reading Room under FORMS.

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 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: [npc\\_foia@navy.mil](mailto:npc_foia@navy.mil)

BCNR – Board of Corrections for Naval Records. Applications can be made to this activity to correct information in personnel files- specifically related to non judicial punishments. Their final opinions are supposed to be posted on their FOIA website reading room.

## **INVESTIGATION RECORDS**

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. We would require a case number, date, location,

and any specific information that can be provided to enable us 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 directly to the agency that would hold the records:

**Naval Criminal Investigative Service Headquarters (NCIS)** (Code 00LJF)

27130 Telegraph Road  
Quantico, VA 22134-2253

E-mail: [NCISFOIA@navy.mil](mailto:NCISFOIA@navy.mil)

Telephone: (571) 305-9092 Fax: (571) 305-9867

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."

### **Naval Inspector General**

If NAVINSGEN 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](mailto: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/>

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.

See below table 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](mailto:InvReqJAG@navy.mil)

Command Investigations Conducted  
After December 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.

Investigations into the Compromise of  
Classified Material Flight Regulations

The Department of the Navy

Chief of Naval Operations

2000 Navy Pentagon

Washington, DC 20350-2000

[foia@ogc.law.navy.mil](mailto:foia@ogc.law.navy.mil)

- 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 St.

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

Deck logs prior to 1941	<p>8601 Adelphi Rd.  College Park, MD 20740-6001</p> <p>Old Military and Civil Records  National Archives and Records Administration  700 Pennsylvania Ave, NW  Washington, DC 20408</p>
Marine Corps Investigations pertaining to injuries or death of Marine Corps personnel after June 1995 and unit diaries (unit transaction register)	<p>The Commandant of the Marine Corps  Headquarters United States Marine Corps  2 Navy Annex, room 3134  Washington, DC 20380-1775</p>
Marine Corps Command Chronologies and Daily Activity Reports	<p>Commanding General, Marine Corps Combat Development Command    Attn: FOIA Officer B013    3250 Catlin Ave  Marine Corps Base, Quantico, VA 22134-5000</p>
Navy Criminal Investigations and Incident Reports	<p>Naval Criminal Investigative Service    (Code 00JF)    Attn: FOIA Officer    27130 Telegraph Road    Quantico, VA 22134</p>
Navy military personnel and nonjudicial punishment records of discharged veterans, 1998 to present	<p>Naval Personnel Command Pers-00J6 FOIA Office    ATTN: FOIA Office    5720 Integrity Drive    Millington, TN 38055-0600</p>

Marine Corps Service Records of  
discharged personnel, 1998 to present

Headquarter Marine Corps

Attn: Manpower Management Support Branch  
MSB-12

2008 Elliot Rd.

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 Ave.

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 20350-10000

Note:

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 the address listed to the left.

Physical Evaluation and Medical Boards

Secretary of the Navy Council of 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

The Department of the Navy

Office of the General Counsel

2000 Navy Pentagon

Washington, DC 20350-2000

[foia@ogc.law.navy.mil](mailto: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.



Generally, aviation safety investigation reports prior to 1980 are maintained by:

### **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

### **Naval Safety Center**

COMMANDER, NAVAL SAFETY CENTER  
ATTN CODE 055  
375 A STREET  
NORFOLK VA 23511-4399

Email: [SAFE-foia@navy.mil](mailto:SAFE-foia@navy.mil)

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.

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.

### **Office of the Judge Advocate General**

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

- 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

### **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>, then submit a FOIA request directly to Naval History and Heritage Command.

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**

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

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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.

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

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Laid end to end, the sheets of paper in our holdings would circle the Earth over 57 times!

In addition to all of this paper, we 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.

## **DECK LOG RECORDS**

Need deck logs?

Submit a request directly to Naval History and Heritage Command

More summary coming soon!

## **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.

More information on requesting Navy contracts coming soon!

## **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.

More on this topic coming soon.

## **HOT NEWS TOPIC RECORDS**

Requests for HOT TOPICS include employment, news/radio/TV items, Navy special operations, SEALs, movies, recruitment numbers, or new ships/equipment, IEDs.

The releasable information on Osama Bin Laden burial at sea is posted on the Department of Defense website reading room.

Please be advised that topics or persons under investigation cannot have records released until the investigation is complete.

## **SAFETY RECORDS**

Requests 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 earlier on INVESTIGATIONS for specific accidents.

## **ENVIRONMENTAL IMPACT RECORDS**

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.

Check our reading room for documents previously released on depleted uranium.

Naval Sea Systems Command is a starting point if you are trying to locate documents on asbestos, especially during ship maintenance.