



eMilreccs



Welcome to the
**National Personnel
Records Center - Military
Personnel Records**

Your hub for requesting military
service records and information

eMilReccs

Loan and Transfer of Military Records

National Personnel Records Center
Employee Development, NPRS
9700 Page Avenue
St Louis MO, 63132

Introduction

This manual provides step-by-step guidance for ordering and tracking records through the National Archives and Records Administration's eMilrecs application.

Table of Contents

Accounts and Points of Contact	1
Access and Login	2
Home Page and General Navigation	2
Home Page and General Navigation	3
Order Record - Single	6
Registry Records	6
Using Wildcards to Search the Registry	12
Order Non-Registry Records	14
Viewing Requests	18
My Requests	18
Request Details	22
Searches	23
Search Detail	25
Receiving Records	26
Returning Records	28
Creating a Return Batch	28
Entering Records into a Batch	29
Closing the Return Batch.....	30
Return Batch Shipping Report.....	31
E-Mail Notifications	32
Record Not Returned to File.....	32
Record Not Scanned as Received.....	32
Record Not Returned	33
Correspondence Referrals with Records (Core L&T)	34
Tracking Core L&Ts	34
Liaison Office Return Routing to NPRC Correspondence Technician	34
Core L&T Search form Sample.....	35
Sample Service Request All Details Report.....	36

Accounts and Points of Contact

eMilrecs users should use the following points of contact.

1) For access to the system, passwords, account set-up, record ordering entitlements, and submission of registration form:

milrecs@nara.gov

The completed registration form may be scanned and emailed to the above address, or faxed to (314)801-0605, Attention: eMilRecs Administrator.

2) For questions relating to searches, records, wrong records received, or to cancel record orders shown in On Backorder status:

searchrequest.search@nara.gov

Personally Identifiable Information

To protect the privacy of the subject of the record, personally identifiable information has been redacted or modified in this manual. Numbers visible in the veteran's SSN/SN field are service numbers releasable under the Freedom of Information act and DOD policy. However, Social Security Numbers are not releasable and have been redacted. Date of birth and place of birth entries, if shown, are fictitious.

Access and Login

Access eMilreccs at: <https://milreccs.archives.gov>

Archives.gov Home

We the People Article

eMilreccs

Welcome to the
**National Personnel
Records Center - Military
Personnel Records**

Your hub for requesting military
service records and information

This is not a public system. If
you are not an authorized
user **EXIT NOW !**

User Name:

Password:

Log in →

[New User Activation](#) [New User Activation Instructions](#)

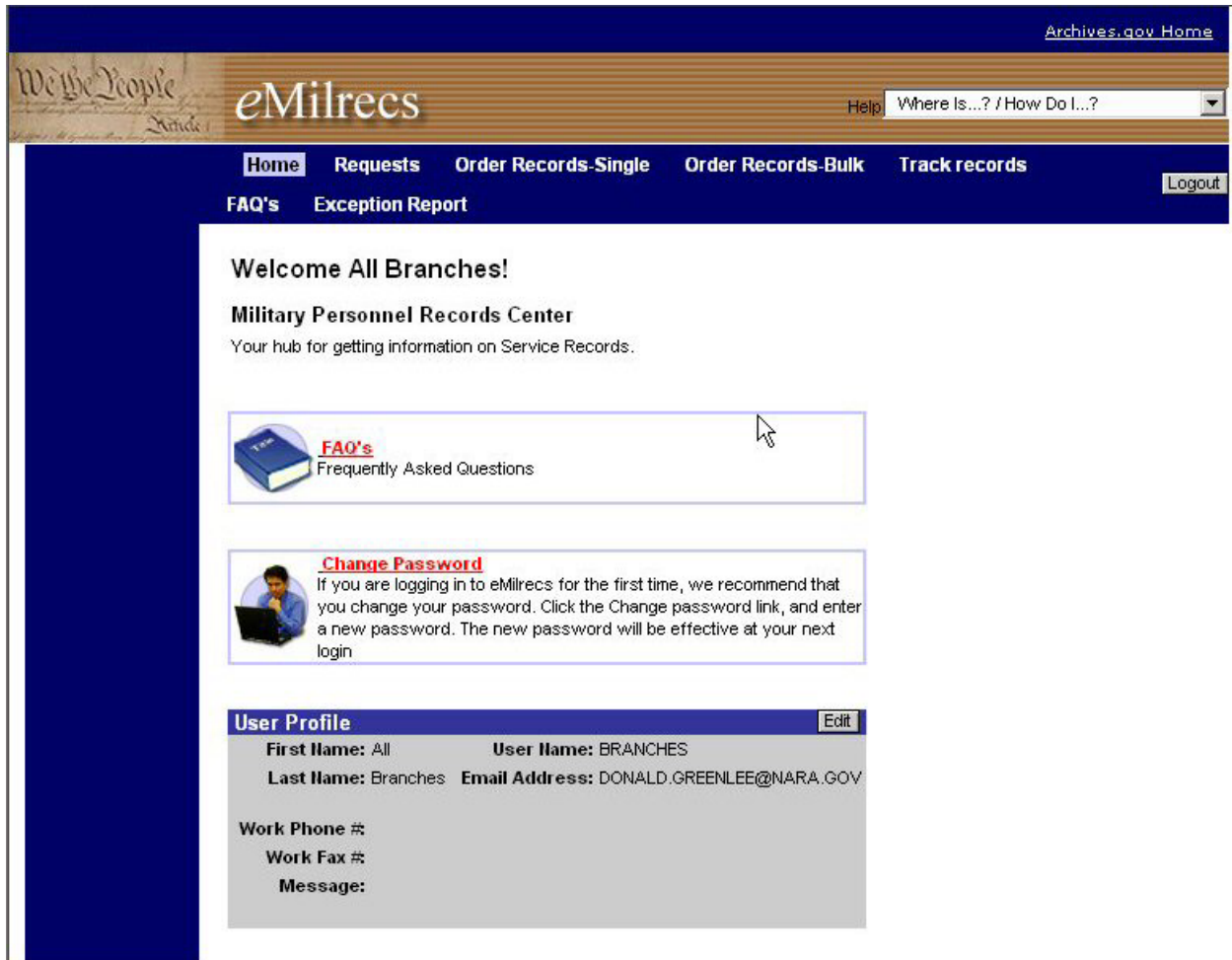
U.S. National Archives & Records Administration
700 Pennsylvania Avenue NW, Washington, DC 20408 • 1-800-234-8861

You will need to click the "New User Activation" link before you login the first time.

eMilreccs Loan and Transfer

Home Page and General Navigation

The eMilreccs Home page is the first page you will see after you log-in to the application.



The screenshot shows the eMilreccs Home Page. At the top right, there is a link for "Archives.gov Home". Below this is a banner with the "We the People" logo and the "eMilreccs" title. A search bar contains the text "Where Is...? / How Do I...?". A navigation menu includes "Home", "Requests", "Order Records-Single", "Order Records-Bulk", "Track records", and "Logout". Below the menu are links for "FAQ's" and "Exception Report". The main content area features a "Welcome All Branches!" message, the "Military Personnel Records Center" logo, and a description: "Your hub for getting information on Service Records." There are two highlighted boxes: one for "FAQ's" (Frequently Asked Questions) and another for "Change Password" (with a note: "If you are logging in to eMilreccs for the first time, we recommend that you change your password. Click the Change password link, and enter a new password. The new password will be effective at your next login"). At the bottom, there is a "User Profile" section with an "Edit" button and fields for "First Name: All", "User Name: BRANCHES", "Last Name: Branches", and "Email Address: DONALD.GREENLEE@NARA.GOV". There are also fields for "Work Phone #", "Work Fax #", and "Message:".

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Below are the links and buttons you will use to navigate throughout the eMilrecs application. Their specific use will be discussed throughout this manual.

The screenshot shows the eMilrecs application interface. At the top right is a link for "Archives.gov Home". Below that is a banner with "We the People" and "eMilrecs". A search bar contains the text "Where Is...? / How Do I...?". The main navigation bar includes "Home", "Requests", "Order Records-Single", "Order Records-Bulk", "Track records", "FAQ's", "Exception Report", and a "Logout" button. A left sidebar lists "My Requests", "My Agency's Requests", "Request Details", "Searches", and "Search Detail". Two callout boxes are present: one pointing to the sidebar items with the text "Screen Views Different views for selected screen.", and another pointing to the main navigation bar with the text "Screen Navigation Links Click on screen name to navigate to that screen."

IMPORTANT NOTE

When navigating around eMilrecs, do not use your browser's back and forward buttons. Use the navigation buttons and screen links built into the eMilrecs application.

eMilrecs Loan and Transfer

Common navigation buttons.

Sort Arrows

Use the up and down arrows next to each column name to sort your list in ascending or descending order.

My Requests		61 - 70 of 70+					Find	First	Previous	Next	Last
Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name				
Test31006-1	1-3305601	3/10/2006 10:21:30 AM	Branches	On BackOrder		LYON	HAROLD				
	1-3305407	3/9/2006 5:06:47 PM	Branches	On BackOrder		GREEN	FOYE				
						HILL	CLAYTON				

Request Navigation Buttons

Use these buttons to navigate through your submitted requests. Use "Find" to query for a particular request. Use "First", "Previous", "Next", and "Last" to navigate through the pages of your requests. Note: each page will display approximately 10 requests.

Record Ordering Navigation Buttons

Use these buttons to navigate through the various questions required when ordering a record.

by your Agency if available.

Next Previous Finish Cancel

* Required Information

eMilrecs Loan and Transfer

Order Record - Single

Registry Records

1. Click the "Order Records-Single" link at the top of any eMilrecs screen.

2. Click the "Find" button to query the Registry.

The screenshot shows the eMilrecs interface. At the top, there is a navigation bar with links: Home, Requests, **Order Records-Single** (circled), Order Records-Bulk, Track records, FAQ's, and Exception Report. A 'Logout' button is also present. Below the navigation bar, there is a sidebar with 'Order Registry Record - Query here first' and 'Order Non-Registry Record'. The main content area displays a table titled 'Registry' with 10 records. The 'Find' button in the table's header is circled. A callout box on the left points to the 'Order Non-Registry Record' link, with the text: 'Link for ordering Non-Registry records (discussed later)'. The table data is as follows:

Veteran Name	SSN/SH	Branch	Record Type	Registry Number	POW Dates	Out
CARTER THOMAS L	B00010113	NavyMC	Med	N0010950117		
FITTANTE THOMAS	B00010115	NavyMC	Med	N0010940001		
RHODES RALPH K	B00010120	NavyMC	Med	N0010907690		
SCHMERER DAVID H	B00010125	NavyMC	Med	N0010903485		
SHERMAN GRANT T	B00010126	NavyMC	Med	N0010905949		
CAMPOPIANO THOMAS	B00010220	NavyMC	Med	N0010906065		
ROBB MARGARET	B00010221	NavyMC	Med	N0010906048		
HILTON STANLEY L	B00010316	NavyMC	Med	N0010906150		
GREEN FOYE E	B00010317	NavyMC	Med	N0010908464		

Notes on Registry screen view.

This initial screen is the first page of the entire registry. You will need to query ("Find" button) to narrow down your results.

"Veteran Name" and "Registry Number" fields are links you click to begin ordering that particular record.

A flag () in the "Out" column indicates a record already charged out. You may still order it, but it will be On Backorder.

The Branch and Record Type fields represent an interpretation of the Service Codes used in the registry. These codes are still visible in the "Search Details" screen discussed later.

The "**Record Type**" field indicates whether this record contains personnel documents only (Pers), medical documents only (Med), or a combination of both (PersMed). The "**Branch**" field indicates the appropriate service branch for that record. Notice there is a separate entry for Auxiliary records and Navy and Marine Corp records are combined under the NavyMC entry.

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Clicking the "Find" button on the Registry screen opens this "Registry Query" window.

The screenshot shows the eMilrecs web interface. At the top, there is a navigation bar with links for Home, Requests, Order Records-Single, Order Records-Bulk, and Track records. Below this is a sidebar with links for Order Registry Record - Query here first and Order Non-Registry Record. The main content area is titled "Registry Query" and contains a form with the following fields: SSI/SSN (with a value of 000001198), Veteran Name, Branch (a dropdown menu), and Registry Number. A "Find" button is circled in red, and a "Cancel" button is next to it. A callout box points to the Branch dropdown menu, listing the following options: Air Force, Army, Coast Guard, NavyMC, and Auxiliary. Annotations include a box labeled "3. Enter query criteria." pointing to the form fields and a box labeled "4. Click find to display results." pointing to the Find button. At the bottom of the page, there is a footer with the text: "U.S. National Archives & Records Administration, 700 Pennsylvania Avenue NW, Washington, DC 20540 • 1-800-234-8881".

IMPORTANT

You can query by a single field or by multiple fields to further narrow your Registry search.

SSN/SN must be 9 numbers. Shorter SNs must be pre-filled with zeros. For example, SN 7654321 should be entered as 007654321.

Veteran Name field

- Must follow format of LAST FIRST M
- All capital letters are not required
- Do not use punctuation
- Will only return results that match what you enter. E.g. SMITH JOHN will not return a match for SMITH JOHN A. (See "[Using Wildcards to Search Registry](#)" for more information.)

Note: Archival Registry and Non-Registry records added to the record during the folder tracking process will likely display full middle names.

Use the **Branch** field selection to narrow down results by branch of service. Notice Auxiliary records are a separate entry and Navy and Marine Corps records are both shown using the NavyMC selection. This consolidation was necessary to capture the Marine Corp health records that use the Navy, NM, service code in the Registry.

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Query Results

The screenshot shows the eMilreccs website interface. At the top, there is a navigation bar with links for Home, Requests, Order Records-Single (selected), Order Records-Bulk, and Track records. Below this is a sidebar with links for Order Registry Record - Query here first and Order Non-Registry Record. The main content area displays a table with one record. The table has columns for Veteran Name, SSH/SH, Branch, Record Type, Registry Number, POW Dates, and Out. The record for BAUGHER DORA K is highlighted. Below the table, there is contact information for the U.S. National Archives & Records Administration.

Veteran Name	SSH/SH	Branch	Record Type	Registry Number	POW Dates	Out
BAUGHER DORA K	000001198	Army	Pers	A0050527441	DDMMYY	

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5. Click Veteran Name or Registry Number link for the record you wish to order.

eMilreccs verifies entitlements to the record.

The screenshot shows the 'Record to be Ordered' page. At the top, there is a blue header with the text 'Record to be Ordered'. Below this, there is a red link labeled 'Click to Complete Order'. The page displays the following information:

Click to Complete Order

Veteran Name BAUGHER DORA K
Branch of Service ART
Record Type Pers
Service Number/SSH 000001198
Registry Prefix A
Registry Number A0050527441
Request Number
Checked Out No

Note: If trying to order a record without entitlements, you will receive a message indicating you are not entitled to order this record.

eMilrecs Loan and Transfer

You will be prompted to answer several questions prior to final submission of the record request.

NOTE: Questions with a **RED ASTERISK** next to them are required.

MPR Registry Single Order

6. Pick Priority then click the "Next" button below.

*Pick Priority

*Required Information

Select **Routine** for most requests. Normal response times will be 3-5 workdays. Routine requests will be placed On Backorder for 30 days if the record has been charged out of file. If the record is not returned to file within 30 days, the requester will receive e-mail notification that the request was cancelled. The service department will not be billed for cancelled requests.

Select **High** when the record is needed within 1 or 2 days. A verification search will be generated for High priority requests if the record is charged out within NPRC. Additionally, high priority requests will be billed at the higher priority search rate.

7. Select the Purpose of Enquiry, then click "Next."

MPR Registry Single Order

*Pick Purpose of Enquiry

You will need to scroll up on the list to see Benefits and Employment.

- Benefits
- Employment
- Medical
- Retirement
- Military Awards/Decorations
- Correction of Records
- Personal Military History
- Genealogy
- Law Enforcement
- Reenlistment
- Others Not Listed

Important: The purpose "Decline to Disclose" (not shown above) can only be used by the service departments ordering their own veteran's records. Other agencies must specify another purpose.

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8. If desired, enter a reference number used by your agency.

Click **Next**, if you wish to enter "Comments"

Click **Finish**, if you don't want to enter "Comments" on the next screen. You can also click "Finish" if you do not need to enter the reference number or comments.

MPR Registry Single Order

Enter Reference Number used by your Agency if available.

Next Previous **Finish** Cancel

*Required Information

9. If needed enter Comments and click Finish to complete the request.

MPR Registry Single Order

Enter Comments

Next Previous **Finish** Cancel

*Required Information

Important

Once you begin answering questions to order a selected record click the "Cancel" button before navigating to another screen if you realize you do not need the record. Clicking the cancel button will clear previously entered data and prevent the possibility of it being transferred to the next request entered.

eMilreccs Loan and Transfer

The record you just "Finished" ordering will now be displayed at the top of your "Requests" screen.

The screenshot shows the eMilreccs interface. At the top, there is a navigation bar with links for Home, Requests, Order Records-Single, Order Records-Bulk, and Track records. Below this is a sidebar with options like My Requests, My Agency's Requests, Request Details, Searches, and Search Detail. The main content area displays a table of requests. The first row, with request number 1-3355301, is highlighted in red and has a callout box pointing to it. The table columns include Agency Reference Number, Request Number, Created, Requester Last Name, Request Status, Date Out of Center, Veteran Last Name, and Veteran First Name.

Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name
	1-3355301	4/7/2006 11:54:57 AM	Branches	Open		BAUGHER	DORA
QTH	1-3354522	4/6/2006 6:14:00 PM	Branches	Pre-Processing Done			
QME	1-3354519	4/6/2006 6:05:24 PM	Branches	Pre-Processing Done		CAMPBELL	EVERETT
QMD	1-3354516	4/6/2006 6:03:10 PM	Branches	Pre-Processing Done		CANADA	THOMAS
QMC	1-3354513	4/6/2006 5:59:49 PM	Branches	Pre-Processing Done		SWARM	HAROLD
4606-6	1-3354510	4/6/2006 5:39:37 PM	Branches	Pre-Processing Done		MCLHENNY	EDNA
4606-5	1-3354507	4/6/2006 5:38:22 PM	Branches	Pre-Processing Done		DEVRIK	RONALD
4606-4	1-3354504	4/6/2006 5:36:05 PM	Branches	Pre-Processing Done		KNICKREHM	MARIE
4606-3	1-3354501	4/6/2006 5:34:23 PM	Branches	Pre-Processing Done		TAGG	DONALD
Hilton case	1-3354013	4/6/2006 4:40:20 PM	Branches	Pre-Processing Done		VANDAGRIFF	JERRE

See the section titled "Viewing Requests" for more details about the fields and views available for interpreting the status of your requests.

eMilrecs Loan and Transfer

Using Wildcards to Search the Registry

When querying the registry to locate a record, your results will only display records that exactly match your entered criteria.

For example, if you enter a query SMITH JOHN, you will only see results for veterans with the name SMITH JOHN. You will not see records for any SMITH JOHN who has a middle initial.

Using a wildcard can help solve this dilemma. The wildcard character asterisk (*) can be used anywhere within your query to replace unknown characters. The next few pages demonstrate a few examples of its use.

Registry Query Find Cancel

SSI/SSII: Nine numerics, left fill SN w/zeros, no alpha prefixes
Veteran Name: LAST FIRST MI, 18c max, no nos or punc
Branch: Pick branch, leave blank to select all branches
Registry #: Enter prefix and number 11 characters

Queries seek exact matches. Less data reveals more matches, more data reveals fewer matches. SEE FAQ 1 for more information.

SSI/SSII:

Veteran Name: REID*

Branch: NavyMC

Registry Number:

REID* will return all entries beginning with the letters REID.

Veteran Name
<u>REID</u>
<u>REID AARNE H</u>
<u>REID AARON C</u>
<u>REID ADOLPHUS L</u>
<u>REID ADOLPHUS L</u>
<u>REID ADRIAN D</u>
<u>REID ALAN</u>
<u>REID ALAN B</u>
<u>REID ALAN B</u>
<u>REID ALAN B</u>

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Wildcard Query Samples

SSN/SI:
 Veteran Name: REID AARON*
 Branch:
 Registry Number:

Returns

Registry
REID AARON C
REID AARON C
REID AARON C
REID AARON E
REID AARON E
REID AARON H
REID AARON L
REID AARON M
REID AARON O
REID AARON P

SSN/SI: 0033*56
 Veteran Name:
 Branch: Army
 Registry Number:

Using the * in the middle of a string of characters will result in returns that match every character before the asterisk and every character after the asterisk. In this instance, all results begin in 0033 and end in 56.

Registry 1 - 10 of 10+							Find	First	Previous	Next	Last
Veteran Name	SSN/SI	Branch	Record Type	Registry Number	POW Dates	Out					
BETTIS CHARLES F	003300256	Army	PersMed	B0006124652							
NICKLE JAMES R	003300456	Army	PersMed	R0008194519							
JORDAN ALBERT W	003300756	Army	PersMed	B0003543488							
BENJAMIN ROBERT	003301256	Army	PersMed	B0004246673							

eMilrecs Loan and Transfer

Order Non-Registry Records

Important: Always check the Registry before ordering Non-Registry records. Many Non-Registry Navy and MC records have been accessioned into the Registry. Many more non-registry record will be added as part of our record tracking process.

1. Click the "Order Records-Single" link at the top of any eMilrecs screen.

2. Click the "Find" button to query the Registry.

The screenshot shows the eMilrecs website interface. At the top, there is a navigation bar with links: Home, Requests, **Order Records-Single** (circled), Order Records-Bulk, Track records, and a Logout button. Below this is a search area with a 'Find' button (circled) and a search input field. A table titled 'Registry' displays search results with columns: Veteran Name, SSN/SI, Branch, Record Type, Registry Number, POW Dates, and Out. The first two rows are visible: CARTER THOMAS L and FITTANTE THOMAS.

The screenshot shows the eMilrecs website interface after a search. The navigation bar is the same. The search results table now displays 'No Records' in the center, which is circled. On the left side of the interface, there is a vertical menu with two options: 'Order Registry Record - Query here first' and **Order Non-Registry Record** (circled).

3. If Registry query results are negative, click the "Order Non-Registry Record" link.

eMilrecs Loan and Transfer

Order Non-Registry Record

Select the appropriate Record Block to begin the Non Registry Record Order Process.
Some Record Types may be unavailable for ordering based on your user privileges.
If Record Block is unknown see FAQs for further information

- Navy Officer
- MC Officer
- MC Enlisted
- Navy WWI
- Navy WWII
- Navy PWW
- Navy Med

4. Select the appropriate record block.

Note: The "Select" button will only appear if you are entitled to order from that particular record block.

Order Non-Registry Record

Select the appropriate Record Block to begin the Non Registry Record Order Process.
Some Record Types may be unavailable for ordering based on your user privileges.
If Record Block is unknown see FAQs for further information

- Navy Officer
- MC Officer
- MC Enlisted
- Navy WWI
- Navy WWII **Selected >> [Place Order](#)**
- Navy PWW
- Navy Med

5. Click this link to continue order.

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Order Non-Registry Records

* Do you have Veteran's Service Number

6.

Next

* Required Information

Note: This question will not be asked if ordering records from a record block for which the Service Number is required.

If you select "No" eMilrecs will skip the "Veteran's Service Number question, and the Date of Birth will be a required entry.

Order Non-Registry Records

Veteran's Service Number

7.

Next Previous Finish Cancel

* Required Information

Order Non-Registry Records

Veteran's Birth Date (mm-dd-yyyy)

8.

May be a required entry. See note next to step 6.

Next Previous Finish Cancel

* Required Information

Order Non-Registry Records

* Veteran's Last Name

9.

Next Previous Finish Cancel

* Required Information

Order Non-Registry Records

* Veteran's First Name

10.

Next Previous Finish Cancel

* Required Information

Order Non-Registry Records

Veteran's Middle Name

11.

Next Previous Finish Cancel

* Required Information

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Order Non-Registry Records

Veteran's SSN

Next Previous Finish Cancel

* Required Information

The following questions are the same questions asked when ordering Registry records.

Order Non-Registry Records

* Request Priority

Routine
High

Next Previous Finish Cancel

* Required Information

Order Non-Registry Records

* What is the purpose of your inquiry

Medical
Retirement
Military Awards/Decorations
Correction of Records
Personal Military History
Genealogy
Law Enforcement
Reenlistment
Other Not Listed
Decline to Disclose

Next Previous Finish Cancel

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700 Pennsylvania Avenue N
8861

* Required Information

Order Non-Registry Records

External Reference Number

Next Previous Finish Cancel

* Required Information

Order Non-Registry Records

Comments

Your comments.
Not part of NPRC's Case Management and Reporting System.]

Next Previous Finish Cancel

* Required Information

Viewing Requests

My Requests

On your "Requests" screen you will notice several different view links along the left margin of the page.

My Requests	}	The "My Requests" and "My Agency's Requests" views both show a listing of requests as shown below. "My Requests" shows requests submitted by the user currently logged into the system. "My Agency's Requests" shows all requests submitted by all users within that agency. This view is usually available to that agency's managers.
My Agency's Requests		
Request Details	←	The "Request Details" view shows details associated with a specific request. The best way to jump to this view for a specific request is to click the red underlined "Request Number" link.
Searches	↙	The "Searches" and "Search Detail" views show details associated with the searches for that request. These views will be discussed later.
Search Detail		








Several fields, shown in the "My Requests" list applet, are unique to eMilrecs and NPRC's Case Management and Reporting System.

Home Requests Order Records-Single Order Records-Bulk Track records Logout									
FAQ's Exception Report									
My Requests									
My Agency's Requests									
Request Details									
Searches									
Search Detail									
My Requests 1 - 10 of 10+ Find First Previous Next Last									
Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name		
	1-3355304	4/7/2006 12:04:15 PM	Branches	Open		DOE	JOHN		
	1-3355301	4/7/2006 11:54:57 AM	Branches	Open		BAUGHER	DORA		
QTH	1-3354522	4/6/2006 6:14:00 PM	Branches	Pre-Processing Done					
QME	1-3354519	4/6/2006 6:05:24 PM	Branches	Pre-Processing Done		CAMPBELL	EVERETT		
QMD	1-3354518	4/6/2006 6:03:10 PM	Branches	Pre-Processing Done		CANADA	THOMAS		
QMC	1-3354513	4/6/2006 5:59:49 PM	Branches	Pre-Processing Done		SWARM	HAROLD		
4606-6	1-3354510	4/6/2006 5:39:37 PM	Branches	Pre-Processing Done		MCILHENNY	EDNA		
4606-5	1-3354507	4/6/2006 5:38:22 PM	Branches	Pre-Processing Done		DEVRIK	RONALD		
4606-4	1-3354504	4/6/2006 5:36:05 PM	Branches	Pre-Processing Done		KNICKREHM	MARIE		
4606-3	1-3354501	4/6/2006 5:34:23 PM	Branches	Pre-Processing Done		TAGG	DONALD		

eMilrecs Loan and Transfer

My Requests applet - Field Definitions

My Requests						111 - 120 of 120+			Find	First	Previous	Next	Last
Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name						
	1-3320601	3/16/2006 10:27:27 AM	Branches	Pre-Processing Done		GARDNER	GRANDISON						
Test31006-1	1-3305601	3/10/2006 10:21:30 AM	Branches	On BackOrder		LYON	HAROLD						
	1-3305407	3/9/2006 5:06:47 PM	Branches	On BackOrder		GREEN	FOYE						
Test3906-10	1-3305404	3/9/2006 5:03:42 PM	Branches	Closed	3/1/2006 10:38:05 AM	HILL	CLAYTON						
Test3906-10	1-3305401	3/9/2006 5:01:01 PM	Branches	Pre-Processing Done		ROGIER	MICHAEL						
Test3906-6	1-3305201	3/9/2006 2:12:25 PM	Branches	Pre-Processing Done		WERT	JACK						
Test3906-6	1-3304604	3/9/2006 1:02:31 PM	Branches	Pre-Processing Done		SMITH	FRANK						
Test3906-4	1-3304601	3/9/2006 12:51:52 PM	Branches	Pre-Processing Done		LINVILLE	DUANE						
gabg	1-3304402	3/9/2006 12:10:35 PM	Branches	Pre-Processing Done		GREEN	FOYE						
Test3906-2	1-3304104	3/9/2006 11:17:36 AM	Branches	On BackOrder		HICKSON	PETER						

	The "Agency Reference Number" is the optional number that is entered by the eMilrecs user during record ordering.
	The "Request Number" represents a unique identifier for a particular request. Each is automatically generated during request creation. The "Request Number" and "Search ID" (discussed later) are both valuable identifiers for communicating about a particular request or search. The "Request Number" is also a link that leads to the "Request Details" for that particular request.
	Represents the date the request was entered by the eMilrecs user.
	Last name of eMilrecs user who submitted the request.
	<p>This is the status of the CMRS request. Don't confuse this status with the status of the Search. Searches assigned to this request will have their own status and will be discussed later. Below are the common statuses that eMilrecs users should see.</p> <ul style="list-style-type: none"> • Open - Initial request status. The request has been entered into the system, but not yet processed. • Pre-Processing Done - The request has been auto-processed and a record search has been created. • On Backorder - The requested record has been charged out of file since the Loan & Transfer capability was added. When the record returns to file, the search is released automatically and the record delivered for this request. If the record does not return to file within 30 days, the request will be "Cancelled" and the requester notified by e-mail. Service Departments will not be billed for "Cancelled" requests. • Closed - Search actions are complete for that request. The record may have been sent to the requesting agency or not found. If you have a "Closed" request, but haven't received the record yet, view the Search Details for that request to determine the outcome of the search action. Requests will be closed when put into a L&T Dispatch batch at NPRC. The record should arrive a few days later. • Cancelled - Request that was in the status of "On Backorder" for 30 days. Service Departments are not billed for cancelled requests.
	Represents the date the request closed. NOTE: This <u>does not</u> indicate the date the record was dispatched to the requesting agency. That determination can be made by viewing the "Search Details" for a particular request.
	Veteran's last name and Veteran's first name.

eMilrecs Loan and Transfer

My Requests						111 - 120 of 120+			Find	First	Previous	Next	Last
Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name						
	1-3320801	3/16/2006 10:27:27 AM	Branches	Pre-Processing Done		GARDNER	GRANDISON						
Test31006-1	1-3305601	3/10/2006 10:21:30 AM	Branches	On BackOrder		LYON	HAROLD						
	1-3305407	3/9/2006 5:06:47 PM	Branches	On BackOrder		GREEN	FOYE						
	1-3305101	3/9/2006			3/1/2006 10:38:05 AM	HILL	CLAYTON						
				Processing		ROGIER	MICHAEL						
				Processing		WERT	JACK						
				Processing		SMITH	FRANK						
Test3906-4	1-3304601	3/9/2006 12:51:53 PM	Branches	Pre-Processing Done		LINVILLE	DUANE						
gabg	1-3304402	3/9/2006 12:10:35 PM	Branches	Pre-Processing Done		GREEN	FOYE						
Test3906-2	1-3304104	3/9/2006 11:17:36 AM	Branches	On BackOrder		HICKSON	PETER						

You can also query on your requests and view only those requests that meet certain conditions.

Click the "Find" button above to begin your query.

Find Request

Type your search criteria and click submit. Asterisk (*) may be used at the end for partial search criteria: example - A* in Created By would imply all names beginning with A. Note: Search is Case Sensitive

Request Number:

Requester Last Name:

Request Status:

Request Type:

Submitted:

Veteran Last Name:

Veteran First Name:

Agency Reference Number:

Do not use the "Request Type" or "Submitted" fields as query conditions. These fields are used by other agencies for other types of requests.

Click "Submit" to view results.

Additionally, the Request Status drop-down list contains status entries not used for eMilrecs Loan and Transfer requests. You will not normally see the greyed-out Status entries associated with your Loan and Transfer requests.

- Open
- Pre-Processing Done
- Closed
- Cancelled
- On BackOrder

eMilrecs Loan and Transfer

Sample Request Query

Find Request
Submit Cancel

Type your search criteria and click submit. Asterix (*) may be used at the end for partial search criteria : example - A* in Created By would imply all names beginning with A. Note: Search is Case Sensitive

Request Number:

Requester Last Name:

Request Status:

Request Type:

Submitted:

Veteran Last Name:

Veteran First Name:

Agency Reference Number:

1. Enter Query Conditions

2. Click "Submit"

3. View Results

My Requests		1 - 2 of 2				Find	First	Previous	Next	Last
Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name			
	1-3295175	3/7/2006 1:20:44 PM	Branches	Cancelled		SMITH	WOODROW			
	1-3295169	3/7/2006 1:20:42 PM	Branches	Cancelled		SMITH	WOODROW			

Request Details

Home **Requests** Order Records-Single Order Records-Bulk Track records Logout

FAQ's Exception Report

My Requests

My Agency's Requests

Request Details

Searches

Search Detail

Agency Reference Number	Request Number	Created	Requester Last Name	Request Status	Date Out of Center	Veteran Last Name	Veteran First Name
4306	1-3341701	4/3/2006 5:40:24 PM	Branches	Closed	4/4/2006 12:11:15 PM	HODEK	HENRY

Clicking the "Request Number" link in the "My Requests" applet will navigate to the "Request Details" view and show details for that request.

Home **Requests** Order Records-Single Order Records-Bulk Track records Logout

FAQ's Exception Report

My Requests

My Agency's Requests

Request Details

Searches

Search Detail

Section 1: Request

Request Number 1-3341701

Veteran Last Name HODEK

Veteran First Name HENRY

Veteran Middle Name W

Veteran SSN

Veteran Date of Birth

Veteran Place of Birth

Date of Death

Branch of Service Air Force

Purpose of Inquiry Benefits

Request Status Closed

Created 4/3/2006 5:40:24 PM

Priority Routine

Date Completed

Agency Reference Number 4306

Comments

Section 2: Service Detail

1 - 1 of 1

Service Number	Branch of Service	Component	Date Released	Service Period	Officer/Enlisted
000706395	Air Force				

The Request Details view displays general information about the request and service details provided during the record ordering process.

To view information about the record searches that are part of this request, click the "Searches" link on the left side of the screen.

Searches

The "Searches" view displays details about the request in Section 1 and a list of "Search Requests" associated with the specific request.

The screenshot shows the eMilrecs web application interface. At the top, there is a navigation bar with links for Home, Requests, Order Records-Single, Order Records-Bulk, Track records, and a Logout button. Below this is a secondary navigation bar with links for FAQ's and Exception Report. On the left side, there is a vertical menu with options: My Requests, My Agency's Requests, Request Details, **Searches** (circled in red), and Search Detail. The main content area is titled 'Section 1: Request' and displays the following details:

- Request Number: 1-3341701
- Veteran Last Name: HODEK
- Veteran First Name: HENRY
- Veteran Middle Name: W
- Veteran SSN
- Veteran Date of Birth
- Veteran Place of Birth
- Date of Death
- Branch of Service: Air Force
- Purpose of Inquiry: Benefits
- Created: 4/3/2006 5:40:24 PM
- Request Status: Closed
- Date Completed
- Priority: Routine
- Agency Reference Number: 4306
- Comments

Below the details is a table titled 'Search Requests' with 1 - 1 of 1 entries:

Cancelled	Search Id	Search Request Status	Search Batch Id
<input type="checkbox"/>	1-1ZNH	L T Dispatched	1-1ZNVB

<p>Cancelled <input type="checkbox"/></p>	<p>A checkmark in this field indicates a search action that has not yet been released for searching. For example, your requests in the status of "On Backorder" will have a checkmark in this field. Once the record is refiled, the checkmark will automatically be removed and the record will be searched. A checkmark doesn't necessarily mean the search has been permanently cancelled.</p>
<p>Search Id <input type="checkbox"/></p>	<p>The "Search Id" is a unique identification assigned to each search request. It is different from the "Request Number" because a single request may have more than one record search. <i>The "Search Id" and the "Request Number" are both valuable numbers that should be provided to NPRC when asking questions about a particular request or search.</i> This will allow us to quickly locate the request or search you are concerned about.</p>
<p>Search Request Status <input type="checkbox"/></p>	<p>The following are entries you will see most often in the "Search Request Status" field.</p> <ul style="list-style-type: none"> • Not Started - The search has been created in the system, but not yet started. • Searcher Assigned - The search has been batched and assigned to a specific searcher for searching. • Found - Record has been found and wanded into NPRC's Records Distribution Area. • LT Dispatched - Record was wanded out from NPRC's Records Distribution Area and is on its way to the requesting agency. • LT Delivered - Record was wanded in by the requesting agency. • LT Returned - Record was wanded out by the requesting agency and should be on its way back to NPRC. • LT Received - Record was wanded back in at NPRC and is ready to be Refiled. • Not Found - Record was missing from its proper file location. If this was the

eMilrecs Loan and Transfer

	<p>first attempt to locate the record, a second (verification) search may be created. If the verification search is also negative, the status will remain "Not Found" and all search actions for that record will end. When searching ends, the "Request Status" will change to "Closed."</p> <ul style="list-style-type: none"> • Charged Out - A charge out card was found in the record's proper location. A verification search will be created for on-site charge outs. If the record was charged out and sent to another facility the search will end and the "Request Status" will change to "Closed." • Refiled - Record was refiled in its proper shelf location at NPRC. • In Preservation - The record was too fragile to handle and is in NPRC's Preservation section for treatment. The record will be released after treatment, or if too damaged, photocopies may be provided.
<p>Search Batch Id ▾ ▹</p>	<p>The "Search Batch Id" is a unique number assigned to a grouping of search requests.</p>

The screenshot shows the eMilrecs web application interface. The top navigation bar includes links for Home, Requests, Order Records-Single, Order Records-Bulk, Track records, and a Logout button. Below this is a secondary navigation bar with FAQ's and Exception Report. A left sidebar contains a menu with items: My Requests, My Agency's Requests, Request Details, Searches, and Search Detail (circled in red). The main content area displays 'Section 1: Request' with the following details:

- Request Number: 1-3341701
- Veteran Last Name: HODEK
- Veteran Middle Name: W
- Veteran Date of Birth: [Redacted]
- Date of Death: [Redacted]
- Purpose of Inquiry: Benefits
- Request Status: Closed
- Priority: Routine
- Veteran First Name: HENRY
- Veteran SSN: [Redacted]
- Veteran Place of Birth: [Redacted]
- Branch of Service: Air Force
- Created: 4/3/2006 5:40:24 PM
- Date Completed: [Redacted]

At the bottom, a table shows search results with columns: Cancelled, Search Id, Search Request Status, and Search Batch Id. The 'Search Id' column contains the value '1-1ZNNH' (circled in red), and the 'Search Request Status' column contains 'L T Dispatched'. A callout box points to the 'Search Id' link with the text: "The 'Search Id' is a link that will lead to the 'Search Detail' view shown on the next page."

Search Detail

Home Requests Order Records-Single Order Records-Bulk Track records Logout																																		
FAQ's Exception Report																																		
My Requests My Agency's Requests Request Details Searches Search Detail	<table border="1"> <thead> <tr> <th colspan="2">Search Request</th> <th>Cancellation not allowed</th> </tr> </thead> <tbody> <tr> <td>Search Request Id</td> <td colspan="2">1-1 ZNHH</td> </tr> <tr> <td>Agency Reference Number</td> <td>4306</td> <td>Searcher Assigned Date 4/4/2006 12:00:00 AM</td> </tr> <tr> <td>Veteran Name</td> <td>HODEK HENRY W</td> <td>Staging In Date 4/4/2006 12:10:30 PM</td> </tr> <tr> <td>Veteran SSII/SII</td> <td></td> <td>L T Dispatched Date 4/4/2006 12:00:00 AM</td> </tr> <tr> <td>Registry #</td> <td>F0002346189</td> <td>L T Delivered Date</td> </tr> <tr> <td>Search Status</td> <td>L T Dispatched</td> <td>L T Returned Date</td> </tr> <tr> <td>Search Type</td> <td>1st Search</td> <td>L T Received Date</td> </tr> <tr> <td>Next Search Type</td> <td></td> <td>Refile Date</td> </tr> <tr> <td>Service Code</td> <td>AF</td> <td></td> </tr> <tr> <td>Non-Registry Block</td> <td></td> <td></td> </tr> </tbody> </table>	Search Request		Cancellation not allowed	Search Request Id	1-1 ZNHH		Agency Reference Number	4306	Searcher Assigned Date 4/4/2006 12:00:00 AM	Veteran Name	HODEK HENRY W	Staging In Date 4/4/2006 12:10:30 PM	Veteran SSII/SII		L T Dispatched Date 4/4/2006 12:00:00 AM	Registry #	F0002346189	L T Delivered Date	Search Status	L T Dispatched	L T Returned Date	Search Type	1st Search	L T Received Date	Next Search Type		Refile Date	Service Code	AF		Non-Registry Block		
Search Request		Cancellation not allowed																																
Search Request Id	1-1 ZNHH																																	
Agency Reference Number	4306	Searcher Assigned Date 4/4/2006 12:00:00 AM																																
Veteran Name	HODEK HENRY W	Staging In Date 4/4/2006 12:10:30 PM																																
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Search Status	L T Dispatched	L T Returned Date																																
Search Type	1st Search	L T Received Date																																
Next Search Type		Refile Date																																
Service Code	AF																																	
Non-Registry Block																																		

With a few exceptions, most of these data fields have already been covered. The information below will help clarify some of the entries not previously discussed.

Search Type	<p>This field will indicate one of the following.</p> <ul style="list-style-type: none"> • 1st Search - This is the first attempt to locate a Registry record. • Non-Registry Search - This is the first attempt to locate a Non-Registry record. • Verification Search - This is an additional search normally generated if one of the searches shown above failed to locate a record. Verification searchers take extra steps to locate a record that is not in its original file location. If a record is charged out to an agency outside our building, a verification search will not be created.
Searcher Assigned Date	Date a searcher was assigned to locate the requested record.
Staging In Date	Date the record was "Found" and delivered to NPRC's record Staging Area. This date is populated by the same wanding that changes the Search Status to "Found."
LT Dispatched Date	Date the record was wanded out of NPRC's Records Distribution area and sent to the requester. Corresponds to the Search Status "LT Dispatched."
LT Delivered Date	Date the record was wanded in by the requester. Corresponds to the Search Status "LT Delivered."
LT Returned Date	Date the record was wanded out by the requester, for delivery back to NPRC. Corresponds to the Search Status "LT Returned."
LT Received Date	Date the record was wanded back in at NPRC. Corresponds to the Search Status "LT Received."
Refile Date	Date the record was refiled back into its original file location. Corresponds to the Search Status "Refiled."

Receiving Records

When the records you ordered are delivered to you, they must be scanned to verify receipt and mark the status as "LT Delivered".

NOTE:

A search request form will accompany each loan and transfer record. The information on this form is valuable to identify the person who requested the record. There is also a barcode on this form that represents the "Search Request Id."

1. Click the "Track Records" link at the top of any eMilrecs screen.

2. Click the "Start Scan" button to begin.

The screenshot shows the eMilrecs interface. At the top, there is a navigation bar with links: Home, Requests, Order Records-Single, Order Records-Bulk, **Track records** (circled), and Logout. Below this is a sidebar with links: Records Received, All Return Batches, Return Batch Creation, and Return Batch - Shipping Report. The main content area is titled "Records Received" and contains instructions: "Click Start Scan to begin wanding the records received." and "In the wanding screen, wand the Record Barcode or the Search Request Barcode." Below the instructions, there is a table with the following data: SEARCH 1-114P, REQUEST ID, and RECORD STATUS L T Delivered. A "Start Scan" button is circled in the top right corner of the main content area.

Click in the appropriate field before scanning, depending on which barcode you are using.

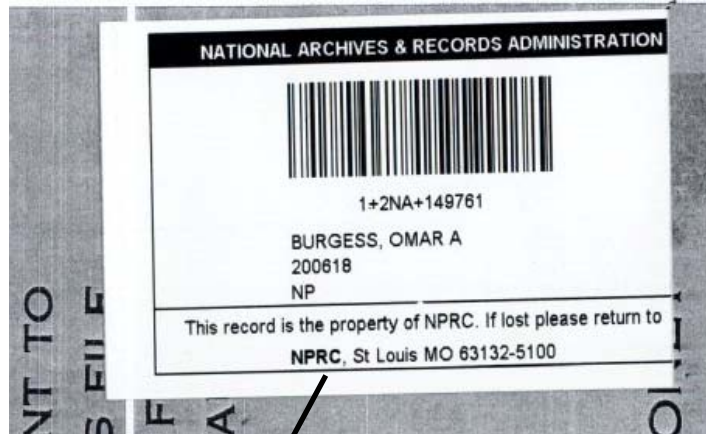
3. Click in either field, depending on which label will be scanned or entered.

The screenshot shows the "Records Received - Wanding" screen. It has a "Cancel" button in the top right corner. Below the title, there are two instructions: "Record Barcode corresponds to the label pasted to the record." and "Search Request Barcode corresponds to the barcode on the Search Request sheet that accompanied the record." At the bottom, there are two input fields: "Record Barcode:" and "Search Request Id:". Arrows point from the callout box to both input fields.

eMilrecs Loan and Transfer

You can scan either the barcode on the record label, or the barcode on the Search Request Sheet (if available), or manually type in the alphanumeric codes from either record barcode or the Search Request Id number. If manually typing the codes, remember they are case-sensitive.

Typical record label



Records Received - Wanding

** Record Barcode corresponds to the label pasted to the record.

** Search Request Barcode corresponds to the barcode on the Search Request sheet that accom

Record Barcode:

Search Request Id:

4. Click the "Enter" key on your keyboard to accept entry if manually typed in.

Note: A barcode reader will automatically enter the Record or Search Request Id, but you must first select the applicable field.

Records Received

Start Scan

** Click Start Scan to begin wanding the records received.

** In the wanding screen, wand the Record Barcode or the Search Request Barcode.

SEARCH 1-2078D
REQUEST ID
RECORD STATUS L T Delivered

If you have multiple records to scan, repeat these steps until all records are scanned.

Returning Records

Creating a Return Batch

A critical part of the new Loan and Transfer process is the ability to track a record's location. When requesting agencies have finished their work with the record, they will follow the procedures below to document their return of the record to NPRC.

The screenshot shows the 'Track records' interface. The top navigation bar includes 'Home', 'Requests', 'Order Records-Single', 'Order Records-Bulk', and 'Track records'. A 'Logout' button is in the top right. The left sidebar contains 'Records Received', 'All Return Batches', 'Return Batch Creation', and 'Return Batch - Shipping Report'. The main content area shows a 'Return Batch' summary for Batch Id 1-1ZS9I, with fields for Created Date, Updated Date, Completed Date, Description, Status (Completed), and Created By. A 'New Batch' button is visible in the top right of the main area. Three callout boxes provide instructions: 1. 'Navigate to the "Track records" screen.' (pointing to the top navigation bar), 2. 'Click the link for the "Return Batch Creation."' (pointing to the sidebar), and 3. 'Click the "New Batch" button to create a batch to wand records into.' (pointing to the 'New Batch' button).

Record returns must be included in a batch.

The screenshot shows the 'New Return Batch' form. The top navigation bar is the same as the previous screen. The left sidebar is also the same. The main content area has a title 'New Return Batch' circled in red. Below the title are fields for 'Batch Id' (1-20PWH), 'Start Date' (5/2/2006), 'Status' (Active), and 'Created Date' (5/2/2006 12:12:39 PM). A 'Description' field contains the text 'Service record amendments'. 'Save' and 'Cancel' buttons are in the top right. A callout box with the number 4 says: 'If desired, enter a description, then click the "Save" button.' (pointing to the 'Save' button).

The newly created batch will open so you can begin entering records to be returned.

Entering Records into a Batch

The screenshot shows the eMilrecs interface with a navigation bar at the top containing 'Home', 'Requests', 'Order Records-Single', 'Order Records-Bulk', and 'Track records'. A 'Logout' button is in the top right. Below the navigation bar are links for 'FAQ's' and 'Exception Report'. On the left is a vertical menu with 'Records Received', 'All Return Batches', 'Return Batch Creation', and 'Return Batch - Shipping Report'. The main content area is titled 'Return Batch' and includes 'Edit' and 'New Batch' buttons. It displays the following information:

- Batch Id: 1-20PWH
- Created Date: 5/2/2006 12:12:39 PM
- Updated Date: 5/2/2006 12:12:39 PM
- Completed Date: (blank)
- Description: Service record amendments
- Status: Active
- Created By: Branches, All

Below this is the 'Wand Records to be Returned' section with a 'Start Scan' button. It contains instructions: '** Click Start Scan to begin wandng the records to be returned to NPRC.' and '** In the wandng screen, wand the Record Barcode or the Search Request Barcode.' Below the instructions are fields for 'Search 1-114P Request #' and 'Record Status L T Delivered'. A callout box with a black border points to the 'Start Scan' button and contains the text: '5. Click the "Start Scan" button to enter records into the batch.'

The screenshot shows the eMilrecs interface with the same navigation bar and left menu as the previous screenshot. The main content area is titled 'Records to be Returned - Wandng' and includes a 'Submit' button. It contains the following information:

- ** Record Barcode corresponds to the label pasted to the record.
- ** Search Request Barcode corresponds to the barcode on the Search Request sheet that accompanied the record.
- Record Barcode:
- : Search Request #:

A callout box with a black border points to the 'Submit' button and contains the text: '7. Click the "Submit" button.' Another callout box with a black border points to the 'Record Barcode' and 'Search Request #' fields and contains the text: '6. Enter records by one of the following methods.'

- Manually enter barcode number located below the barcode on the record label.
- Manually enter the Search Request Id number
- Use a barcode reader to scan the barcode on the record.

eMilrecs Loan and Transfer

The record status, for the record you just entered, will change to LT Returned.

Home Requests Order Records-Single Order Records-Bulk **Track records** Logout

FAQ's Exception Report

Records Received

All Return Batches

Return Batch Creation

Return Batch - Shipping Report

Return Batch Edit New Batch

Batch Id 1-20PWH

Created Date 5/2/2006 12:12:39 PM Description Service record amendments

Updated Date 5/2/2006 12:12:39 PM Status Active

Completed Date Created By Branches, All

Wand Records to be Returned Start Scan

** Click Start Scan to begin wandng the records to be returned to NPRC.

** In the wandng screen, wand the Record Barcode or the Search Request Barcode.

Search 1-2078D
Request #
Record Status L T Returned

8. Continue the scanning process until all records have been entered into the batch.

9. When all records have been added to the batch, click the "Edit" button on the "Return Batch" applet to close the batch.

Closing the Return Batch

Home Requests Order Records-Single Order Records-Bulk **Track records** Logout

FAQ's Exception Report

Records Received

All Return Batches

Return Batch Creation

Return Batch - Shipping Report

Return Batch Save Cancel

Batch Id: 1-20PWH

Status: Completed


Description: amendments

Completed
Active

10. Change the Return Batch Status to "Completed" and click the "Save" button.

Return Batch Shipping Report

The report below will display the Return Batch details and each record wanded into that batch.



Home Requests Order Records-Single Order Records-Bulk Track records Logout

FAQ's Exception Report

Records Received

All Return Batches

Return Batch Creation

Return Batch - Shipping Report

Return Batch Edit New Batch

Batch Id 1-20PWH

Created Date 5/2/2006 12:12:39 PM Description Service record amendments

Updated Date 5/2/2006 12:46:15 PM Status Completed

Completed Date 5/2/2006 12:46:14 PM Created By Branches, All

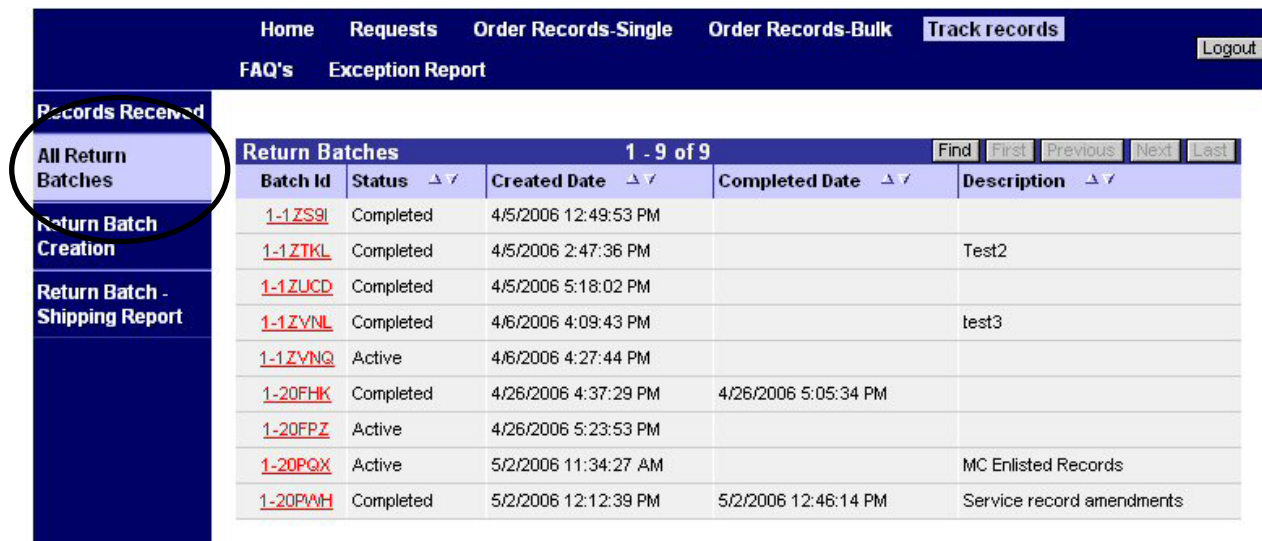
Records Returned 1 - 1 of 1

Search Request Id	Record Barcode	L T Received Date	L T Returned Date
1-2078D	1+2NA+149761		5/2/2006 12:37:50 PM

This date will be populated when the record is wanded "Received" at NPRC.

If you need to return to a batch at a later time, you can navigate to the "All Return Batches" view. In this view, you will see a listing of all your created batches. Click the red underlined "Batch Id" link to:

- View batch details
- Edit the batch
- Wand additional records into the batch



Home Requests Order Records-Single Order Records-Bulk Track records Logout

FAQ's Exception Report

Records Received

All Return Batches

Return Batch Creation

Return Batch - Shipping Report

Return Batches 1 - 9 of 9 Find First Previous Next Last

Batch Id	Status	Created Date	Completed Date	Description
1-1ZS9I	Completed	4/5/2006 12:49:53 PM		
1-1ZTKL	Completed	4/5/2006 2:47:36 PM		Test2
1-1ZUCD	Completed	4/5/2006 5:18:02 PM		
1-1ZVNL	Completed	4/6/2006 4:09:43 PM		test3
1-1ZVNIQ	Active	4/6/2006 4:27:44 PM		
1-20FHK	Completed	4/26/2006 4:37:29 PM	4/26/2006 5:05:34 PM	
1-20FPZ	Active	4/26/2006 5:23:53 PM		
1-20PGX	Active	5/2/2006 11:34:27 AM		MC Enlisted Records
1-20PWH	Completed	5/2/2006 12:12:39 PM	5/2/2006 12:46:14 PM	Service record amendments

E-Mail Notifications

CMRS will automatically notify users of significant events in the records ordering process.

Record Not Returned to File

If a request remains in On Backorder status for 30 days, and the record has not returned to file during that period, the user will receive the following email. The search will be cancelled.

From: <NPRC.Referrals@nara.gov>
To: <DONALD.GREENLEE@NARA.GOV>
Date: 4/18/2006 5:59 PM
Subject: NPRC Notification- Request#1-3353603 Do not reply.

Please do not respond to the following message. This message has been auto-generated by NPRC.

Notification from:
NATIONAL PERSONNEL RECORDS CENTER
9700 Page Avenue
St. Louis MO 63132

SERVICE REQUEST

SERVICE REQUEST #: 1-3353603
The record related to your back order request from 30 days ago has not been returned to file. Search efforts for this request have been completed.

Record Not Scanned as Received

If a record was shipped, but the requesting agency has not scanned the barcode within 10 days to mark the record as received, the following reminder will be sent.

From: <NPRC.Referrals@nara.gov>
To: <DONALD.GREENLEE@NARA.GOV>
Date: 3/16/2006 2:42 PM
Subject: NPRC Notification- Request#1-3263920 Do not reply.

Please do not respond to the following message. This message has been auto-generated by NPRC.

Referral Service Request from:
NATIONAL PERSONNEL RECORDS CENTER
9700 Page Avenue
St. Louis MO 63132

SERVICE REQUEST

SERVICE REQUEST #: 1-3263920
SEARCH REQUEST #: 1-1YHXM
NAME:: All Branches
REGISTRY NUMBER::11
NON-REGISTRY BLOCK::
NPRC's Case Management and Reporting System (CMRS) shows that the above record was dispatched to your office 10 days ago. If you have received it, please
wand it to update CMRS that it has been delivered. If it has not been delivered, you may contact: 314-801-XXXX.

Record Not Returned

If the requesting agency has not scanned the barcode and marked the request as "L&T Returned" within 60 days, the following reminder will be sent.

From: <NPRC.Referrals@nara.gov>
To: <LISA.SANDOR@NARA.GOV>
Date: Monday, March 20, 2006 6:34PM
Subject: NPRC Notification- Request# 1-3264810 Do not reply.

Please do not respond to the following message. This message has been auto-generated by NPRC.

SERVICE REQUEST

SERVICE REQUEST #:: 1-3264810

SEARCH REQUEST #:: 1-1YI31

NAME:: Joe Army

REGISTRY NUMBER::A0009918836

NON-REGISTRY BLOCK::

NPRC's NPRC's Case Management and Reporting System shows that the following record was dispatched to your office more than 60 days ago. If the record is no longer needed, please wand it to update CMRS that it is being returned and promptly send it back to NPRC.

Correspondence Referrals with Records (Core L&T)

Tracking Core L&Ts

Service department agencies will often receive referral requests, with records, from NPRC. These referrals are called Core L&Ts. There are 2 general types of Core L&T requests.

- Referrals, with records, to liaison offices for a signature, guidance, etc., that **will be returned to the NPRC correspondence technician for a final response**. The correspondence technicians will put these cases in suspense while waiting for a response from the liaison office.
- Referrals, with records, to the service department or liaison office when the **NPRC correspondence technician will not be making the final response to the requester**. The correspondence technician will complete these cases and notify the requester to expect a response from the service department.

Both types of Core L&T referrals will include, as a minimum:

- Search request form (see sample on page 35)
- Copy of original request
- CMRS Service Request All Details Report (see sample on page 36)
- Record
- May include copy of referral notification letter and/or supporting documents

Very Important

Records accompanying both types of Core L&T requests must be wanded through eMilrecs as "LT Delivered" and "LT Returned" by the service department agencies.

These Core L&Ts will be shipped with Loan & Transfer records requested by your agency. The Core L&Ts will not be visible in eMilrecs, but the wanding will support record tracking and they will be visible in NPRC's Case Management Reporting System.



Liaison Office Return Routing to NPRC Correspondence Technician

Requests, with records, from NPRC for a signature or question will be routed to the liaison offices using the Search Form shown on page 35. Liaison offices may use this form to route the record and request back to the Correspondence Technician by writing "TO:" next to the Core identifier on the form, or by using a traditional routing slip.

Core L&T Search form Sample

MPR Search Request

NPRC

National Archives and Records Administration

Priority: **Medium**
Source: Congressional
Complexity: Others
Search Type: Non-Registry Search
Non-Registry Block: *MC Enlisted*
Registry Number: *Non Registry*
Floor Module Row
Reg Veteran's Name: *GOEBEL DONALD EDWARD*
SR Veteran's Name: *GOEBEL, DONALD EDWARD*
SSN:
DOB:
POB:
SVN/SSN:
Service Code: *MC Enlisted*
Service Number: *001262613*
Reason for Referral: *Medals Entitlement*



-UDGH00

Liaison can use this form as a routing slip back to the NPRC technician by writing "TO:"

SR Number: 1-1828889833
Search Section: 5

**TO: JWINTER,
Core 1, Team C**

C
O
R
E

L
&
T
101

Record Sent to:

Agency: Navy Personnel Command, Retired Records Section (PERS-312D2)
Address: 9700 Page Avenue, Room 5409

City: St. Louis State: MO Zip: 63132
Phone: (314) 592-1150

Ext. Reference
Searcher Name: SLANE Initials: _____
Date: _____

Notes:



1-UDGH00

All Records Ordered for this Service
1-UDGH00, 1-U91C1X

Service Request Received in Center 07/11/2006 00:00:00
Search Request created by: JWINTER 07/14/2006 09:09:35
Search Request printed by: DGREENLE 7/31/2009 10:30:30 AM

eMilrecs Loan and Transfer

Sample Service Request All Details Report

SERVICE REQUEST ALL DETAILS

NPRC

Service

Service Request #: 1-1828889833	Status: Closed	Date Created: 07/12/2006
Request Priority: Medium	Assigned To: JWINTER	Date Received in: 07/11/2006
Source: Congressional	Core: Core 1	Date Received in Core: 07/15/2006
Purpose: Genealogy	Team: Team C	Date Completed: 07/17/2006
Level of Description: Others	How Received: Mail	Date Out of Core: 07/17/2006
		Date Out of Center: 07/17/2006

Requester Information:

First Name: John A.	Address: Member, U.S. House of Representatives 7969 Cincinnati-Dayton Road, Suite B
Last Name: Boehner	
Company:	City: West Chester
Phone: (513) 870-0300	State: OH
Fax: (513) 870-0151	Zip: 45069

Veteran Information:

Veteran Last Name: GOEBEL	Date of Birth:
Veteran First Name: DONALD	SSN:

Service Details

Service Number	Branch of Service	Officer/Enlisted	Date Released
001262613	Marine Corps	Enlisted	1953

Search Requests

Search Request #	SR Status	Registry #	Service Code	Non-Reg Block	Service Number	Comments
1-UDGH00	Refiled	Non Registry	MC Enlisted	MC Enlisted	001262613	

Notes

Notes

record and request to navy medals

CMRS

Report Generated for DGREENLE on 7/31/2009

1