U.S. DEPARTMENT OF LABOR Employment and Training Administration Washington, D.C. 20213	CLASSIFICATION UCX CORRESPONDENCE SYMBOL TEUMI DATE December 24, 1986

DIRECTIVE : UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 3-87

TO : ALL STATE EMPLOYMENT SECURITY AGENCIES

FROM : DONALD J. KULICK
Administrator
for Regional Management

SUBJECT : Dissemination of DD Form 149 and Standard Form 180

1. Purpose. To disseminate copies of DD Form 149 and Standard Form 180 for State employment security agencies' (SESAs) optional use in obtaining required information from the various branches of military service to enable them to make prompt UCX determinations.

2. Background. The Louisiana Claims Control Center (LCCC) recently brought to our attention the existence and use of DD Form 149 (Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552) and Standard Form 180 (Request Pertaining to Military Records) by the various branches of the military service to obtain required military information. These forms are recognized by each branch of the military and can be used by SESAs to resolve the small number of situations where UCX claimants may need a correction of their military records or some additional information pertaining to the military records.

3. Instructions. The use of DD Form 149 and Standard Form 180 is not a new procedural requirement. The forms are being disseminated to all SESAs as an option to assist appropriate UCX claimants. However, if SESAs decide to make these forms available to appropriate UCX claimants, it will be their responsibility to reproduce the forms. The use of Form DD 149 and Standard Form 180 does not replace Form ETA 8-43. SESAs should continue to use Form ETA 8-43, as outlined in chapter VI, page VI-3 of ET Handbook No. 384, whenever an ex-serviceperson requests and authorizes assistance in obtaining DD Form(s) 214/215, or when requesting essential information needed to process a UCX claim. The request may relate to data omitted on the DD Form 214 or to data incorrectly shown on that form.

RESCISSIONS	EXPIRATION DATE December 31, 1987

DISTRIBUTION

For example, when used to request essential data not shown correctly on DD Forms 214/215, the local office may make DD Form 149 or Standard Form 180 available to appropriate UCX claimants after all efforts are exhausted by the SESA to obtain the required information from the appropriate branch of military service by use of Form ETA 8-43.

4. Action Required. Administrators should provide the above information to all appropriate staff members.

5. Inquiries. Direct inquiries to the appropriate Regional Office.

6. Attachments. DD Form 149 and Standard Form 180.

APPLICATION FOR CORRECTION OF MILITARY RECORD UNDER THE PROVISIONS OF TITLE 10, U.S. CODE, SECTION 1552

(Please read instructions on reverse side BEFORE completing application.)

Form Approved
OMB No. 0704-0003
Expires Dec 31, 1988

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, U.S. Code 1552, Executive Order 9397, November 22, 1943

PRINCIPAL PURPOSE: To apply for correction of a military record.

ROUTINE USES: To docket a case. Reviewed by board members to determine relief sought. To determine qualification to apply to board. To compare facts present with evidence in the record.

DISCLOSURE: Voluntary. If information is not furnished, applicant may not secure benefits from the Board.

1. APPLICANT DATA

a. BRANCH OF SERVICE *(X one)*

☐ (1) ARMY ☐ (2) NAVY ☐ (3) AIR FORCE ☐ (4) MARINE CORPS ☐ (5) COAST GUARD

b. NAME *(Last, First, Middle Initial) (Please print)*	c. PRESENT PAYGRADE	d. SERVICE NUMBER *(If applicable)*	e. SOCIAL SECURITY NUMBER

2. TYPE OF DISCHARGE *(If by court-martial, state type of court.)*	3. PRESENT STATUS, IF ANY, WITH RESPECT TO THE ARMED SERVICES *(Active duty, Retired, Reserve, etc.)*	4. DATE OF DISCHARGE OR RELEASE FROM ACTIVE DUTY

5. ORGANIZATION AT TIME OF ALLEGED ERROR IN RECORD	6. I DESIRE TO APPEAR BEFORE THE BOARD IN WASHINGTON, D.C. *(No expense to the Government) (X one)* ☐ a. YES ☐ b. NO

7. COUNSEL *(If any)*

a. NAME *(Last, First, Middle Initial)*	b. ADDRESS *(Street, City, State and Zip Code)*

8. I REQUEST THE FOLLOWING CORRECTION OF ERROR OR INJUSTICE:

9. I BELIEVE THE RECORD TO BE IN ERROR OR UNJUST IN THE FOLLOWING PARTICULARS:

10. IN SUPPORT OF THIS APPLICATION I SUBMIT AS EVIDENCE THE FOLLOWING: *(If Veterans Administration records are pertinent to your case, give Regional Office location and Claim Number.)*

11. ALLEGED ERROR OR INJUSTICE DATA

a. DATE OF DISCOVERY

b. IF MORE THAN THREE YEARS SINCE THE ALLEGED ERROR OR INJUSTICE WAS DISCOVERED, STATE WHY THE BOARD SHOULD FIND IT IN THE INTEREST OF JUSTICE TO CONSIDER THIS APPLICATION.

12. APPLICANT MUST SIGN IN ITEM 16. IF THE RECORD IN QUESTION IS THAT OF A DECEASED OR INCOMPETENT PERSON, LEGAL PROOF OF DEATH OR INCOMPETENCY MUST ACCOMPANY APPLICATION. IF APPLICATION IS SIGNED BY OTHER THAN APPLICANT, INDICATE RELATIONSHIP OR STATUS BY MARKING APPROPRIATE BOX.

☐ a. SPOUSE ☐ b. WIDOW ☐ c. WIDOWER ☐ d. NEXT OF KIN ☐ e. LEGAL REP ☐ f. OTHER *(Specify)*

13. I MAKE THE FOREGOING STATEMENTS, AS PART OF MY CLAIM, WITH FULL KNOWLEDGE OF THE PENALTIES INVOLVED FOR WILLFULLY MAKING A FALSE STATEMENT OR CLAIM. *(U.S. Code, Title 18, Sec. 287, 1001, provides a penalty of not more than $10,000 fine or not more than 5 years imprisonment or both.)*

14. COMPLETE CURRENT ADDRESS, INCLUDING ZIP CODE *(Applicant should forward notification of all changes of address.)*		DOCUMENT NUMBER *(Do not write in this space.)*
15. DATE SIGNED	16. SIGNATURE *(Applicant must sign here.)*	

INSTRUCTIONS

(All data should be typed or printed)

1. For detailed information see:

   Air Force Regulation 31-3

   Army Regulation 15-185

   Coast Guard, Code of Federal Regulations Title 33, Part 52

   Navy, NAVEXOS P-473, as revised

2. Submit only original of this form.

3. Complete all items. If the question is not applicable, mark "None."

4. If space is insufficient, use "Remarks" or attach additional sheet.

5. Various veterans and service organizations furnish counsel without charge. These organizations prefer that arrangements for representation be made through local posts or chapters.

6. List all attachments and enclosures.

7. ITEMS 6 AND 7. Personal appearance of you and your witnesses or representation by counsel is not required to insure full and impartial consideration of applications. Appearances and representations are permitted, at no expense to the Government, when a hearing is authorized.

8. ITEM 8. State the specific correction of record desired.

9. ITEM 9. In order to justify correction of a military record, it is necessary for you to show to the satisfaction of the Board, or it must otherwise satisfactorily appear, that the alleged entry or omission in the record was in error or unjust. Evidence may include affidavits or signed testimony of witnesses, executed under oath, and a brief of arguments supporting application. All evidence not already included in your record must be submitted by you. The responsibility for securing new evidence rests with you.

10. ITEM 11. 10 U.S.C. 1552b provides that no correction may be made unless request is made within three years after the discovery of the error or injustice, but that the Board may excuse failure to file within three years after discovery if it finds it to be in the interest of justice.

MAIL COMPLETED APPLICATIONS TO APPROPRIATE ADDRESS BELOW

ARMY	NAVY AND MARINE CORPS	COAST GUARD	AIR FORCE
(For Active Duty Personnel) Army Board for Correction of Military Records Department of the Army Washington, DC 20310-1803 (For Other than Active Duty Personnel) CO, USARPERCEN 9700 Page Blvd. St. Louis, MO 63132-5260	Board for Correction of Naval Records Department of the Navy Washington, DC 20370-5100	Chairman Board for Correction of Military Records (C-60) Department of Transportation 400 7th St., SW Washington, DC 20590	Board for Correction of Air Force Records AFMPC/DPMDOA1 Randolph AFB, TX 78150-6001

17. **REMARKS** *(Applicant has exhausted all administrative channels in seeking this correction and has been counseled by a representative of his/her servicing military personnel office. (Applicable only to active duty and reserve personnel.))*

GPO : 1986 O - 150-090

REQUEST PERTAINING TO MILITARY RECORDS

Please read instructions on the reverse. If more space is needed, use plain paper.

DATE OF REQUEST

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION. The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and E.O. 9397 of November 22, 1943. Disclosure of the information is voluntary. The principal purpose of the information is to assist the facility servicing the records in locating and verifying the correctness of the requested records or information to answer your inquiry. Routine uses of the information as established and published in accordance with 5 U.S.C. 552a(e)(4)(D) include the transfer of relevant information to appropriate Federal, State, local, or foreign agencies for use in civil, criminal, or regulatory investigations or prosecutions. In addition, this form will be filed with the appropriate military records and may be transferred along with the record to another agency in accordance with the routine uses established by the agency which maintains the record. If the requested information is not provided, it may not be possible to service your inquiry.

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

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

BRANCH OF SERVICE (Also, show last organization, if known)	DATES OF ACTIVE SERVICE		Check one		SERVICE NUMBER DURING THIS PERIOD
	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	

6. RESERVE SERVICE, PAST OR PRESENT If "none," check here ☐

a. BRANCH OF SERVICE	b. DATES OF MEMBERSHIP		c. Check one		d. SERVICE NUMBER DURING THIS PERIOD
	FROM	TO	OFFICER ☐	ENLISTED ☐	

7. NATIONAL GUARD MEMBERSHIP (Check one) ☐ a. ARMY ☐ b. AIR FORCE ☐ c. NONE

d. STATE	e. ORGANIZATION	f. DATES OF MEMBERSHIP		g. Check one		h. SERVICE NUMBER DURING THIS PERIOD
		FROM	TO	OFFICER ☐	ENLISTED ☐	

8. IS SERVICE PERSON DECEASED ☐ YES ☐ NO If "yes," enter date of death

9. IS (WAS) INDIVIDUAL A MILITARY RETIREE OR FLEET RESERVIST ☐ YES ☐ NO

SECTION II—REQUEST

1. EXPLAIN WHAT INFORMATION OR DOCUMENTS YOU NEED; OR, CHECK ITEM 2; OR, COMPLETE ITEM 3

2. IF YOU ONLY NEED A STATEMENT OF SERVICE check here ☐

3. LOST SEPARATION DOCUMENT REPLACEMENT REQUEST (Complete a or b, f and c)

☐	a. REPORT OF SEPARATION (DD Form 214 or equivalent)	YEAR ISSUED	This contains information usually needed to determine eligibility for benefits. It may be furnished only to the veteran, the surviving next of kin, or to a representative with veteran's signed release (item 5 of this form).
☐	b. DISCHARGE CERTIFICATE	YEAR ISSUED	This shows only the date and character of discharge. It is of little value in determining eligibility for benefits. It may be issued only to veterans discharged honorably or under honorable conditions; or, if deceased, to the surviving spouse.

c. EXPLAIN HOW SEPARATION DOCUMENT WAS LOST

4. EXPLAIN PURPOSE FOR WHICH INFORMATION OR DOCUMENTS ARE NEEDED

a. REQUESTER

a. IDENTIFICATION (check appropriate box)

☐ Same person identified in Section 1 ☐ Surviving spouse

☐ Next of kin (relationship) _____

☐ Other (specify)

b. SIGNATURE (see instructions 3 and 4 on reverse side)

5. RELEASE AUTHORIZATION, IF REQUIRED (Read instruction 3 on reverse side)

I hereby authorize release of the requested information/documents to the person indicated at right (item 7).

VETERAN SIGN HERE ☐ _____

(If signed by other than veteran, show relationship to veteran)

7. Please type or print clearly — COMPLETE RETURN ADDRESS

Name, number and street, city, State and ZIP code _____

TELEPHONE NO. (Include area code) ☐

180-100

STANDARD FORM 180 (Rev. 5-73)
Prescribed by GSA, FPMR (41 CFR) 101-11.190-7

INSTRUCTIONS

1. Information needed to locate records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please give careful consideration to and answer each item on this form. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can. This will help us to give you the best possible service.

2. Charges for service. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee you will be notified as soon as that determination is made.

3. Restrictions on release of information. Information from records of military personnel is released subject to restrictions imposed by the military departments consistent with the provisions of the Freedom of Information Act of 1967 (as amended 1974) and the Privacy Act of 1974. A service person has access to almost any information contained in his own record. The next of kin *(see item 4 of instructions)* if the veteran is deceased and Federal officers for official purposes are authorized to receive information from a military service or medical record only as specified in the above cited Acts. Other requesters must have the release authorization, in Item 5 of the form, signed by the veteran or, if deceased, by the next of kin. Employers and others needing proof of military services are expected to accept the information shown on documents issued by the Armed Forces at the time a service person is separated.

4. Precedence of next of kin. The order of precedence of the next of kin is: unremarried widow or widower, eldest son or daughter, father or mother, older brother or sister.

5. Location of military personnel records. The various categories of military personnel records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. For each military service there is a note explaining approximately how long the records are held by the military service before they are transferred to the National Personnel Records Center, St. Louis. Please read these notes carefully and make sure you send your inquiry to the right address. *(If the person has two or more periods of service within the same branch, send your request to the office having the record for the last period of service.)*

6. Definitions for abbreviations used below:

NPRC—National Personnel Records Center PERS—Personnal Records
TDRL—Temporary Disability Retirement List MED—Medical Records

SERVICE	NOTE	CATEGORY OF RECORDS — WHERE TO WRITE ADDRESS CODE		▼
AIR FORCE (USAF)	*Air Force records are transferred to NPRC from Code 1, 90 days after separation and from Code 2, 30 days after separation.*	Active members (includes National Guard on active duty in the Air Force), TDRL, and general officers retired with pay.		1
		Reserve, retired reservist on nonpay status, current National Guard officers not on active duty in Air Force, and National Guard released from active duty in Air Force.		2
		Current National Guard enlisted not on active duty in Air Force.		13
		Discharged, deceased, and retired with pay (except general officers retired with pay).		14
COAST GUARD (USCG)	*Coast Guard officer and enlisted records are transferred to NPRC 3–6 months after separation*	Active, reserve, and TDRL members.		3
		Discharged, deceased, and retired members *(see next item)*.		14
		Officers separated before 1/1/29 and enlisted personnel separated before 1/1/15.		6
MARINE CORPS (USMC)	*Marine Corps records are transferred to NPRC 4 months after separation*	Active and TDRL members, reserve officers, and Class II enlisted reserve.		4
		Class III reservists and Fleet Marine Corps Reserve members.		5
		Discharged, deceased, and retired members *(see next item)*.		14
		Officers and enlisted personnel separated before 1/1/1896.		6
ARMY (USA)	*Army records are transferred to NPRC as soon as processed (about 30 days after separation)*	Reserve, living retired members, retired general officers, and active duty records of current National Guard members who performed service in the U.S. Army before 7/1/72.*		7
		Active officers (including National Guard on active duty in the U.S. Army).		8
		Active enlisted (including National Guard on active duty in the U.S. Army) and enlisted TDRL.		9
		Current National Guard officers not on active duty in the U.S. Army.		12
		Current National Guard enlisted not on active duty in the U.S. Army.		13
		Discharged and deceased members *(see next item)*.		14
		Officers separated before 7/1/17 and enlisted separated before 11/1/12.		6
		Officers and warrant officers TDRL.		8
NAVY (USN)	*Navy records are transferred to NPRC 6 months after retirement or complete separation.*	Active members (including reservists on active duty)—PERS and MED		10
		Discharged, deceased, retired (with and without pay) less than six months, TDRL, drilling and nondrilling reservists	PERS only	10
			MED only	11
		Discharged, deceased, retired (with and without pay) more than six months (see next item)—PERS & MED		14
		Officers separated before 1/1/03 and enlisted separated before 1/1/1886—PERS and MED		6

** Code 12 applies to active duty records of current National Guard officers who performed service in the U.S. Army after 6/30/72.*
Code 13 applies to active duty records of current National Guard enlisted members who performed service in the U.S. Army after 6/30/72.

ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE)—Where to write/send this form for each category of records

1 USAF Military Personnel Center
Military Personnel Records Division
Randolph AFB, TX 78148

2 Air Reserve Personnel Center
7300 East 1st Avenue
Denver, CO 80280

3 Commandant
U.S. Coast Guard
Washington, DC 20590

4 Commandant of the Marine Corps
Headquarters, U.S. Marine Corps
Washington, DC 20380

5 Marine Corps Reserve Forces Administration Center
1500 E. Bannister Road
Kansas City, MO 64131

6 Military Archives Division
National Archives & Records Service
General Services Administration
Washington, DC 20408

7 Commander
U.S. Army Reserve Components Personnel & Administration Center
9700 Page Boulevard
St. Louis, MO 63132

8 USA MILPERCEN
Attn: DAPC-PSR-R
200 Stovall Street
Alexandria, VA 22332

9 Commander
U.S. Army Enlisted Records and Evaluation Center
Ft. Benjamin Harrison, IN 46249

10 Chief of Naval Personnel
Department of the Navy
Washington, DC 20370

11 Naval Reserve Personnel Center
New Orleans, LA 70146

12 Army National Guard Personnel Center
Columbia Pike Office Building
5600 Columbia Pike Boulevard
Falls Church, VA 22041

13 The Adjutant General *(of the appropriate State, DC, or Puerto Rico)*

14 National Personnel Records Center
(Military Personnel Records)
9700 Page Boulevard
St. Louis, MO 63132

GPO : 1983 O – 428–071