



STATE OF NEW HAMPSHIRE
DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES

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BUSINESS ADMINISTRATION
STATE MILITARY RESERVATION
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CONCORD, NEW HAMPSHIRE 03301-5652

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Warren M. Perry
Deputy Adjutant General

September 26, 2024

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the New Hampshire Department of Military Affairs and Veterans Services (DMAVS) to enter into a Memorandum of Understanding (MOU) with the Defense Manpower Data Center (DMDC) to maintain access to Defense Personnel Records Information Retrieval System (DPRIS) or the Certificate Release Discharge Information Reporting System (CRDIRS) effective upon the Governor and Council approval or the day after the last party's signature, whichever is later, through ten years from the effective date. There are no costs associated with this MOU.

EXPLANATION

There is a need for the DMAVS to maintain its access to DMDC's CRDIRS database. This database provides the DMAVS Division of Veterans Services (DVS) with contact information for Service Members who are being released or discharged from active duty and who have indicated that NH will be their state of residence. The DMAVS sends out welcome information to each new Veteran who is being discharged from Active Duty and who plans to reside in the Granite State to include information on Veteran's benefits and resources available in New Hampshire as well as information on how to access these benefits and resources. The DMAVS is seeking approval from the Governor and Executive Council prior to full execution of this agreement. This will ensure all State and Federal signature requirements are met. Once approved by the Governor and Executive Council, the Director of Veterans Services, William Gaudreau, will be the signatory on the agreement for the DMAVS.

Respectfully submitted,

David J. Mikolaities
Major General, NH National Guard
The Adjutant General



**DEPARTMENT OF DEFENSE
DEFENSE HUMAN RESOURCES ACTIVITY
DEFENSE MANPOWER DATA CENTER
4800 MARK CENTER DRIVE, SUITE 04E25-01
ALEXANDRIA, VA 22350-6000**

**MEMORANDUM OF AGREEMENT BETWEEN
DEFENSE MANPOWER DATA CENTER (DMDC)
AND
NEW HAMPSHIRE (NH) DIVISION OF VETERAN SERVICES
FOR
SHARING OF SERVICE MEMBERS'
MILITARY SERVICE, TRANSITION, AND SEPARATION DATA
THROUGH
DEFENSE PERSONNEL RECORDS INFORMATION RETRIEVAL SYSTEM
WEB SERVICES (DPRIS)
AND
CERTIFICATE OF RELEASE OR DISCHARGE
INFORMATION REPORTING SERVICE (CRDIRS)
AND
TRANSITION ASSISTANCE PROGRAM (TAP)
AGREEMENT NUMBER: A2410**

This is a Memorandum of Agreement (MOA) between the Defense Manpower Data Center (DMDC) and the NH Division of Veteran Services. When referred to collectively, the DMDC and the NH Division of Veteran Services are referred to as "the Parties."

1. **BACKGROUND:** This agreement replaces any existing agreements between the DMDC and the Department of Veterans Affairs in the individual States and Territories (SDVAs) for access to the Defense Personnel Records Information Retrieval System (DPRIS) or the Certificate of Release Discharge Information Reporting System (CRDIRS). The agreement also integrates selected Transition Assistance Program (TAP) data as required in the National Defense Authorization Act (NDAA) for Fiscal Year 2020, in a consolidated agreement to allow the SDVAs to better support Veterans returning to or residing in their State.

1.1 This MOA is intended to improve access to information about Service Members who are being released or discharged from active duty. It covers three web services that are part of the the DMDC DEERS. Historically, these programs have individually provided information to the Departments of Veterans Affairs in the individual States and Territories to support the ability of Veterans returning to or residing in their State to obtain authorized benefits. Those applications are discussed below.

1.2 Since October 2002, the DPRIS has enabled its customers to retrieve images of documents from individual military service records from the Official Military Personnel File (OMPF) repository systems. The Services, as OMPF information owners, retain final approval

for access to OMPF data through DPRIS and must approve any uses or distribution of data or images obtained from the OMPF.

1.3 Since 2015, CRDIRS has provided the SDVAs with the ability to receive Military Service members' DD Form 214 military service and separation data. For CRDIRS to be able to share the information with the State, the Military Service member must have given explicit permission for the data sharing by checking "Yes" in Block 20 and indicating a State in Block 22 of the DD Form 214.

1.4 In 2021, DMDC initiated providing SDVAs with TAP data from Service Members who elected during the retirement, discharge, or release from service to share additional data with that SDVA. The Department of Defense (DoD) provides information, such as personal email address and telephone number, from DoD Form DD-2648 to allow SDVAs to provide services to or connect with Veterans about available benefits and services.

1.5 AUTHORITIES: National Defense Authorization Act for Fiscal Year 2020, Public Law 116-92, Sec. 570f; Department of Defense (DoD) Instruction 1336.08, *Military Human Resource Records Life Cycle Management*, November 13, 2009; Air Force Instruction 36-2608, *Military Personnel Records System*, April 16, 2021, Incorporating Change 1, effective September 28, 2022; Army Regulation 600-8-104, *Army Military Human Resource Records Management*, February 12, 2015; Navy BUPERSINST 1070.27D, *Document Submission Guidelines for the Electronic Military Personnel Records System*, April 4, 2023; Air Force SORN F036 AF PC C, *Military Personnel Records System*, October 13, 2000, 65 Fed. Reg. 60916; Army SORN A0600-8-104b, *Official Military Personnel Record*, AHRC August 18, 2004, 69 Fed. Reg. 51271; Marine Corps SORN M01070-6, *Marine Corps Official Military Personnel Files*, March 17, 2008, 73 Fed. Reg. 14234; Navy SORN N01070-3, *Navy Military Personnel Records System*, April 15, 2010, 75 Fed. Reg. 19627; 32 C.F.R. pt. 310, App. C, *DoD Blanket Routine Uses, Disclosure of Requested Information, July 1, 2000*; DMDC 02 DoD, *Defense Enrollment Eligibility Reporting System*, December 2, 2019, 84 Fed. Reg. 65975; DoD Instruction 1336.01, "Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series), February 22, 2022. Additional Regulatory and Statutory Reference Materials are provided in Appendix A.

2. PURPOSE AND SCOPE:

2.1 This MOA establishes and formalizes the relationship between DMDC and the NH Division of Veteran Services. The NH Division of Veteran Services requires information about Service Members' military service, transition, and separation in order to support outreach efforts for Veterans returning from active duty to the state of NH. The NH Division of Veteran Services assists Veterans in filing claims, finding employment, and obtaining other benefits to which they are entitled. As some benefit programs may require details not available through the CRDIRS or TAP data, individual NH Division of Veteran Services staff members may be granted access to the secure DPRIS Website to request OMPF information maintained in Military Service OMPF repositories. All access to DMDC systems must be through a modern, up-to-date web browsers. System-to-system connections to any of DMDC's services are specifically not authorized under

this Agreement. Download of DMDC information will require a signed authority to operate (ATO) or other confirmation of the NH Division of Veteran Services system security.

2.2 The information available from DMDC includes personal contact information, such as mailing address, email address, and telephone number. Regardless of the access provided the NH Division of Veteran Services, individual Service Members must elect to release such data to the NH Division of Veteran Services before DMDC can provide it.

2.3 Disclosure of data, information, and images obtained under this Agreement must conform to the terms of this agreement and must be limited to the minimum required to accomplish official NH Division of Veteran Services mission requirements and business processes. NH Division of Veteran Services may further disclose data, information, or images to other NH state agencies for the purpose of providing benefits or conducting outreach programs; or to agencies identified in the DoD system of records notice as routine users; or to the specific Service Member or Veteran to whom the request pertains, or to their designated representatives. No information may be disclosed outside these limits without written consent from DMDC.

3. RESPONSIBILITIES OF THE PARTIES:

3.1. The DMDC will:

3.1.1. Ensure that its applications are DoDI 8500.01, DoDI 8510.01 and the Federal Information Security Management Act (FISMA), as amended, compliant.

3.1.2. Protect the data in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a, as amended, at all times.

3.1.3. Provide program management for the DoD, including assurance that software development, modification, and upgrades are based on validated requirements and meet all DoD and Federal Information Security Management Act (FISMA) requirements.

3.1.4. Manage and control proposed changes to software, including maintaining system accreditations for DMDC applications and compliance with cyber security requirements.

3.1.5 Provide an official point of contact (POC) for dissemination of information regarding upgrades, system requirements, and system testing as it affects access to DMDC data included in the MOA.

3.1.6 Provide electronic military service and separation information data to NH Division of Veteran Services when the Service Member elects on the DD Form 214 to have their military service and separation information shared with that state VA office.

3.1.7 Provide electronic military service information data on transitioning Service Members to NH Division of Veteran Services when the Service member elects on the DD Form 2648 to have their military service information shared with that state VA office.

3.1.8. For DPRIS, DMDC will also:

3.1.8.1 Partner with Agencies and Military Services to ensure that features essential to individual organizational functions are considered for incorporation into DMDC applications covered by this agreement.

3.1.8.2. Provide necessary Agency Codes, to be used exclusively by NH Division of Veteran Services; in the final registration of users of the DPRIS Website.

3.1.8.3. Notify the designated NH Division of Veteran Services POC when any repository is unable to respond to information requests for a consecutive period of more than two working days.

3.1.8.4. Monitor operations on a continuing basis to assure that information request and response processing is effective and efficient. Periodically review production and performance reporting information, and prepare and forward appropriate report summaries and informational documents for senior management use in DMDC and NH Division of Veteran Services, as necessary.

3.2. The NH Division of Veteran Services will:

3.2.1. Secure any data, information, or images received from DMDC immediately after receipt.

3.2.2 Request and maintain only the minimum amount of data, information, or images required for the purposes covered by this Agreement.

3.2.3. Delete or destroy data, information, or images when no longer required for purposes covered by this Agreement and in accordance with National Archives and Records Administration (NARA) requirements for records retention and disposition.

3.2.4. Coordinate access to DMDC applications, data, information, or images for all NH Division of Veteran Services organizational entities and personnel.

3.2.5. Ensure that adequate procedures exist to restrict access to DMDC applications, data, information and images to only authorized NH Division of Veteran Services users, and that unauthorized persons cannot retrieve any such record by means of computer, remote terminal, or other means; and ensure that those procedures are followed and enforced.

3.2.6. Ensure that each NH Division of Veteran Services employee, contractor, or volunteer has been informed of and has acknowledged the obligation to comply with the Privacy Act of 1974, 5 U.S.C. §552a, as amended, as well as applicable regulations, and DoD policies, before being granted access to or otherwise handling data, information, or images provided under this Agreement.

3.2.7. Maintain a list of all authorized users who have access to DMDC applications and allow access to the list by the DMDC Program Manager or designee.

3.2.8. Provide all NH Division of Veteran Services computer and office resources needed to request or process data, information, or images provided under this Agreement.

3.2.9. Ensure NH Division of Veteran Services computer assets meet State, DoD, and Federal Government information system security assessment and accreditation requirements, as well as maintaining security controls relating to the exchange of data, personnel identity protection, and proper disposition of information technology (IT) equipment.

3.2.10. Ensure data transmission and data storage are conducted in accordance with Federal law, including the provisions of the Office of Management and Budget (OMB) and National Institute of Standards and Technology guidance, and make certain that its contractors and partners similarly comply.

3.2.11. Ensure that unclassified, sensitive data transmitted through a commercial or wireless network are encrypted using National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) 140-2 and 140-3 validated cryptography, as required. The Parties agree that this applies to ALL portable storage devices, including but not limited to laptops, flash drives, CDs, DVDs, and backup tapes. If cloud storage is used, then such storage site must be compliant with DoD and Federal requirements (e.g., FedRAMP or DISA Impact Level (IL) as appropriate for the level of protection the data requires).

3.2.12. For DPRIS, the NH Division of Veteran Services will also provide and maintain a completed DPRIS Agency Access Form, available on the DPRIS website, when submitting the initial request for DPRIS access.

3.3. Both Parties agree that:

3.3.1. All information, data, and images provided under this Agreement, or any information derived there from, must be protected at all times as required by the Privacy Act of 1974 (5 USC 552(a)), as amended, and other applicable regulatory and statutory authorities. (See Appendix A.)

3.3.2. No information, data, or images, nor aggregations of same or information derived there from, will be disclosed, released, revealed, shown, sold, rented, leased, loaned, duplicated, or disseminated in any form for purposes that are not included in this Agreement.

3.3.3. No information, data, or images provided under this MOA may be used for marketing or any other purposes not specifically authorized herein.

3.3.4. The information, data, and images provided under this Agreement, and any information derived therefrom, may not be maintained outside the United States or its territories and possessions.

3.3.5. If the information, data, or images requested are to be used for human studies, the Party conducting the study will ensure that all requirements of the Health and Human Services Human Research Protection Program have been met.

3.3.6. The Parties shall not share the information, data, or images with any non-U.S. citizen contractors, or with any U.S. citizen contractors who cannot meet access and handling requirements.

4.0 UNAUTHORIZED DISCLOSURE.

4.1. Each Party will advise its personnel that the information, data, and images provided through this Agreement are confidential and that there are civil and criminal sanctions for noncompliance contained in applicable Federal laws, including the Privacy Act of 1974, as amended, and the Freedom of Information Act, as amended.

4.2. The Parties agree to follow incident reporting procedures outlined in OMB Memoranda M-17-12, "Preparing for and Responding to a Breach of Personally Identifiable Information," January 3, 2017; M-23-03, Guidance on Federal Information Security and Privacy Management Requirements, December 06, 2022; and subsequent OMB guidance if the Party becomes aware of a breach, a potential breach, or any attempt to access data received from DMDC without proper authorization.

4.3. In addition to the required OMB reporting above, NH Division of Veteran Services will notify DMDC within one hour of discovering any breach, potential breach, or attempt to access data received from DMDC without proper authorization. Cybersecurity incidents will be reported to the DMDC Cybersecurity Incident Response Team via email and telephone (dodhra.dodc-mb.dmdc.list.ir-team@mail.mil, (831) 220-6791).

4.4. If DMDC determines that NH Division of Veteran Services has made an unauthorized disclosure of the data provided by DMDC, DMDC may request a formal response from NH Division of Veteran Services and/or require the submission of a corrective action plan, formulated to alleviate the possibility of future unauthorized disclosures. DMDC may also require the removal of the data from NH Division of Veteran Services systems and/or prohibit the further release of DMDC data to NH Division of Veteran Services.

4.5. NH Division of Veteran Services may be legally or financially responsible for any breaches or unauthorized uses of data, information, or images furnished by DMDC. Criminal penalties contained in the Privacy Act of 1974, as amended, may apply if it is determined that either Party, or any individual employed or affiliated therewith, knowingly and willfully obtained information, data, or images under false pretenses.

4.6. The NH Division of Veteran Services will pursue accountability from NH Division of Veteran Services contractors or partners, if applicable, including the recovery of costs associated with breaches or misuses of the data, information, or images obtained from DMDC. The NH Division of Veteran Services will cooperate with any investigations into breaches or unauthorized use of data, information, or images obtained under this Agreement.

5. PERSONNEL: Each Party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each Party is responsible for supervision and management of its personnel.

6. GENERAL PROVISIONS:

6.1. POINTS OF CONTACT: The following points of contact will be used by the Parties to communicate the implementation of this MOA. Each Party may change its point of contact upon reasonable notice to the other Party.

6.1.1 DMDC:

6.1.1.1 Primary: Michael Rosa, 831-747-0916, michael.p.rosa4.civ@mail.mil

6.1.1.2 Alternate: Pete Abraham, 831-236-7223, peter.f.abraham.civ@mail.mil

6.2.1. NH Division of Veteran Services:

6.2.1.1. Primary: William A Gaudreau, Director, 603-851-1755,
William.Gaudreau@va.gov

6.2.2.2. Alternate: Jamie L Cummings, Supervisor, 603-486-8148,
Jamie.Cummings@va.gov

6.3 CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this MOA will be addressed

6.3.1 DMDC: 4800 Mark Center Drive, Suite 04E25, Alexandria, VA 22350

6.3.2. NH Division of Veteran Services: 275 Chestnut Street, Room 517, Manchester, NH 03101

7.0 REVIEW OF AGREEMENT: This non-reimbursable MOA will be reviewed no less than at the mid-point of its term, around the anniversary of its effective date. The reviews will consist of a questionnaire regarding current and future service; it must be returned after signature by the NH Division of Veteran Services Director (or other authorized individual). If a complete review package is not received, DMDC may temporarily suspend services.

7.1 MODIFICATION OF AGREEMENT: This non-reimbursable MOA may only be modified by the written Agreement of the Parties, duly signed by their authorized representatives.

7.2 DISPUTES: Any disputes relating to this MOA will, subject to any applicable law, Executive order, or DoD issuances, be resolved by consultation between the Parties.

7.3 TERMINATION OF AGREEMENT: This MOA may be terminated in writing at will by either Party.

7.4 TRANSFERABILITY: This MOA is not transferable except with the written consent of the Parties.

7.5 ENTIRE AGREEMENT: It is expressly understood and agreed that this MOA embodies the entire Agreement between the Parties regarding the MOA's subject matter, thereby merging and superseding all prior Agreements and representations by the Parties with respect to such subject matter.

7.6. EFFECTIVE DATE: This MOA takes effect beginning on the day after the last Party signs.

7.7. EXPIRATION DATE: This MOA will terminate upon expiration date of the ATO for the NH Division of Veteran Services system. Independent of ATO status, this MOA will expire ten years from the date of last signature. Upon expiration, this MOA may be renewed with a new agreement in writing by the Parties.

7.8. CANCELLATION OF PREVIOUS MOA: This MOA cancels and supersedes any previously signed MOA between the same parties with the subject Sharing Service Members' Military Service and Separation Data (CRDIRS), Agreement Number M1697, effective February 10, 2017.

7.9. NO THIRD PARTY BENEFICIARIES: Nothing in this MOA, express or implied, is intended to give to, or will be construed to confer upon, any person or entity not a party any remedy or claim under or by reason of this MOA and this MOA will be for the sole and exclusive benefit of the Parties.

7.10 SEVERABILITY: If any term, provision, or condition of this MOA is held to be invalid, void, or unenforceable by a governmental authority and such holding is not or cannot be appealed further, then such invalid, void, or unenforceable term, provision, or condition shall be deemed severed from this MOA and all remaining terms, provisions, and conditions of this MOA shall continue in full force and effect. The Parties shall endeavor in good faith to replace such invalid, void, or unenforceable term, provision, or condition with valid and enforceable terms, provisions, or conditions which achieve the purpose intended by the Parties to the greatest extent permitted by law.

7.11 OTHER FEDERAL AGENCIES: This MOA does not apply to any federal agency, other than the Parties, nor waive required compliance with any law or regulation.

8. FINANCIAL DETAILS: This non-reimbursable MOA does not document the obligation of funds between the Parties.

APPROVAL:

Defense Manpower Data Center
4800 Mark Center Drive, Suite 04E25
Alexandria, VA 22350

NH Division of Veteran Services
275 Chestnut St, Room 517
Manchester, NH 0310

Crissan Bonenfant
Acting Deputy Director
Customer Relationship Management

SDVA William Gaudreau
SDVA Director, NH Division of Veteran
Services

Appendix A: Additional Regulatory and Statutory Reference Materials
Appendix B: Separation and Transition Data Elements

Appendix A

Additional Regulatory and Statutory Reference Materials

1. Public Law 106-475, Veterans Claims Assistance Act of 2000, November 9, 2000
2. DoD Instruction 1336.01 – Certified of Uniform Service (DD Form 214/5 Series), February 17, 2022.
3. DoD Instruction 1336.05 – Automated Extract of Active Duty Military Personnel Records, July 28, 2009, Incorporating Change 3, August 26, 2021.
4. DoD Instruction 7730.54 – Reserve Components Common Personnel Data System (RCCPDS), May 20, 2011.
5. DoD Instruction 1332.35 – Transition Assistance Program (TAP) For Military Personnel, September 26, 2019.
6. Records Management by Federal Agencies, 44 USC Chapter 31.
7. DoD Directive 5015.2, DoD Records Management Program, February 24, 2015, Incorporating Change 1, Effective August 17, 2017.
8. The Freedom of Information Act, 5 U.S.C. 552, as amended.
9. The Privacy Act of 1974, 5 U.S.C. 552a, as amended.
10. DoD Directive 5400.11-R “DoD Privacy Program,” 8 May 2007.
11. DoD Instruction 5400.11 DoD Privacy and Civil Liberties Program, January 29, 2019, Incorporating Change 1, Effective December 8, 2020.
12. OMB Memorandum M-17-15, “Recession of Memoranda Relating to Identity Management,” January 19, 2017.
13. Appendix III to Office of Management and Budget Circular No A-130 Revised, “Management of Federal Information Resources,” November 28, 2000, revised July 28, 2016.
14. Office of Management and Budget Circular A-130 Revised, “Management of Federal Information Resources,” November 28, 2000, Revised July 28, 2016.
15. DoD Instruction 8500.01, “Cybersecurity,” March 14, 2014, Incorporating Change 1, Effective October 7, 2019.
16. Federal Information Security Management Act (FISMA) of 2002, 40 U.S.C. § 11331.
17. DoD Instruction 8510.01, “Risk Management Framework (RMF) for DoD Information Technology (IT),” July 19, 2022.
18. OSD Policy for Establishing and Maintaining a Publicly Accessible DoD Web Information Service, July 18, 1997, updated January 9, 1998.
19. DoD Regulation 8320.1-M, Data Administration Procedures, March 01, 1994.
20. DoD Regulation 8320.1-M-1, Data Standardization Procedures, April 2, 1998.
21. DoD Manual 5200.02, “Procedures For the DoD Personnel Security Program (PSP),” April 3, 2017, Incorporating Change 3, September 24, 2020. .

Appendix B Separation and Transition Data Elements

Separation Data DD 214 (CRDIRS)	
EDI Last Name First Name Middle Name Gender* Department Component Branch SSN Grade Rank or Rate Pay Grade Date of Birth Place of Entry Home of Record at Time of Entry Last Duty Assignment and Major Command Station Where Separated Primary Specialties Date of Entry Date of Separation	Net Active Service This Period (YR MN DY) Total Prior Active Service (YR MN DY) Medals and Awards Military Education Email Address Phone Number DD214 Mailing Address After Separation Latest Mailing Address Line1* Line2 City State Zip Type of Separation Character of Service Narrative Reason for Separation Time Lost
Separation Data (TAP)	
Last Name First Name Personal Phone Number Personal Email Address Anticipated Separation Date	
DPRIS Folders and Information	
Service Computation Group	
<i>Document Subgroups</i>	<i>Document Type Descriptions</i>
DD-214/DD-215	DD-214 and DD-215 Documents
Service Verification/Computation	Service Computation; Statement of Service; Record/Verification of Military Service; Record of Military Processing; Reserve/Guard Retirement Points and Credit Documents

Officer Appointment/Termination	Appointment; Acceptance; Agreement; Commission; Oath of Office; Termination; Resignation Documents
Enlistment/Extensions	Enlistment; Reenlistment; Extension; Correction Documents
Service Acknowledgments/Agreements	Service Acknowledgment; Agreement; Obligor Program; Disenrollment Documents
Discharge/Separation/Retirement	Discharge; Release; Separation; Retirement Documents
Casualty/Death	Casualty Report Assignment/Removal; Prisoner of War; Death Report Documents
Performance Group	
<i>Document Subgroups</i>	<i>Document Type Descriptions</i>
Performance Reports	Performance, Effectiveness, and Fitness Reports; Recommendations; Records; Endorsements; Letters of Explanation; Supporting Documents Officer or Enlisted
Commendatory Items	Medals; Awards; Citations; Devices; Badges and Pins; Commendation, Achievement, and Appreciation Certificates of Letters; Meritorious Masts and Advancements; and other commendatory material
Derogatory Items	Incident Reports and Charge Sheets; Deserter, Absentee, and UA / AWOL Documents; Relief for Cause; Courts Martial Documents; Adverse / Punitive Actions; Non-Judicial Punishment and Reprimands; Substance Abuse Screening, Records, and Reports; and other derogatory material
Sensitive/Restricted	Conscientious Objector; Incompetence Trustee; Psychiatric and Psychological Reports; Medical Board Findings; Certain Duty Assignments; Navy Administrative Remarks Documents
Photographs	
Professional History Group	
<i>Document Subgroups</i>	<i>Document Type Descriptions</i>
Promotion/Advancement, Reduction	Promotion, Advancement, Demotion, Reduction; Temporary, Permanent; Regular, Meritorious; and Recommendation Documents
Service/Military Education/Training	Service/Military Training, including College, School, On-Site, and Correspondence Course; Weapons Training, Firing, and Authorization; Professional Military and On-the-Job Records, Certificates, Transcripts, and Related Documents
Civilian Education/Training	Civilian Education, including Bachelors, Post- Graduate, and GED Transcripts, Degrees, Diplomas, Certificates, and Records
Service Status/Changes/Revisions	Status Documents, including Active, Reserve, Guard, Full Time Support, SELRES, IRR Documents, and Officer/Enlisted Change or Reversion Documents
Chronological Assignments History	Chronological Record/History, including Combat, Expeditions, Deployments, Humanitarian, and Other Assignments Documents
Qualifications/Licenses/Certificates	Special Qualifications, including Designator, Licenses, Certification, Classification, Flying Status, Ecclesiastical, COMSEC, Military and Civilian Occupational Specialty, and Language Proficiency Award, Change, Designation, and Revocation Documents

Security Access/Clearance/Screening	Security/Background/NAC Investigation, Clearance, Access; Classified Information Non-Disclosure; and Personnel Reliability Program Certification, Decertification, Questionnaire, and Screening Documents
Administrative Group	
<i>Document Subgroups</i>	<i>Document Type Descriptions</i>
Dependent Support / Eligibility	Dependency, DEERS, ID Applications (DD 1172), SGLI, and SBP Election; Birth Certificate, DOB, and Changes; EFM, Family Advocacy, and Humanitarian Assignment; and Record of Emergency Data Documents
Personal History / Evaluation / Biography	Statement of Personal History; Basic Individual Record; Biographical Sketch; Assignment and Detailing; and Personal Screening and Evaluation Record Documents
Loan / Tuition Assistance / Eligibility	Educational / Tuition Assistance, Applications; Notice of Basic Eligibility; Contributory, Non-Contributory Assistance; Statement of Understanding; Loan Repayment; ROTC Program Costs; and Montgomery G.I. Bill Documents
Change / Correction / Verification / Proof	Record Change / Notification; Board for Correction of Military Records; Military Discharge Review Board; Board for Clemency and Parole; Naturalization; Proof of Citizenship; and Age Waiver Documents
Medical / Physical / Examinations / Findings	Health / Dental, including Medical, Physical, Aviation Examinations and History; Evaluation and Board Findings; Qualifications and Waivers; Disability Benefits Eligibility Documents
Miscellaneous Administrative Documents	Miscellaneous; Home of Record; Parental Consent; Change of Address or Phone Number; Standards of Conduct; Privacy Act Statement / Correspondence; Pre-Separation / Transition / Counseling Checklist; and Other Miscellaneous Documents

* Gender and latest mailing address are added from the DEERS databases.

ATTACHMENT 1

**MEMORANDUM OF AGREEMENT BETWEEN
DEFENSE MANPOWER DATA CENTER (DMDC)
AND
NEW HAMPSHIRE (NH) DIVISION OF VETERAN SERVICES
FOR
SHARING OF SERVICE MEMBERS'
MILITARY SERVICE, TRANSITION, AND SEPARATION DATA
THROUGH
DEFENSE PERSONNEL RECORDS INFORMATION RETRIEVAL SYSTEM
WEB SERVICES (DPRIS)
AND
CERTIFICATE OF RELEASE OR DISCHARGE
INFORMATION REPORTING SERVICE (CRDIRS)
AND
TRANSITION ASSISTANCE PROGRAM (TAP)
AGREEMENT NUMBER: A2410**

The Department of Military Affairs and Veterans Services Memorandum of Understanding with the Defense Manpower Data Center (DMDC) to maintain access to the Defense Personnel Records Information Retrieval System (DPRIS) or the Certificate Release Discharge Information Reporting System (CRDIRS) has been reviewed and approved by the New Hampshire Department of Justice as to form only:

By:  _____ Date: 12/05/2024
Mark W. Dell'Orfano
Assistant Attorney General