



Texas Military INFORMATION AND PRIVACY OFFICE

Welcome to the Texas Military Information Requester Service Center and Privacy Office. This Requestor Service Center was designed to assist the public in making **Freedom of Information Act (FOIA)**, **Texas Public Information Act (TPIA)/Open Records**, and **Privacy Act (PA)** requests for records to include the Texas Army National Guard, Texas Air National Guard, Texas State Guard and the Texas Military Department (previously known as Adjutant General's Department). Our office is also available to assist individuals seeking records about themselves under the Privacy Act or to assist in complaints and compliance with the Privacy Act.

Please select one of the following for detailed instructions:



Fillable Forms and Templates

- [Sample FOIA Letter](#)
- [SF 180 \(Request Pertaining to Military Records\)](#)

THE PUBLIC INFORMATION ACT

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall **promptly** release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

Rights of Requestors

You have the right to:

- Prompt access to information that is not confidential or otherwise protected;
- Receive treatment **equal** to all other requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements;
- Receive certain kinds of **information without exceptions**, like the voting record of public officials, and other information;
- Receive a **written statement of estimated charges**, when charges will exceed \$40, in advance of work being started and opportunity to modify the request in response to the itemized statement;
- Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both;
- A **waiver** or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
- Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy;
- Lodge a written complaint about overcharges for public information with the Office of the Attorney General. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

Responsibilities of Governmental Bodies

All governmental bodies responding to information requests have the responsibility to:

- Establish **reasonable procedures** for inspecting or copying public information and inform requestors of these procedures;
- Treat **all** requestors uniformly and shall give to the requestor all reasonable comfort and facility, including accommodation in accordance with ADA requirements;
- Be informed about open records laws and educate employees on the requirements of those laws;
- Inform requestors of the estimated charges greater than \$40 and any changes in the estimates above 20 percent of the original estimate, and **confirm that the requestor** accepts the charges, or has amended the request, in writing before finalizing the request;
- Inform the requestor if the information cannot be provided promptly and set a **date and time to provide it** within a reasonable time;
- Request a **ruling from the Office of the Attorney General** regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor;
- **Segregate** public information from information that may be withheld and provide that public information **promptly**;
- Make a good faith attempt to **inform third parties** when their proprietary information is being requested from the governmental body;
- Respond in writing to all written communications from the Office of the Attorney General regarding charges for the information. Respond to the Office of the Attorney General regarding complaints about violations of the Act.

Procedures to Obtain Information

- √ Submit a request by mail, fax, e-mail or in person according to a governmental body's reasonable procedures.
- √ Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- √ Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

A. Information to be released

- You may review it promptly, and if it cannot be produced within 10 business days the public information officer will notify you in writing of the reasonable date and time when it will be available.
- Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.

Cost of Records

- **You must respond to any written estimate of charges within 10 business days of the date the governmental body sent it or the request is considered automatically withdrawn.**
- If estimated costs exceed \$100.00 (or \$50.00 if a governmental body has fewer than 16 full time employees) the governmental body may require a bond, prepayment or deposit.
- You may ask the governmental body to determine whether providing the information primarily benefits the general public, resulting in a waiver or reduction of charges.
- Make a timely payment for all mutually agreed charges. A governmental body can demand payment of overdue balances exceeding \$100.00, or obtain a security deposit, before processing additional requests from you.

B. Information that may be withheld due to an exception

- By the 10th business day after a governmental body receives your written request, a governmental body must:
 1. request an Attorney General opinion and state which exceptions apply;
 2. notify the requestor of the referral to the Attorney General; and
 3. notify third parties if the request involves their proprietary information.
- Failure to request an Attorney General opinion and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it.
- Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy.
- The Attorney General must issue a decision no later than the 45th business day from the day after the attorney general received the request for a decision. The Attorney General may request an additional 10 business day extension.
- Governmental bodies may not ask the Attorney General to "reconsider" an opinion.

To request information from this governmental body, please contact:

By mail to: [Texas Military, Office of the Adjutant General](#)
Attn: General Counsel, NGTX-GCF (PIA Coordinator)
P.O. Box 5218, Austin, TX 78763-5218

By e-mail to: ng.tx.txamg.mbx.freedom-of-information-act@mail.mil

By fax to: (512) 782-6988

In person at: [Camp Mabry, 2200 W. 35th St, Bldg 8, Rm C280, Austin, TX 78703 / 8:00 a.m. - 4 p.m.](#)

For complaints regarding failure to release public information please contact your local county or district attorney.

- You may also contact the **Office of the Attorney General**, Open Government Hotline, at (512) 478-6736 or toll-free at 1-877-673-6839.
- For complaints regarding overcharges, please contact the **Office of the Attorney General**, Cost Hotline at (512) 475-2497 or toll-free at 1-888-672-6787.

If you need special accommodation pursuant to the Americans With Disabilities Act (ADA), please contact our ADA coordinator, Denise Wicks at (512) 782-6971.

Freedom of Information Act (FOIA) / Privacy Act (PA)

The FOIA, known by its legal cite as Title 5 U.S.C. § 552, along with the Department of Defense (DoD) Regulation 5400.7, governs how FOIA requests will be processed within the National Guard.

Texas Army National Guard Records

Where to file a FOIA or Privacy Act Request

By mail to: Texas Military
Office of the Adjutant General
ATTN: General Counsel, JFTX-GCF (FOIA Officer)
P.O. Box 5218
Austin, TX 78763-5218

By e-mail to: ng.tx.txarng.mbx.freedom-of-information-act@mail.mil

By fax to: (512) 782-6988 (ATTN: FOIA Officer)

To inquire on the status of your request, you may contact FOIA Office at (512) 782-5443 or ng.tx.txarng.mbx.freedom-of-information-act@mail.mil.

Please note that the filing of FOIA or Privacy request is a personal matter. Military personnel and Federal Government employees may not use government time or equipment to make such requests.

Any customers who have concerns about the service received from the Texas Military FOIA/PA office may contact the National Guard Bureau FOIA Office at (844) 573-2939 or e-mail ngb.foia@mail.mil.

Essential Elements of a FOIA Request Letter:

- Provide your full name, mailing address and contact information
- Provide a reasonable description of the record(s) requested
- Provide a statement of your fee category and your willingness to pay applicable fees
- Send your request to the applicable FOIA Office

Click [\[here\]](#) for sample FOIA letter.

Fee Categories:

Educational, Noncommercial, Scientific, and Media: Any accredited U.S. educational or research institution or instructor of an institution, or representative of the news media using the information in a scholarly or analytical work contributing to public knowledge and disseminated to the public.

Commercial: Increases the commercial interest of the requestor.

All Others: All other requestors

Fees:

The FOIA provides for the collection of fees for:

Searches: Time spent in looking for and retrieving material, either paper or electronic files, that are responsive to the request to include personnel hours (clerical and professional) and computer time.

Reviews: Time spent to determine if the record is releasable under legal guidelines, excluding resolution of legal or policy issues. This does include time spent excising text that is exempt under FOIA.

Reproduction: Generating a copy of a requested record in the appropriate medium, for example paper or computer file.

Fees rates and schedules can be found in [DoD 5400.7, DoD Freedom of Information Act Program](#) and on the [DD 2086, Record of FOI Costs](#).

For more information the Freedom of Information Act, please visit <http://www.usdoj.gov/oip/index.html>

Air National Guard (ANG) Records

NOTE: The Texas Military Information Requester Service Center does NOT process Air National Guard FOIA requests. All requests received by the Texas Military FOIA Coordinator are forwarded to the Air National Guard FOIA Office in Arlington, VA.

The Air Force has established a centralized Freedom of Information Act (FOIA) website for submitting requests online to our Requester Service Centers (RSC). All requests for ANG records, except Inspector General Records, are processed by one office. Click on the following AF eFOIA Public Access Link (PAL): <https://www.efoia.af.mil/palMain.aspx>.

Once there, we recommend you review all the links listed on the left side as they have been designed to provide information and guidance.

In your request, please indicate the state/Wing that you are seeking records from. If you prefer not to use the automated system, you may also make your request to:

Air National Guard FOIA
ATTN: NGB-JA/OIP
111 South George Mason Drive, AH2
Arlington VA 22204-1373
Phone: (571) 256-7838 or (703) 607-5901
Fax: (703) 607-3684
Email: FOIA@ng.army.mil.

Military Service and Health Records

ARMY:

PERSONNEL RECORDS REQUESTS

There are two ways to obtain copies of specific document(s) or the entire OMPF:

1. Accessing the OMPF electronically.
2. Submitting a request to the appropriate "Location of Army Personnel Records".

To electronically access the OMPF, a Common Access Card (CAC), Army Knowledge Online (AKO) or Department of Defense Self-Service Logon (DS Logon) account is required. Electronic access is a free, easy way to view the OMPF. It gives the flexibility to print specific document(s) or download the entire OMPF 24 hours per day, 7 days per week.

In order to access the OMPF electronically, read the requirement below:

****Served** in the U.S. Army, Army Reserve, or Army National Guard on or after October 1, 2002**

Refer to the "Location of Army Personnel Records" section of this article to determine different options to access the OMPF electronically.

Veterans or Retirees separated from the U.S. Army, Army Reserve, or Army National Guard before October 1, 2002, must submit a request for records. Please refer to the "Location of Army Personnel Records" section in this article.

What is an OMPF?

The OMPF is a collection of information which permanently documents a Service member's career in the military. The OMPF contains documentation pertaining to the accession, training, education, assignment, performance, discipline, decoration, casualty and separation of the Service member. The most requested document from a Service member's OMPF is the DD Form 214, (Certificate of Release or Discharge from Active Duty) or NGB 22, for National Guard service.

Requesting Official Military Personnel File Records

Unable to access the OMPF electronically? or the next of kin of a deceased Veteran? Submit a signed copy of Standard Form 180 (Request Pertaining to Military Records) to obtain free copies of a DD Form 214 or equivalent and/or OMPF. Refer to the "Location of Army Personnel Records" below to determine the appropriate location in order to submit a completed Standard Form 180.

NOTE: The Standard Form 180, Location of Military Records section pertaining to U.S. Army records is not accurate and is in the process of being revised.

Federal law [5 USC 552a(b)] requires that all requests for records and information be submitted in writing. Each request must be **signed** (in cursive) and **dated** (within the last year).

Location of Army Personnel Records

CURRENT SERVICE MEMBERS		
Service member Status	Location	
Current Active, Reserve (except IRR), or Army Reserve National Guard (ARNG)	interactive Personnel Electronic Records Management System (iPERMS) at https://iperms.hrc.army.mil/rms/login (Common Access Card Required) or U.S. Army Human Resources Command's My Record Portal at https://www.hrcapps.army.mil/portal (AKO Account Required) or eBenefits (a Department of Defense Self Service Logon (DS Logon) premium account required) https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal	
RETIREES, TDRL, DISCHARGED OR DECEASED WHILE IN SERVICE		
Enlisted Service Dates	Officer Service Dates	Location
10/01/2002 - Current	10/01/2002 - Current	eBenefits (a Department of Defense Self Service Logon (DS Logon) premium account is required) https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal or National Personnel Records Center (Military Personnel Records) 1 Archives Drive St. Louis, MO 63138-1002 www.archives.gov/veterans/evetrecs Or U.S. Army Human Resources Command ATTN: AHRC-PDR-H 1600 Spearhead Division Avenue Department 420 Fort Knox, KY 40122-5402 Email: askhrc.army@us.army.mil 1-888-ARMYHRC (1-888-276-9472)

RETIREES, TDRL, DISCHARGED OR DECEASED WHILE IN SERVICE

Enlisted Service Dates	Officer Service Dates	Location
11/01/1912 - 09/30/2002	07/1/1917-09/30/2002	National Personnel Records Center (Military Personnel Records) 1 Archives Drive St. Louis, MO 63138-1002 www.archives.gov/veterans/evetrecs And/Or (see note below) Texas Military Attn: Archive Records P.O. Box 5218, Austin, TX 78763 Fax: (512) 782-5534, Phone: (512) 782-5164 Email: ng.tx.txarng.mbx.freedom-of-information-act@mail.mil

** The Texas Military has not transitioned all hard copy and microfiche records from 2006 and earlier and still maintains original OMPFs pending transfer to NPRC. It is recommended that you submit a request to both the National Personnel Records Center (NPRC) AND the Texas Military for a copy of records.

Medical and Dental Records:

Mail or fax a signed copy of Standard Form 180 (Request Pertaining to Military Records) to:

Discharged or deceased after 1992:

Department of Veterans Affairs
Records Management Center
P.O. Box 5020
St. Louis, MO 63115
Phone: 888-533-4558 Or 888-533-4558
Fax: 314-679-3615

Discharged or deceased before 1992:

National Personnel Records Center (Military Personnel Records)
1 Archives Drive
St. Louis, MO 63138-1002
www.archives.gov/veterans/evetrecs

And/Or (see note below)

Texas Military
Attn: Archive Records
P.O. Box 5218, Austin, TX 78763
Fax: (512) 782-5534, Phone: (512) 782-5164
Email: ng.tx.txarng.mbx.freedom-of-information-act@mail.mil

** The Texas Military has not transitioned all hard copy and microfiche records and still maintains some original records pending transfer to NPRC. It is recommended that you submit a request to both the National Personnel Records Center (NPRC) AND the Texas Military for a copy of records.

AIR:

PERSONNEL RECORDS REQUESTS

Retired or Separated on or after Oct. 1, 2004

Those who separated or retired on or after Oct. 1, 2004, may mail or fax a signed copy of Standard Form 180 (Request Pertaining to Military Records) to:

AFPC/DPSIR
550 C St. West, Suite 19
JBSA-Randolph, TX 78150
Fax: 210-565-4021, DSN: 665-4021
Organizational Email box: DPSOMP.INCOMING@us.af.mil

Those requesting a deceased relative's record also need to provide their relationship to the former Airman so next of kin relationship can be verified. If the relative was deceased after their separation or retirement, proof of death must also be furnished.

Veterans may also access their record on line by registering for a Premium account on www.eBenefits.va.gov. Click the register button at the top of the home page and follow the instructions provided to obtain a premium account. If you have questions or problems with eBenefits, mouse over the HELP button on the top of the home page and then select CUSTOMER SUPPORT and follow the instruction provided.

Retired or separated before Oct. 1, 2004

Veterans who separated/retired before Oct. 1, 2004, should contact the [National Personnel Records Center](#) for copies of their records.

If you are a veteran or next-of-kin of a deceased veteran, you may now use vetrecs.archives.gov to order a copy of the military records.

All [medical and dental records](#) for all Air Force personnel (retired or separated prior to May 1994) are stored permanently at the NPRC. All medical and dental records for all Air Force personnel (retired or separated after May 1994) are maintained by the Veterans Administration Service Medical Records Center (314-538-4500).

Active Duty members who were released and are serving an inactive Reserve obligation should request copies of their records from: Air Reserve Personnel Center, ARPC/DPSC, 18420 E. Silver Creek Bldg #390 MS 68, Buckley AFB, CO, 80011, call 800-525-0102, option 3 or fax 478-327-2215.

Those who served or are serving in the Air National Guard or Reserve can call the Air Reserve Personnel Center at 800-525-0102.

** The Texas Military has not transitioned all hard copy and microfiche records from 2008 and earlier and still maintains original OMPFs pending transfer to NPRC. It is recommended that you submit a request to both the National Personnel Records Center (NPRC) AND the Texas Military for a copy of records.

Inspector General (IG) Records

If you are making a request for National Guard Inspector General records, please make your request directly to the respective service or DoD IG as the National Guard Bureau FOIA Office does not process IG records. The FOIA websites for those IG offices are as follows:

- For Air National Guard (AF IG): <http://www.af.mil/InspectorGeneralComplaints.aspx>
- For Army National Guard (Army IG): <http://www.daig.pentagon.mil/foia.aspx>
- For National Guard Bureau (DoD IG): <http://www.dodig.mil/FOIA/submit.html>

Below is a **sample FOIA request letter** which you may want to use to make your communication with the Texas Military Forces FOIA coordinator easier.

Date

Texas Military
ATTN: NGTX-GCF (FOIA Officer)
P.O. Box 5218
Austin, TX 78763-5218

Re: Freedom of Information Act Request

FOIA Coordinator:

This is a request under the Freedom of Information Act. I request that a copy of the following documents, or documents containing the following information, be provided to me:

[describe the type(s) of document(s) you are requesting]

In order to help to determine my status to assess fees, you should know that I am [select one]:

_____ A representative of the news media affiliated with the _____ newspaper (magazine, television station, etc.). This request is made as part of news gathering and not for commercial use.

_____ Affiliated with an educational or noncommercial scientific institution. This request is made for a scholarly or scientific purpose and not for commercial use.

_____ An individual seeking information for personal, not commercial use.

_____ Affiliated with a private corporation seeking information for company business use.

Complete the following fee information:

_____ (optional) I am willing to pay fees for this request up to a maximum of \$_____. If you estimate that the fees will exceed this limit, please inform me prior to processing request.

_____ (optional) I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest. **(Include specific details, including how the requested information will be disseminated by the requester for public benefit.)**

Note: If the fee waiver is denied, you must state a willingness to pay fees in order to proceed with processing.

I may be called at the telephone number listed below during the hours of _____ to discuss my request, if necessary.

Sincerely,

Name
Address
City, State, Zip Code
Telephone Number