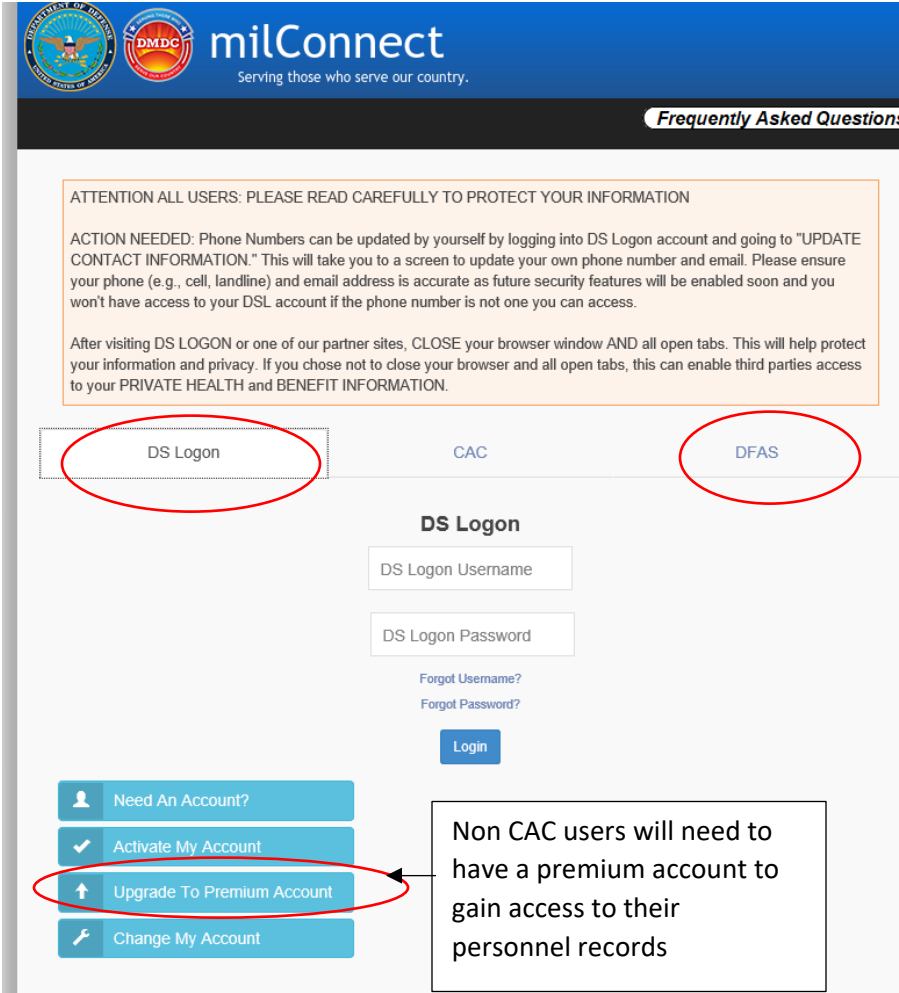
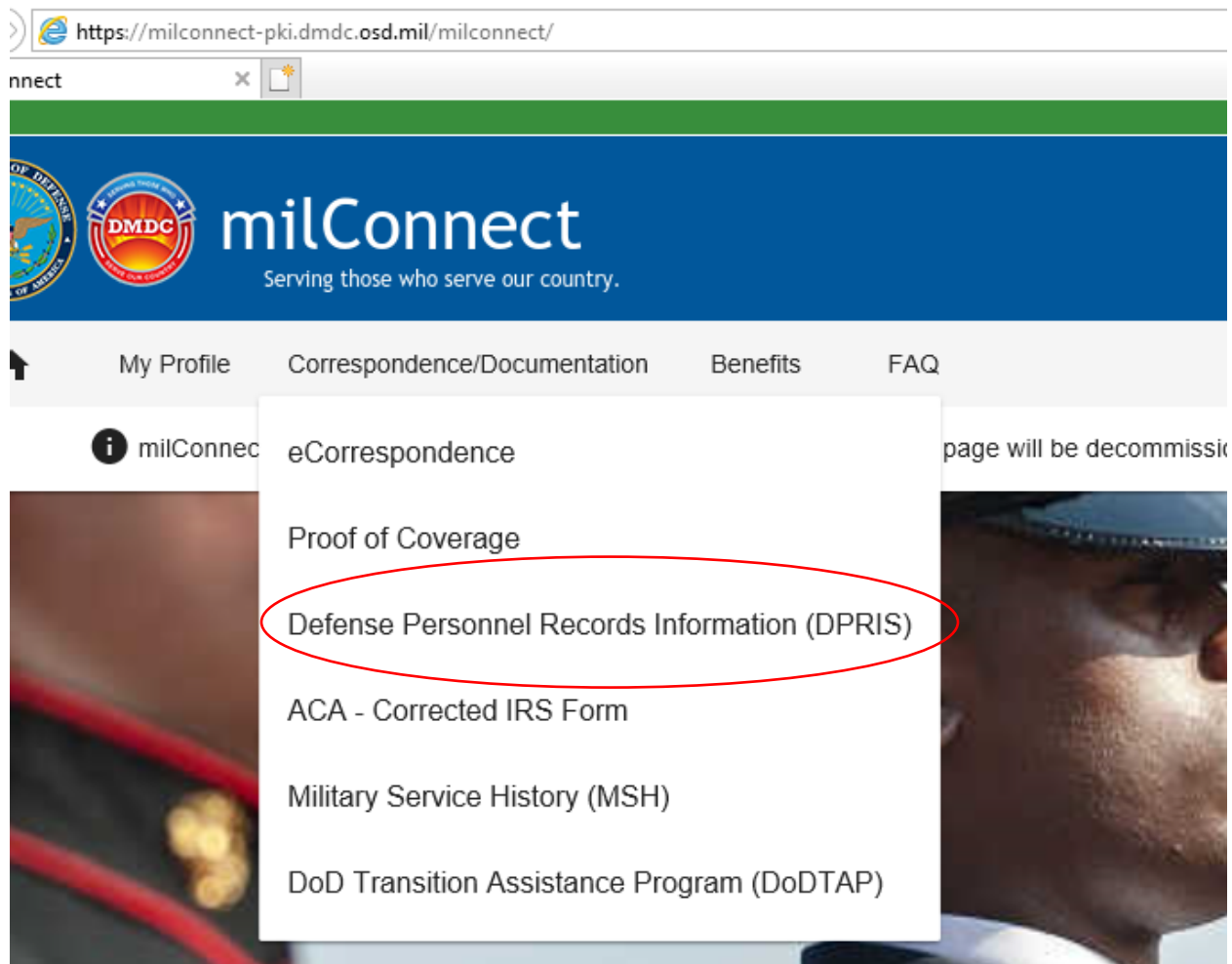


# How to retrieve documents from Defense Personnel Record Information (DPRIS) system in MilConnect <https://milconnect-pki.dmdc.osd.mil/milconnect/>

You will need to use a DS Logon and/or sign up for a DS Logon account or you can use a current MYPAY username and password if you have one. Individuals with a CAC can just use their CAC to login. Non CAC users will need the premium account to gain access to their records



- Click on DPRIS



- Click on the Request Personnel File Tab and then click Request my personnel file under OMPF Requests.

## Defense Personnel Records Information Retrieval System (DPRIS) [?](#)

[About DPRIS](#)

[Request Personnel File](#)

[DPRIS Support](#)

### OMPF Requests

Access documents from your Official Military Personnel File (OMPF) by selecting the 'Request my Personnel File' button. Requests should receive responses in 24-48 hours, and DPRIS will send you an email notification when your request is completed.

[Request my Personnel File](#)

[Refresh OMPF Request List](#)

Status[1]	Request ID[2]	Service[3]	Submit Date[4] ↓	Expiration Date[5]	Actions[6]
Completed	3Bh7yB85T37qv2615881_af	Air Force	2020-04-29 00:55	2020-05-08	<a href="#">View Files</a> <a href="#">Extend Expiration Date</a>

Items per page: 5

### Personnel Information

First Name  
Leanne  
.....  
Last Name\*  
Praska  
.....

For SSN changes please contact your Unit Personnel Office.

Social Security Number\*  
[REDACTED]  
.....

Email Address\*  
.....  
Confirm Email Address\*  
.....

Type in email address and confirm

OMRF System(s)\*  AF  Army  Marine Corps  Navy

Enter the service branch of the records you are trying to obtain

### \* Document Index

#### Service Computation Group

Select All

- SC1  DD214/DD215
- SC2  Service Verification/Computation
- SC3  Officer Appt/Termination
- SC4  Enlistment/Extensions
- SC5  Service Acknowledgement/Agt
- SC6  Discharge/Separation/Ret
- SC7  Casualty/Death
- SC8  Orders/Endorsements

#### Professional History Group

Select All

- PH1  Promotion/Adv/Reduction
- PH2  Service Military Educ/Training
- PH3  Civilian Education/Training
- PH4  Service Status/Change/Revision
- PH5  Chron Assignment History
- PH6  Quails/Licenses/Certificates
- PH7

#### Performance Group

Select All

- PG1  Performance Reports
- PG2  Commendatory Items
- PG3  Derogatory Items
- PG4  Sensitive/Restricted
- PG5  Photographs

#### Administrative Group

Select All

- AG1  Dependant Support/Elig
- AG2  Personal History/Bio
- AG3  Loan/Tuition Assistance/Elig
- AG4  Change/Correction/Verification
- AG5  Medical/Physical/Exam/Findings
- AG6  Miscellaneous Admin Docs

Select all or the specific records you are trying to obtain

Create and Send Request

Once the request has been sent, the individual will be notified when the records are accessible in DPRIS via the email they provide above. The individual will log back into DPRIS and go back to the Request Personnel File tab then click on “View Files”

Status[1]	Request ID[2]	Service[3]	Submit Date[4] ↓	Expiration Date[5]	Actions[6]
Completed	3Bh7yB85T37qv2615881_af	Air Force	2020-04-29 00:55	2020-05-08	<div style="display: flex; gap: 10px;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">View Files</span> <span>Extend Expiration Date</span> </div>

Items per page: 5 ▼

The files are only accessible for this request until the expiration date. You can click on extend expiration date if needed. If it expires and you need the files again then you have to submit a new request.

Q: Are my documents available via DPRIS?

A: Check the date your Service completed scanning OMPF information into its unique OMPF repository system.

Service Branch	Discharge and Retirement Cutoff Date
Air Force	1 October 2004
Marine Corps	1 January 1999
Navy	1 January 1995
Army	1 October 2002
Coast Guard	Not available via DPRIS at this time. You may be able to <a href="#">find your records in a paper-based archive</a> .

Q: How long does it take for the OMPF repositories to respond to my DPRIS request? ^

A: A number of factors affect response time such as the availability of the Military Service repository system, which includes planned and unplanned outages and network disruptions between the Service repository systems and the DISA host site. While many requests are answered in fewer than two hours, some responses can take up to two days. If you have not received an answer to your request after 48 hours and you have not been advised of a system outage, select **Contact DPRIS Tech Support** on the DPRIS Support tab to submit a New Assistance Request.

Q: What types of information are available through DPRIS?

A: You can request information based on common functional needs without knowing Service-specific processes or document identifiers. DPRIS categorizes OMPF information into four groups:

- **Service Computation Group:** Documents that record Service entry and exit, length of service, service agreements, appointments, commissions, statements of cumulative service, and other similar time-specific data.
- **Performance Group:** Documents that record a Service member's performance including evaluations, fitness reports, effectiveness reports, commendatory and derogatory items, and other similar performance-specific data.
- **Professional History Group:** Documents that record promotions, education, training, chronological listings of assignments, and other similar specific historical data.
- **Administrative Group:** Documents that record administrative actions or personal information regarding dependents, tuition assistance, medical and dental reports, insurance, and other miscellaneous administrative data.

Q: What should I do if I have problems navigating through DPRIS or retrieving my OMPF documents?

A: Contact DPRIS Technical Support: Select **Contact DPRIS Tech Support** on the DPRIS Support tab and submit a New Assistance Request. When you submit the Request Assistance form, DPRIS delivers your request to DPRIS Technical Support. You should receive a response within 24-48 business hours.

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