
DCSE Policy & Procedures Unit
Policy Update
PPU: 11-01-001
DATE: January 6, 2011
SUBJECT: Military Locate

**Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS or (602) 771-8127.**

The IV-D PARTNERS should send POLICY inquiries directly to DCSE-POLICYQUESTIONS@azdes.gov

The Army has discontinued its World Wide Locator for active duty, reserve, and retired personnel. However, the other branches of the military still offer this service and may be contacted at the addresses provided below.

Note: The ATLAS Employer ID # for each employer record is listed in brackets. The address information for employment verification has been added to **EMAA** as a 'VER' address type. DFAS participates in the OCSE e-IWO program.

- **Navy - Active Duty** [0000937582], **Reserve** [0000937583], **or Retired** [0000937587]

Navy World Wide Locator
Navy Personnel Command (PRS 34)
5720 Integrity Drive
Millington TN 38055-3120

Customer Service Center
Phone: (901) 874-5111, 1-866-U-ASK-NPC or 1-866-827-5672
Email: CSCMailbox@navy.mil

Website: www.npc.navy.mil/uasknpc

Note: The Navy does not release unit addresses over the telephone. Submit your request in writing or call the commercial number for further instructions. Information available includes date in/date out, rank, and pay grade.

- **Air Force - Active Duty** [0000937585], **Reserve** [0000937586], **Retired** 0000937584], **or Air National Guard** [No ATLAS record]

Air Force World Wide Locator
HQ AFPC/DPDXIDL
5550 C Street West, Suite 50
Randolph AFB TX 78150-4752

Phone: (210) 565-2660
Normal duty hours: 7:30 am to 4:30 pm CT

Note: Requests for information by state or federal agencies or law enforcement must be in writing and on official letterhead. Information available includes date in/date out, rank, duty title, pay grade, and duty address (if releasable).

- **Marine Corps** [0000937584]

Marine Locator
 Headquarters, US Marine Corps
 Personnel Management Support Branch (MOMS-17)
 2008 Elliot Road
 Quantico VA 22134-5030

Phone: (703) 784-3941, 3942, and 3943
 Hours of operation: 8:00 am to 4:00 pm ET

Note: Requests for information by state or federal agencies or law enforcement must be in writing and on official letterhead; see the following website:

www.usmc-mccs.org/contactus/helpcontactus.cfm?selection=SelectOne.

- **Coast Guard** [No ATLAS record]

Commander
 Personnel Service Center
 US Coast Guard Stop 7200
 4200 Wilson Boulevard, Suite 1100
 Arlington VA 20598-7200

Email: cglocator@ballston.uscg.mil

Note: Please provide the person's full name in the email.

The FPLS External Locate will continue to provide information about active, reserve, National Guard, retired military, and retired federal government civilian employees, including the Army.

If you need a Service of Process address for military personnel, an FPLS external locate request may be submitted to OCSE for forwarding to the Defense Manpower Data Center (DMDC). DMDC returns these requests on a weekly basis. Include the military service person's name and Social Security number (SSN). FPLS will provide the following information to states:

Population	SSN Returned?	Address Provided	Annual Salary?
Active military	Yes	Unit/duty address	Not provided
Reserve/National Guard military	Yes	Unit/duty address	Not provided
Retired military	Yes	Home address	Yes
Retired civilian	Yes	Home address	Yes

For more information see Working with the Military as an Employer: A Quick Guide at: www.acf.hhs.gov/programs/cse/newhire/employer/publication/military_quick_guide.htm.

Staff are urged to view this information directly on OPPM and not create a separate personal file. Click on the link <http://dcsepc>. You will find this Policy Update in Policy Updates 2011

