

Personal Information That Is Normally Releasable

Reference: DoD 5400.11-R – Chapter 4

Military Members

While it is not possible to identify categorically information that must be released or withheld from military personnel records in every instance, the following items of personal information regarding individual military members normally may be disclosed without a clearly unwarranted invasion of their personal privacy:

- Full name.
- Rank.
- Date of rank.
- Gross salary.
- Past duty assignments.
- Present duty assignment.
- Future assignments that are officially established.
- Office or duty telephone numbers.
- Source of commission.
- Promotion sequence number.
- Awards and decorations.
- Attendance at professional military schools.
- Duty status at any given time.
- Home of record (identification of the state only).
- Length of military service
- Basic Pay Entry Date
- Official Photo
- Place of Entrance & Separation
- Transcript of Courts-Martial Trials

DoD Civilian Employees

Some examples of personal information regarding DoD civilian employees that normally may be released without a clearly unwarranted invasion of personal privacy include:

- Name.
- Present and past position titles.
- Present and past grades.
- Present and past annual salary rates.
- Present and past duty stations.
- Office and duty telephone numbers.
- Position Descriptions.

All disclosures of personal information regarding Federal civilian employees shall be made in accordance with OPM release policies. See Part 293.311 of Reference (e).