



May 18, 2016

Mr. Tommy W. Lee
Records Officer
Department of the Air Force
1800 Air Force Pentagon
Washington, DC 20330-1800

Dear Mr. Lee:

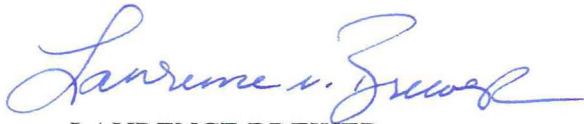
This is in reply to your email of April 19, 2016, to Richard Noble of my staff providing a preliminary report on the potential loss of Federal records at Malmstrom Air Force Base (AFB), Montana.

Your email indicates that the loss of DD Forms 214 and Special Orders dating from 2004 to 2007 at Malmstrom AFB may have occurred in part during the input of hardcopy records into the Automated Records Management System administered by the Air Force Personnel Center. We understand that the Air Force Records Office is seeking additional information about the circumstances of this potential loss of records, the efforts to reconstruct records, and safeguards to prevent recurrence of such loss.

Please provide us with an updated report on this potential loss of records within 30 days of the date of this letter. The report should include the information specified in 36 CFR 1230.14. If you cannot provide this report within the 30-day period, please provide us an interim reply and indicate when the report will be submitted.

We appreciate your assistance in this matter. If you have any questions, please contact Mr. Noble at 301-837-2019 or richard.noble@nara.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Laurence Brewer". The signature is fluid and cursive, with a large initial "L" and a long, sweeping tail.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government



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July 11, 2017

Mr. Tommy W. Lee
Department of the Air Force
Air Force Records Officer
SAF/CIO A6XA
1800 Air Force Pentagon
Washington, DC 20330-1800

Dear Mr. Lee:

The National Archives and Records Administration (NARA) has reviewed your report of May 31, 2017, regarding the loss of DD Forms 214 and Special Orders dating from 2004 to 2007 at Malmstrom AFB, Montana, that occurred in May 2007 during the ingestion of hard copy personnel records into the Automated Records Management System (ARMS).

The report satisfies the requirements of 36 CFR 1230.14. We appreciate the Department's efforts to reconstruct the records for the individuals potentially impacted as well as the reporting and training safeguards established to prevent such a loss from happening again.

Accordingly, NARA considers this matter resolved. If you have any questions, please contact Scott Jobson at (301) 837-2977 or by email at scott.jobson@nara.gov.

Sincerely,

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

NATIONAL ARCHIVES *and*
RECORDS ADMINISTRATION

8601 ADELPHI ROAD
COLLEGE PARK, MD 20740-6001

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