

White Paper
Form 20-10206
Non-substantive/Non-material change

Purpose: To remove and update new information to the form 20-10206 form used by Centralized Support Division (CSD), Claim Files, Service Treatment Records/Military Treatment Records, DD Form 214, C&P Exams etc. to submit a Freedom of Information Act (FOIA) or Privacy Act (PA) request.

Background:

This is a non-substantial revision of VA Form 21-10206 (Freedom of Information or Privacy request form. Revision is required to streamline the process of requesting all/any military records held at VA's Centralized Support Division (CSD). This new form will provide clarity on what records are held at CSD and the most direct route for submitting a request.

Action Taken:

- We added IMPORTANT: This form is ONLY used to request military records or a veteran's benefit records.
- We added Handwritten signature
- We added guidance to submit a Freedom of Information Act (FOIA) or Privacy Act (PA) request. It must be signed by the requester, veteran or third-party authorized to act on behalf of the veteran.
- CSD identified 100 true/routine requests were coming to the mailbox a day. Edits were made to the electronic submission portion of VA Form 20-10206, currently, it goes to an email address. We removed the email address block from p. 1 of VA Form 20-10206 (we do not want an electronic submission option at this time) We replaced the email address box with a fax number (844)531-7818.
- Section III on Form 20 10206 was subdivided separated into two sections, Section III and IV, Section III title was changed to Compensation & Pension Records Request, we removed Military to Civilian Transition (TAP) documents button, Added "Official Military Personnel File" (OMPF)button and Pension Benefit documents button
- Section IV – title is "All Other Benefits Records Request" we removed – Human Resource Records button and Life Insurance Records button (it was a duplicate) Added Financial Records button– (specify which records are being requested in Section VI, Item 20)