



LIVINGSTON COUNTY, MICHIGAN
VETERAN SERVICES DEPARTMENT

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Memorandum

To: Board of Commissioners
From: Ramon Baca, Veteran Services Director
Date: March 31, 2023
RE: Certificate of Release and Discharge Information Reporting System (CRDIRS)

To attain permission to access the Department of Defense (DOD) Defense Manpower Data Center's (DMDC) Certificate of Release and Discharge Information Reporting System (CRDIRS), one must first obtain a Personal Identity Verification (PIV) card. PIV cards can be obtained by Veteran Service Officers for the purpose of filing disability claims to the U.S. Department of Veterans Affairs on a claimant's behalf.

Overview: The CRDIRS Web Application allows State Department of Veteran Affairs (SDVA) users to view separation information and download reports of servicemembers who are returning to a specified state.

The data is helpful for the purpose of sending a welcome home mailer with information of the assistance the County Veteran Services Department provides. The information may perhaps reassure newly discharged veterans that the community they returned to is available to assist in their transition from military to civilian life.

Steps:

1. Obtain PIV card: https://www.osp.va.gov/How_To_Get_A_VA_ID_Badge.asp
2. Complete Parts I-III on DD Form 2875 System Authorization Access Request (SAAR)
3. Complete DOD Identifying and Safeguarding Personally Identifiable Information (PII) Training
4. Email DD Form 2875 and PII completion certificate to dodhra.dodc-mb.dmdc.list.VLER-Team@mail.mil or Jaymie.L.Lizaso.ctr@mail.mil and james.d.white142.ctr@mail.mil

If you have any questions or need assistance, please do not hesitate to contact me.

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