

1. All separating service member STRs MUST be sent to the correct address below. Do not send any records to the former Chantilly address nor use former Chantilly labels! Use of the wrong address will result in returned records.

--a. If the ship is using the computer (web-based) Anacomp manifesting system, the mailing address is: Anacomp, Inc., 1856 Borman Court, St. Louis, MO 63146

--b. If the ship is not using the computer (web-based) Anacomp manifesting system, the mailing address is: Navy Medicine Records Activity (NMRA), 4300 Goodfellow Blvd, Bldg 103, St. Louis, MO 63120

--c. To request Anacomp manifesting system access, e-mail NavySTRSupport@anacomp.com (POC: Mr. Kelly). We are reviewing concerns about barriers to afloat unit use.

2. Additional critical STR processing/handling items.

--a. Do not send family member, Air Force, Army, or Marine Corps STRs using the above directions. There are separate instructions/requirements for these records.

--b. Do not send STR copies. Send the STR originals.

--c. Do not include non-STR documents (such as DD 214s) in the STR. They are not part of the STR and will be shredded.

--d. Do not send newly created STR jackets without the required 2963.

--e. Do not print AHLTA documents and place them in the STR. AHLTA documentation is electronically transmitted via AHLTA web push.

--f. Do not send loose STR documents. All documents must be hole punched and placed in the respective service member's STR.

--g. Do not include documents intended for the Veterans Affairs Records Management Center. It is not accepting records directly from the military services.

--h. All 2963s must be fully completed including the due diligence statement at the bottom of the form.

--i. When mailing the STRs, use a sturdy box, do not overfill it, and securely tape it. Labels must be clearly written and completely visible. Please check the box prior to packing--only STRs and 2963s should be in the box. Remove all other debris (gauze, bandaids, EKG pads, cables, lab supplies, trash, etc.) from the box.