Education Service

DPRIS

Lesson Overview



April 2017

Version 1.0

| Topic | Description |
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| Time Estimate: | 0.5 Hours |
| Purpose of the Lesson: | The purpose of this lesson is to demonstrate and explain the proper use of the Defense Personnel Records Information Retrieval System (DPRIS) as an electronic gateway. This gateway allows authorized users to access the Services' Official Military Personnel File (OMPF) and Joint Services Records Research Center (JSRRC) repositories online in a secure and efficient manner. |
| Prerequisite Training Requirements: | None |
| Target Audience: | Entry-level, intermediate, or journey-level employees with a business need to access the Defense Personnel Records Information Retrieval System (DPRIS) system. |
| Lesson References: | <https://www.dpris.dod.mil/> |
| Lesson Objectives: | * Learn how to register and access DPRIS * Know what information is available from DPRIS * Learn the steps to submit a DPRIS request |
| What You Need: | Reserve adequate space equipped to project PowerPoint presentation and individual computers to perform the registration portion of the course. Provide copies of the user guide in advance of the lesson or provide directions on how to print from saved location with training advertisement. The station The Station ID/Agency Code will be required to register. |
| Post Training Requirements: | None |