



OFFICE OF THE STAFF JUDGE ADVOCATE  
101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL  
CLIENT SERVICES OFFICE  
2765 TENNESSEE AVENUE  
FORT CAMPBELL, KENTUCKY

## **"I've Been Titled!"- What Does That Mean and How Do I Fix It?**

**Titling.** Organizations conducting criminal investigations shall place the names and identifying information of subjects (i.e., those being investigated) in title blocks of the Report of Investigation (ROI). All subjects of criminal investigations conducted by Department of Defense (DoD) organizations shall be listed in the Defense Clearance and Investigations Index (DCII). Titling and indexing in the DCII is done once it is determined credible information exists that a subject committed a criminal offense. "Credible information" includes evidence obtained by an investigator that, considering the source and totality of circumstances, is sufficiently believable to presume that the fact or facts in question are true. Titling is used during the investigative process. The acts of titling and indexing are administrative procedures and do not conclude any degree of guilt or innocence. Titling does not mean a person has been arrested, charged, or convicted of a crime. The primary purpose of titling is to ensure that information contained in the investigative report can be retrieved for law enforcement and security purposes. Once a person is titled, the ROI is indexed in the DCII. When a titled person is in the Army, they will also be indexed in the Army Crimes Records Center (CRC). Being indexed in the DCII and the CRC means that the titling can follow you and be accessed when you apply for some types of jobs, especially federal jobs.

**Procedure to be Titled.** A titled person has their name listed in the DCII computerized registry. Listing a subject's name and other identifying information in the DCII indicates only that a report of investigation concerning that person has been created. Judicial or adverse administrative actions shall not be taken based solely on the fact that a person has been titled or indexed due to a criminal investigation.

**Have I been Titled?** To determine if you have been titled, you will need to request a copy of your personal record from the Department of the Army Criminal Investigation Division. The procedures for submitting the required Freedom of Information Act (FOIA) Request *and* Privacy Act Request forms for a copy of your record are included in the subsequent pages of this packet.

**Titling and your Military Career.** The information contained in these databases may be used for a variety of purposes: such as, civilian employment and military assignment decisions, battalion and brigade commander assignments, military promotion decisions, and security determinations. More than 27 agencies have access to the DCII, and it receives approximately 35,000 requests for information per day. This information is retrievable from DCII and CRC for 40 years. If a Soldier is titled, his or her commander will be notified. Additionally, a commander may flag a Soldier based on an initial ROI. The commander may also recommend suspension of a Soldier's or DoD Civilian's security clearance.

**Removing the Title.** It is possible to remove titles, but the requestor subject bears the burden of proof of substantiating the request. Once the subject of a criminal investigation is indexed in DCII, the information will remain in DCII, even if they are found not guilty, unless the DoD Law Enforcement Agency (LEA) head or designated expungement official grants expungement. A person who was titled in a DoD LEA report or indexed in DCII may submit a written request to the responsible DoD LEA head or designated expungement officials to review the inclusion of their information in the report, DCII, and related records systems.

Upon review of an amendment request, an expungement official will direct that the person's information be corrected, expunged, or otherwise removed from the DoD LEA report, DCII, and any other record maintained in connection with the report when:

- Probable cause did not or does not exist to believe that the offense for which the person was titled and indexed occurred, or insufficient evidence existed or exists to determine whether such offense occurred;
- Probable cause did not or does not exist to believe that the person committed the offense for which they were titled and indexed, or insufficient evidence existed or exists to determine whether they committed such offense; or
- Such other circumstances as the DoD LEA head or expungement official determines would be in the interest of justice.

When determining whether such circumstances apply to correct, expunge, or remove the information, the DoD LEA head or designated expungement official will also consider:

- The extent or lack of corroborating evidence against the person with respect to the offense;
- Whether adverse administrative, disciplinary, judicial, or other actions were initiated against the person for the offense; and
- The type, nature, and outcome of any adverse administrative, disciplinary, judicial, or other actions taken against the person for the offense.

**Appealing a Denied Request to Remove a Title.** You may submit an initial appeal to the Office of Chief Counsel. If that appeal is denied, you may make a final appeal to the Army Review Board Agency.

**More information.** If you have any questions concerning these matters, please come to the Client Services Office (Building 2765) 2765 Tennessee Avenue, Fort Campbell, KY 42223. Office hours are Monday, Tuesday, Wednesday from 0900 to 1600 hours, on Thursday from 1300-1600, or on Friday 0900 to 1500 (we close for lunch every day from 1145-1300).

## Procedures to Request a Copy of Your Record

The Department of the Army Criminal Investigation Division (DACID) Freedom of Information Act and Privacy Act Division is responsible for processing all Army CID investigations and military police reports pursuant to the Freedom of Information Act (FOIA) and Privacy Act. This office maintains Army CID investigations and U.S. Army Military Police reports.

Personnel, medical, and court/trial records are not maintained by this office. The division is obliged to disclose the complete record unless it, or portions of it, are exempt from disclosure. Information about exemptions can be found here: <https://www.justice.gov/sites/default/files/oip/legacy/2014/07/23/foia-exemptions.pdf>.

The Freedom of Information Act is a federal statute that provides rights to the public for requesting access to federal agency records. A **FOIA Request** can be made for any agency record, and you may also specify the format in which you wish to receive records. However, requests should not require the office to conduct research, analyze data, answer written questions, or create records.

*Note: Original form must be mailed. Include a legible copy of your government-issued identity card (e.g., driver's license, NOT Military ID Card)*

The Privacy Act is also a federal statute that requires records or information about you to be accurate, timely, and relevant. A **Privacy Act Request** form will need to be filed with any request for records or request to petition a change to your record.

*Note: A scanned copy of a state or government issued ID is required when submitting this form. You may mail, fax, or e-mail the form and ID.*

The *Freedom of Information Act Request and Privacy Act Request forms* are provided in the following pages. They can also be found on the division website: <https://www.cid.army.mil/Resources/FOIA-Requests/>. Contact details for the Army CID FOIA/Privacy Act Office are included below to help facilitate submission of requests to the appropriate office. The office phone number and email are included for specific questions related to proper submission.

### Army CID FOIA/Privacy Act Office

Office of the Chief Council  
ATTN: FOIA/Privacy Act Division  
Russell-Knox-Building  
27130 Telegraph Road  
Quantico, VA 22134

☎ 24hr: tel: +1-855-306-0003

Fax: 571-305-4154

Email: [usarmy.belvoir.hqda-usacid.mbx.crcfoiapa@army.mil](mailto:usarmy.belvoir.hqda-usacid.mbx.crcfoiapa@army.mil)

## Procedures to Request an Amendment to DACID Records

In August 2023, Department of Defense Instruction (DoDI) 5505.7 was changed to reflect that covered persons titled in DoD Law Enforcement Activity (LEA) reports or indexed in Defense Central Index of Investigations (DCII) may request their information be *corrected in, expunged, or otherwise removed* from DoD LEA reports, DCII, and related records systems, databases, or repositories maintained by DoD LEAs, including the Federal Bureau of Investigation (FBI) National Crime Information Center (NCIC) and National Instant Criminal Background Check System (NICS).

Requests for amendments must be **made in writing** and either digitally signed or provided along with a government issued identification card (e.g., military id, driver's license, social security card). All requests should include the requester's name, social security number, address or email, date of birth, and responsive case number if known.

A fillable form for amendment requests is available online under the "Contact Us" tab of the Freedom of Information Act & Privacy Act Division website located here: <https://www.cid.army.mil/Resources/FOIA-Requests/>. Look for the Privacy Act box (middle of page) - *Privacy Act Request to Change Records* (form title). A copy of the form is included in this information sheet for your convenience.

### Amendment requests are submitted to:

- FOIA Mailbox: [usarmy.belvoir.hqda-usacid.mbx.crcfoiapa@army.mil](mailto:usarmy.belvoir.hqda-usacid.mbx.crcfoiapa@army.mil) OR
- Army CID FOIA/Privacy Act Office (in writing):  
Office of the Chief Counsel  
ATTN: FOIA/Privacy Act Division  
Russell-Knox-Building  
27130 Telegraph Road  
Quantico, VA 22134 VA 2134
- Fax: 571-305-4154

### Amendment Appeals

If your amendment request is denied, you have the right to appeal IAW DoDI 5505.7. You may **submit your initial appeal to:**

Attn: Chief Counsel  
Office of the Chief Counsel  
27130 Telegraph Road  
Quantico, VA 22134 22134

Or through **email** at [usarmy.belvoir.hqda-usacid.mbx.crcfoiapa@army.mil](mailto:usarmy.belvoir.hqda-usacid.mbx.crcfoiapa@army.mil). The form to appeal a denied amendment request is included in the following pages.

If your initial appeal is denied by Office of the Chief Counsel, DACID, **you may submit your final appeal to:**

Army Review Board Agency  
Army Board for Correction of Military Records (ABCMR)  
251 18th Street South, Suite 385  
Arlington, VA 22202-3531 VA 22202-3531.

Information on their application process can be found here: <http://arba.army.pentagon.mil/>