



**DEPARTMENT OF DEFENSE HUMAN  
RESOURCES ACTIVITY DEFENSE  
MANPOWER DATA CENTER**  
DoD CENTER MONTEREY BAY • 400 GIGLING ROAD  
SEASIDE, CALIFORNIA 93955-6771

February 12, 2014

**SUBJECT:** Improved Investigative Records Repository (iIRR)/ Dossier-Defense Investigative Service (DDIS)

**TO:** Defense Central Index of Investigations (DCII) Users

1. Users should submit all iIRR/DDIS file requests via DMDC's Request System (DRS) at <https://www.dmdc.osd.mil/dmdcrs>. Every authorized requestor will need to create individual DRS accounts prior to the first file request. The requests should include agency accreditation number, subject's full name, social security number, and file request case number. Your request will be filled by the DMDC office in Boyers, PA.

2. Please direct your questions to the Boyers Security Receptionist phone number 1-724-794-1621 from Monday – Friday 7 a.m. to 4 p.m. ET.

DCII Program Manager  
Personnel Security and Assurance Division  
Defense Manpower Data Center