



AFCEC Administrative Record (AR)

Search Tips

AFCEC Public Administrative Record Website



- Available to the General Public
- Contains Public AR Records
- Contains Active Air Force Installation Records
- Base Realignment and Closure (BRAC) Installation Records
- Link: <http://afcec.publicadmin-record.us.af.mil/>



Backslash – Use to search for words with a “dash”

Benefit: Allows you to search text containing a “dash”

How to use it: Place “backslash” before the dash

Example: Search Kelly AFB for site name SD-2

Suggested search: *SD\-*



Ampersand – Acts as an “and”

Benefit: Requires result to contain 2 or more search terms

How to use it: Place “ampersand” between any two words

Example: Search for the word “Deed” and include the word “Creek” in the document

Suggested search: *deed & Creek*



Percent – Wildcard for unknown string of characters*

Benefit: Allows you to search for unknown string of characters

How to use it: Place “percent” sign for unknown string

Example: All words that start with “rad” (radiation, radiological, radium etc.)

Suggested search: *Rad% Sites*



Underscore – Single character wildcard*

Benefit: Allows user to search for an unknown character in a search term (can also be used for multiple letters)

How to use it: Place “underscore” for unknown character

Example: Search Wurtsmith AFB for all Landfill numbers in the 20s (LF-20 thru LF-29 etc.)

Suggested search: *LF_-2_*



Comma – Acts as an “or”

Benefit: Allows you to search for multiple terms

How to use it: Place comma in between words

Example: Search for “sludge lagoon” or “sludge pond”

Suggested search: *sludge lagoon, sludge pond*



Date Fields – Narrow a search by refining frames of time

Benefit: Refines to a specified period of time

How to use it: Using the mm/dd/yyyy format, select a date range of before, after, or both

Example: All documents for Kelly AFB before March 1st 1985

Suggested search: Type *03/01/2001* in “Documents Before:” (leave “Documents After” Empty)



Phrase Search – Searches for the exact phrase

Benefit: Searches for an exact phrase in the exact sequence

How to use it: Type your search normally with spaces

Example: Search for Fire Fighting Foam

Suggested search: *fire fighting foam*

*Does not work under the “Full Document Search” field