




★ **COMMUNITY**
★ **GUIDANCE**
★ **SUPPORT**

SETTING THE RECORD STRAIGHT

Your military records will be important to you even after separation, for seeking medical care, enrolling in school, or looking for work. Items such as certifications or security clearances show potential employers your ability to learn new skills, as well as the degree of trust that others have put in you.

 Use this checklist to be sure you review your military records at least a month before separation and ensure they are accurate. You can also make complete copies of them for your own records and to give out.

Your service medical records:

Reviewed Copied Date _____

Your administrative/personnel file:

Reviewed Copied Date _____

Performance evaluations:

Reviewed Copied Date _____

Service-issued licenses or certifications:

Reviewed Copied Date _____

Security clearances:

Reviewed Copied Date _____

DD Form 2586 Verification of Military Experience and Training:

Reviewed Copied Date _____

DD Form 214 Certificate of Release or Discharge from Active Duty:

Reviewed Copied Date _____

After reviewing your service records, if you believe that there is an error, you should complete and file DD Form 149 (Application for Correction of Military or Naval Record). This form is available online at www.archives.gov/veterans/military-service-records/correcting-records.html.

DD Form 214, commonly known as DD-214, is possibly the most important document you will receive upon discharge, as you cannot obtain VA benefits without it. Keep your original safe and also have your local VA Center certify a copy and keep it on file. That way you can request duplicate certified copies from them at any time.

Even after your separation from active service, you or your next-of-kin can request a copy of your DD Form 214 and other service-related documents at any time, by going to the National Personnel Records Center (NPRC) website at www.vetrecs.archives.gov.