DD214 Checklist

for

AD Sailors and Any Prior Military Service

Please ensure to review and provide missing documentation to your command CPPA (Student Control clerk, if at OTCN).

If documents are not provided, a DD-214 will be issued to you as is with the missing information.

Missing documents are require to be turned in no later than your 9-1 day of training. Final updates to the DD-214 will be made by 11-1 day of training. Any concerns, please contact your CPPA.

☐ ALL prior DD214's
☐ Joint Service Transcript (https://jst.doded.mil/official.html)
☐ Verification of Military Experience and Training (VMET)
   o Milconnect -> Log in ->Correspondence/Documentation (Top left corner) -> DoD Transition Assistance Program (DODTAP) -> VMET -> select VMET Document (DD-2586)
☐ Proof of all medals, awards, and unit citations
☐ Point Capture Sheet (Reservist only)
☐ DD-4 (Can be retrieved via BOL, OMPF)
   o If BOL/OMPF cannot be accessed, request the document via Milconnect -> Log in
      ▪ ->Correspondence/Documentation (Top left corner) -> Defense Personnel Records Information System (DPRIS) -> Personnel File -> Request my Personnel File -> Select what documents you need

If a DD-214 is issued with discrepancy, you can provide missing documentation to your following command via that command's CPPA and a DD-215 can be generated or upon service separation, corrections can be made to your final DD-214.