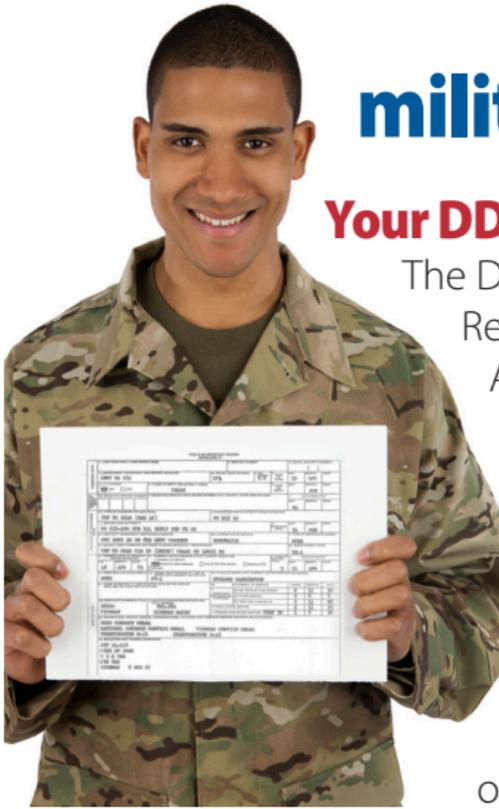


# Obtaining your military records



## Your DD 214

The DD 214, the Certificate of Release or Discharge from Active Duty, is used to provide verification of your military dates of services, achieved Military Occupational Speciality codes and the type and character of your discharge.

There are two methods for obtaining your DD 214:

### 1. Utah Department of Veteran Affairs

The Utah Department of Veteran Affairs has copies of most DD 214 records for:

- Veterans who had Utah as their “home of record” upon discharge from the military, and
- Veterans whose discharge occurred in 1980 or later.

Call 1-800-894-9497 and provide your full name, date of birth, and Social Security Number.

Note: The Utah Department of Veteran Affairs will supply a copy of the DD 214 to the veteran, or next of kin, ONLY upon proof of identity.

### 2. National Archives

There are three options (online, mail, or fax) to request a copy. Most requests are filled within 10 days. Follow the instructions on the website:

[www.archives.gov/veterans/military-service-records/index.html](http://www.archives.gov/veterans/military-service-records/index.html)

**We connect veterans to Utah jobs**

# Translating your military experience and training

Your military experience and training can be valuable in finding a job if you correctly translate those skills on your resumé, on your job application and in your job interview. Here are two ways to obtain a translation of your skills:

## 1. [www.onetonline.org/crosswalk/MOC/](http://www.onetonline.org/crosswalk/MOC/)

- Enter your military occupational specialty code.
- Select your branch of service.
- Select the occupational specialty that best matches your experience and training.
- Select the detailed report option.
- Print or save your report.

## 2. [www.mynextmove.org/vets/](http://www.mynextmove.org/vets/)

- Select your branch of service from the drop down menu under “Find Careers Like Your Military Job”.
- Enter your military occupational specialty code and hit “Find.”
- Select the occupational title that best matches your experience and training.
- Print or save your report.

For assistance with obtaining employment, please visit an employment center near you or go to:

**[jobs.utah.gov](http://jobs.utah.gov)**



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*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.