



## Verification of Military Experience and Training Web Site (VMET Document - DD Form 2586)

### Privacy Act Statement for Individuals Requesting their VMET Document

**AUTHORITY:** Public Law 101-510, as codified by 10 United States Code 1143(a), DoD Instruction 1332.36, and DoD Instruction 1332.37.

**PRINCIPAL PURPOSE:** Information you provide is used to verify your identity and record for the purpose of furnishing certification or verification of any job skills and experience you acquired while on active duty that may have application to your employment in the civilian sector.

**ROUTINE USES:** None.

**DISCLOSURE:** Voluntary. However, if you fail to provide information, DMDC will be unable to verify your identity and will be unable to furnish you at this time a certification or verification of your military experience and training.

### Authorized Users of VMET:

- Members who have records in the VMET database. The VMET database contains records of individuals who served in the four DoD military services (Army, Navy, Air Force, and Marine Corps) **on or after October 1, 1990.**
- **Note to Coast Guard members:** Coast Guard information is not in the VMET database. However, if you separately served in one of the four DoD military services on or after October 1, 1990, then there may be information about your DoD military service in the VMET database.

### You Need One of These Three Credentials to Log Into VMET:

1. **CAC** (Common Access Card)

2. **DS Logon, Level 2**

Information on how to get a DS Logon account can be found at:

- DoD Self-Service Access Center web site <https://www.dmdc.osd.mil/appj/dsaccess/>- read the Frequently Asked Questions (FAQs) such as "How do I get a DS Logon?"
- VA e-benefits portal at <https://www.ebenefits.va.gov/ebenefits-portal/>

**IMPORTANT: on the VA web site, follow instructions to obtain Level 2 credentials. If you already signed up for Level 1, you can upgrade to Level 2 by following instructions to get Level 2.**

3. **DFAS myPay LoginID and Password** which you established on the myPay web site <https://mypay.dfas.mil/> before logging into VMET. DFAS myPay PINs are no longer used to log into VMET.

**Separated members who have been in a non-pay status for more than 13 months** may not be able to obtain or use a myPay loginID and password. Consider registering for a DS Logon, Level 2 credential.

*If for some reason a member cannot obtain a CAC, myPay loginID, or a DS Logon, please see information below about contacting your Military Service's transition assistance program:*

**Army:** In order for Soldiers to get their VMET document, they must have a DFAS MyPay account or use a current Common Access Card (CAC). The alternate method is to obtain a DSLogon from DMDC as described above. DOD Guidance prevents the Army from acting as an intermediary to obtain the VMET documents.

**Navy:** Personnel who are no longer able to obtain a DFAS myPAY loginID or DS Logon may visit or contact any Navy Fleet and Family Support Center. Upon authentication of identity and eligibility, a VMET document can be produced. For personnel who are not located within close proximity of a Navy Fleet and Family Support Center, contact our program support staff at (901) 874-4387. The VMET document is for the personal use of the military service member; therefore we will not respond to any second party requests for VMETS. VMETS will not be provided to anyone other than the military service member; they will not be mailed to colleges, universities, or prospective employers. You can locate our Fleet and Family Support Centers by visiting [www.ffsp.navy.mil](http://www.ffsp.navy.mil) and click on "FFSC Locations."

**Air Force:** Separated members who are no longer able to obtain a DFAS MyPay Login ID or DS Logon must use the following instructions to obtain a VMET through the Air Force Personnel Center (AFPC): the member must fax a signed request, along with a copy of the member's DD Form 214. The signed request **MUST** include an e-mail address (preferred) or mailing address. The VMET document will be securely e-mailed or postal mailed to the member. The VMET document is for the personal use of the member only. Therefore AFPC will not respond to any second party requests for VMETS; they will not be mailed to colleges, universities, or prospective employers. Fax the VMET request and DD Form 214 to AFPC/DPSIA, Attn: VMET Program Manager using FAX phone numbers DSN: 665-3385 or Commercial: 210-565-3385.

**Marine Corps:** Separated members who are no longer able to obtain a DFAS myPAY loginID or DS Logon may visit or contact the Transition Assistance Management Program (TAMP) Manager at their local Career Resource Management Center. Upon authentication of identity and eligibility, a VMET document can be produced. For separated members who are not located within close proximity of a Career Resource Management Center, contact USMC Transition Support at 703-784-9523 (DSN: 278-9523). The VMET document is for the personal use of the member; therefore USMC will not respond to any second party requests for VMETS.

**VERIFICATION OF MILITARY EXPERIENCE AND TRAINING**

1. LAST NAME - FIRST NAME - MIDDLE NAME

2. PAY GRADE

3. YEAR(S) IN SERVICE

4. MILITARY SERVICE AND COMPONENT

5. DATE OF INFORMATION  
(YYYYMMDD)

6. EXPERIENCE AND TRAINING HISTORY *(In reverse chronological order)* AND RELATED INFORMATION

**APPROVED**  
**WORK COPY**