**Training Job Aid**

**Developing for Service Records**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service Records Development Activity** | **Y/N/NA** | **Date Ordered** | **Date Received** |
| Has military service history been determined and military service been verified? (M21-1.III.i.1.B.3)\* |  |  |  |
| If applicable, was a PIES 050 sent, any receipt uploaded, and a tracked item created in VBMS? (M21-1.III.ii.2.A) |  |  |  |
| If applicable, has scanning status been checked with RMC SMTS portal and, if scanning is not complete, has a tracked item been added to VBMS? (M21-1.III.ii.2.A.5.e) |  |  |  |
| If needed for HAIMS request, have the status and error messages in the Obtain STRs section of the Development chevron in VBMS been checked? (M21-1.III.ii.2.B) |  |  |  |
| If needed, has the Joint Longitudinal Viewer (JLV) been checked for service records not otherwise available? (M21-1.III.ii.2.B) |  |  |  |
| If applicable, has a PIES 51 request been sent for Coast Guard personnel records? (M21-1.III.ii.C.6.a) |  |  |  |
| If applicable, has a request been sent to the Defense Personnel Information Retrieval System (DPRIS) for military personnel records? (M21-1.III.ii.2.D) |  |  |  |
| If applicable, has the Secondary STR Repository Recommendation been checked in VBMS? (M21-1.III.ii.2.B) |  |  |  |

\* *If non-original/uncertified DD Form 214 was received that complies with 38 CFR 3.203(a)(1)(iv)(2, 3), use non-original/uncertified copy to verify service.*  ***Do not develop out for certified copy of DD Form 214***

**Types of PIES Requests and When to Use Them**

|  |  |
| --- | --- |
| PIES Request: | Use When: |
| **O50** | STR and personnel records request |

**Information on PIES O50 Requests**

All PIES O50 requests must include a service number if they were released from active duty prior to the following dates:

* ARMY – RAD before **07-01-1969**
* AIR FORCE – RAD before **07-01-1969**
* MARINES – RAD before **01-01-1972**
* NAVY – RAD before **01-01-1972**
* COAST GUARD – RAD before **10-01-1974**

Information on DPRIS Requests

All Veterans who have discharge dates on or after the following dates should be submitted through DPRIS, not through PIES.

* ARMY – RAD on or after **10-01-1994**
* AIR FORCE – RAD on or after **10-01-2004**
* MARINES – RAD on or after **01-01-1999**
* NAVY – RAD on or after **01-01-1995**

\*\*DPRIS does not hold records for Coast Guard. Those must all go through PIES regardless of discharge date.