
**Workforce Investment Act
State Compliance Policies**

Section 1.17

Documenting Veteran Status

June 2006

- I.** The “Jobs for Veterans Act” (PL 107-288) Section 2 (a) of Title 38 USC 4215 (a) creates a priority of service for eligible veterans and eligible spouses “who otherwise meet the eligibility requirements for participation” in U.S. Department of Labor (DOL) training programs, including the Workforce Investment Act (WIA).
- II. WIA Data Element Validation:**
If the Service Veteran field is marked yes on the Additional Information tab in NJCOS, a copy of the DD-214 – Report of Separation must be maintained in the client’s file.
- III. Requesting Copies of the Report of Separation (DD-214):**
- A. In the event the client is unable to produce a copy of their separation papers, a free copy can be requested on-line.
Special Note: Lack of documentation regarding veteran status should not prevent client from being registered for WIA or receiving staff assisted services if the request has been made.
- B. Military Personnel Records can be accessed via the internet at:
<http://www.archives.gov/veterans/military-service-records/get-service-records.html>
- C. This website provides information on the following:
1. Required information to make the request
 2. Where to send the request
 3. Response time
 4. Checking the status of the request
- D. If a request for Military Service Records is made on-line, the client must also mail a signed and dated request to the National Personnel Record Center (NPRC) to complete the request process.

Mailing Address and Phone Number:

National Personnel Records Center
Military Personnel Records
9700 Page Avenue
St. Louis, MO 63132-5100
Phone: (314) 801-0800
Fax Number: (314) 801-9195

- E. The NPRC normally responds to requests, e.g., the DD-214, in ten (10) working days.