Helpful reminders to receive a Veterans’ Preference

• State your status on your application.
• Send documentation, such as a copy of a DD-214, Certificate of Release, or Discharge from Active Duty (Member 4 copy).

• If you are a disabled veteran:
  ◦ Submit an SF-15, Application for 10-Point Veteran Preference.
  ◦ Send documentation from the military service or a current letter of disability from the Department of Veterans Affairs.
• If you need a reasonable accommodation when you apply, let the point of contact listed in the job announcement know as soon as possible.