VETERAN RESOURCE GUIDE
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- Federal Benefits Book
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- PTSD CD
SECTION ONE:

SERVICE DIRECTORY
VETERAN REPRESENTATIVES

Shannon Kadrmas
Local Veterans Employment Representative, LVER
Montana Department of Labor and Industry
Disabled Veterans Outreach Program Specialist
Glendive Job Service
211 N Kendrick
Glendive, MT 59330
Phone: 406-377-3314 #205
Fax: 406-377-5831
Email: skadrmas@mt.gov

Tim Wilmot
Disabled Veterans Outreach Program Specialist, DVOP
Montana Department of Labor and Industry
Disabled Veterans Outreach Program Specialist
Billings Job Service
2121 Rosebud Dr. Stop B
Billings MT 59102
Phone: 406-652-3000
Fax: 406-652-0444
Email: twilmot@mt.gov

Dan Bernhardt
Veteran Program Manager
1327 Lockey
Helena, MT 59264
Phone: 406-444-1630
Email: dbernhart@mt.gov

Keith Olson
VA Officer
VA Clinic
210 S Winchester
Miles City, MT 59301
Phone: 406-232-1203
Email: mcmvad@qwestoffice.net

Veteran Intensive Service Coordinator
Helena MT 59264
Phone: 406-444-1672
Email: twhiting@mt.gov

Veterans of Foreign War Post 4099
124 2nd Ave NE
Sidney MT 59270
Phone: 406-433-9982

Crisis Referral
Director of Psychological Health
406-324-3296
406-791-0601

Chaplains (Helena)
406-324-3307

SARC (Sexual Assault Response Coordinator)
406-324-3825

Behavioral Health Crisis Line
866-284-3743

Military Family Life Consultant
406-324-3346

Youth Military Family Life Consultant
406-324-3925

Crisis Line
800-273-8255

Hi-Line's Help for Abused Spouses
406-278-3342
VETERAN RESOURCES

MTNG Transition Assistance
888-763-0344
406-324-3257

American Legion Club
105 N Merrill Ave
Glendive MT 59330

Mental Health Centers
VA Suicide Hotline  800-273-8255
MT Suicide Hotline  800-784-2433

American Legion Post 12
PO Box 314
Sidney MT 59270
406-488-5528
lynnglokken@yahoo.com

Substance Abuse & Mental Health Services Administration
www.samhsa.gov/vets

American Legion #114 (Fairview)
PO Box 236
Fairview MT 59221
406-742-5963

National Center for PTSD
www.ptsd.va.gov

Consumer Financial Counseling
Billings MT 59102
Phone: 1-800-227-7539

Vet to Vet (FT Harrison VA Medical Center PTSD Support Group)
406-447-7596

DD214 Copies
National Personnel Records Center
Military Personnel Records
9700 Page Avenue
St. Louis, MO 63132-5100
Phone: 314-801-0800
Fax: 314-801-9195
(Approximately 10-14 days for receipt)

Red Cross
www.montanaredcross.org

Employment Preference & USERRA Complaints
US Department of Labor
Veterans Employment & Training Service – Montana
Byron Erickson
PO Box 1728
Helena MT 59601
Phone: 406-449-5431
Phone: 406-841-2005

Emergency Assistance Line
800-272-6668

Information to expedite communicating with military loved ones:
1. Full name/Rank of Service Member
2. Social Security Number of Service Member
3. Service Member Date of Birth
4. Branch of Service
5. Home Base Unit
6. Military Address (if deployed)
7. Local Red Cross Chapter – Montana Red Cross
   American Red Cross of Montana
   PO Box 2406
   Great Falls MT 59403

Red Cross
www.montanaredcross.org
Veteran Resources

**Homeless Services**
1-877-4AID-VET (1-877-424-3838)

**Incarcerated Veterans Transition Program**
www.dol.gov/vets

**Living Independently for Today and Tomorrow, Inc. (LIFTT)**
Box 621
218 W Bell ST
Glendive MT 59330
Phone: 406-377-4062
Fax: 406-377-4064
Email: lift@midrivers.com

**National Cemeteries**
www.facebook.com/nationalcemeteries
www.twitter.com/VANatCemeteries

**OEF/OIF Website**
www.oefoif.ca.gov

**Veteran Affairs**
www.facebook.com/veteranaffairs#/!
VeteransAffairs
www.twitter.com/DeptVetAffairs
www.youtube.com/user/DeptVetAffairs

**VA State Approving Agency**
Tom Cummins 1-406-444-4122
Jack Bailey 1-406-444-0691

**Veteran Benefits**
www.facebook.com/VeteranBenefits
www.twitter.com/VAVetBenefits

**Veteran Employment Opportunities Websites**
www.usajobsopm.gov
www.jobs.mt.gov
www.vetsuccess.gov

**Veterans Administration**
www.va.gov

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**Education and Training**

**Apprenticeship/Training**
PO Box 202501
Helena MT 59620
Phone: 406-444-4437
Fax: 406-444-1373

**Education Benefits**
888-442-4551
www.gibill.va.gov

**ESGR**
( Employer Support of the Guard and Reserve)
866-615-4439 or 800-336-4590
www.esgr.com
Veteran Resources

Educational Opportunity Center
Federally Funded TRIO Program
Marty Foxman
MSU- Great Falls Campus—College of Technology
2100 16th Ave South
Great Falls MT 59405
Phone: 406-771-4326
Toll Free: 1-800-446-2698
Fax: 406-771-4317
Email: mfaxman@msugf.edu

Free Education and Training
Veterans Upward Bound
POC: Lori Borth or Joe Cobos
Billings MSU Campus
Phone: 406-657-2026
Phone: 406-657-2063
Toll Free: 1-877-356-8387
www.vubmt.com

G.I. Bill Benefits
Montana Department of Military Affairs
Suite 300
600 Central Avenue
Great Falls, MT 59403
Phone: 406-452-2265
Senior Service Officer: Valerie Martin
Senior Officer: David Caps

Montana Vocational Rehabilitation
Department of Health & Human Services/Disability Division
Rhonda Shumway
114 N 7th ST
Miles City MT  59301
Phone: 1-877-296-1198

Older Veteran Employment Assistance
Experience Works (Green Thumb)
www.experienceworks.org

RSVP
(Retired & Senior Volunteer Program)
406-454-6994

Sidney Job Service Workforce Center
Montana Department of Labor and Industry Workforce Services Division
211 N Central Ave
Sidney MT 59270
Phone:0406-433-1204
Fax: 406-433-7453
Email: sidneyjsc@mt.gov
http://sidneyjobs.mt.gov
Facebook: www.facebook.com/sidneyjobservice
Twitter: www.twitter.com/sidneyjobs

Troops to Teachers Program
Montana and Northern Plains Troops to Teachers
Montana State University
PO Box 172940 (Reid Hall)
Bozeman MT 59717
Phone: 406-994-7586
Toll Free: 1-866-478-3224
Fax: 406-994-7900
www.montan.edu/TTT

Montana Veteran's Upward Bound
Center for Veteran's Education and Training
877-356-8387 or 406-657-2075
http://vubt.com
**Veteran Resources**

**Application for VA Education Benefits**
To apply for the educational benefits access VA Form 22-1990

**Employment Resources**

- **Vet Success**
  www.vetsuccess.gov

- **Montana Job Services**
  www.jobs.mt.gov

- **Feds Hire Vets**
  www.geshirevets.gov

- **Heros To Hire**
  www.H2H.Jobs

- **Hiring Our Heros US Chamber**
  http://www.uschamber.com/hiringourheroes

- **Military One Source**
  800-342-9647 or 406-781-4986
  www.militaryonesource.mil
  User ID: military  Password: one source

- **VET Jobs**
  www.vetjobs.com

**Family Assistance Centers (FAC)***

- **Helena:**
  PO Box 4789, ATTN: Family Programs
  Fort Harrison MT 59636-4789
  406-324-3202 or 877-706-7598

- **Glasgow:**
  Glasgow Armory, 81 Airport Road
  Glasgow MT 59230
  406-324-5530

- **Missoula:**
  9383 Running W Road
  Missoula MT 59808
  406-324-5121

- **Billings:**
  2915 Gabel Road
  Billings MT 59102
  406-324-5450

- **Kalispell:**
  2989 Hwy 93 North
  Kalispell MT 59901
  406-324-5180

- **Great Falls:**
  MT Air National Guard
  2800 Airport Ave B, Bldg 64
  Great Falls MT 59404-5570
  406-791-0867

- **Army Reserve FRSA**
  652D RSG
  1948 MT Main S
  Fort Harrison MT 59636
  406-324-3779
Veteran Resources

**Financial Resources**
Contact the Local Family Assistance Center

**ID Card Stations**

**Belgrade - Army National Guard**
406-388-3533 or 406-388-3503

**Billings - Armed Forces Reserve Center**
406-655-6221 or 406-655-6207

**Billings - Navy Reserve Center**
406-248-2090 ext 221

**Billings - Army Reserve Center**
406-652-6460 ext 246

**Butte - MEPS Station**
406-723-8883 ext 230 or ext 206

**Great Falls - Air National Guard**
406-791-0284

**Great Falls - Malmstrom Air Force Base**
406-731-4155

**Helena - Armed Forces Center (HAFRC)**
406-324-3249 or 406-324-3245 or 406-324-3244

**Kalispell - Army National Guard**
406-758-3108 or Emergency 406-758-3102

**Missoula - Missoula Armed Forces Reserve Center**
406-523-5472

**DEERS - Defense Eligibility Enrollment**
800-538-9552

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**Legal Resources**
Contact the Local Family Assistance Center

**Medical Resources**

**TRIWest (TRICare)**
888-874-9378
www.triwest.com

**TIRCare Information Service**
888-363-2273
www.tricare.osd.mil

**Retail Pharmacy Express Scripts**
866-363-8779
www.express-scripts.com/TRICARE

**Mail-Order Pharmacy**
866-363-8667
www.express-scripts.com/TRICARE

**Dental Program**
800-866-8499

**United Concordia Co.Inc**
www.TIRCaREdentalprogram.com

**Vision Program Davis Vision Inc**
800-283-9374
www.davisvision.com

**CHIP MT Children's Health Insurance Program**
877-543-2433
Veteran Resources

G1 - Supervisory Human Resource Specialist
406-324-3127

VA Crisis Line
1-800-273-TALK (8255)

Environmental Health/Exposure Coordinators
The directory contains the latest information received from VA Health care facilities and is updated as changes occur.
http://www.publichealth.va.gov/exposures/coordinators.asp

My Healthy Vet
www.myhealth.va.gov

US Department of Military Affairs
Glendive VA Primary Care Clinic
2000 Montana Ave
Glendive MT  59270
Phone: 406-377-4755

US Department of Military Affairs
VA Medical Center
3687 Veterans Drive
Helena, MT  59636
Phone: 1-877-468-8387

Fort Harrison Patient Liaisons'
Susanne Corbett  406-447-7960
Christina Lunstrom  406-447-7960

Linda Capozzoli, USAF Retired
Survivor’s Benefit Plan Coordinator
Airman and Family Readiness
312 73rd S St N
Malstrom AFB, MT 59402
Phone: 406-731-2911

VRE Veterans Voc Rehab
800-827-1000
www.vba.va.gov

Ride to Fort Harrison Contact
DAV Van to VA Hospital Fort Harrison
Phone: 406-231-4407

Veterans Administration
www.va.gov

Veterans Health
www.facebook.com/VeteransHealth
www.twitter.com/VeteransHealth
www.youtube.com/uers/VeteransHealthAdmin

VA Health Application Form
www.1010ez.med.va.gov/sec/vha/1010ez

Womens Veterans Health Care
www.publichealth.va.gov/womenshealth

VA Clinics

VA Medical Center - Regional Office
1892 Williams ST
Helena MT 59602
406-442-6410 (for Health Care inquiries)
800-827-1000 (for Claims & Non-Medical Benefits)
Veteran Resources

Anaconda VA Primary Care Clinic
118 E 7th St, 2nd Floor
Anaconda MT 59711
406-563-6090

Billings VA Community Based Clinic
2345 King Ave W
Billing MT 59102
406-651-6570 or 888-461-5000

Billings VA Vet Center
1234 Ave C
Billings MT 59102
406-657-6071

Bozeman VA Primary Care Clinic
300 N Willson, Suite 2004
Bozeman MT 59715
406-522-8923

Cut Bank VA Primary Care Clinic
519 E Main ST
Cut Bank MT 59427
406-873-5670 or 877-873-5675

Glasgow VA Primary Care Clinic
621 3rd St So.
Glasgow MT 59230
406-228-3554

Glendive VA Primary Care Clinic
2000 Montana Ave
Glendive MT 59330
406-345-8855

Great Falls VA Primary Care Clinic
1417 9th ST S, Suite 200
Great Falls MT 59405
877-468-8387

Kalispell VA Primary Care Clinic
31 Three Mile Dr.
Kalispell MT 59901
406-751-5980

Miles City VA Primary Clinic & Nursing Home
210 S Winchester
Miles City MT 59301
406-874-5600 or 888-461-1000

Missoula VA Primary Care Clinic
2687 Palmer ST Suite C
Missoula MT 59808
877-468-8387

Missoula VA Vet Center
500 N Higgins
Missoula MT 59802
406-721-4918 or 800-626-8686

Montana Veterans Home
PO Box 250
Columbia Falls MT 59912
406-892-3256

Eastern Montana Veterans Home
2000 Montana Ave
Glendive MT 59330
406-345-8855

Military Pay Resources
Military Pay Center
877-276-4729
www.dfas.mil
# Veteran Resources

## MTNG Family Programs

- **State of Family Program Director**
  
  PO Box 4789  ATTN: Family Programs  
  Fort Harrison MT 59636-4789  
  406-324-3239

- **Airman & Family Readiness Program Manager**
  
  2800 Airport Ave B Building 64  
  Great Falls MT 59404  
  406-791-0867

- **State Child & Youth Coordinator**
  
  9383 Running W Road  
  Missoula MT 59808  
  406-324-5120

- **Sr. Family Readiness Support Assistant**
  
  PO Box 4789 ATTN: Family Programs  
  Fort Harrison MT 59636-4789  
  4106-324-3234

- **Family Readiness Support Assistant**
  
  PO Box 4789  ATTN: 1889th RSG  
  Fort Harrison MT 59636-4789  
  406-324-3358

## Transportation

- **Jefferson Bus Lines**
  
  406-433-7433 (RIDE)

- **Richland County Transportation Service**
  
  406-433-7433 (RIDE)

- **Sidney Shuttles**
  
  433-3636

- **Silver Air**
  
  [www.gosilver.com](http://www.gosilver.com)  
  1-800-7499-7450

- **AMTRAK**
  
  [www.amtrak.com](http://www.amtrak.com)  
  1-800-872-7245

## VA Cemeteries

- **Montana State Veterans Cemetery**
  
  Fort Harrison  Helena MT  
  406-324-3740

- **Eastern MT State Veterans Cemetery**
  
  Miles City MT  
  406-324-3740

- **Western MT State Veterans Cemetery**
  
  Missoula MT  
  406-721-2995
**Veteran Resources**

**Helpful Websites**

<table>
<thead>
<tr>
<th>Website</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td><a href="http://www.MotanaGuardFamily.org">www.MotanaGuardFamily.org</a></td>
<td><a href="http://www.uso.org">www.uso.org</a></td>
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<tr>
<td><a href="http://www.MilitaryMoms.net">www.MilitaryMoms.net</a></td>
<td><a href="http://www.usacares.org">www.usacares.org</a></td>
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<tr>
<td><a href="http://www.MyArmyLifeToo.com">www.MyArmyLifeToo.com</a></td>
<td><a href="http://www.jwv.org">www.jwv.org</a></td>
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<tr>
<td><a href="http://www.nmfa.org">www.nmfa.org</a></td>
<td><a href="http://www.purpleheart.org">www.purpleheart.org</a></td>
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<tr>
<td><a href="http://www.USA4militaryfamilies.org">www.USA4militaryfamilies.org</a></td>
<td><a href="http://www.pva.org">www.pva.org</a></td>
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<tr>
<td><a href="http://www.CollegeCircle.com">www.CollegeCircle.com</a></td>
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</tbody>
</table>
SECTION TWO:

EMPLOYMENT ASSISTANCE
# Employment Readiness Survey

Name________________________________________________  Date_____________

Last Employment: (Position and Date)_______________________________

Please reflect on all items as they apply to yourself or individuals living in your household. Each of the 33 items should be marked in at least ONE of the categories, but may be marked in ALL four categories.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Past Problem</th>
<th>Present Problem</th>
<th>Potential Future Problem</th>
<th>No Problem</th>
<th>For use of Case Manager</th>
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</thead>
<tbody>
<tr>
<td>1. Childcare Plan</td>
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<tr>
<td>2. Childcare back-up: (sick, vacation, holiday, snow)</td>
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<td>3. Special Needs Child</td>
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<td>4. Summer Childcare</td>
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<td>5. Transportation</td>
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<td>6. Transportation backup</td>
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<td>7. Stable Housing</td>
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<td>8. Homeless</td>
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<td>9. Housing Repair (plumbing, electrical, ventilation)</td>
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<tr>
<td>10. Spoken English</td>
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<tr>
<td>11. Mental Health</td>
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<td>12. Physical Health</td>
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<td>13. Basic Math Skills (add, subtract, multiply, divide)</td>
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<tr>
<td>14. Difficulty Reading</td>
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<td>15. Difficulty Learning New Things</td>
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<td>16. Difficulty Sleeping</td>
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<td>17. Difficulty Eating or Overeating</td>
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<tr>
<td>18. Difficulty Managing Stress</td>
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<tr>
<td>Issue</td>
<td>Past Problem</td>
<td>Present Problem</td>
<td>Potential Future Problem</td>
<td>No Problem</td>
<td>For use of Case Manager</td>
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<td>19. Inadequate Social Support (friends, family, church)</td>
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<td>20. Legal Problems</td>
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<td>21. Credit/Debt Problems</td>
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<td>22. Family Crisis</td>
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<td>23. Domestic Violence</td>
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<td>24. Drug or Alcohol Addiction</td>
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<td>25. Difficulty Managing Anger</td>
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<td>26. Difficulty Handling Criticism</td>
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<tr>
<td>27. Difficulty with Work Attendance</td>
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<tr>
<td>28. Difficulty with Work Punctuality</td>
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<tr>
<td>29. Difficulty with Co-workers</td>
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<tr>
<td>30. Difficulty with a Supervisor</td>
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<tr>
<td>31. Problems with Immigration</td>
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<tr>
<td>32. Cultural Issues (religion, gender, styles, clothing, scheduling)</td>
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<tr>
<td>33. Difficulty with age, weight, race, gender sexual orientation, prejudice by employer</td>
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</tbody>
</table>

Comments: ________________________________________________________________

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Sidney Job Service Workforce
One-Stop Center

211 North Central Ave
Sidney MT 59270

Phone: 406-433-1204
TTY available during office hours
Fax: 406-433-7453
Email: sidneyjs@mt.gov
Website: http://sidneyjobs.mt.gov
Veteran Guide Site: http://www.wordpress.com/richlandveteranresourceguide
Facebook: http://www.facebook.com/sidneyjobservice
Twitter: http://www.twitter.com/sidneyjobs

Office Hours:
Monday: 10 a.m. – 5 p.m.
Tuesday – Friday: 8 a.m. – 5 p.m.

Useful Web Addresses
Sidney Job Service  http://www.sidneyjobs.mt.gov
Montana Unemployment  https://app.mt.gov/mt/ua/index
State job openings and application http://mt.gov/statejobs/statejobs.asp
Federal job openings http://usajobs.com
JOB SEARCH PROCESS

1. All current job openings are available through our printed list in our office and online at http://www.glendivejobs.mt.gov/

2. When accessing the online listings for the first time you must create a user name and password by clicking on this link.

3. You will then be required to complete your online registration. Please fill in the information as completely as possible.

4. Once this step is complete you can begin searching the job listings. They can be searched by County, Workforce Center, Region, Statewide, Job Order Number, Key Word Search and Specific Job Title. Below is an example of how the Search Page appears.
JOB SEARCH PROCESS

5. When the results of your search come up you will see a screen such as this. As you can see the Job is listed by Title and Job Order Number.

6. To view more information about this position you must click here. This will expand the listing and provide more details such as the opening date, skills, shifts, etc.
JOB SEARCH PROCESS

7. To determine on how to apply for a position you will need to click on the “How To Apply” box.

8. This will expand the information further and you will see the “Referral Instructions” such as which application to use, if it is available electronically, or contact information to contact the employer directly. (I have blacked that information out on this example)

9. The final step would be to follow the Referral Instructions and complete the application process.
Superior Service for
A Working Montana

Continuous Improvement
for increased customer satisfaction

Values:
- Use of continuous improvement methodology
- Maintaining a customer focus
- Empowerment
- Use of teams and partnership
- Individual responsibility

Sidney Job Service
Workforce One-Stop Center

211 N Central Ave
Sidney MT 59270
Phone: 406-433-1204
Fax: 406-433-7453
Email: sidneyjs@mt.gov
www.sidneyjobs.mt.gov
Facebook: www.facebook.com/sidneyjobservice
Twitter: www.twitter.com/sidneyjobs
<table>
<thead>
<tr>
<th>What is Job Service</th>
<th>Career Development</th>
<th>Business Resources</th>
</tr>
</thead>
</table>
| Sidney Job Service is part of the Montana Department of Labor and Industry Workforce Services Division. The Workforce Center is a newly implemented system developed to provide Montanans with easily accessible employment opportunities and to provide employers with a qualified workforce. The Sidney Job Service Workforce One-Stop Center serves both the job seeker and the employer. The Center offers access to other Divisions within the Department such as Unemployment and Apprenticeship. | - Job Seeker Registration  
- Job Listings  
- Skills and Aptitude Testing  
- Test Proctoring  
- Unemployment Referral  
- Application to Training Programs  
- Video/DVD Library  
- Voter Registration  
- Access to Pep Talk and Montana Career Information System  
- Resume Development  
- Resource Library  
- Staff Assistance  
- Veteran Services  
- Resource Computers | - Job Posting  
- World Wide Web Posting  
- Migrant Seasonal Farm Worker matching  
- Foreign Labor information and housing inspection  
- Applicant Testing  
- Job Service Employers Committee (JSEC)  
- Apprenticeship Contact  
- Outreach  
- Resource Library  
- Free Required Posters  
- Discipline Handling Guide  
- New Hire and W-4 Forms  
- I-9 English and Spanish Forms  
- B.E.A.R. |
Sidney Job Service
Workforce Center

Business Hours
Monday
10:00 am - 5:00 pm
Tuesday – Friday
8:00 am - 5:00 pm

211 N Central Ave
Sidney MT 59270

Phone: 406.433.1204
Fax: 406.433.7453

http://sidneyjobs.mt.gov
Email: sidneyjsc@mt.gov

Career Development Assistance

Sidney Job Service
Workforce Center

Your One-Stop Center for Employment and Training

Montana Department of Labor & Industry

Working together to accomplish more.
Over the years Sidney Job Service has evolved to offer more than assistance with unemployment. Our staff is committed to assisting you. Many services are available and offered free. Feel free to stop into our office for assistance.

www.facebook.com/sidneyjobservice
www.twitter.com/sidneyjobs
Job Openings
Lists of job openings are available for the Sidney, Glendive, Miles City, and Williston areas. These are updated on a daily basis.
You can also access all openings within the state of Montana at jobs.mt.gov. If you meet the qualifications listed and wish to apply for a job, follow the referral instructions.

Skills/Aptitude Testing
Skills and aptitude testing is available for all job seekers. PROVEIT testing is available as a tool for job seekers and employers. Job seekers can monitor their skill level and results.
→ PROVEIT tests include:
- Office skills
- Computer skills
- Technical & Software
- And many others

Voter Registration
Local Voter Registration cards are available at Job Service.

Unemployment Insurance
To file for unemployment:
Call - 406.247.1000 or
Logon to: ui4u.mt.gov

Montana Career Information System
MCIS is a computer software that offers descriptions of occupations including wages, employment outlook, programs of study and training, and information on 2-4 year colleges and universities throughout the United States.

Resume Development
The resource center has WinWay Resume available. This program can assist you with putting together your resume and cover letter. There is also a selection of books and pamphlets available to help with the application and interview process. Staff assistance is also available as needed when using these resources.

Video Library
A full video library is available to assist in your job search.
→ Topics covered include:
- Motivational
- Resumes & Application Skills
- Assessments
- Career Changes
- Teen Employment
- Creativity

Resource Library
The Workforce Center has various publications and printed information available. All information is available at no cost to the Job Seeker. Staff is also available to assist.
→ Available information:
- Apprenticeship Opportunities
- Job Hunting Handbook
- Surviving a Layoff
- Tips for Finding the Right Job
- Resumes For Dummies
- 101 Best Resumes
- What Color is Your Parachute

Training Assistance Programs
→ For Job Seekers earning less than a self sufficient wage.
→ Job Seekers who are out of work because of business closure or mass layoff.
→ Job Seekers who are wanting more skills to get a promotion.

Contact staff for an application
Specialized Job Banks
HMonster (Medical Field)
myh.monster.com

Teacher Jobs
ejobsforteachers.opi.state.mt.us

Cool Works (ski resorts, dude ranches, cruises, etc)
www.coolworks.com

Computer Jobs
www.computerjobs.com

Overseas Jobs
www.overseasjobs.com

Summer Jobs
www.summerjobs.com

Oil Industry
www.infoil.com

www.oiljobfinder.com
jobmonkey.com/oilindustry

General Job Banks
4Work.com
www.4work.com

Best Jobs in the USA Today
www.bestjobsusa.com

Career Magazine
www.careermag.com

Career Builder
msn.careerbuilder.com

Career Path
www.careerpath.com

Flip Dog
www.flipdog.com

Hot Jobs
www.hotjobs.yahoo.com

Monster.com
www.monster.com

Work Seek
www.workseek.com

Resources
The Riley Guide
www.rileyguide.com

Job Hunters Bible
("What Color is Your Parachute")
www.jobhuntersbible.com

Job-Hunt
www.job-hunt.org

Job Star
Jobstar.org

Self-Employment
U.S. Small Business Administration
www.sbaonline.sba.gov

U.S. Business Advisor
www.business.gov

Internal Revenue Service
www.irs.ustreas.gov

About.com
Sbinformation.about.com

Useful Phone Numbers
Human Rights Commission 1-800-542-0807
Montana Wage & Hour (406) 444-5600
Social Security Administration 1-800-772-1213
Citizen’s Advocate Office 1-800-332-2272

Sidney Job Service Workforce Center
211 N Central Ave
Sidney MT 59270
Ph: 406-433-1204
Fax: 406-433-7453
Email: sidneyjso@mt.gov
Welcome To The World Of Employment Opportunities
These sites have been compiled to help locate employment opportunities on the Internet. Important: Please be sure to READ carefully, some employment sites charge a fee. Good Luck in your Job Search!

MONTANA EMPLOYMENT & SERVICES
Montana Jobs
http://jobs.mt.gov

America’s Job Bank
www.ajb.dni.us

Montana Newspapers
mt.gov/work/state_newspapers.asp

Rural Employment Opportunities
www.reomontana.org

Virtual Human Services Pavilion
vhsp.dphhs.mt.gov

Occupational Information
Montana Labor Market Information
www.ourfactsyourfuture.org

Montana Career Resource Network
www.ourfactsyourfuture.org

Occupational Licensing
mt.gov/dli/bsd/index.asp

Other State Employment Sites
Alabama........www.dir.state.al.us/es
Alaska........www.labor.state.ak.us
Arizona........www.azdes.gov
Arkansas........www.arkansas.gov/esd
California........www.edd.ca.gov
Colorado........www.colorado.gov
Connecticut........www.ctdol.state.ct.us
Delaware........www.delawareworks.com
D.C.........www.does.dc.gov
Florida........www.floridajobs.org
Georgia........www.dol.state.ga.us
Hawaii........www.hawaii.gov/labor
Idaho........www.labor.state.id.us
Illinois........www.ides.state.il.us
Indiana........www.in.gov/dwd
Iowa........www.iowajobs.org
Kansas........www.kansanjoblink.com
Kentucky........www.kywc.org
Louisiana........www.laworks.net
Maine........www.mainecareercenter.com
Maryland........www.dliir.state.md.us
Massachusetts........www.detma.org
Michigan........www.michworks.org
Minnesota........www.mn.gov
Mississippi........www.mdew.ms.gov
Missouri........www.dolr.mo.gov
Nebraska........www.dol.state.ne.us
Nevada........www.det.state.nv.us
New Hampshire........www.nh.gov/nhes
New Jersey........www.dol.state.nj.us
New Mexico........www.dol.state.nm.us
New York........www.labor.state.ny.us
North Carolina........www.nc.gov
North Dakota........www.jobs.nd.gov
Ohio........www.ohio.gov
Oklahoma........www.esc.state.ok.us
Oregon........www.employment.oregon.gov
Pennsylvania........www.pacareerlink.state.pa.us
Rhode Island........www.dlt.state.ri.us
South Carolina........www.sces.org
South Dakota........www.sd.gov
Tennessee........www.state.tn.us
Texas........www.twc.state.tx.us
Utah........www.jobs.utah.gov
Vermont........www.labor.vermont.gov
Virginia........www.vec.virginia.gov
Washington........www.access.wa.gov
West Virginia........www.wv.gov
Wisconsin........www.dwd.state.wi.us
Wyoming........www.wyjobs.state.wy.us

Government Sites

USA Jobs
www.usajobs.opm.gov

Fed World
www.fedworld.gov

Resource computers and a library of information are available for your job search use.: If you have further questions or needs, we have Workforce Consultants available to assist you.
What Is An Application Form?
An application form provides an employer with information about you. Employers need this information if you are the right person for the job they need to fill.

Why Employers Use Applications
Imagine that you work for a busy company. You are in charge of hiring new workers. You have three job openings and about 50 people are applying for each job.

You need to fill the jobs as quickly as possible. What’s the fastest way to get through 150 job applications to find the three best ones?

Employers can look through a stack of 150 job applications much more quickly than they can talk to 150 people. In fact, many applicants will be ruled out after a quick glance at their applications. This is a process for screening out as many applicants as possible.

Application forms are designed to help an employer quickly spot an applicant’s inexperience and other weaknesses. An employer does this to eliminate all but the most qualified applicants.

Interviewing many job applicants takes time. But using application forms to screen out applicants is quick. Remember that the employer’s goal is to select workers who:
- Can do the job
- Will be reliable
- Will work hard

If you would like more information about application skills, please contact our office or stop by to see us!

Making A Good Impression On Your Application
Almost all employers will require you to complete an application form when you apply for a job. You’ll have an advantage over most other job applicants if you use the application form to make a good impression and avoid answers that can screen you out. Be sure to fill out the form requested entirely.

Application Appearances Count
To make hiring decisions, employers often rely on

Action Words for Applications And Interviews

- Accept
- Acquired
- Administered
- Allocate
- Analyze
- Anticipate
- Approve
- Arrange
- Assemble
- Assessed
- Assist
- Assume
- Authorize
- Built
- Calculated
- Catalogued
- Change
- Coach
- Compare
- Compile
- Conceptualized
- Consider
- Contact
- Contribute
- Control
- Coordinate
- Counsel
- Create
- Decide
- Define
- Demonstrate
- Design
- Determine
- Develop
- Direct
- Drafted
- Encourage
- Established
- Evaluate
- Execute
- Exercise
- Facilitate
- Fashioned
- Furnish
- Generated
- Give
- Guide
- Handle
- Identify
- Illustrated
- Improve
- Invented
- Maintain
- Make
- Manage
- Meet
- Monitor
- Organize
- Performed
- Persuaded
- Plan
- Prepare
- Processed
- Procure
- Progress
- Promote
- Purchase
- Receive
- Recommend
- Represented
- Report
- Require
- Resources
- Review
- Schedule
- Secure
- Select
- Ship
- Stimulate
- Supervised
- Systemized

Sidney Job Service Workforce Center
211 N Central Ave
Sidney MT 59270
Ph: 406-433-1204
Fax: 406-433-7453
Email: sidneyjs@mt.gov

A proud partner of the americanjobcenter
network
Making A Good Impression On Your Application

Almost all employers will require you to complete an application form when you apply for a job. You’ll have an advantage over most other job applicants if you use the application form to make a good impression and avoid answers that can screen you out. Be sure to fill out the form requested entirely.

Application Appearances Count

To make hiring decisions, employers often rely on their first impressions. They get those impressions from the way you present information about yourself. The way you look at the time of dropping off your application and at the time of the interview. Also by the way your application is completed. If employers don’t get a good impression from your application they won’t take the time to interview you.

The way you look and the way your application is completed will make a difference. This is often true even if you have the skills to do the job. For this reason, you must learn to make a good first impression.

The Power of Words

The words you use on your application are important. Using action words to describe your work experience can make it more positive. These words can help you make a good impression. They help you tell an employer what you can do.

Action words are also very important to use during interviews. They help give an employer a very positive impression.

Tips For Completing Job Applications

Be prepared with the information you need. Be sure to have your social security card, driver’s license and possibly your resume. You may also need addresses and phone numbers of previous employers as well as starting and ending salary and dates of employment information for each previous job. It’s always better if you have too much information than not enough.

Read and follow instructions carefully. Always. Take a few minutes to review the entire application. Some applications ask for information differently and all have specific spaces in which you are expected to answer questions. Think of the application as a test in following instructions.

Complete the application as neatly as possible. Remember how important handwriting was in school? Neatness and legibility count; the application is a reflection of you. Consider typing it if it is an option. If completing it by hand, be sure to use only blue or black pen. Don’t fold, bend, or otherwise mar the application.

Tailor your answers to the job you are seeking. Give details of skills and accomplishments, and frame your experiences in terms of duties and responsibilities.

Don’t leave any blanks. Complete all requested information. If there are questions that don’t apply to you, simply respond with “not applicable”, or “N/A”. Do not write “see resume” when completing the application (but you can certainly attach your resume to the application).

Don’t provide any negative information. Your goal with the application is to get an interview. Providing negative information (such as being fired from a job) just gives the employer a reason not to interview you.

Always answer questions truthfully. The fastest way for an application to hit the trash can is to have a lie on it. If you were fired or downsized, you should try to be as positive as possible and leave longer explanations for the interview; some experts recommend writing “job ended” as the reason you left your last job.

Don’t specify salary requirements. Employers often use this question as a screening device and you don’t want to be eliminated from consideration based on your answers. It’s best to say “open” or “negotiable”.

Provide references. Employers want to see that there are people who will provide objective information about you to them. Pick your references carefully and make sure you ask if they are willing to be a reference for you before you list them.
Who is entitled to Veteran’s Preference in Employment

5-Point Preference

Five points are added to the passing examination score or rating of a veteran who served:

- During a war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- During the Gulf War from August 2, 1990, through January 2, 1992; or
- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or
- In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligible separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.

10-Point Preference

Ten points are added to the passing examination score of:

- A veteran who served any time and who (1) has a present service-connected disability or (2) is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs. Individuals who received a Purple Heart qualify as disabled veterans.
- An unmarried spouse of certain deceased veterans, a spouse of a veteran unable to work because of a service-connected disability, and
- A mother of a veteran who died in service or who is permanently and totally disabled.

General Requirements for Preference

To be entitled to preference, a veteran must meet the eligibility requirements in section 2108 of title 5, United States Code. This means that:

- An honorable or general discharge is necessary.
- Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference unless they are disabled veterans.
- Guard and Reserve active duty for training purposes does not qualify for preference.

When applying for Federal jobs, eligible veterans should claim preference on their application or resume. Applicants claiming 10-point preference must complete form SF-15, Application for 10-Point Veteran Preference.
Notice of Priority of Service for Veterans and Eligible Spouses of Veterans

- **Definitions:**
  Covered Person – Veteran or Eligible Spouse.

  - **Veteran** - A person who:
    Served at least one (1) day in the active military, naval, or air service, and was discharged or released therefrom with other than a dishonorable discharge (active service includes full-time Federal service (typically referred to as Title 10) in the National Guard or a Reserve component).

  - **Eligible Spouse** - The spouse of any of the following:
    ✪ Any veteran who died of a service-connected disability, or
    ✪ Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days: (i) Missing in action; (ii) Captured in line of duty by a hostile force; or (iii) Forcibly detained or interned in line of duty by a foreign government or power, or
    ✪ Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs, or
    Any veteran who died while a disability, as indicated in previous bullet of this section, was in existence.

- **Proof of Status:**
  A DD Form 214 is the most recognized document, however, if this document is not readily accessible, please advise the Job Service staff of your situation.

- **Services offered under Priority of Service:**
  With respect to any qualified job training program, a covered person shall be given priority over a non-covered person for the receipt of employment, training, and placement services provided under that program, notwithstanding any other provision of the law.
  Priority, in the context of providing priority of service to covered persons in qualified job training programs, means the right to take precedence over non-covered persons in obtaining services.
  Depending on the type of service or resource being provided, taking precedence may mean:
    - The covered person receives access to the service or resource earlier in time than the non-covered person, or
    - If the service or resource is limited, the covered person receives access to the service or resource instead of or before the non-covered person.
  Please see Job Service staff for applicable eligibility requirements for specific training programs.
  Please identify yourself as a Veteran or Eligible Spouse to our staff.
How to obtain your Military Service Records

Your Military Service Records can be obtained several different ways.

1. If you’re comfortable using a computer and navigating the internet you can go to http://www.archives.gov/veterans/evetrecs/index.html and follow the online instructions. Please remember when requesting records on-line there is a signature verification page that needs to be printed out and either faxed or mailed to the Processing Center before a search will be conducted for your records.

2. If you would rather complete a hard copy request you must complete a “Standard Form 180 (SF 180). It is HIGHLY recommended that you receive assistance from a Veterans Service Officer in completing the hard copy SF 180. A copy of the SF 180 and Instruction sheet are on the two following pages.

Information needed to complete the online request or hard copy SF 180:

**Required information**
- The veteran's complete name used while in service
- Service number
- Social security number
- Branch of service
- Dates of service
- Date and place of birth (especially if the service number is not known).
  
  If you suspect your records may have been involved in the *1973 fire*, also include:
  - Place of discharge
  - Last unit of assignment
  - Place of entry into the service, if known.
  - All requests must be **signed** and **dated** by the veteran or next-of-kin.

**If you are the next of kin of a deceased veteran**, you must provide proof of death of the veteran such as a copy of death certificate, letter from funeral home, or published obituary.
How to obtain your Military Service Records

Recommended Information:

While this information is not required, it is extremely helpful to NPRC staff in understanding and fulfilling your request:

- The **purpose or reason** for your request, such as applying for veterans benefits, preparing to retire, or researching your personal military history.
- Any **deadlines** related to your request. We will do our best to meet any priorities. For example, you may be applying for a VA-guaranteed Home Loan and need to provide proof of military service by a specific date.

Any other specific information, documents or records you require from your Official Military Personnel File (OMPF) besides your Report of Separation (DD Form 214).

Emergency Requests and Deadlines:

If there is an emergency or deadline associated with your request, please explain this in the "Comments" section of eVetRecs or in the "Purpose" section of the SF-180 so that we fully understand the situation and we will do our best to meet your priority.

If your request involves a burial in a National Cemetery operated by the Department of Veterans Affairs, the cemetery staff will work directly with us to obtain the required records for the service. If your request involves funeral services provided by a non-VA/private provider, the next of kin may fax the request (including signature of the next of kin) to us at 314 801-0764. If your request involves the burial of a Marine Corps veteran, you may contact the USMC Liaison Officer at 314 538-3155.

Where to send my requests?

You can mail or fax your **signed** and **dated** request to the National Archives's National Personnel Record Center (NPRC). Most, but not all records, are stored at the NPRC. **Be sure to use the address specified by eVetRecs or the instructions on the SF-180.** The locations of military service records for active and retired personnel are listed at **Location of Military Service Records**.

**NPRC Fax Number : 314-801-9195**

**NPRC Mailing Address:** National Personnel Records CenterMilitary Personnel Records9700 Page AvenueSt. Louis, MO 63132-5100 Please note that requests which are sent by Priority Mail, FedEx, UPS, or other "express" services will only arrive at the NPRC sooner. **They will not be processed any faster than standard requests. See the section above on emergency requests and deadlines.**
INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please by to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next of kin using e Vet Recs at http://www.archives.gov/veterans/evetrecs/.

2. Personnel records/Military Human Resource Records/ Official Military Personnel Files (OMPF) and Medical Records/Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service less than 62 years ago and STR's are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DRS, Coast Guard). STR's of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs approximately 40 days after the last day of active duty. (See item 3, Archival Records, if the military member was discharged, retired or died in service over 62 years ago.)

a. Release of Information: Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. An authorization signature, of the service member or the member's legal guardian, is needed in Section III of the SF 180. Others requesting information from military personnel records and/or STR's must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next of kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters must provide proof of death, such as a copy of a death certificate, letter from funeral home or obituary.

b. Fees for records: There is no charge for most services provided to service members or next of kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified as soon as that determination is made.

3. Archival Records. Personnel records of military members who were discharged, retired, or died in service 62 or more years ago have been transferred to the legal custody of NARA and are referred to as "archival" records.

a. Release of Information: Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next of kin is not required. However, in order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and preclude the release of some information.

b. Fees for Archival Records: Access to archival records is granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). You will be notified is a charge for photocopies of documents contained in the record you are requesting.

4. Where reply may be sent. The reply may be sent to the service member or any other address designated by the service member or other authorized requester.

5. Definitions and abbreviations. DISCHARGED -the individual has no current military status; SERVICE TREATMENT RECORD (STR) -The chronology of medical, mental health and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -Temporary Disability Retired List

6. Service completed before World War I. National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e--mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552(a)(3) and applies to this form. Authority for collection of the information is 44 U.S.CO 2907. 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 860 I Adelphi Road, College Park, MD 2074 (.,6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN 111E ADDRESS LIST ON PAGE 2 OF THE SF 180.
REQUEST PERTAINING TO MILITARY RECORDS

* Requests from veterans or deceased veteran’s next of kin may be submitted online by using e VetRecs at http://www.archives.gov/veterans/military-service-records/

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)   2. SOCIAL SECURITY NO.   3. DATE OF BIRTH   4. PLACE OF BIRTH

5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)

<table>
<thead>
<tr>
<th>BRANCH OF SERVICE</th>
<th>DATE ENTERED</th>
<th>DATE RELEASED</th>
<th>OFFICER</th>
<th>ENLISTED</th>
<th>SERVICE NUMBER (If unknown, write “unknown”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. ACTIVE COMPONENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. RESERVE COMPONENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. NATIONAL GUARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. IS THIS PERSON DECEASED? If “YES” enter the date of death.   7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE?

    NO  YES

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU ARE REQUESTING:

   - [ ] DD Form 214 or equivalent. When was the DD Form(s) 214 issued? YEAR(S):
     - If more than one period of service was performed, even in the same branch, there may be more than one DD214.
     - This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran’s next of kin, or other persons or organizations if authorized in Section III, below. An UNDELETED DD214 is ordinarily required to determine eligibility for benefits. Sensitive items, such as, the character of separation, authority for separation, reason for separation, reinstatement eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.
     - An undeleted copy will be sent unless you specify a deleted copy. Indicate here if you want a deleted copy of the DD Form 214.
     - The following items are deleted: authority for separation, reason for separation, reinstatement eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.
     - [ ] All Documents in Official Military Personnel File (OMPF)
     - [ ] Medical Records (Includes Service Treatment Records, Health (outpatient) and dental records.) If hospitalized (inpatient), the facility name and date for each admission must be provided.
     - [ ] Other (Specify):

2. PURPOSE: (An explanation of the purpose of the request is strictly voluntary; however, such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box:

   - [ ] Benefits
   - [ ] Employment
   - [ ] VA Loan Programs
   - [ ] Medical
   - [ ] Genealogy
   - [ ] Correction
   - [ ] Personal
   - [ ] Other, explain:

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS: (Signature Required in #3 below of veteran, next of kin, legal guardian, authorized government agent or “other” authorized representative. If “other” authorized representative, provide copy of authorization letter.) No signature required for Archival records.

   - [ ] Military service member or veteran identified in Section I, above
   - [ ] Next of kin of deceased veteran
   - [ ] Legal guardian (Must submit copy of court appointment)
   - [ ] Other (specify)

   MUST HAVE PROOF OF DEATH - See item 2a on instruction sheet.

2. SEND INFORMATION/DOCUMENTS TO: (Please print or type. See item 4 on accompanying instructions.)

   Name
   Street
   Apt
   City  State  Zip Code
   Daytime phone  Fax Number
   Email address

3. AUTHORIZATION SIGNATURE WHEN REQUIRED (See items 2a or 3a on accompanying instructions) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct. No signature required for Archival records.

   Signature Required - Do not print

   Date

   ( ) ( )

   *This form is available at http://www.archives.gov/research/order/standard-form-180.pdf on the National Archives and Records Administration (NARA) web site.*
## LOCATION OF MILITARY RECORDS

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

<table>
<thead>
<tr>
<th>BRANCH</th>
<th>CURRENT STATUS OF SERVICE MEMBER</th>
<th>ADDRESS CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR FORCE</td>
<td>Discharged, deceased, or retired before 5/1/1994</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Discharged, deceased, or retired 5/1/1994 – 9/30/2004</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Discharged, deceased, or retired on or after 10/1/2004</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>National Guard released from active duty in the Air Force</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Current National Guard enlisted not on active duty in the Air Force</td>
<td>13</td>
</tr>
<tr>
<td>COAST GUARD</td>
<td>Discharged, deceased, or retired before 1/1/1896</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Discharged, deceased, or retired 1/1/1896 – 3/31/1998</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Discharged, deceased, or retired on or after 4/1/1998</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Active, reserve, or TDRL</td>
<td>3</td>
</tr>
<tr>
<td>MARINE CORPS</td>
<td>Discharged, deceased, or retired before 1/1/1905</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Discharged, deceased, or retired 1/1/1905 – 4/30/1994</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Discharged, deceased, or retired 1/1/1994 – 12/31/1998</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Discharged, deceased, or retired on or after 1/1/1998</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Individual Ready Reserve</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Active, Selected Marine Corps Reserve, TDRL</td>
<td>4</td>
</tr>
<tr>
<td>ARMY</td>
<td>Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Discharged, deceased, or retired after 10/16/1992</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Active enlisted, officers</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Former National Guard/USAR personnel</td>
<td>14</td>
</tr>
<tr>
<td>NAVY</td>
<td>Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Discharged, deceased, or retired 1/31/1994 – 12/31/1994</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Discharged, deceased, or retired on or after 1/1/1995</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Active, reserve, or TDRL</td>
<td>11</td>
</tr>
</tbody>
</table>

**PHS**

- Public Health Service - Commissioned Corps officers only

### ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Air Force Personnel Center&lt;br&gt;HQ AFPC/DFSP/DFR&lt;br&gt;550 C Street West, Suite 19&lt;br&gt;Randolph AFB, TX 78150-4721</td>
</tr>
<tr>
<td>6</td>
<td>National Archives &amp; Records Administration&lt;br&gt;Old Military and Civil Records (NWCTP-Military)&lt;br&gt;Textual Services Division&lt;br&gt;700 Pennsylvania Ave., N.W.&lt;br&gt;Washington, DC 20408-0001</td>
</tr>
<tr>
<td>11</td>
<td>Department of Veterans Affairs&lt;br&gt;Records Management Center&lt;br&gt;P.O. Box 6020&lt;br&gt;St. Louis, MO 63115-6020</td>
</tr>
<tr>
<td>2</td>
<td>Air Reserve Personnel Center&lt;br&gt;Records Management Branch&lt;br&gt;(DPTATA)&lt;br&gt;18420 E. Silver Creek Ave., Bldg. 590 MS 68&lt;br&gt;USAF Lakenheath&lt;br&gt;Commander, Personnel Service Center (PSD-MR) MS7200&lt;br&gt;US Coast Guard&lt;br&gt;4200 Wilson Blvd., Suite 1100&lt;br&gt;Arlington, VA 22206-7200&lt;br&gt;<a href="http://arcg.is/psdadm">http://arcg.is/psdadm</a></td>
</tr>
<tr>
<td>7</td>
<td>US Army Human Resources Command&lt;br&gt;ATTN: AHRPC-PDR-V&lt;br&gt;1600 Spearhead Division Ave., Dept 420&lt;br&gt;Fort Knox, KY 40122-5402&lt;br&gt;ahrpc.army.mil/</td>
</tr>
<tr>
<td>8</td>
<td>Reserved.</td>
</tr>
<tr>
<td>12</td>
<td>Division of Commissioned Corps Officer Support&lt;br&gt;ATTN: Records Officer&lt;br&gt;1101 Wooton Parkway, Plaza Level, Suite 100&lt;br&gt;Rockville, MD 20852</td>
</tr>
<tr>
<td>13</td>
<td>Reserved.</td>
</tr>
<tr>
<td>4</td>
<td>Headquarters U.S. Marine Corps&lt;br&gt;Manpower Management Support Branch (MMSB-10)&lt;br&gt;2068 Elliot Road&lt;br&gt;Quantico, VA 22134-5030</td>
</tr>
<tr>
<td>14</td>
<td>National Personnel Records Center (Military Personnel Records)&lt;br&gt;1 Archives Dr.&lt;br&gt;St. Louis, MO 63138-1002&lt;br&gt;<a href="http://www.archives.gov/veterans/military-service-records/">http://www.archives.gov/veterans/military-service-records/</a></td>
</tr>
<tr>
<td>5</td>
<td>Marine Forces Reserve&lt;br&gt;4400 Dauphine St.&lt;br&gt;New Orleans, LA 70116-5400&lt;br&gt;5720 Integrity Drive&lt;br&gt;Millington, TN 38055-3120</td>
</tr>
</tbody>
</table>
Good Jobs for VETS
U.S. Department of Labor

Program
Transition
Veterans
Incarcerated

Reference this code: ITLP01
To request more copies of this brochure, call us at 202-693-4700

Washington, DC 20210
U.S. Department of Labor
Training Service
Veterans' Employment and Training Programs website at: www.doleta.gov/vets
For more information or to apply, visit www.doleta.gov/vets

How do I apply for an ITLP Grant?
SECTION THREE:

EMPLOYMENT BENEFITS
State of Montana Veterans Benefits

Highlights:

- Free Montana Veterans Affairs Division Service Officer assistance

- Free recording and copies of discharge papers
  
  *If you recorded your DD214 at the Richland County Courthouse, the Clerk and Recorders office you can get certified copies there*

- $250.00 death payment - payment made by county of residence
  
  *A certified copy must be submitted to the funeral home.*

- $70.00 grave marker payment - payment made by county of residence

- Employment assistance - local Montana Job Service office
  
  *Veterans and Spouses receive Priority of Service*

- Montana Veterans Homes - Department of Public Health and Human Services

- Free license plate and vehicle registration waiver - qualified disabled Veterans

- Reduced or no real property taxes - qualified disabled veterans

- Free fishing/hunting license - qualified disabled veterans

- Burial in State Veterans Cemeteries

- College tuition waivers
You May Be Eligible
To Enroll in VA's Health Care System.

Do you know if you qualify?
Visit www.va.gov/amieligible

Do you have enrollment or eligibility questions?
Call 1-877-222-VETS (8387)
INSTRUCTIONS FOR COMPLETING APPLICATION FOR HEALTH BENEFITS

Please Read Before You Start . . . What is VA Form 10-10EZ used for?

For Veterans to apply for enrollment in the VA health care system, or dental benefits. The information provided on this form will be used by VA to determine your eligibility for medical benefits and on average will take 45 minutes to complete. This includes the time it will take to read instructions, gather the necessary facts and fill out the form.

Where can I get help filling out the form and if I have questions?

You may use ANY of the following to request assistance:

• Ask VA to help you fill out the form by calling us at 1-877-222-VETS (8387).
• Access VA's website at http://www.va.gov and select "Contact the VA."
• Contact the Enrollment Coordinator at your local VA health care facility.
• Contact a National or State Veterans Service Organization.

Definitions of terms used on this form

SERVICE-CONNECTED (SC): A VA determination that an illness or injury was incurred or aggravated in the line of duty, in the active military, naval or air service.
NONCOMPENSABLE: A VA determination that a service-connected disability is not severe enough to warrant monetary compensation.
COMPENSABLE: A VA determination that a service-connected disability is severe enough to warrant monetary compensation.
NONSERVICE-CONNECTED (NSC): A Veteran who does not have a VA determined service-related condition.

Getting Started:

ALL VETERANS MUST COMPLETE SECTIONS I - IV.

Directions for Sections I - IV:

Section I - General Information: Answer all questions. Note: Veterans determined by a VA clinician to be Catastrophically Disabled are enrolled in Priority Group 4, unless eligible for a higher Priority Group, and are exempt from inpatient, outpatient and prescription copays. However, these Veterans may still be subject to copayments for extended care (long-term) services.

Section II - Insurance Information: Include information for all health insurance companies that cover you, this includes coverage provided through a spouse or significant other. Bring your insurance cards, Medicare and or Medicaid card with you to each health care appointment.

Section III - Employment Information: If you are employed or retired, answer all questions.

Section IV - Military Service Information: If you are not currently receiving benefits from VA, you may attach a copy of your discharge or separation papers from the military (such as DD-214 or for WWII Veterans, a "WD" Form), with your signed application to expedite processing of your application. If you are currently receiving benefits from VA, we will cross-reference your information with VA data.

Directions for Sections V - IX:

Section V - Financial Disclosure: ONLY NSC and 0% NONCOMPENSABLE SERVICE-CONNECTED VETERANS WHO ARE NOT:

• a former Prisoner of War or;
• in receipt of a Purple Heart or;
• a recently discharged Combat Veteran or;
• discharged for a disability incurred or aggravated in the line of duty or;
• receiving VA service-connected disability compensation or;
• receiving VA pension or;
• in receipt of Medicaid benefits or;
• determined by VA to be Catastrophically Disabled

MUST COMPLETE THIS SECTION TO DETERMINE ELIGIBILITY AND COPAY RESPONSIBILITY FOR VA health care enrollment and/or care or services. Failure to provide financial information, if required to do so, may result in denial of VA health care enrollment.

Complete only the sections that apply to you and sign and date the form.
Continued ...

Section VI - Dependent Information: Your spouse and dependent social security number(s) are required so we can verify their financial and insurance information through a computer-matching program.

Section VII - Previous Calendar Year Gross Annual Income of Veteran, Spouse and Dependent Children: Answer applicable questions

Section VIII - Previous Calendar Year Deductible Expenses: Answer applicable questions

Section IX - Previous Calendar Year Net Worth: Answer applicable questions

NOTE: All other Veterans may wish to provide this financial assessment to determine, as applicable, their eligibility for cost-free medication for their NSC conditions, beneficiary travel eligibility and/or waiver of the beneficiary travel deductible requirement.

Additional Information for Completing your application ...

Answer all questions in the appropriate sections. If you need more space to answer a question, attach a sheet of paper to the form containing your name and Social Security Number. If you need more room to respond to a question, write “Continuation of Item” and write the section and question number.

Section II - Insurance Information.

Include information for all health insurance policies that cover you; this includes coverage that is provided through a spouse or significant other. If you have more than one health insurer, provide this information on a separate sheet of paper and attach to the application. If you have access to a copier, attach a copy of your insurance cards, Medicare card and or Medicaid card (Medicaid is a federal/state health insurance program for certain low-income people). Bring these cards with you to each health care appointment.

Section IV - Military Service Information.

If you are not currently receiving benefits from VA, you may attach a copy of your discharge or separation papers from the military (such as DD-214 or, for WWII veterans, a “WD” Form), with your signed application to expedite processing of your application.

If you indicate that you received a Purple Heart Medal, we will check our records for confirmation of your status. If we are unable to confirm your Purple Heart status, we will ask you to provide VA a copy of your DD-214 or other military service records or orders indicating your award. To reduce processing time, you may submit a copy of this documentation with your application.

Section V - Financial Disclosure.

You are not required to disclose your financial information; however, VA is not currently enrolling new applicants who decline to provide their financial information unless they have other qualifying eligibility factors. If a financial assessment is not used to determine your priority for enrollment you may choose not to disclose your information and agree to make co-payments for treatment of your NSC conditions. If a financial assessment is used to determine your eligibility for cost-free medication, travel assistance or waiver of deductible, and you do not disclose your financial information, you may not be eligible for these benefits.

Section VI - Dependent Information - Include the following:

- Your spouse even if you did not live together, as long as you contributed support last calendar year.
- Your biological children, adopted children, and stepchildren who are unmarried and under the age of 18, or at least 18 but under 23 and attending high school, college or vocational school (full or part-time), or became permanently unable to support themselves before age 18.
- Child support contributions. Contributions can include tuition or clothing payments or payments of medical bills.

Section VII - Previous Calendar Year Gross Annual Income of Veteran, Spouse and Dependent Children.

Report:

- Gross annual income from employment, except for income from your farm, ranch, property or business. Include your wages, bonuses, tips, severance pay and other accrued benefits and your child’s income information if it could have been used to pay your household expenses.

- Net income from your farm, ranch, property, or business.

- Other income amounts, including retirement and pension income, Social Security Retirement and Social Security Disability income, compensation benefits such as VA disability, unemployment, Workers and black lung, cash gifts, interest and dividends, including tax exempt earnings and distributions from Individual Retirement Accounts (IRAs) or annuities.
Continued ...

Do Not Report:

Donations from public or private relief, welfare or charitable organizations; Supplemental Security Income (SSI) and need-based payments from a government agency; profit from the occasional sale of property; income tax refunds, reinvested interest on Individual Retirement Accounts (IRAs); scholarships and grants for school attendance; disaster relief payment; reimbursement for casualty loss; loans; Radiation Compensation Exposure Act payments; Agent Orange settlement payments; Alaska Native Claims Settlement Acts Income; payments to foster parent; amounts in joint accounts in banks and similar institutions acquired by reason of death of the other joint owner; Japanese ancestry restitution under Public Law 100-383; cash surrender value of life insurance; lump-sum proceeds of life insurance policy on a Veteran; and payments received under the Medicare transitional assistance program.

Section VIII - Previous Calendar Year Deductible Expenses.

Report non-reimbursed medical expenses paid by you or your spouse. Include expenses for medical and dental care, drugs, eyeglasses, Medicare, medical insurance premiums and other health care expenses paid by you for dependents and persons for whom you have a legal or moral obligation to support. Do not list expenses if you expect to receive reimbursement from insurance or other sources. Report expenses of lost illness and burial expenses, e.g., prepaid burial, paid by the veteran for spouse or dependent(s).

Section IX - Previous Calendar Net Worth.

Your net worth is the market value of all the interest and rights you have in any kind of property. However net worth does not include your single-family residence and a reasonable lot area surrounding it. It also does not include the personal things you use every day like your vehicle, clothing and furniture.

Submitting your application.

1. Read Section X, Paperwork Reduction and Privacy Act Information, Section XI Consent to Copays and Section XII, Assignment of Benefits.

2. In Section XII, you or an individual to whom you have delegated your Power of Attorney must sign and date the form. If you sign with an “X”, 2 people you know must witness you as you sign. They must sign the form and print their names. If the form is not signed and dated appropriately, VA will return it for you to complete.

3. Attach any continuation sheets, a copy of supporting materials and your Power of Attorney documents to your application.

Where do I send my application?

Mail the original application and supporting materials to your local VA health care facility. You can find the address by calling VA at 1-877-222-VETS (8387), or on the Internet at http://www.va.gov.
Social Security Administration

Office Address: SOCIAL SECURITY
ROOM 100
2900 4TH AVE N
BILLINGS, MT 59101

Phone Numbers: 1-866-895-1795
Local Number 1-406-247-7415
National Toll-Free 1-800-772-1213
TTY 1-406-247-7284

Office Hours:
MONDAY - FRIDAY: 09:00 AM - 04:00 PM

Office Information:
GEOGRAPHICALLY HUGE SERVICE AREA -- PREFER TELEPHONE APPOINTMENTS.
LOCATED IN NEW FEDERAL BLDG DOWNTOWN, ACROSS FROM LINCOLN CENTER.
OFFICE IS LOCATED AT THE CORNER OF 4TH AVE NORTH & NORTH 29TH STREET.
THERE ARE 3 HANDICAPPED PARKING SPACES ON THE CORNER JUST OUTSIDE THE ENTRANCE TO THE BUILDING. 1 IS ON 4TH AVE & 2 ARE ON NORTH 29TH STREET.

Map:
Social Security Administration

Office Address: SOCIAL SECURITY
1137 2nd Avenue West
Williston, ND 58801-4168

Phone Number: (701) 572-0682
Website: www.socialsecurity.gov

Office Hours:
Tuesday—Thursday: 9:00am –4:00 pm CST
SECTION FOUR:

EDUCATION
Welcome to Veterans Upward Bound in Montana

Veterans' Upward Bound | 1500 University Drive | Cisel Hall | Billings, Montana 59101 | 1.877.356.8387 www.vubmt.com

Veterans Upward Bound (VUB) is a free U.S. Department of Education program designed to help eligible U.S. military veterans refresh their academic skills so that they can successfully complete the postsecondary school of their choosing.

Veterans Upward Bound is part of The Federal Trio Programs funded through the U.S. Department of Education providing educational services to veterans throughout the state of Montana by offering five programs; the Tribal College Academic Bridge Program, the Cohort Program, the College Transition Assistance Program, the Distance Learning Program, and the Reserve Program. Click on a program on the left for additional information.

Veterans Upward Bound began services in Montana in 1992. Since that time, it has expanded services to over 15 sites statewide and has provided educational services to over 2,000 low-income and first-generation college bound veterans. Our veterans represent all eras of our nation's military history.

Veterans Upward Bound provides intensive basic skills development in those academic subjects required for successful completion of a high school equivalency program and/or admission to post secondary education programs; short-term remedial or refresher classes for veterans who are high school graduates but have delayed pursuing a post secondary school education; assistance with applications to the post secondary school of choice; assistance with applying for financial aid; personal counseling; academic advice and assistance; activities designed to acquaint veterans participating in the project with the range of career options available to them; assistance in securing veterans services from other locally available resources; exposure to cultural events, academic programs, and other educational activities not usually available to disadvantaged people.

![Map of Montana with veterans upward bound sites marked]
Benefits for
School Hiring Authorities

- A life of military service makes our clients ideal teachers:
  - Maturity
  - Diversity
  - Leadership
  - World knowledge
  - Team players
  - Role models
- Our clients have expertise in critical needs subjects:
  - Math
  - Science
  - Special Education
  - CTE/PTE
- Proven higher retention rate
  - Deliberate second career choice
  - Passion for teaching
- Lower life-cycle cost to school districts
  - Entering career field later in life
  - Military supplemental income

Advertisement Vacancies with Troops to Teachers!

"In a completely rational society, the best of us would aspire to be teachers and the rest of us would have to settle for something less, because passing civilization along from one generation to the next ought to be the highest honor and the highest responsibility anyone could have." -Lee Iacocca

Lewis & Clark Regional Office
Toll Free 866-478-3224
northernmttt@gmail.com
www.montana.edu/mtt

National Office
www.proudtoserveagain.com

Lewis & Clark Region
Idaho, Montana, North Dakota, Oregon, South Dakota & Wyoming
Purpose:
Troops to Teachers gives military personnel the resources they need to make the transition from military service to service as a public school teacher. Aspiring teachers can access information, advice, and financial aid from experts in the field to help them get into the classroom.

Getting Started:
- **REGISTER ONLINE** or download registration form from the website and mail to DANTES:
  - www.proudtoserveagain.com
- Contact regional office about general information, teacher preparation program and teacher licensure/certification options

Referral & Placement Assistance:
- Teacher licensure/certification advising and information
- Teacher preparation programs advising
- Assistance in identifying job vacancies
- State specific Mentor Network

Referral & Placement Eligibility:
- Minimum six years military service—active duty or Reserve component
- Honorable last period of military service

Financial Aid Eligibility:
For Active Duty:
- Retired
- Approved retirement date with one year or less remaining
- Separated on or after 8 January 2002 for service determined physical disability (four years to apply after separation)

For Reserve Components:
- Retired
- Currently serving in drilling unit with 10 years or more towards retirement. Commit to an additional three years
- Separated on or after 8 January 2002 for service determined physical disability (four years to apply after separation)
- Immediately transitioned to drilling Reserves after minimum six years active duty.
- Commit to an additional three years.

Financial Aid:
- A stipend up to $5,000 to help earn a teaching license or add a critical need endorsement area. Requires a commitment to teach three years in a qualifying school district.*
- A $10,000 bonus to teach three years in a high need school house
- Stipend + bonus disbursements not to exceed $10,000 per teacher

*Identification of qualifying districts and schools available through regional office.
For VETERANS

Did you know that you can collect GI Bill Veterans Benefits that you may be eligible for various Veterans Administration (VA) programs in registered apprenticeship programs certified to the VA by the Montana Apprenticeship and Training Program? Registered Apprenticeship entitles veterans to collect training benefits from the Veterans' Administration.

If you are:

- A veteran participating in the Montgomery GI Bill Act
- Currently serving in the Guard or Reserves
- The spouse or child of a veteran with a 100% permanent and total service-connected disability, or
- A child or widow whose parent's/spouse's death was service related

YOU may be eligible for VA benefits during your Apprenticeship. To see if you may qualify for educational benefits, please click on the links listed below:

Veterans Benefits Available In Registered Apprenticeships
How to determine if you qualify for VA educational benefits as a registered apprentice

Veteran’s Education Assistance Act of 2008

Helmets to Hardhats

Montana Veterans’ Upward Bound

Apprenticeship & Training Program
Workforce Services Division
Phone: (406) 444-3998
**Department of Veterans Affairs**

**DISABLED VETERANS APPLICATION FOR VOCATIONAL REHABILITATION**

(Chapter 31, Title 38, U.S.C.)

**PURPOSE OF VOCATIONAL REHABILITATION:** Vocational Rehabilitation provides services and assistance to certain veterans with disabilities to get and keep a suitable job. If employment is not reasonably feasible, vocational rehabilitation may be able to provide services to support veterans with disabilities to achieve maximum independence in their daily living activities.

**IMPORTANT:** To see if you should fill out this form, please read the information on back.

1. **FIRST, MIDDLE, LAST NAME OF VETERAN**
2. **SOCIAL SECURITY NO.**
3. **VA FILE NO. (if different from Item 2)**
4. **DATE OF BIRTH** (Month, Day, Year)
5A. **MAILING ADDRESS** (No. and street or rural route, City, State and ZIP Code)
6. **DAYTIME TELEPHONE NO.** (Include Area Code)
7. **EVENING TELEPHONE NO.** (Include Area Code)
8. **VA OFFICE WHERE RECORDS ARE LOCATED**
9. **EMAIL ADDRESS OF VETERAN** (if, available)

10. **IF YOU ARE MOVING WITHIN THE NEXT 30 DAYS, GIVE US YOUR NEW ADDRESS**
11. **LIST ANY PREVIOUS VOCATIONAL REHABILITATION PROGRAMS YOU HAVE BEEN IN AND GIVE THE DATES (include both VA and non-VA programs)**

**12. SERVICE INFORMATION** (Enter the following information for each period of active duty. Show ALL active duty)

<table>
<thead>
<tr>
<th>SERVICE NUMBER (Prefix and suffix)</th>
<th>BRANCH OF SERVICE (A)</th>
<th>DATE ENTERED ACTIVE DUTY (C)</th>
<th>DATE LEFT ACTIVE DUTY (D)</th>
<th>TYPE OF SEPARATION OR DISCHARGE (E)</th>
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13. **IF YOU ARE NOW WORKING** (Enter the following information for your current job)

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<th>NAME AND ADDRESS OF EMPLOYER</th>
<th>DUTIES OF YOUR JOB</th>
<th>MONTHLY SALARY OR WAGES</th>
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14. **IF YOU ARE NOW HOSPITALIZED, WHAT IS THE NAME AND ADDRESS OF YOUR HOSPITAL?**

15. **WHAT IS YOUR DISABILITY RATING?**

15A. **WHAT IS THE NATURE OF YOUR DISABILITY (DISABILITIES)?**

16. **DID YOU SERVE IN:** (Check appropriate box(es))

- [ ] WORLD WAR II
- [ ] POST WORLD WAR II ERA
- [ ] KOREAN CONFLICT
- [ ] POST VIETNAM
- [ ] GULF WAR
- [ ] OPERATION ENDURING FREEDOM
- [ ] GULF WAR
- [ ] OPERATION IRAQI FREEDOM
- [ ] YES
- [ ] NO

17. **DISABLED TRANSITION ASSISTANCE PROGRAM (DTAP)?**

**I HEREBY CERTIFY THAT** the information I have entered on this form is true and complete to the best of my knowledge and belief. I realize that making willful false statements concerning a material fact in a claim of vocational rehabilitation benefits is a punishable offense that may result in fine or imprisonment or both.

18A. **SIGNATURE OF APPLICANT** (Do not print) (Sign in ink)

18B. **DATE SIGNED**
VOCATIONAL REHABILITATION FOR SERVICE-DISABLED VETERANS

TO APPLY OR RECEIVE INFORMATION AND ASSISTANCE:

- To apply, submit this completed application to the nearest VA office.
- You may obtain information and assistance from any VA office or on line at http://www.vba.va.gov/bln/vre/index.htm.
- Local representative of veteran's service organizations and the American Red Cross also have information and forms available.

EVALUATION: If you have a VA combined service-connected disability rating of 10 percent or more and you apply for vocational rehabilitation, we will provide you a comprehensive evaluation. During this evaluation, a VA counselor will work with you to answer a variety of questions. Such as:

1. Do you meet the basic entitlement requirements?
2. Are you within the time limit for receiving this benefit? (This is generally 12 years from the date VA notified you that you had at least a 10% service-connected disability.)

PLANNING AND COUNSELING: Your counselor must first determine that you meet the entitlement requirements and an employment or independent living goal is reasonably feasible. Then your counselor will help you develop a plan of services and assistance to assist you to reach your employment goal. Counseling will be available throughout your program to help you with problems that may arise.

REHABILITATION SERVICES: Not all vocational rehabilitation programs involve training. You may only need employment services to help you get a suitable job. If a VA counselor determines that you need training to reach your vocational goal, your VA counselor will also determine the number of months of training you need. You may train in a vocational school, a special rehabilitation facility, an apprenticeship program, other on-job training position, a college, or a university. If training is appropriate, VA will provide medical and dental care treatment, employment assistance to get and keep a suitable job, and other services you may need. If a vocational goal is not currently feasible for you, VA may provide services and assistance to improve your capacity for living independently.

SUPPORT: VA may pay for tuition, fees, books, equipment, tools, or other supplies you need to succeed in your program. During your program, you may qualify for a monthly subsistence allowance to help you meet your living expenses. The allowance you receive depends on your type of training, rate of attendance, and number of dependents. You will receive this allowance in addition to any VA compensation or military retired pay you may receive.

PRIVACY ACT: The VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses (i.e. VA needs the information this form requests to help determine your eligibility to the benefit) as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education and Vocational Rehabilitation and Employment Records, published in the Federal Register. Your obligation to respond is required to obtain benefits. Giving us your Social Security Number (SSN) information is mandatory. Applicants are required to provide their SSN under Title 38 USC 5101 (c) (1). The VA will not deny an individual benefits for refusing to provide his or her SSN unless the disclosure of the SSN is required by a Federal Statute of law in effect prior to January 1, 1975, and still in effect.

RESPONDENT BURDEN: We need this information in order for veterans with compensable service-connected disabilities to apply for vocational rehabilitation under title 38, U.S.C. chapter 31. We estimate that you will need an average of 15 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at http://www.reginfo.gov/public/do/PRAMain. If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.
SECTION FIVE: USERRA
YOUR RIGHTS UNDER USERRA
THE UNIFORMED SERVICES EMPLOYMENT
AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

☆ you ensure that your employer receives advance written or verbal notice of your service;
☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have obtained if you had not been absent due to military service or, in some cases, a comparable job.

HEALTH INSURANCE PROTECTION

☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
☆ Even if you don’t elect to continue coverage during your military service, you have the right to be reinstated in your employer’s health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions except for service-connected illnesses or injuries).

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

☆ are a past or present member of the uniformed service;
☆ have applied for membership in the uniformed service; or
☆ are obligated to serve in the uniformed service;

then an employer may not deny you:
☆ initial employment;
☆ reemployment;
☆ retention in employment;
☆ promotion; or
☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/program/userra/booster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

ENFORCEMENT

☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/vets/userra.htm.
☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.