

VETERAN'S PREFERENCE DOCUMENTATION UPDATE

The District requires the appropriate verification documentation for qualified veterans' preference be added as an electronic attachment to the online application and must be submitted by the closing date of the job posting for the preference to be granted, if applicable. The qualified veteran and disabled veteran criteria are outlined in the electronic application.

We understand the National Personnel Record Center (NPRC) is currently closed, except for emergencies, due to the COVID-19 pandemic. The NPRC has requested veterans refrain from submitting a non-emergency request for documents until the NPRC returns to normal operations. <https://vetrecs.archives.gov/VeteranRequest/home.html>

If you are a potential candidate who plans to request veterans' preference and does not currently have the documents required to obtain the preference or needs updated documents, you may want to review the following resources which we received from the Oregon Office of the Veterans' Employment and Training Service, U.S. Department of Labor to obtain your documentation:

Is NPRC responding to any other requests? Yes, NPRC staff working remotely have begun servicing requests in which digital records are available. Digital records are normally available in instances where veterans separated from the military after 2002. If the records you requested are available electronically, NPRC *may respond to your request via email*. It is therefore important that your request *include a valid, legible email address*. NPRC staff working remotely cannot print and mail paper documents. They can respond only in instances where digital records are available, and the requester provides a valid, legible email address to which it can reply. <https://www.archives.gov/veterans/military-service-records-0>

Access for Veterans

- a) Veterans can download VA Form 10-5345a (Individuals' Request for a Copy of Their Own Health Information) located at <https://www.va.gov/find-forms/about-form-10-5345a/>. This form is a fillable PDF or can be printed and completed.
- b) Veterans can fill out the form and submits it to the VA's Release of Information Office via email or fax. The Release of Information Office's point of contact email and fax number is unique to each VA medical center (VAMC).
- c) Once the form is received, a hard copy of the VA HINQ report will be mailed to the veteran within approximately 20 days.

Veterans can request their military records, including DD214long form: <https://www.va.gov/records/get-military-service-records/>

Veterans can request their military records (DD214 (long form)): <https://www.va.gov/records/>

Additionally, veterans can register and receive a copy of their DD 214 (long form) by obtaining an eBenefits account: www.ebenefits.va.gov *Possibly the quickest method*