

Veterans Resource Guide



Compiled by:
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211 South Kendrick
Glendive, MT 59330

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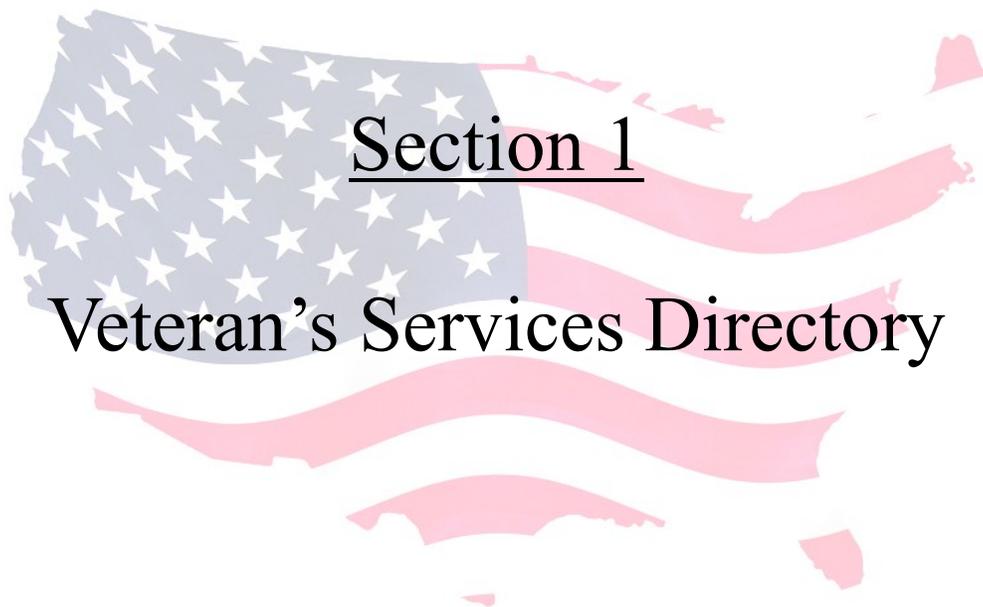
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Section 1

Veteran's Services Directory

Veterans Representatives

Shannon Kadrmas

Local Veterans Employment Representative

Montana Dept of Labor & Industry

Job Service Operations Bureau

Glendive Job Service

211 South Kendrick

Glendive, MT 59330

Phone: 406-377-3314 ex 205

Fax: 406-377-5831

Email: skadrmas@mt.gov

Dan Bernhardt

Veterans Program Manager

Montana Dept of Labor & Industry

Job Service Operations Bureau

1327 Lockey

Helena, MT 59624

Phone: 406-444-1630

Email: dbernhardt@mt.gov

Amber Zygotis

Veterans Intensive Services Coordinator

1327 Lockey

Helena, MT 59624

Phone: 406-444-1672

Fax: 406-444-1000

Email: wilgenfritz@mt.gov

Keith Olson

Veterans Service Officer

Montana Dept of Military Affairs

Veterans Affairs Division

210 South Winchester

Miles City, MT 59301

Phone: 406-232-1203

Fax: 406-232-8915

Email: mcmvad@qwestoffice.net

Veterans Representatives

Bob Schwegel
Veterans Service Officer
Veterans of Foreign Wars
Helena, MT
Phone: 406-495-2086

Veterans Resources

American Legion
Post #28
105 North Merrill Avenue
Glendive, MT 59330
Phone: 406-377-5317

Veterans Of Foreign Wars
Post #1125
218 South Merrill
Glendive, MT 59330
Phone: 406-377-7235

Vietnam Veterans of America,
Glendive Chapter #234

Education and Training for Veterans

Apprenticeship and Training
Montana Dept of Labor
P.O. Box 202501
Helena, MT 59620
Phone: 406-444-4437
Fax: 406-444-1373

G.I. Bill
Montana Dept of Military Affairs
Suite 300
600 Central Avenue
Great Falls, MT 59403
Phone: 406452-2265

Education and Training for Veterans

Veterans Upward Bound

Joe Cobs

Billings MSU Campus

Phone: 406-657-2026

Phone: 406-657-2063

Toll Free: 1-877-356-8387

www.vubmt.com

Troops to Teachers

Montana State University

P.O. Box 172940 (Reid Hall)

Bozeman, MT 59717

Phone: 406-994-7586

Fax: 406-994-7900

Toll Free: 1-866-478-3224

www.montana.edu.ttt

U.S. Dept of Veterans Affairs

Vocational Rehabilitation & Employment

P.O. Box 188

3633 Veterans Drive

Fort Harrison, MT 59636

Phone: 406-495-2011

Fax: 406-495-2019

Montana Vocational Rehabilitation

Dept of Health & Human Services

Disability Division

708 Palmer

Miles City, MT 59301

Phone: 406-232-0583

Fax: 406-232-0885

Toll Free: 1-877-296-1198

Medical Services for Veterans

US Dept of Military Affairs
Glendive VA Primary Care Clinic
2000 Montana Avenue
Glendive, MT 59330
Phone: 406-377-4755

US Dept of Military Affairs
VA Medical Center
3687 Veterans Drive
Helena, MT 59636
Phone: 406-442-641
Toll Free: 1-877-468-8387

VA Offices

VA Regional Office
3633 Veterans Drive
Helena, MT 59636
Toll Free: 1-800-827-1000



Section 2

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.

Issue	Past Problem	Present Problem	Potential Future Problem	No Problem	For use of Case Manager
1. Childcare Plan					
2. Childcare back-up: (Sick, vacation, holiday, snow)					
3. Special Needs Child					
4. Summer Childcare					
5. Transportation					
6. Transportation backup					
7. Stable Housing					
8. Homeless					
9. Housing Repair (plumbing, electrical, ventilation)					
10. Spoken English					
11. Mental Health					
12. Physical Health					
13. Basic Math Skills (add, subtract, multiply, divide)					
14. Difficulty Reading					
15. Difficulty Learning New Things					
16. Difficulty Sleeping					
17. Difficulty Eating or Overeating					
18. Difficulty Managing Stress					

Glendive Job Service Workforce Center



211 South Kendrick
Glendive, MT 59330
Phone: (406) 377-3314
Fax: (406) 377-5831

Office Hours:
Mon, Wed, Thurs, Fri: 8 a.m.– 5p.m.
Tuesday: 10 a.m.-5p.m.

Useful Web Addresses

<http://www.glendivejobs.mt.gov>
Glendive Job Service

<https://app.mt.gov/ui4u/index>
Montana Unemployment

<http://www.mt.gov>
State of Montana Home Page

<http://mt.gov/statejobs/statejobs.asp>
State job openings and application

<http://usajobs.com>
Federal job openings

JOB SEARCH PROCESS

mt.gov
Workforce Services Division
Department of Labor & Industry
STATE OF MONTANA

Glendive Job Service Workforce Center

The Glendive Job Service Website has recently been updated with a new look.
[Review the changes](#) made to our new design and how these changes will benefit You.

Today is June 22, 2010

Jobs.mt.gov
Montana's Electronic Jobs System

RSS Twitter Email

- Employers
- Job Seekers
- Information
- Local Buzz
- Community Links
- Contact Us
- Business Hours
- Location Map
- Site Directory

EMPLOYERS

- Post a Job Opening
- Find a Job Seeker
- Business & Employer Tools
- Wage & Hour Resources
- Employment Posters
- MT Employers' Council

Registered Employer Sign in for jobs.mt.gov

Username:

Password:

Forgot Username
Forgot Password

New Employer?

JOB SEEKERS

- Find a Job
- Search All Jobs
- Job Seeker Tools
- Employment Applications
- Training & Education
- Veteran's Services

Registered Job Seeker Sign in for jobs.mt.gov

Username:

Password:

Forgot Username
Forgot Password

New Job Seeker?

INFORMATION

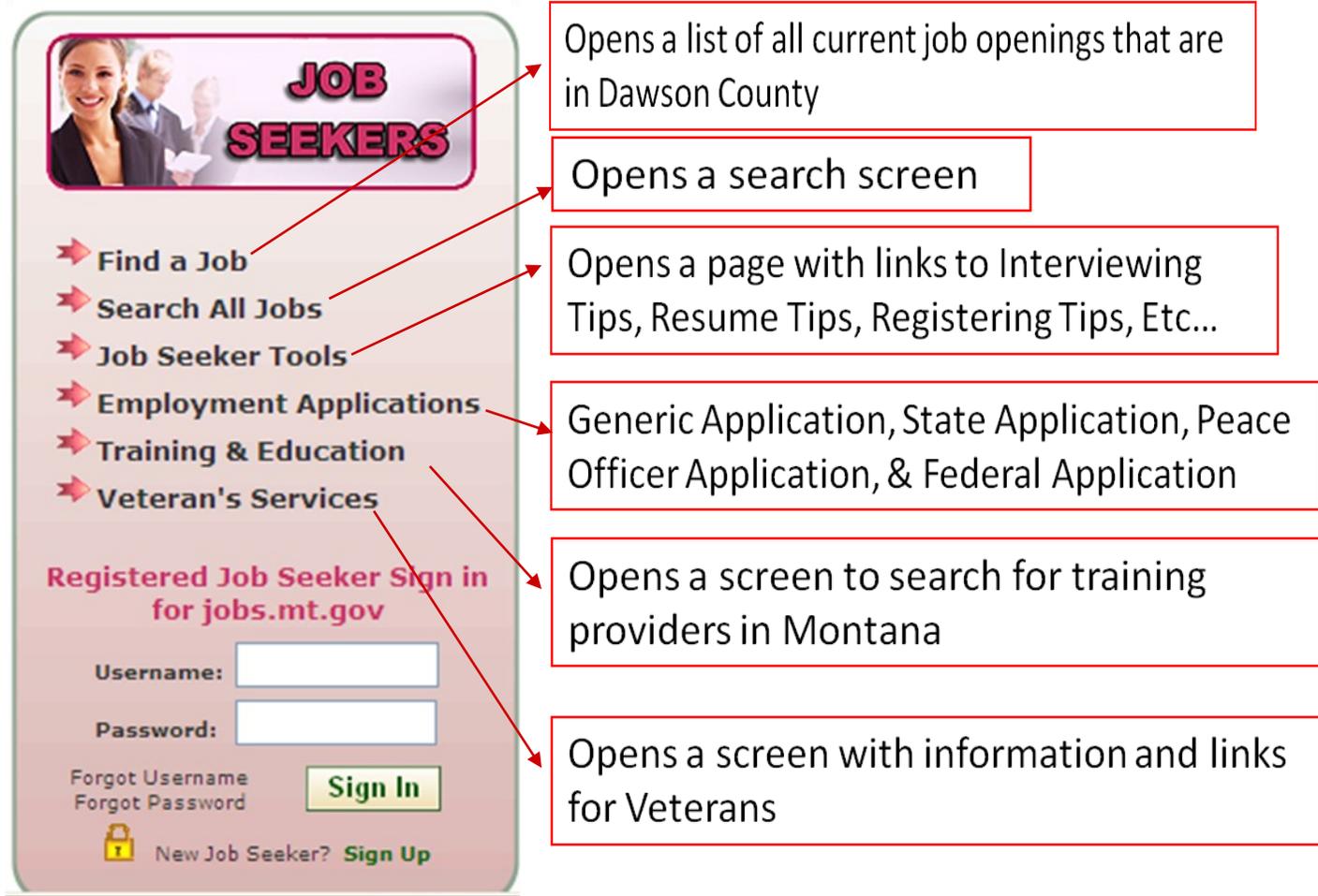
- Employment News
- Labor Market Data
- Reference Guides
- Occupational Profiles
- Apprenticeship & Training
- Jobs for Montana Graduates
- Unemployment Insurance
- Workforce Investment Act

[Search MT.gov](#)

This information is tailored for the Job Seeker

JOB SEARCH PROCESS

Job Seeker



The image shows a screenshot of a job seeker interface with several callouts explaining the actions of various links. The interface includes a header with a photo of a woman and the text "JOB SEEKERS". Below the header is a list of links: "Find a Job", "Search All Jobs", "Job Seeker Tools", "Employment Applications", "Training & Education", and "Veteran's Services". There is also a "Registered Job Seeker Sign in for jobs.mt.gov" section with fields for "Username:" and "Password:", a "Sign In" button, and links for "Forgot Username" and "Forgot Password". At the bottom, there is a "New Job Seeker? Sign Up" link with a lock icon.

JOB SEEKERS

- Find a Job
- Search All Jobs
- Job Seeker Tools
- Employment Applications
- Training & Education
- Veteran's Services

Registered Job Seeker Sign in for jobs.mt.gov

Username:

Password:

Forgot Username
Forgot Password

[Sign In](#)

 New Job Seeker? [Sign Up](#)

Opens a list of all current job openings that are in Dawson County

Opens a search screen

Opens a page with links to Interviewing Tips, Resume Tips, Registering Tips, Etc...

Generic Application, State Application, Peace Officer Application, & Federal Application

Opens a screen to search for training providers in Montana

Opens a screen with information and links for Veterans

JOB SEARCH PROCESS

Job Seeker

JOB SEEKERS

- Find a Job
- Search All Jobs
- Job Seeker Tools
- Employment Applications
- Training & Education
- Veteran's Services

Registered Job Seeker Sign in
for jobs.mt.gov

Username:

Password:

Forgot Username
Forgot Password

Sign In

New Job Seeker? **Sign Up**

Clicking on one of these two links is the quickest way to look for a job. However, you will not be able to see how to apply for the job unless you sign in/register.

If you already have a username and password, sign in here.

If you do not have a username and password click on sign up.

JOB SEARCH PROCESS

Job Seeker Registration

Read the terms and conditions of use and click on your acceptance or decline of the terms.

mt.gov
Montana's Official State Website
DEPARTMENT OF LABOR & INDUSTRY - WORKFORCE SERVICES DIVISION

Workforce Centers | jobs.mt.gov Help | WSD Home | Login

Welcome to jobs.mt.gov - Montana's Employer Job Order Listing and Job Seeker Search System! Here you have the ability to:

- Access jobs.mt.gov 24 hours a day, 7 days a week
- Search for job openings based upon your individual qualifications
- View electronic Job Orders and referral information for job openings whose qualifications you meet
- Search new Job Orders added to jobs.mt.gov daily
- Create an electronic Personal Resume that is searchable by Montana employers

No other website can match the amount of resources about jobs in Montana - that is why jobs.mt.gov is Montana's Job Connection! For your protection, Employers using jobs.mt.gov must adhere to the following:

- They cannot charge a fee to provide a Job Seeker access to a job referral.
- If a salary is specified for a Job Order, it must be at least minimum wage according to Department of Labor standards.
- They cannot ask Job Seekers to purchase any materials or charge a fee as a requirement for being considered for a job opening.
- They cannot use this service to recruit replacement workers in a labor dispute.
- They cannot resell or repost resumes found on this site; such resale or reposting violates an individual's privacy.

If you feel an employer has violated any of the above mentioned policies, please contact Department of Labor and Industry at 406-444-2840.

It is unlawful for an employer to refuse employment to a person because of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction. (49-2-303, MCA) If you feel an employer has violated this policy, please contact Department of Labor and Industry, Human Rights Bureau, at 406-444-2884 or 1-800-542-0807, and you may view contact information about the [Human Rights Bureau here](#).

A Job Seeker may contact a local Job Service Workforce Center for additional information. Job Seekers using jobs.mt.gov must adhere to the following:

- Information provided on this site is for the exclusive use of Employers to connect with Job Seekers and Job Seekers to obtain referrals for job openings.
- These services depend on the exchange of accurate and timely information. We make every effort to encourage Employers to keep their information up to date. We depend on you to do the same with your information. We reserve the right to refuse service to any Job Seeker who provides inaccurate or inappropriate information. We also purge old information in accordance to an established schedule.

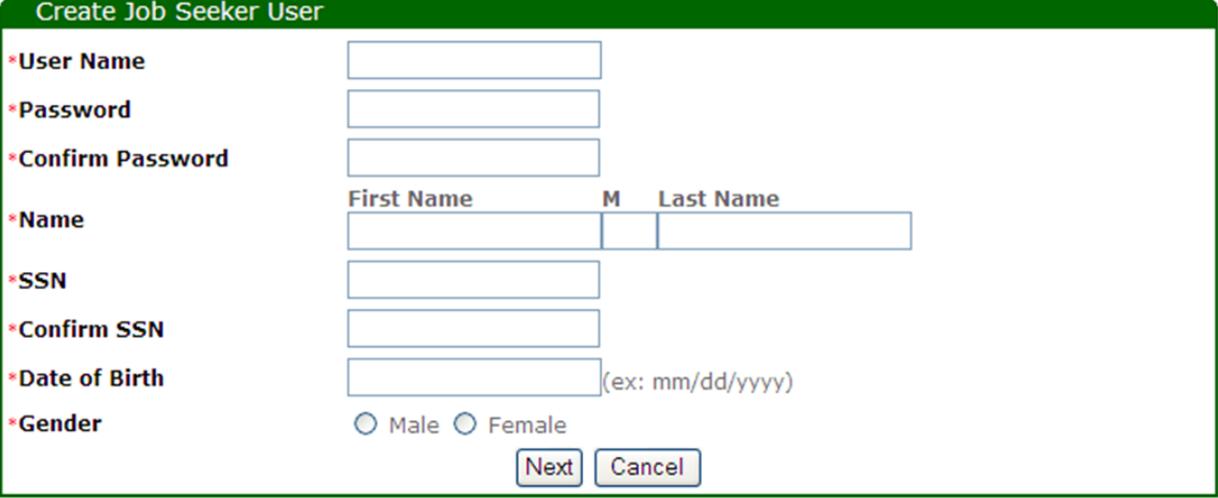
Violations of these policies could result in the loss of access privileges.

Accept Decline

Local intranet

JOB SEARCH PROCESS

Job Seeker Registration



The screenshot shows a registration form titled "Create Job Seeker User" with a green header. The form contains the following fields and options:

- *User Name: A single-line text input field.
- *Password: A single-line text input field.
- *Confirm Password: A single-line text input field.
- *Name: A form with three input fields labeled "First Name", "M", and "Last Name".
- *SSN: A single-line text input field.
- *Confirm SSN: A single-line text input field.
- *Date of Birth: A single-line text input field with a placeholder "(ex: mm/dd/yyyy)".
- *Gender: Two radio button options labeled "Male" and "Female".

At the bottom of the form are two buttons: "Next" and "Cancel".

Create a username and password for yourself. Then enter your name, social security number, date of birth, and gender. All fields are required.

If you have previously registered with job service but never online, the system will connect the two based on social security number. If there are discrepancies between what Job Service has and what you have entered online, it will ask you to fix that.

JOB SEARCH PROCESS

Job Seeker Registration

The information you enter while registering can be printed on a resume. Carefully enter information and check punctuation, grammar, and spelling. Do not capitalize every letter.

Home	Search	Referrals	Seeker Info	Employment	Education	Skills/Tools	Vet./Misc.
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• Thank you for registering with our site. Please take a few minutes to complete the registration wizard. Information you provide will only be used to provide you with the best service we can.

General Information

*Name	First Name	M	Last Name
	JOB	A	SEEKER
*Date Of Birth	1/1/1999	(ex: mm/dd/yyyy)	
* Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female		
Email	<input type="text"/>		
Confirm Email	<input type="text"/>		
*Password	<input type="text"/>		
*Confirm Password	<input type="text"/>		
Allow employers to search for and view my resume. <input type="checkbox"/>			

Email is not required but if you do not enter one, it will ask you every time you login, if you would like to add one

This is the same password that you used on the previous screen, that you will use each time you login

JOB SEARCH PROCESS

Job Seeker Registration

The form is titled "Job Seeker Registration" and is divided into four main sections, each with a green header:

- Mailing Address:** Includes fields for * Address (two lines), * City, * State (dropdown menu with "Montana" selected), and * Zip Code. A "Copy Mailing Address" button is located below this section.
- Residential Address:** Includes fields for * Address (two lines), * City, * State (dropdown menu with "Montana" selected), and * Zip Code.
- Telephone:** Includes fields for Home Phone, Cell Phone, Work Phone, and Other Phone.
- Citizenship:** Includes "US Citizen" with radio buttons for "Yes" (selected) and "No", and "Alien Registration Number" with a text input field.

A "Next" button is located at the bottom right of the form. A red arrow points from the "Copy Mailing Address" button to the text below. Another red arrow points from the "Next" button to the text below.

If your mailing address is the same as your physical address, simply click the copy button.

Phone number is not required, however, if you do not put one we can not contact you if there is a problem with one of your applications

JOB SEARCH PROCESS

Job Seeker Registration

The screenshot shows a web-based registration form for job seekers. At the top, there is a navigation bar with tabs: Home, Search, Referrals, Seeker Info, Employment, Education, Skills/Tools, and Vet./Misc. The main content area is divided into two sections: "Edit Availability Information" and "Transportation Information".

Edit Availability Information

- Objective Statement (200 Max): A text area containing the text "This box will print on your resume." with a character count of "200 characters left".
- Minimum Desired Wage: A text input field followed by a "Daily" dropdown menu.
- Commission / Piece rate: Radio buttons for "Yes" and "No", with "No" selected.
- Availability: Checkboxes for "Full Time", "Part Time", "Temporary", and "Seasonal", with "Full Time" selected.
- Shifts: Checkboxes for "Day", "Swing", "Graveyard", and "Rotating", all unselected.
- Will Work Saturdays: Radio buttons for "Yes" and "No", with "No" selected.
- Will Work Sundays: Radio buttons for "Yes" and "No", with "No" selected.
- Will Live at Worksite: Radio buttons for "Yes" and "No", with "No" selected.
- Willing to Relocate: Radio buttons for "Yes" and "No", with "No" selected.
- Lifting Capacity: A dropdown menu with the text "<Select Lifting Capacity>".
- ADA Disabled (Confidential): Radio buttons for "Yes" and "No", with "No" selected.

Transportation Information

- Access To Vehicle: Radio buttons for "Yes" and "No", with "No" selected.
- Drivers License Type: A dropdown menu currently showing "None". A red box highlights this dropdown, and a red arrow points from it to the explanatory text below.
- Endorsement: A list of options including "Air Brakes", "Hazardous Materials", and "Motorcycle".

A "Next" button is located at the bottom right of the form.

A regular driver's license is "Standard" in the drop down box

JOB SEARCH PROCESS

Job Seeker Registration

The screenshot shows a web form titled "Edit Employment History" with a green header bar containing navigation links: Home, Search, Referrals, Seeker Info, Employment, Education, Skills/Tools, and Vet./Misc. The form fields include:

- *Employer Name
- *Job Title
- City (with a state dropdown menu showing "MT")
- Country (dropdown menu showing "United States")
- *Employed Dates (with "To" date field and instruction: "(ex: mm/yyyy) Leave 'To' Date Blank for Current Job")
- Display On Resume (checkbox checked)
- *Job Category Title (with a link "Select Job Category")
- Job Description (500 Max) (with "500 characters left" indicator)

At the bottom of the form are three buttons: "I Have No Employment History", "Add Another", and "Next". Below the form is a table header for "Employment History" with columns: Employer Name, Job Title, Start Date, End Date, Resume, and Options. A link "Click here for help with this page." is located at the bottom left. Red boxes highlight the "Job Category Title" field and the "Add Another" button, with red arrows pointing to the text below.

Click on Select Job Category and choose the category that best describes the job

As you click Add Another the information on the upper part of the screen will move to Employment History and clear so you can add another Employment

This information will print on your resume if you have Display on Resume checked

JOB SEARCH PROCESS

Job Seeker Registration

Home | Search | Referrals | Seeker Info | Employment | Education | Skills/Tools | Vet./Misc.

Desired Job Titles

You may select up to 15 Desired Job Titles.
0 Desired Job Titles selected.

Search | Tree | All

Enter keywords to search for Job Titles:

This page allows you to choose job categories for jobs you are interested in but do not have any experience in.

Selected Desired Job Titles

Job Title	Months Experience	Year Last Worked	Options
			<input type="button" value="Next"/>

JOB SEARCH PROCESS

Job Seeker Registration

This is postsecondary education -
College

Home | Search | Referrals | Seeker Info | Employment | Education | Skills/Tools | Vet./Misc.

Education History

*School Name

*Degree

City ,

Country

Completion Date (ex: mm/yyyy)

Education History

School Name	Degree	Completion Date	Major - Minor / Course of Study	Options
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[Click here](#) for help with this page.

As you click Add Another the information on the upper part of the screen will move to Education History and clear so you can add more Education

This information will
print on your resume

JOB SEARCH PROCESS

Job Seeker Registration

This is postsecondary education –
Other than College

Home | Search | Referrals | Seeker Info | Employment | Education | Skills/Tools | Vet./Misc.

Alternate Education History

School Name

Description

City , MT

Country

Completion Date (ex: mm/yyyy)

Alternate Education History

School Name	Type of Education	Completion Date	Location	Options
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[Click here](#) for help with this page.

As you click Add Another the information on the upper part of the screen will move to Alternate Education History and clear so you can add more Alternate Education

This information will
print on your resume

JOB SEARCH PROCESS

Job Seeker Registration

This is licenses or certifications such as CNA, First Aid, Haz Mat, etc...

Home | Search | Referrals | Seeker Info | Employment | Education | Skills/Tools | Vet./Misc.

Licenses & Certifications

Type: Certificate
State: MT
Received / Renewed Date: (ex: mm/yyyy)
*License or Certification: <Select Major/Minor>

Add Another Next

Licenses & Certifications

Type	Lic. or Cert.	Received/Renewed	State
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[Click here](#) for help with this page.

As you click Add Another the information on the upper part of the screen will move to the bottom section and clear so you can add more Licenses & Certifications

This information will
print on your resume

JOB SEARCH PROCESS

Job Seeker Registration



The screenshot shows a web interface for job seeker registration. At the top, there is a green navigation bar with the following menu items: Home, Search, Referrals, Seeker Info, Employment, Education, Skills/Tools, and Vet./Misc. Below this, the 'Additional Accomplishment' section is highlighted with a green header. It contains a text input field with a red asterisk next to the label 'Description' and '(60 Max)' below it. The text '60 characters left' is displayed on the left side of the input field. Below the input field are two buttons: 'Add Another' and 'Next'. A red arrow points from the 'Add Another' button down to the explanatory text below the form.

Anything not included on previous screens may go in this space. Note that it will go on the resume, so make sure everything is spelled correctly.

JOB SEARCH PROCESS

Job Seeker Registration

The screenshot shows a web interface for job seeker registration. At the top is a navigation menu with the following items: Home, Search, Referrals, Seeker Info, Employment, Education, Skills/Tools, and Vet./Misc. The main content area is titled "Skills/Tools" and contains the following text: "Please only select skills that are appropriate to the type of work you are seeking. You can choose a maximum of 60 skills. 0 skills selected." Below this text are three columns of skills, each with a checkbox next to it. The columns are: "Admin Support / Office", "Construction / Industrial", and "Programming Tools".

Admin Support / Office	Construction / Industrial	Programming Tools
<input type="checkbox"/> Banking	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Access - Programming
<input type="checkbox"/> Collections	<input type="checkbox"/> Backhoe/Trackhoe	<input type="checkbox"/> Active Server Pages
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Blueprint Reading	<input type="checkbox"/> C++
<input type="checkbox"/> General Office	<input type="checkbox"/> Bulldozer/Grader	<input type="checkbox"/> COBOL
<input type="checkbox"/> Human Resources Support	<input type="checkbox"/> Cabinetry	<input type="checkbox"/> DELPHI
<input type="checkbox"/> Insurance	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Dream Weaver
<input type="checkbox"/> Legal Terminology	<input type="checkbox"/> Carpentry-Finish	<input type="checkbox"/> Flash
<input type="checkbox"/> Math Skills	<input type="checkbox"/> Carpentry-Rough	<input type="checkbox"/> Front Page
<input type="checkbox"/> Medical Terminology	<input type="checkbox"/> Cement	<input type="checkbox"/> HTML
<input type="checkbox"/> Multi-Line Phone	<input type="checkbox"/> Crane Operator	<input type="checkbox"/> JAVA
<input type="checkbox"/> Organizational Skills	<input type="checkbox"/> Curb And Gutter	<input type="checkbox"/> Oracle Database
<input type="checkbox"/> Proof Reading	<input type="checkbox"/> Drywall	<input type="checkbox"/> PL/SQL
<input type="checkbox"/> Publisher	<input type="checkbox"/> Electrical	<input type="checkbox"/> SQL
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Forklift	<input type="checkbox"/> SQL Server
<input type="checkbox"/> Ten Key	<input type="checkbox"/> Insulation	<input type="checkbox"/> Visual Basic
<input type="checkbox"/> Transcription	<input type="checkbox"/> Machining	<input type="checkbox"/> XML

The skills screen lists over 200 skills. You may choose up to 60 skills. Focus on the skills that pertain the type of job(s) you are seeking. These will appear on your resume.