

Firefighter Cadet Honorable Service Form Letter

TO: Firefighters' and Police Officers Civil Service Commission
100 Houston Street
San Antonio, TX 78205

Please fill out every box. Please Print.

This letter is to certify that SAFD Applicant (Active Service Member)

Reported for Duty on:

Is scheduled to separate on:

Will the service member receive an Honorable Discharge based on current conditions?

YES

NO

Name and Rank of Commanding Officer (Field Grade Officer or above):

Commanding Officer Contact Information:

Commanding Officer Signature:

Date Signed:

<input type="text"/>	<input type="text"/>
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VETERAN'S PREFERENCE POINTS

If you have been (or will be) discharged from the military, you may be eligible for five (5) Veteran's preference points on this examination. To be eligible to receive the additional points, you must have:

- Served on active duty for a minimum of 180 consecutive days in the United States Armed Forces
- Received an honorable discharge
- Score seventy-percent (70%) or higher on the written SAFD entrance examination

In order to receive the five (5) Veteran's preference points, you must submit one of the acceptable documents with your online application or submit the documents following the mailing guidelines below.

Acceptable Veteran's preference points documents:

DD214- (For Veteran applicants)

- Must be an original or certified copy, legible and unaltered, without any sections missing
- **Only the following copies will be accepted, with no exceptions:** Service #2, Member #4, State Director of Veterans Affairs #6, Service #7, or Service #8

Honorable Service Letter-(For Active Duty applicants)

- Must contain:
 - contact information for your current commander (field grade officer or above)
 - term of service
 - and certify that you will receive an Honorable Discharge based on current conditions

An honorable service letter template is available at:

<https://www.sa.gov/Directory/Departments/SAFD/Recruiting/Become-a-Firefighter/Applicant#military>

Mailing guidelines: If you did not submit your Veteran's preference point's document with your online application, you must use Certified Mail and mail your document to the address below and must be postmarked by July 12, 2024.

City of San Antonio - HR Department
Attention: Sarah Bilger
P.O. Box 839966
San Antonio, Texas 78283

Documents will not be accepted at the exam. If you fail to submit your DD214 or Honorable Service Letter by the deadline above, you will not be awarded the Veteran's preference points on this examination.