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## How to Help Yourself

Here are some things you can do now to protect all your employment rights and benefits in the future.

- **Review your personnel records.** (*Your human resources office will also be updating and verifying the information in your records.*)
  - Is the service computation date correct?
  - Are your veterans or disabled veterans preferences included?
  - Are your last three performance appraisals there?
  - Does it include your performance awards and formal training?
- **Update your SF 171.**
- **Make the hard decisions early.** What kind of job will you accept? Are you willing to move to a new location?
  - *Be flexible.* You probably have experience or training that can be used in other jobs. Most placement programs let you register for as many as five skills, provided you are well qualified.
  - *Be mobile.* Consider employment outside your current commuting area.
- **Don't rely on only one referral service.** Register in as many as you can.
- **Be your own career manager.** Aggressively pursue as many options as possible. Job hunt on your own.
- **Be optimistic.** People affected by a reorganization often land better jobs than they had before.