Hilton Honors Military Rewards Program

5-Steps to a Successful Referral

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| STEP 1 | Determine Eligibility   * Veteran (to include Priority of Service) * Transitioning Service Members   (within 6 months of discharge date)   * Active Duty NG/R * Must be registered in CalJOBS   *Valid documentation for verifying eligibility include: DD-214, Any State Driver’s License/ID with “VETERAN” designator, NGB-22 (National Guard), DD-256 (Reservist), or Military/DOD ID for TSM/NG/R. Please redact any sensitive information. If eligibility is verified by AJCC staff, documentation for eligibility is not needed by Veteran Program Unit.* |
| STEP 2 | Verify reason for referral (including individual need)  The reason for referral should be consistent with the program’s integrity:   * Job interview * Training for new/existing job or certification * Pre-employment testing (such as physicals, drug-testing, aptitude/agility, licensure) |
| STEP 3 | Consider the following:   * Does the location of the job activity warrant an overnight stay? To qualify location of event needs to be a minimum of 50 miles from place of residence. * Is the event at least 2-3 days away? Provide sufficient time for request approval. |
| STEP 4 | Complete referral form  Hilton Honors Account Number required for participation. Sign up is available online at JoinHonors.com or by phone at 1-800-4-HONORS (446-6677).   * Referral form must be submitted in Microsoft Word * Information provided in the referral MUST exactly match (i.e. name, email address) associated with Hilton Honors account # |
| STEP 5 | Submit referral form and verifying documentation to state Hilton Honors POC  at: [WSBVeteranHiltonHonors@edd.ca.gov](mailto:WSBVeteranHiltonHonors@edd.ca.gov) with subject line: Hilton Honors Referral |

Once Veteran Program Unit reviews referral, they will forward it to the Hilton Honors representative for consideration. Once approved, Veteran Jobseeker will receive an email confirmation from Hilton, within 24-48 hours. Points can then be redeemed for reservations.

\*Points per night’s stay will vary based on brand/location/and day of the week. Hilton affiliated brands include (but are not limited to) DoubleTree, Embassy Suites, Hampton, and Homewood Suites.