



Delegated Examining

OPM Technical Assistance Modules for Delegated Examining Certification

Workbook for Veterans' Preference

Review the Veterans' Preference modules then use this workbook to complete the knowledge checks and practice exercises throughout the training. Answers can be found in the Answer Guide.

Knowledge Check 1.26: Knowledge Check 1

Scenario: The applicant submitted a DD-214, member 4 copy, that shows a rank of E-7 with active duty service dates from April 12, 2018 to July 14, 2021 and a general discharge. The DD-214 also shows they have been awarded a Global War on Terrorism Expeditionary Medal, a Good Conduct Medal, a Purple Heart, and an Army Good Conduct Medal. The applicant also provided an SF-15 filled out indicating they are the veteran applying. Which type of preference can this applicant be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. No preference

Knowledge Check 1.27: Knowledge Check 2

Scenario: The applicant submitted a DD-214, member 4 copy, that shows a rank of O-3 with active duty service dates from January 4, 2016 to January 1, 2023 and an honorable discharge. The DD-214 also shows they have been awarded a Global War on Terrorism Service Medal and a Navy Good Conduct Medal. The applicant also submitted a letter from the VA that stated identical dates of active duty service and an honorable discharge. Which type of preference can this applicant be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. No preference

Knowledge Check 1.28: Knowledge Check 3

Scenario: The applicant submitted a DD-214, member 4 copy, that shows a rank of E-6 with active duty service dates of August 17, 1987 to August 18, 1988 and an honorable discharge. The DD-214 also shows they have been awarded an Armed Forces Services Medal and a Navy and Marine Corps Overseas Service Medal. The applicant also submitted a letter from the VA that stated they have a service-connected disability rating of 30% or more. Which type of preference can this applicant be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. No preference

Knowledge Check 1.35: Knowledge Check 4

1. Only 10-point preference eligibles are entitled to file a late application. **True or False?** _____
2. A 10-point preference eligible who files late and is not certified is entitled to have his or her application considered for future vacancies. **True or False?** _____

Knowledge Check 1.41: Selection Order Exercise 1

Instructions: A DE recruitment resulted in a certificate with the following candidates in the highest quality category. Identify any selections which are not proper.

Anderson	TP	Selected	
Crowe	TP	Not Selected	
Dillon	XP	Not Selected	
Kind	CP	Not Selected	
Leland	CPS	Not Selected	
Mohammad	TP	Selected	
Potter	CP	Not Selected	
Sloan	XP	Selected	
Wilson	TP	Not Selected	
Zane	CPS	Selected	

Knowledge Check 1.42: Selection Order Exercise 2

Instructions: A DE recruitment resulted in a certificate with the following candidates in the highest quality category. Identify any selections which are not proper.

Dorm	CPS	Not Selected	
Lund	TP	Selected	
Marcon	TP	Not Selected	
Nguyen	XP	Selected	
Vaughn	CPS	Selected	
Xi	CP	Selected	
Amico	NV	Not Selected	
Branch	NV	Selected	
Connor	NV	Not Selected	
Hathaway	NV	Not Selected	
Stamp	NV	Selected	
Tillman	NV	Selected	

Practice Exercise 1.45: Exercise 1

Anita's DD-214 shows active duty service in the Army from June 21, 1982 to May 2, 1986. Her discharge is shown as honorable. Anita's rank was a Captain (O-3). She received the following medals: Army Service Ribbon, Overseas Ribbon and National Defense Medal. Which type of preference can Anita be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Juanita is a Gunnery Sergeant (E-7) in the Marine Corps and will be retiring after 22 years of active duty service within the next 90 days. Juanita submitted certification from the Marine Corps which confirms her upcoming retirement and that her expected characterization of discharge will be under honorable conditions.

Which type of preference can Juanita be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Marcus, who retired from the Army at the rank of Major (O-4), submitted an SF-15 claiming preference based on receipt of compensation from the VA. Marcus' letter from the VA, dated 2020, verifies a rating of 30% or more for service-connected disabilities. Marcus' DD-214 shows active duty service dates from August 3, 1999 to September 5, 2019 and his discharge is shown as honorable. The DD-214 also states the reason for his separation as retirement. Which type of preference can Marcus be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Vikram submitted an SF-15 and a letter from the VA dated 2018 certifying that his wife, Nicole, has a service-connected disability rating of 100%. He indicated on the SF-15 that Nicole is unemployed and that he is presently married to Nicole. Which type of preference can Vikram be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Joey has a DD-214 indicating he was released from active duty based on a sole survivorship discharge from the Air Force at the rank of Senior Airman (E-4). He served under honorable conditions from November 29, 2019 until his discharge on June 14, 2021. No medals or badges are indicated on the DD-214. Which type of preference can Joey be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Practice Exercise 1.46: Exercise 2

Vernon claims CPS preference. The VA letter Vernon submitted verifies a combined service-connected disability of 10%. Vernon's DD-214 shows he separated from the Air Force at a rank of E-5 with active duty service dates from April 10, 1987 through April 14, 1989 and an honorable discharge. No other related veterans' documents were submitted. Which type of preference can Vernon be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Marta claims TP preference. She provided a “statement of service” document from Department of Army stating that she is expected to retire on September 28, 2022 with an honorable discharge. It also states her rank is O-3 with active duty service dates from September 29, 2001 through September 28, 2022. No other related veterans’ documents were submitted. What type of preference can Marta be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Reginald claims CPS preference. The VA letter Reginald submitted states that he separated from the Navy at the rank of E-7 with an honorable discharge and active duty service dates from May 7, 2004 through April 12, 2007. The DD-214 that Reginald also submitted shows the same information as the VA letter. No other related veterans’ documents were submitted. Which type of preference can Reginald be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Wayne claims XP-derived preference. Wayne provided a DD-214 for his wife, Joan, that shows she separated from the Army at the rank of E-6 with active duty service dates from February 20, 2014 through December 1, 2014 with a general discharge. Wayne also provided a marriage license showing he and Joan married in April 2012, and a VA letter stating Joan has an overall service-connected disability rating of 20%. Finally, Wayne also provided an SF-15 listing Joan as the veteran, stating she is currently unemployed, and that she has not resigned from, been disqualified for, or separated from a position in Federal civil service or D.C. government along the lines of her usual occupation because of a service-connected disability. Which type of preference can Wayne be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Samir claims CPS preference. He provided a VA letter stating he has a combined service-connected disability rating of 30% or more. Samir's DD-214 shows he retired from the Army at the rank of O-6 with active duty service dates from January 14, 1989 through April 25 2014 with an honorable discharge. No other related veterans' documents were submitted. Which type of preference can Samir be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Practice Exercise 1.47: Exercise 3

Douglas is claiming preference as the father of a disabled veteran. He has submitted a completed SF-15 indicating he is currently unmarried and that his veteran son is unemployed. He also submitted a DD-214 showing his veteran son's honorable discharge and a letter from the VA dated 2021 showing his son's service-connected disability, the percentage and nature of the service-connected disability, and that the disability is rated as permanent and total. Which type of preference can Douglas be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Jill has a DD-214 indicating active duty service in the Air Force from August 4, 2010 to December 1, 2010 with an honorable discharge. She earned a Good Conduct Medal. Her rank was Airman First Class (E-3). Which type of preference can Jill be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Michelle submitted a DD-214 indicating active duty in the Navy from September 8, 1987 to September 14, 1990. Her discharge is shown as “under honorable conditions.” Michelle’s rank was a Lieutenant (O-3). She received the following medals: Navy Service Ribbon, Overseas Ribbon, and National Defense Medal. Which type of preference can Michelle be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Laura submitted a DD-214 showing active duty service with a rank of Master Sergeant (E-8) in the Army Reserves from March 21, 2002 to March 30, 2006. Her discharge is shown as honorable. The DD-214 also shows two months of training and that a Global War on Terrorism Service Medal was awarded. Which type of preference can Laura be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Lynne submitted a DD-214 showing active service with the Army from July 5, 1994 to January 10, 1999 with an honorable discharge. Her rank is a Sergeant (E-5) and she was awarded the Bronze Star, Korea Defense Service Medal, and the National Defense Service Medal. Which type of preference can Lynne be granted?

- A. TP
- B. XP
- C. CPS
- D. CP
- E. SSP
- F. No preference

Practice Exercise 1.48: Exercise 4

Instructions: Identify whether each preference eligible applicant does or does not float to the highest quality (Gold) category for this announcement for a GS-0544-05 Civilian Payroll Technician.

Category Name	Score
Gold	95-100
Silver	85-94
Bronze	70-84

Name	VP	Score	Floats	Does Not Float
Amber	TP	92		
Beryl	CPS	96		
Jade	CP	91		
Jasper	XP	87		
Opal	CPS	73		
Pearl	CPS	88		
Ruby	TP	81		

Practice Exercise 1.49: Scenario

Scenario: A DE job announcement is open for one week, closing November 12, 2022. On November 14, 2022, Raymond contacts the examining office and informs them that he is a veteran, that he was unable to apply to this job announcement while it was open due to being on vacation overseas, and that he would like to apply late for the job announcement. The examining office sends him an invitation to apply late to the job through their automated staffing system, instructing him to apply within a 48-hour deadline and to include all of the application documentation as asked for in the job announcement, including any veterans' service documentation to verify veterans' preference eligibility. Raymond submits his application well before the deadline. At that time, the certificate of eligibles has not yet been issued to the selecting officials. The examining office reviews Raymond's late application and takes several actions:

- First, Raymond's resume and education documentation are reviewed, and he is determined to be qualified for the position.
- Next, after the assessment phase, Raymond's assessment places him in the highest quality category. Because his late application was received before the certificate was issued, the examining office does not contact the hiring managers about the late application. Rather, they include Raymond on the certificate along with the other applicants who applied on time.
- Next, the examining office reviews his veterans' service documentation, which consists only of a DD-214 from the Army which shows a rank of O-6 and active duty service dates from March 21, 1990 through March 26, 2020, with an honorable discharge. It shows the reason for separation was retirement. The examining office adjudicates Raymond as a TP preference eligible, and he is included on the certificate in the highest quality category alongside five other preference eligibles (1 CPS, 1 CP, and 3 other TPs) and nine non-preference eligibles.
- The hiring manager makes two selections: Raymond and a CPS preference-eligible.

Based on the scenario above, select the best answer to each of the following questions.

1. Did the examining office correctly adjudicate Raymond's veterans' preference eligibility?

A. Yes, because Raymond has eligible active duty service dates for TP preference along with an honorable discharge.

B. Yes, because service members of officer rank with active duty service are always entitled to TP preference.

C. No, because as a late filer Raymond should have been adjudicated with 10-point preference.

D. No, because military retirees with the rank of O-4 and above are not eligible for preference unless they are disabled veterans.

2. Was it correct to place Raymond on the certificate that was issued to the selecting officials?
- A. Yes, because veterans can file late, and applications from persons who are entitled to file late should be accepted and processed up until the time that the certificate is issued.
 - B. Yes, because the results of Raymond's assessment placed him in the highest quality category.
 - C. No, because late filers should always only be included on a certificate when that is specifically requested by the selecting officials.
 - D. No, because Raymond's application does not demonstrate that he is an individual who is entitled to file late to delegated examining job announcements.
3. Is the selection of Raymond a proper and legal selection?
- A. Yes, because Raymond is a qualified preference eligible who placed within the highest qualified category.
 - B. No, because as a veteran without preference eligibility, Raymond was not entitled to file late, so his application should not have been processed.
 - C. No, because Raymond did not demonstrate he met any of the eligible reasons to be able to file late, so his application should not have been processed.
 - D. No, because Raymond was selected out of order. The CP preference eligible candidate referred on the certificate should have been selected before Raymond, a TP preference.
 - E. No, because as a TP preference eligible, Raymond was not entitled to file late, so his application should not be processed.