


Technical Assistance Module: Spotlight on: Veterans Preference

#	Slide	Notes
1.1	 <p><b>Spotlight On: Veterans' Preference</b></p> <p><b>OPM</b> U.S. Office of Personnel Management</p>	
1.2	<p><b>Objectives</b></p> <p>Upon completion of this activity, the student will be able to:</p> <ul style="list-style-type: none"><li>• interpret veterans' preference laws and regulations.</li><li>• determine veterans' preference eligibility.</li><li>• understand veterans' preference categories.</li><li>• explain and identify required proof of veterans' preference status.</li><li>• credit veterans' preference in the hiring process.</li></ul> <p><b>OPM</b> U.S. Office of Personnel Management</p>	

1.4

## Veterans' Preference - Why?

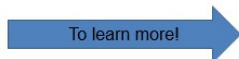
- Recognizes the sacrifice veterans have made, including economic loss
- Prevents veterans seeking Federal employment from being penalized for their time in military service
- Acknowledges the larger obligation owed to disabled veterans



1.5

## Veterans' Preference & The Law

- Veterans' preference in its present form comes from the Veterans Preference Act of 1944, as amended.
  - Codified in various provisions of title 5, U.S.C.
- By law, veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference over others in hiring from competitive lists of eligibles and also in retention during reductions in force.



**Veterans Opportunity to Work to Hire Heroes (VOW) Act of 2011 (P.L. 112-56)**

## Veterans' Preference & The Law

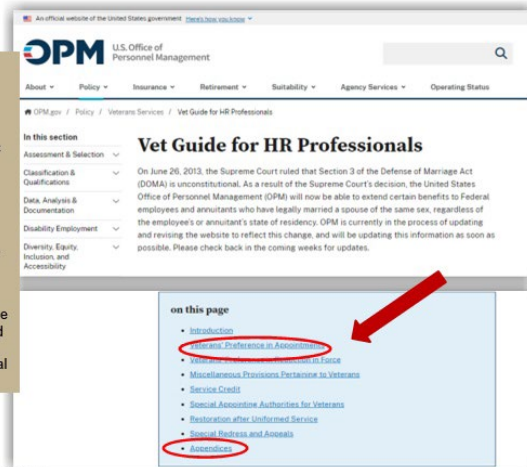
To help service members find new employment more quickly as they transition out of the military, the **Veterans Opportunity to Work to Hire Heroes (VOW) Act of 2011 (P.L. 112-56)** requires agencies to treat certain active duty service members as preference eligibles even though they have not yet been discharged or released from active duty. ❌

1.6

## Use Your Resources: VetGuide

OPM's *Federal Employment Policy Handbook: Veterans and the Civil Service (VetGuide)*

- Contains specific instructions for adjudicating veterans' preference and use of special hiring authorities, and
- Includes comprehensive descriptions of the special rights and privileges with respect to Federal employment



1.7

## Veterans' Preference in Federal Employment: First Things First

To receive veterans' preference, a veteran must have been discharged or released from active duty in the Armed Forces with an *honorable or general* discharge

- Armed Forces means: the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard (see Appendix B in the **VetGuide** for a full listing).
- For non-disabled veterans, active duty for training in the National Guard or Reserves does not qualify as "active duty" for preference.
- For disabled veterans, active duty includes training service in the Reserves or National Guard.
- Military retirees at the rank of major, lieutenant commander (O-4) or higher are not eligible for preference unless they are disabled veterans.



1.8

## Types of Veterans' Preference - Disabled Veteran

Service-connected disability ratings are documented at the time of application by documents including, but not limited to: an official statement, *dated 1991 or later*, from the Department of Veterans Affairs ("VA letter") or from a branch of the Armed Forces (typically from a branch's Physical Disability Review Board) certifying to the present existence of the veteran's service-connected disability including the combined/overall determination of the disability rating percentage.

**CPS**

**CP**

**XP**

## Types of Veterans' Preference - Disabled Veteran

Service-connected disability ratings are documented at the time of application by documents including, but not limited to: an official statement, *dated 1991 or later*, from the Department of Veterans Affairs ("VA letter") or from a branch of the Armed Forces (typically from a branch's Physical Disability Review Board) certifying to the present existence of the veteran's service-connected disability including the combined/overall determination of the disability rating percentage.

**CPS**

10-Point 30 Percent Compensable  
Disability Preference based on service-  
connected disability of 30% or more **x**

---

## Types of Veterans' Preference - Disabled Veteran

Service-connected disability ratings are documented at the time of application by documents including, but not limited to: an official statement, *dated 1991 or later*, from the Department of Veterans Affairs ("VA letter") or from a branch of the Armed Forces (typically from a branch's Physical Disability Review Board) certifying to the present existence of the veteran's service-connected disability including the combined/overall determination of the disability rating percentage.

**CP**

10-Point Compensable Disability Preference based on service-connected disability of at least 10%, but less than 30% **X**



---

## Types of Veterans' Preference - Disabled Veteran

Service-connected disability ratings are documented at the time of application by documents including, but not limited to: an official statement, *dated 1991 or later*, from the Department of Veterans Affairs ("VA letter") or from a branch of the Armed Forces (typically from a branch's Physical Disability Review Board) certifying to the present existence of the veteran's service-connected disability including the combined/overall determination of the disability rating percentage.

10-Point Disability Preference based on non-compensable service-connected disability (less than 10%), award of the Purple Heart, or receipt of disability pension under public laws administered by the Department of Veterans Affairs. **X**

**XP**



1.9

## Types of Veterans' Preference - Derived Preference

- XP - 10-Point Derived Preference is granted to a widow/widower or parent of a *deceased* veteran, or a spouse or parent of a *disabled* veteran
  - This is referred to as "derived preference" because it is based on service of a veteran who is not able to use the preference for themselves.
  - Both a parent and a spouse (including widow or widower) may be entitled to preference on the basis of the same veteran's service if they both meet the requirements. However, neither may receive preference if the veteran is living and is qualified for Federal employment.

Learn about the Gold Star  
Fathers Act of 2015

## Types of Veterans' Preference - Derived Preference

**The Gold Star Fathers Act of 2015, P.L. 114-62, which became effective January 7, 2016, expanded preference eligibility from the 'mother' of a deceased or disabled veteran who is unable to use his or her preference, to the 'parent' of that service member.**

Let's learn more about each type of XP derived preference in the next few slides.



1.10

## XP - Derived Preference for Spouses

- XP - 10-Point Derived Preference is granted to the spouse of a disabled veteran who is disqualified for a Federal position along the general lines of his or her general occupation because of a service-connected disability. Such a disqualification may be presumed **when the veteran is unemployed\* and**
  - is rated by appropriate military or Department of Veteran Affairs authorities to be 100 percent disabled and/or unemployable; **or**
  - has retired, been separated, or resigned from a civil service position on the basis of a disability that is service-connected in origin; **or**
  - has attempted to obtain a civil service position or other position along the lines of his or her usual occupation and has failed to qualify because of a service-connected disability.

\*Unemployment may be presumed when the applicant fills out a Standard Form 15 (SF 15) and indicates in items 1-7 on the bottom of page 2 that the veteran is currently not working.

1.11

## XP - Derived Preference for Widow or Widower

- XP - 10-Point Derived Preference is granted to the widow or widower of a veteran who was not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either:
  - served during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; **or**
  - died while on active duty that included service described immediately above under conditions that would not have been the basis for other than an honorable or general discharge.



Additional Information



## XP - Derived Preference for Widow or Widower

The introduction section of the VetGuide explains that, for the purposes of determining entitlement to veterans' preference under title 5, "OPM has always interpreted [a war] to mean a war declared by Congress." The last war declared by Congress was World War II. No subsequent conflicts, such as the campaigns in Vietnam, the Persian Gulf, and more, meet this definition of a war, because Congress did not declare an act of war for those conflicts. ❌



1.12

## XP - Derived Preference for Parent of Deceased Veteran

- XP - 10-Point Derived Preference is granted to the parent of a veteran who died under honorable conditions while on active duty during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; **and**
  - the spouse of that parent is totally and permanently disabled; **or**
  - that parent, when preference is claimed, is unmarried or, if married, legally separated from his or her spouse.



1.13

## XP - Derived Preference for Parent of Disabled Veteran



- XP - 10-Point Derived Preference is granted to the parent of a living disabled veteran if the veteran was separated with an honorable or general discharge from active duty, including training service in the Reserves or National Guard, performed at any time **and** is permanently and totally disabled from a service-connected injury or illness; **and**:
  - the spouse of that parent is totally and permanently disabled; or
  - that parent, when preference is claimed, is unmarried or, if legally separated from spouse.

1.14

## Use Your Resources: SF 15

		Required Documentation (See reverse of this form.)													
<input type="checkbox"/>	5. Veterans' preference based on non-compensable service-connected disability, award of the Purple Heart, or receipt of disability pension under public laws administered by the Department of Veterans Affairs (DVA).	A and B													
<input type="checkbox"/>	6. Veterans' preference based on a compensable service-connected disability of 10% or more as determined by the DVA or disability retirement from a Military Service Department.	A and C													
<input type="checkbox"/>	7. Veterans' preference for a living veteran's spouse based on the fact that the veteran, because of a service-connected disability, has been unable to qualify for a Federal Government job, or any other position.	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	C and H								
Yes	No														
<input type="checkbox"/>	<input type="checkbox"/>														
<input type="checkbox"/>	8. Veterans' preference for a veteran's widow or widower.	<table border="1"> <tbody> <tr> <td>a. Were you married to the veteran at the time of death? If No, you are not eligible for preference.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>b. Have you ever remarried? (Do not count annulments.) If Yes, you are not eligible for preference.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	a. Were you married to the veteran at the time of death? If No, you are not eligible for preference.	<input type="checkbox"/>	<input type="checkbox"/>	b. Have you ever remarried? (Do not count annulments.) If Yes, you are not eligible for preference.	<input type="checkbox"/>	<input type="checkbox"/>	A, D, E, and G (Submit G when applicable.)						
a. Were you married to the veteran at the time of death? If No, you are not eligible for preference.	<input type="checkbox"/>	<input type="checkbox"/>													
b. Have you ever remarried? (Do not count annulments.) If Yes, you are not eligible for preference.	<input type="checkbox"/>	<input type="checkbox"/>													
<input type="checkbox"/>	9. Veterans' preference for a mother of a veteran who has a service-connected disability that is permanent and totally disabling, or who is deceased provided you are or were married to the veteran's father and • your husband is totally and permanently disabled; • you are widowed, divorced, or separated from the veteran's father and have not remarried; or • you are widowed or divorced from the veteran's father and have remarried, but are now widowed, divorced, or separated from the husband of your remarriage.	<table border="1"> <tbody> <tr> <td>a. Are you married?</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>b. Are you separated? If Yes, go to question D.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>c. Is your husband totally and permanently disabled?</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>d. Did the veteran die on active duty? If No to C or D, you are not eligible for preference.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	a. Are you married?	<input type="checkbox"/>	<input type="checkbox"/>	b. Are you separated? If Yes, go to question D.	<input type="checkbox"/>	<input type="checkbox"/>	c. Is your husband totally and permanently disabled?	<input type="checkbox"/>	<input type="checkbox"/>	d. Did the veteran die on active duty? If No to C or D, you are not eligible for preference.	<input type="checkbox"/>	<input type="checkbox"/>	Disabled Veteran C, F, and H  Deceased Veteran A, D, E, and F
a. Are you married?	<input type="checkbox"/>	<input type="checkbox"/>													
b. Are you separated? If Yes, go to question D.	<input type="checkbox"/>	<input type="checkbox"/>													
c. Is your husband totally and permanently disabled?	<input type="checkbox"/>	<input type="checkbox"/>													
d. Did the veteran die on active duty? If No to C or D, you are not eligible for preference.	<input type="checkbox"/>	<input type="checkbox"/>													

1.15

## Use Your Resources: SF 15 cont.

**DOCUMENTATION REQUIRED - READ CAREFULLY**  
*Please submit photocopies of documents because they will not be returned.*

**A. Documentation of Service and Separation.**  
Any official document or statement from the Armed Forces showing separation, discharge or release from active duty under honorable conditions (Honorable or General Discharge). **Note: Only the branch of service in which the individual served can certify active duty service was performed "Under Honorable Conditions."** Such documents include, but are not limited to:  

- DD 214, "Certificate of Release or Discharge from Active Duty"
- Retirement or separation orders
- Documents showing transfer to any of the reserve corps of the Armed Forces

**B. Certification:** any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under favorable conditions not later than 120 days after the date the certification is signed.  
**C. Official statement from military personnel records center**

**B. Documentation of Non-Compensable Service-Connected Disability (Less than 10%): Purple Heart, and Nonservice-Connected Disability Pension.** Such documents include, but are not limited to:  

- An official statement, dated 1997 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying to the present existence of the veteran's service-connected disability of less than 10%.
- An official citation, document, or discharge certificate, issued by a branch of the Armed Forces, showing the award to the veteran of the Purple Heart.
- An official statement, dated 1997 or later, from the Department of Veterans Affairs, certifying that the veteran is receiving a non-service-connected disability pension.

**C. Documentation of Compensable Service-Connected Disability (10% or more).** Such documents include, but are not limited to:  

- An official document, dated 1997 or later, from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.
- An official document or retired orders from a branch of the Armed Forces, showing that the veteran was retired due to a service-connected disability or has been transferred to a Disability Retirement List with a service-connected disability of at least 10% or more.

**D. Documentation of Veteran's Death**  

- If death occurred while not on active military duty, submit certified copy of death certificate.
- When a veteran dies on active duty, the family does not receive a DD Form 214, the family receives a DD Form 1300, Report of Casualty, on which there is no place to record the character of service. Thus, when a veteran dies on active duty, his or her service should be presumed to be under honorable conditions unless the military service explicitly indicates otherwise.

**E. Documentation of Service or Death During a War, in a Campaign or Expedition for which a Campaign Badge is Authorized, or During the Period Authorized, or During the Period of April 28, 1952 through July 1, 1955.**  
 Submit documentation of service or death during a war or during the period April 28, 1952, through July 1, 1955, or during a campaign or expedition for which a campaign badge is authorized.

**F. Documentation of Deceased or Disabled Veteran's Mother's Claim for Preference because of Her Husband's Total and Permanent Disability.**  
 Submit a statement from husband's physician showing the prognosis of his disease and percentage of his disability.

**G. Documentation of Annulment of Remarriage by Widow or Widower of Veteran.**  
 Submit either:  

- Certification from the Department of Veterans Affairs that entitlement to pension or compensation was restored due to annulment, or
- A certified copy of the court decree of annulment.

**H. Documentation of Veteran's Inability to Work Because of a Service-Connected Disability.**  
 Answer questions 1-7 below:



1.16

## Example: XP - Derived Preference, SF 15

**TYPE OF 10-POINT VETERANS' PREFERENCE CLAIMED**

**Instructions:** Check the block indicating your veterans' preference claim. Answer any questions associated with a block. The Required Documentation column refers to information provided on the back of this form regarding the types of documents that are acceptable proof of your claim for preference. (Please note that eligibility for veterans' preference is governed by 5 U.S.C. 2108, 2109a, and 5 CFR part 211. All conditions are not fully described on this form due to space restrictions.)

Block	Description	Required Documentation (See reverse of this form.)
<input type="checkbox"/>	5. Veterans' preference based on non-compensable service-connected disability, award of the Purple Heart, or receipt of disability pension under public laws administered by the Department of Veterans Affairs (DVA).	A and B
<input type="checkbox"/>	6. Veterans' preference based on a compensable service-connected disability of 10% or more as determined by the DVA or disability retirement from a Military Service Department.	C
<input type="checkbox"/>	7. Veterans' preference for a living veteran's spouse based on the fact that the veteran, because of a service-connected disability, has been unable to qualify for a Federal Government job, or any other position.	Yes/No C and H
<input type="checkbox"/>	8. Veterans' preference for a veteran's widow or widower.	Yes/No A, D, E, and G (Submit G when applicable)
<input type="checkbox"/>	9. Veterans' preference for a mother of a veteran who has a service-connected disability that is permanent and totally disabling, or who is deceased provided you are or were married to the veteran's father and: • your husband is totally and permanently disabled; • you are widowed, divorced, or separated from the veteran's father and have not remarried; or • you are widowed or divorced from the veteran's father and have remarried, but are now widowed, divorced, or separated from the husband of your remarriage.	Yes/No Disabled Veteran C, F, and H  Yes/No Decedent Veteran A, D, E, and G



1.17

### Example: XP - Derived Preference, SF 15 cont.

connected disability or has been transferred to a Disability Retirement List with a service-connected disability of at least 10% or more.

• Certification from the Department of Veterans Affairs that entitlement to pension or compensation was restored due to annulment; or  
• A certified copy of the court decree of annulment.

**H. Documentation of Veteran's Inability to Work Because of a Service-Connected Disability.**  
Answer questions 1-7 below:

1. Is the veteran currently working? If No, go to item 3.  Yes  No

2. If currently working, what is the veteran's present occupation?

3. What was the veteran's occupation, if any, before military service?

4. What was the veteran's military occupation at the time of separation?

5. Has the veteran been employed, or is he/she now employed, by the Federal civil service or D.C. Government?  Yes  No

A. Title and Grade of position most recently, or currently, held

B. Name and address of agency

C. Dates of employment  
From: To:

6. Has the veteran resigned from, been disqualified for, or separated from a position in the Federal civil service or D.C. Government along the lines of his/her usual occupation because of service-connected disability? If Yes, submit documentation of the resignation, disqualification, or separation.  Yes  No

7. Is the veteran receiving a civil service retirement pension? If Yes, give the Civil Service annuity (CSA) or Federal employee retirement annuity number.  Yes  No CSA#

Standard Form 15  
Revised October 2013  
All other previous editions are unusable.

Page 2 of 2

1.18

### Types of Veterans' Preference - TP

- TP - 5-Point Preference based on service in a war; receipt of campaign badge or expeditionary medal; or these periods of active duty service:
  - April 28, 1952 through July 1, 1955;
  - For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning February 1, 1955, and ending October 14, 1976;
  - August 2, 1990 through January 2, 1992;
  - For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending August 31, 2010.

[Additional Information](#)

### Types of Veterans' Preference - TP

**Note:** A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. Additionally, the Defense Authorization Act of Fiscal Year 1998 (Public Law 105-85) accords veterans' preference to anyone who served on active duty during the Gulf War (began August 2, 1990, and ended January 2, 1992) regardless of where or for how long, provided the veteran is otherwise eligible (i.e., separated under honorable conditions and meets the 24-month provision). The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173. ✖

1.19

## Use Your Resources: VetGuide - TP

Applicable active duty service periods for TP preference are listed in the OPM **VetGuide** for quick reference.

### 5-Point Preference (TP)

Five points are added to the **passing** examination score or rating of a veteran who served:

- During a war; **or**
- During the period April 28, 1952 through July 1, 1955; **or**
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; **or**
- During the Gulf War from August 2, 1990, through January 2, 1992; **or**
- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010, the last day of Operation Iraqi Freedom; **or**
- In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.

### A word about Gulf War Preference

The Defense Authorization Act of Fiscal Year 1998 (Public Law 105-85) of November 18, 1997, contains a provision (section 1102 of Title XII) which accords Veterans' preference to **everyone** who served on active duty during the period beginning August 2, 1990, and ending January 2, 1995, **regardless of service status or other eligibility**.

1.20

## Use Your Resources: VetGuide - TP cont.

Medals and badges that are qualifying for TP preference are listed in Appendix A of the OPM **VetGuide** for quick reference.

- Take note that Appendix A also includes a list of medals that are NOT qualifying for TP preference, so read with care.

### VetGuide Appendix A: Wars, Campaigns and Expeditions of the Armed Forces Since WW II Which Qualify for Veterans Preference

**War Service Creditable for Veterans Preference.** In the absence of statutory definition for "war" and "campaign or expedition," OPM considers to be "wars" only those armed conflicts for which a declaration of war was issued by Congress. The title 38, U.S.C., definition of "period of war," which is used in determining benefits administered by the Department of Veterans Affairs, includes the Vietnam Era and other armed conflicts. That title 38 definition is **NOT** applicable for civil service purposes.

Thus the last "war" for which active duty is qualifying for Veterans preference is World War II. The inclusive dates for World War II service are December 7, 1941, through April 28, 1952.

**Non-combat operations that are not qualifying for Veterans preference.** Many medals are awarded for non-combat operations. These medals are not a basis for preference and include the following:

- Global War on Terrorism Service Medal for service from September 11, 2001, to date to be determined.

When reviewing for medals or badges that grant preference, the determination is based upon the medal earned, not on the date ranges listed in Appendix A.

1.21

## Types of Veterans' Preference - SSP

- SSP - 0-Point Preference based on sole survivorship discharge after August 29, 2008
  - Established by the Hubbard Act of 2008 (PL 110-317)
  - A veterans' preference eligibility category for veterans released or discharged from a period of active duty from the armed forces, after August 29, 2008, by reason of a "sole survivorship discharge."
  - To be eligible for this preference, the veteran's service also must otherwise have been eligible for 5-point preference if their military service had not been interrupted by the sole survivorship discharge or release. (i.e. "the military service would have met TP requirements if it had not been interrupted by the early sole survivorship discharge")



1.22

## SSP - Example

Tom's DD-214 indicates he was released honorably from active duty with a sole survivorship discharge from the Army at the rank of E-4. Tom served on active duty April 1, 2009 to April 30, 2009 and received the Global War on Terrorism Expeditionary Medal. Despite having the GWOTEM, Tom cannot receive TP preference. As a medal holder, he must serve 24 months continuous active duty service or the full period called to order in order to be a TP preference eligible. His early release after just a month of service means he has not met those conditions. Since the GWOTEM would have been qualifying for TP preference and the reason for his early release was sole survivorship, he can be awarded SSP, however.



1.23

## Use Your Resources: DEOH

A summary of the types of veterans' preference and their designation codes is also provided in the [The Delegated Examining Operations Handbook](#) (DEOH), Chapter 4, starting on page 4-18.

The following preference categories and points are based on 5 U.S.C. §§ 2108 and 3309 as modified by a length of service requirement in 38 U.S.C. § 5303A(d). Use the following codes to designate on rating sheets and certificates the category of veterans' preference to which an applicant is entitled:

**CPS** 10-Point 30 Percent Compensable Disability Preference based on a service-connected disability of 30% or more.

**CP** 10-Point Compensable Disability Preference based on a service-connected disability of 10% or more, but less than 30%.

**XP** 10-Point Disability Preference granted to recipients of the Purple Heart; or veterans with a non-compensable service-connected disability (less than 10%); or veterans receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs who do not qualify as a CP or CPS.

**XP** 10-Point Derived Preference granted to widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran.

- The spouse of a disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation **because of a service-connected disability**. Such a disqualification may be presumed **when the veteran is unemployed and**

Page 4-18

1.24

## Documentation Required to Determine Veterans' Preference

- Applicants claiming veterans' preference must submit, with a resume, one of the following forms for agencies to adjudicate entitlement to veterans' preference.
  - DD Form 214 (DD 214), Certificate of Release or Discharge from Active Duty, which shows character of service and dates of service; or
  - "Certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is submitted (often called a "Statement of Service").
- Additionally, applicants claiming 10-point preference must submit additional documentation.
  - Page 2 of the SF 15 describes the specific types of documentation needed for each veterans' preference designation.

1.25

## Documentation Required to Determine Veterans' Preference cont.

- To grant tentative preference using the military "certification" submitted by the applicant, you must verify:
  - Service under honorable conditions
  - Entitlement to veterans' preference
    - The "certification" must provide information showing the active duty service is qualifying for veterans' preference (i.e., rank and retirement information, active duty dates of service, and/or medals earned show eligibility for TP preference).
- Prior to appointment, the service member's character of service and qualifying discharge or release must be verified through a DD 214 or equivalent documentation



1.26

## Knowledge Check 1

Read the scenario about the veterans' preference documentation submitted with the applicant's job application. Then, determine the veterans' preference eligibility that matches what they describe. Refer to the OPM [VetGuide](#) to help choose your answer.

**Scenario 1:** The applicant submitted a DD 214, member 4 copy that shows a rank of E-7 with active duty service dates from 12-April-2018 to 14-July-2021 and an 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 to show 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

**Check Your Answer**



**Complete the practice exercises in the Certification and Selection Workbook. Answers can be found in the Answer Guide.**

1.27

## Knowledge Check 2

Read the scenario about the veterans' preference documentation submitted with the applicant's job application. Then, determine the veterans' preference eligibility that matches what they describe. Refer to the OPM [VetGuide](#) to help choose your answer.

**Scenario 2:** The applicant submitted a DD 214, member 4 copy that shows a rank of O-3 with active duty service dates from 04-January-2016 to 01-January-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

**Check Your  
Answer**



1.28

## Knowledge Check 3

Read the scenario about the veterans' preference documentation submitted with the applicant's job application. Then, determine the veterans' preference eligibility that matches what they describe. Refer to the OPM [VetGuide](#) to help choose your answer.

**Scenario 3:** The applicant submitted a DD 214, member 4 copy that shows a rank of E-6 with active duty service dates from 17-August-1987 to 18-August-1988 and an honorable discharge. The DD 214 also shows they have been awarded an Armed Forces Service 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

**Check Your  
Answers**



**Complete the practice exercises in the Certification and Selection Workbook. Answers can be found in the Answer Guide.**

**Complete the practice exercises in the Certification and Selection Workbook. Answers can be found in the Answer Guide.**

1.29

## When is Proof Required?

Proof of veterans' preference status is required when:

- Accepting a late application from a preference eligible after the closing date
- Positions are restricted to preference eligibles
- A final selection is made if a preference eligible is selected

**Note: Veterans' preference must be verified prior to entrance on duty.**

Agency policy should define when applicants need to submit veterans' preference documentation and the policy should be used consistently in all vacancies. If establishing provisions for granting tentative preference, the agency should define the types of documents it will accept for tentative preference, as well. This information should be included in the job opportunity announcement.

For applicants granted tentative preference under the VOW to Hire



For applicants granted tentative preference under the VOW to Hire Heroes Act, prior to appointment the service members character of service and qualifying discharge or release must be verified through a DD 214 or equivalent documentation.

1.30

## How to Credit Preference in the Hiring Process

In the next section of this module, we will discuss:

- accepting late applications.
- procedures for handling unsolicited 10-point preference eligible applications.
- applying veterans' preference with category rating.
- certification of preference eligibles.



1.31

## Accepting Late Applications

As a general rule, you may not consider applications received after the closing date of the job announcement. However, certain applicants are entitled to file after the closing date.



Select here for a description of who can file late.

- Applications from persons who are entitled to file late should be accepted and processed up until the time that a certificate is issued.
- Once a certificate is issued, however, you should not amend it to include late applications unless you are requested to do so by the hiring manager.
- If a 10-point preference applicant files late (and is qualified and within reach) and the hiring manager chooses not to amend an issued certificate, you must retain their application on file for future consideration. This will be discussed more through the next few slides.
- If you amend the certificate based on the hiring manager's request, then you must refer all other eligible late applicants (who are qualified and within reach to be on the certificate) whose applications were received on the same date or earlier.

## Accepting Late Applications

As a general rule, you may not consider applications received after the closing date of the job announcement. However, certain applicants are entitled to file after the closing date.



**Who may file late?**

- 10-point preference eligibles
- Any preference eligible who
  - was furloughed or separated without misconduct
  - successfully appealed a furlough or a discharge
  - resigned for reasons other than delinquency or misconduct
- An applicant who
  - is unable to file due to service in the armed forces or hospitalization
  - is unable to file due to overseas service with a Federal agency or international organization
  - lost eligibility on a competitor inventory due to active military service
  - is unable to file due to active reserve duty (Federal employees)

1.32

## Use Your Resources: DEOH - Late Filers

**The Delegated Examining Operations Handbook** contains a chart in Chapter 4 to help identify the applicants who would be eligible to apply late.  
- Chapter 4, page 4-7 and page 4-8.

IF the applicant...	THEN the applicant...
is a 10-point preference eligible	may file an application at any time for any position for which (under 5 CFR 332.311) a: <ul style="list-style-type: none"> <li>• register is about to be established;</li> <li>• non-temporary appointment has been made in the preceding three years; or</li> <li>• list of eligibles (register) currently exists but is closed to new applicants.</li> </ul>
is a preference eligible	<ul style="list-style-type: none"> <li>• is entitled to be entered on an existing register if the applicant was last employed under a career or career-conditional appointment <b>and</b> <ul style="list-style-type: none"> <li>o has successfully appealed a furlough or discharge and is otherwise qualified for the position (5 CFR 332.313(a)); <b>and</b></li> <li>o applies within 90 days after furlough or separation without delinquency or misconduct, provided that he or she is otherwise qualified for the position (5 CFR 332.313(b));</li> </ul> </li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• is entitled to be re-entered on each existing inventory (or its successor) on which previously listed, provided the applicant applies within 90 days after resignation without delinquency or misconduct from a career or career-conditional appointment (5CFR 332.321).</li> </ul>
was unable to file for an open competitive examination or to appear for a test due to service in the armed forces or hospitalization continuing for up to one year following discharge from the armed services	may file an application after the closing date if the inventory of eligibles still exists or if an inventory is about to be established (5 CFR 332.312(a)).



## Special Handling of 10-Point Preference Eligibles

The 10-point preference eligible's application must be accepted for any position for which a:

If there is no current DE recruitment, and you receive an unsolicited application from a 10-point preference eligible, you must:

Select Here to View More

Select Here to View More

## Special Handling of 10-Point Preference Eligibles

The 10-point preference eligible's application must be accepted for any position for which a:

1. Non-temporary appointment has been made in the preceding three years;
2. List of eligibles currently exists but is closed to new applicants; or
3. List of eligibles is about to be established.



## Special Handling of 10-Point Preference Eligibles

If there is no current DE recruitment, and you receive an unsolicited application from a 10-point preference eligible, you must:

- Identify any non-temporary appointments made in the preceding three years; and
- Compare the preference eligible's application against the title, series, grade, and duty location of the position identified.



1.34

## Special Handling of 10-Point Preference Eligibles cont.



When you are unable to find an active delegated examining recruitment for unsolicited applications from 10-point preference eligibles, you must retain their application for future consideration. An application must also be retained when a 10-point preference eligible files late (and is qualified and within reach to be certified) but the hiring manager chooses not to amend the issued certificate.

Agencies must establish procedures in compliance with 5 U.S.C. § 3305 to ensure unmatched 10-point preference eligibles have their applications retained for future consideration.

Those procedures must include maintaining a 10-point veteran file.

- For each active delegated examining recruitment, you must document the case file to show that the 10-point veteran file was checked and, if applications are pulled, document the names of any preference eligibles whose applications were pulled from the file and to whom additional material was sent.



1.35

## Knowledge Check 4

1. Only 10-point preference eligibles are entitled to file a late application. *True or False?*

Check Your Answer

2. A 10-point preference eligible who files late and is not certified is entitled to have his/her applications considered for future vacancies. *True or False?*

Check Your Answer



**Complete the practice exercises in the Certification and Selection Workbook. Answers can be found in the Answer Guide.**

1.36

## Applying Veterans' Preference with Category Rating

- To apply veterans' preference in category rating, we start by adjudicating and identifying preference eligibles.
- Veterans' preference points (5 or 10 points) are NOT added to applicants' scores.
  - The Delegated Examining Operations Handbook (DEOH) and Title 5 of the Code of Federal Regulations refer to certain veterans' preference eligibles as "5-point" and "10-point" preference eligibles.
  - However, with category rating, these preference eligible points are NOT added to applicants' scores.

1.37

## Applying Veterans' Preference with Category Rating cont.

Next, apply veterans' preference within the categories:

- List preference eligibles ahead of non-preference eligibles *within the same quality category*.
- Move (or "float") CPS and CP eligibles from the category in which they were placed (based on the assessment phase) to the appropriate place in the highest quality category among any other preference eligibles (see exception on the next slide).

A summary of the "floating rule" and the exception to it are provided on the next slide. More information about "floating" can be found in the Spotlight on: Category Rating module and also in Chapter 6 of the DEOH.

1.38

## To Float or Not to Float?



When CPS and CP applicants "float" and when they don't:

<b>Placement of Preference Eligibles with a Compensable Service-Connected Disability of 10 % or More (CPS and CP)</b>	
For scientific and professional jobs at the GS-9 or higher...	Place qualified CPS and CP preference eligibles above non-preference eligibles within the same quality category for which they are assessed (CPS and CP eligibles do not "float" to the highest quality category)
For all other positions (series) and grade levels...	Place qualified CPS and CP preference eligibles at the top of the highest quality category (CPS and CP eligibles "float" to the highest quality category)

## To Float or Not to Float?



Find a list of the professional and scientific job series in **Appendix K** of the *Delegated Examining Operations Handbook*. A copy of the DEOH is available in Resources Tab.



1.39

## Identifying Veterans' Preference on the Certificate



Once applicants with veterans' preference are identified and placed in their appropriate categories...

- Include the appropriate veterans' preference code (CPS, CP, XP, TP, and SSP) on the certificate
- List preference eligibles in any order within their categories, based on agency policy (e.g., by veterans' preference designation, alphabetically)

1.40

## Selection Order & Preference Eligibles with Category Rating

- A hiring manager may not select any non-preference eligibles in the highest quality category while there are preference eligibles available for selection in the highest quality category.
- Selection Order: within the highest quality category, any preference eligible may be selected in any order.
- A hiring manager may *not* pass over a preference eligible to select a non-preference eligible unless there is an approved pass-over request. More information about pass-overs can be found in the Spotlight On: Certification & Selection module and also in Chapter 6, Section D of the DEOH.



1.41

## Selection Order Exercise 1

A DE recruitment resulted in a certificate with the following candidates in the highest quality category. Based upon veterans' preference, identify whether the selection or non-selection of each candidate was *proper* or *not proper*:

**Best Qualified:**

Anderson TP - **Selected**  
Crowe TP - **Not Selected**  
Dillon XP - **Not Selected**  
Huff CPS - **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**

**Check Your Answers**



**Complete the practice exercises in the Certification and Selection Workbook. Answers can be found in the Answer Guide.**

1.42

## Selection Order Exercise 2

A DE recruitment resulted in a certificate with the following candidates in the highest quality category. Based upon veterans' preference, identify whether the selection or non-selection of each candidate was *proper* or *not proper*.

**Best Qualified:**

- 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*

[Check Your Answers](#)



**Complete the practice exercises in the Certification and Selection Workbook. Answers can be found in the Answer Guide.**

1.43

## FAQs

What is one of the most common mistakes made when adjudicating preference?

[View Answer](#)

Should agencies hire veterans based solely on their military occupational specialty?

[View Answer](#)

Is the DD 214, member 4 copy, the only acceptable documentation to adjudicate veterans' preference eligibility?

[View Answer](#)

Does a veteran have a limit to the number of times they can use their veterans' preference?

[View Answer](#)

These and additional questions can be found in the free [Feds Hire Vets - Veterans Employment Training](#) linked under the toolkit.

## FAQs

What is one of the most common mistakes made when adjudicating preference?

**Answer:**

There's often difficulty in the distinction between a Global War on Terrorism Service Medal (GWOTSM) and a Global War on Terrorism Expeditionary Medal (GWOTEM). A GWOTSM qualifies for VRA, but does not confer veterans' preference, whereas a GWOTEM does confer veterans' preference and qualifies for VRA.



---

## FAQs

**Is the DD 214, member 4 copy, the only acceptable documentation to adjudicate veterans' preference eligibility?**

**Answer:**

No. While the DD 214, member copy 4, may be the preferred documentation, any official document from the Armed Forces showing separation, discharge, or release from active duty under honorable conditions (Honorable or General Discharge) should receive consideration. ✖



---

## FAQs

**Should agencies hire veterans based solely on their military occupational specialty?**

**Answer:**

No, veterans may have obtained other knowledge, skills, and abilities different from their primary training from the military. HR should consider all relevant knowledge, skills, and abilities reflected in the application. ✖



## FAQs

Does a veteran have a limit to the number of times they can use their veterans' preference?

**Answer:**

No. There is no limit to the number of times a veteran can use their veterans' preference. This also includes their use of special appointing authorities.



1.44

**Let's Practice!**

**Complete the practice exercises in the Certification and Selection Workbook. Answers can be found in the Answer Guide.**