

Veteran's Preference Eligibility & Documentation Requirements

Why Preference is Given

Since the time of the Civil War, veterans of the Armed Forces have been given some degree of preference in appointments to Federal jobs. Recognizing their sacrifice, Congress enacted laws to prevent veterans seeking Federal employment from being penalized for their time in military service. Veteran's preference recognizes the economic loss suffered by citizens who have served their country in uniform, restores veterans to a favorable competitive position for Government employment, and acknowledges the larger obligation owed to disabled veterans.

Eligibility Criteria

To be entitled to veteran's preference, you must meet the eligibility requirements in section 2108 of Title 5, United States Code. This means that the veteran received an honorable or general discharge. Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference unless they are disabled veterans.

Guard and Reserve active duty for training purposes does not qualify for preference.

When applying for Federal jobs, eligible veterans should claim preference on their resumes. Applicants claiming 10-point preference must complete form SF-15, Application for 10-point Veteran's Preference. ([link to opm forms](#))

Recent Change in Requirements for Eligibility

The Defense Authorization Act of Fiscal Year 1998 (Public Law 105-85) dated 18 Nov 1997 has modified the existing requirements for Veteran's Preference to extend Veteran's Preference to anyone serving on active duty between 2 Aug 1990 and 2 Jan 1992. This same Act also extended some eligibility to those involved in Operation Joint Endeavor and Operation Joint Guard. If you believe any of these changes affect you, please contact your Servicing

Human Resources Office. There are specific conditions, which apply to each portion of the Law.

Veterans Preference Eligibility

No Veterans Preference

If you are not entitled to veterans preference, select *None* in the Supplemental Instruction Resume Builder page.

5-Points Veterans Preference Eligibility

You are entitled to 5 point veterans preference if your service was:

- During a war including December 7, 1941 through July 1, 1955.
 - For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976.
- During the Gulf War from August 2, 1990, through January 2, 1992 (See Note).
- 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, Somalia, Southwest Asia, Bosnia, Yugoslavia, and Haiti, qualifies for preference (See Note).

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 active duty, (other than active duty for training) or the full period called or ordered to active duty (other than active duty for training).

The 24 month service requirement does not apply to 10-point preference eligible veterans 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.

5-Points Veterans Preference Documentation

If you are claiming 5 point veteran preference, you will be granted 5 point tentative veteran preference for referral purposes. If you are selected for a position, you must provide copies of your DD-214(s) by the closing date on the vacancy announcement.

10-Points Veterans Preference Eligibility

You are entitled to 10 point veteran preference if one of the following applies:

- **10-Point Disability:** You are entitled to 10 point veterans' preference if you are a former member of the Armed Forces who was separated under honorable conditions and have a service-connected disability that is 10 percent or less, but the Veterans Administration has not awarded any compensation.
- **10-Point Compensable:** You are entitled to 10 point veterans' preference if you are a former member of the Armed Forces who was separated under honorable conditions and have a service-connected disability that is at least 10 percent, but less than 30 percent, and you are receiving disability compensation from the Veterans Administration.
 - **10-Point Other:** You are entitled to 10 point veterans preference because you are (a) the spouse or mother of a veteran occupationally disabled because of service-connected disability, or (b) the widow/widower or mother of a deceased wartime veteran.
- **10-Point/30 Percent Compensable - Veteran:** You are entitled to 10 point preference if you have a service connected disability of 30 percent or more.

10-Points Veterans Preference Documentation

If you are claiming 10 point veteran preference, you must submit form SF-15, Application for 10-Point Veteran Preference, along with appropriate documentation. For your convenience, you can print the [SF-15](#) (PDF - 30KB) from the OPM web site.

Documentary Proof

Documentary proof includes but is not limited to the following:

- An official statement, dated within the last 12 months, from the Department of Veterans Affairs or a branch of the Armed Forces, certifying a service connected disability of less than

10% or proof you are receiving a non-service connected disability pension.

- An official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying payment for a service connected disability of 10% or more or receipt of disability retired pay.
- An official citation, document, or certificate, issued by a branch of the Armed Forces, awarding the Purple Heart for a wound or injuries incurred during action.
- An official statement or retirement orders from a branch of the Armed Forces showing you retired with a permanent service connected disability or were transferred to the permanent disability retirement list.

For applicants claiming derived preference (spouse, widow, or mother) documentary proof includes, but is not limited to, the following documents:

Spouses and mothers of disabled veterans: Submit an official statement, dated within the last 12 months, from the Department of Veteran Affairs or a branch of the Armed Forces, certifying the following:

- The veteran has a serviced connected disability
- The percentage and nature of the serviced connected disability
- A notation as to whether or not the veteran is currently rated as unemployable due to the service connected disability, and,
 - A notation as to whether the service connected disability is rated as permanent and total.

Widows: Submit one of the following:

- The official notice of death occurring under honorable conditions if service member was on active military duty at the time of death
- The death certificate if the death occurred while not on active military duty

Mailing Instructions

Mail the SF-15 with documentation to:

Defense Finance and Accounting Service
Regional Service Center
Attn: DFAS-PSO-IQRSE (SF 15)
8899 East 56th Street
Indianapolis, Indiana 46249-6440

Or fax it to 317-510-5796.

The SF-15 along with appropriate documentation must be submitted by the closing date of the announcement. For open continuous announcements (announcements without closing dates), the SF-15 should be submitted as soon as possible.

If the SF-15 has not been received by the closing date or by the date your application is reviewed for a vacancy, your veterans preference will be changed to 5 points for referral purposes. For those applicants claiming derived preference, veteran's preference will be changed to non-veteran.

To protect the integrity of the process, your supporting documents will not be returned once submitted, nor will copies be made. Applicants are advised to make copies before submitting documents.