

Veterans Preference Adjudication Worksheet

INSTRUCTIONS FOR COMPLETING PARTS I-VI

- **READ all criteria carefully.**
- Use the “Decisions” column to move on to the next criteria if applicable.
- For the applicant(s), complete Parts I-III during the qualifications and eligibilities stage of the hiring process. Don’t forget to complete the “Final Determination” sections for each Part. Sign and date the bottom of page 4. Keep a copy of this worksheet for your case file.
- If the applicant is selected, complete Parts IV-VI of this worksheet. Use Parts IV-VI to complete the coding of the SF-52. Don’t forget to complete the “Final Determination” sections for each Part. Sign and date the bottom of page 6. Keep a copy of this worksheet for your case file.
- Regardless of the purpose that Veterans Preference and associated data elements are reviewed, all documents used to determine preference eligibility must be readable, scanned, and uploaded as a permanent record into the employee’s Official Personnel Folder (OPF). Such documents include but are not limited to:
 - DD-214 member 2 or 4 copy for each period of service
 - Must contain the character of the service, (i.e. Honorable or General.); **AND**
 - Nature of the release from service, (i.e. Discharge, Retirement, etc.)
 - SF-15, Application for 10-Point Veterans Preference if the veteran claims disability and/or receipt of compensation from the Department of Veterans Affairs (VA)
 - Complete copies (all pages) of all supporting documentation is required
 - Documentation of disability and/or receipt of compensation from the VA must be on VA letterhead; **AND**
 - Indicate the “combined rating” to be credited
- VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011 (Public Law 112-56) was enacted to ensure individuals do not lose the opportunity to be considered for Federal service (and awarded their veterans’ preference entitlements if applicable) despite not having a DD form 214 to submit along with their résumés. Agencies are required to accept, process, and grant tentative veterans’ preference to those active duty service members who submit a certification (in lieu of a DD-214) A “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 within 120 days after the certification is submitted by the applicant.
 - The certification letter should be on letterhead of the appropriate military branch of the service; **AND**
 - Contain the military service dates including the expected discharge or release date; **AND**
 - The character of service
- Special attention must also be taken in reviewing applicants/employees who served in the uniformed service when ordered to active duty from the Reserves or National Guard.
 - For non-disabled veterans, soldiers or members: active duty for training by National Guard or Reserve soldiers does not qualify as "active duty" for preference.
 - For disabled veterans, soldiers or members: active duty includes training service in the Reserves or National Guard (per the Merit Systems Protection Board decision in Hesse v. Department of the Army, 104 M.S.P.R. 647(2007)).
 - A Reservist will have orders placing him/her on active duty. Similarly, when the Reservist is released from active duty, he/she will have separation or demobilization orders. It is important to review these orders to determine the authority that ordered the Reservist to active duty to include:
 - If service was for other than active duty for training
 - The inclusive dates served; **AND**
 - Whether any campaign or expeditionary medal was awarded for active service in hostile areas.
 - National Guard duty must be:
 - Active duty in the service of the United States under Title 10, United States Code, **OR**
 - Under a call by the President or Secretary of Defense. **Note:** National Guard service or training under the call of the Governor of a State or performed for a State under Title 32, United States Code, is not creditable for Veterans preference. (See also OPM Benefits Administration Letter No. 95-101 dated January 27, 1995, regarding implementation of Public Law 103-353, the “Uniformed Services Employment and Reemployment Rights Act of 1994”) which made certain types of National Guard service creditable that had not previously been creditable.

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- Special attention must be taken to ensure correct consideration of those who retired from active military service. Each retiree must be requested to provide his/her military service that was performed in a non-wartime campaign or expedition for which a badge or medal was authorized in order to credit such service for annual leave accrual rate and reduction-in-force purposes.
 - SF-813 must be used to document and verify campaign/expeditionary service of each retiree. SF-813 provides specific instructions for completion and the address of the appropriate military service to send the verification.
 - If retiree claims that retirement from military service was based on war- or combat-incurred disability that was incurred in the line of duty as a direct result of armed conflict or during a period of war, the retiree would be given service credit for all active military service in the SCD for annual leave accrual and SCD for RIF, as well as appropriate Veterans Preference in RIF; information and who to contact within the branch of service to verify if retirement was based on war- or combat-incurred disability are provided in the Guide to Processing Personnel Actions, Chapter 6, Figure 6-2
- When adjudicating Veterans Preference for RIF, be aware that veterans have advantages over nonveterans in RIF; however, special provisions apply in determining whether retired military members receive preference in RIF and whether their military service is counted. It is likely that a retired military member will have veterans preference for appointment but will not have veterans preference for RIF. This is a key distinction in veterans preference for RIF purposes between those who served and those who are retired from uniformed service.
- Keep in mind that the military department retains exclusive authority to determine the basis for the retirement from uniformed service and not the Department of Veterans Affairs, who makes determinations of service-connected disability and compensation. As such, the VA letter used to determine the percentage of disability for veterans preference in appointment may NOT be used for a determination of veterans preference in RIF of a retiree from uniformed service.
- As always, use your reference guides to help you in making decisions and completing the worksheet
 - OPM Vet Guide and Appendices
 - OPM Guide to Processing Personnel Actions (GPPA)
 - OPM Guide to Data Standards
 - 5 CFR Part 351
 - OPM Workforce Reshaping Operations Handbook of March 2017
 - 5 USC 2108 and 2108(2)
 - 5 CFR Part 211
 - CSRS and FERS Handbook for Personnel and Payroll Offices, Chapter C022
 - Public Law 103-353, Uniformed Services Employment and Reemployment Rights Act of 1994 (see OPM BAL #95-101 dated January 27, 1995)
 - Public Law 114-62, Gold Star Fathers Act of 2015 (see OPM CHCOC letter dated July 14, 2016)
 - Public Law 112-56, VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011 (see OPM CHCOC letter dated June 15, 2012)

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Applicant/Employee Name:

Last 4 of SSN:

PART I – Veterans Preference in Appointment

	Criteria	Yes	No	Decision
1	Currently serving on active duty and provides written certification from the armed forces of expected discharge or release from active duty service under honorable conditions not later than 120 days after the date the certification is submitted; see Public Law 112-56; amends Title 5, USC 2108a.	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, STOP. Entitled to <u>tentative preference</u> ; complete final adjudication <u>prior to final job offer</u> . If No, go to criteria 1a.
1a	Honorable or General discharge or release from a period of active duty after 08/29/2008 by reason of a Sole Survivorship discharge.	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, STOP. Eligible for Sole Survivorship Preference (SSP). If No, go to criteria 1b.
1b	Served on active duty with the Armed Forces and separated with an “Honorable” or “General” discharge. See worksheet instructions if National Guard/Reserves on active duty.	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go to criteria 2. If No, STOP; not eligible.
2	Retired at rank of Major (O4), Lieutenant Commander (O4), or higher (does not apply to Reservists who will not begin drawing military retired pay until age 60 – if this applies, answer No).	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go to criteria 2a. If No, go to criteria 3.
2a	Retiree claims preference based on a compensable service-connected disability rating; or is receiving compensation, disability retirement benefits, or pension from the military or the VA; or received a Purple Heart.	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go to criteria 9. If No, STOP; not eligible.
3	Claims preference based on a compensable service-connected disability rating; or is receiving compensation, disability retirement benefits, or pension from the military or the VA; received a Purple Heart; or claims preference as the spouse, widow, widower, or mother of disabled or deceased veteran.	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go to criteria 9. If No, go to criteria 4.
5-Point Preference (TP) requirements (eligible if answer is “Yes” to any of criteria listed in 4-8)				List below qualifying dates of active duty and/or name of campaign or expeditionary medal/badge received
4	Served 12/7/1941 to 7/1/1955; OR	<input type="checkbox"/>	<input type="checkbox"/>	
5	Served for more than 180 consecutive days, other than for training, <u>any part</u> of which occurred after 1/31/1955 and before 10/15/1976; OR	<input type="checkbox"/>	<input type="checkbox"/>	
6	*Served <u>any time</u> during the Gulf War from 8/2/1990 through 1/2/1992.; did not have to actually serve time in the Gulf War Region; OR	<input type="checkbox"/>	<input type="checkbox"/>	
7	Served for more than 180 consecutive days, other than for training, <u>any part</u> of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010, the last day of Operation Iraqi Freedom; OR	<input type="checkbox"/>	<input type="checkbox"/>	
8	*Served in a campaign or expedition for which a campaign medal has been received, as documented on DD-214. (See OPM Vet Guide, Appendix A, for campaigns and expeditions.) Any Armed Forces Expeditionary Medal , whether listed or not, is qualifying. **	<input type="checkbox"/>	<input type="checkbox"/>	
*If originally enlisted after 9/7/1980, must have served continuously for a period of 24 months or the full period called or ordered to active duty. **The following medals are not qualifying for preference: Global War on Terrorism Service Medal , Medal of Merit; Medal of Freedom; Antarctica Service Medal; National Defense Service Medal; Armed Forces Service Medal; or Armed Forces Reserve Medal.				
10-Point Preference (CP, CPS, XP) requirements (eligible if answer is “Yes” to any of criteria listed in 9-13)				
9	Served at any time AND has a compensable service-connected combined/total disability rating of at least 10% but less than 30%; OR	<input type="checkbox"/>	<input type="checkbox"/>	10 Pt-CP Compensable Disability %:
10	Served at any time AND has a compensable service-connected combined/total disability rating of 30% or more; OR	<input type="checkbox"/>	<input type="checkbox"/>	10 Pt-CPS Compensable Disability %:
11	Served at any time AND has a present service-connected disability or is receiving compensation, disability retirement benefits, or pension from the military or VA but does not qualify as a CP or CPS; OR received a Purple Heart; OR	<input type="checkbox"/>	<input type="checkbox"/>	10 Pt-XP (Disability)
12	Widow/Widower of certain deceased veterans, spouse of a disabled veteran unable to work because of a service connected disability; or the parent of a deceased or disabled veteran. (See OPM Vet Guide for eligibility requirements.)	<input type="checkbox"/>	<input type="checkbox"/>	10 Pt-XP (Other/Derived)

Final Determination for Veterans Preference in Appointment (check correct box):

- | | | |
|---|---|---|
| <input type="checkbox"/> NV=none; code=1 | <input type="checkbox"/> TP=5 pt; code=2 | <input type="checkbox"/> XP=10 pt/disability; code=3 |
| <input type="checkbox"/> CP=10 pt/compensable; code=4 | <input type="checkbox"/> XP=10 pt/other/derived; code=5 | <input type="checkbox"/> CPS=10 pt/compensable/30%; code=6 |
| | | <input type="checkbox"/> SSP=0 pt/sole survivorship; code=7 |

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PART II – VETERANS RECRUITMENT APPOINTMENT (VRA) Eligibility

Formerly Veterans Readjustment Authority (VRA) – Special authority to appoint eligible veterans without competition to any Temporary, Term, or Excepted Conditional appointment at any grade level through GS-11. (The promotion potential of the position is not a factor.) VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service. There is no limitation to the number of VRA appointments an individual may receive, provided the individual is otherwise eligible. If there is more than one VRA candidate for the same job and one (or more) is a preference eligible, the agency must apply the Veterans' preference procedures prescribed in 5 CFR Part 302 in making VRA appointments. A veteran who is eligible for a VRA appointment is not automatically eligible for Veterans' preference under section 2108 of Title 5, USC.

	Criteria	Yes	No	Decision
1	Served on active duty, not active duty solely for training AND	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go on to criteria 2. If No, STOP, not eligible for VRA
2	Separated under honorable or general discharge. AND	<input type="checkbox"/>	<input type="checkbox"/>	If yes, go on to criteria 3. If no, STOP, not eligible for VRA
3	Disabled Veteran (defined as entitled to compensation or who, but for the receipt of military retired pay, would be entitled to compensation under laws administered by the VA or discharged/released from active duty because of a service-connected disability). OR	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, eligible for VRA without regard to any time limit. If No, go to criteria 4.
4	Veteran who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized. (This means the veteran must be in receipt of the campaign badge or medal) OR	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, eligible for VRA without regard to any time limit. If No, go to criteria 5.
5	Veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was <u>awarded and received</u> . Note: Global War on Terrorism Service Medal is qualifying for VRA only. (Memo dated 3/24/2004-From Kay Coles James Director-Chief Human Capital Officers Council, OPM) https://www.chcoc.gov/content/global-war-terrorism-medals-recognize-veterans-service). OR	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, eligible VRA without regard to any time limit. If No, go to criteria 6.
6	Recently separated veteran (means separated from active duty within the last three years).	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, eligible for VRA. If No, not eligible for VRA.

Final Determination for VRA Eligibility (check correct box):

Eligible for VRA

 Not Eligible for VRA

 Not Applicable to Appointment

PART III – VETERANS EMPLOYMENT OPPORTUNITIES (VEOA) ACT OF 1998 Eligibility

(PUBLIC LAW 105-339 AS AMENDED BY PUBLIC LAW 106-117)

The VEOA provides that agencies must allow eligible veterans to apply and compete for positions announced under merit promotion procedures and open to candidates outside the agency (i.e., advertised government-wide or ICTAP). Applicants selected under this authority are hired under career or career-conditional appointments.

	Criteria	Yes	No	Decision
1	Preference Eligible; see Part I of Veterans Preference Adjudication Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, STOP, eligible for VEOA. If No, go to Criteria 2.
2	Veteran separated after 3 or more years of continuous active service performed under honorable conditions. A release a few days before completing a 3-year tour is qualifying.	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, eligible for VEOA. If No, not eligible for VEOA.

Final Determination for VEOA Eligibility (check correct box):

Eligible for VEOA

 Not Eligible for VEOA

 Not Applicable to Appointment

HR Adjudicator for Veterans Preference (Part I) Name _____ Date _____

HR Adjudicator for VRA/VEOA (Part II and III) Name _____ Date _____

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PART IV –Veterans Preference for Reduction-in-Force (RIF)

See Vet Guide for eligibility requirements and Q&As

	Criteria	Reference	Yes	No	Decision
1	Did the veteran <u>retire</u> from the military (includes persons on the Temporary Disability Retirement List (TDRL) and Navy and Marine Corps personnel transferred to Fleet Reserve)	DD-214 (copy 2 or 4), SF-15 and OF-306 (#15/16)	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go to criteria 3. If No, go to criteria 2.
2	Is the Veteran preference eligible: TP, CP, CPS, XP-disability, or XP-other/derived	Results of Part I of this form	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, STOP. Eligible for Veterans Preference for RIF, code 1, 2, or 5. If No, no preference for RIF, code 3.
3	Did the veteran retire at a rank of Major, Lieutenant Commander <i>or higher</i> . Note: Veterans who retired at a rank <i>below</i> that of Major or Lieutenant Commander do not need to meet the definition of disabled veteran as set forth in 5 USC 2108(2).	DD-214 (copy 2 or 4), and Vet Guide Appendix C, Officer Personnel by Pay Grades and Titles (Ranks)	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go to criteria 4. If No, go to criteria 5.
4	Is the retiree a disabled veteran as defined by 5 USC 2108(2) which provides that “an individual who has served on active duty in the armed forces, (except as provided under section 2108a) has been separated therefrom under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.” Note: includes retirees designated as XP, CP, and CPS.	5 USC 2108(2)	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go to criteria 5. If No, STOP. Ineligible for Veterans Preference for RIF, code 4.
5	Is the retirement based on disability that either resulted from injury or disease received as a direct result of armed conflict or was caused by an instrumentality of war incurred in the line of duty during the period of war as set forth in 5 U.S.C. 3501	OPM Guide to Processing Personnel Actions, Chapter 6, Figure 6-2, *	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, STOP. Eligible for Veterans Preference for RIF, code 1 or 2; If No, go to criteria 6. **
6	Is the retirement pay from a uniformed service based on 20 years or more of full-time active duty (not including active duty for training) ***	DD-214 (copy 2 or 4); Chapter III, Section J, OPM Workforce Reshaping Operations Handbook of March 2017	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go to criteria 7. If No, STOP. Eligible for Veterans Preference for RIF, code 1 or 2.
7	Has the retiree been continuously employed with the Federal government (under 5 USC Chapter 35 employee in or under an Executive agency except as otherwise excluded) since November 30, 1964		<input type="checkbox"/>	<input type="checkbox"/>	If Yes, retiree is eligible for Veterans Preference for RIF, code 1 or 2. If No, STOP. Ineligible; code 4.

Final Determination for Veterans Preference for Reduction-in-Force and coding (check correct box):

- | | | | | |
|--|--|---|--|---|
| <input type="checkbox"/> CPS; 30% compensable = code 1 | <input type="checkbox"/> TP/CP/XP (disability); veteran (with retention rights) = code 2 | <input type="checkbox"/> Non-veteran or no preference; (no retention rights) = code 3 | <input type="checkbox"/> Ineligible = code 4 | <input type="checkbox"/> XP (other/derived); non-veteran (with retention rights) = code 5 |
|--|--|---|--|---|

*For sources within each military department to obtain information on whether the retirement from uniformed services was based on war/combat-incurred disability. IMPORTANT DISTINCTION: See Lloyd J. Parton v. Department of the Army, Docket No. DA035199007, 4 MSPB 162 (1980), 4 MSPR 74 (legal citation) in a Precedential Decision of the Merit Systems Protection Board for discussion that the military department retains exclusive authority to determine the basis for the retirement from uniformed service and not the Department of Veterans Affairs who makes determinations of service-connected disability and compensation. As such, the VA letter used to determine the % of disability for Veterans Preference in Appointment may NOT be used for a determination of Veterans Preference in RIF of a retiree.

**HR determination is based on clear evidence from the military department from which retired that the basis for the retirement from uniformed service was based on war- or combat-incurred disability; it may NOT be based on documentation from the VA of a compensable service-connected disability.

***The restrictions on veterans’ preference for RIF also apply to early retirement from the Armed Forces under Public Law 102-484 (National Defense Authorization Act, Section 4403, of 1993) based on a minimum of 15 (rather than 20) years of active military service. Veterans who retired under this authority are not eligible for Veterans Preference for RIF; check “yes”.

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PART V – Annuitant Indicator Determination

Applicable to all employees, but retired military and reemployed annuitants have unique criteria; extremely important in RIF

	Criteria	Reference	Yes	No	Decision
1	Did the employee/appointee <u>retire</u> from the uniformed service	DD-214 (copy 2 or 4); OF-306 (#15/16)	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go to criteria 2. If No, go to criteria 4.
2	Is the employee/appointee a retired uniformed service officer (includes a member or former member of a uniformed service who is receiving retired or retainer pay as a commissioned or warrant officer)	Vet Guide Appendix C, Officer Personnel by Pay Grades and Titles (Ranks)	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, STOP. Annuitant Indicator code = 2 (except, if <u>also</u> a reemployed annuitant under CSRS/FERS, go to criteria 4). If No, go to criteria 3.
3	Is the employee/appointee a retired uniformed service enlisted member (includes a member or former member of a uniformed service who is receiving retired or retainer pay for non-officer/enlisted service)	Vet Guide Appendix C, Officer Personnel by Pay Grades and Titles (Ranks)	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, STOP. Annuitant Indicator code = 3 (except, if <u>also</u> a reemployed annuitant under CSRS/FERS, go to criteria 4).
4	There are 26 different values listed in the OPM Guide to Data Standards to code Annuitant Indicator; determine the proper combination of code and definition. Note: The majority of employees/appointees will be coded “9” if not retired from uniformed service, a reemployed annuitant, or former phased retiree.	http://www.opm.gov ; Guide to Data Standards	<input type="checkbox"/>	<input type="checkbox"/>	Enter correct Annuitant Indicator below and on SF-52/50, Item #28

Final Determination for Annuitant Indicator (check correct box):

RETM; uniformed service officer = code 2
 RETM; uniformed service enlisted = code 3
 Applicable to employees/appointees who are not RETM, a reemployed annuitant, or former phased retiree = code 9
 Other; from Guide to Data Standards = code _____

PART VI – Creditable Military Service

Applicable to those with Creditable Military Service; important for proper annual leave accrual, service credit in RIF, and in the calculation of severance pay

	Criteria	Reference	Yes	No	Decision
1	Is the employee retired military Note: Do not give credit for entire period of military service, not all service is creditable for military retirees.	DD-214 (copy 2 or 4) for <u>each</u> period of service; OPM Vet Guide; OPM Guide to Processing Personnel Actions	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go to criteria 2. If No, go to criteria 3.
2	Does retiree have creditable military service Prepare SF-813 with assistance from employee/appointee (use if participation in campaign or expedition and dates of participation are not documented on the DD-214)	DD-214 (copy 2 or 4) for <u>each</u> period of service; SF-813	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go to criteria 4 If No, record YYMM as 0000 on SF-52/50 remark code M39
3	Does the employee/appointee have creditable military service (creditable military service represents the number of years/months of military service that is creditable for annual leave accrual, service credit in RIF, and in the calculation of severance pay)	DD-214 (copy 2 or 4) for <u>each</u> period of service	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, go to criteria 4. If No, leave YYMM blank.
4	Review all periods of service to add up creditable military service.	DD-214 (copy 2 or 4) for <u>each</u> period of service	<input type="checkbox"/>	<input type="checkbox"/>	Record as YYMM in remark code M39 (do not round up days to a full month; for example, 5 years, 3 months, and 22 days is recorded as 0503);

Final Determination for Creditable Military Service (check correct box; provide YYMM below):

None; leave blank
 No Creditable Military Service (such as in retired military) = code 0000
 Creditable Military Service YY/MM _____

HR Adjudicator for (Part IV, V and VI) Name _____ Date _____