

## **How veterans' preference is applied during the hiring process:**

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When agencies use a numerical rating and ranking system to determine the best qualified applicants for a position, an additional 5 or 10 points are added to the numerical score of qualified preference eligible veterans

When an agency does not use a numerical rating system, preference eligibles who have a compensable service-connected disability of 10 percent or more (CPS, CP) are placed at the top of the highest category on the referral list (except for scientific or professional positions at the GS-9 level or higher). XP and TP preference eligibles are placed above non-preference eligibles within their assigned category.

In order to claim veteran's preference, acceptable documentation of preference or appointment eligibility must be provided to the hiring agency. Acceptable documentation may be:

- A copy of your DD-214, "Certificate of Release or Discharge from Active Duty," which shows dates of service and discharge under honorable conditions
- A "certification" that is a 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 signed.

**NOTE:** Prior to appointment, an agency will require the service member to provide a copy of the DD-214. If claiming 10 point preference, Standard Form ([SF-15](#)) "Application for 10-point Veterans' Preference" must be provided.