

Veterans' preference claims will be analyzed based on the information provided. We will not solicit additional documentation from you after the closing date of the announcement. [This is a reference guide to assist you in claiming veterans' preference; it is not a validation tool.](#)

Veterans currently on Active Duty

You must submit a DD 214 worksheet or other documents summarizing your service. Such documentation should include:

- 1) Dates of service and expected discharge date; AND
- 2) List of awarded medals, badges, ribbons, etc. (if applicable)

If you are tentatively selected for the position, you must submit official documentation verifying military service, including proof of honorable discharge, prior to receiving an official offer.

Compensably Disabled (CPS or CP) Veteran

To be eligible for CPS/CP status, you must submit documentation from the VA or branch of the armed forces showing combined / overall % disability.

In order to receive compensation for service-connected disabilities, the service member must be rated at a level equal to or greater than 10% disabled. If you do not provide a % disability but provide documentation of compensation for a service connected disability, you will be awarded CP preference.

NOTE: It is recommended that you submit proof of honorable discharge at the time of application. If you do not submit proof of honorable discharge but are otherwise eligible for preference, we will tentatively grant the appropriate preference level and verify character of service prior to appointment.

Non-Compensably Disabled Veteran (XP)

To be eligible for XP preference under this category, you must submit documentation from the VA or branch of the armed forces showing service related disability which is less than 10% and does not qualify for compensation.

NOTE: It is recommended that you submit proof of honorable discharge at the time of application. If you do not submit proof of honorable discharge but are otherwise eligible for preference, we will tentatively grant the appropriate preference level and verify character of service prior to appointment.

Purple Heart Recipient (XP)

To be eligible for XP preference under this category, you must submit official citation, document or discharge certificate, issued by a branch of the Armed Forces, showing receipt of Purple Heart for wound or injuries received in action.

NOTE: It is recommended that you submit proof of honorable discharge at the time of application. If you do not submit proof of honorable discharge but are otherwise eligible for preference, we will tentatively grant the appropriate preference level and verify character of service prior to appointment.

Spouse of a Disabled Veteran (XP)

XP Spouse preference is awarded when 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.**

To be eligible for XP preference under this category, you must submit:

1) Proof that you are presently married to the veteran (can be shown through completion of the SF 15, self-certification, or marriage certificate);

AND

2) The veteran MUST be unemployed (can be shown through completion of the SF 15, or self-certification)

AND

a) the present existence of the veterans service-connected disability of 100 percent disabled (can be shown through VA letter or a letter from the Department of Service on official letterhead)

OR

b) The Veteran is unemployable (can be shown through VA letter or a letter from the Department of Service on official letterhead)

c) the veteran has retired, been separated, or resigned from a civil service position on the basis of a disability that is service-connected in origin (you must complete questions 1-7 on page 2 of the SF 15 OR provide a VA letter or a letter from the Department of Service on official letterhead showing this criteria);

OR

d) the veteran has attempted to obtain an identical position or other position along the usual lines of his or her usual occupation in the civil service or DC government and has failed to qualify because of a service-connected disability (you must complete questions 1-7 on page 2 of the SF 15 OR provide a VA letter or a letter from the Department of Service on official letterhead showing this criteria)

We recommend that you also submit the form SF-15, located at: <http://www.opm.gov/forms/standard-forms/>

Widow/Widower of a Veteran (XP)
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XP Widow/Widower preference is awarded to the widow or widower of a veteran who:

1) is not divorced from the veteran, has not remarried, or the remarriage was annulled (self-certification via SF 15 or other documentation); AND

2) the veteran a) 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 b) 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.

In order to be eligible for XP widow/widower preference, you must submit:

1) Documentation of the veteran's death;

- a) If on active military duty at time of death, submit official notice, from a branch of the Armed Forces, of death occurring under honorable conditions. If death occurred while on active duty and you have not received a final DD 214, you may alternatively submit a DD Form 1300 (Report of Casualty) OR
- b) If death occurred while *not* on active military duty, submit a copy of the deceased veterans death certificate.

2) Documentation of a) service **OR** death during a war or during the period April 28, 1952-July 1, 1955, OR b) service **OR** death during a campaign or expedition for which a campaign badge has been authorized (see VetGuide Appendix A – Medals Qualifying for Veterans Preference); AND

3) If you were remarried and the marriage was annulled, you must submit either a) a copy of the certification from the VA that entitlement to pension or compensation was restored *due to annulment* OR b) a certified copy of the court decree of annulment.

NOTE: It is recommended that you submit proof of the veteran's honorable discharge at the time of application. If you do not submit proof of honorable discharge but are otherwise eligible for preference, we will tentatively grant the appropriate preference level and verify character of service prior to appointment.

We recommend that you also submit the form SF-15, located at: <http://www.opm.gov/forms/standard-forms/>

Parent of a Deceased Veteran (XP)
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XP preference is given to the parent of an individual who lost his or her life under honorable conditions while serving a) on active duty in the armed forces during a war, b) in a campaign or expedition for which a campaign badge has been authorized, or c) during the period beginning April 28, 1952, and ending July 1, 1955 if:

- 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;

NOTE: The basis behind the above criteria is that the parent is now unable to depend on their spouse in order to take advantage of XP preference based on their son/daughter's death or permanent and total disability.

To be eligible for XP preference under this category, you must submit:

- 1) Proof of the deceased veterans' honorable discharge. If the veteran died while on active duty and you have not received a final DD 214, you may alternatively submit DD Form 1300, Report of Casualty;
- (2) An official notice from a branch of the Armed Forces of the veteran's death occurring under honorable conditions during a qualifying time period as described above; AND
- (3) Proof that you are or were married to the spouse of the veteran; AND
 - If currently married (to the veteran's father/mother or a spouse through remarriage), a statement from your spouse's physician (or equivalent) showing that s/he is totally and permanently disabled; OR
 - If you are widowed, divorced or separated from the veteran's father/mother, you must submit certification or proof that you are in fact widowed, divorced, or separated from the veteran's father/mother and have not remarried; OR
 - Certification or proof that although you had previously remarried, you are now widowed, divorced or separated from the veteran's father/mother and have not remarried (or remarried but are now widowed, divorced or legally separated from your spouse).

We recommend that you also submit the form SF-15, located at: <http://www.opm.gov/forms/standard-forms/>

NOTE: It is recommended that you submit proof of the veteran's honorable discharge at the time of application. If you do not submit proof of honorable discharge but are otherwise eligible for preference, we will tentatively grant the appropriate preference level and verify character of service prior to appointment.

<p>Parent of a <i>Disabled</i> Veteran (XP)</p>
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XP preference is awarded to the parent of a living disabled veteran who 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. A parent may be eligible for XP preference under this category if ,

- 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.

NOTE: The basis behind the above criteria is that the parent is now unable to depend on their spouse in order to take advantage of XP preference based on their son/daughter's permanent and total disability.

To be eligible for XP preference under this category, you must submit:

- 1) An official statement from the VA or branch of the Armed Forces certifying a) the present existence of the veterans service-connected disability, b) the percentage and nature of the disability / disabilities (including the combined percentage) and c) a notation as to whether the service-connected disability is rated as permanent and total;
- 2) Documentation establishing your son or daughter's inability to obtain an identical position or other position along the usual lines of his or her usual occupation in the civil service or DC government because of their service-connected disability (this would be verified by the applicant completing questions 1-7 on page 2 of the SF 15 OR providing alternative documentation that certifies the veteran meets this criteria); AND

(3) Proof that you are or were married to the spouse of the veteran; AND

- If currently married (to the veteran's father/mother or a spouse through remarriage), a statement from your spouse's physician (or equivalent) showing that s/he is totally and permanently disabled; OR
- If you are widowed, divorced or separated from the veteran's father/mother, you must submit certification or proof that you are in fact widowed, divorced, or separated from the veteran's father/mother and have not remarried; OR
- Certification or proof that although you had previously remarried, you are now widowed, divorced or separated from the veteran's father/mother and have not remarried (or remarried but are now widowed, divorced or legally separated from your spouse).

We recommend that you also submit the form SF-15, located at: <http://www.opm.gov/forms/standard-forms/>

NOTE: It is recommended that you submit proof of the veteran's honorable discharge at the time of application. If you do not submit proof of honorable discharge but are otherwise eligible for preference, we will tentatively grant the appropriate preference level and verify character of service prior to appointment.

Non-disabled Preference Eligible Veteran (TP)
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To be eligible for TP preference under this category, you must submit a DD 214 or other documentation showing your rank, dates of service, and awarded medals, badges, ribbons, etc. Qualifying medals and service periods are listed in [OPM's Vet Guide](#) in Appendix A.

NOTE: It is recommended that you submit proof of honorable discharge at the time of application. If you do not submit proof of honorable discharge but are otherwise eligible for preference, we will tentatively grant the appropriate preference level and verify character of service prior to appointment.

Sole Survivor Preference (SSP)

Established to ensure the fair treatment of a member of the armed forces who is discharged under the DOD policy permitting the early discharge of a member who is the only surviving child in a family in which the father or mother, or one or more siblings, service in the Armed Forces and, because of hazards incident to such service, was killed, died as a result of wounds, accident or disease, is in captured or missing in action status, or is permanently disabled.

To be eligible for SSP preference, you must submit proof of discharge due to sole survivorship dated August 29, 2008 or later. *Examples* of reasons for separation that qualify for SSP include:

- a) sole survivor
- b) sole surviving son
- c) sole surviving son, daughter or family member

NOTE: It is recommended that you submit proof of honorable discharge at the time of application. If you do not submit proof of honorable discharge but are otherwise eligible for preference, we will tentatively grant the appropriate preference level and verify character of service prior to appointment.

If you have questions on any of the eligibility documents above, please contact our Applicant Call Center at (304) 480-7300 before the announcement closes.
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Updated 08/29/2016 to implement new documentation requirements and implement changes associated with Gold Star Fathers Act of 2015 (PL 114-62), which resulted in an updated to 5 USC 2108(3)(F) and (G).