

WHAT IS VETERANS' PREFERENCE?

If an individual has served in the United States military and can provide acceptable documentation of their service, they may be eligible for the addition of extra points to their passing exam score. Veterans' preference is provided under Civil Service Commission Rule VII(E) for all open competitive examinations. Points will only be added to passing scores.

WHO IS ELIGIBLE ?

Those that fall under the following categories

HOW TO GET THE POINTS

Provide documentation as outlined below **before** the eligibility list is established (before the final results are sent)

1 VETERAN An individual who has performed active service, as defined by 10 USC § 101 (d) (3), in the Armed Forces of the United States, as defined by 10 USC § 101 (a) (4), **and** whose characterization of service upon discharge was determined to be either: "Honorable" or "General (Under Honorable Conditions)." For purposes of the Commission, individuals discharged under the United States Armed Forces' (now repealed) *Don't Ask Don't Tell Policy* will be considered to have been released under honorable conditions.

VETERANS MUST PROVIDE (5 points):

A DD214 or other such document(s) deemed comparable that includes ALL of the following information:

- Identifying Information
- Branch of Service
- Character of Discharge showing "Honorable" or "General (Under Honorable Conditions)."

Typically the **DD214 Member 4** copy contains this information.

2 CURRENT ACTIVE SERVICE MEMBER NEARING THE END OF THEIR OBLIGATION

An individual currently performing active service in the Armed Forces of the United States, as defined by 10 USC § 101 (a) (4), who is within 180 days of separation **and** is able to provide proof of an expectation to be discharged with a characterization of service of either "Honorable" or "General (Under Honorable Conditions)" will be considered a veteran for the purposes of veterans' preference.

CURRENT MEMBERS MUST PROVIDE (5 points):

An official letter on organizational letterhead that is signed by their current Commanding Officer (holding no lower billet than that of a Battalion Commander or service equivalent) that includes ALL of the following information:

- Basic Demographic Information (e.g. Name, Rank, MOS, Billet)
- Anticipated Separation Date
- Expected Characterization of Service upon discharge
- Statement affirming that they are not under any punitive action or subject to any investigation that could potentially result in a discharge other than "Honorable" or "General (Under Honorable Conditions)."

3 DISABLED VETERAN A person who meets the Commission's definition of veteran under (1) or (2) above **and** who has established the present existence of a service-connected disability (incurred or aggravated in the line of active service) rated ten percent (10%) or higher, as determined by the United States Department of Veterans Affairs or by the applicable military service.

DISABLED VETERANS MUST PROVIDE (10 points):

The documents required above as well as a present service-connected disability rating provided by the United States Department of Veterans Affairs or other such document(s) deemed comparable that attests to their disability percentage.

FREQUENTLY ASKED QUESTIONS

Can you request my service records for me?

No. The Civil Service Commission cannot request documentation of your service on your behalf; the service member must obtain their own records.

I can't find my DD214. What else will you

accept? A service information letter from the VA or comparable documentation that includes the required previously listed information.

I have a DD214 that does not show the

character of discharge. Will that work? You probably have a Member 1 copy of the DD214. By itself, the form you have will not be sufficient. We recommend the Member 4 copy. The Member 4 contains all the information required.

I have a card showing I am a veteran. Will you

accept that? There are many types of cards issued by many organizations. It depends on the card, who issued it, and what information is on it. Many cards do not have the information we need. A determination will be made case by case.

I forgot to turn in my documents. How long do

I have to give them to you? Check your exam notice (we typically provide a date there) or ask Commission staff. If you have received your final results, it is too late.

I am currently in the process of getting paperwork from the VA. Will you wait to create the eligible list until I can get my paperwork?

No, we can not wait. It is the candidate's responsibility to obtain their paperwork and provide a copy to attach to the application prior to the test completion.

How can I submit my documentation? Attach it electronically to your application, bring it to the test, send it by email, mail it, or fax it to us.

I already received veterans' preference points to obtain a City of Columbus job. Can I use the points again to get a different job with the city?

Typically, no. However, if you were terminated from that city job as a result of a layoff you can still qualify for the veterans' preference.

NEED HELP FINDING ACCEPTABLE DOCUMENTATION?

Try these resources

<http://www.va.gov>

<https://www.ebenefits.va.gov>

Franklin County Veterans Service Commission, 280 East Broad Street, Columbus, Ohio

Department of Veterans Affairs, Federal Building, 200 North High Street, Columbus, Ohio

Department of Veterans Affairs: 1-800-827-1000 (TDD 1-800-829-4833)

CONTACT US

Police Officer and Firefighter:

614-645-0800 (Police), 614-645-0879 (Fire)

Fax: 614-645-0866

PoliceFireTesting@columbus.gov

All Others:

614-645-7439

Fax: 614-645-8379

TestCenter@columbus.gov