

### WHAT ARE VETERAN'S PREFERENCE POINTS?

Veteran's preference points are provided under Civil Service Commission Rule VII(E), for all open competitive examinations. If you have served in the military, you are eligible for the addition of extra points to your passing exam score if you **meet one** of the following conditions:

1. you have served on active military duty for more than 180 days in the Armed Forces (other than the Reserves or National Guard) and have been discharged or released from the military under honorable conditions;
2. you have served on active military duty as a member of a Reserve component during a period of war or in an expedition for which a campaign badge was authorized and have been discharged or released from the military under honorable conditions; or
3. you were a member of a Reserve component (including the Army or Air National Guard) who served on active military duty for a period of more than 180 consecutive days any part of which occurred after September 11, 2001 and was discharged or released for such duty under honorable condition.

*If you meet one of these three conditions and you are able to document your eligibility as stated, five (5) points will be added to your final **passing** examination score.*

Anyone who has established veteran status as defined above, and who has the present existence of a service-connected disability rated ten percent (10%) or higher, as determined by the Department of Veterans' Affairs or by the applicable military service, may be eligible for disabled veteran's preference points. *A total of ten (10) points will be added to your final passing score if you document your eligibility.*

### HOW DO I GET THEM?

Anyone who wishes to be awarded veteran's preference points or disabled veteran's preference points must check the appropriate box on the application at the time it is filed. As proof of military service and/or disability, if any, you must submit to the Commission **no later than the final day of testing**:

1. A Form DD214 (**Member 4**) indicating the branch of service, character of discharge and enlistment dates.

**OR**

A Service Information Letter or comparable documentation which verifies your military service dates and discharge status from the Veterans Administration Office, 200 North High Street, Room #309.

2. Disabled veterans only must also submit, in addition to the DD214, an award letter from the Department of Veterans' Affairs or applicable military service **stating the percent of service-connected disability**.

### WHAT IF I AM STILL ON ACTIVE DUTY?

Anyone who has not yet been discharged from the military but would like to receive veteran's preference consideration **must** (a) check the appropriate box on the application at the time of filing, (b) present by the final day of testing, proof of current military service (either a military ID or a Statement of Service from the individual's Commanding Officer, Administrative Officer, Personnel Officer, or Recruiting Officer), **and** (c) submit, prior to the date the eligible list is established, an acceptable Form DD214 as described in No. 1 above.