

ELIGIBILITY

a. Applicants in any of the following categories are entitled to veterans' preference if they have completed their military service commitment and have received an honorable discharge from such service prior to taking a civil service test.

(1) Certain military commitments completed prior to July 27, 1953.

(2) Applicants who have served in an active duty capacity in the armed forces of the United States since July 27, 1953. Such service must include completion of basic training.

(3) Applicants who served in the National Guard or Reserves. Such service must include completion of basic training and completion of either the entire first term of service or at least one period of active duty for a purpose other than training since August 2, 1990.

b. Also eligible are:

(1) Widows or widowers of veterans.

(2) Spouses of disabled veterans.

NON-ELIGIBILITY

a. Applicants who have not completed their initial military service commitment including National Guard and Reserve members currently in their first term of service, who have not been called to active duty for any purpose other than training.

b. Widows or widowers of veterans who remarry.

c. Divorced spouses of disabled veterans.

ACCEPTABLE FORMS OF DISCHARGE OR RELEASE FROM ACTIVE DUTY

The applicant's most recent discharge or release from active duty status must have been under honorable conditions which would include but not be limited to: honorable discharge, general discharge, good discharge, satisfactory discharge, indifferent discharge or special order discharge. An applicant awarded a dishonorable discharge, bad conduct discharge, undesirable discharge, a

dismissal or any other type of separation certificate given under conditions other than honorable would NOT be entitled to veterans' preference.

CONTACT INFORMATION

If you have questions about veterans' preference or want to submit documents necessary to establish veterans' preference, call (717) 787-6039*. *Telecommunications Relay Service (TRS) is available by calling 711 (hearing and speech disabilities or other individuals) or write to:

Veterans' Preference and
Certification Division
State Civil Service Commission
P.O. Box 569
Harrisburg, PA 17108-0569

Or email: ra-cs-vetpreference@pa.gov

Or fax: (717) 783-0419

If you need to obtain copies of your military record, visit www.archives.gov/veterans/military-service-records or call 1-866-272-6272 or write to:

General Services Administration
National Personnel Records Center
Military Personnel Records
9700 Page Boulevard
St. Louis, MO 63132-5100

Or, if you were discharged after 1994 and have registered your documents with the PA Department of Military and Veterans Affairs, call (717) 861-8905 or 1-800-547-2838 or write to:

Veterans Service Officer
Department of Military and Veterans Affairs
Building P-0-47
Fort Indiantown Gap
Annville, PA 17003-5002

***If using DD Form 214, the Member-4 copy should be used.**

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Veterans' Preference in State Civil Service Employment

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pennsylvania

STATE CIVIL SERVICE COMMISSION



VETERANS' PREFERENCE

Applicants who pass civil service tests required for appointment to positions covered by the State's Merit System receive additional benefits in recognition of their military service. These benefits commonly are referred to as veterans' preference. The authority for veterans' preference in Pennsylvania government employment is contained in The Military Affairs Act of August 1, 1975 (P.L. 233, No. 92), as amended.

APPLYING FOR VETERANS' PREFERENCE

Applicants claiming veterans' preference must submit the following documents with their application:

- a. Veterans. A photocopy of service discharge, DD Form 214* or other military document(s) showing date of entry, successful completion of basic training, completion of the military service commitment and character of service.
- b. Widows and Widowers. A photocopy of spouse's service discharge DD Form 214* or other military document(s) showing date of entry, successful completion of basic training, completion of the military service commitment, character of service and a certified copy (not a photocopy) of the death certificate of spouse.
- c. Spouses of Disabled Veterans. A photocopy of spouse's service discharge, DD Form 214* or other military document(s) showing date of entry, successful completion of basic training, completion of the military service

commitment, character of service, a Department of Veterans Affairs letter dated within the past six months verifying that the veteran is receiving compensation for a service connected disability and a signed statement from the disabled veteran showing social security number and agreeing to transfer credit to spouse.

These documents need to be submitted to establish your claim and create your record. Originals should NOT be submitted as documents cannot be returned. You may be required to present originals if copies are unreadable or if needed to prove authenticity.

TRANSFER OF VETERANS' PREFERENCE

A disabled veteran may assign his or her preference to a spouse by submitting the documentation listed in C under "APPLYING FOR VETERANS' PREFERENCE". The preference may be recovered by the disabled veteran if the spouse is not on a current civil service list with veterans' preference or is not currently employed in a civil service position achieved as a result of veterans' preference.

APPLYING VETERANS' PREFERENCE TO CIVIL SERVICE TESTS

- a. Veterans, qualified widows and widowers of veterans and spouses of disabled veterans who pass civil service appointment tests, receive ten points added to their final score. They must pass the test before points are awarded.
- b. Applicants who take a civil service test BEFORE being honorably discharged from

their military service commitment will never be entitled to receive an additional ten points added to that test score.

However, upon completing their commitment and being honorably discharged, they will immediately become eligible for preference as a veteran. If such applicants thereafter retest or take other tests successfully, they will receive both the ten additional points and preference.

c. Applicants entitled to veterans' preference who are among the top three available candidates on certifications have mandatory preference in appointment over non-veterans.

d. Applicants entitled to veterans' preference on a civil service list may be appointed regardless of their rank on the list.

VETERANS' PREFERENCE IS NOT APPLICABLE FOR PROMOTIONS

Veterans' preference does NOT apply to promotions. However, current civil service employees holding less than full-time or permanent employment in intermittent, seasonal, part-time, emergency and temporary positions continue to receive veterans' preference. In addition, applicants appointed to emergency, temporary, provisional or qualifier status will also continue to receive veterans' preference.

VETERANS' PREFERENCE FOR FURLOUGH PURPOSES

Certain periods of military service are counted in computing seniority used for furlough purposes if a reduction in the workforce becomes necessary.