

NONAPPROPRIATED FUNDS (NAF) VETERANS PREFERENCE HANDOUT

Eligibility Requirements:

Applicants must meet the eligibility criteria in Title 5 U.S.C. 2108 and must have been discharged or released from active duty service in the armed forces under honorable conditions. [Click here to review the service requirements.](#)

Please print this document and submit with your applications and DD-214, Member 4 Copy.

- ☒ Veteran's Preference may only be used at the time of "initial hire". Applicant must qualify for the vacancy being filled.
- ☒ The Human Resources determines eligibility and if criteria is met, applicant will be given Employment Preference.

Required Documents:

- ☒ Resume or OF612 / Cover Letter optional. *(If applying for a child/youth position, additional documents will be required. The Human Resources Office will advise you of the necessary forms.)*
- ☒ Copy of DD-214, Member 4 Copy, Certification of Release or Discharge From Active Duty

I certify that I've read and understand the "checked" statements above.

Signature: _____

Date: _____

HRO USE ONLY:

VETERANS PREFERENCE VERIFIED BY: _____ ON: _____

Veteran's Preference Qualifying Time Periods Authorized Under 5 USC 2108:

(Check the time periods that reflect the Member's Service)

Served on Active Duty under Honorable conditions, **AS WELL AS:**
During a war; **OR**

During the period 28 Apr 1952 through 1 Jul 1955; **OR**

For more than 180 consecutive days, other than for training, any part of which occurred after 31 Jan 1955, and before 15 Oct 1976; **OR**

During the Gulf War from 2 Aug 1990, through 2 Jan 1992; **OR**

For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning 11 Sep 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; **OR**

In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference. A campaign medal holder or Gulf War veteran who originally enlisted after 7 Sep 1980, (or began active duty on or after 14 Oct 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

Veterans' preference eligibility for Federal hiring is available to individuals who have been discharged or released from active duty service in the armed forces under Honorable conditions. (*Other than Honorable may be subject for further review and approval.*)

Note: Veterans Preference will not be awarded without a copy of the DD-214 (Member copy 4) which specifies the final discharge or release from active duty as under honorable conditions (i.e., an honorable or general discharge, retirement, etc).

The National Personnel Records Center (NPRC) has provided the following website for veterans to gain access to their DD-214 online: <http://vetrecs.archives.gov/>