

## A special note about the November issue

In the November issue of *The Postal Record*, we will name all of the members of the Veterans Group to thank them for their service.

To make sure that your name is included, take action now and join at [nalc.org/veterans](http://nalc.org/veterans). If you are a member of the group and wish to not have your name listed, please email your request to [veteransgroup@nalc.org](mailto:veteransgroup@nalc.org).

## Veterans' preference in hiring

**T**he Veterans' Preference Act of 1944 grants preference in hiring to military veterans who meet certain qualifications and achieve a passing score on employment entrance examinations. To qualify, veterans must be discharged under honorable conditions and meet the criteria for one of the preference categories. Veterans must have either sustained a service-connected disability, or served during defined time periods or during military campaigns.

Individuals entitled to veterans' preference are granted an additional five or 10 points added to their passing test score, depending on their category. The preference of the individual is determined based on his or her military service:

### Compensable 30 Percent Preference (CPS):

Ten points are added to the test score of a veteran who served at any time and has a compensable service-connected disability rating of 30 percent or more.

### Compensable Disability Preference (CP):

Ten points are added to the test score of a veteran who served at any time and has a compensable service-connected disability rating of at least 10 percent but less than 30 percent.

### Disability Preference (XP):

- Ten points are added to the test score of a veteran who served at any time and has a present service-connected disability or is receiving compensation, disability retirement benefits or pension from the military or the Department of Veterans Affairs but does not qualify as a CP or CPS; or
- A veteran who received a Purple Heart.

### 5-Point Preference (TP):

Five points are added to the test score of a veteran whose service meets one of the following criteria:

- During a war; or
- During the period April 28, 1952, through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after Jan. 31, 1955, and before Oct. 15, 1976; or
- During the Gulf War from Aug. 2, 1990, through Jan. 2, 1992; or
- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning Sept. 11, 2001, and ending on Aug. 31, 2010, 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.

Applicants who claim veterans' preference are responsible for providing supporting documentation to the Postal Service so the proper category may be determined. This documentation should be provided as early as possible to avoid delays in the hiring process.

According to Section 484.1 of the *Handbook EL-312, Employment and Placement*, USPS should review and compare the following:

- a. PS Form 2591, Application for Employment.
- b. DD Form 214, Certificate of Release or Discharge From Active Duty, or other official documents issued by the branch of service that certifies the

service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions. This must occur no later than 120 days after the date the certification is submitted for consideration in the hiring process.

c. Standard Form (SF) 15, Application for 10-Point Veteran Preference, and supporting documents.

d. Letters or certificates from the Department of Veterans Affairs and statements or retirement orders issued by a branch of the Armed Forces to substantiate entitlement to the preference claimed.

Once veterans' preference has been determined, the Postal Service returns any original documentation provided by the applicant.

Applicants who claim veterans' preference status involving a disability are not asked to provide information related to the nature of the disability. If a decision letter from the Department of Veterans Affairs containing medical information is provided, it must be returned to the applicant once the proper category is determined.

Applicants who fail to provide proof of entitlement at time of application are not disqualified. However, claimed veterans' preference points are deducted if the claim cannot be adjudicated favorably by the time of selection.

Veterans who claim TP preference based on an Armed Forces Campaign or Expeditionary Medal may submit a copy of their DD-214 as proof of the award of the medal. The form is not required to show the name of the theater or country of service for which the medal was awarded. Exhibit 485 of the *EL-312* contains a complete list of campaigns and expeditions.

Once veterans' preference points



## Veterans' preference in hiring (continued)

are added to the test score, applicants are organized on the hiring list based on the language in Section 441 of *Handbook EL-312*:

1. Group 1, Applicants Claiming Preference Based on Compensable Disability. Applicants who claim 10-point preference based on a compensable military service-connected disability of 10 percent or more are arranged at the top of the Hiring List in descending order of final numerical rating in this group.

2. Group 2, All Other Eligibles in Order. All other eligibles are placed in the following order:

a. Applicants claiming other 10-point preference (XP) and applicants claiming 5-point preference (TP) are placed ahead of nonpreference eligible applicants with the same final rating.

b. XP eligibles are placed ahead of TP eligibles with the same final rating.

Applicants are hired based on where they are placed on the hiring list with Group 1 applicants placed ahead of those in Group 2. Applicants without veterans' preference are placed on the hiring list after Group 2.

The rules governing CCA relative standing and veterans' preference are addressed in the Questions and Answers 2011 USPS/NALC National Agreement (M-01870):

**62. How are the provisions of Article 41.2.8.6.(a) referenced in Appendix B. / GENERAL PRINCIPLES. Section f of the National Agreement applied when determining a CCA's relative standing?**

If more than one CCA is appointed on the same day, the relative standing will be determined by the order on the hiring list. If CCAs are hired from more than one hiring list on the same day, relative standing will be determined by applying the rules in *Handbook EL-312*, Section 441, Basic Order:

1) Applicants who claim 10-point preference based on a compensable

military service-connected disability of 10 percent or more are arranged at the top of the relative standing list in descending order of final numerical rating in this group.

2) Applicants claiming other 10-point preference (XP) and applicants claiming 5-point preference (TP) are placed ahead of nonpreference eligible applicants with the same final rating.

3) XP eligibles are placed ahead of TP eligibles with the same final rating.

To resolve any ties, numerical by the last three or more numbers (using enough numbers to break the tie, but not fewer than three numbers) of the employee's social security number, from the lowest to highest.

"Final numerical rating" and "final rating" as referenced above are determined by adding the individual's score on the entrance exam and any applicable veterans' preference points.

The final numerical ranking would also be used in the case of employees hired directly to career positions to determine hiring order and seniority. The rules governing tie-breakers in this case are also found in Section 441 of the *Handbook EL-312*.

Relative standing is the determining factor when the need to convert CCAs arises in an installation. These issues are also addressed in M-01870:

**77. When there is a career conversion opportunity for a CCA, how are CCA employees converted?**

CCAs are offered conversion opportunities to full-time regular on a highest to lowest relative standing order basis within an installation.

**67. How is a tie addressed when more than one employee is placed in full-time career city letter carrier duty assignments in an installation on the same date through either transfer/reassignment or CCA conversion to full-time?**

Placement on the seniority list is determined by the following:

- If two or more full-time career assignments in an individual installation are filled on the same date by only CCAs, placement on the career city letter carrier craft seniority list will be determined based on the relative standing in the installation.

Employees with questions regarding veterans' preference, relative standing and seniority should review M-01870, *Handbook EL-312* and the 2016-2019 National Agreement. These resources are available on the NALC website at [nalc.org/workplace-issues/resources](http://nalc.org/workplace-issues/resources).

Additional information regarding veterans' preference is available from other government agencies. They include:

- two Office of Personnel Management websites at [opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals](http://opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals) and [fedshirrevets.gov/job-seekers/veterans](http://fedshirrevets.gov/job-seekers/veterans);
- the Department of Labor's Veterans' Preference Advisor at [webapps.dol.gov/elaws/vets/vetpref/mbservice.htm](http://webapps.dol.gov/elaws/vets/vetpref/mbservice.htm); and
- the Department of Veterans Affairs website at [va.gov](http://va.gov).

### Join the NALC Veterans Group

The NALC Veterans Group is designed to provide NALC members—both active and retired letter carriers—who are also military veterans the ability to connect with fellow NALC veterans and stay informed on issues of importance to letter carrier veterans. It is free to join.

Members receive a pin as a symbol of gratitude for your military service and membership in NALC.

If you are interested in joining the group, complete the sign-up card at [nalc.org/veterans](http://nalc.org/veterans).