Veterans' preference claims will be analyzed based on the information provided. We will not solicit additional documentation from you after the closing date of the announcement. This is a reference guide to assist you in claiming veterans' preference; it is not a validation tool.

### Veterans currently on Active Duty

You must submit a DD 214 worksheet or other documents summarizing your service. Such documentation should include:

1) Dates of service and expected discharge date;
2) List of awarded medals, badges, ribbons, etc.; AND
3) Rank.

You will be reviewed based only on the documentation provided. If you are selected for the position, you must submit official documentation verifying military service, including proof of honorable discharge, prior to appointment.

### Compensable Disabled (CPS or CP) Veteran

To be eligible for CPS/CP status, you must submit:

1) Proof of honorable discharge (in order to be granted veterans preference, you must submit proof of honorable discharge); and
2) Documentation from the VA or branch of the armed forces showing combined / overall % disability.

We recommend that you also submit the form SF-15, located at: [http://www.opm.gov/forms/standard-forms/](http://www.opm.gov/forms/standard-forms/)

### Noncompensable Disabled Veteran (XP)

To be eligible for XP preference under this category, you must submit:

1) Proof of honorable discharge (in order to be granted veterans preference, you must submit proof of honorable discharge); AND
2) Documentation from the VA or branch of the armed forces showing service related disability which is less than 10% and does not qualify for compensation.

We recommend that you also submit the form SF-15, located at: [http://www.opm.gov/forms/standard-forms/](http://www.opm.gov/forms/standard-forms/)

### Purple Heart Recipient (XP)

To be eligible for XP preference under this category, you must submit:

1) Proof of honorable discharge (in order to be granted veterans preference, you must submit proof of honorable discharge); AND
2) Official citation, document or discharge certificate, issued by a branch of the Armed Forces, showing receipt of Purple Heart for wound or injuries received in action.

We recommend that you also submit the form SF-15, located at: [http://www.opm.gov/forms/standard-forms/](http://www.opm.gov/forms/standard-forms/)

### Spouse of a Disabled Veteran (XP)

XP Spouse preference is awarded when the spouse of a disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability.

To be eligible for XP preference under this category, you must submit:

1) Proof that you are presently married to the veteran (can be shown through completion of the SF 15, self-certification, or marriage certificate); AND
2) An official statement from the VA or a branch of the Armed Forces, certifying:
   a) the present existence of the veterans service-connected disability of 100 percent disabled and/or unemployable; OR
   b) the veteran has retired, been separated, or resigned from a civil service position on the basis of a disability that is service-connected in origin (you must complete questions 1-7 on page 2 of the SF 15 OR provide alternative documentation that certifies the veteran meets this criteria); OR
   c) the veteran has attempted to obtain an identical position or other position along the usual lines of his or her usual occupation in the
civil service or DC government and has failed to qualify because of a service-connected disability (you must complete questions 1-7 on page 2 of the SF 15 OR provide alternative documentation that certifies the veteran meets this criteria).

We recommend that you also submit the form SF-15, located at: http://www.opm.gov/forms/standard-forms/

### Widow/Widower of a Veteran (XP)

XP Widow/Widower preference is awarded to the widow or widower of a veteran who:

1) is not divorced from the veteran, has not remarried, or the remarriage was annulled (self-certification via SF 15 or other documentation); AND
2) the veteran a) served during a war or during the period April 28, 1952 through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized, OR b) died while on active duty that included service described immediately above under conditions that would not have been the basis for other than an honorable or general discharge.

In order to be eligible for XP widow/widower preference, you must submit:

1) Proof of the deceased veterans' honorable discharge;
2) Documentation of the veteran's death;
   a) If on active military duty at time of death, submit official notice, from a branch of the Armed Forces, of death occurring under honorable conditions. If death occurred while on active duty and you have not received a final DD 214, you may alternatively submit a DD Form 1300 (Report of Casualty); OR
   b) If death occurred while not on active military duty, submit a copy of the deceased veterans' death certificate.
3) Documentation of a) service OR death during a war or during the period April 28, 1952 – July 1, 1955, OR b) service OR death during a campaign or expedition for which a campaign badge has been authorized (see VetGuide Appendix A — Medals Qualifying for Veterans Preference); AND
4) If you were remarried and the marriage was annulled, you must submit either a) a copy of the certification from the VA that entitlement to pension or compensation was restored due to annulment OR b) a certified copy of the court decree of annulment.

We recommend that you also submit the form SF-15, located at: http://www.opm.gov/forms/standard-forms/

### (Natural) Mother of a Deceased Veteran (XP)

XP Mother of a Deceased Veteran preference is awarded to the mother of a veteran who:

1) Died under honorable conditions while on active duty a) during a war or during the period April 28, 1952 through July I, 1955 OR b) in a campaign or expedition for which a campaign medal has been authorized; AND
2) The mother must be married or was previously married to the father of the veteran; AND
   a) she lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); OR
   b) she is widowed, divorced, or separated from the veteran's father and have not remarried; OR
   c) she is widowed, divorced, or legally separated from the veteran's father and has remarried, but is now widowed, divorced, or separated from the husband to whom she had been remarried.

NOTE: The basis behind the above criteria is that the mother is now unable to depend on her husband in order to take advantage of XP preference based on her son/daughter's permanent and total disability.

To be eligible for XP preference under this category, you must submit:

1) Proof of the deceased veterans' honorable discharge. If the veteran died while on active duty and you have not received a final DD 214, you may alternatively submit DD Form 1300, Report of Casualty;
2) An official notice from a branch of the Armed Forces of the veteran's death occurring under honorable conditions;
3) Documentation of a) service OR death during a war or during the period April 28, 1952-July I, 1955, OR b) service OR death during a campaign or expedition for which a campaign badge has been authorized (see VetGuide Appendix A — Medals Qualifying for Veterans Preference); AND
4) If you are currently married and living with the husband of the deceased veteran or a husband through remarriage, you must submit a statement from the husband's physician showing the prognosis of his disease and percentage of his disability. To be eligible for preference in this situation, the husband must be rated as totally and permanently disabled.

We recommend that you also submit the form SF-15, located at: http://www.opm.gov/forms/standard-forms/
XP (Natural) Mother of a Disabled Veteran preference is awarded to the mother of a living disabled veteran who was separated with an honorable or general discharge from active duty, including training service in the Reserves or National Guard, performed at any time and is permanently and totally disabled from a service-connected injury or illness. To be eligible for XP preference under this category, the mother must be married or was previously married to the father of the veteran; AND

1) she lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); OR
2) she is now widowed, divorced, or separated from the veteran's father and has not remarried; OR
3) she is widowed, divorced, or legally separated from the veteran's father and has remarried, but is now widowed, divorced, or separated from the husband to whom she had been remarried.

NOTE: The basis behind the above criteria is that the mother is now unable to depend on her husband in order to take advantage of XP preference based on her son/daughter's permanent and total disability.

To be eligible for XP preference under this category, you must submit:

1) An official statement from the VA or branch of the Armed Forces certifying a) the present existence of the veteran's service-connected disability, b) the percentage and nature of the disability/disabilities (including the combined percentage) and c) a notation as to whether the service-connected disability is rated as permanent and total;
2) Documentation establishing your son or daughter's inability to obtain an identical position or other position along the usual lines of his or her usual occupation in the civil service or DC government because of their service-connected disability (this would be verified by the applicant completing questions 1-7 on page 2 of the SF 15 OR providing alternative documentation that certifies the veteran meets this criteria); AND
3) If you are currently married and living with the husband of the veteran or a husband through remarriage, you must submit a statement from the husband's physician showing the prognosis of his disease and percentage of his disability. To be eligible for preference in this situation, the husband must be rated as totally and permanently disabled.

We recommend that you also submit the form SF-15, located at: http://www.opm.gov/forms/standard-forms/

Non-disabled Preference Eligible Veteran (TP)

To be eligible for TP preference under this category, you must submit:

1) Proof of honorable discharge (in order to be granted veterans preference, you must submit proof of honorable discharge); AND
2) DD 214 or other documentation showing your rank, dates of service, and awarded medals, badges, ribbons, etc.

Sole Survivor Preference (SSP)

Established to ensure the fair treatment of a member of the armed forces who is discharged under the DOD policy permitting the early discharge of a member who is the only surviving child in a family in which the father or mother, or one or more siblings, service in the Armed Forces and, because of hazards incident to such service, was killed, died as a result of wounds, accident or disease, is in captured or missing in action status, or is permanently disabled.

To be eligible for SSP preference, you must submit:

1) Proof of honorable discharge (in order to be granted veterans preference, you must submit proof of honorable discharge); AND
2) Proof of discharge due to sole survivorship dated August 29, 2008 or later. Examples of reasons for separation that qualify for SSP include:
   a) sole survivor
   b) sole surviving son
   c) sole surviving son, daughter or family member

If you have questions on any of the eligibility documents above, please contact our Human Resources Division at (202) 927-8124 before the announcement closes.