

# Veteran's Preference Information Packet

<http://www.state.nj.us/csc/seekers/veterans/>

888-865-8387

NJ Department of Military and Veterans Affairs, ATTN: <DVS-VBB>, P.O. Box 340, Trenton, NJ 08625-0340

**Bill: S2430/A3147/A3874**, signed by Governor Corzine on July 18, 2007, changes when proof of veteran status is required for civil service examinations for certain veterans. **Veterans will be able to establish veteran status 8 days prior to list issuance.**

New Jersey values the contributions that our veterans have made, and continue to make, for our country's freedom and for other nations around the world. As such, New Jersey's merit system provides **absolute veterans preference** in employee selection. This means that qualified veterans are placed at the top of an open competitive employment list ahead of non-veterans regardless of their scores. Disabled veterans and veterans are placed on promotional lists according to their scores, but they have preference over non-veterans when a disabled veteran or veteran is at the top of a certification of the list to an appointing authority.

For information on obtaining Veterans Preference on CSC examinations, you must apply to the [New Jersey Department of Military and Veterans Affairs](#) (Phone: 1-888-865-8387) by completing the [Civil Service Veterans Preference Claim Form](#).

View the Service requirements for [civil service Veteran's Preference eligibility](#).

## **How Veteran's Preference Works**

The Civil Service Commission operates under what is commonly known as the "**Rule of Three**." The "Rule of Three" means that after an open competitive or promotional exam is held, the Appointing Authority may select any candidate from the top three ranks unless a veteran is in the top three ranks as noted below. Veteran's Preference gives all eligible Disabled Veterans and Veterans priority on the certified lists. However, the "Rule of Three" is applied differently to [Open Competitive Exams](#) than to [Promotional Exams](#).

## **REQUIREMENTS FOR CIVIL SERVICE VETERAN'S PREFERENCE ELIGIBILITY**

Veterans are provided an absolute Veterans Preference when applying for a New Jersey civil service position.

This means that qualified New Jersey Veterans who receive a passing score are placed at the top of open competitive employment lists, ahead of Non-Veterans, regardless of their scores.

Disabled Veterans are given the highest preference, being placed above both Veterans and Non-Veterans on open competitive employment lists.

Veterans Preference can be established as late as 8 days prior to an open competitive employment list being issued.

## **Qualifying for Veterans Preference**

To qualify for Veterans Preference, the Veteran must have served on active duty during a [qualifying war era](#).

The following documents will be needed to prove this service occurred:

- WD Form 53-55 or DD Form 214
- Honorable Discharge Certificate
- Additional documents as needed

*The surviving spouse of a Veteran who died outside of service is entitled to the same preference as the Veteran, up until they remarry.*

## Qualifying for Disabled Veterans Preference

To qualify for Disabled Veterans Preference, all requirements for Veterans Preference must be met, and the Veteran must be receiving at least a 10% disability compensation from the US Department of Veterans Affairs.

The following document will be needed to prove this disability:

- VA Disability Award Letter

*The spouse of a Disabled Veteran* is entitled to the same preference as the Disabled Veteran, provided they are not employed in a civil service position. The Disabled Veteran must also waive all preference for the duration of their spouse's civil service employment.

*The surviving spouse of a Disabled Veteran* is entitled to the same preference as the Disabled Veteran, up until they remarry.

*The surviving spouse of any Veteran who died in service* is entitled to the Disabled Veteran Preference, up until they remarry.

*The parent of any Veteran who died in service* is entitled to the Disabled Veteran Preference. If there is a surviving spouse as well, only one can claim preference.

## Qualifying War Era Service Dates

The amount of active duty service required to qualify for Veterans Preference varies by war era.

Regardless of war era, active duty service accrued during the following Reserve or National Guard training obligations does NOT count towards the Veterans Preference active duty requirement:

▪ Basic Training	▪ Advanced Training	▪ Officer Candidate School	▪ Weekend Drills	▪ Annual Training
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To qualify for Veterans Preference, the following war eras require at least 90 days of active duty service, begun within the specified windows:

<b>World War II</b> September 16, 1940 to December 31, 1946 (including Merchant Marine Personnel)	<b>Korean Conflict</b> June 23, 1950 to January 31, 1955	<b>Vietnam Conflict</b> December 31, 1960 to May 7, 1975
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To qualify for Veterans Preference, the following war eras require:

- At least 14 days of active duty service begun within the specified window OR at least 1 day of active duty service begun within the specified window and received a service incurred injury or disability
- The service was in the geographic area or on a ship patrolling the territorial water of the nation (or in airspace over it, in the case of Bosnia/Herzegovina)

<b>Lebanon Crisis</b> July 1, 1958 to November 1, 1958	<b>Lebanon Peacekeeping Mission</b> September 26, 1982 to December 1, 1987	<b>Grenada</b> October 23, 1983 to November 21, 1983
<b>Panama</b> December 20, 1989 to January 31, 1990	<b>Operation Desert Shield/Desert Storm</b> December 20, 1989 to January 31, 1990	<b>Operations Southern and Northern Watch</b> August 27, 1992 to current
<b>Somalia</b> December 5, 1992 to March 31, 1994	<b>Bosnia and Herzegovina</b> November 20, 1995 to December 20, 1998	<b>Haiti</b> September 19, 1994 to March 31, 1995
<b>Operation Enduring Freedom</b> September 11, 2001 to current	<b>Operation Iraqi Freedom</b> March 19, 2003 to current	



## CIVIL SERVICE VETERAN'S PREFERENCE CLAIM FORM

To be eligible for **veteran's preference/status** under New Jersey Law, one must have served on active duty during one of the following periods. Proper documentation is required (WD Form 53-55, DD Form 214, Honorable Discharge Certificate, and VA Disability Award Letter).

1. **World War II:** 90 days active duty on or after September 16, 1940 and must have begun on or before December 31, 1946.
2. **Korean Conflict:** 90 days active duty on or after June 23, 1950 and must have begun on or before January 31, 1955.
3. **Vietnam Conflict:** 90 days active duty on or after December 31, 1960 and must have begun on or before May 7, 1975.

To be eligible for **veteran's preference/status** under New Jersey Law for the following peacekeeping missions, one must have served in Lebanon, Grenada, Panama, the Persian Gulf, Bosnia, Herzegovina, Haiti, Operation Enduring Freedom, or Operation Iraqi Freedom, or on board any ship actively engaged in patrolling the territorial waters of that nation for a period of at least 14 days beginning on or before the date of termination of that mission or operation. Proper documentation is required (DD Form 214, Honorable Discharge Certificate, and VA Disability Award Letter).

1. **Lebanon Crisis:** 14 days on or after July 1, 1958, commencing on or before November 1, 1958.
2. **Lebanon:** 14 days on or after September 26, 1982 and must have begun on or before December 1, 1987.
3. **Grenada:** 14 days on or after October 23, 1983 and must have begun on or before November 21, 1983.
4. **Panama:** 14 days on or after December 20, 1989 and must have begun on or before January 31, 1990.
5. **Operation Desert Shield/Desert Storm:** 14 days on or after August 2, 1990 to February 28, 1991.
6. **Somalia:** 14 days on or after December 5, 1992 and must have begun on or before March 31, 1994.
7. **Bosnia and Herzegovina (Operation Joint Endeavor/Operation Joint Guard):** 14 days on or after November 20, 1995 and on or before June 20, 1998.
8. **Haiti (Operation Uphold Democracy):** 14 days on or after September 19, 1994 and on or before March 31, 1995.
9. **Operation Enduring Freedom:** 14 days on or after September 11, 2001.
10. **Operation Iraqi Freedom:** 14 days on or after March 19, 2003.
11. **Operations Southern and Northern Watch:** 14 days on or after August 27, 1992

To be eligible for **disabled veteran's preference**, one must be a "veteran" as described above and must have incurred a disability for which the veteran is receiving 10% or greater disability compensation from the US Department of Veterans Affairs. Spouses of disabled veterans, surviving spouses of disabled veterans or veterans and parents of veterans who died in service are eligible for preference, if the veteran would have been eligible for veteran's preference. Proper documentation is required (DD Form 214, Honorable Discharge Certificate, and VA Disability Award Letter).

**NOTE:** Individuals whose only active service was for training (basic training, advanced training, officer candidate school, weekend drills, and annual training) in connection with a Reserve or National Guard obligation are not eligible for Veteran's Preference/Status.

**NOTE:** Merchant Marine Personnel who served in World War II, and who present a DD-214 which establishes 90 days of active service during the period noted above, are entitled to Veteran's Preference.

**NEW JERSEY DEPARTMENT OF MILITARY & VETERANS AFFAIRS  
CIVIL SERVICE VETERANS PREFERENCE CLAIM FORM**

**INSTRUCTIONS**

• **Please print or type all answers** • **Complete the first section and any other section(s) that apply to you** • **Sign your name at the bottom** • **Please mail this form and a copy of your Veterans Separation Papers (Form DD214) to NJ Dept of Military & Veterans Affairs, ATTN: DVS-VBB, P.O. Box 340, Trenton, NJ 08625-0340** • If you do not have Form DD 214, a copy can be obtained from the National Personnel Records Center. If your records have been destroyed, a letter from the National Personnel Records Center attesting to the destruction of your records and a notarized statement indicating the dates of active service, branch, rank, and type of discharge must be submitted.

1. Your Name ( <i>Last, first, middle initial – Please Print</i> )		2. Your Social Security Number	4. Veteran's Name ( <i>If you are not the veteran</i> )	
3. Your address Street .....			5. Veteran's Social Security Number ( <i>If you are not the veteran</i> )	
City ..... State ..... Zip Code .....			6. Date Starting Active Duty	7. Date Ending Active Duty
8. Has veteran received a dishonorable discharge? <input type="checkbox"/> YES <input type="checkbox"/> NO		9. Branch of Service	10. Rank at Discharge	

**DISABLED VETERAN CLAIMANTS** – If the veteran is eligible for or receiving 10% or more disability compensation or pension for a service connected disability incurred during one of the covered periods of service **CURRENT PROOF OF DISABILITY IS REQUIRED.**

11. Give percent disability receiving or entitled to receive ..... %	12. Present location veteran's disability records (V.A. Office)																				
13. Nature of Disability	⇒ 14. Claim Number																				
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**SPOUSE OF A DISABLED VETERAN** - The spouse of veteran who is eligible for or receiving 10% or more disability compensation or pension for a service connected disability incurred during one of the covered periods is entitled to the same preference as the veteran provided the veteran is not in the employment of the State, or of any County, Municipality, or School District covered by the Department of Personnel and further provided that the veteran waives all preference as long as the spouse is employed by any of the aforementioned jurisdictions.

15. Are you presently married to the Veteran named in Item 4 above? <input type="checkbox"/> YES <input type="checkbox"/> NO	16. Will the veteran waive the right to use of the D.V. Status in your favor? <input type="checkbox"/> YES <input type="checkbox"/> NO ( <i>If Yes, veteran must sign here</i> )
17. Is the veteran now employed by the State or any other Jurisdiction covered by the Department of Personnel <input type="checkbox"/> YES <input type="checkbox"/> NO	⇒ <b>Veteran's Signature</b> .....

**SURVIVING SPOUSE OF A DISABLED VETERAN (OR) SURVIVING SPOUSE OF A VETERAN WHO DIED IN SERVICE** – Until s/he remarries is entitled to the same preference as a disabled veteran. **Copy of Death Certificate or Report of Casualty required.**

18. Date of Death	19. Has a parent of the veteran named in Item 4 above used the parent's preference with the New Jersey Department of Personnel? <input type="checkbox"/> YES <input type="checkbox"/> NO
20. Were you married to the veteran named in Item 4 above at the time of the veteran's death? <input type="checkbox"/> YES <input type="checkbox"/> NO	21. Have you remarried since the death of this veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO

**SURVIVING SPOUSE OF A VETERAN WHO DID NOT DIE IN THE SERVICE** – is entitled, until the surviving remarries, to the same preference to which the veteran, if living, would be entitled. **Copy of Death Certificate required.**

22. Were you married to the veteran named in Item 4 above at the time of the veteran's death? <input type="checkbox"/> YES <input type="checkbox"/> NO	23. Date of Death
24. Have you remarried since the death of this veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO	

**GOLD STAR PARENT** - The parent of a veteran who died while in service is entitled to Disabled Veteran's Preference. If both a parent and spouse survive, the use of such preference by either shall suspend the right of the other. **Report of Casualty required.**

25. Date of Death	27. Name and Address of surviving spouse	28. Has surviving spouse ever used the spouse's Veterans Preference in securing public Employment in New Jersey? <input type="checkbox"/> YES <input type="checkbox"/> NO
26. Was deceased veteran married? <input type="checkbox"/> YES <input type="checkbox"/> NO ( <i>If Yes, complete items 27 and 28</i> )		

**CERTIFICATION:** I certify that the statements made by me to the foregoing questions are true to the best of my knowledge and belief. If any of the statements in this application are false, I am aware that I am subject to criminal proceedings.

**YOUR SIGNATURE** ..... **DATE** ..... **TELEPHONE** .....

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