

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO-Z

15 December 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy # 17-010, Veterans Preference Management

I. References.

- a. The National Guard Technician Act, 32 USC 709.
- b. 5 USC 2108. Veteran; disabled veteran; preference eligible.
- c. 5 CFR Part 203. Employment in the Excepted Service.
- d. 5 CFR Part 211. Veteran Preference.

2. Purpose. The Human Resources Office (HRO), manages the Veterans Preference status of Ohio National Guard Technicians and Ohio National Guard Employees assigned to the Ohio National Guard. This policy provides guidance about requesting adjudication of Veterans Preference status and documenting Veterans Preference status in personnel records.

3. Eligibility.

- a. Technicians (T32) are not eligible for Veterans Preference IAW 32 USC 709(g).
- b. National Guard Employees (T5) are eligible for Veterans Preference status as it pertains to hiring practices and Reduction-in-Force (RIF) proceedings.

4. Veterans Preference Status Adjudication.

- a. The HRO will adjudicate the Veterans Preference status of new Employees upon appointment as a T5 National Guard Employee. Prospective employees are responsible for submitting substantiating documents for Veterans Preference adjudication with the applicant's job application.
- b. The HRO will adjudicate current Employees' Veterans Preference status upon request and after receiving an Employee's substantiating documents.

NGOH-HRO-Z

SUBJECT: HRO Policy # 17-010, Veterans Preference Management

c. The HRO will annotate Employees' Veterans Preference status on a Standard Form 50 (SF-50).

5. **Substantiating Documents.** Employees may submit DD Form 214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service as verification of eligibility for Veterans Preference. Employees and applicants applying for 10-Point Veterans Preference must submit a completed Standard Form 15 with proper supporting documentation. Substantiating documents must show that the character of the service and discharge were honorable.

6. Questions related to this memorandum should be directed to the Technician Branch Manager, MAJ Daryl Scott at (614) 336-7121 or daryl.g.scott.mil@mail.mil.

FOR THE ADJUTANT GENERAL:



WILLIAM K. GIEZIE, P.E.
Col, OHANG

Director of Manpower and Personnel, J1

DISTRIBUTION:

A, D