



Oregon

Kate Brown, Governor

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MEMORANDUM

TRANSMITTAL 202

To: Agency Human Resources Managers

From: Madilyn Zike, Chief Human Resources Officer

Date: April 16, 2018

Subject: Revised Policy – Veterans’ Preference in Employment, 40-055-03

The CHRO Policy Unit has revised the State HR Policy – Veterans’ Preference in Employment, 40-055-03 to comply with changes in ORS 408.237.

The following is a summary of primary changes.

- Section 3) a) C) iii. – Added section for a person to qualify as a disabled veteran and receive 10 points by submitting a letter from the U.S. Department of Veterans Affairs indicating the person is receiving service-connected compensation.
- Section 3) b) – Changed section to allow for receipt of military documents no later than time of interview. Clarified the military documents should be submitted through the E-Recruit system.

Embolden and italicized text reflects revisions and additions to current policy language.

3) Qualifying for veterans’ preference

- a) An agency awards veterans’ preference points when an applicant:
 - A) Submits all required application materials and follows application instructions; and
 - B) Meets all minimum qualifications and special qualifications of the position; and
 - C) Meets the *requirements* to qualify as a veteran or disabled veteran as defined by statute and submits military documents as verification:

Veterans (qualifying for 5 points)

- i. A copy of the Certificate of Release or Discharge from Active Duty (DD214 or 215), or a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pension.

Disabled Veterans (qualifying for 10 points)

- ii. A copy of form DD214 and *a copy of a letter from the U.S. Department of Veterans Affairs indicating a disability rating* unless the information is included on the DD214 or 215; or
 - iii. *A copy of a letter from the U.S. Department of Veterans Affairs indicating the person is receiving service-connected compensation.*
- b) For veterans' preference to apply, the agency must receive the military documents *normally at time of application but no later than at the time of interview. Military documents must be submitted through the E-Recruit system.*

You can find the policy on our [policy page](#).

Questions should be sent to CHRO.Policy@oregon.gov.