



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR#52-19**

October 4, 2019

**TO:** Agency Personnel Liaisons

**FROM:** Peter Long, Administrator *Peter Long*  
Division of Human Resource Management

**SUBJECT:** UPDATED VETERAN HIRING PREFERENCES

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AB89, effective October 1, 2019, modifies Veteran hiring preferences for the State of Nevada by removing the previous requirement that veterans must be Nevada residents to qualify for additional preferences. Qualifying non-resident veterans and veterans with service-connected disabilities who are placed on lists on or after October 1<sup>st</sup> shall receive the same hiring preferences as qualified veterans who are residents.

Attached is a guide developed by DHRM detailing appropriate documents that applicants may provide for verification of their status as a “Veteran” or as a “Veteran with a service-connected disability.” However, the list of documents outlined is not all-inclusive and agencies must determine if the documentation provided clearly establishes that the applicant meets the necessary criteria per the definition. Ultimately, it is incumbent upon the applicant to provide appropriate documentation.

Additionally, it is critical for agencies to verify documents and annotate the correct status of the applicant in the exam tab of the application so preferences are properly applied and lists remain accurate. If applicants select two or more preferences, the lower preference must be unchecked in the exam tab, or only the preference that appropriate documentation has been provided for should be checked, as applicants cannot combine veteran preferences.

The same criteria and documentation are used for current employees who wish to self-identify as a veteran, but employees should first verify their veteran status listed under their personnel tab

within NEATS as they do not need to resubmit documentation if their status already shows them as a veteran.

The attached guide is also available online at this link: [http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/Publications/Veteran\\_Definition\\_Documentation\\_Guide.pdf](http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/Publications/Veteran_Definition_Documentation_Guide.pdf) If you have questions please contact Doug Williams, Veterans Coordinator, at [dougwilliams@admin.nv.gov](mailto:dougwilliams@admin.nv.gov).

Attachment

PL:bg/cl



**State of Nevada  
Veteran Definition  
&  
Documentation Guide**

**Presented by the Division of Human Resource  
Management**



## Outline

- ❖ “Veteran” definition
  - ❖ Definition of “Veteran with a service-connected disability” per NRS 338.13843
- ❖ Documentation for Veterans who have served on active duty
  - ❖ Form DD214 explained
    - ❖ Differences in DD214 Member-1 copies and DD214 worksheets vs. all other copies
- ❖ Documentation for Veterans with a service-connected disability
  - ❖ VA Rating Notification Letter and other documents
- ❖ Documentation for Guard and Reserve Members
  - ❖ NGB Form 22 explained, statement of service letters
- ❖ Documentation for Widows and Widowers of Veterans
- ❖ Other types of documentation
- ❖ FAQs



## Veteran definition for State of Nevada veteran hiring preferences

State of Nevada Veteran hiring preferences are outlined in AB89 which took effect on 10/1/2019:

“Veteran” means a person who:

1) Was regularly enlisted, drafted, inducted, or commissioned in the:

(a) Armed Forces of the United States and was accepted for and assigned to active duty in the Armed Forces of the United States;

(b) National Guard or a reserve component of the Armed Forces of the United States and was accepted for and assigned to duty for a minimum of 6 continuous years; or

(c) Commissioned Corps of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States and served in the capacity of a commissioned officer while on active duty in defense of the United States; and

2) Was separated from such service under conditions other than dishonorable.

AB 89 utilizes the definition for “Veteran with a service-connected disability” as prescribed in NRS 338.13843 which states:

“Veteran with a service-connected disability” means a veteran of the Armed Forces of the United States who has a service-connected disability of at least zero percent as determined by the United States Department of Veterans Affairs.

- *US Code and other Nevada Revised Statute’s “Veteran” definitions vary based on eligibility for various services, but are not applicable when determining hiring preference eligibility for the State of Nevada.*



## Documentation for Veterans who have previously served on active duty

- ❖ Active duty is considered full time service in any branch of the United States Armed Forces. Individuals who have been accepted for and assigned to active duty receive a DD214 upon completion of their active duty service. The form DD214 is the most commonly used document that provides proof that an individual served on active duty, and this document also states their service characterization.
- ❖ Provided DD214s must be finalized and signed by an authorized authority and the service characterization must be anything other than dishonorable to be eligible for veteran hiring preference with the State of Nevada.



# State of Nevada Veteran Definition & Documentation Guide



CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

### CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle) [REDACTED]		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE-ANGUS		3. SOCIAL SECURITY NUMBER [REDACTED]		
4a. GRADE, RATE OR RANK SRA	b. PAY GRADE E-4	5. DATE OF BIRTH (YYYYMMDD) [REDACTED]	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 20190316			
7a. PLACE OF ENTRY INTO ACTIVE DUTY RENO NV		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) RENO NV				
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 152 CIVIL ENGINEER SQ (AMC)			b. STATION WHERE SEPARATED RENO TAHOE NV INTL JAP			
9. COMMAND TO WHICH TRANSFERRED ANG, STATE OF NEVADA				10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$400,000		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 3E731, FIRE PROTECTION APPRENTICE, 0 YEARS AND 4 MONTHS.		12. RECORD OF SERVICE				
		a. DATE ENTERED AD THIS PERIOD	2017	MAY	06	
		b. SEPARATION DATE THIS PERIOD	2017	SEP	08	
		c. NET ACTIVE SERVICE THIS PERIOD	00	04	03	
		d. TOTAL PRIOR ACTIVE SERVICE	00	11	25	
		e. TOTAL PRIOR INACTIVE SERVICE	05	02	14	
		f. FOREIGN SERVICE	00	00	00	
		g. SEA SERVICE	00	00	00	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) Air Reserve Forces Mentorship Service Medal with 1 Oak Leaf Cluster, National Defense Service Medal, Global War on Terrorism Service Medal, USAF NCO PME Graduate Ribbon, AF Training Ribbon		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) FIRE PROTECTION APPRENTICE, 13 WKS, AUG 2017, MEST, 17 WKS, SEP 2017				
15a. COMMISSIONED THROUGH SERVICE ACADEMY				YES	X	NO
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)				YES	X	NO
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If yes, years of commitment: _____)				YES	X	NO
16. DAYS ACCRUED LEAVE PAID 0	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION			YES	NO	
18. REMARKS Member has completed first full term of service. NOTHING FOLLOWS						
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.						
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) 5904 PROMONTORY DR RENO NV 89433-8280			b. NEAREST RELATIVE (Name and address - include ZIP Code) CASEY R. BRAVO 5904 PROMONTORY DR RENO NV 89433-8280			
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) NV OFFICE OF VETERANS AFFAIRS X YES NO						
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC) X YES NO						
21. a. MEMBER SIGNATURE MEMBER NOT AVAILABLE TO SIGN		b. DATE (YYYYMMDD) N/A	22. a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature) CACPKI SIGNED BY BAKER, AMY LYNN 1128041669 AMY L. BAKER, MSGT, CUSTOMER SERVICE SUPERVISOR Swp 29 2017 5:44:27 CAD Serial Number: 10PDES IssueCN: DDD ID CA-41		b. DATE (YYYYMMDD) 20170929	

DD FORM 214, AUG 2009 PREVIOUS EDITION IS OBSOLETE

An example of a form DD214 Member - 1 copy. This copy is called the short form and does not list the service characterization and **cannot** be used to determine eligibility for veteran hiring preferences with the State of Nevada.

MEMBER-1







## Documentation for Veterans with a service-connected disability

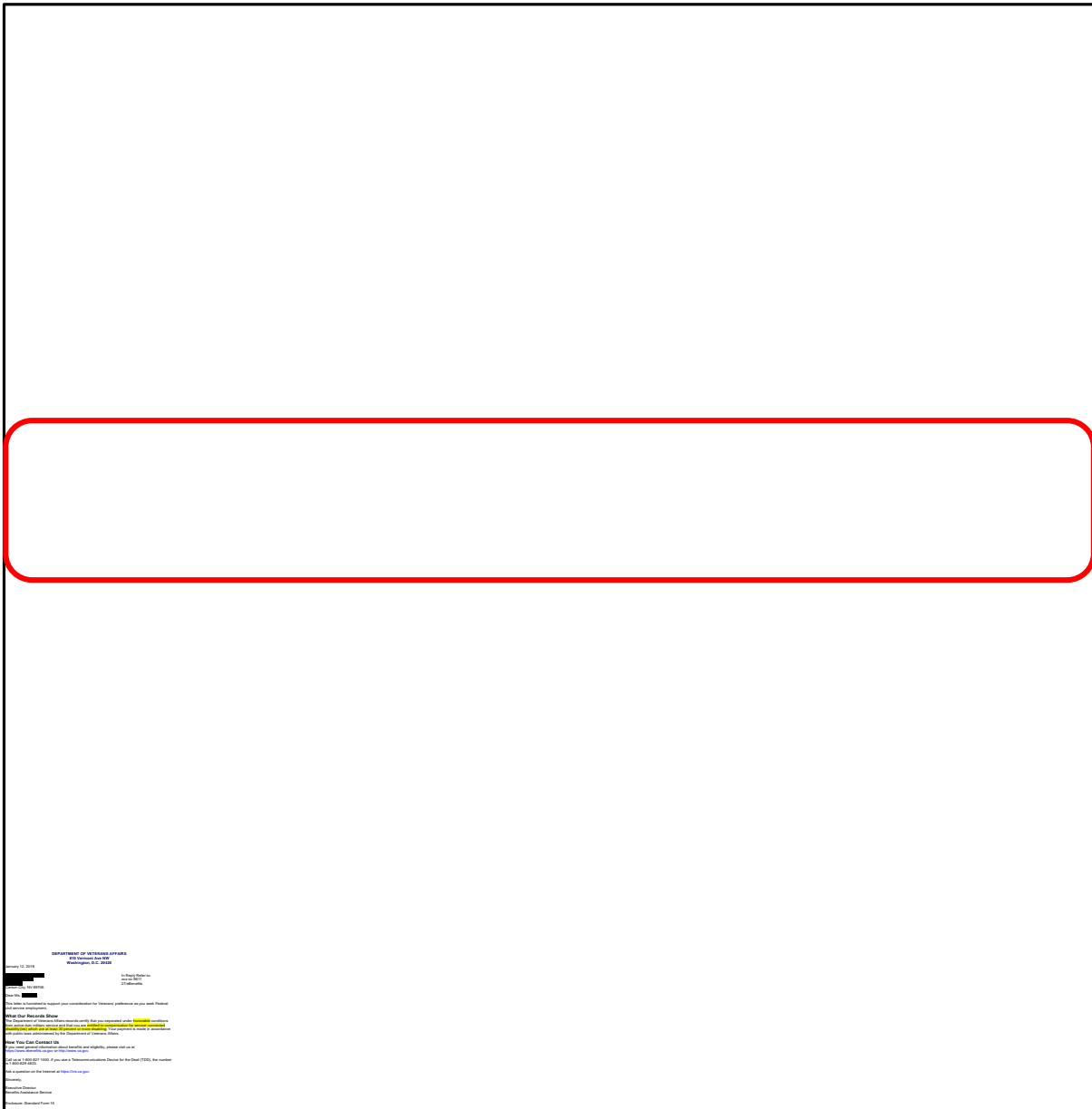
- ❖ “Veteran with a service-connected disability” is a veteran of the Armed Forces of the United States who has a service-connected disability of at least zero percent as determined by the United States Department of Veterans Affairs.
- ❖ To meet the criteria of a “veteran with a service-connected disability”, individuals need to provide documentation from the Veterans Affairs stating they have been awarded a rating of at least zero percent.
- ❖ The most common documents are in a memo format often titled as a VA Rating Notification Letter or VA Benefits Summary Letter. These letters provide the rating percentage as well as the service characterization and it is dual purpose as it also verifies the individual’s status as a “Veteran”.
- ❖ Similar letters may also be provided and can be used to determine eligibility and in some cases a signed Standard Form (SF) 15 may be provided. As with the DD214, reviewers must ensure it is an approved and final document and contains the necessary information to make an eligibility determination.

# State of Nevada Veteran Definition & Documentation Guide



VA Seal will be affixed to upper left corner

Letter formats may vary, but all must state the individual has a service-connected disability and that they separated under anything but dishonorable conditions.



Letter states type of discharge and rating percentage



## Documentation for Guard and Reserve Members

- ❖ National Guard members and Reserve members are regularly enlisted, inducted, or commissioned in the Armed Forces of the United States. However, National Guard members and Reserve members are not always assigned to active duty and they will not have a DD214 if they have not completed active duty service.
- ❖ To meet the definition of a “Veteran” without proof of active duty service, National Guard members and Reserve members must provide documentation demonstrating they have had 6 continuous years of service in the National Guard or Reserve.
- ❖ A common form is the National Guard Bureau (NGB) Form 22 which serves as the DD214 equivalent for the National Guard.
- ❖ National Guard and Reserve members may also provide “statement of service” letters from their Guard or Reserve units. Such letters can be used to make an eligibility determination if the letter is on an official letterhead, provides the dates of service, the service characterization, and is signed by an authorized official.

# State of Nevada Veteran Definition & Documentation Guide



Date of enlistment (ENL) is the date service started.

Terminal Date of service obligation is the date service ended

Service characterization, must be anything but dishonorable

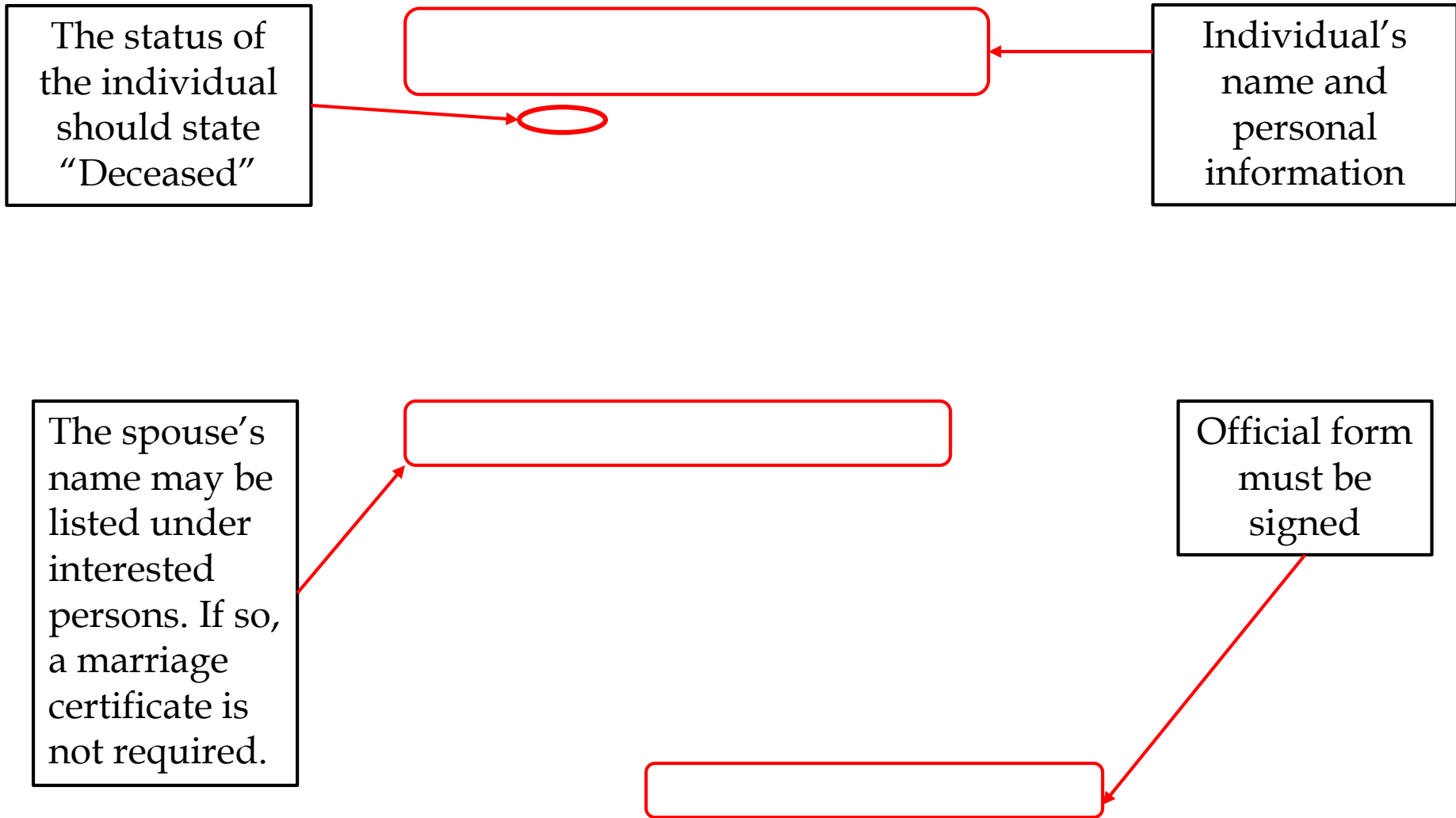
To determine eligibility, these two dates must be calculated and at least equate to 6 years of continuous service

DEPARTMENTS OF THE ARMY AND THE AIR FORCE NATIONAL GUARD BUREAU REPORT OF SEPARATION AND RECORD OF SERVICE													
REPORT OF SEPARATION AND RECORD OF SERVICE IN THE 1 AIR				NATIONAL GUARD OF MASSACHUSETTS				AND AS A RESERVE OF THE 2 AIR FORCE					
1. Insert either Army or Air				2. Enlisted personnel only - Insert only Army or Air Force									
1. LAST NAME - FIRST NAME - MIDDLE NAME HOFFMAN ERICK MANFRED				2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE-ANGUS				3. SOCIAL SECURITY NUMBER 194-48-5825					
4. DATE OF ENL	YR 89	MO 08	DA 16	5a. RANK SSG	5b. PAY GRADE E5	6. DATE OF RANK	YR 92	MO 06	DA 12	7. DATE OF BIRTH	YR 60	MO 05	DA 10
8a. LOCATION OF THE LOCATION AT WHICH EFFECTED OTIS ANG BASE MA										8b. EFFECTIVE DATE YR 94 MO 08 DA 15			
9. COMMAND TO WHICH TRANSFERRED NA//////////						10. RECORD OF SERVICE YRS MOS DAYS							
						(a) NET SERVICE THIS PERIOD 05 00 00							
						(b) PRIOR RESERVE COMPONENT SERVICE 02 00 00							
						(c) PRIOR ACTIVE FEDERAL SERVICE 04 00 00							
						(d) TOTAL SERVICE FOR PAY 11 00 00							
11. TERMINAL DATE OF RESERVE / MILITARY SERVICE OBLIGATION				YR 00	MO 00	DA 00	13. PRIMARY SPECIALITY NUMBER, TITLE AND DATE AWARDED (Additional speciality numbers and titles) 3P072, Law Enforcement Craftman, 93 Feb 11 3A051, Information Management Journeyman //						
12. MILITARY EDUCATION (Course Title, number of weeks, month and year completed) NCO ORIENTATION COURSE, 81 (R)7//////////						14. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED SECONDARY / HIGH SCHOOL 12 YRS (Gr 1-12) COLLEGE 4 YRS							
16. SERVICEMAN'S GROUP LIFE INSURANCE COV <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO AMT \$ 100,000		17. PERSONNEL SECURITY INVESTIGATION a. TYPE TOP SECRET/SBI				b. DATE COMPLETED 860428		15. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED THIS PERIOD (State Awards may be Included) NCO Prof Mil Ed Rbn, Gc Mdl, SM Arm Ex Rifle, NTL Def SVC Medal, AF Training Rbn, AF LGY SVC AWD w/L Device, AFR MER SVCMD1, AF0UA //////////					
18. REMARKS SO A-71, HQ 102 FW, 20 JUL 94, 3P072, 0 POSITIVE, AFOTZ 64, ASVAB XVI, MPA74652E74 //////////NOTHING FOLLOWS//////////													
19. MAILING ADDRESS AFTER SEPARATION (Street, RFD, City, County, State and Zip Code) 102 COTTAGE ST- FRANKLIN, MA 02038-2207						20. SIGNATURE OF PERSON BEING SEPARATED MEMBER NOT AVAILABLE FOR SIGNATURE							
21. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER RICHARD J. DENISI, CMSgt, MA ANG Personnel Resource Manager						22. SIGNATURE OF OFFICER AUTHORIZED TO SIGN 							
23. AUTHORITY AND REASON ANGR 39-10, Paragraph 2-4af2) Expiration Term of Service SPD:KBC													
24. CHARACTER OF SERVICE HONORABLE						25. TYPE OF CERTIFICATE USED NGB FM 438			26. REENLISTMENT ELIGIBILITY Eligible				
27. <input type="checkbox"/> REQUEST <input type="checkbox"/> DECLINE COPIES OF MY NGB FORM 22 INITIALS NOT PRESENT													



## Documentation for Widows and Widowers of Veterans

- ❖ In accordance with AB89, widows and widowers of persons killed in the line of duty while on active duty in the Armed Forces of the United States and widows and widowers of Veterans are eligible for additional preference when applying for State of Nevada positions.
- ❖ To verify if an applicant is a widow or widower of a person killed in the line of duty, a DD Form 1300 “Report of Casualty” must be submitted with the application. Additionally, the applicant may need to provide a copy of their marriage certificate indicating they were married to the person who is deceased.
  - ❖ DD1300s are essentially a military death certificate and provide an official record of the death or missing status of a military member and this form is also utilized by various federal agencies to determine eligibility for services and benefits. A certified DD1300 will always be provided to the spouse or the Next of Kin after the death of an active duty military member.
- ❖ Widows and widowers of Veterans are authorized to obtain copies of their spouse’s DD214 and must provide a completed DD214 or a “statement of service” letter and a copy of their marriage certificate to be eligible for additional preference.





## Other types of documentation

- ❖ The Veterans Identification Card Act was signed into law in 2015 and authorized the VA to begin issuing a national Veterans Identification Card (VIC). Cards began to be initially issued in November 2017 and are only provided to veterans with an honorable discharge so these cards can be used to verify eligibility for State of Nevada veteran hiring preferences.
- ❖ The Veterans Identification Card will provide information such as a member number, if the individual has a service-connected disability, and what branch of the service they served in.
- ❖ Veterans Identification Cards should not be confused with VA Employee I.D.s or Volunteer I.D.s that provide little to no information about the individual and cannot be used to verify a person's status as a veteran.





## Veterans Identification Card sample



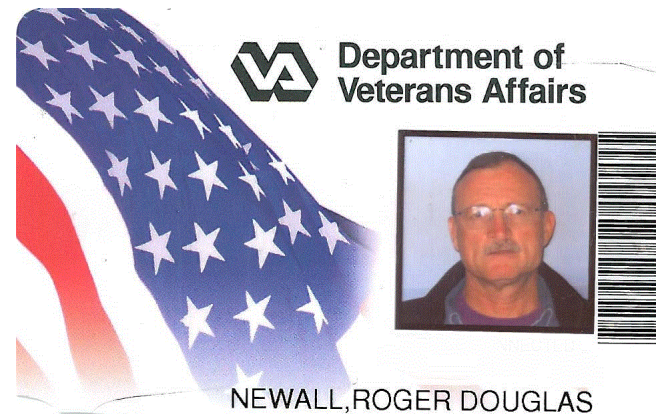
Member ID

States *service connected* if member has a VA recognized service connected disability

Branch of Service



Examples of I.D.s that cannot be used to determine veteran status or eligibility for additional preferences.





## FAQs

I have an applicant who provided a DD214 and it shows the service characterization as honorable, but they only spent a month in the military. Do they qualify as Veteran for hiring preference purposes?

Yes. The definition as prescribed in NRS 417.005 does not establish any minimum periods of time served for Veterans who have been placed on active duty.

I have an applicant that is a current employee who has applied for multiple promotion opportunities. Is there a limit on the number of times their Veteran preference can be applied?

No. AB89 lifts previous restrictions and qualified veteran applicants are eligible for additional preference without limitation.

I have an applicant that is still serving on active duty in Nevada; what documentation do they need to provide?

Active Duty applicants can have up to 4 months of accrued leave prior to the end of their contract so oftentimes they apply and are available for work before their contract has ended. DD214s are not provided until after the contract period is concluded so active duty applicants need to provide a “statement of service letter” on an official letterhead stating the dates of service, service characterization, and signature by an authorized official.

I have an applicant that provided a DD214 that states “medical discharge”. Are they considered a disabled veteran?

No. To meet the definition of a veteran with a service-connected disability, the Department of Veteran Affairs (VA) has to make that determination and the applicant must provide documentation from the VA as DD214s are issued by the Department of Defense.

I have an applicant that provided a NGB Form 22 and under “net service this period” it states 2 years. Is that the total time they have served in the National Guard?

No. Net service is calculated differently and is akin to stating you have been employed by the State for 40 hours instead of 1 week. The only way to calculate time served in the Guard using this form is by comparing the date of enlistment to the terminal date of service obligation as outlined previously.