

REFERRAL PROCESS FOR TITLE 5 POSITIONS

Veterans' Preference does not apply in the following circumstances:

1. When a Title 5 position is advertised with the Area of Consideration Closed on Board to Title 5 and Title 32 employees, Veterans' Preference does not apply. This is in accordance with the Vet Guide for HR Professionals on page 2 under the **When Preference Applies** paragraph.
2. Military retirees at the rank of Major, Lieutenant Colonel, or higher are not eligible for preference in appointment unless they are disabled veterans. This is in accordance with the Vet Guide for HR Professionals on page 2 under the **Types of Preference** paragraph.
3. For Title 5 positions that are Scientific and Professional positions in grade GS-09 or higher (see attachment from OPM qualification standards), names of all qualified applicants are listed in order of their ratings, augmented by veterans' preference, in any. This is in accordance with the Vet Guide for HR Professionals on page 12 under the **Preference in Competitive Examinations** paragraph.

Applicants that have Adjudicated Veterans' Preference (VP) which are the following categories, will be referred as stated below:

10 point 30% Compensable Disability Preference (CPS) Veteran's Preference

10 point Disability Preference (XP)

10 point Compensable Disability Preference (CP)

5 point Preference (TP)

0 point Preference (SSP)

1. If there are qualified applicant(s) with CPS Veterans' Preference, only the applicants with veterans' preference (i.e., XP, CP, TP) will be listed on the selection certificate. The selecting official can make a selection from any of the applicants with veteran's preference. However, if the selecting official does not want to make a selection from the individual(s) with veterans' preference and wants to see the non-veteran preference applicant(s), he/she cannot pass over

applicant(s) with CPS Veterans' Preference. If he/she wants to pass over a CPS Veterans' Preference, justification has to be submitted to OPM for final adjudication. This adjudication process could take 6 – 9 months and the position must be held (or a like one) open until the final adjudication is received from OPM.

2. If there are no qualified applicant(s) with CPS Veterans' Preference, the applicants with a lower veterans' preference rating and the non-veteran preference applicant(s) can be referred at the same time up the certificate referral rules from the Merit Placement and Promotion Plan which is 15 applicants for non-bargaining positions and 9 applicants for bargaining positions. The applicants with veterans' preference are placed at the top of the selection certificate with the highest veterans' preference listed first (i.e., XP, CP and then TP). If the selecting official determines through the interview process, the veterans' preference applicant(s) do not want possess the skill set for the advertised position, he/she must provide a memorandum justifying why the applicant(s) do not fit the needs of the position. The Human Resources Office has the delegated authority from NGB to pass over a preference eligible (with a justified reason) with the exception of a 30% or more Veterans' Preference eligible.
3. If there are no qualified applicants that have adjudicated veterans' preference, the applicant(s) are referred in accordance with the Merit Placement and Promotion Plan and the Labor Management Agreement.