



Veterans Employment Opportunities Act (VEOA)

You are eligible for this appointing authority if you are:

- a preference eligible (defined in title 5 U.S.C. 2108(3)); **OR**
- a veteran who substantially completed 3 or more years of active service; **AND**
- Your **latest** discharge must be issued under honorable conditions (this means an honorable or general discharge).

Veterans Employment Opportunity Act of 1998, as amended (VEOA) is a competitive service appointing authority that can only be used when filling permanent, competitive service positions. It cannot be used to fill excepted service positions.

"Preference eligible" under VEOA includes those family members entitled to derived preference. For eligibility information and supporting documentation requirements, go to [VEOA Derived Preference](#).

Supporting documentation: You are **required** to submit acceptable documentation of your preference or appointment eligibility. Acceptable documentation is:

- DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.). The member 4 copy of your DD Form 214 is preferable (Note: If you have more than one DD Form 214 for multiple periods of active duty service, you should submit a copy for each period of service.); **OR**

- **Future Military Retirees***: You are required to submit a copy of your retirement DD Form 214 **OR** a copy of your retirement letter **AND** a copy of your terminal leave letter **OR** certification document**. You will be required to provide your DD Form 214 prior to appointment; **OR**

- **Future Military Separates***: You are required to submit a copy of your most recent DD Form 214 **OR** certification document** **OR** a copy of your most recent active duty orders **AND** a copy of your terminal leave request (if applicable). You will be required to provide your DD Form 214 prior to appointment.

- **Disabled Veterans:** You are required to submit a copy of one of the separation documents identified above **AND** documentation of your overall service connected disability identified on the SF-15, page 2, section B or Section C.

*Active duty military members who are selected may not be appointed unless on terminal leave before the effective date of employment.

** The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the certification is submitted for consideration in the hiring process, at the time and in the manner prescribed



by the applicable job opportunity announcement. Prior to appointment, the service member's character of service and qualifying discharge or release must be verified through a DD form 214 or equivalent documentation.

The [SF-15 is available on the U.S. Office of Personnel Management forms webpage](#).

You may request [copies of your military personnel records](#) online.

Additional Veterans' preference information

[U.S. Office of Personnel Management's Government-wide Veterans Employment webpage](#)

[U.S. Office of Personnel Management Veterans Services webpage \(OPM Vet Guide\)](#)