



# COUNTY OF LOS ANGELES

## DEPARTMENT OF HUMAN RESOURCES

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**LISA M. GARRETT**  
DIRECTOR OF PERSONNEL

December 3, 2013

To: Each Department Head

From: Lisa M. Garrett  
Director of Personnel

Subject: **PPG 115 - VETERAN'S CREDIT**

Attached please find the new Countywide Policies, Procedures, and Guidelines (PPG) 115, entitled *Veteran's Credit*. This new policy is issued to inform and assist Examinations staff, and to document the County's long-time practice of granting veteran's credit to qualified candidates in open competitive examinations pursuant to Article IX, Section 36-1/2 of the County Charter and applicable Civil Service Rules.

Please place the new PPG in Tab 100 - *Recruitment & Employee Placement* of the Human Resources Management System Manual. Your Departmental Human Resources Manager will also receive a copy of this memorandum and attachment for inclusion in the department's master copy of the PPG Manual and for distribution in your department. The revised policy may also be found on the DHR website at <http://dhr.mylacounty.info/>.

Should you have any questions, please contact me at (213) 974-2406 or your staff may contact Henry Lucio, Principal Analyst, of my staff at (213) 639-6386.

LMG:SKT:EP  
JAWT:HL:cv

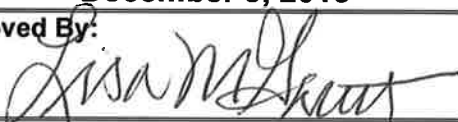
Attachment

c: Chief Deputies  
Administrative Deputies  
Departmental Human Resources Managers

LMG Memo to DHs re: PPG 115.docx



*County of Los Angeles*  
*Department of Human Resources*  
***POLICIES, PROCEDURES AND GUIDELINES***

<b>Subject:</b>  <b>VETERAN'S CREDIT</b>	<b>Policy Number:</b> <b>115</b>	<b>Pages:</b> <b>3</b>
	<b>Effective Date:</b> <b>December 3, 2013</b>	
	<b>Approved By:</b> 	

**POLICY**

In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions:

- During a declared war;
- During the period April 28, 1952 through July 1, 1955;
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976;
- During the Gulf War from August 2, 1990 through January 2, 1992;
- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

The credit also applies to the spouse of any such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any compensable occupation, and also to the widow or widower of any such person who died or was killed while in such service.

<b>Subject:</b>  <b>VETERAN'S CREDIT</b>	<b>Policy Number:</b> <b>115</b>
	<b>Effective Date:</b> <b>December 3, 2013</b>

A DD214, Certificate of Discharge or Separation from Active Duty, or other acceptable documents issued by the applicable branch of service are required as verification of eligibility for veteran's credit. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit. If the applicant is unable to provide any documentation at the time of filing, the veteran's credit will be withheld until required documentation is provided.

## **GUIDELINES**

On July 22, 2003, the Board of Supervisors adopted a County policy for granting veteran's credit covering all past, current, and future military actions. The purpose of this policy is to incorporate the changes and to establish uniform guidelines and procedures for the administration of veteran's credit for qualifying applicants in open competitive examinations.

The County of Los Angeles follows federal guidelines issued by the United States Office of Personnel Management (OPM) in determining qualifying dates and events for veteran's credit. For specific and updated information regarding qualifying dates and events, campaigns or expeditions, please refer to *VetGuide Appendix A: Wars, Campaigns and Expeditions of the Armed Forces since WW II Which Qualify for Veterans Preference* at <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/#9>.

### ***Verification of Eligibility for Veteran's Credit***

For an applicant to receive veteran's credit, he/she must have been separated from active duty in the Armed Forces with an honorable or general discharge (also called "discharge under honorable conditions" or "general under honorable conditions"). As defined in Title 5 United States Code (U.S.C.) 2101 (2), "Armed Forces" means the Army, Navy, Air Force, Marine Corps, and Coast Guard.

The applicant who claims veteran's credit on the County of Los Angeles Employment Application must provide a copy of their DD214, or other acceptable documentation issued by the applicable branch of service, which indicates the type of discharge and qualifying dates as verification of eligibility for additional points. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

### ***Examinations, Eligible Lists and Appointments***

In any open competitive examination where the addition of veteran's credit points produces final candidate scores above 100 percent, a sixth group (Band V) shall be created to include the eligible candidates. A candidate who receives veteran's credit does not necessarily place the veteran in Band V. Depending on the candidate's final passing score, the addition of veteran's credit may place the candidate anywhere from Band 4 to Band V.

<b>Subject:</b>  <p style="text-align: center;"><b>VETERAN'S CREDIT</b></p>	<b>Policy Number:</b>  <p style="text-align: center;"><b>115</b></p>
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Veteran's credit does not guarantee the placement of a veteran in every vacant County job. In addition, veteran's credit does not cover a veteran's rights to internal actions such as promotion, transfer, reassignment, restoration, and reinstatement.

## PROCEDURES

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1. Examining staff responsible for evaluating applications must verify the following information from the applicant's DD214 or other acceptable documentation: name of veteran, type of discharge, dates of military service, and if the veteran's military service meets the qualifying events or if a qualifying campaign or expeditionary medal has been awarded.
2. To verify eligibility for veteran's credit, please refer to OPM's website, VetGuide Appendix A, *Wars, Campaigns and Expeditions of the Armed Forces since WW II Which Qualify for Veterans Preference*. The OPM website may be found at <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/#9>.
3. Qualifying veteran's credit will not be awarded to any applicant who did not provide a legible copy of a DD214 or other acceptable documentation. Acceptable documentation will only be considered during the candidate's eligibility period. There is no retroactive change to the date of the candidate's placement on the eligible list if the required documentation is submitted after the candidate's initial placement on the eligible list. Further, the candidate's adjusted final score and/or band placement does not extend the candidate's eligibility period or affect any prior appointment(s) made from the eligible list.

Questions regarding this policy may be directed to the Department of Human Resources, HR Departmental Support Division at (213) 351-8945. For technical questions regarding veteran's preference and benefits, please contact the Department of Military and Veterans Affairs, Veterans Services Section at (213) 744-4825.

## AUTHORITY

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- County of Los Angeles Charter, Article IX, Section 36 1/2
- Civil Service Rule 7.15, Veteran's credit
- Civil Service Rule 11.01 (D), Certification and appointment from eligible list
- Supervisor Knabe's Board Motion granting veteran's credit for military service (July 22, 2003)

## DATE ISSUED

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Original Issue Date: December 3, 2013