COURSE SYLLABUS

Adjudicating and Applying Veterans' Preference Course (Self-Paced)

Ensure your agency fully complies with all current and applicable veterans' preference laws, rules, and regulations. Understand who meets the definition of veteran; who is entitled to preference in employment in the competitive and excepted services; and the circumstances under which veterans' preference applies, including competitive appointments, noncompetitive appointments, and merit promotion.

> Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/adjudicating-and-applying-veterans-preference-online

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Course Outline

Module 1: History of Veterans' Preference and Definitions

- The history of veterans' preference and the Veterans' Preference Act of 1944
- Definitions of veteran, disabled veteran, and preference eligible

Module 2: Applicable Laws, Rules, and Regulations

- When veterans' preference applies to positions, employment actions, and persons
- The six types of veterans' preference and their point values
- Documenting and adjudicating preference claims using the DD Form 214 and SF-15

Module 3: Veterans' Preference in the Competitive and Excepted Service

- The VOW to Hire Heroes Act and the category rating process
- Applying preference in competitive and excepted service appointments
- Excepted service schedules and disqualification and pass-over procedures

Module 4: Special Appointing Authorities and Entitlements for Veterans

- Special appointing authorities including VRA, 30-percent disabled veteran, VA training program, and VEOA
- Affirmative action under Title 38, reinstatement, and restoration rights after uniformed service
- Avenues of complaint available to preference eligibles