COURSE SYLLABUS

Adjudicating and Applying Veterans' Preference Course

Ensure compliance with veterans' preference laws by learning to adjudicate claims and apply preferences in federal hiring and appointments.

> 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

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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
- Veterans' preference in a reduction in force: retention registers, tenure groups, and preference subgroups
- Avenues of complaint available to preference eligibles