

QUALIFYING FOR VETERANS' PREFERENCE

[Civil Service Commission Rule 3-8](#), *Veterans' Preference*, states that preference will be given to an eligible veteran or spouse of an eligible veteran if any of the following, specific criteria are met and documented:

- 1 A veteran who has been released from active military duty.
- 2 A disabled veteran who has been released from active military duty and who has been determined to be eligible for disability compensation by the U.S. Department of Veterans Affairs (DVA), U.S. Department of Defense (DOD), or a branch of the Armed Forces of the United States as the result of a service-connected disability.
- 3 A surviving spouse of a veteran who was released from active military.
- 4 A spouse of a disabled veteran with greater than 50 percent service-connected disability who was released from active military duty.
- 5 A surviving spouse of a veteran who was released from active military duty who has a child less than 18 years of age.
- 6 A surviving spouse of a veteran who was released from active military duty who has continuing parental care for a disabled child.

For purposes of this preference, an eligible veteran is a person who (1) has 90 or more calendar days of active duty service in the Armed Forces of the United States and (2) was honorably discharged from active duty, in the Armed Forces of the United States.

STANDARDS FOR USING VETERANS' PREFERENCE

- 1 Veterans' preference can only be used for the initial appointment into the state classified service.
- 2 A qualifying veteran and/or spouse must possess the minimum qualifications for the job classification and any position-specific selection criteria.
- 3 The qualifying veteran and/or spouse must fulfill all other conditions for appointment as described in the Civil Service Rules and regulations; i.e., drug testing.

REGISTRATION

A qualifying veteran and/or spouse must register with Civil Service using the *Registration for Veterans' Preference* ([CS-1791](#)) form. Required documents listed on the form must be submitted with the CS-1791. The qualifying veteran and/or spouse must notify a hiring agency that he/she has registered for veterans' preference with Civil Service by including a note at the top of the resume submitted along with any required agency documents. Completed forms and required documents can be mailed to the following address.

Michigan Civil Service Commission
Applicant Assessment Section
P. O. Box 30002
Lansing, MI 48933

The forms can be faxed to (517) 241-5051 or scanned and e-mailed to MDCS-BHRS@michigan.gov.

MORE INFORMATION

Questions may be directed to S. Kay Foster, at (517) 241-7581 or FosterS@michigan.gov.