

MEMORANDUM

TO: Human Resources Directors of all agencies,
departments, institutions and commissions

FROM: Division of State Human Resources Director Karen Wingo

DATE: Feb. 16, 2021

SUBJECT: Veteran's Preference

I hope your new year is off to a great start, and that you are excited about Veteran's Preference. The Division of State Human Resources has been receiving positive feedback from applicants and agencies regarding the preference.

As agencies continue to utilize the preference, I would like to make you aware of one change to the process. Due to unforeseen technical constraints with NEOGOV, it is no longer a requirement for applicants to include their DD Form 214 with their application to receive Veteran's Preference.

Effective immediately, qualifying veterans will be advised to not upload the DD214. Instead, any self-identified and qualified Veteran receiving preference will be required to submit their DD Form 214 to the human resources department upon request and before an interview. This will eliminate the need to handle the DD Form 214 within the system and only require DD Form 214 documents from the individual(s) selected for an interview.

If you encounter newly transitioning veterans who have yet to receive their DD Form 214, a letter from their commanding office will suffice in the interim. The DD Form 214 will ultimately be required for verification.

Thank you for your patience with this change. If you have any questions, please contact Stacy Lanham (803-896-9731) or me (803-422-8645).

