

Veterans' Preference

As a public employer, the University of Central Florida is committed to providing preference to all United States veterans, their spouses and family members who are eligible for the preference in regards to hiring, promotion, and retention for all USPS (University Support Personnel System) positions only. (Excluding A&P and Faculty positions per Florida Statue 295.07)

Effective July 1, 2007, preference eligibility no longer expires upon appointment of the eligible person to a position with the state or any political subdivision in the state. Persons who were previously ineligible for preference because they held or are currently holding a job with a public employer are now eligible to use their veterans' preference again with all employers covered by law.

Eligible categories for Veterans' Preference effective July 1, 2014:

- Disabled Veterans who have served on active duty in any branch of the Armed Forces and who presently have an existing service-connected disability which is compensable under public laws administered by the Department of Veterans Affairs (DVA) or are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the DVA and the Department of Defense.
- The spouse of a veteran:
 - who has a total and permanent service-connected disability and who, because of this disability, cannot qualify for employment; or
 - Who is missing in action, captured in line of duty by a hostile force, or detained or interned in line of duty by a foreign government or power.
- The un-remarried widow or widower of a veteran who died of a service-connected disability.
- The mother, father, legal guardian, or un-remarried widow or widower of a service member who died as a result of military service under combat-related conditions as verified by the U.S. Department of Defense.
- A veteran of any war who has served on active duty for one day or more during a wartime period to be eligible for veterans' preference or who has been awarded a campaign or expeditionary medal. Active duty for training shall not be allowed for eligibility under this paragraph.
- A Veteran as defined in section 1.01(14) Florida Statutes. Active duty for training shall not be allowed for eligibility under this paragraph. The term "veteran" is defined as a person who served in the active military, naval, or air service and who was discharged or released therefrom under honorable conditions only or who later received an upgraded discharge under honorable conditions.
- A current member of any reserve component of the U.S. Armed Forces or the Florida National Guard.

The service dates are defined as follows:

- World War II – December 7, 1941 to December 31, 1946.
- Korean Conflict – June 27, 1941 to January 31, 1955.
- Vietnam Era - February 28, 1961 to May 7, 1975.
- Persian Gulf War – August 2, 1990 to January 2, 1992.
- Operation Enduring Freedom – October 7, 2001 to date to TBD.
- Operation Iraqi Freedom – March 19, 2003 to date to be TBD.
- Operation New Dawn: September 1, 2010 to TBD.

As stated on Florida Administrative Code Rule 55A-7.009, an applicant claiming preference is responsible for providing required documentation at the time of making application. In order to claim Veterans' Preference, the applicant must:

- Be sure to indicate his/her status on the Veterans' Preference section of the staff application
- Submit a DD-214 for each USPS (University Support Personnel System) position applied
- Submit a copy of the DD-214 which shows 'Character of Service' by the closing date of the position by mail or email or fax. Please do not submit it as an attachment on the applicant system when applying for the desired position. We ask that you please mail, email or fax it to the address, email address or fax number below:

UCF Recruitment
Office of Human Resources
3280 Progress Drive, Suite 100
Orlando, FL 32826

Fax: 407.823.1095

Email: employment@ucf.edu

Documentation shall include the following:

Applicants claiming Veterans' Preference are responsible for providing the required documentation at the time of submitting an application for a vacant USPS (University Support Personnel System) or prior to the closing date of the vacancy announcement. However, veterans who have served active duty under Title 10 for 6 months or less are frequently not provided a DD-214. Therefore, it will be necessary for these veterans to provide a copy of their military orders containing their report and release dates and a letter of reference attesting to their "Honorable" service signed by the military human resource department or the commanding officer (or equivalent officer) in charge of their active duty assignment. Other documentation may also be required as per Rule 55A-7, Florida Administrative Code (F.A.C.). Below are examples of acceptable documentation:

- (a) Veterans, disabled veterans, and spouses of disabled veterans and family members shall furnish a Department of Defense document, commonly known as form DD-214 or military discharge papers, or equivalent certification from the Department of Veterans' Affairs (DVA), listing military status, dates of service and discharge type.
- (b) Disabled veterans shall also furnish a document from the Department of Defense, the DVA, or the Florida Department of Veterans' Affairs (FDVA) certifying that the veteran has a service-connected disability that is compensable under public laws administered by the DVA.
- (c) Spouses of disabled veterans shall also furnish either a certification from the Department of Defense of the VA that the veteran is totally and permanently disabled or an identification card issued by the FDVA; spouses shall also furnish evidence of marriage to the veteran and a statement that the spouse is still married to the veteran at the time of application for employment; the spouse shall also submit proof that the disabled veteran cannot qualify for employment because of the service-connected disability.
- (d) Spouses of persons on active duty shall furnish a document from the Department of Defense or the DVA certifying that the person on active duty is listed as missing in action, captured in line of duty, or forcibly detained or interned in line of duty by a foreign government or power; such spouses shall also furnish

- evidence of marriage and a statement that the spouse is married to the person on active duty at the time of that application for employment.
- (e) The un-remarried widow or widower of a deceased veteran shall furnish a document from the Department of Defense or the DVA certifying the service-connected death of the veteran, and shall further furnish evidence of marriage and a statement that the spouse is not remarried.
 - (f) The mother, father, legal guardian, or un-remarried widow or widower of a deceased member of the Armed Forces who died in the line of duty under combat conditions shall furnish the following:
 - a. Mother or father of the deceased member shall submit birth certificate, adoptions papers or other legal documentation verifying the applicant is the parent and documentation from the Department of Defense certifying the service-connected death of the member was under combat-related conditions.
 - b. Legal guardian shall show the proper court documents establishing the legal authority for the Guardian.
 - c. Un-remarried widow or widower of a deceased member shall furnish evidence of marriage, a statement that the spouse is not remarried and documentation from the Department of Defense certifying the service-connected death of the member was under combat-related conditions.
 - (g) DMS is requiring that current reserve members and National Guard members provide a letter from their Commanding Officer stating the dates of their military service to establish that they are currently active.

After an applicant has provided all the required documentation at the time of application and claim preference on the application, Recruitment will determine and verify the eligibility of the preference. If the preference is granted, it is the responsibility of the hiring department to determine whether the individual meets the minimum qualifications (not the preferences) stated on the job posting. If the applicant who has been granted the preference and meets the minimum qualifications of the position stated on the job posting, the individual should be given preference in the selection process and must be interviewed.

If the applicant believes veteran's preference was not afforded to him/her in accordance with Section 295.07, Florida Statue, the individual may file a complaint with the Division of Veterans Affairs requesting an investigation. Complaints must be filed within 21 calendars days from the date of notifications by the employer or the selection of a non-preference eligible applicant. If no notice is given then the individual must file a complaint within 3 months of the date the application is filed with the employer. Complaints should be filed with:

Florida Department of Veteran Affairs
9500 Bay Pines Blvd.
Room 214
St. Petersburg, FL 33708

For more information on veteran preference, please contact UCF Recruitment at 407.823.2771 or email employment@ucf.edu .

Additional Information:

[Obtaining a DD-214](#)
[Florida Department of Veterans Affairs](#)