



Pennsylvania State Police
Police Service with Professionalism

Pennsylvania State Police
Bureau of Human Resources
Officer Testing and Placement Division
Test Administration Section, VPP
175 E. Hersheypark Drive
Hershey, Pennsylvania 17033

Veterans' Preference Points

The criterion to receive Veterans' Preference Points is as follows:

The initial term of active obligated service enlistment must have been completed at the time of the test to include reservists/National Guard members, or the member must have received a final discharge from active duty, Form DD-214). The Character of Service must be "positive."

NOTE: Any applicant who is serving and was deployed, or was recalled to Federal active duty (regardless of active duty length or place of service, even if they are still within their initial term of reserve or national guard enlistment) who provides a DD-214 showing the active duty **and** a positive Character of Service, is to be awarded Veterans' Preference Points. This does not include the DD-214 that is issued to a reservist or guardsman at the end of boot camp.

Discharged Personnel: Applicants must provide a non-returnable copy of your Certificate of Release or Discharge from Active Duty, Form DD-214, **Member-4 copy**. If you do not possess the Member-4 copy, you may submit the Member-1 copy along with a copy of your Honorable Discharge Certificate.

Active Personnel: Applicants who have re-enlisted or who are currently in the reserves or National Guard members must submit a letter (on military letterhead) from a commanding officer which details the following information:

- Full name
- Social Security number
- Original date of enlistment
- Completion date of initial enlistment
- Obligation date
- Character of Service, thus far
- Statement if deployed in combat

Commissioned Officers: Applicants who have completed Officer Candidate School and have no term of obligation must provide a letter (on military letterhead) from a commanding officer which includes:

- Full name
- Social Security number
- Original date of enlistment
- Character of Service, thus far

Applicants must provide the correct and required document(s) by **April 5, 2016**, in order to receive consideration for veterans' preference points. Submission of correct and required document(s) is required for each test cycle, regardless of the status of previous document submissions. Documentation is to be forwarded to the address which appears on the top of this page or via e-mail to ra-entrylevelexam@pa.gov. Applicants who wish to receive verification that their documentation was sufficient and/or received are to include their e-mail address with the documentation if forwarded to the Pennsylvania State Police via US mail or may request return notification with documentation forwarded via e-mail.

Any inaccurate/incomplete documentation or untimely documentation submitted will not be considered when awarding veterans' preference points.

Applicants may inquire regarding receipt and correctness/completeness of documentation to ra-entrylevelexam@pa.gov. Please allow at least five working days between forwarding the documentation and making an inquiry as to the status for staff review and processing.