



MILITARY, VETERAN, AND NATIONAL GUARD STATUS

JOB AID PER-49 | TRANSACTION IT0077

PER-49

The purpose of this job aid is to explain the IT077 infotype which tracks information on military and veteran status and to monitor utilization of the [Veteran's Preference policy](#).

Supporting North Carolina citizens who have served or are serving their country and state in the United States Armed Forces, Reserves and National Guard and their families is among the highest priorities of government. This commitment is demonstrated through Executive Orders, North Carolina General Statute, human resources policy, and the development of new BI reports. As a result of this commitment, the newly designed infotype (IT0077 – Additional Personal Data) was created with a focus on streamlining information and providing more meaningful veteran and military data options.

Data must be entered as employees enter into state service or as an event that changes their military or veteran's status (as confirmed by his or her DD Form 214 Military Discharge paperwork) occurs. Employees declaring eligibility for National Guard Preference must confirm this using form NGB 23A (RPAS) to show they are in good standing with the National Guard. Employees who are former members of the National Guard with at least six years of creditable service and a discharge under honorable conditions should submit form DD256 (NGB 22).

The preference to be accorded eligible veterans shall apply in initial employment, subsequent employment, promotions, reassignments, horizontal transfers, and reduction-in-force situations.

The Process

1. Processing begins at the **IT0077 – Additional Personal Data** screen.

The infotype includes information on Ethnic/Race Data, Military Status, Veteran Status, Additional Veteran Status, State Statute and Disability. For the purposes of Military and Veteran Status updates, you will need to review the following boxes:

- Military Status
- Veteran Status
- Additional Veteran Status
- State Statute
- National Guard Status
- Military Spouse Indicator

The screenshot shows a web form with several fields. At the top, there are 'Start' and 'To' date fields. The 'Start' field is highlighted with a red box and contains a yellow background. The 'To' field contains the date '12/31/9999'. To the right, there is a 'Chg.' field with the date '10/07/2021'. Below these are dropdown menus for 'Ethnic origin' (set to 'White (Non-Hispanic/Latino)') and 'Military status'. A large section titled 'Veteran Status' contains several radio and checkbox options: 'Protected Veteran' (with sub-options: Special Disabled Veteran, Vietnam Era Veteran, Other Protected Veteran, Recently Separated Veteran, Armed Forces Service Medal Veteran, Disabled Veteran), 'Not a Protected Veteran', and 'Non Veteran' (which is selected with a radio button). To the right of this section is a 'Disability' section with a 'Status' dropdown menu.

2. Enter the current date of the action in the **Start** field.

MILITARY STATUS

This screenshot shows the 'Military status' dropdown menu open. The dropdown list contains the following options: 'Active', 'Drilling Reservist', 'Inactive Reservist', and 'Retired Reservist'. The 'Active' option is highlighted in yellow. The 'Military status' field itself is also highlighted with a red box.

3. Click the drop-down box in the Military Status field and select the appropriate status based on the following definitions:

01 Inactive Reservist: An employee who has exited military service but is subject to “call up” or “recall” into military service.

02 Active: An employee who has been called into active service in support of a state emergency by the Governor or State Adjutant General (State Service). Or an employee who has been called into active service in support of a federal operation by the President of the United States, the Secretary of Defense, Secretary of Homeland Security (for Coast Guard Members), or one of the Service Secretaries (Army, Navy, Air Force, Marines) (Federal Service).

03 Retired Reservist: An employee who has exited military service but is subject to “call up” or “recall” into military service--also called Inactive Ready Reserve or Inactive National Guard.

05 Drilling Reservist: An employee who is actively serving in the National Guard or Reserves of any Branch of Service, but not currently on active orders. Also called traditional reservist or guardsmen, these employees are required to serve a minimum of one weekend per month and two weeks per year.

VETERAN STATUS

The veteran status will default to Non-Veteran. If the employee's status should change, click the appropriate radio button and box and then save the record.



The screenshot shows a form titled "Veteran Status". At the top, there is a "Discharge Date" field with an empty text box. Below this, there are two main radio button options: "Protected Veterans" and "Not a Protected Veteran". Under "Protected Veterans", there are five checkboxes: "Special Disabled Veteran", "Vietnam Era Veteran", "Other Protected Veteran", "Recently Separated Veteran", and "Armed Forces Service Medal Vetera". Under "Not a Protected Veteran", there is one checkbox: "Disabled Veteran". At the bottom, there is a radio button for "Non Veteran", which is currently selected with a filled circle.

4. In the Veteran Status box, check the **appropriate veteran status** with confirmation from the *DD Form 214* for the discharge date.

All check boxes will be visible, and checking more than one box based is allowed based on the following definitions:

Protected Veterans

Special Disabled Veteran: A person who:

- 1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability:
 - a) Rated at 30 percent or more; or
 - b) Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or
- 2) A person who was discharged or released from active duty because of a service-connected disability.

Vietnam Era Veteran: A person who:

- 1) Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred:
 - a) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
 - b) Between August 5, 1964, and May 7, 1975, in all other cases; or
- 2) Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed:
 - a) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
 - b) Between August 5, 1964, and May 7, 1975, in all other cases.

Other Protected Veteran: A person who served on active duty during a war or in a campaign expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

Recently Separated Veteran: Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Armed Forces Service Medal Veteran: Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985, signed by President Bill Clinton on January 11, 1996 (61 FR 1209).


Disabled Veteran: A person who:

- 1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or
- 2) A person who was discharged or released from active duty because of a service-connected disability.

Not a Protected Veteran: A veteran who meets federal and/or state definition to qualify as a veteran but is not in the protected class of veteran for employment, reemployment, or benefits.

ADDITIONAL VETERAN STATUS

Additional Veteran Status is a supplemental box to Veteran Status. An employee may have one or more boxes checked in the previous Veteran Status box and may also require a box to be checked in the Additional Veteran Status box. For instance, an employee may be a Vietnam Era Veteran (Veteran Status box) as well as a Retired Veteran (Additional Veteran Status box).



Information *In the Additional Veteran Status box, one selection must be checked, but not both.*

Additional Veteran Status

Separated

Retired

5. Check a box based on the following definitions:

Separated: An employee who was a former member of the armed forces (who has exited the military) and is no longer subject to recall into military service beyond the three-year period of discharge.

Retired: An employee who was a former member of the armed forces who retired and is no longer subject to recall into military service.

NATIONAL GUARD STATUS

An employee can have only one box checked in the National Guard status section. For instance, an employee can be either a Current member of the National Guard OR a Former Member, not a current and former member of the NC National Guard.

National Guard Status

Current Member of the NC National Guard

Former Member of the NC National Guard with six years of NG creditable service

6. Check a box based on the following definitions:

Current Member of the NC National Guard: Employees must complete form NGB 23A (RPAS) to show they are in good standing.

Former Member of the NC National Guard with six years of NG creditable service: Employees who are former members of the National Guard with at least six years of creditable service and a discharge under honorable conditions must submit form DD256 (NGB 22).

MILITARY SPOUSE INDICATOR

Military Spouse Indicator

Spouse of active duty military service member or NC National Guard member

7. Check the box if the employee is the spouse of an active-duty military service member or NC National Guard member.

STATE STATUTE

In addition to Federal law and authority, N.C. State Statute and Human Resources policy also provide additional categories of veterans eligible for Veteran’s Preference.

State Statute
<input type="checkbox"/> Spouse of disabled veteran
<input type="checkbox"/> Spouse or surviving dependent of deceased veteran
<input type="checkbox"/> Surviving spouse or dependent of deceased NC National Guard member

8. Check a box based on the following definition:

Spouse of disabled veteran: The spouse of a disabled veteran.

Spouse or surviving dependent of deceased veteran: The surviving spouse or dependent of a veteran who died on active duty during a period of war either directly or indirectly as a result of such service, or who died for service-related reasons during peacetime.

Spouse or surviving dependent of deceased NC National Guard member: The surviving spouse or dependent of a veteran who died on active duty during a period of war either directly or indirectly as a result of such service, or who died for service-related reasons during peacetime.