



# DoD Cyber Excepted Service (CES) Bulletin #003-20



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## *Veterans' Preference Pass-over-Procedures*

The Cyber Excepted Service (CES) applies veterans' preference principles differently than other personnel systems.

### What you should know about CES and Veterans' Preference:

**CLEARED  
For Open Publication**

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- Veterans' preference applies when filling CES positions open to external sources.
- Veterans' preference is not required when the following conditions are present:
  - When a position is advertised only to internal candidates.
  - Former CES employees who served on permanent appointments, completed a probationary or trial period, and were not separated for cause may be reappointed in a CES position without application of veterans' preference.
- Components must adhere to DoD Instruction 1400.25, V3005, section 3.6., in applying veterans' preference and in making final placement and hiring decisions for CES positions. Compliance will ensure veteran preference procedures for CES personnel actions are followed and documentation is maintained as part of the selection record.
- Components must receive approval from OUSD (P&R) to pass over a veteran with a 30% or more compensable Service-connected disability who is found to be substantially equally qualified as a non-preference eligible candidate. Approval must be obtained prior to extending the final offer of employment to a non-preference eligible candidate.
  - Pass-over requests to OUSD (P&R) must include the following:
    - Your agency Point of Contact
    - Position description and vacancy announcement for the position,
    - The application (or resume) of the proposed selectee
    - The application (or resume) of the preference-eligible veteran with compensable service-related disability of 30% (or more)
    - Service record
    - Justification supporting the pass-over and any other supporting documentation
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**Note:** Components are responsible for establishing their own process for employment and placement decisions. Internal Component processes should address how a 30% or more Service-connected disabled Veteran who believes they are "substantially equally qualified" disputes the decision of being passed over for a non-preference eligible candidate.

*An Enterprise approach for managing the DoD cyber workforce...*