



State Veterans' Commission Member-at-Large Position Application Guide



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GENERAL NOTES ON COMPLETING THE APPLICATION

- Please respond to each question and provide your answers in the space allotted. If you need additional space for any question, you may attach a separate sheet.
- Your application will be considered incomplete if:
 - it is not signed;
 - you do not answer every applicable question; or
 - you do not include the attachments specified.
- **While a brief resume is required, it will not substitute for completing the information where it is requested on the application.**
- This information is only shared with those involved with the appointment process. Personal information is protected Section 708 of Act 3 of 2008 (Right to Know Law), as amended. The contents of the application form are not public record.
- Appointment to the commission does not require the annual filing of a Personal Financial Statement (PFS) Form with the Pennsylvania State Ethics Commission.
- Definition of a veteran: For the purpose of serving on the Commission, a veteran is defined as an individual who has performed active military service in the armed forces of the United States, excluding active duty for training) and has been discharged or released from the service under conditions other than dishonorable; and any person who is entitled under Chapter 1223 of Title 10 of the United States Code to retired pay for nonregular service or, but for age, would be entitled under such chapter to retired pay for nonregular service. The armed forces of the United States are defined in [10 U.S. Code § 101\(a\)\(4\)](#). Active military service is best defined for the purposes of the Commission in [38 U.S. Code § 101\(24\) and \(21\)\(A\)](#). The term “under conditions other than dishonorable” is best defined in [38 CFR § 3.12\(d\)](#) supplemented by [20 CFR § 404.1325](#). Payment of benefits is not a determinant. The provision for retired, nonregular service being entitled to the title “veteran” is specified in [Section 305 of U.S. Public Law 114-315](#).

GUIDE TO COMPLETING THE SECTIONS

Section 1. Personal Information

- Provide your full name and your spouse's full name. Please note the "Preferred Name" field if there is a name by which you prefer to be addressed.
- The "Home Address" field should be completed with a street address where you are registered to vote.
- The "Mailing Address" field should be completed if the mailing and physical addresses are different.
- The State Senator (please note, this is not U.S. Senator) and State Representative fields may be completed with only their last names and first initials. You may verify your State Senator and State Representative at: <http://www.legis.state.pa.us/>.

Section 2. Photograph

- Provide a scanned or digital photograph that will fit into the space provided.
- Black and white or color prints are acceptable.
- If scanned submit as an attachment or digitally paste in the Section 2 box.
- Photographs do not need to be studio quality (a "selfie" will do).

Section 3. Employment Information

- "Profession" refers to a general description of your training or education (e.g., attorney, chiropractor, or office manager).

Section 4. Education/Training

- Under "Other" list any specialized training not specifically requested.

Section 5. Employment History

- List your employers and other requested information detailing your employment history for a minimum of the previous ten years.

Section 6. References

- Provide a minimum of three personal and professional references. If you are self-employed or retired, please include persons who know you in a professional or business capacity (as opposed to personal capacity), such as a banker or business colleague.

Section 7. Professional Memberships

- List all organizations that you currently belong to in a professional or business capacity, including any state bar associations. If you wish to include past memberships, please list the dates.

Section 8. Volunteer Participation

- List any civic, community and/or religious activities and indicate whether you participate currently or participated formerly. If you have served in a leadership capacity in the past, list it under "Title/Position" (e.g., Past President or Former Committee Chair).

Section 9. Social Media Information

- Provide the requested information if you have a social media account.

Section 10. Veteran Information

- See the General Notes for the definition of a veteran used. Do not assume you do not qualify based on “street knowledge.”
- You must secure sponsorship and a letter of recommendation from at least one recognized national veterans' organization active in this Commonwealth. The letter is to provide the reasons for recommending you and state that you are an active, participating member. Refer to the Application Process on the website for those organizations currently recognized. The letter(s) can come from any unit level of those organizations: branch, post, chapter, lodge, club, district, region, state department. The recommendations should include your membership status to verify that you are a member in good standing.
- Ensure you provide as an attachment a copy of your last DD Form 214 and DD Form 215 (if applicable), NGB Form 22, or equivalent proof of service in the armed forces of the United States to verify your veteran status.

Section 11. Public Official or Employee Declaration.

- self-explanatory

Section 12. Office Machinery/Computer Familiarity

- self-explanatory

Section 13. Software Familiarity

- self-explanatory

Section 14. Areas of Expertise

- self-explanatory.
- We are looking for members who can particularly contribute to improving the services in the areas listed.

Section 15. Miscellaneous Information

Most of these questions are self-explanatory, but there are a few items which need further explanation:

- "Material interest" is defined as (a) serving on the governing board of directors or (b) a ten (10) percent or greater ownership. This does not apply to any mutual funds in which you do not exercise authority in investment decisions.
- A criminal offense on your record is not sufficient for rejecting your application out of hand. We will consider the nature of the offense, when it occurred, and your more recent conduct.
- If you have ever served on any local, state or federal government board, commission or committee or in any elected or appointed office, list each entity, your position and indicate whether you received compensation or reimbursement. If you received neither, complete these fields with "no."

Section 16. Certification

- This section includes information from applicants that is confidential in nature.
- As written above, personal information is protected Section 708 of Act 3 of 2008 (Right to Know Law), as amended.
- Copy and paste your signature to the applicant's signature block before emailing your package, even if it means downloading a copy of the last page and signing, then scanning and attaching as part of the PDF document.

INSTRUCTIONS ON ATTACHMENTS

- For the application to be considered, it must be complete in its entirety. Complete the form and attach the following attachments in the order listed in one consolidated PDF document::
 - A scanned photo as an attachment or digital photo pasted to Section 2.
 - A statement of why you want to serve on the commission and how you expect to contribute to the workings of the State Veterans' Commission.
 - A resume or curricula vitae. Again, complete the application form in its entirety. A resume is not a substitute.
 - Your last DD Form 214 and 215 (if applicable), NGB Form 22, or equivalent proof of service in the armed forces of the United States to verify your veteran status. Active Duty for Training does not qualify as active duty service for the purposes of this commission.
 - One or more sponsor statements (letters of recommendation) from recognized national veterans organizations active within the commonwealth. See Section 10.
- Letters from others may be submitted but are not necessary. The application form and the attachments we require provide sufficient information.

SUBMISSION OF APPLICATION

- The application process is intended to be done entirely electronically. See "Instruction on Attachments" above. There is one option only: email of a consolidated PDF (the application form with all its attachments ordered). Hardcopy (printed) submissions will not be accepted.
- The application form is available for downloading on this official Department of Military and Veterans Affairs website: <https://www.dmva.pa.gov/>. Accept no other sources for official information and guidance.
- **Ensure your application is signed** per Section 16 above.
- No cover letter is required. Submit the application in its entirety to this email address: RA-SVC@pa.gov and in the body write:

TO: State Veterans' Commission
ATTN: Nomination Committee