



## State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NJ 08625-0340

PHILIP D. MURPHY  
*Governor*  
*Commander-in-Chief*

TAHESHA L. WAY  
*Lieutenant Governor*

☆☆  
LISA J. HOU, D.O.  
*Major General*  
*The Adjutant General*

**TAG MEMORANDUM 24-04**

**1 May 2024**

### MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT:** Appointment Letter for Veterans' Preference Appeals Board

1. The purpose of this Board is to review appeals filed with the New Jersey Department of Military and Veterans Affairs regarding *Veterans' Preference* qualification.
2. As members of this Board, you will be responsible for reviewing appeals submitted by individuals disputing the determination of Veterans' preference for civil service Veterans' preference or Veterans' status for pension purposes. The Board will review the submitted documents, including the initial application and all documents submitted with the appeal request, and make an appropriate recommendation to me.
3. Effective immediately, the following individuals appointed to the Veterans' Preference Appeals Board:
  - Esther Chucaralao, Director of Veteran Services
  - Mark Preston, Director, Fiscal and Administrative Services
  - Craig Smith, Legal Liaison
4. The following guidelines will be part of the appeals process:
  - a. Individuals disputing the Veterans or disabled Veterans' preference findings may submit an appeal to me by letter, enclosing any documentation not previously submitted and/or considered.
  - b. Individuals disputing determination of Veterans' status for pension purposes may submit an appeal to me by letter, enclosing any documentation not previously submitted and/or considered.

c. The Appeals Board members will consider an appeal submitted by any person disputing the determination of Veterans' preference for civil service Veterans' preference or Veterans' status for pension purposes. The Appeals Board shall review documentation submitted, including the initial application and all documents submitted with the appeal request, and make an appropriate recommendation to me. My determination is binding upon the Civil Service Commission and the Division of Pension and Benefits.

5. Guidelines for the Board:

- Review all appeals submitted in a timely and efficient manner
- Ensure all documentation is thoroughly reviewed and considered
- Make recommendations based on the evidence presented
- Maintain confidentiality and impartiality throughout the process

6. Reference: N.J.A.C. 5A: 9-1.7 (Appeal rights of individuals applying for veterans' or disabled veterans' preference or veterans' status for pension purposes)

7. The POC is Esther Chucaralao at 609-530-6975, [esther.chucaralao@dmava.nj.gov](mailto:esther.chucaralao@dmava.nj.gov).



LISA J. HOU, D.O.  
Major General, NJARNG  
The Adjutant General  
Commissioner, New Jersey Department of  
Military and Veteran Affairs

DISTRIBUTION: A, D, E, S