



March 8, 1999

VETERANS' PROGRAM LETTER NO. 4-99

MEMORANDUM FOR: ALL REGIONAL ADMINISTRATORS AND DIRECTORS  
VETERANS' EMPLOYMENT AND TRAINING  
ALL STATE EMPLOYMENT SECURITY AGENCY  
ADMINISTRATORS (SESAs)  
ALL STATE OFFICES OF WORKFORCE DEVELOPMENT  
ALL ONE-STOP SYSTEM COORDINATORS  
ALL REGIONAL ADMINISTRATORS - EMPLOYMENT  
AND TRAINING ADMINISTRATION (INFO)

FROM:   
ESPIRIDION (AL) BORREGO

SUBJECT: Special Access to Federal Contractor Job Listings and Veterans'  
Resumes on America's Job Bank/America's Talent Bank

I. Purpose: To advise State Employment Security Agencies (SESAs), Veterans' Employment and Training Service (VETS) field staff, and other State employment service delivery points (SDPs) of the new enhancements to America's Job Bank and America's Talent Bank (AJB/ATB) that will allow special access to Federal contractor job listings and veterans' resumes. VETS, in conjunction with the Employment and Training Administration (ETA), the Office of Federal Contract Compliance Programs (OFCCP) and AJB/ATB, is providing Disabled Veteran Outreach Program, Local Veteran Employment Representatives (DVOP/LVERs), and other service delivery staff with the ability to access a special web-site containing Federal contractor job listings and veterans' resumes. The purpose of this initiative is to assure that veterans continue to receive priority of service for jobs listed directly to AJB, to help veterans place their resumes on the ATB, and address employer concerns about compliance. The web-site is America's Job Bank Veteran Services.

Additionally, we wish to remind staff that employers, particularly Federal contractors/subcontractors, can list job openings directly with the AJB. Electronic direct entry is an alternative to listing openings with the local employment service offices. Allowing Federal contractors/subcontractors to directly enter jobs on the AJB fulfills the mandatory listing requirement under Title 38 USC (Section 4212). In addition, this Veterans' Program Letter (VPL) gives guidance on how DVOP and LVER staff may have special access to the many veterans' resumes that are now being entered directly on ATB.

II. Background: Federal contractors and subcontractors are required by law to list immediately all of their employment openings with the local State employment office. Each local office shall give veterans priority in referral to these employment openings (Title 38 U.S.C., Section 4212). Such listings, together with other protections, maximize access for Special disabled veterans, veterans of the Vietnam era and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, to the Federal contractor jobs for which they are qualified. Traditionally, the local Job Service office provided priority by writing job orders and performing a manual search for qualified veterans. With the use of computer technology, employers can now list openings directly to AJB where they are available for browsing by those who can use search engines on the Internet. Direct listings of jobs on the AJB, however, presents a new challenge to local employment office staff: ensuring that veterans continue to receive priority services in the referral process.

While the new electronic job listing service increases the exposure of job seekers to job vacancies, it may adversely impact on the ability of local office placement staff to provide priority referral services to veterans. Access to the new Federal Contractor Program (FCP) web-site will help placement staff identify Federal contractor job listings and veterans' resumes, thereby providing veterans with an advantage in the job search process.

III. Special access to America's Job Bank Veteran Services web-site.

Access to the America's Job Bank Veteran Services web-site, located at **URL:<http://vets.jobsearch.org>** is restricted to service delivery point staff. This website is not and must not be made available to the general public. It is restricted for use by veterans services staff to give them an advantage and provide veteran job seekers priority referrals to those postings. To access this site, enter your two-letter abbreviated State code followed by VETS, e.g., "OHVETS", "NYVETS", etc. at the appropriate place. A password is also required. VETS National Office will transmit the password information to all DVETs in the near future.

When the site is accessed, users will see search categories in the frame on the left side of the screen. They are: Browse Job Queue, Job Search and Resume Search.

Browse Job Queue: This tool is currently being piloted in the States of Maryland, Missouri, North Carolina and Florida. The pilot is scheduled to run through June 1999. A determination will then be made about making it available to all States. If you are not one of the pilot States and you access this section you will see "There are no jobs in the queue at this time."

Job Searches: This tool may be used to access the Federal contractor job listing in the database. The type of job searches that can be conducted on the Federal contractor database are the same as within the regular AJB (menu, keyword and Job number). However, there are some unique advantages to the Federal contractor database:

1. Federal contractor jobs in AJB are identified and listed in the Federal contractor database which is only accessible by those veterans staff given access. Although these jobs appear in the general AJB job listing database, they are not identified as Federal contractor jobs to the casual user.
2. Jobs which are less than one day old will now be identified in the Federal contractor job listings.
3. Users can conduct a job search of Federal contractor jobs and all other jobs in the AJB while in the Federal contractor database.
4. Service provider staff will be able to perform job searches by occupation, location (State and city) salary, and very importantly, by the "newness" of the job. This is a key feature for focusing on new jobs in the locality to which veterans might be referred.

Resume searches: Service providers staff will have access to the ATB from the FCP job listing site to obtain resumes of veterans. A resume search may be conducted in the following manners:

1. Menu search. This allows searches by the "kind" of veterans, e.g., Disabled veterans, Vietnam Era veterans, etc.
2. Advanced search. This allows searches by specific job titles.
3. Text search. This allows searches by words or phrases contained in the resume.
4. Retrieve resume by ID. This allows searches by the resume number. The individual searching must first know the number because there is no way to find the number in this application.

For more detailed instructions on the use of AJB/ATB data, click on the Instructions link at the top of each screen.

IV. Action: RAVETS and DVETS are to make service provider staff aware of this VPL and provide them with the appropriate log-in and password when they become available. It is anticipated that the password for the web-site URL:<http://vets.jobsearch.org> will be available within one week after the release of this VPL.

DVETs should collaborate with State SESAs and SDPs to implement practices and procedures to make this electronic job search work for targeted veteran clients.

V. Inquiries: Inquiries from SESA and SDP staff should be directed to the appropriate DVET. Inquiries regarding the Federal Contractor Program and jobs/resumes on the AJB/ATB should be directed to Norm Lance (202) 219-9110.

Expiration Date: December 31, 1999