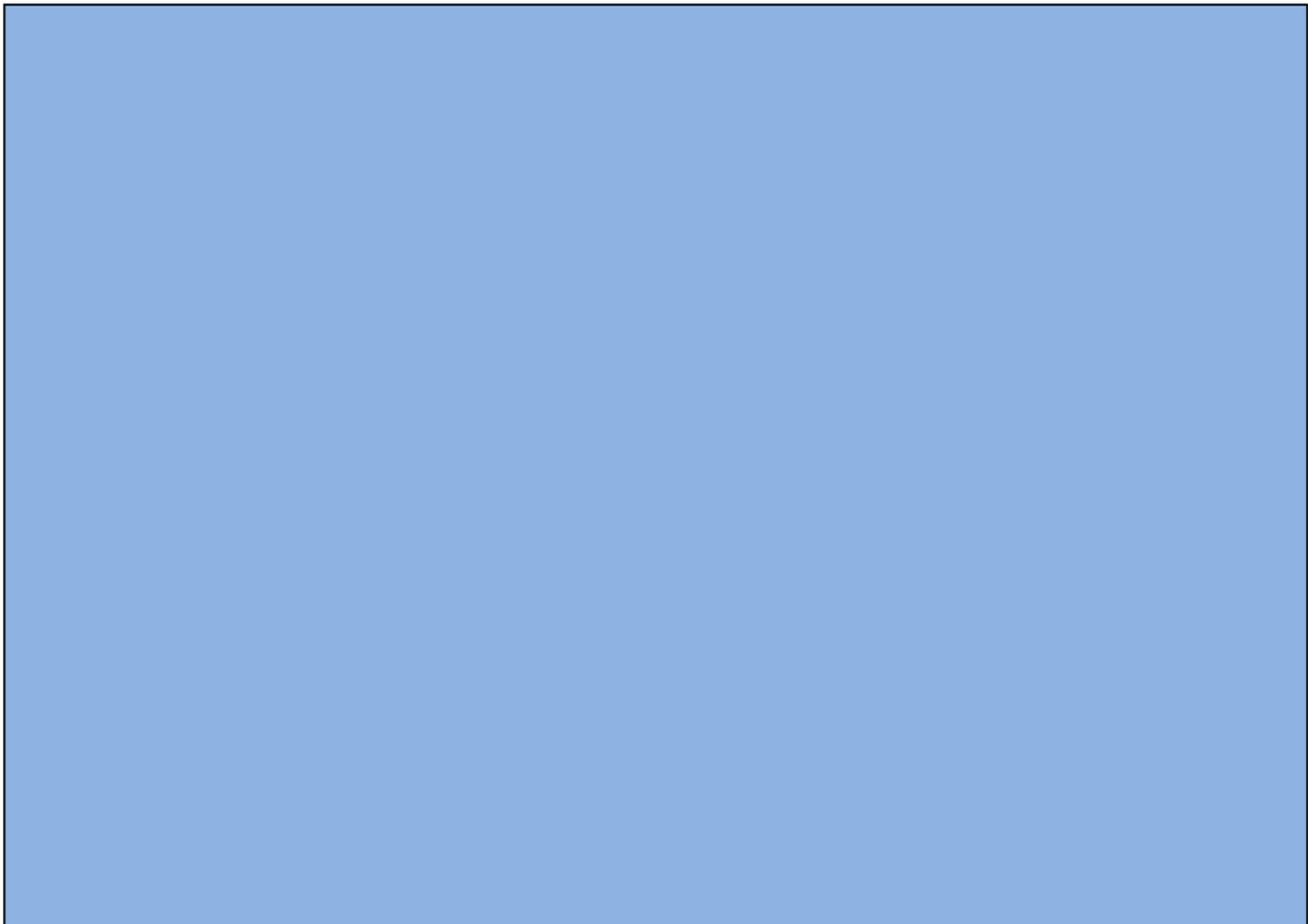


A close-up photograph of a map showing the Chicago metropolitan area. A white pushpin is stuck into the map, with its head resting on the city of Chicago. The map displays various cities, roads, and geographical features. The text 'Veterans' Roadmap To Federal Employment' is overlaid on the map in a large, bold, black font.

Veterans' Roadmap To Federal Employment





"Flag Raising on Iwo Jima." February 23, 1945.

The United States Government recognizes and appreciates those Americans who undauntedly and courageously contributed to the defense of our nation. We are reminded daily of the sacrifices that veterans have made to defend the principles that make this country great. We thank you and want to assist you, our dedicated veterans, by providing information that will ease your transition from military to civilian employment.

As you begin to explore employment opportunities outside the Armed Forces, consider the Federal government. As the country's largest employer, the Federal government offers:

- the opportunity to continue serving your country;
- variety of positions to match your military training/experience;
- job security and outstanding benefits;
- ability to apply your years of service towards retirement; and
- Veterans' preference in the candidate selection process.

Veterans' Preference

Veterans' preference was established to assist eligible veterans in getting a job with the Federal government and in keeping their job in the event of a reduction in force. By law, veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference over others in hiring.

Veterans' preference can be confusing however, as not all veterans are considered veterans for the purpose of Federal civilian employment and not all active duty service qualifies for veterans' preference. Eligibility requirements and veterans' hiring authorities, as defined by the U.S. Office of Personnel Management (OPM), are provided throughout this booklet.

While veterans' preference assists eligible veterans in getting a job, it does not guarantee placement into a job and it does not apply to internal agency actions such as promotions, transfers, reassignments and reinstatements.



LaKeisha L. Mendoza, TSgt MANG
Human Resources Specialist
Massachusetts Air National Guard

"I am extremely privileged to be a HR Specialist with the 102nd Fighter Wing. I believe in the principals of this career field and continually find new challenges to expand my knowledge and management expertise. My opportunities are endless as there are a variety of positions to match my interests, training and experience."

Eligibility

Only veterans discharged or released from active duty in the Armed Forces under honorable conditions are eligible for veterans' preference. This means you must have been discharged under an honorable or general discharge.

If you are a retired member of the Armed Forces you are not included in the definition of preference eligible unless you are a disabled veteran OR you retired below the rank of major or its equivalent.

Preference eligibles are divided into four basic groups as follows:

- TP - Preference eligibles with no disability rating (5 points)
- XP - Disability rating less than 10% (10 points)
- CP - Disability rating of at least 10% but less than 30% (10 points)
- CPS - Disability rating of 30% or more (10 points)



Holly C. O'Brien
Regional Administrator
U.S. Department of Labor
Employment and Training
Administration, Region 1

"The Employment and Training Administration, Boston Regional Office is committed to working with our state partners to provide high quality reemployment assistance to Veterans."

Qualifying information for each group is:

5-Point Preference (TP). Five points are added to the passing examination score or rating of a veteran who served:

- During a war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- During the Gulf War from August 2, 1990, through January 2, 1992; or
- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or
- In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia,



David Hencke
VA Boston Healthcare System
Outreach Coordinator

“Like me, you took the oath, wore the uniform and kept faith with the nation. Because of that, you’re still part of the family; part of the team. It’s our VA and its tremendous; let’s use it.”

and Haiti, qualifies for preference.

10-Point Compensable Disability Preference (CP). Ten points are added to the passing examination score or rating of a veteran who served at any time and who has a compensable service-connected disability rating of at least 10 percent but less than 30 percent.

10-Point 30 Percent Compensable Disability Preference (CPS). Ten points are added to the passing examination score or rating of a veteran who served at any time and who has a compensable service-connected disability rating of 30 percent or more.

10-Point Disability Preference (XP). Ten points are added to the passing examination score or rating of:

- A veteran who served at any time and has a present service-connected disability or is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs but does not qualify as a CP or CPS; or A veteran who received a Purple Heart.

*“As we express
our gratitude, we
must never forget
that the highest
appreciation is
not to utter the
words, but to live
by them.”*

- John F. Kennedy

10-Point Derived Preference (XP). Ten points are added to the passing examination score or rating of spouses, widows, widowers, or mothers of veterans. This type of preference is usually referred to as "derived preference" because it is based on service of a veteran who is not able to use the preference. Both a mother and a spouse (including widow or widower) may be entitled to preference on the basis of the same veteran's service if they both meet the requirements. However, neither may receive preference if the veteran is living and is qualified for Federal employment.

Schedule A Hiring Authority. Although not specific to veterans, Schedule A is an appointing authority for people with disabilities that can be used for veterans. To be eligible, you must:

- Show proof of your disability as provided by a licensed medical professional;
- Have a certificate of job readiness.

Job readiness certificates can be issued from any licensed medical professional, a licensed vocational rehabilitation specialist or any Federal or State agency that issues or provides disability benefits.

Federal Agencies are proud to participant in the Department of Veterans Affairs (DVA) Compensated Work Therapy Program (CWTP). This program allows veterans to develop skills while promoting effective work habits and social skills. For additional information, visit www.cwt.va.gov

If you're unsure of your preference eligibility, visit the Department of Labor's Veterans' Preference Advisor at www.dol.gov.

The following section provides information on the special appointing authorities for veterans. Additional information, including eligibility criteria for these authorities, can be found in the US Government Veterans' Recruitment Guide by visiting www.fedshirevets.gov.

Veterans' Hiring Authorities

Veterans' Recruitment Appointment (VRA) - Eligible veterans may be hired without competition, up to the GS-11 or equivalent position. Upon satisfactory completion of two years of service, the veteran will be non-competitively converted to a career or career-conditional appointment.

Veterans' Employment Opportunities Act (VEOA) – This hiring authority does not afford veterans' preference as a factor, but veterans are allowed to compete for positions that are not available to other external applicants.

30% or More Disabled Veterans – Veterans rated at 30%



Veterans Civilian Employees
of the 102nd Fighter Wing of the
Massachusetts Air National Guard
at Otis Air Force Base

or more disabled may be appointed to time-limited positions and may be converted to a permanent appointment without competition. Unlike the VRA, this authority has no grade-level limitation.

Now that you understand veterans' preference, you'll need to know where to find a Federal career and how best to market your skills. Information on these topics is provided in the following section.

Finding a Federal Career

Federal agencies advertise vacancies online at www.usajobs.com. USAJobs is an online database that enables job seekers to search for positions by location, job category or by agency. All full-time, part-time and permanent Federal jobs are posted on USAJobs. At first glance, USAJobs may appear daunting. Don't worry – USAJobs has tutorials available on the site to guide you through the process. These include:

Create an Account

- Build and store up to five distinct resumes.
- Create and save job searches to receive automatic notifications.
- Apply for jobs or save them to review later.

Look for a Job

- Search by Agency, Occupation, Grade, Location, etc.
- View jobs available to the general public and those available to Federal employees.
- Apply to Federal vacancies.

Be Informed

- Learn how to use USAJOBS by accessing their tutorials.
- Learn about the federal hiring process.
- Learn about special hiring programs.

Marketing Yourself

Once you locate a position for which you are interested in applying, take time to consider the best approach to marketing yourself. Keep in mind that employers with no military experience may not understand military terminology or acronyms. Take the time to “de-militarize” your job titles, duties, accomplishments, training and awards so that they translate easily to civilian hiring managers. While your Armed Forces job title will not likely be an exact match to one outside of the military, the skills you acquired can be. For example:

Infantry = teamwork, leadership, supervision, and attention to detail.

It is also important to convert your education, medals and accomplishments into civilian language, provided that they are relevant to the position to which you are applying. For example:

Special Ops Captain = extensive management experience in critical situations.

You'll also want to explain the courses you have taken and the training you have completed by offering broad statements like:

Officer training = Completed leadership training courses.



Ray Milano
Assistant District Director - Boston
Economic Development
U.S. Small Business Administration

“SBA has resources to help veterans start and grow small businesses. Our services include, business advisors, access to financing programs and government contracting assistance.”

In addition to converting your military experience into civilian language, you should also:

- ✓ Quantify whenever possible – use numbers and data points to illustrate success.
- ✓ Check your resume for misspellings and typographical errors.
- ✓ Use active verbs to describe actual work performed. Be specific.
- ✓ Use your own words when writing a resume. Be concise.
- ✓ Show your resume to several non-military friends and ask them to point out terms they don't understand.

If you're having trouble translating your military experience on to a resume, contact your local transition office. Every branch of the military offers transition assistance programs (TAP) that can assist you with writing a resume and



William Biter
Secretary / Office Automation Clerk
National Archives and Records Administration
Waltham, MA

*"I love my work at NARA.
I am always learning new things and get involved
in many great causes
such as the Combined Federal Campaign."*

applying for jobs. To locate your nearest TAP office, visit www.TAOnline.com.

You may also want to obtain a copy of your Verification of Military Experience and Training (VMET) document (form DD-2586). This document contains education and training data on skills you acquired while serving on active duty. The primary purpose of the document is to assist you with your civilian job search by cross-walking military skills into civilian job fields.

Additionally, the Federal Government offers a Federal resume writing guide you may find useful. To obtain a copy of the guide, visit www.usajobs.gov.

Veterans @ Federal Agencies

Veterans lend their talents to a variety of positions within the Federal Government, and play a vital role. We hope that you will consider joining the ranks of the Federal workforce.



Gary Wilson
Chief, Workforce Acquisition and Staffing,
Volpe Center, Department of Transportation
Cambridge, MA

"As both a Veteran and a Human Resources professional, I consider it an honor and an obligation to actively seek out qualified veterans for employment in the Federal service."

Additional Resources

Below are additional resources that you may find helpful as you make your transition to the Federal civilian workforce:

- U.S. Office of Personnel Management (OPM) – www.opm.gov
- U.S. Department of Labor Veteran's Employment and Training Services – www.dol.gov/vets/aboutvets/contacts/#Massachusetts
- Veterans Employment Program Office – www.fedshirevets.gov
- One-Stop Career Centers – www.fedshirevets.gov
- USAJobs.com – www.USAJobs.gov
- America's Veteran – www.fedshirevets.gov
- Hire a Hero – www.hireahero.org
- Job Opportunities for Disabled Veterans – www.jofdav.com
- American Legion – www.legion.org

