

**Department of
Veterans Affairs**

Memorandum

Date: March 22, 2012

From: Assistant Secretary for Human Resources and Administration (006)

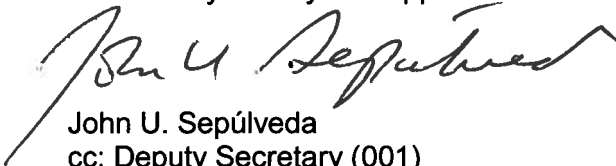
Subj: National Veterans Small Business Conference and Expo-Veteran Hiring Fair

To: Chief Human Capital Officers

1. The Department of Veterans Affairs (VA) will host its annual National Veterans Small Business Conference and Expo in Detroit, June 25-29, 2012. In conjunction with the conference, the *VA for Vets* program will sponsor a Veteran Hiring Fair, June 26-28 from 10 a.m. to 7 p.m. The event will be held at Detroit's COBO Center, One Washington Boulevard, Detroit, Michigan 48226.
2. VA's Veteran Employment Services Office (VESO) oversees *VA for Vets*, the Department's new high-tech, high-touch platform to recruit, retain, and reintegrate Veterans into the VA workforce. Through *VA for Vets*, Veterans can access an integrated set of tools and resources to translate their military skills and experience; build federal civilian resumes; and search for available positions within VA and the Federal government.
3. *VA for Vets* has sponsored several Veteran Hiring Fairs, including the Department's first Career Fair and Expo in Washington, DC on January 18, 2012. More than 10 Federal agencies participated in the DC event. *VA for Vets* sponsored Hiring Fairs have yielded successful results with more than 600 Veterans receiving tentative job offers from Federal agencies and private sector organizations. These offers were made using the non-competitive special hiring authorities for Veterans.
4. The Detroit event will generate significant media coverage with as many as 7,000 Veterans in attendance and job opportunities in the targeted states of Michigan, Indiana, Ohio, Illinois, Wisconsin, New York and Pennsylvania. VA and the private sector will commit to filling vacancies at this event by having hiring managers interview on-site or via video conference to make tentative jobs offers to qualified Veterans on-the-spot (using non-competitive special hiring authorities).
5. I am asking for your support and participation in this event. By partnering with VA to provide job opportunities in the targeted states we can increase the percentage of Veterans serving in the Federal workforce and meet our Veteran hiring goals as mandated by President Obama's Executive Order 13518. I ask that you provide us with the following:
 - a. Specific information about the type and number of vacancies you would like to fill;
 - b. Hiring managers who will interview and have the authority to extend tentative job offers to qualified Veterans at the Detroit event; and
 - c. Specifications for what you require to set up a booth/display at this event

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6. Our goal is to reaffirm our commitment to our Veterans by providing them with meaningful employment opportunities. My point of contact for this event is Mary M. Santiago, Director of the Veteran Employment Services Office (VESO). If you have any questions, please contact Ms. Santiago at Mary.Santiago2@va.gov or 202-461-7759. Please confirm your attendance and submit the requested information about vacancies, hiring managers, displays, etc. to her by May 15, 2012. I have attached the event flyer for your convenience. Thank you for your support.



John U. Sepúlveda
cc: Deputy Secretary (001)
Chief of Staff (00A)