

GUIDE TO HIRING VETERANS



OVERVIEW

The Department of Defense (DoD) provides employment opportunities for men and women who have served our nation. As the largest federal employer of veterans, we are committed to recruiting veterans to continue to serve our country as DoD civilians. As a manager, you play an important role in advancing the employment of veterans in the DoD workforce.

Today's veteran brings a wealth of knowledge, skills, abilities and competencies to the job. The Department is positioned well with hiring options that can be used to select veterans easily and quickly into the DoD workforce. Often these hiring options, or authorities, are unknown, misunderstood and not used to their fullest extent.

This guide provides general information and resources to hire talented veterans. Our intent is not to turn you into an HR specialist, but to provide a better understanding of the options available for hiring veterans. Contact your Human Resources (HR) professional to determine the best recruitment strategy.

A noncompetitive appointment may reduce the time to hire by offering the following benefits to hiring managers:

- No competition required.
- No vacancy announcement required.
- No waiting for opening and closing dates.
- No referral certificate required, and
- No rating and ranking of candidates.

Please contact your HR professional for your agency's staffing policy and procedures for this recruitment method.

VETERANS' OPTIONS

MOST COMMON WAYS TO HIRE A VET

A. VETERANS' RECRUITMENT APPOINTMENT (VRA)

WHAT IS VRA?

The Veterans' Recruitment Appointment (VRA) is a special hiring option to appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent.

HOW DOES IT WORK?

- Veterans are converted to a career or career-conditional appointment after two years of successful service.
- The veteran does not have to be on a list of eligible candidates for the position: however, he or she must meet the basic qualification requirements for the position.
- VRA can be used to fill permanent or time-limited positions.

WHAT IS THE BENEFIT?

In many cases, VRA enables hiring managers to place eligible veterans more quickly.

B. VETERANS' EMPLOYMENT OPPORTUNITY ACT (VEOA)

WHAT IS VEOA?

The Veterans Employment Opportunities Act (VEOA) of 1998 provides managers the opportunity to consider qualified veterans along with current federal employees under merit promotion procedures (reference title 5, CFR 335) when the agency is recruiting from outside the Department of Defense.

HOW DOES IT WORK?

- There is no grade limit on this option.
- Veterans are given a career or career-conditional appointment.
- Veterans' preference does not apply in merit promotion procedures.
- This applies to permanent hires only.

WHAT IS THE BENEFIT?

VEOA opens more opportunities for hiring managers to hire qualified veterans.

C. 30% DISABLED VETERANS APPOINTMENT (DAV)

WHAT IS A 30 PERCENT OR MORE DISABLED VETERAN APPOINTMENT?

A veteran with a compensable service-connected disability of 30 percent or more (by way of a notice from the Veterans Administration) may be noncompetitively appointed.

HOW DOES IT WORK?

- Eligible disabled veterans initially receive a noncompetitive, time-limited appointment of more than 60 days.
- The veteran may be converted to a career or career-conditional appointment based on successful performance.
- There are no grade restrictions on this option.
- Management has an opportunity to evaluate the veteran's performance.

WHAT IS THE BENEFIT?

Veterans with 30% disability can be brought onboard in less time, without a competitive process requirement.

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D. OTHER OPPORTUNITIES FOR VETERANS

The Department has additional hiring options that can assist you. The first three options are specific to veterans. The other opportunities apply to a broader applicant pool, but can be used to hire veterans.

1. WOUNDED WARRIORS PROGRAMS

Wounded Warriors Programs assist managers in hiring wounded veterans. Taking care of wounded veterans is an important part of the DoD's mission. Wounded veterans are eligible for a wide array of benefits in order to help them recover physically, prepare financially and build their skills for a rewarding career. Wounded warriors may be appointed under a variety of hiring options. For more information, contact your HR professional who will connect you with your Component's Wounded Warriors Program Office.

2. PEOPLE WITH DISABILITIES APPOINTMENT (PWD)

A noncompetitive hiring option for individuals with severe physical, psychological or cognitive disabilities. These individuals must provide supporting documentation either from the Department of Veterans' Affairs or other federal/state/local licensed medical authority. An individual hired under the People With Disabilities Appointment may be converted to a permanent appointment after two years of satisfactory performance. In addition, no Priority Placement Program clearance is required when using this authority.

3. DELEGATED EXAMINING

A competitive hiring process used when hiring outside the federal workforce. All U.S. citizens are eligible for consideration. Veterans are afforded preference, if eligible.

4. STUDENT EDUCATION AND EXPERIENCE PROGRAMS (SEEP)

Students, including veterans, may be hired using the student programs under SEEP.

5. INTERNSHIPS

Internships provide valuable experiences in the workplace. They may be obtained while in school or while employed in full-time DoD positions. They range in length, but are generally for a period of two years. Internship programs are operated by each DoD agency, each with its own specific requirements. There are special hiring authorities to appoint interns for developmental purposes at the GS5, GS7 or GS9 grade levels or equivalent levels. Veterans' preference may apply. Once the developmental internships are successfully completed, interns may be noncompetitively converted to the competitive Service. You can learn more about intern programs for both students and nonstudents by visiting <http://www.dodvets.com>.

6. SCHOLARSHIPS AND FELLOWSHIPS

Scholarships and fellowships provide educational assistance to veterans. Scholarships, fellowships, grants, loans and other types of financial aid are available for veterans. Visit <http://www.dodvets.com> for some additional information.

7. ASSISTIVE TECHNOLOGY OR SERVICES TO ACCOMMODATE DISABLED EMPLOYEES

The Department of Defense established the Computer/Electronic Accommodations Program (CAP) to remove barriers for employees with disabilities. CAP provides accommodations to individuals who are blind, have low vision, are deaf, hard of hearing or have a disability associated with dexterity, communication, cognition or learning. Learn more about CAP at <http://www.tricare.osd.mil/cap>.

FOR MORE INFORMATION ON THIS TOPIC SEE

HIRING OPTIONS GUIDE

FOR MORE INFORMATION

KEY WEBSITES

<http://www.FedsHireVets.gov>

The single-source website for the President's Veterans Employment Initiative

<http://www.godefense.com/veterans.html>

The veterans page on DoD's recruitment site for applicants

<http://www.dodvets.com>

The DoD veterans website with useful information for veterans and hiring managers

<http://www.nationalresourcedirectory.gov>

A directory for resources that support recovery, rehabilitation and community reintegration

<http://www.eBenefits.va.gov>

A website that enables users to access benefit information through self-service tools

<http://www.VetSuccess.gov>

The Veterans Affairs website, with tools, tips and information for veterans

<http://www.legion.org/heroes>

The Heroes to Hometowns website sponsored by the American Legion

<http://www.dodvets.com/vetqa.asp>

A Questions and Answers section on hiring DoD veterans

<http://www.opm.gov/staffingportal/vetguide.asp>

The OPM's guide for hiring veterans