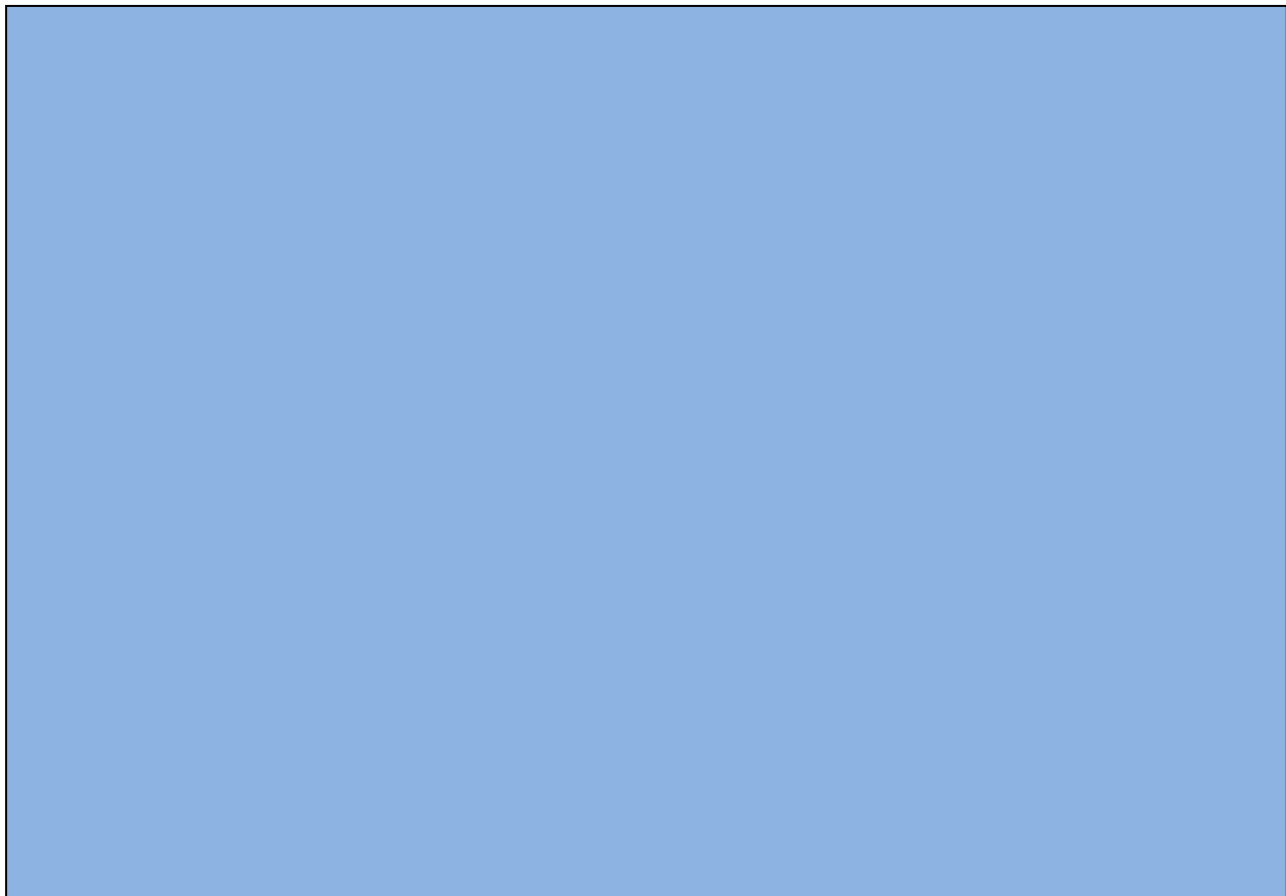


# **Veterans' Roadmap To Federal Employment**







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

**T**he National Archives and Records Administration (NARA) recognizes and appreciates those Americans who undauntedly and courageously contributed to the defense of our nation. As the keeper of the U.S. Military's personnel records, 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.



Ms. Kim Coryat  
Archivist, William J. Clinton Presidential Library  
MSgt, USAF (Retired)

“I am doing a job I absolutely love in a great location at an appropriate salary with job security, outstanding benefits and promotion potential. What more can a person want?”

## **Eligibility**

**O**nly 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)



Mr. Reginald Murphy  
NARA Training Instructor  
IT (RM)/Master Training Specialist, USN (Retired)

“I was inspired to apply for a job at NARA because I believe in the fundamental responsibility of safeguarding the historical documentation of our country.”

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, and Haiti, qualifies for preference.



Mr. David S. Ferriero  
Archivist of the United States  
HM2, USN  
(with John James Maroney III)

“Working at NARA is meaningful: connecting the American people with their records so that they can solve problems, learn our history and hold their government accountable.”

**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.

If you're unsure of your preference eligibility, visit the Department of Labor's Veterans' Preference Advisor at [www.dol.gov](http://www.dol.gov).

**NARA is a proud 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](http://www.cwt.va.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 NARA's Veterans' Recruitment Guide at [www.archives.gov/careers](http://www.archives.gov/careers) or by visiting [www.fedshirevets.gov](http://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% 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.



Mr. Howard Feng  
Archivist, National Declassification Center  
LtCol, USAR

“My work at NARA has been very educational; there are many different kinds of military and classified records on many subjects from many agencies; it is a continuous personal learning and educational process working here.”

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](http://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**

**O**nce 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, such as:

Officer training = Completed leadership training courses.



Mr. David A. Streat  
Program Analyst, Information Security Oversight Office  
TSgt, USAF (Retired)

“My work is interesting - I had no idea the amount of information that NARA manages.”

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 applying for jobs. To locate your nearest TAP office, visit [www.TAOnline.com](http://www.TAOnline.com).



Mr. Larry Evangelista  
Security Specialist, Holdings Protection Unit  
POI, USCG

“I utilized my military training experience as a USCG Port Securityman to secure a position as a Law Enforcement Officer and then into the private sector working in asset protection and loss prevention. This eventually led to my current position where I perform similar work.”

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, NARA offers a Federal resume writing guide you may find useful. To obtain a copy of the guide, visit [www.archives.gov/careers](http://www.archives.gov/careers).

## **Veterans @ NARA**

Veterans lend their talents to a variety of positions within NARA, and play a vital role in safeguarding the records of our Federal government.

Just as the records and artifacts that veterans care for in NARA facilities around the country comprise a unique tapestry of cultures, traditions, struggles, and triumphs, so too do our Nation's veterans. We invite you to continue serving our country by becoming a member of NARA's workforce.



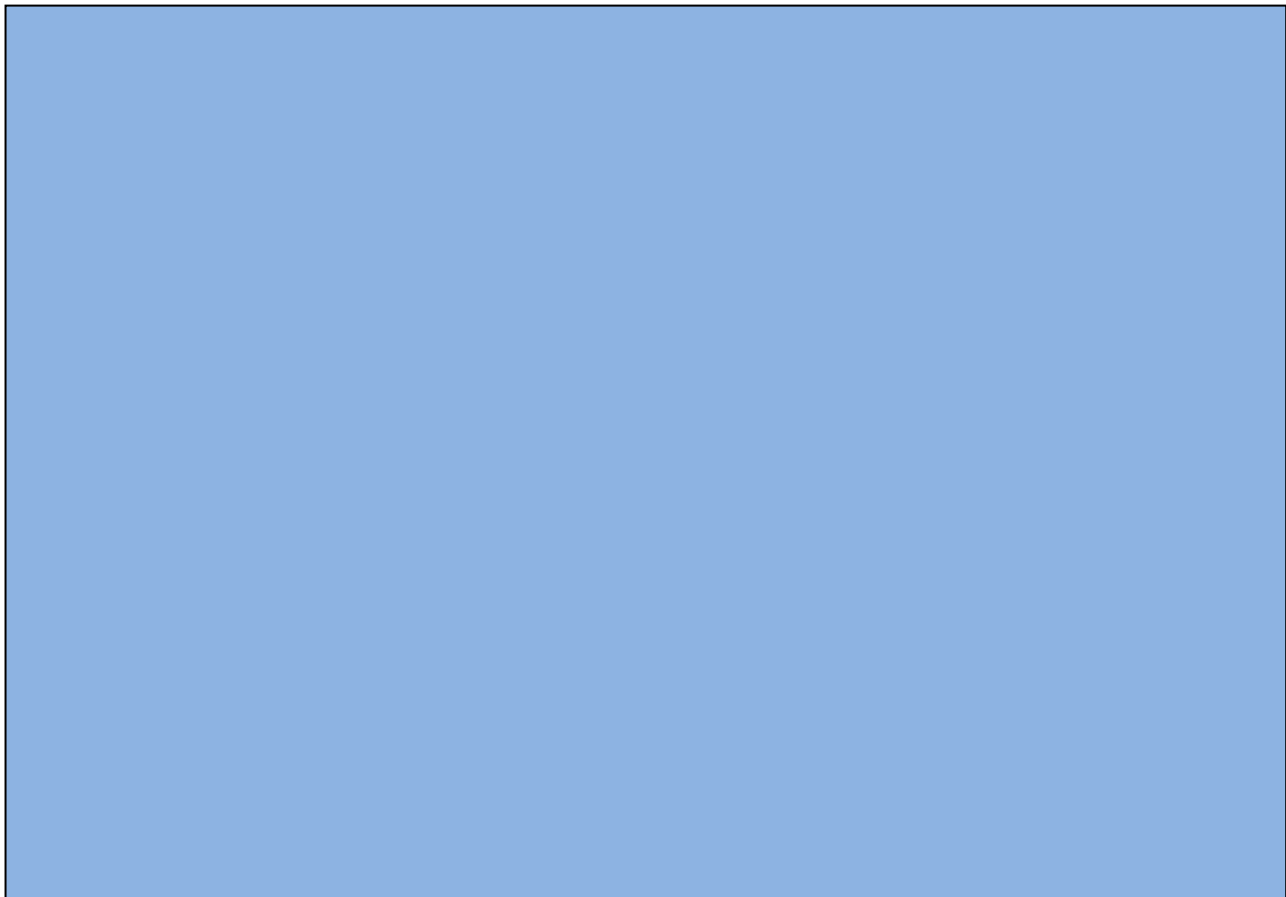
Ms. Susie Bielawski  
Assistant Director, Federal Records Center – Riverside, CA  
SGT, USA

“I spent 16 years as a Federal DoD customer interfacing with NARA’s Federal Records Centers. Much of my work at DoD was focused on permanent records. My career goal was to work some day for the National Archives and Records Administration.”

## **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](http://www.opm.gov)
- National Archives and Records Administration – [www.archives.gov](http://www.archives.gov)
- USAJobs.com – [www.USAJobs.com](http://www.USAJobs.com)
- America's Veteran – [www.fedshirevets.gov](http://www.fedshirevets.gov)
- Hire a Hero – [www.hireahero.org](http://www.hireahero.org)
- Job Opportunities for Disabled Veterans – [www.jofdav.com](http://www.jofdav.com)
- American Legion – [www.legion.org](http://www.legion.org)





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**[www.archives.gov/careers](http://www.archives.gov/careers)**