

Why do you need to know your veteran hiring eligibilities?

This information is critical because your veteran hiring eligibility (also referred to as appointment/appointing authority), or eligibilities (you may be eligible for more than one category), will provide you the opportunity to gain employment with the Federal civilian government, to include the Department of Defense as well as the Department of Navy, Air Force and Army.

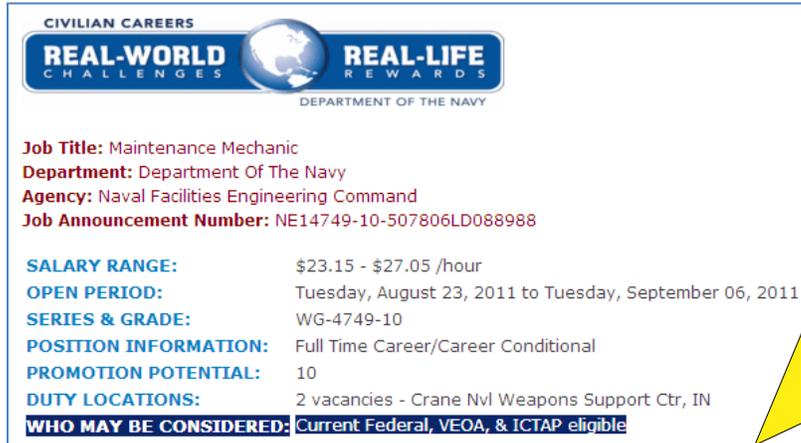
In the Federal government, hiring managers may choose various recruitment methods and areas of consideration. These methods are governed by Federal civilian employment law, rules and regulations.

Two most common recruitment methods are Delegated Examining (DE) and Merit Promotion:

- Under DE, anyone from the general public – defined generally as any U.S. citizen – may apply.
- Under Merit Promotion, you must meet the hiring eligibility requirements specified under the “Who May Be Considered” section of the job opportunity announcement.

Make note of another commonly used Federal civil service term: “status” applicants. “Status” refers to an individual that is a current or former employee who was appointed in the competitive service of the Federal government on a permanent basis.

Here's a screenshot of a job opportunity announcement:



CIVILIAN CAREERS
REAL-WORLD CHALLENGES  **REAL-LIFE REWARDS**
DEPARTMENT OF THE NAVY

Job Title: Maintenance Mechanic
Department: Department Of The Navy
Agency: Naval Facilities Engineering Command
Job Announcement Number: NE14749-10-507806LD088988

SALARY RANGE: \$23.15 - \$27.05 /hour
OPEN PERIOD: Tuesday, August 23, 2011 to Tuesday, September 06, 2011
SERIES & GRADE: WG-4749-10
POSITION INFORMATION: Full Time Career/Career Conditional
PROMOTION POTENTIAL: 10
DUTY LOCATIONS: 2 vacancies - Crane Nvl Weapons Support Ctr, IN
WHO MAY BE CONSIDERED: Current Federal, VEOA, & ICTAP eligible

For this particular job opportunity announcement, applicants who are eligible for appointment under one of the identified hiring eligibilities may be considered: Current Federal employees; VEOA (Veterans Employment Opportunity Act) eligibles; or ICTAP (Interagency Career Transition Assistance Plan).

How do you find out about your Federal hiring eligibilities?

Veterans hiring eligibilities include Veterans Recruitment Appointment (VRA), 30% Disabled Veterans, and Veterans Employment Opportunity Act (VEOA). Determine your eligibility by accessing the Department of the Navy Civilian Human Resources website at:

www.public.navy.mil/donhr/employment/HiringReform1/common%20hiring%20definitions.pdf or the Department of Labor Veterans' Preference Advisor website at: <http://www.dol.gov/elaws/vetspref.htm>

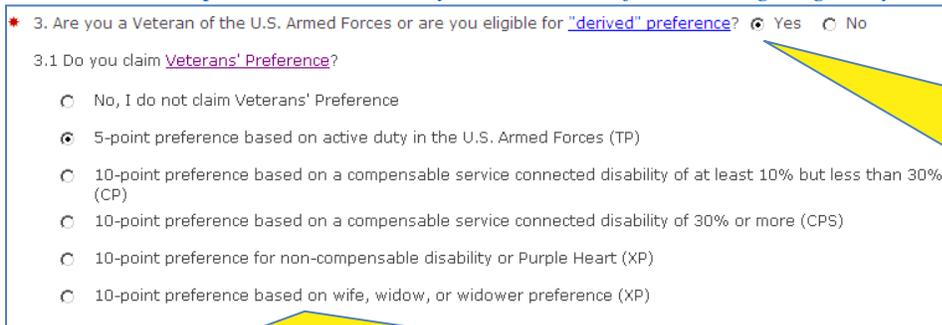
When you create your USAJOBS user account at www.USAJOBS.gov go to the Profile link. Choose the hiring eligibility link to include your citizenship status and your military service. Be sure to carefully read and provide your response to the USAJOBS hiring eligibility questions, especially those pertaining to your military service.

The below examples depict what you may expect in USAJOBS. Note that as a veteran, you will be prompted to upload documents supporting your military service such as DD 214 (Certificate of Release or Discharge from Active Duty), or SF 15 (Application for 10-point Veteran Preference). Be sure to obtain an electronic copy of your documents.

Screenshot Example 1. USAJOBS My Account – Profile – Hiring Eligibility



Screenshot Example 2: USAJOBS My Account – Profile – Hiring Eligibility – Veteran



When you answer “yes” to question #3, this area will expand to include follow-up questions, beginning with question #3.1.

Determine your veteran’s preference eligibility by going to the Department of Labor’s Veterans’ Preference Advisor site at <http://www.dol.gov/elaws/vets/vetpref/msservice.htm>.

Note that veterans’ preference is not the same as Veterans Recruitment Appointment (VRA) hiring eligibility. Under certain recruitment methods - such as Delegated Examining that are open to all U.S. citizens - veterans who qualify as preference eligibles receive preference over many other applicants.

Screenshot Example 3: USAJOBS My Account – Profile – Hiring Eligibility – Veteran continued

3.2 Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?
 Yes No

3.3 If you are a Veteran of the U.S. Armed Forces, please indicate the start and end dates of your military service.

Start Date: End Date:

These questions are asked to determine eligibility under the Veterans Employment Opportunity Act (VEOA) eligibility.

Screenshot Example 4: USAJOBS My Account – Profile – Hiring Eligibility – Special Hiring Options

Special Hiring Options
 Select from among the special hiring authorities listed below for which you are eligible.
 (Please note that agencies will require documentation of eligibility prior to your appointment.)

Identification of eligibility for any special hiring authority is entirely voluntary, and you will not be subject to any adverse treatment if you decline to provide it. If you do not wish to volunteer this information at this time, you may still choose to apply for jobs, as they are announced, under any of these special hiring authorities for which you are eligible. If you volunteer to provide information here about the special hiring authorities for which you believe you are eligible, then agencies who are searching for potential applicants to hire under one of these authorities may be able to locate your resume through USAJOBS and invite you to apply. Otherwise, this information will be retained in the USAJOBS database and not disclosed.

- Veterans Recruitment Appointment (VRA)
- 30% or More Disabled Veteran
- Disabled veterans who have completed a VA training program
- Military Spouse
- Certain former overseas military spouse employees
- Schedule A Disabled

These are special hiring eligibilities/authorities. Be sure to read the definitions provided in USAJOBS for each possible selection and check all that apply to you.

Screenshot Example 5. Prompt to upload your military service documents in USAJOBS

Veterans' Document Upload:

Document Title:

Document Type:

When [claiming preference](#), veterans must provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other acceptable documentation. Applicants claiming 10 point preference will need to submit [Form SF-15, Application for 10-point Veterans' Preference](#). Ensure your documentation reflects the character of discharge.

Note that you may also upload or save your eligibility documents using USAJOBS Saved Documents feature. (Check out the Save Your Documents tip sheets.)