



TIPS FOR TRANSITIONING MILITARY SERVICE MEMBERS



When transitioning from active duty to civilian life, securing meaningful employment may be one of your first steps.

The Federal Government welcomes the skills, experience, and qualities you possess from your military service. Continue service to the country and deepen your sense of community with employment through the Department of Veterans Affairs (VA).

When searching for opportunities, USAJOBS is the Federal Government's official employment search engine. It is the one-stop, central location for agencies to advertise Federal job opportunity announcements (JOA), including those at VA.

Consider these key points to make the most of searching and applying for positions through [USAJOBS.gov](https://www.usajobs.gov).



It is never too early to begin looking for employment. Whether you are actively seeking employment or just browsing to see what is out there, you can start today. However, transitioning Service members cannot be considered for employment until they are within 120 days of discharge (www.usajobs.gov/help/how-to/application).

Save a Search for Future Job Announcements

Job announcements come with open and closing date ranges, to include short application windows for some jobs. Save your job search (www.usajobs.gov/Help/how-to/search/save) and set up email notifications so when a new job posting matches what you are looking for, USAJOBS.gov will send you an email. This way, you can avoid missing the application window.

Prepare Documentation Before Applying on USAJOBS

USAJOBS allows applicants to store up to five (5) resumes and up to ten (10) documents. For example, undergraduate and graduate transcripts and Veterans Documents (Statement of Service Letter, SF-15, and others). Scan your documents together and upload them under the “Documents” tab. This will help ensure you do not omit important documents when including them with your application package.

Documentation is Required to Validate Veteran Status

All Veterans should ensure the following are part of their USAJOBS profile:

- » DD-214
- » Statement of Service Letter
- » Disability Letter (if applicable)

These are required documents to validate Veteran status and/or eligibility for Veteran preference. Be sure they are indicated at the bottom of the form prior to submission.

Statement of Service: If you have not yet been released from your military duty, you may submit a copy of your Statement of Service. This letter needs to be signed by the commander or commander’s designated representative.

The Statement of Service should include:

- » Name
- » Rank
- » Service dates
- » Discharge Status
- » Terminal leave date
- » Any awards and medals

If your disability rating is pending, you might be eligible to obtain a Schedule A Letter from a health care provider, or a state or Federal vocational rehabilitation counselor authorized to sign Schedule A letters.

Civilian Positions that Align with Your Military Skills

O*NET is an online database (www.onetonline.org) that provides military occupational classifications with occupational-specific information and recommendations for jobs matching to work in the civilian workforce (“Crosswalks” and “ATTN: VETERANS”).

Providing Reasonable Accommodations

Per law, the Federal Government is required to provide reasonable accommodations (RA) to an employee or job applicant who has a disability, unless doing so would cause significant difficulty or expense for the employer, which could be an “undue hardship”. To learn more visit: www.va.gov/ORMDI/ReasonableAccommodations1.asp.

If you should need RA during the application process, contact the hiring agency directly. Requests for reasonable accommodation(s) will be made on a case-by-case basis.

About VMSTEP

VMSTEP provides outreach and employment readiness assistance to Veterans, transitioning Service members, eligible military spouses, and survivors. Through VMSTEP, the Department of Veterans Affairs (VA) recruits, hires, and retains a talented and diverse workforce and creates new career opportunities for America’s Service members and their families.

 www.vaforvets.va.gov

 www.facebook.com/VMSTEP.VAforVets