



Tips for Transitioning Military Service Members

Transitioning from active duty to civilian life can be overwhelming. If you are seeking Federal employment, here are a few key points to remember when applying to Federal positions through USAJOBS:

USAJOBS is the Federal government's official employment site. It is the central place where **all** Federal agencies use to advertise job opportunity announcements (JOA).

Create an account and make sure you log in every 30 days to keep your account active. For added security, USAJOBS now requires all users to set-up a **login.gov** account.

USAJOBS allows for applicants to store up to **5 resumes** and up to **10 documents**. Tip: If you have similar documents (e.g., undergraduate and graduate transcripts; SF-50s; Vet Documents-DD214, VA Letter, SF-15) scan them into one (1) file. This will ensure you don't miss anything when attaching them to your application package.

WHAT DOCUMENTS DO I NEED TO PROVIDE IN ORDER TO APPLY FOR POSITIONS ON USAJOBS?

All Veterans should ensure the following items are part of their USAJOBS profile. These documents are required to validate your veteran's status or

eligibility for veteran's preference. **DD-214 (Member 4 copy)**: Ensure your discharge status (Honorable, General, etc. and discharge type (retirement, resignation, etc.) is 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. The statement should include:

- Name
- Rank
- Service dates
- Discharge Status
- Terminal leave date
- Any awards and medals
- **VA Civil Service Preference Letter**: For those Veterans who have been granted a compensable service-connected disability rating and have received a letter, be sure the letter indicates your rating.

Note: The VA Civil Service Preference Letter should be added as supporting documentation; use the VA letter indicating the compensable service-connected disability rating (e.g. 30% or more) if applicable. It is **NOT** the letter that provides a listing of all disabilities



VA



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and the actual disability rating (e.g. 100%, etc.). If your disability rating is pending, Veterans can seek to obtain a Schedule A Letter from their medical provider or by contacting their VR&E counselor to obtain the letter from the person(s) authorized by VBA to approve, and sign Schedule A letters.

- **SF-15:** When completing this form, be sure to **attach all VA letters** indicating your compensable service-connected disability rating.

WHEN SHOULD I BEGIN LOOKING FOR FEDERAL EMPLOYMENT?

It's never too early to begin looking! Whether you're actively seeking employment or just browsing to see what's out there, start today. Transitioning service members cannot be considered for employment until they are within **120 days of discharge**.

HOW CAN I DETERMINE WHAT CIVILIAN POSITIONS ALIGN BEST WITH MY MILITARY SKILL?

Military.com is a website specially designed as a resource for transitioning military personnel. The website has a **personality assessment** that offers instant results that combines your military experience, personality traits, and relevant career paths to provide recommendations jobs matching your skills & interests.

Note: Recommendation: If enlisted grades are E-6 and above (with average military tenure 12 years and above)

choose an officers grade when using military skills translator, to ensure a more in-depth private sector job matching.

CAN I ASK FOR A REASONABLE ACCOMMODATIONS IF I HAVE A DISABILITY?

It is a violation according to the American with Disability Act of 1990, if when applying for a job, an employer asks if **you are disabled or ask you about the nature or severity of your disability**. An employer can ask if you can perform the duties of the job with or without reasonable accommodations. An employer can also ask you to describe or to demonstrate how, with or without reasonable accommodation, you will perform the duties of the job.

To be protected from job discrimination by the ADA. This means two things. First, you must **satisfy the employer's requirements** for the job, such as education, employment experience, skills or licenses. Second, you must be able **to perform the essential functions of the job** with or without reasonable accommodation. Essential functions are the fundamental job duties that you must be able to perform on your own or with the help of a reasonable accommodation. **An employer cannot refuse to hire** you because your disability prevents you from performing duties that are not essential to the job.

For additional information, contact the Veteran Employment Services Office @ vesovets@va.gov or visit the VA for Vets website @ www.vaforvets@va.gov

