

VETERAN BOX

The **VETERAN BOX** makes it easy for Managers to reach and employ all the members of the military community. The Vet Box defines the military community to include Air Force, Army, Coast Guard, Marine Corps, Merchant Marine, National Guard, Navy, and Reserves. The Vet Box makes it easy to reach the transitioning military member who are ready to enter the civilian workforce.

The Fort Irwin, Civilian Personnel Advisory Center (CPAC) will review and enter employment packages into the Veteran Box. Packages are considered for 3 months. If placement does not occur within 3 months, packages must be resubmitted for consideration. Please resubmit your package every 3 months for employment opportunities.

Resumes will be reviewed by our Highly Qualified Human Resources Specialists and forwarded to management for consideration. If you are selected, you will be contacted by an HR Specialist.

Veterans should submit their resumes no earlier than 180 days or during terminal leave from separating from the Armed Forces.

Submit all employment packages to with the subject line reading:

VET RESUME / INTERESTED POSITION / LAST NAME to:

usarmy.irwin.imcom.list.cpac-vets-mbx-owners@mail.mil

This program is in addition to normal application procedures. Veterans are encouraged to continue to view and apply to job opportunity announcements (JOA) at: www.USAJobs.gov.

HIRE A VETERAN
INCREASING VETERAN EMPLOYMENT OPPORTUNITIES

For more information regarding Federal Employment please contact the Civilian Personnel Advisory Center (CPAC) at 760-380-3077.



<https://www.facebook.com/fortirwincpac>

- Are you a Veteran separating from the Armed Forces within the next 180 days?
- Are you interested in Federal employment on Fort Irwin?
- If you answered yes to both questions please submit the following Employment Package to your CPAC office:
 - ✓ **COVER LETTER** – state the type of positions you would like to be considered for
 - ✓ **DD214** – Member copy 4
 - ✓ **VA LETTER** – Civil service preference letter stating percentage of disability (if applicable)
 - ✓ **SF15** – Application for 10-point veteran preference (if applicable)



Veterans' Recruitment Appointment (VRA)

You are eligible for this appointing authority if you are a:

- disabled veteran; **OR**
- veteran who served on active duty in the Armed Forces during a war, or in a campaign, or expedition, for which you received an authorized campaign or expedition badge or medal; **OR**
- veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which you were awarded an Armed Forces Service Medal (AFSM); **OR**
- veteran who has separated from active service within the last three years.

NOTE: The highest grade level you may be appointed under this authority is GS-11 or equivalent.

Supporting documentation: You are **required** to submit acceptable documentation of your preference or appointment eligibility. Acceptable documentation is:

- DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.). The member 4 copy of your DD Form 214 is preferable (Note: If you have more than one DD Form 214 for multiple periods of active duty service, you should submit a copy for each period of service.); **OR**
- **Future Military Retirees***: You are required to submit a copy of your retirement DD Form 214 OR a copy of your retirement letter AND a copy of your terminal leave letter OR certification document**. You will be required to provide your DD Form 214 prior to appointment; **OR**
- **Future Military Separatees***: You are required to submit a copy of your most recent DD Form 214 OR certification document** OR a copy of your most recent active duty orders AND a copy of your terminal leave request (if applicable). You will be required to provide your DD Form 214 prior to appointment.
- **Disabled Veterans:** You are required to submit a copy of one of the separation documents identified above **AND** documentation of your overall service connected disability identified on the SF-15, page 2, section B or Section C.

*Active duty military members who are selected may not be appointed unless on terminal leave before the effective date of employment.

The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is signed. The certification **MUST show the characterization of your discharge (Honorable, General, etc.).

Useful Links

- ** To obtain a copy of SF-15, go to http://www.opm.gov/forms/pdf_fill/SF15.pdf.
- ** Click [here](#) for information on obtaining a copy of your military personnel records.
- ** [U.S. Office of Personnel Management's Veterans Employment Website](#)
- ** [U.S. Department of Labor](#)



Veterans Employment Opportunities Act (VEOA)

You are eligible for this appointing authority if you are:

- a preference eligible (defined in title 5 U.S.C. 2108(3)); **OR**
- a veteran who substantially completed 3 or more years of active service; **AND**
- Your **latest** discharge must be issued under honorable conditions (this means an honorable or general discharge).

Veterans Employment Opportunity Act of 1998, as amended (VEOA) is a competitive service appointing authority that can only be used when filling permanent, competitive service positions. It cannot be used to fill excepted service positions.

"Preference eligible" under VEOA includes those family members entitled to derived preference. For eligibility information and supporting documentation requirements, go to [VEOA Derived Preference](#).

Supporting documentation: You are **required** to submit acceptable documentation of your preference or appointment eligibility. The member 4 copy of your DD-214, "Certificate of Release or Discharge from Active Duty," is preferable. If claiming, 10 point preference, you are also required to submit a Standard Form-15 (SF-15), an Application for 10-Point Veteran Preference, and applicable supporting documents as noted on the Applicant Checklist (Merit Promotion).

The [SF-15 is available on the U.S. Office of Personnel Management forms webpage](#).

You may request [copies of your military personnel records](#) online.

Additional Veterans' preference information

[U.S. Office of Personnel Management's Government-wide Veterans Employment webpage](#)

[U.S. Office of Personnel Management Veterans Services webpage](#) ([OPM Vet Guide](#))



Disabled Veteran, 30% or More Disability

You are eligible for this appointing authority if you:

- are retired from active military service with a disability rating of 30% or more; **OR**
- have an official statement, dated 1991 or later, certifying as having a compensable service connected disability of 30% or more.

Supporting documentation: You are **required** to submit acceptable documentation of your appointment eligibility, as follows:

- DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of discharge; member 4 copy of the DD Form 214 is preferable (Note: If you have more than one DD Form 214 for multiple periods of active duty service, you should submit a copy for each period of service.); **AND**
- A copy of a letter from the Department of Veterans Affairs, dated 1991 or later, certifying an OVERALL Service Connected Disability of 30% or more; **OR**
- DD Form 214, which reflects the character of service of "**Retirement-Disability**"; **OR**
- Certification document* which reflects your OVERALL service connected disability of 30% or more.
- The Standard Form-15 (SF-15), an Application for 10-Point Veterans' Preference is optional at the time of application.

*The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is signed AND has a compensable service-connected disability. The certification MUST show the characterization of your discharge (Honorable, General, etc.) and OVERALL compensable service-connected disability percentage.

Useful Links

You may request [copies of your military personnel records](#) online.

You can obtain [a copy of your DD-214 from the National Archives](#).

[Standard Form \(SF\) 15, Application for 10-Point Veteran Preference](#)

[U.S. Office of Personnel Management's Veterans Employment](#)

U.S. Department of Labor's [Veteran s' Preferen ce Ad vi sor](#)



DEPARTMENT OF **YOUR BRANCH (i.e. ARMY)**

DATE

From: Commanding Officer, [**List Military Installation Here**]
To: Office of Human Resources
Subj: STATEMENT OF SERVICE FOR [**LIST NAME AND RANK HERE**]

1. This is to certify that [**List Name and Rank**] is currently assigned to [**List Military Installation Here**]
2. The following information is provided:
 - a. NAME OF SERVICEMEMBER: [**INSERT NAME**]
 - b. SSN/PAYGRADE: **XXX-XX-XXXX / PAYGRADE (i.e. E6)**
 - c. DATE OF BIRTH: **XX / XX / XXXX**
 - d. BRANCH OF SERVICE: **NAME OF BRANCH (i.e. ARMY)**
 - c. ACTIVE DUTY SERVICE DATE: **XX MONTH XXXX**
 - d. EXPECTED DISCHARGE OR RELEASE DATE: **XX MONTH XXXX**
 - e. EXPECTED CHARACTER OF DISCHARGE: HONORABLE
3. Decorations, Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized (All periods of service): [**Insert Medals, Badges, Citations and Campaign Ribbons Awarded or Authorized here**] (Example: ARMED FORCES EXPEDITIONARY MEDAL, GLOBAL WAR ON TERRORISM MEDAL, GLOBAL WAR EXPEDITIONARY MEDAL)
4. The above information is certified to be true. If there is any questions or concern please contact **Commander or Commander's designated representative and contact info at (insert email address here) or (insert phone number here).**

**//Signed by commander or commander's
designated representative//
Signature Block**