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Veterans Can Continue Public Service in Civilian Careers – Key Documents Credit Veterans' Service and Education

(second in a series of articles on veterans pursuing civilian careers)

Men and women leaving military service can continue to serve their country and make a difference by pursuing civilian careers with the Department of the Navy (DON). “Civilian careers provide opportunities to tackle challenging and exciting assignments, as well as a chance to work with talented people around the globe,” says Jean Mercer, director of the DON’s Office of Civilian Human Resources, HR Systems and Business Transformation Department.

“The first step is for veterans to obtain electronic copies of important documents so key information about their military service, awards and training is uploaded with their resume,” says Mercer. This enables hiring managers and HR professionals to know if veterans are eligible for certain hiring preferences based on the dates of their service, the duration of their service or whether they have a service-connected disability.

Veterans should use the veteran’s Certificate of Release or discharge from Active Duty (commonly referred to as the DD214) to verify their active duty service. Veterans with a service-connected disability should provide the Veterans Administration certifying preference entitlement for federal employment. Mercer notes that, if the Sailor or Marine has not yet separated, they can get a Statement of Service from their local Personnel Support Detachment or the Military Personnel Office that describes their “Charter of Service.” This document will provide information on the veteran’s eligibility with special hiring options until they receive the DD214, Mercer says.

During the course of their careers, veterans often participate in educational or training programs. “While many jobs don’t require additional training or post-secondary education, applicants should include official transcripts as part of their application package,” recommends Mercer. The Sailor/Marine American Council on Education Registry Transcript (SMART) is an official transcript of military education and training which has been endorsed by the American Council on Education (ACE). SMART records include a summary of the courses taken (by subject)



OCHR NEWS

and the college credits recommended. SMART records are academically accepted and validated by ACE and should be uploaded to their USAJOBS profile. Information on SMART is available at Navy colleges, Marine Corps education centers and online at https://www.navycollege.navy.mil/smart_info.cfm.

Veterans should first pursue the resources and support provided through their local Fleet and Family Service Centers (FFSC). Resources and information also are available through www.fedshirevets.gov/ or, for information on veterans hiring eligibilities and tip sheets to help with the application process, visit the DON Civilian Human Resources website: www.donhr.navy.mil or the Department of Labor Veterans Preference Advisory website at www.dol.gov/elaws/vetspref.htm. Resume tips are provided through the DON HR webpages at www.public.navy.mil/DONHR/employment/CivJobOpps/pages/AllAboutYou.aspx.

The DON remains committed to improving the applicant's experience, reducing the time to fill vacancies and securing quality candidates for DON positions. Civilian careers in the Department of the Navy offer real world challenges with real life rewards – careers where purpose and patriotism unite. Additional questions on DON civilian employment and the application process may be directed to DON Employment Information Center at DONeic@navy.mil.

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