This year, the Department of the Navy (DON) joined other federal agencies using USAJOBS as the single source for announcing civilian job opportunities. Each day, new job opportunity announcements are posted to the USAJOBS database – the central repository for thousands of federal civilian jobs around the globe.

Today more veterans seek to continue their public service by pursuing a civilian career. “Learning to read and understand the job opportunity announcements is critical to the applicant’s success in their job search,” says Jean Mercer, director of the DON’s Office of Civilian Human Resources, HR Systems and Business Transformation Department. “Having the right documents, matching their military experience with appropriate occupations and paying attention to the details in the job announcements improve the job search for applicants.”

Applicants first should pay attention to the job announcement overview – particularly on “Who May be Considered.” In order to apply, applicants must meet the eligibility specified in this section or their application will not be considered (information on veteran’s hiring eligibilities is available on the Veterans section at www.donhr.navy.mil site). Other details to note are the key requirements to include security clearances, medical examinations, travel requirements, shift work, and more.

Qualifications requirements cited in the job opportunity announcement refer to the essential job knowledge, skills, abilities or competencies required for the position; educational requirements also may be specified. Applicants must ensure that their qualifications noted are contained in their resumes and suitably documented. If educational requirements are noted, veterans should ensure that their educational or SMART transcripts are available to be uploaded with their resumes. (Information on translating military experiences and transcripts is available at the Verification of Military Experience and Training (VMET) website (https://www.dmdc.osd.mil/appj/vmet/index.jsp); The Mil2Feds website (http://mil2fedjobs.com/) and the Sailor/Marine American Council On Education Registry Transcript (SMART) https://www.navycollege.navy.mil/smart_info.cfm.)
Many federal job opportunity announcements require applicants, including veterans, to complete an assessment questionnaire. As with the qualifications, applicants should ensure that the responses to the assessment questionnaire are reflected in their resumes. Most qualification standards allow applicants to qualify on the basis of education/training, experience or a combination of the two. Some positions or occupational series require applicants to meet certifications, licensure or registration requirements along with their experience and/or educational requirements.

Human resources (HR) professionals will compare the resume information with the qualification standards outlined by the Office of Personnel Management (OPM). From this analysis, applicants are identified who are likely to perform successfully.

The Department of the Navy (DON) webpage for veterans interested in pursuing civilian careers (www.public.navy.mil/donhr/Employment/Vets/Pages/Default.aspx) not only contains information on the application process, but also provides tip sheets and links to additional resources.

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.

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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