

TIPS FOR TRANSITIONING MILITARY PERSONNEL

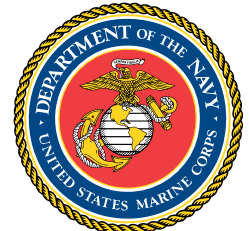


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Transitioning from active duty to civilian life can be overwhelming. If you are seeking Federal employment, here are a few key points to remember when applying to Federal positions through USAJOBS:

- 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



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- **VA 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.
- **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 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.

