


Approved for Release

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Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #180, FY14

SUBJECT: The VA FOR VETS program at the Department of Commerce

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

PURPOSE: The bulletin provides Department of Commerce (Department) policy guidance on using the VA for VETS program to request, receive, and review resumes of eligible veteran candidates for available positions. It also lists the roles and responsibilities of hiring managers, Human Resources Specialists, and the Department's Veteran Employment Program Officer (VEPO) throughout the different stages of the VA for VETS process.

POLICY: Department hiring managers may make a request to Vets@doc.gov to view non-competitive eligible resumes for a position they are planning to fill. As part of the request, the hiring manager must send information about the position to Vets@doc.gov. The VEPO will then generate a "ticket" (for accountability purposes) to the Department of Veterans Affairs (VA) requesting a certificate of non-competitive, appointment-eligible resumes. The VA will draft a vacancy announcement (for veterans eligible for non-competitive appointment only) and submit it to the VEPO, who will send it to the hiring manager for final approval. Once approved, the VA will post it internally on their VA for Vets *Featured Jobs* web page for 3-5 business days. When the announcement closes, VA staff will determine whether those who applied are qualified and will certify a list of eligible candidates. They will then forward a web-link to view the certificate of eligibles to the VEPO, the hiring manager, and the Servicing Human Resources Officer (SHRO), for consideration.

PROCEDURES: Below are the procedures for requesting resumes; generating and approving an announcement; receiving a certificate of eligibles and requesting qualification determinations by the SHRO; interviewing and extending a job offer.

1. **Requesting Resumes:** If a hiring manager has a staffing need and would like to request resumes of veterans eligible for non-competitive appointments, he or she must submit the

request to the Department VEPO at Vets@doc.gov. In order for the VEPO to generate a "Resume Request Ticket," the hiring manager needs to include the following:

- a) Classified Position Description with OF-8 Cover Sheet
- b) Duty Location
- c) Series and Grade/Band
- d) Type of Appointment
- e) Name of Requesting Official

Within two business days of a resume request from a hiring manager, the VEPO will generate a "Resume Request Ticket" and submit it to the VA.

2. Generating and Approving an Announcement: The VA will create a draft job opportunity announcement (for veterans eligible for non-competitive appointments only) and submit it for review and approval to the hiring manager (through the VEPO). Once the hiring manager approves the VA's vacancy announcement, it will be posted for 3-5 business days (on average) on the VA for VETS *Featured Jobs* web page.
3. Receiving a Certificate and Requesting Final Qualifications: Once the announcement closes, VA personnel will determine whether the applicants are minimally qualified and are eligible for non-competitive appointments based on various special appointing authorities. Once the qualification process is complete, the VA will create a certificate of eligible candidates within their automated hiring system and invite the VEPO, the hiring manager, and the SHRO to view the completed certificate of qualified candidates to begin the review process. The hiring manager will review the certificate and determine if they would like to interview candidates. If the hiring manager would like to conduct interviews, the hiring manager must inform their SHRO of their intentions, so the SHRO can conduct a final qualification determination. The SHRO ensures the candidates identified for interview are qualified and eligible for a non-competitive appointment. Once qualified, the SHRO will grant the hiring manager permission to continue with the hiring process. If the hiring manager does not wish to interview candidates, the hiring manager closes and returns the certificate to VA by following instructions on the certificate.
4. Interview and Job Offer Process: Once the hiring manager receives approval from the SHRO that the applicants identified for interviews are qualified, he or she may conduct the interview(s). Upon selection of an eligible, the hiring manager must inform their SHRO, as they normally would. **The SHRO must extend the job offer, not the hiring manager.** The only additional responsibility for the hiring manager is to close out the certificate at the conclusion of the hiring process by annotating which candidates were interviewed and/or selected by selecting the appropriate drop down box next to each eligible's name.

TERMINATION OF PROGRAM: The Department of Commerce or the Department of Veterans Affairs has the right to terminate this program in its entirety or any part thereof at any time, for any reason.

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