

OPPORTUNITIES IN THE FEDERAL SERVICE

for *Vietnam Era Veterans*

It takes many civilian employees to perform all the services required of the Federal Government. To keep these jobs filled, thousands must be hired each year.

Vietnam era veterans are given certain advantages in the Government's hiring process. This booklet tells you what they are. It also tells where to go for more information about jobs in your area and how to get one.

If you are a Vietnam era veteran—that is, a veteran who was separated from military service on or after August 5, 1964—there are two kinds of job opportunities available to you in the Federal Government. One involves a work-study program and is discussed under Transitional Appointments. The other is employment through regular civil service procedures. The section on Veteran Preference describes your rights as a veteran when you apply for regular civil service jobs.

U. S. CIVIL SERVICE COMMISSION

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transitional appointments

If you are a Vietnam era veteran, and you have less than 13 years of schooling, any Federal agency may hire you without requiring that you compete in a regular civil service examination, provided that you agree to continue your education. This means that you need only meet the minimum requirements for the job (this may include passing a written test for some positions).

Under this program you may be appointed to jobs in the first five grade levels. Salary rates for these jobs are available at Interagency Boards of Examiners and Veterans Assistance Centers as well as at any Federal agency.

Your work and schooling may be either full-time or part-time. If you are a high school graduate, you will need to complete one school year of full-time education or training, or the equivalent. If you *did not* complete high school, you will need to complete *two* school years unless you receive your high school diploma before that time.

PLEASE NOTE: A Vietnam era veteran is eligible for a Transitional Appointment for (a) one year after discharge; (b) one year after release from hospitalization following discharge; or (c) one year after February 9, 1968, whichever is latest.

veteran preference

TWO CLASSES OF PREFERENCE

Five-point preference is given to honorably separated veterans who served on active duty in the armed forces of the United States.

—during any war.

eligibles is still in existence and he makes application within 120 days after his discharge.

CREDIT FOR MILITARY SERVICE

In totaling experience in examinations, full credit is given for time spent in the armed forces. Military service is either considered as an extension of the employment in which the veteran was engaged when he went into the armed forces, or is rated on the basis of the actual duties performed in the armed forces, depending upon the method that will be more beneficial to the veteran.

A veteran who is appointed to a Federal position under the civil service retirement system may, under certain conditions, receive retirement credit for his military service after he has completed 5 years of civilian service, and he is not required to make a deposit to the Civil Service Retirement fund for the time spent in military service in order to receive credit for it. In most cases, military service that is used as a basis for military retired pay or credited toward social security benefits cannot be credited for civil service retirement purposes.

JOBS FOR VETERANS ONLY

Certain examinations are open only to preference eligibles as long as such applications are available. Among these are custodian, guard, elevator operator, and messenger.

OTHER PREFERENCE BENEFITS

All physical requirements are waived for veterans who are found to be physically able to discharge the duties of the position without danger to themselves or to others.

If a veteran was employed by a Federal agency in a nontemporary position immediately before entering on active duty, he may have a right to return to his old job. He may also be entitled to certain benefits that would have accrued had he remained in his old job, for example, pay increases. Employment rights expire 90 days from the date of separation from active

- during the period April 28, 1952, through July 1, 1955.
- in any campaign or expedition for which a campaign badge or service medal has been authorized.
- for more than 180 consecutive days since January 31, 1955. (An initial period of active duty for training under the "6-month" Reserve or National Guard programs does not count.)

Ten-point preference is given to:

Disabled Veterans.—An honorably separated veteran who served on active duty in the armed forces at any time, and who (1) has a service-connected disability or (2) is receiving compensation, disability retirement benefits, or pension under laws administered by the Veterans Administration, Army, Navy, Air Force, Coast Guard, or Public Health Service, is entitled to 10-point preference. A veteran who has been awarded the Purple Heart for wounds received in action is considered to have a service-connected disability.

PREFERENCE IN EXAMINATIONS

Persons who establish veteran preference and make passing grades on civil service examinations have 5 or 10 points added to the scores they make in open, competitive examinations for appointment to jobs in the Federal civil service. The extra points cause the names of veteran-preference eligibles to stand higher on lists of persons eligible for appointment. Consequently preference eligibles receive earlier consideration for appointment than they otherwise would.

For scientific and professional positions, in grades GS-9 or higher, names of eligibles are listed on civil service registers in the order of ratings, as augmented by veteran preference, if any. For all other positions, the names of 10-point preference eligibles who have a compensable service-connected disability of 10 percent or more are placed ahead of the names of all other eligibles on a given register. The names

of other 10-point preference eligibles, 5-point preference eligibles, and non-veterans are listed in order of their numerical ratings, as augmented by veteran preference, if any.

Getting on a register does not guarantee that a veteran-preference eligible will get a job. He must be selected by an appointing official of a Government agency.

PREFERENCE IN APPOINTMENTS

When a vacancy occurs in an agency, the appointing officer may fill the job by promoting or reassigning someone already in the service, by reemploying a former employee, or by making an original appointment from a list of eligibles who have passed an examination for the particular type of job.

If the official decides to make an original appointment, he asks the appropriate Civil Service Commission office for the names of eligibles. The Commission sends him names of eligibles from the top of the appropriate list, and he may select any one of the top three available eligibles. He may not pass over a preference eligible, however, and appoint a nonpreference eligible lower on the list, unless the Civil Service Commission agrees that the reasons for passing over the veteran are sufficient.

Names of eligibles not selected for appointment are returned to the register for consideration in connection with other vacancies.

REOPENING EXAMINATIONS

Under certain conditions, veterans may file applications after an examination has closed.

A 10-point preference eligible may file application at any time for any position for which there is an existing list of eligibles, or for which a list is about to be established, or to which any nontemporary appointment has been made within the preceding 3 years.

A veteran may file application for any examination which was open while he was in the armed forces or which was announced within 120 days after his separation, provided a list of

duty (or 31 days if the duty was an initial period of active duty for training of 3 months or more in the Reserve or National Guard).

for more information

Civil Service Commission personnel will be happy to tell you about job openings in Federal agencies and explain how to apply for them.

For this assistance, visit the U. S. Veterans Assistance Center if there is one in your city.

or

Visit or write the Interagency Board of U. S. Civil Service Examiners in the area where you wish to work.

Locations of these offices are listed on the next two pages. (Other Veterans Assistance Centers may be opened at a later date.)

U.S. VETERANS ASSISTANCE CENTERS

Atlanta, Ga.	730 Peachtree St., NE.
Baltimore, Md.	1st Floor, Fed. Bldg., Charles Center, 31 Hopkins Plaza
Boston, Mass.	John F. Kennedy Fed. Bldg., Government Center
Chicago, Ill.	2030 W. Taylor St.
Cleveland, Ohio	Fed. Office Bldg., 1240 E. 9th St.
Dallas, Tex.	2208 Main St.
Detroit, Mich.	210 Gratiot Ave. at Library
Houston, Tex.	Fed. Bldg., 515 Rusk Ave.
Indianapolis, Ind.	36 S. Pennsylvania St.
Los Angeles, Calif.	U. S. Post Office, Willowbrook & Compton Aves.
Milwaukee, Wis.	342 N. Water St.
Newark, N. J.	Fed. Bldg., 970 Broad St.
New Orleans, La.	Fed. Bldg., 701 Loyola Ave.
New York, N. Y.	3d Floor, 252—7th Ave.
Philadelphia, Pa.	5000 Wissahickon Ave.
Phoenix, Ariz.	Fed. Bldg., 230 N. First St.
Pittsburgh, Pa.	Fed. Bldg., 1000 Liberty Ave.
St. Louis, Mo.	Fed. Bldg., 1520 Market St.
San Antonio, Tex.	307 Dwyer Ave.
San Francisco, Calif.	49—4th St.
Washington, D. C.	25 K St., NE.

INTERAGENCY BOARDS OF

UNITED STATES CIVIL SERVICE EXAMINERS

Alabama	Huntsville; 806 Governors Drive, SW., 35801
	Mobile; 107 St. Francis St., 36602
Alaska	Anchorage; 632 Sixth Ave., 99501
	Fairbanks; Ft. Wainwright, 99701
	Juneau; 123 Fed. Office Bldg., 99801
Arizona	Phoenix; 44 West Adams St., 85003
Arkansas	Little Rock; 923 W. 4th St., 72201
California	Los Angeles; 851 S. Broadway, 90014
	Pasadena; 1030 E. Green St., 91101
	Sacramento; 455 Capitol Mall, 95814
	San Bernardino; 380 W. Court St., 92401
	San Diego; 1400 Fifth Ave., 92101
	San Francisco; 450 Golden Gate Ave., 94102
	Monterey; 538 Abrego St., 93904
	Stockton; 115 North Sutter St., 95202
Colorado	Denver, 18th & Stout Sts., 80202
Connecticut	Hartford; 450 Main St., 06103
Delaware	Wilmington; 11th & King Sts., 19801
Florida	Orlando; 123 S. Court Ave., 32801
Georgia	Atlanta; 275 Peachtree St., NE., 30303
	Macon; 451 College St., 31201
Hawaii	Honolulu; Fed. Bldg., 96813
Idaho	Boise; Fed. Bldg., 83702
Illinois	Chicago; 219 S. Dearborn St., 60604
	Great Lakes; Electronics Supply Office, 60088
	Rock Island; Rock Island Arsenal, 61201
Indiana	Indianapolis; 36 S. Pennsylvania St., 46204
Iowa	Des Moines; 210 Walnut St., 50309
Kansas	Wichita; 114 S. Main St., 67202
Kentucky	Louisville; 721 S. 4th St., 40202
Louisiana	New Orleans; 600 South St., 70130
Maine	Augusta; Fed. Bldg., 04330
Maryland	Baltimore; Lombard St. & Hopkins Pl., 21201
Massachusetts	Boston; P. O. & Courthouse Bldg., 02109
Michigan	Detroit; 144 W. Lafayette St., 48226
Minnesota	Minneapolis-St. Paul; Ft. Snelling, 55111
Mississippi	Jackson; 802 N. State St., 39201
Missouri	Kansas City; 601 E. 12th St., 64106

Montana	St. Louis; 1520 Market St., 63103
Nebraska	Helena; 130 Neill Ave., 59601
Nevada	Omaha; 215 N. 17th St., 68102
	Reno; 300 Booth St., 89502
	Las Vegas; 300 Las Vegas Blvd., South, 89101
New Hampshire	Portsmouth; Daniel & Penhallow Sts., 03801
New Jersey	Newark; 970 Broad St., 07102
New Mexico	Albuquerque; 421 Gold Ave., SW., 87101
New York	New York; 220 E. 42d St., 10017
	Syracuse; 301 Erie Blvd. West, 13202
North Carolina	Raleigh; 415 W. Hillsborough St., 27603
North Dakota	Fargo; 112 University Dr., 58102
Ohio	Cleveland; 1240 E. 9th St., 44199
	Dayton; 21 E. 4th St., 45402
	Cincinnati; 550 Main St., 45202
Oklahoma	Oklahoma City; 210 NW. 6th St., 73102
Oregon	Portland; 319 SW. Pine St., 97204
Pennsylvania	Philadelphia; 128 N. Broad St., 19102
	Pittsburgh; 1000 Liberty Ave., 15222
Rhode Island	Providence; Fed. Bldg. & Post Office, 02903
South Carolina	Charleston; 334 Meeting St., 29403
South Dakota	Rapid City; 919 Main St., 57701
Tennessee	Memphis; 167 N. Main St., 38103
Texas	Dallas; 1114 Commerce St., 75202
	El Paso; 411 N. Stanton St., 79901
	Fort Worth; 819 Taylor St., 76102
	Houston; 702 Caroline St., 77002
	Corpus Christi; 205 N. Chaparral, 78401
	San Antonio; 615 E. Houston St., 78205
Utah	Salt Lake City; 135 S. State St., 84111
	Ogden; Fed. Bldg., 84404
Vermont	Burlington; Elmwood Ave. & Pearl St., 05401
Virginia	Norfolk; 415 St. Paul Blvd., 23510
Washington	Seattle; First & Madison Sts., 98104
	Bremerton; 511 Burwell St., 98314
Washington, D.C.	1900 E St. NW., 20415
West Virginia	Charleston; 500 Quarrier St., 25301
Wisconsin	Milwaukee; 161 W. Wisconsin Ave., 53203
Wyoming	Cheyenne; 2005 Warren Ave., 82001
Puerto Rico and Virgin Islands	San Juan; 255 Ponce de Leon Ave., 00917