

# VETERAN HIRING



**WANT TO CONTINUE SERVING THE AMERICAN PEOPLE?** The Centers for Medicare & Medicaid Services (CMS) is proud to support our military veterans offering careers focused on service that enhances the lives of millions of Americans. At CMS, whatever your strength or passion, you'll find opportunities to make a difference. Because of your brave service, many veterans receive preference in the federal hiring process.

## SPECIAL VETERAN HIRING AUTHORITIES

### VETERANS' RECRUITMENT APPOINTMENT (VRA)

is an excepted authority that allows agencies to appoint eligible veterans without competition, if you:

- Served during a war or are in receipt of a campaign badge for service in a campaign or expedition, **OR**
- Are a disabled veteran, **OR**
- Are in receipt of an Armed Forces Service Medal for participation in a military operation, **OR**
- Are a recently separated veteran (within the last 3 years), **AND**
- Separated under honorable conditions (this means an honorable or general discharge).

You can be appointed under this authority at any grade level up to and including a GS-11 or equivalent. This is an excepted service appointment. After successfully completing 2 years, you will be converted to the competitive service. Veterans' preference applies when using VRA authority.

**30% OR MORE DISABLED VETERAN** allows any veteran with a 30% or more service-connected disability to be non-competitively appointed. You are eligible if you:

- Retired from active military service with a service-connected disability rating of 30% or more, **OR**
- You have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more.

### SCHEDULE A HIRING AUTHORITY

Though not specifically for veterans, the Schedule A authority for people with disabilities, 5 CFR 213.3102(u), is an excepted authority that agencies can use to appoint eligible veterans who have a severe physical, psychological, or intellectual disability. A service-connected disability rating is not required for this appointment, though a Schedule A Letter would be required. More information regarding the Schedule A hiring authority can be found at <https://www.opm.gov/policy-data-oversight/disability-employment/hiring/>.

### HOW TO APPLY

#### OPTION #1:

#### Consideration for a Specific Vacancy Announcement

Eligible candidates who identify a position of interest via a vacancy announcement on [www.USAJobs.gov](http://www.USAJobs.gov) may request non-competitive consideration outside of the traditional application process. Candidates must submit an application package\* to the Human Resources Specialist listed on the announcement, with a subject line noting the Vacancy Announcement number. (Ex. CMS-ABCD-20-12345678-DE).

The body of the email should include language requesting non-competitive consideration for the position. Separate emails with vacancy announcement numbers are required for each position in which a candidate is requesting consideration.

#### OPTION #2:

#### Consideration for Future CMS Vacancies via the CMS Non-Competitive Resume Database

Eligible candidates may request to be included in the CMS Non-Competitive Resume Database. This database is accessible by all managers seeking to fill vacant positions. Applications will remain active for a period of 1 year. Candidates must submit an application package\* to [CMSRecruitment@cms.hhs.gov](mailto:CMSRecruitment@cms.hhs.gov), with the subject line "Non-Competitive Resume Database – [LAST NAME]".

OPTION #1 and OPTION#2 may both be exercised by eligible candidates.

#### \*An application package MUST contain:

1. A detailed resume
2. Certificate of Release or Discharge from Active Duty (DD-214 Form), Member-4 Copy
3. Compensable disability rating from the Department of Veterans Affairs (if applicable), **AND/OR**
4. Schedule A Letter (if applicable), **AND/OR**
5. Transcripts (if required or qualifying with education).



## APPLYING TO TRADITIONAL VACANCY ANNOUNCEMENTS

### VETERANS' PREFERENCE

Veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference over others in federal hiring.

You are a **5 point preference eligible** if your active duty service meets any of the following:

1. 180 or more consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010, the last date of Operation Iraqi Freedom, **OR**
2. Between August 2, 1990 and January 2, 1992, **OR**
3. 180 or more consecutive days, any part of which occurred after January 31, 1955 and before October 15, 1976, **OR**
4. Between April 28, 1952 and July 1, 1955, **OR**
5. In a war, campaign or expedition for which a campaign badge has been authorized.

You are a **10 point preference eligible** if you served at any time, and you:

1. Have a service connected disability, **OR**
2. Received a Purple Heart.

If you are not sure of your preference eligibility, visit the Department of Labor's Veterans' Preference Advisor at [www.dol.gov/elaws/vets/vetpref/choice.htm](http://www.dol.gov/elaws/vets/vetpref/choice.htm).

For more information on the application of veterans' preference in the hiring process, visit <https://www.fedshirevets.gov/job-seekers/veterans-preference/>.

### VETERANS' EMPLOYMENT OPPORTUNITY ACT OF 1998, AS AMENDED (VEOA)

is a competitive service appointing authority that can only be used when filling permanent, competitive service positions. It allows veterans to apply to announcements that are only open to so called "status" candidates, which means "current competitive service employees".

To be eligible for a VEOA appointment, your **latest** discharge must be issued under honorable conditions (this means an honorable or general discharge), **AND** you must be either:

- A preference eligible, defined in title 5 U.S.C. 2108(3), **OR**
- A veteran who substantially completed 3 or more years of active service.

### CMS REQUIRED DOCUMENTS (e.g., SF-50, DD-214, SF-15, etc.)

Required documents are necessary to be considered for CMS positions. Failure to provide the required documentation **WILL** result in an ineligible rating **OR** non-consideration. For more information on CMS required documents, please visit <https://www.cms.gov/About-CMS/Career-Information/CareersatCMS/Downloads/RequiredDocuments-.pdf>.

**CMS proudly supports our military veterans.**

**THANK YOU FOR YOUR SERVICE!**

