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| **PART VI. Employment Services**  **Section A. VR&E Employment and Placement Services** | |
| **CHAPTER 8. VETERANS PREFERENCE AND SPECIAL HIRING AUTHORITIES** | |
| **Objectives** | After completion of this training, VR&E staff is expected to:  • Know the process for assisting Veterans who qualifies under Veterans Preference or Special Hiring Authorities.   * Identify and explain the different equal employment opportunity programs for Chapter 31 participants. |
| **Contents** | **Veterans’ Preference in Federal Employment**  a. General Information  1. For Competitive Service  2. For Excepted Service  b. Preference Requirements  c. Responsibilities  1. VR&E  2. Office of Personnel Management (OPM)  3. Department of Labor’s Veterans’ Employment and Training  Service (DOL/VETS)  d. Required Documentation  1. For Claiming 5-Points Preference  2. For Claiming 10-Points Preference  3. For Claiming to be a Spouse or Child of a Qualifying Veteran  (10-Points Preference)  **Special Appointing Authorities**  a. General Responsibilities  b. Authorities for Veterans and Individuals with Disabilities  1. Veterans’ Recruitment Appointment (VRA)  (a) General Information  (b) Appointment Options  (c) Requirements  (d) References  2. 30 Percent or More Disabled Veterans’ Authority  (a) General Information  (b) Appointment Options  (c) Requirements  (d) References  3. Disabled Veterans Enrolled in a VA Training Program Authority  (a) General Information  (b) Equivalency with Non-Paid Work Experience (NPWE)  (c) Specific Employment Coordinator (EC) and Vocational  Rehabilitation Counselor (VRC) Responsibilities for this  Authority  (d) Certificate of Training  (e) References  4. Veterans Employment Opportunities Act (VEOA) of 1998, as  Amended  (a) General Information  (b) Requirements  (c) References  5. Schedule A. Appointment for Persons with Disabilities  (a) General Information  (b) Requirements  (c) Documentation  (d) Specific EC and Vocational Rehabilitation Counselor VRC  Responsibilities for this Authority  (e) References  **Equal Employment Opportunity Programs**  a. General Information  b. Responsibilities  c. Uniformed Services Employment and Reemployment Rights Act  (USERRA) of 1994  1. General Information  2. References  d. Work Opportunity Tax Credit (WOTC)  e. Selective Placement Program (SPP)  1. General Information  2. Selective Placement Program Coordinator (SPPC)  3. Job Candidate Referral Options  4. Responsibilities  f. Reasonable Accommodation  1. General Information  2. Types of Reasonable Accommodation  3. References  g. Section 508 of the Rehabilitation Act of 1973, as Amended  1. General Information  2. Requirements  3. Responsibilities  4. Computer/Electronic Accommodations Program (CAP)  5. References  h. Special Emphasis Programs (SEPs)  1. General Information  2. People with Disabilities Program |
| **Appendices** | Appendix A. Employment Resources  Appendix AB. Work Opportunity Tax Credit  Appendix AC. Schedule A Letter |
| **Exercises** | 1. What are the two classes of jobs under Veterans’ preference? Describe each class of job. 2. What are the criteria for Veterans’ preference? 3. Explain the responsibilities of VR&E, OPM and DOL/VETS in implementing Veteran’s preference. 4. What are the procedures for assisting Veterans with preference? 5. What are the special appointing authorities for hiring Chapter 31 participants? Describe requirements and documentation for each authority. 6. Identify the equal employment opportunity programs and VR&E staff’s responsibilities in assisting Veterans in each program. |
| **Rescissions** | Refer to the KMP in Policies & Guidance under the column ‘Rescinded’. |