



HIRING OUR HEROES



**A Business Guide
to
Understanding the Basics
of
Hiring a Veteran.**



GREATER DES MOINES
PARTNERSHIP

NATIONAL GUARD 
JOB CONNECTION EDUCATION PROGRAM

Job Connection Education Program

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www.jcep.info

Who Are We?

JCEP is an employment partnership initiative, funded by the National Guard Bureau, designed to provide relevant and timely workforce training and job-placement assistance to Iowa National Guardsmen, Reservists and *their spouses*.

History - Why?



How we do it...

- *Employment assistance* for unemployed or underemployed Service Members *and their spouses!*
- JCEP's *one-on-one "high touch" personal service* helps participants identify aptitudes and abilities honed in the military.
- *Create a plan* for transferring them to a civilian job setting.
- Education in *understanding and mastering key job-search resources and services* for optimal job placement.
- *Connection through employer partnerships.*

How we do it...



JCEP Employment Cycle

The background of the slide is a faded, wavy American flag. The stars are white on a blue field, and the stripes are red and white.

Resume Building!!

****Identify and translate Military Skills into language you can understand!!!****

Veterans Have the Skills you Want to Hire

Media/Graphic Arts Foreign Area Specialists Welders HVAC
Construction Food Service Intelligence Plumbers Satellite
Contracting / Purchasing Postal Operations Pilots
Marine Specialties Air Traffic Controllers
Engineers Lawyers
Material Handling Finance / Accounting Police / Security Doctors
Medical Specialties Transportation Telecommunications Nurses
Mechanics Human Resources / Training / Recruiting Supply Chain / Logistics
Machinists IT / Computer

The military has over **7,000** job positions across more than **100+** functional areas and **81%** of these jobs have a direct civilian equivalent.

Intangible Skills

By serving in the military, veterans gain transferable skills:

- ***Project management***
- ***Personnel management***
- ***Training/instruction***
- ***Counseling***
- ***Operations***
- ***Interpersonal communication***
- ***Leadership***
- ***Problem solving / decision making / trouble shooting***
- ***Process improvement***
- ***Requirements gathering***

NATIONAL GUARD

JOB CONNECTION EDUCATION PROGRAM

Xxxx X. Xxxxx

1234 Xxxxx St. ♦ Xxxxx, Iowa 12345 ♦ (xxx) xxx-xxxx ♦ xxxxxxxx@xxxx.com

Professional Summary

- ♦ Solid professional with over 10 successful years in demanding leadership and managerial positions.
- ♦ Proven leader, who thrives leading and empowering employees, poised and competent with demonstrated ability to lead in stressful situations.
- ♦ Exceptional organizational skills, thrives in a deadline-driven environment.
- ♦ Effective communication skills, both oral and written, able to build and manage cohesive teams.
- ♦ Excellent problem solving skills, perfected in the most extreme of circumstances, able to quickly access the problem, determine a solution, implement the plan and document lessons learned.

Skills Summary

- | | | |
|--------------------------|----------------------|------------------|
| ♦ Project Management | ♦ Strategic Planning | ♦ Implementation |
| ♦ Personnel Management | ♦ Management Support | ♦ Training |
| ♦ Operational Management | ♦ Leader Development | ♦ Consulting |
| ♦ Logistics Management | ♦ Employee Support | ♦ Team building |

Employment History

Iowa National Guard, Des Moines, Iowa

July XXXX – Present

Executive Officer

- ♦ Supervises the accountability, maintenance and readiness of 42 million dollars' worth of military equipment and infrastructure.
- ♦ Accountable for training, planning, daily operations, logistical plan and implementing security measures of the organization.
- ♦ Managed federal contracts to exceed 11 million dollars for security contractors, equipment

But, What If There is Still a Skills Gap?

Education assistance for those Soldiers who would prefer to get their degrees or trade certifications

(Apprenticeships / OJT)

Your company can choose to develop an **On-the-Job Training** programs to bridge it.

*** Funding *may* be available to pay for much or all of this OJT program:**

- **Veteran's G.I. Bill**
- **State-provided jobs training grants**



Eligible costs for reimbursement include:

- course design and development
- instruction costs for job-specific training
- training materials and supplies
- training facility rental
- travel costs



JCEP Building Employer Partners:

- JCEP works with local companies explaining the Job Connection Education Program and the ***benefits of hiring a National Guardsman and Veterans.***
- ***Referrals*** - When a JCEP participant applies for a job the business advisor makes sure the HR manager he's been working with is aware the application has been made.
- JCEP staff certainly ***can't guarantee participants will get the job,*** but they do their best to make sure the participant's resume and application are ***appropriate for the position.***

NATIONAL GUARD

JOB CONNECTION EDUCATION PROGRAM

**** 114 Hires as of Today ****

<i>Industry</i>	<i>% of Hires</i>	<i>Average Wage</i>
Government	22%	\$21.97
Manufacturing	11%	\$16.13
Finance	9%	\$17.75
Information Technology	9%	\$17.61
Sales	9%	\$13.97
Customer Service	9%	\$11.40
Administration	8%	\$23.36
Construction	8%	\$18.39
Transportation	3%	\$15.64
Logistics	3%	\$15.33
Health Services	3%	\$9.50
Security	2%	\$20.54
Education	2%	\$23.32



Job Connection Education Program

Questions?

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HIRING A VETERAN



What an Employer Should Know

- How to interpret the military resume.
- Differences in the veteran interview.
- What a veteran expects from you.
- How to recruit Veterans.



MILITARY RÉSUMÉ.



When reviewing a résumé, there are normally three main areas of confusion:

- 1. Rank**
- 2. Military Skills**
- 3. Military Terminology**

Our job is to try to eliminate that confusion before you see the Veteran.



UNDERSTANDING MILITARY RANK



The military divides their ranks into three categories:

Enlisted:



Warrant Officer:



Officer:



Ranks, can be unique to unique
to each branch of service.
(Lance Corporal, Petty Officer, Admiral)



UNDERSTANDING MILITARY RANK



Grade applies equally across each branch of service.

OFFICERS										
0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
ARMY - AIR FORCE - MARINES										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)
NAVY - COAST GUARD										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)

www.defense.gov/about/insignias/



UNDERSTANDING MILITARY RANK



How Military Rank Translates to Civilian Roles and Responsibilities

	Military Role and Education	Civilian Role and Responsibilities
Officers (O1 – O10)	<ul style="list-style-type: none"> • Provide overall management and leadership in their area of responsibility • Undergraduate to graduate degrees 	<ul style="list-style-type: none"> • President, Division Chief, and senior managers • Responsible for management , organizations, and efficiency of various departments in a corporation
Warrant Officers (WO1 – CW5)	<ul style="list-style-type: none"> • Highly trained functional specialists • Many have college degrees 	<ul style="list-style-type: none"> • Highly experienced technical leaders, experts and trainers that perform extremely specialized functions, such as maintaining the company IT system or serving as the pilot for the company plane
Enlisted (E1 – E9)	<ul style="list-style-type: none"> • Functional Specialists and technicians with varying degrees of leadership and management experience. As they progress with promotions, they assume responsibility and provide direct supervision of subordinates • High school diploma/GED/ college degrees 	<ul style="list-style-type: none"> • “Hands-on” workers performing a variety of jobs • As they rise up the ranks of the company based upon their leadership and many years of experience, they assume more responsibility and perform positions such as a manager and foreman.



UNDERSTANDING MILITARY BANK



Organization Size and Side-by Side Comparison

Approximate number of people	Military Name	Civilian Name
15-16	Platoon	Team/Department
70-250	Company/Battery	Unit/Department
300-900	Battalion	District/Division
3000-5000	Brigade/Regiment	Group/Division
7000-15000	Division	Region
20000-45000	Corps	Company



TRANSLATING MILITARY SKILLS



For every job in the military, there is a Code.

A military Occupational Code (MOC) is an alphanumeric or numeric code that denotes a specific military job.



11FX (Fighter Pilot)

Many veterans will refer to these codes in place of the formal name of their job duties. (Computer Technician, Supply Chain Clerk etc.)

There are variations in this code based upon branch of service.



TRANSLATING MILITARY SKILLS



Crosswalk Search - Windows Internet Explorer
http://www.onetonline.org/crosswalk/

o-net **O*NET OnLine**
A proud partner of the americanjobcenter network

Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Crosswalk Search

<h3>Apprenticeship</h3> <p>Search codes or titles from the Registered Apprenticeship Partners Information Data System (RAPIDS).</p> <input type="text"/> <input type="button" value="Go"/> Examples: 0235, glass blower	<h3>DOT</h3> <p>Search codes or titles from the Dictionary of Occupational Titles (DOT).</p> <input type="text"/> <input type="button" value="Go"/> Examples: 865.131-010, tree pruner
<h3>Education</h3> <p>Search codes or titles from the 2010 Classification of Instructional Programs (CIP).</p> <input type="text"/> <input type="button" value="Go"/> Examples: 50.0402, advertising	<h3>Military</h3> <p>Search codes or titles from the Military Occupational Classification (MOC).</p> <p>Army (MOS) <input type="text"/> <input type="button" value="Go"/> 15w Examples: 15W, radio operator</p>
<h3>Occupation Handbook</h3> <p>Search titles from the 2012-13 Occupational Outlook Handbook (OOH).</p> <input type="text"/> <input type="button" value="Go"/> Examples: education administrators	<h3>SOC</h3> <p>Search codes or titles from the 2010 Standard Occupational Classification (SOC).</p> <input type="text"/> <input type="button" value="Go"/> Examples: 39-6011, physician assistant

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Done Internet 100%

(Shows related civilian jobs.)

<http://www.onetonline.org/crosswalk/>



TRANSLATING MILITARY SKILLS



Military Crosswalk Search - Windows Internet Explorer

http://www.onetonline.org/crosswalk/MOC?b=A&s=15w&g=Go

File Edit View Favorites Tools Help

Occupation Quick Search:

o-net **O*NET OnLine**
A proud partner of the **americanjobcenter** network

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Military Crosswalk Search for:
15w

Search again: Army (MOS) 15w Go

1 code matching "15W" in Military Occupational Classification (MOC)

15W Unmanned Aerial Vehicle (UAV) Operator (Army - Enlisted)
17-3024.00 [Electro-Mechanical Technicians](#) Green

Internet 100%

<http://www.onetonline.org/crosswalk/>



TRANSLATING MILITARY SKILLS



17-3024.00 - Electro-Mechanical Technicians - Windows Internet Explorer

http://www.onetonline.org/link/summary/17-3024.00

File Edit View Favorites Tools Help

Gold Card - U.S. Depart... 17-3024.00 - Electro...

o-net **O*NET OnLine**
A proud partner of the **americanjobcenter** network

Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Summary Report for:
17-3024.00 - Electro-Mechanical Technicians

Updated 2011
green

Operate, test, maintain, or calibrate unmanned, automated, servo-mechanical, or electromechanical equipment. May operate unmanned submarines, aircraft, or other equipment at worksites, such as oil rigs, deep ocean exploration, or hazardous waste removal. May assist engineers in testing and designing robotics equipment.

Sample of reported job titles: Electro-Mechanical Technician (E/M Technician), Electronic Technician, Test Technician, Tester, Mechanical Technician, Product Test Specialist, Electro-Mechanic, Electronic Instrument Technician, Laboratory Technician, Maintenance Technician

Also see: [Robotics Technicians](#)

View report: **Summary** [Details](#) [Custom](#)

Internet 100%

<http://www.onetonline.org/crosswalk/>



ADDITIONAL MILITARY SKILLS



Remember!

Military personnel are always tasked with additional job duties such as...

- Safety Officer/NCO
- Retention NCO
- EEO Officer/NCO
- Intelligence Officer
- Drill Sergeant
- Recruiter
- And numerous other assignments.

They are flexible and trainable.



TRANSLATING MILITARY TERMS



Many of these titles wont be on O'Net.

- S1, G2, CO, Executive Officer (XO) etc.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying http://en.wikipedia.org/wiki/Executive_officer. The page content includes the title "Executive officer" and a section titled "United States" with an "[edit]" link. The text in the "United States" section reads: "In the [United States Army](#) and [Marine Corps](#), for example, there are XO [billets](#) in each [company](#), [battalion](#), and [brigade](#), though not at higher levels of command. The XO billet is not a command; rather it is considered staff. The XO is typically responsible for the management of day-to-day activities, such as maintenance and logistics, freeing the unit commander to concentrate on tactical planning and execution. The XO also takes charge in the absence of the CO. While the experience gained as an XO is highly beneficial for an officer's professional development, it is not necessarily a prerequisite for a command position. In the [United States Navy](#) and [Coast](#)


<http://en.wikipedia.org>



TRANSLATING MILITARY TERMS



★ Favorites DOD Dictionary of Military and Associated Te... Home RSS Print Page Safety Tools ?



DOD Dictionary of Military Terms

The DOD Dictionary is managed by the Joint Education and Doctrine Division, J-7, Joint Staff. All approved joint definitions, acronyms, and abbreviations are contained in Joint Publication 1-02, *DOD Dictionary of Military and Associated Terms* 08 November 2010, as amended through 15 November 2011.

PDF XML

Search

Browse

DOD Acronyms

ABCDEFGHIJKLMNOPQRSTUVWXYZ Num

- [tactical operations center](#)
- [tactical questioning](#)
- [tactical recovery of aircraft and personnel](#)
- [tactical reserve](#)
- [tactical warning](#)
- [tactical warning and attack assessment](#)
- [tactics](#)
- [tagline](#)

tactical operations center

(DOD) A physical groupment of those elements of a general and special staff concerned with the current tactical operations and the tactical support thereof. Also called TOC.
Source: JP 3-33



TRANSLATING MILITARY TERMS



- **Veteran** = Anyone who served (There are many Federal definitions.)
- **Retired Veteran** = Retired from the military w/20+ years of service or medically retired.
- **Active Duty** = Fulltime military includes Active Guard and Reserve (AGR).
- **Guard & Reserve** = Not fulltime military; Still have service responsibilities with Guard and Reserves
- **Returned Guard and Reserve (Demobilized)** = No longer deployed; May or may not have service responsibility



REVIEWING A DD-214

DD-215 is also an official document. It is a "Correction to the DD-214" issued after the DD-214 has been issued.

MOS Codes and Dates of Service

Awards

Record of Military Training

Registration w/County Recorder

Only on Member – 4 Copy

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) LOYER ROBERT EARL		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/RA		3. SOCIAL SECURITY NO. ██████████	
4.a. GRADE, RATE OR RANK MSG	4.b. PAY GRADE 03	5. DATE OF BIRTH (YYMMDD) ██████████		6. RESERVE OBLIG TERM DATE Year 00 Month 00 Day 00	
7.a. PLACE OF ENTRY INTO ACTIVE DUTY DES MOINES IA		7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) 408 CEDAR STREET MCKEANVILLE, IA 52639			
8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND USAR DES MOINES, RECRUITING COMMAND BC		8.b. STATION WHERE SEPARATED PORT LEAVENWORTH, IOWA 56027-5000			
9. COMMAND TO WHICH TRANSFERRED USAR CIRCLE (RETI) ABERDEEN, 9700 PAGE BLVD, ST LOUIS, MO 63132		10. SGLI COVERAGE Amount: \$ 100,000.00		<input type="checkbox"/> None	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) JOBSPW7 RECRUITER/RETENTION MCO/CHANCE CO- UNSLING-9 YRS-11 MGS//11CSH INDRCT FIRE I- MEMO-19 YRS-6 MGS//NOTHING FOLLOWS					
12. RECORD OF SERVICE					
a. Date Entered AD This Period 72 07 10					
b. Separation Date This Period 92 07 31					
c. Net Active Service This Period 20 00 21					
d. Total Prior Active Service 00 00 00					
e. Total Prior Inactive Service 00 05 16					
f. Foreign Service 02 11 29					
g. Sea Service 00 00 00					
h. Effective Date of Pay Grade 89 09 01					
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) HEROIC SERVICE MEDAL//ARMY COMBATATION MEDAL 2ND AWARD//GOOD CONDUCT MEDAL 5TH AWD//MCO PROFESSIONAL DEVELOPMENT RIBBON 3//ARMY SERVICE RIBBON//CUBAN SEA SERVICE RIBBON//EXPAT PARACHUTE BADGE//EXPAT INFANTRYMAN BADGE//PARACHUTIST BADGE// US ARMY GOLD RECRUITER BADGE THREE CASUALTY ACHIEVEMENT STARS//COMBAT IN BLOCK 10					
14. MILITARY EDUCATION (Course title, number of weeks, month and year completed) BASIC AIRBORNE, 4 WKS, OCT 72//JUNIOR OPERATIONS TRAINING, 2 WKS, OCT 73//VEHICLE MAINTENANCE, 1 WK, JAN 74//MCO ACADEMY GRAD, 4 WKS, DEC 74//BASIC MCO COURSE, 8 WKS, OCT 75//ARMY RECRUITER COURSE, 4 WKS, JUN 78//ADVANCED MCO COURSE, 6 WKS, OCT 83//STAFF MCO FACILITY, 2 WKS, FEB 85//CHUMICE COUNSELOR, 3 WKS, DEC 86//NOTHING FOLLOWS					
15.a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM <input checked="" type="checkbox"/>		15.b. HIGH SCHOOL GRADUATE OR EQUIVALENT <input checked="" type="checkbox"/>		16. DAYS ACCRUED LEAVE PAID NONE	
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION <input checked="" type="checkbox"/>					
18. REMARKS IMMEDIATE REENLISTMENTS THIS PERIOD: 720710-740529; 740530-760307; 760308-781010; 781011-811-041; 811002-840826; 840827-870617//BLOCK 13: DRIVER AND MECHANIC BADGE DRIVER-4 BAR//SUBJECT TO RECEIVE DUTY RECORD BY THE SECRETARY OF THE ARMY//THE INFORMATION CONTAINED HEREIN IS SUBJECT TO COMPUTER MATCHING WITHIN THE DEPARTMENT OF DEFENSE OR WITH ANY OTHER AFFECTED FEDERAL OR NON-FEDERAL AGENCY FOR VERIFICATION PURPOSES AND TO DETERMINE ELIGIBILITY FOR, AND/OR COMPLETED COMPLIANCE WITH, THE REQUIREMENTS OF A FEDERAL BENEFIT PROGRAM//NOTHING FOLLOWS					
INST # 094664 RECORDING FEE None AUDITOR FEE					
19.a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) 5115 NE 13TH STREET DES MOINES, IA 50313			19.b. NEAREST RELATIVE (Name and address, include Zip Code) CHARLOTTE LOYER ADDRESS SAME AS 19a		
20. MEMBER REQUESTS COPY 3 BE SENT TO <input type="checkbox"/>		21. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, and signature) Walter M. [Signature]		22. SIGNATURE OF MEMBER BEING SEPARATED [Signature]	
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION RETIREMENT		24. CHARACTER OF SERVICE (Include upgrades) SEMPARATE			
25. SEPARATION AUTHORITY AR 635-100, PARA 4-13		26. SEPARATION CODE 000		27. REENTRY CODE 00	
28. NARRATIVE REASON FOR SEPARATION FOR LENGTH OF SERVICE					
29. DATES OF TIME LOST DURING THIS PERIOD None				30. MEMBER REQUESTS COPY 4 <input checked="" type="checkbox"/>	

DD Form 214, NOV 88



REVIEWING A DD-214



CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) LOVER ROBERT EARL		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/RA		3. SOCIAL SECURITY NO. [REDACTED]	
4.a. GRADE, RATE OR RANK MSG	4.b. PAY GRADE ES	5. DATE OF BIRTH (YYMMDD) [REDACTED]		6. RESERVE OBLIG TERM DATE Year 00 Month 00 Day 00	
7.a. PLACE OF ENTRY INTO ACTIVE DUTY DES MOINES IA		7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) 408 CEDAR STREET MCBRIDE IA 52639			
8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND USAR DES MOINES, RECRUITING COMMAND BC		8.b. STATION WHERE SEPARATED PORT LEAVENWORTH, IOWA 56077-5000			
9. COMMAND TO WHICH TRANSFERRED USAR CIRCLE (RETI) ARPERCEN, 9700 PAGE BLVD, ST LOUIS, MO 63132		10. SGLI COVERAGE None <input type="checkbox"/> Amount: \$ 100,000.00			
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) J0R5P47 RECRUITER/RETENTION NCO/CHANCE COUNSELING-9 YRS-11 MOS//11CSH INDRCT FIRE I-19YRS-6 MOS//NOTHING FOLLOWS		12. RECORD OF SERVICE			
		a. Date Entered AD This Period 72 07 10			
		b. Separation Date This Period 92 07 31			
		c. Net Active Service This Period 20 00 21			
		d. Total Prior Active Service 00 00 00			
		e. Total Prior Inactive Service 00 05 16			
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		g. Sea Service 00 00 00			
		h. Effective Date of Pay Grade 89 09 01			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) HEROIC SERVICE MEDAL//ARMY COMBATATION MEDAL//ARMY ACHIEVEMENT MEDAL 2ND ANNO//GOOD CONDUCT MEDAL 6TH REG//NCO PROFESSIONAL DEVELOPMENT RIBBON 3//ARMY SERVICE RIBBON//CUBAN SEA SERVICE RIBBON//SERVICEMEMBER'S BADGE//SERVICEMEMBER'S BADGE//PARACHUTIST BADGE//US ARMY GOLD BUCKLE BADGE THREE CASUALTY ACHIEVEMENT STARS//COMBAT IN BLOCK 10					
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) BASIC AIRBORNE, 4 WKS, OCT 72//JUNIOR OPERATIONS TRAINING, 2 WKS, OCT 73//VEHICLE MAINTENANCE, 1 WK, JAN 74//NCO ACADEMY CRSD, 4 WKS, DEC 74//BASIC NCO COURSE, 8 WKS, OCT 75//ARMY RECRUITER COURSE, 4 WKS, JUN 78//ADVANCED NCO COURSE, 6 WKS, OCT 83//SERV MED FACILITY, 2 WKS, FEB 85//CHANCE COUNSELOR, 3 WKS, DEC 86//NOTHING FOLLOWS					
15.a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM <input checked="" type="checkbox"/>		15.b. HIGH SCHOOL GRADUATE OR EQUIVALENT <input checked="" type="checkbox"/>		16. DAYS ACCRUED LEAVE PAID None	
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION <input checked="" type="checkbox"/>					
18. REMARKS IMMEDIATE REASSIGNMENTS THIS PERIOD: 720710-740529; 740530-760307; 760308-781010; 781011-811-041; 811002-840826; 840827-870617//BLOCK 13: DRIVER AND MECHANIC BADGE DRIVER-H ERM//SUBJECT TO ACTIVE DUTY RECALL BY THE SECRETARY OF THE ARMY//THE INFORMATION CONTAINED HEREIN IS SUBJECT TO COMPUTER SEARCHING WITHIN THE DEPARTMENT OF DEFENSE OR WITH ANY OTHER AFFECTED FEDERAL OR NON-FEDERAL AGENCY FOR VERIFICATION PURPOSES AND TO DETERMINE ELIGIBILITY FOR, AND/OR COMPLETED COMPLIANCE WITH, THE REQUIREMENTS OF A FEDERAL BENEFIT PROGRAM//NOTHING FOLLOWS					
19.a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) 5115 NE 13TH STREET DES MOINES, IA 50313		19.b. NEAREST RELATIVE (Name and address, include Zip Code) CHARLOTTE LOVER ADDRESS SAME AS 19a			
20. MEMBER REQUESTS COPY 3 BE SENT TO <input type="checkbox"/>		21. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, and signature) [Signature]		22. SIGNATURE OF MEMBER BEING SEPARATED [Signature]	

INST # **094664**
RECORDING FEE **None**
AUDITOR FEE

FILED FOR RECORDING
31 MAY 20
11 00 AM '20
RECORDS
ADMIN
BANK COON

23. TYPE OF SEPARATION RETIREMENT				24. CHARACTER OF SERVICE (Include upgrades) SEMPARATE	
25. SEPARATION AUTHORITY AR 635-100, PARA 4-13		26. SEPARATION CODE 08D		27. REENTRY CODE 00	
28. NARRATIVE REASON FOR SEPARATION FOR LENGTH OF SERVICE					
29. DATES OF TIME LOST DURING THIS PERIOD None		30. MEMBER REQUESTS COPY 4 <input checked="" type="checkbox"/>			

If the Veteran entered the military from Iowa, the Iowa Dept of Veteran Affairs should have a copy.

If not an Iowa Veteran, it may be much more difficult to obtain, as some state do not maintain these records.

In this case, it will need to be ordered from:

<http://www.archives.gov/veterans/>



THE

VETERAN INTERVIEW



Questions you can ask when interviewing a Veteran

- **Years of Service**
- **Grade or Rank**
- **Military occupation**
- **Work experience and training received**



THE VETERAN INTERVIEW



Questions you should avoid.

- **What type of discharge did you receive?**
 - Unless ascertaining Veteran's Preference status.
 - Could reveal medical information.
- **Are you going to be called for duty any time soon?**
- **Did you see any action while you were in?**
 - Could suggest a question about PTSD/TBI.



THE VETERAN INTERVIEW



When Interviewing a Veteran you can expect:

- **Self Confidence** – Sometimes bordering on arrogance. Pride.
- **Self Consciousness** – Unsure how to interview or their military experience relates to your job opening.
- **Use of “Acronyms”** – It’s a habit. Have them explain.
- **Setting at Attention** – Very rigid, no smile, strong eye contact.
- **“Yes Sir” or “Yes Ma’am”** – It’s also a habit.



THE VETERAN INTERVIEW



Veterans have high expectations concerning:

- Promotion Potential
 - Regular promotion or pay increases with clearly defined requirements.



THE

VETERAN INTERVIEW



They have high expectations concerning:

- Benefits
 - They receive full benefits in the military.
 - This may be more important to married veterans.



THE

VETERAN INTERVIEW



They have high expectations concerning:

- Professional Leadership
 - Veterans are well trained in leadership
 - Fair and equitable treatment
 - Consideration of skills and abilities
 - Recognition for ability and accomplishments



THE VETERAN INTERVIEW



\$ Money \$

Let's talk about money.



THE

VETERAN INTERVIEW



**The Average Wage in Iowa is \$18.15 per hour.
This equals \$37,752 per year.**

[BLS – 2nd Qtr 2011](#)

**While deployed to a combat zone,
military personnel pay no income taxes,
which means
a married service member could take
home...**



THE VETERAN INTERVIEW



-  **PFC/E-3 (Over 2 years): \$38,480 Per Yr (\$18.50 per hr)**
-  **Cpl/E-4 (Over 3 years): \$42,086 Per Yr (\$20.58 per hr)**
-  **Sgt/E-5 (Over 4 years): \$48,401 Per Yr (\$23.27 per hr)**

This is the wage that the veteran's family has been living on while deployed.

This wage also determines the wage they must accept when drawing their Unemployment Insurance.



THE

VETERAN INTERVIEW



Veterans who have not been recently deployed, will have different expectations.

If the salary that the veteran is asking for is above the local market value for that position, take the time to explain this to the veteran.

Salary may not be a Deal Breaker!



RECRUITING VETERANS



1. Do not stereotype veterans

- Veteran UI Rate can be misleading ([BLS - Aug 2012](#))
 - National Rate: 8.0%
 - All Vets 18 and over: 6.6%
 - Gulf War Era II Vets: 10.9% (90 day period, School)
- Because a veteran is disabled, does not mean he does not have the ability to do the job.
 - There are degrees of disability.
- Not all veterans have PTSD
 - Non-Vet PTSD Rate – 6.8%
 - Vet PTSD Rate – 13.8%



RECRUITING VETERANS



2. Know your **IowaWORKS** Veteran Representative.
 - They may have the right veteran for your position.
 - They can help interpret résumés, answer general questions and provide related resources.

3. Make it obvious you want to recruit veterans.
 - Put it on your web page.
 - Don't hide it under "Diversity"
 - Use the veterans you already employ.
 - Take a veteran employee with you to Vet Job Fairs.
 - Veterans know Veterans.



RECRUITING VETERANS



4. Offer GI Bill approved training.
 - Approved through the Iowa Dept. of Education.
5. Post your jobs on Veteran specific job boards.
6. Support your local Employer Support of Guard and Reserves (ESGR).

Remember, Word Gets Around!



HIRING A VETERAN



Are there any questions about

- How to interpret the military resume.
- Differences in the veteran interview.
- What a veteran expects from you.
- How to recruit Veterans.



HIRING OUR HEROES



Links

- Rank Insignia and Titles www.defense.gov/about/insignias/
- Military Occupation Codes www.onetonline.org/crosswalk/
- Terminology en.wikipedia.org
www.dtic.mil/doctrine/dod_dictionary/
- Iowa Dept of Education educateiowa.gov/
- Work Opportunity Tax Credit www.doleta.gov/business/incentives/opptax
- Iowa ESGR www.iowaesgr.org
- Other Information www.IowaWorkforce.org/veterans/
(or to contact an IWD Vet Rep)