

## WorkSource Standards & Integration Division

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Number: PL-0002  
Date: August 3, 2011  
Expiration Date: None

**TO:** Workforce Development System

**FROM:** Amy Smith-Rubeck, Deputy Assistant Commissioner

**SUBJECT:** Job Order Policy - Veterans Issues

### Purpose:

WorkSource staff have raised a number of questions regarding veterans' issues and the Job Order Policy # 1006 Revision 1 issued on April 28, 2010. The purpose of this communication is to provide technical assistance to the WorkSource System on three specific veterans' employment and training scenarios.

### Content:

The WorkSource Standards and Integration Division (WSID), Legislation & Policy Unit, has received several inquiries regarding veterans' issues relative to the Job Order Policy #1006 Revision 1. It appears that there is some confusion around three separate and distinct scenarios. The following provides technical assistance on the policy requirements relative to each of the scenarios:

- 1) **Federal employers posting job orders targeted to federal employees with "status"**.  
These are not to be confused with Affirmative Action Requests or the Federal Contractor Job Listing Program. These announcements are only open to so-called "status" candidates. These federal opportunities allow veterans and current or former federal employees with competitive and/or reinstatement eligibility to apply. The federal job announcement should clearly define who may be considered for the position.

**Action:** These federal job orders should be created in the Services Knowledge & Information Exchange System (SKIES) as a WA job order. Include a statement under the headings "Description" and "Job Requirements" clarifying who may apply to these federal jobs. This statement should mirror the language in the federal announcement.

- 2) **VETS Training – Helping veterans find employment.** If the opportunity in question is training, or not a job until after passing the training, it is not posted as a WA job order in SKIES.

**Action:** Post these opportunities in WorkSource or distribute through other media sources. Remember that apprenticeship openings are allowable according to the Job Order Policy

#1006 Revision 1.

- 3) **Veterans' preference for private sector employers.** Governor Gregoire approved House Bill 1432 on April 20, 2011. Private sector employers may voluntarily show preference in hiring honorably discharged veterans, widows/widowers, or spouses of disabled veterans.

**Action:** If an employer desires to show preference to these individuals, include a statement in the job order under "Preferred Qualifications": "Honorably discharged veterans, widows/widowers, or spouses are encouraged to apply." [See attached HB 1432, Ch. 144, Laws of 2011 – Veterans—Preference in Employment]

**References:**

- [VetGuide](#)
- [Feds Hire Vets](#)
- [Executive Order Veterans Employment Initiative](#)

**Website:**

<http://www.wa.gov/esd/policies/systems>

**Action Required:**

Workforce Development Councils and their contractors, as well as Employment Security Department Area Directors, should distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

All WorkSource System Partners that have access to SKIES and provide services to businesses are required to comply with this technical assistance document.

**Direct Inquiries To:**

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**Attachments:**

[Veterans - Preference in Employment](#)