



# HR BEACON

## Community News for HR Professionals

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### Training Resources: Wounded Warrior/Veteran Special Hiring Authorities

This Beacon, as a follow-on to Beacon 15-11, provides the latest training resources and information available on-line to help HR Professionals navigate the complexities of the federal hiring process when it comes to hiring and retaining the talent of our wounded warriors and veterans. To learn more on the Federal Civilian Hiring Process please visit:

- Office of Personnel Management (OPM) Hiring Toolkit and basic overview on federal civilian hiring, at [https://hru.gov/Studio\\_Recruitment/HT\\_Hiring\\_Toolkit.aspx](https://hru.gov/Studio_Recruitment/HT_Hiring_Toolkit.aspx)
- OPM entitlements to veterans' preference, at <https://www.opm.gov/policy-data-oversight/veterans-employment-initiative/vet-guide/>
- OPM Detailed Elements and Steps of the Federal Hiring Process, at <https://www.opm.gov/policy-data-oversight/human-capital-management/hiring-reform/hiringelements.pdf>
- Defense Civilian Personnel Advisory Service (DCPAS) Hiring Manager's Toolkit, at <https://dodhrinfo.cpmc.osd.mil/Directorates/HROPS/Staffing-and-Civilian-Transition/Programs/HiringManager/Pages/Home1.aspx>
- Office of Civilian Human Resources (OCHR), at <http://www.secnav.navy.mil/donhr/Pages/Default.aspx>
- Human Resources Community Portal: HR Documents at <https://dodlearn.nps.edu/portal>  
HR reference tools to down load are:
  - October 19<sup>th</sup> 2016 Webinar – Slides covering Veteran Special Hiring Authorities and Hiring Manager Resources
  - Civilian Hiring Authorities – A list of the Top DoD-Hiring and Appointing Authorities

### Special Hiring Authorities

- Workforce planning, recruiting and outreach of civilian employees is supported by Presidential Executive Orders 13518 and 13583, which address the hiring of under-represented groups in the federal workforce. The special appointing authorities listed below provide HR hiring officials with opportunities to hire job seekers without competition by using preferences under Title 5 of the United States Code. When hiring, please consider using one or more special hiring authorities for your Veteran hires. For additional information regarding Special Hiring Authorities please refer to HR Beacon Issue Number 2015-11, "Wounded Warrior/Veteran Special Hiring Authorities".

Government, as well as private employers, must play a vital role in supporting our veterans who may be challenged to find jobs. As an HR officer, you can play a prominent role in your organization's talent management process by leading change in recruiting, hiring, and the retention of these highly skilled individuals to meet your staffing and mission objectives. Help create a competitive advantage for your organizations by hiring veterans!

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