

Required Documentation

Veteran Employment Program Office

The *Veteran Employment Program Office (VEPO)* is responsible for oversight of veteran employment and intern initiatives for the IRS. The programs include: the *Warrior Intern Program (WIP)* – a component of *Operation Warfighter (OWF)*, *Non-Paid Work Experience Program (NPWE)*, and the *Student Veteran Intern Program (SVIP)*.

For more information about federal employment for veterans including special hiring authorities, please visit www.FedsHireVets.gov

Registering for the VAforVets Database

The **VA for Vets** online Career Center provides dynamic, easy-to-use tools to translate your military experience into marketable skills, take self-assessments, create civilian resumes and search for jobs. Get started with VA for Vets today. Here is how:

1. Visit the VA for Vets website at www.VAforVets.VA.gov.
2. Go to the Career Center page.
3. Select the 'Get Started' button.
4. Choose the Resume Builder option.
5. Create your resume in the system.
6. Be sure to identify yourself as a Preference Eligible Veteran, if applicable.
7. Next, select the option to 'Upload the resume to the Veterans Resume Database' for VA recruiters to find you.

Contact the Veterans Employment Program Office at:

Email: vets@irs.gov

Phone: 202-317-VETS (8387)

Fax: 877-477-9593

Veteran Internship Program

Internship packages should include the following items:

■ **Resume:**

Resumes should clearly speak to the requirements of the position for which you are applying. Resumes will be used in evaluating your application – so they should contain a detailed description of your experience and education. If you need assistance building your federal government resume, please visit: www.VAforVets.VA.gov. For resume translation assistance, please visit: <http://online.onetcenter.org>

■ **Transcripts:**

Include all college transcripts which support and confirm your educational history

- › An unofficial transcript may be accepted
- › We reserve the right to request an official transcript later in the process, if an official job offer is made

■ **DD-214:**

If you are a veteran or military personnel, provide a copy of your **DD-214**

■ **Additional Documentation:**

If using special hiring authorities, veterans may also need to provide the following documents:

- › **Civil Service Preference Letter** – also known as the VA Letter – indicating your percentage of disability
- › Disability determination from a branch of the Armed Forces
- › **SF-15** for veterans who are 30% or more disabled
A copy can be downloaded at <http://www.FedsHireVets.gov/pdf/SF15.pdf>

■ **Geographic Locations:**

- › Please provide up to three geographical locations, by **city and state**, where you prefer to work. If you have no preference, simply state that you are willing to work anywhere
- › It may be possible for transitioning members to have relocation costs paid by the Department of Defense for a location that is equal to or less than the distance from the military base to the member's home of record. Please visit your HR Office for assistance

Please e-mail or fax all required documentation to the Veteran Employment Office. Providing the VEPO with the documents listed above does not guarantee a position with the IRS and should not be considered a job offer.