

## Veteran's Preference/VMET Quick Guide

Veterans Preference affords the vet an interview if said vet meets all the minimum requirements of the position. OHR will determine eligibility for veterans preference using predetermined military documents. The search chair/committee will be able to recognize veterans preference in 2 ways; a Special Handling List icon and "veterans preference" annotated in the workflow state of the applicant page in the posting in PeopleAdmin

The screenshot shows the PeopleAdmin interface for a job posting titled "Posting: University Police Officer Trainee (USS)". The current status is "Closed". The position type is "USS" and the department is "108371-WSU Police Department (108371)". The posting was created by Lloyd Hatfield, owner of Human Resources.

Below the posting details, there are tabs for "Summary", "History", "Settings", "Applicants", "Reports", "Hiring Proposals", and "Associated Position Description". The "Applicants" tab is active, showing a search bar and a table of classified applicants.

The table shows a search for "Classified Applicants-Active" with 34 items found. The table has columns for Last Name, First Name, Active/Inactive, Posting Number, Application Date, Email Address, Primary Contact Number, Workflow State Owner, Workflow State (Internal), Status, Combined Document, Special Handling List, and Actions.

The first applicant listed is Jonathan Simpson, who is active. His application date is July 31, 2014. In the "Special Handling List" column, there is a checkmark icon, and in the "Status" column, the text "Veteran's Preference" is circled in red.

VMET, or Verification of Military Education and Training, is a "civilianized" version of a veteran's military qualifications as related to a specific job. It translates a previous military job into civilian terms. The search chair/committee should use this document to validate the veteran's previous experience and job summary (Occupation Description)

The document is titled "OCCUPATION: 37F3, Manpower-Personnel Qualified". It contains the following text:

**DUTY OCCUPATION:**  
AIR FORCE, GUARD: LIEUTENANT COLONEL, Pay Grade O-5  
DEC 2005 - AUG 2008 (2 Years 8 Months), 37F3

AIR FORCE, GUARD: MAJOR, Pay Grade O-4  
OCT 2005 - DEC 2005 (6 Months), 37F3

**OCCUPATION DESCRIPTION FROM SERVICE FILE FOR: 37F3**  
(Description dates OCT 2005 - OCT 2008)  
Administers and conducts a wide variety of activities across the human resource lifecycle. Activities include programming and allocation of manpower resources; manpower determination; personnel actions that encompass accountability, classification, assignments, force development, casualty, separations and retirements; education and training oversight, and guidance in military equal opportunity. Responsible for organizational development, performance management, and AF productivity programs.

As well as the vet's previous job description (Duties and Responsibilities)

2. Duties and Responsibilities:

2.1. Formulates manpower-personnel plans and programs and develops policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals. Oversees training, equipping, and compliance of subordinate functional communities.

2.2. Participates in total force deliberate and crisis wartime planning and execution in support of combatant commanders. Provides personnel accountability and casualty reporting (in-garrison and deployed) during mobilization, contingency operations and demobilization.

2.3. Develops, controls and allocates manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.

2.4. Oversees the full spectrum of manpower-personnel programs to accomplish accession processing, classification and utilization, promotions, recognition, evaluations, assignments, retirements and separations.

2.5. Leads the commanders support staff and manages programs to include leave, recognition, performance reporting and disciplinary actions. Responsible for the morale, welfare, and safety of unit personnel. (Note: see AFMAN 36-2105 for commander's prefix description).

2.6. Determines total force manpower requirements across the spectrum of Air Force capabilities. Employs industrial and management engineering methodologies to develop manpower determinants. Manages allocation of military and civilian resources. Conducts management advisory studies.

2.7. Develops, tests, evaluates, and maintains organization structure.

2.8. Administers Air Force performance management and productivity programs.

2.9. Administers commercial activities programs. Oversees and conducts competitive sourcing studies to include consulting on development of most efficient organization for competitive bid.

2.10. Develops, analyzes, and evaluates work methods and procedures related to curriculum preparation, instruction, testing, and student appraisal. Provides training for technical and academic instructors.

2.11. Manages military equal opportunity programs. Advises commanders at all levels on the human relations environment and helps ensure equal opportunity. Provides human relations and equal opportunity program education and oversees complaints processing.

And comparable civilian job (Related Civilian Occupation), as it relates to the position applied for

**RELATED CIVILIAN OCCUPATION FOR: 37F3**  
Human Resources Managers (ONET 11-3040.00)