



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS AIR FORCE PERSONNEL CENTER**  
**JOINT BASE SAN ANTONIO-RANDOLPH TEXAS**

13 March 2014

MEMORANDUM FOR EMPLOYERS SEEKING TO HIRE VETERANS

FROM: HQ AFPC/DPFFF

SUBJECT: Resources to Help Employers Make Connections with Veterans

1. The Airman & Family Readiness Centers (A&FRC) are charged with supporting transitioning members, retired members, civilians, wounded warriors and all family members in achieving short and long-term employment, education/training and career goals.
2. The Air Force is often approached by private industries, companies and organizations seeking to hire transitioning service members and/or family members. We highly encourage you to utilize the following:

**A. Airman & Family Sustainment Branch (HQ AFPC/DPFFF)**

Oversees employment assistance operations for transitioning Airmen and family members. Private industries, companies and organizations with multiple employment opportunities at various locations should contact **Rashaud Smith**, Community Readiness Analyst, for Employment Assistance at **(210) 565-1681** or email at [rashaud.smith@us.af.mil](mailto:rashaud.smith@us.af.mil). The Airman & Family Sustainment Branch will assess the type of employment opportunities being offered and refer or forward information to some or all of the following:

- Post on Air Force A&FR database (AFFIRST) which is accessible by all A&FRCs
- Air Force Installations, all or some, as appropriate. Installations may further advertise through their social media channels
- [LinkedIn Group \(USAF Employment Assistance Program\)](#)
- Wounded Warrior program if interested in hiring our wounded, ill, or injured service members
- Military Spouse Employment Partnership (MSEP) program. This program offers spouses professional employment opportunities as well as portable careers. <https://msepjobs.militaryonesource.mil/>
- Army, Marine Corp, and Navy Representatives

**B. American Job Centers (AJCs)**

The Department of Labor (DOL) sponsors American Job Centers (AJCs), located in 2,600 locations throughout the United States, with at least one AJC in every state. Formerly known as One-Stop Career Centers, AJCs provide training, employment services, and job search assistance to job seekers and to employers. The services offered by these centers vary, but include benefits that **all employers may access and receive free of charge**. Many AJCs have specialized local Veterans' Employment Representatives (LVERs) and Disabled Veterans' Outreach Program Specialists (DVOPS) who work solely with veteran populations and can provide veteran applicant referrals. Find your local AJC/Career One-Stop Center at <http://www.servicelocator.org/onestopcenters.asp>

### **C. CareerOneStop “Business Center”**

The CareerOneStop Business Center, located at <http://www.careeronestop.org/businesscenter/index.aspx> is an electronic tool available on DOL’s CareerOneStop web site. This tool is designed to give businesses access to the resources they need to recruit, train, and retain a skilled workforce - from hiring and interviewing skills, to tips on where and how to recruit qualified candidates, to locating American Job Centers. Some key features of the Business Center include:

- Easy-to-download reports about employment projections and concentrations, wages, and unemployment rates for specific areas
- Access to local training and educational institutions
- Listings of top industries by employment - by state, metro area, and county
- A tool for finding military occupations related to specific civilian occupations
- Certifications for a particular position
- Assistance with writing job descriptions

### **D. Additional Helpful Links for Employers and Veterans**

- Employers can post online jobs (if applicable) at no cost with the National Labor Exchange (NLX) at: [www.us.jobs](http://www.us.jobs)
- Americas’ Heroes at Work includes a step-by-step toolkit for employers interested in developing or enhancing their veterans hiring initiative. <http://www.americasheroesatwork.gov/forEmployers/HiringToolkit>
- The National Resource Directory provides resources to connect wounded warriors, their families, and caregivers with those who support them. <https://www.nrd.gov/>
- The Veterans “Career Center” has tools and resources for service members and veterans to help with their transition to civilian employment. <https://www.ebenefits.va.gov>
- In My Next Move for Veterans, veterans can enter their prior military experience and link to information they need to explore information on civilian careers and related training. <http://www.mynextmove.org/vets/>
- The Veterans Re-Employment Portal is designed to assist veterans with employment, training, career planning, and financial issues after military service. <http://maps.servicelocator.org/military/onestopsearch.aspx>

3. DoD, Veteran Affairs and the Dept. of Labor are currently working on a DoD TAP website which will work as a single portal for transitioning service members to obtain transition assistance, review employment opportunities and post their resumes. Once this tool is available, we will let you know so that you will be able to post employment opportunities.



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