



## EMPLOYMENT READINESS FACT SHEET

Special assistance for Air Force civil service employment consideration is available for Airmen enrolled in the Air Force Wounded Warrior Program. This assistance does not guarantee employment, but provides an additional avenue to help connect you with hiring managers interested in your skills and abilities.

**ELIGIBILITY:** All members enrolled in the Air Force Wounded Warrior Program with a 30% (or more) Air Force or VA disability rating, are eligible to be referred for AF Civil Service employment consideration.

### DOCUMENTATION NECESSARY:

- Employment Referral Worksheet  
This is coordinated with your NMCM. Information gathered will include:
  - Up to three AF installation locations
  - Minimum acceptable grade
  - Career Field/Series of Interest (abilities, skills and knowledge in the career field(s) must be supported by resume)
- Federal Resume formatted using USAJobs template.  
[https://help.usajobs.gov/index.php/Main\\_Page](https://help.usajobs.gov/index.php/Main_Page)
- Schedule A Certification Letter (if deemed eligible by PCM/licensed medical provider).  
To be eligible for the Schedule A non-competitive appointment authority, an individual must provide proof of disability, which can be done with a letter provided by a physician/licensed medical professional, state or VA Vocational Rehabilitation counselor. The letter does not disclose any personal medical history or the exact nature of the disability, it will just state the person is an individual with an "intellectual, severe physical or psychiatric disability". A sample of the Schedule A letter can be obtained from your NMCM and must be written verbatim by your medical provider.
- If not Schedule A eligible, you must provide Veteran Preference letter downloaded from VA eBenefits website or documentation from AF validating eligibility. VA Disability Rating documentation containing detailed information about your medical condition should NOT be used as a substitute for a Veterans Preference Letter.

**PROCESS:** Once all documentation is obtained and reviewed by the Employment Readiness office, it will be merged into a message to be sent to the chosen location Civilian Personnel Office (CPO). The Employment Team will continue to act as a liaison with the CPO. However, it is recommended that you continue to keep job searching until an offer is extended. Assistance through this program is not the only means to obtain a job in that location. There is no requirement for a hiring official to select or even consider you for a vacancy. If a match occurs it is possible that you will be contacted and we may not be informed. If you are selected for a position, please ensure that you notify our office.