



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12307.1A  
(042) A:

08 APR 1993

NTC GREAT LAKES (COMPLEX<sup>3</sup>) INSTRUCTION 12307.1A

From: Commander, Naval Training Center, Great Lakes

Subj: VETERANS READJUSTMENT APPOINTMENT (VRA) PROGRAM

Ref: (a) Public Law 102-568 of 29 Oct 1992

1. Purpose. To set forth policies and procedures governing the VRA authority, as outlined in reference (a), and to advise managers and supervisors in activities serviced by the Naval Training Center Human Resources Office (NTC HRO), Great Lakes of their rights and responsibilities in hiring VRA eligibles.
2. Cancellation. NTCGLAKESINST 12307.1. This instruction has been substantially revised and should be reviewed in its entirety.
3. Scope. The provisions of this instruction apply to all activities serviced by the NTC HRO, Great Lakes.
4. Discussion. A VRA is a non-competitive appointment which leads to competitive status and career or career-conditional tenure subsequent to satisfactory completion of required service. This type of appointment reflects the continuing interest of both Executive and Legislative Branches in enhancing employment opportunities for certain veterans.
5. Procedures.
  - a. VRA applicants under the VRA authority must meet all of the following eligibility requirements:
    - (1) Be a citizen of the United States;
    - (2) Be discharged from the military service with other than a dishonorable discharge;
    - (3) Have served in one of the military services under one of the following circumstances:
      - (a) Be a Vietnam-era veteran who served on active duty for at least one day between 5 August 1964 and 7 May 1975.

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The military service must have been for more than 180 days of active military service. The 180 day requirement does not pertain to veterans with a service connected disability of 30% or more.

(b) Be a post-Vietnam veteran who first became a member of the Armed Forces after 7 May 1975 and have more than 180 days of active military service. The 180 day requirement does not pertain to (1) veterans separated from active duty because of a service-connected disability or (2) reserve and guard members who served on active duty (under 10 U.S.C. 672 a, d, or g, 673 or 673 b) during a period of war (such as the Persian Gulf War) or in a military operation for which a campaign or expeditionary medal is authorized.

(4) Vietnam-era veterans who are eligible under this authority must be appointed by 31 December 1995 or during the period ending 10 years after their discharge or release from active duty--whichever is later. Post-Vietnam-era veterans must be appointed within the 10 year period following their last discharge or release from active duty or by 31 December 1999--whichever is later. Veterans who have a 30-percent or more disability have no time limits for appointment.

b. NTC HRO responsibilities

(1) Staffing Personnel from the NTC HRO will provide information detailing specific VRA eligibility requirements to all interested applicants. A handout outlining criteria for eligibility under this appointment will be provided to all interested parties. Applications from VRA eligible applicants will be accepted for all positions (except positions announced with an area of consideration of "Activity Only" or Upward Mobility positions). Applicants must indicate that they are applying under the VRA authority by writing "VRA" at the top of the application form and submitting a copy of their Release from Active Duty, DD-214. Applicants will not be accepted routinely from VRA applicants for positions for which no current vacancy exists.

(2) The VRA authority may be used for more than one appointment by the same applicant and/or employee. Eligible employees serving on career, career-conditional or current VRA appointments may apply for announcements under the VRA authority to establish eligibility for consideration. However, a career, career-conditional or reinstatement eligible who is hired into a position using the VRA authority is hired under an excepted appointment placing the individual in the Excepted Service. The

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excepted appointment continues for two years at which time the employee is converted to a career or career-conditional appointment, whichever is appropriate, and is converted to the Competitive Service.

(3) All VRA applicants will be reviewed to determine eligibility. Applications for positions at grades GS-1 through GS-3 and WG-1 are automatically qualified for the position by virtue of their military service. Applicants for positions at grades GS-4 through GS-11 and WG-4 through WG-11 must meet qualification requirements. If a written test is required, it may be waived.

(4) Once candidates with priority consideration have been cleared, VRA eligible applicants may be referred to the selecting official for any vacancy. A VRA candidate may be selected to fill a vacancy without competing with applicants from the general public or with internal merit staffing candidates. VRA applicants who apply under internal merit staffing procedures and do not rank high enough to be referred for selection will be referred separately as VRA eligibles. In this referral process, veteran's preference applies and candidates with veteran's preference must be selected prior to non-preference candidates.

(5) As stated in 3.b.(4) candidates with priority status must be cleared prior to consideration of VRA applicants. Priority candidates include employees on the Repromotion Eligible List; employees on the Priority Placement Program (PPP) list (a.k.a. stopper list); and employees on the Re-employment Priority List (RPL).

(6) VRA appointees with less than 15 years of education or the equivalent must agree to participate in a training or education program and must sign an agreement to that effect at the time of appointment. A formal plan is developed by the immediate supervisor that may include planned on-the-job training; formal classroom training; education beyond high school; correspondence courses; or some other relevant training and/or educational experience. VRA appointees with 15 or more years of education or the equivalent are not required to participate in a training or educational program beyond that required for an employee on any other type of appointment.

6. Responsibility. Responsibility for the effective operation of this program lies with the Commanding Officer of each activity and the NTC HRO Staff. Therefore, it is imperative that all of the provisions of reference (a) are allowed. The success of using this authority depends directly on the commitment of NTC

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HRO Staff in advising potential applicants of the provisions of VRA and on the willingness of all managers and supervisors to hire qualified applicants under this authority, and train selectees for successful job performance.

  
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