



U.S. Department  
of Veterans Affairs

## VA ACQUISITION ACADEMY (VAAA) WARRIORS TO WORKFORCE (W2W) PROGRAM

### Timeline:

- Now through May 31, 2018: Accepting candidates for consideration
- January through June 15, 2018: Interviews and selections
- June 2018 through July 2018: HR notification of selectees, processing of background security checks, final offers made
- September 4, 2018: Cohort convenes in Frederick, Maryland

### Hiring Criteria:

We utilize the Veterans Recruitment Authority (VRA) to directly hire selected individuals; Veterans' Recruitment Appointment (VRA) is an excepted authority that allows agencies, to appoint eligible veterans without competition. If you separated under honorable conditions (this means an honorable or general discharge), plus one of the following:

- You are in receipt of a campaign badge for service during a war or in a campaign or expedition; **OR**
- You are a disabled veteran; **OR**
- You are in receipt of an Armed forces Service Medal for participation in a military operation; **OR**
- You are a recently separated veteran (within the last 3 years).

### Additional criteria:

- You have a high school diploma (or equivalent) with little to no post-secondary education (i.e. you do not yet have a bachelor's degree or 24 college level business credits).
- You have the flexibility to move to Frederick MD for the first year of training, and then move for final placement to a VA contracting organization within the U.S.
- You are willing to sign a Continued Service Agreement (CSA) to work for the VA for 3 years after completing the training.

### An ideal candidate would also possess the following:

- Strong verbal and written communication skills;
- Strong leadership, organization, attention to detail and problem solving skills;
- An understanding of teamwork and integrity;
- Is mission focused;
- Possess Veteran empathy; and
- Is prepared and committed to move into a career field with promotion potential.

**How qualified candidates will request consideration:**

Interested Veterans will send us their resume attached to an email expressing their interest in being considered for the W2W Program to [VAAAW2W@va.gov](mailto:VAAAW2W@va.gov). As soon as we receive the email and resume, the individual will be contacted to collect all required documents. After all documentation is received and reviewed, the interview process will begin. We anticipate closing the recruitment process on May 31, 2018.

**Documentation needed:**

We will request the following documents as part of the screening process (as a reminder, we only need a resume initially):

- Resume (Federal format);
- DD214 (member 4 copy);
- VA Disability letter;
- Completed form SF-15; and
- College transcripts if applicable (unofficial copies are acceptable at this point - official copies will be required if accepted into the program)