

Required Documentation

Veteran Employment Program Office

The *Veteran Employment Program Office (VEPO)* is responsible for oversight of veteran employment and intern initiatives for the IRS. The programs include: the *Warrior Intern Program (WIP)* – a component of *Operation Warfighter (OWF)*, *Non-Paid Work Experience Program (NPWE)*, and the *Student Veteran Intern Program (SVIP)*.

Contact the Veterans Employment Program Office at:

Email: vets@irs.gov



Phone: (202) 927- VETS (8387)

Fax: 877-477-9593

For more information about federal employment for veterans including special hiring authorities, please visit www.FedsHireVets.gov

Employment package should include the following items:

■ **Resume:**

Resumes should clearly speak to the requirements of the position for which you are applying. Resumes will be used in evaluating your application – so they should contain a detailed description of your experience and education. If you need assistance building your federal government resume, please visit: www.VAforVets.VA.gov. For resume translation assistance, please visit: <http://online.onetcenter.org>

■ **Transcripts:**

Include all college transcripts which support and confirm your educational history

- › An unofficial transcript may be accepted
- › We reserve the right to request an official transcript later in the process, if an official job offer is made

■ **DD-214:**

If you are a veteran or military personnel, provide a copy of your **DD-214**

■ **Additional Documentation:**

If using special hiring authorities, veterans may also need to provide the following documents:

- › **Civil Service Preference Letter** – also known as the VA Letter – indicating your percentage of disability
- › Disability determination from a branch of the Armed Forces
- › **SF-15** for veterans who are 30% or more disabled
A copy can be downloaded at <http://www.FedsHireVets.gov/pdf/SF15.pdf>

■ **Geographic Locations:**

- › Please provide up to three geographical locations, by **city and state**, where you prefer to work. If you have no preference, simply state that you are willing to work anywhere
- › It may be possible for transitioning members to have relocation costs paid by the Department of Defense for a location that is equal to or less than the distance from the military base to the member's home of record. Please visit your HR Office for assistance

Please e-mail or fax all required documentation to the Veteran Employment Office. Providing the VEPO with the documents listed above does not guarantee a position with the IRS and should not be considered a job offer.