



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Office of the  
Director

January 21, 2005

### MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: KAY COLES JAMES,  
DIRECTOR

SUBJECT: Chief Human Capital Officer Support for Veterans' Employment in the  
Federal Government

Upon appointment by President Bush in 2001, I have worked closely with Administration teammates across Government to support the President's efforts to increase the hiring of veterans. We should take pride in knowing 25 percent of all Federal employees are veterans compared to 9.4 percent in the civilian labor force. As I prepare to leave OPM, I want to stress the importance of honoring the service of our Nation's veterans by ensuring they receive every opportunity to continue to serve this country in the United States civil service. While we have made great strides in this area, we can and should be doing more to ensure America's veterans receive the employment rights they have earned.

It is a priority of President George W. Bush, and it has been my personal mission at OPM, to see that all veterans who want to serve their country as public servants are given the chance to do so. Veterans have served our country with distinction; they have put their civilian lives on hold to defend our democratic principles and protect our allies around the world; and they have sacrificed in ways we cannot begin to understand.

Now, more than ever, we must defend these principles and honor our veterans who have left their loved ones to protect our freedoms around the world. Together with our teammates at the Departments of Homeland Security and Defense, we have done so through our steadfast commitment to veterans' preference in the development of their new personnel systems. As your agency's Chief Human Capital Officer, you can make a major contribution in this effort by promoting opportunities for veterans' employment at your agency. To assist you, OPM has developed an informational DVD entitled, *What Veterans Need to Know About Veterans' Preference*. It highlights the employment rights our veterans have earned. It also makes the case that employing veterans is not only the right thing to do, it just makes good business sense.

OPM Human Capital Officers will be contacting members of your staff to determine how many copies of the DVD your agency would like to receive. I encourage you to distribute this DVD widely among your hiring officials.

While no veteran is guaranteed a Federal job, all veterans have earned both the preference they receive in hiring and our commitment to ensure their preference rights are correctly applied when

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they seek Federal employment. As you make hiring decisions in the future, please continue to remember and honor the service of our Nation's veterans.