

# InterOffice Memo

Department of Workforce Development

*Date:* April 6, 2006

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*To:* Job Service Staff, Supervisors, and Directors

*Cc:* Workforce Development Board Directors; DVR WDA Managers; Job Center Managers

*From:* Brian Solomon, Director  
Job Service Bureau

*Subject:* **Military Job Orders**

This memo re-states and clarifies the DWS Job Order Policy and Procedures regarding taking job orders from military recruiters.

## **Discussion:**

A-14 of the Job Order Policy and Procedures states the requirements for accepting military job orders. There are three essential requirements:

- The worksite location must be in Wisconsin or an immediate border county.
- The job should be fully explained.
- The military mandatory statement must be included on the job order.

In most cases, this means that we will not be accepting job orders from active duty recruiters. Typically active duty recruitments involve leaving Wisconsin with no intention to return to a duty station within the state. National Guard and Reserve recruitments DO typically involve returning to Wisconsin. The duty assignment is to a local armory or reserve center. Even though the individual may leave for training, or they may be called to active duty at a later date, the normal and intended work site is local. Therefore, *these job orders are acceptable.*

The National Guard and Reserves do have active duty personnel who are assigned locally. They are called Active Guard and Reserve (AGR). It is possible, although unlikely, that you may receive a request to recruit for these positions. Usually these positions are filled internally from members of the local military unit. These positions are acceptable, even though they are active duty, because the duty station or worksite is in Wisconsin.

Another possibility is a request to recruit for a Reserve Technician. These positions are federal civil service jobs that have membership in a National Guard or Reserve unit as a condition of employment. The individual may work at an armory or reserve center (or at a military base like Fort McCoy). They wear the military uniform at work. They typically work at the same facility as their military unit. But, they are not active duty military

personnel. These jobs are acceptable as a job order. Because they do require enlistment in a guard or reserve unit, the military mandatory statement should be used.

The nature and conditions of the work should be explained in the job order. The hours, days of work, travel requirements, out-of-state training requirements, physical demands, etc., should be clearly stated. This does not have to be lengthy, but it should leave no doubt about the employment situation.

Under our policy, the military services are legitimate employers and we apply the same rules to them as any other employer. The exception is the military mandatory statement. This protects the public from incomplete and misleading job advertisements.

Several other issues need to be kept in mind when processing military orders:

- Each job order should be for a specific occupation or group of closely related occupations.
- There should be a real opening (most military units always have openings so this is not usually a problem).
- Typical Guard or Reserve members are part-time employees. They should be coded part-time unless it is an AGR or Reserve Technician situation (we also code all job orders by occupation).
- The ONET and OGA codes should reflect the occupation and duties of the job. If they are looking for truck mechanics, for example, the ONET code would be for mechanics and not a military code (even though the worker will be doing military duties). ONET does have codes for occupations unique to the military services (Artillery and Missile Crew Members, Infantry, etc.).
- Job Orders should be coded geographically by where the worksite is located (i.e., the armory or reserve center). Although reservists typically do travel to their assigned units from outside the local area, we should not post these orders to multiple counties for purposes of recruiting. Units that have more than one location can include all those counties on one job order. In other words, we treat the military job orders the same as non-military job orders. Worksite locations should not be manipulated purely to increase the recruiting area.
- Veteran staff have no special responsibilities with military job orders. Reservists are NOT necessarily veterans. National Guard or Reserve service by itself does not bestow veteran's status for VA benefits.
- Recruiters are typically assigned to a specific military unit. They receive the "applications" and process the job seekers. In most cases it will be more appropriate for local Job Centers to have the job order responsibility rather than one job center creating job orders statewide.

**Action Required:**

All staff involved with writing job orders should follow this policy.

If you have any questions or comments, please feel free to contact Jesus Guerrero at 608-266-0487 or Phil Anderson at 608-261-6974.