



**U.S. Department of Veterans Affairs**  
Veterans Benefits Administration

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## **Non-Paid Work Experience**

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The VA Non-Paid Work Experience (NPWE) program provides eligible Servicemembers and Veterans with training and practical job experience. This program is ideal for Servicemembers and Veterans who have clear career goals. It's also beneficial for those who learn well in a hands-on setting and may have had a hard time getting a job due to lack of experience.

The NPWE program may be set up only in Federal, state or local government agencies. The employer may hire a Servicemember or Veteran at any point during his/her participation in the NPWE.

### **Steps to Set Up a NPWE Program**

An employer can take the following steps to set up a NPWE program:

- Provide a training outline. List required tools, equipment, uniforms and supplies. This identifies items a Servicemember or Veteran will need before entering training.
- Identify specific job objectives for the Servicemember or Veteran to accomplish. You may receive help identifying goals from a Vocational Rehabilitation Counselor (VRC) or an Employment Coordinator (EC). You decide the length of time each objective should take.
- Sign the form designating certifying officials. This form lists staff authorized to sign NPWE-related documents.
- Sign a Department of Veterans Affairs Statement of Assurance of Compliance with Equal Opportunity Laws.
- Fill out the Monthly Record of Training and Wages form for each Servicemember or Veteran. This form must be submitted to the VRC or EC every month.

## **Benefits to the Employer**

- The employer interviews the Servicemember or Veteran before beginning the program. This gives you a chance to ensure the applicant is a good fit.
- The program is provided at no cost to your agency.
- The NPWE participant does not count toward the employer's number of full-time employees.
- Federal employers may use Special Hiring Authorities to directly hire NPWE participants without a competitive recruitment. VA refers only qualified Servicemembers or Veterans.
- You'll receive VA support during the NPWE to help with training needs.
- You do not pay a salary to the Veteran. The VA provides a monthly allowance directly to the Veteran.

When you participate in an NPWE program, the VA VRC or EC will help complete all required forms. This reduces the amount of time it takes to complete the paperwork for the NPWE.

For more information:

- Connect with your local VA Regional Office to speak with a Veteran Readiness and Employment (VR&E) representative. You can find your closest VA Regional Office here: <https://www.benefits.va.gov/benefits/offices.asp>
- Call 800-827-1000
- Visit <https://www.va.gov/careers-employment/vocational-rehabilitation/>