

## Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report

<b>1. Agency</b>	U.S. Department of Energy	<b>2. FY</b>	2023
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### 5. Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled (Attach supporting addendums if needed)

The U.S. Department of Energy (DOE) has unwavering dedication to hiring qualified disabled veterans. To demonstrate our commitment and to measure our progress in implementing Executive Order 13518, Executive Order 14035, and the DVAAP Plan, we establish annual hiring goals for the employment of veterans and persons with disabilities. DOE established an ambitious hiring goal for FY23 that veterans make up at least 25% of all new hires, and disabled veterans make up at least 10% of all hires. These goals are reflective of the Department's value on our American military members, and especially on our disabled veterans. In FY23, DOE successfully recruited 213 disabled veterans, accounting for 11% of new hires, exceeding our targeted hiring goal of 10% disabled veterans. DOE also increased the number of disabled veterans and 30 percent or more disabled veterans in our workforce, as compared to FY22.

a. During FY23, DOE built a strong brand as an agency doing important and exciting work, with a strategic goal to attract, recruit, train, and develop a diverse workforce. DOE's Office of the Chief Human Capital Officer (HC) and other program and staff offices coordinated and participated in 151 recruitment and outreach activities; of those, 29 job fairs specifically targeted veterans and disabled veterans. They include RecruitMilitary, Hire Heroes USA, Hiring Our Heroes, Bender Consulting, Equal Opportunity Publication's Careers & the Disabled, Service Academy Career Conference, Military Veterans Expo, and the U.S. Department of Veterans Affairs. Many of these events were virtual job fairs, offering disabled veterans a safe and accessible platform to explore our employment opportunities at no cost. These activities resulted in a significant number of referrals, providing meaningful opportunities for disabled veterans, and demonstrating DOE's commitment to an inclusive work environment. Through these efforts, we became the employer of choice for veterans.

b. DOE conducted comprehensive recruitment and outreach campaigns by collaborating with diversity-focused professional associations, military base transition assistance program offices, disability employment offices, vocational rehabilitation centers, Work for Warriors staffing consultants, and veteran and disability resource centers at various colleges and universities to market DOE's job opportunities and events. DOE fostered strategic partnerships with key federal agencies, including the Department of Defense Operation Warfighter (OWF) program and the Department of Veterans Affairs Veteran Readiness & Employment (VR&E) to increase representation of disabled veterans across the Department.

See FY23 DVAAP Addendum - Methods Used to Recruit and Employ Disabled Veterans.

### 6. OPM DVAAP Manager Official Use Only: Is there an explanation of the recruitment and employment methods they have used?

Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
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**FY23 DVAAP Addendum - Methods Used to Recruit and Employ Disabled Veterans**

- HC spearheaded DOE-wide virtual information sessions for specific occupational groups that featured various offices across the Department. The information sessions introduced potential candidates to DOE mission areas, and available apprenticeship, internship, and career opportunities. In addition, HC advised and helped coordinate virtual information sessions for specific Departmental Elements. All these events were advertised widely to the disabled veteran community. DOE's virtual information sessions resulted in over 5,500 attendees combined.
  - DOE Careers in Contracting – 433 attendees
  - DOE Careers in Engineering – 827 attendees
  - Clean Energy Corps S3 Women's Recruitment Forum – 2,000 attendees
  - Secure Energy with CESER Information Session – 678 attendees
  - Hanford Site EK Information Session - 174 attendees
  - EM EK Recruitment Fair – 358 attendees
  - SCEP Information Session – 450 attendees
  - GDO Virtual Fair – 620 attendees
- HC utilized resume repositories such as the USAJOBS Agency Talent Portal (ATP), Department of Labor Workforce Recruitment Program (WRP), and DOE's Applicant Portal Lever to filter and identify veterans for event and job marketing.
- HC established the Recruitment & Outreach Community of Practice (COP) to serve as a platform to help advance veteran and disabled veteran hiring and DEIA across the Department. The group is made up of 119 members to include hiring managers, program managers, recruitment and outreach specialists, and event coordinators. This community facilitates the sharing of recruitment and outreach opportunities, resources, expertise, best practices, and lessons learned; and fosters collaboration with others in the Department who share a common goal. The COP supports Departmental Elements in their efforts to attract and recruit a diverse, inclusive, highly skilled workforce to carry out the Department's mission. In these meetings, HC convened and led training on a variety of topics to increase and enhance disabled veteran recruitment and outreach including the DOL WRP, the DOD Operation Warfighter Program, the DOD SkillBridge Program.
- The Veteran Employment Program Office (VEPO) Manager and Special Placement Program Coordinator (SPPC) located in the Office of Recruitment and Advisory Services (ORAS) within HC are listed on the Office of Personnel Management's (OPM) associated directories. Veterans are encouraged to contact our offices for specific information on employment opportunities at DOE. We provide veterans

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information on available apprenticeship, internship, and career opportunities, and guide veterans through the federal application process on USAJOBS and the DOE Applicant Portal.

- DOE sets annual hiring goals for the employment of veterans, disabled veterans, persons with disabilities, and persons with targeted disabilities. In FY23, the ORAS VEPO sent all Departmental Elements a midyear review and a third quarter review to report on the status of their progress in meeting FY23's hiring goals. We offered strategies to address areas of underrepresentation and provided a Recruiter's Toolbox on HC's intranet site, HCnet, full of resources to facilitate the hiring of veterans, disabled veterans, and persons with disabilities.
- HC in collaboration with the EnergyVets employee resource group led the creative direction on the concept, design, and development of a DOE Veteran Recruitment and Outreach Video featuring current DOE employees who have served or are currently serving in the U.S. Armed Forces. This veteran video is proudly highlighted on DOE's YouTube channel and LinkedIn page and has been showcased in several recruitment and outreach events including the Virtual Power Hour for South Texas Veterans Health Care System. We will continue to use this video by featuring it at our upcoming recruitment and outreach virtual events, posting to social media platforms and job boards, embedding into USAJOBS vacancy announcements for veterans, and posting to the veteran page on <https://www.energy.gov/careers/veterans-military-spouses>.
- The Office of Cybersecurity, Energy, Security, Emergency Response (CESER) hosted the Secure Energy with CESER virtual recruiting event which targeted an audience of veterans and veterans with disabilities. Subject matter experts presented on CESER's mission areas, available career opportunities, and how to apply. This event had an impressive turnout of 678 attendees.
- The Energy Information Administration (EIA) have committed to using resume repositories such as the USAJOBS Agency Talent Portal (ATP) and Lever to filter and identify veterans and veterans with disabilities. Additionally, EIA is subscribed to LinkedIn Recruiter, a platform that allows EIA to quickly identify and recruit veterans with the skills and job experience for their vacant positions.
- The Office of Energy Justice and Equity (EJE) conducted recruitment and outreach of disabled veterans at the following career fairs: Naval Tri-Base in Jacksonville, FL; Fort Cavazos formerly known as Fort Hood in Killeen, TX; Fort Bliss in El Paso, TX; RecruitMilitary Virtual Career Fair; and Fleet and Family Support Center, Naval Submarine Base in Kings Bay GA. These efforts resulted in outstanding progress for EJE in FY23, where they tripled their new hires and doubled their veteran and disabled veteran hires from the previous year.

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- The Office of Fossil Energy and Carbon Management (FECM) established three working groups to examine recruitment, outreach, and hiring strategies to identify actions to enhance the effectiveness and efficiency of these processes. The result was the creation of a Strategic Recruitment Plan for FY24 that incorporates approaches designed to increase veterans hiring.
- The Power Marketing Administration's Human Resources Shared Service Center (PMA HR SSC) which services Western Area Power Administration (WAPA), Southwestern Power Administration (SWPA), and Southeastern Power Administration (SEPA), continues to provide robust consultations with hiring officials for every recruitment action. In these meetings, HR experts explore in-depth the possibilities of non-competitive special hiring authorities that include Veterans Recruitment Appointment (VRA), 30% or More Disabled Veteran Authority, and Schedule A. The individualized discussions lead to a more robust level of understanding and consideration of the hiring options available for disabled veterans. For the PMA SSC, 33% of new hires in FY23 were veterans, and of those veterans hired, 70% were disabled veterans.
- Bonneville Power Administration (BPA) has an active and engaging applicant supply database in which they ensure all interested veteran candidates eligible under VRA and the 30% or More Disabled Veteran Authority receive non-competitive consideration for vacant positions at BPA. The database is reviewed for eligible and qualified candidates when the competitive recruitment process begins. If any eligible and qualified candidates are found, a non-competitive certificate list is issued to the hiring manager for consideration prior to issuing certificates from the competitive recruitment. BPA has referred many veteran candidates through this database in which non-competitive appointments for veterans and disabled veterans have been made. This database also serves to promote BPA to the veteran community and to diversity the applicant pool for a variety of General Schedule and Federal Wage System positions. BPA's recruitment strategies focused on veterans and disabled veterans for permanent, temporary, student, and apprentice positions. They attended over 30 virtual and in-person recruitment and outreach events in FY23. Their recruitment was conducted throughout the Pacific Northwest region as well as nationally. These efforts resulted in veterans making up 25% of new hires in BPA for FY23 and of those, 51% were disabled veterans
- The National Nuclear Security Administration (NNSA) established and increased partnerships with over 50 organizations and military installations to provide NNSA job opportunities to veterans and disabled veterans. These included a variety of national and local veteran-centric organizations and rehabilitation programs.
  - NNSA continued its partnerships with RecruitMilitary and the U.S. Chamber of Commerce Hiring Our Heroes (HOH), two organizations that help veterans, disabled veterans, and transitioning service members find

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meaningful employment through virtual and in-person career fairs and transition summits. NNSA regularly participated in RecruitMilitary and HOH events and conducted direct job opportunity outreach to veterans and disabled veterans.

- NNSA maintained contact with vocational rehabilitation agencies including the U.S. Department of Labor's Veterans' Employment Training Service and the U.S. Department of Veterans Affairs' VR&E program, two agencies that provide veterans, disabled veterans, and transitioning service members with education, on-the-job training, resume development, interview coaching, and employment accommodations. NNSA worked in tandem with agency employment coordinators to assist disabled veterans in applying to vacant positions within NNSA.
  - NNSA continued its partnership with wounded warrior organizations including Work for Warriors, Wounded Warrior Project, and OWF to match qualified wounded, ill, and injured service members; and disabled veterans with opportunities at NNSA.
  - NNSA collaborated with military base transition assistance program administrators and career counselors to conduct recruitment and outreach to transitioning service members and disabled veterans. These included military installations in the Washington, D.C. metropolitan area, as well as with Kirtland Air Force Base, NM and Kitsap Naval Base Kitsap, WA.
  - The Naval Reactors (NR) office under NNSA, also known as the Naval Nuclear Propulsion Program, is a unique agency that employs active-duty U.S. Navy service members in addition to DOE and Department of the Navy federal civilian employees. This provides NR with the opportunity to recruit separating and retiring service members into the agency. NR regularly held information sessions for all active-duty service members to better prepare them for transition into civilian employment and to encourage them to apply for DOE positions. NR also maintains an applicant supply file of disabled veterans to ensure they receive consideration for vacant positions under non-competitive hiring authorities including VRA, Schedule A, and 30 Percent or More Disabled Veteran. For every vacancy, the database is reviewed for qualified and eligible disabled veterans prior to posting the announcement.
- c. DOE job opportunities and events for disabled veterans were widely disseminated through USAJOBS, <https://www.energy.gov/careers>, at virtual and in-person job fairs, and to veteran employment organizations. DOE posted on nationwide job boards for disabled veterans including Hire Heroes USA, HireVeterans.com, and RecruitMilitary.
- DOE Savannah River Site (SR) advertised all their vacant positions to job posting boards at Fort Eisenhower and Naval Submarine Base Kings Bay to assist in the

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recruitment of veterans and disabled veterans. SR partnered with transition assistance program offices at various military installations, regularly receiving resumes from separating service members for employment consideration, resulting in the increased hiring of veterans to fill critical vacancies.

- The Strategic Petroleum Reserve's (SPR) Employee Management Advisory Committee (EMAC), promotes awareness of the contributions of disabled veterans, including addressing concerns and problems faced by disabled applicants. The EMAC established relationships with disabled veteran organizations to ensure distribution of SPR job opportunities to local disabled veterans and Veteran Employment Network Centers.
- As part of NNSA's established recruitment strategy in FY23, the agency continued to ensure that all vacancy announcements were open to 30 percent or more disabled veterans.

d. Opportunities provided through employment and internship programs in FY23:

- In FY23, ORAS partnered with the Office of Environment, Health, Safety and Security (EHSS) and the Office of Intelligence and Counterintelligence (IN) to place four wounded warriors from the Department of Defense OWF program. OWF matches qualified wounded, ill, and injured military service members with unpaid internships at federal agencies during the service members' recovery and rehabilitation. This internship program helps service members transition into a civilian work environment where they can employ their skills in a non-military work setting. OWF has proven to be a win-win for wounded warriors and DOE.
- The IN continued to utilize the Department of Defense OWF program as a source of qualified talent to fill critical vacancies. Their strong partnership has resulted in many intern placements over the years that have converted into permanent hires. In FY23, at the conclusion of the OWF internship, IN hired a disabled veteran into a permanent federal position as Management and Program Analyst in IN's Human Resources Division, serving as principal hiring specialist for filling federal vacancies throughout IN.
- In FY23, DOE had 126 hires via the Pathways Programs, 31 (25%) were veterans; of those 20 (65%) were disabled veterans. Of the disabled veterans, 17 (85%) were 30 percent or more disabled veterans.
- The DOE Scholars Program is a feeder program for career Pathways Programs that lead to permanent federal jobs and thus contributes to a more diverse and inclusive candidate pool. It is a Department-wide stipend-based program designed to create a pipeline of highly qualified talent in disciplinary fields that support mission critical areas at DOE. Most appointments are for ten weeks during the summer, but longer-term appointments may be offered depending on the availability of the participant

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and the hosting facility. Appointments can start at any time during the year at the discretion of the DOE sponsoring office. Appointment extensions may be granted based on the needs of the sponsoring office and the candidate's availability. The DOE Scholars Program provides opportunities designed to introduce DOE missions, functions, and operations to undergraduate and graduate students, as well as recent graduates. These opportunities help prepare Scholars towards the full range of entry and mid-level research, technical, and professional positions within DOE and other organizations that support the DOE mission. DOE Scholar participants are affiliated with the Oak Ridge Institute for Science and Education (ORISE) for the administration of their appointment. DOE Scholar participants do not have an employee/employer relationship with ORISE or DOE for the duration of their appointment. The number of DOE Scholars Program participants in FY23 was 106, a 25% increase from 85 in FY22. During FY23, 6 of the 106 participants were veterans, accounting for 6%, an increase from 3 (4%) of 85 in FY22. Of the 106 participants, 7 self-identified as having a disability, accounting for 7% in FY23, as compared to 3 (4%) in FY22. A small percentage of DOE Scholars participants declined to identify their veteran or disability status. In FY23, there were 11 (10%) participants who chose not to respond to the disability question, and 3 (3%) chose who chose not to respond to the veteran question.

e. Additional veteran recruitment and outreach efforts:

- Observed each October, the National Disability Awareness Month (NDEAM) celebrates the contributions of America's workers with disabilities and showcases supportive, inclusive employment practices and policies that benefit employers and employees. One of the ways DOE celebrates NDEAM is by hosting the annual Disability Mentoring Day (DMD) event. DMD is a nationwide observance coordinated by the American Association of Persons with Disabilities (AAPD) to promote career development for students and job seekers with disabilities. DMD was founded in 1999 through a White House Initiative to increase awareness of NDEAM. DMD helps connect individuals with disabilities to internships and full-time employment opportunities with various employers across the United States. This year, DOE hosted Disability Mentoring Day on October 12, 2023 via Microsoft Teams Live and included representatives from seven of DOE's program and staff offices. These subject matter experts presented on various mission areas, internships, and career opportunities, and how to apply for DOE's jobs. This event helped students and career professionals uncover the relationship between their academic study or career path and the exciting opportunities available at DOE. The event was held virtually providing increased accessibility to persons with disabilities through American Sign Language interpreters, closed captioning, and live transcription. This event was planned five months in advance and was promoted widely to military base transition assistance program offices; vocational rehabilitation centers; Work for Warriors; Department of Defense OWF program; the U.S. Department of

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Veterans Affairs VR&E; and posted on Handshake, USAJOBS Events, Hire Heroes USA, HireVeterans.com, AbilityJOBS, CareerCast Disability Network, and DisABLEDPerson.com. We also promoted the event to various college and university disability services, including Gallaudet University, a private university for deaf and hard of hearing students. Participants included veterans, career professionals, college students, and alumni. The event had record-breaking attendance by 855 participants, over 50 of whom were disabled veterans.

- f. Efforts to increase veteran job opportunities within DOE included:
- The ORAS held Strategic Hiring Plan Briefings with 40 Departmental Elements, outlining effective strategies for recruiting disabled veterans.
  - The ORAS conducted comprehensive live virtual trainings for supervisors, managers, and non-supervisory Resource Managers:
    - The HC Essentials for Supervisors – Recruitment and Outreach training equipped them with the skills to assess workforce underrepresentation and devise strategies to attract diverse candidate pools including disabled veterans. We emphasized the importance of building a strong employer brand, targeting passive potential candidates, and the next generation of talent.
    - The HC Essentials for Supervisors – Hiring Flexibilities training equipped them with the knowledge of various appointments available for federal hiring and emphasized the use of non-competitive hiring authorities for disabled veterans including VRA, Schedule A, and 30% or More Disabled Veteran hiring authorities.
  - Completion rates for mandatory training on special hiring authorities and Uniformed Services Employment and Reemployment Rights Act:
    - A total of 1,913 hiring managers and HR professionals (73%) completed “A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities.”
    - A total of 1,872 hiring managers and HR professionals (71%) completed the mandatory “Veterans Employment Training.”
    - A total of 1,839 hiring managers and HR professionals (71%) completed the “Uniformed Services Employment and Reemployment Rights Act (USERRA) Training.”
  - DOE offered training sessions for new supervisors including information on the use of veteran hiring authorities to quickly fill positions. Some program areas offered additional training:

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- BPA offered New Manager training as part of the larger Leadership Development Program, which included the following courses:
  - a. Federal Merit System Overview
  - b. Inclusive Leadership
  - c. Civil Rights and Equal Employment Opportunity (EEO)
  - d. Diversity
- All newly appointed supervisors within NNSA were required to attend and complete a multi-day, instructor-led training course titled, “The NNSA Supervisor’s Role.” Thereafter, tenured NNSA supervisors are required to periodically attend and complete an instructor-led refresher training course titled, “The NNSA Supervisor’s Role Refresher.” During these courses, supervisors and managers receive instruction from HR subject matter experts regarding the agency’s established hiring and selection procedures and processes, including detailed instruction on the use of veterans’ preference, the use of special hiring authorities for disabled veterans, and the reasonable accommodation process.
- g. DOE’s EnergyVets Employee Resource Group and SOAR Employee Resource Group offered veterans and individuals with disabilities valuable opportunities for networking, recruitment and outreach, and personal and professional development.
- h. BPA's Military Veteran's Resource Group (MVRG) provided informal support and networking to BPA veteran and disabled veteran employees related to deployment, military leave, employment/reemployment rights of uniformed services, career development, training, mentoring, and resources to assist with the transition into the civilian workforce. The MVRG is part of BPA’s Pluralism Council (PC) which functions with the support of the Civil Rights and EEO Office.
- i. The Office of Policy, Labor and Employee Relations (OPLER), within HC, provided oversight of Local Reasonable Accommodation Coordinators (LRACs) across DOE. Together, they work with managers and supervisors to provide reasonable accommodations for qualified employees and applicants with disabilities, including disabled veterans.
  - DOE HC took over the Relay Conference Captioning contract from the Office of the Chief Information Officer. The use of remote captioning has significantly increased throughout DOE providing accessibility to people who are deaf or hard of hearing.
  - OPLER provided Sign Language Interpreting for applicants in the interviewing process.

**7. Methods used to provide or improve internal advancement opportunities for disabled veterans (Attach supporting addendums if needed)**

a. All DOE employees must establish an Individual Development Plan (IDP) in consultation with their supervisor within 60 days of joining DOE, being reassigned, or at the beginning of a new appraisal period. An IDP is a tool for employees to plan, guide, and document self-development. Employees are encouraged to apply for opportunities to broaden their skills and competencies for career progression. Several program and staff offices conduct regular training needs assessments to further identify workforce development needs.

- In FY23, the Office of Clean Energy Demonstrations held several performance management training sessions for employees and supervisors.

- o “Performance Management Information Session” on how to prepare accomplishments for midyear progress reviews

- o “Writing Accomplishments & Owning Your IDP” on how to capture accomplishments over the past year in preparation for the performance appraisal, and how to plan and execute a successful Individual Development Plan (IDP).

- o “Performance Management Training for Supervisors” on the performance appraisal process and steps for FY24 performance planning.

b. Learning and development opportunities for internal DOE federal employees are promoted through Expressions of Interest announcements for internal details, temporary promotions, and reassignment opportunities; consultations provided to employees by managers, organizational leaders, and training administrators; HC’s intranet site, HCnet; and internal email distribution lists or newsletters. Information is also distributed by EnergyVets employee resource group and diversity program managers.

c. DOE provides career and leadership development opportunities for employees through a suite of programs, rotational opportunities, detail opportunities, corporately sponsored courses, and the departmental Learning Management System (LMS), Learning Nucleus. In FY23, DOE upgraded Learning Nucleus’ eLearning content to a new intelligent learning platform, Percipio, adding 76,000 assets to the LMS. Percipio’s immersive platform allows employees to quickly navigate to on-demand content that is important to them and build their own playlists and skill areas for a highly curated learning experience. Many program and staff offices also sponsor employees or offer technical training through the DOE National Training Center or outside vendors.

- FECM offers a competitive Leadership and Career Development Program for employees interested in external training, an Academic Degree Program for employees to complete or obtain a job-related degree, and a Tuition Assistance Program to all employees.

See FY23 DVAAP Addendum - Methods Used to Provide or Improve Internal Advancement Opportunities.

**8. OPM DVAAP Manager Official Use Only: Does agency explain the career advancement methods they have used?**

Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
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- d. Veterans with disabilities participated in internal and external leadership development training programs during FY23, as follows:
- Of the 68 OPM Leadership 360 program participants, 16 (24%) were disabled veterans. Of those, all (100%) were 30 percent or more disabled veterans.
  - Of the 22 employees who enrolled in the DOE Leadership Development Program (March 2023-October 2023), 3 (14%) were disabled veterans. Of those, all (100%) were 30 percent or more disabled veterans.
  - Of the 28 employees who enrolled in the DOE Leadership Development Program (September 2023-April 2024), 2 (7%) are disabled veterans. Of those, all (100%) are 30 percent or more disabled veterans.
  - Of the 2,843 instances of Professional Skills training, 334 (12%) of participants were disabled veterans. Of those, 220 (66%) were 30 percent or more disabled veterans.
  - Of the 334 employees that participated in mandatory Supervisory Training, 27 (8%) were disabled veterans. Of those, 15 (56%) were 30 percent or more disabled veterans.
  - Of the 11 employees who participated in the NNSA Leadership and Career Development Program, 5 (46%) were veterans. Of those, 2 (40%) were 30 percent or more disabled veterans.
- e. NNSA's 1<sup>st</sup> Year Program is a year-long onboarding effort to assist new employees, particularly veterans who are transitioning to the federal civilian workforce. The program acclimates new employees to the organization's day-to-day operations; connects them with senior leaders, mentors, and colleagues; and introduces them to the fundamentals of NNSA. NNSA's Learning and Career Management (LCM) ensures this program's components are available online to allow participation regardless of one's physical limitations or location.
- f. Departmental Elements offer training to help employees, including veteran employees, achieve their career aspirations.
- SR HR Advisory Office, with support from the SR senior management team, held Professional Growth Seminars where they discuss career paths, advancement opportunities, the application process, and interview skills. These seminars were also presented to the DOE Scholars this year.
  - SWPA provides formal mentoring and training for those hired as High Voltage Electrician Helpers, Power System Dispatcher and Engineer trainees, including disabled veterans and 30 percent or more disabled veterans.

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- The Office of Legacy Management’s (LM) teaming structure fosters a culture of continual mentorship of all fellow team members. LM supervisors and senior staff are charged with mentoring members of their teams. LM offers temporary detail assignments where immediate needs must be addressed, where there is a learning opportunity, and/or where are existing skillsets and interest.
- g. DOE’s LMS, Learning Nucleus, includes a Mentoring Module that aids mentors and mentees in establishing mentoring relationships. In FY23, there were 19 pairings. Of the 19 mentors, 6 (32%) were veterans, and of those 1 (17%) was a disabled veteran. Of the 18 mentees, 5 (28%) were veterans, and of those none (0%) were disabled veterans.
- h. In the FY23 NNSA Mentoring Program, there were 21 pairings. Of the 21 mentors, 2 (10%) were veterans; of those none (0%) were disabled veterans. Of the 21 mentees, 7 (33%) were veterans; of those, 3 (43%) were disabled veterans.
- i. Program and staff offices conduct workforce analysis to identify potential barriers in the advancement of employees with disabilities.
- The EMAC at the SPR is comprised of several Special Emphasis Program Managers, including the Veterans and Disability Program Manager. The Disability Program Manager is responsible for developing and implementing a program to address the concerns of and the problems faced by disabled applicants and employees. The Veterans and Disability Program Manager works with the EMAC to identify barriers and make recommendations resulting in the recruitment, hiring, and promotion of qualified employees with disabilities.
  - The Office of Science (SC) conducts workforce analysis to understand whether barriers to advancement exist for disabled veterans.
  - During FY23, NNSA reviewed its personnel and training policies to ensure there are no systemic barriers which may be impeding full participation and equal opportunity for any group, including disabled veterans. Whenever new policies are developed, and every three years, NNSA HR reviews and recertifies personnel policies to verify no system barriers have arisen.
  - BPA continues to work on establishing and maintaining inclusive practices that improve opportunities for disabled veteran employees to participate in leadership and career development training. BPA continues to take actions to remove barriers or potential barriers to participation for disabled veterans, particularly those with disabilities of 30 percent or more. Reasonable accommodations were provided, as needed.
- j. DOE provides reasonable accommodations to ensure applicants, veterans and other employees with disabilities enjoy equal employment opportunities. Reasonable accommodations are also provided for employees to benefit from training and development

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opportunities. Information about the DOE Reasonable Accommodation Program is available on <https://www.energy.gov/hc/department-energy-reasonable-accommodation-program>.

Further, DOE takes steps to educate staff about reasonable accommodations and compliance with Section 508 of the Rehabilitation Act of 1973. Examples include:

- DOE's Section 508 Coordinator holds training sessions to educate DOE employees on compliance requirements and instructions for creating accessible content for websites, documents, and video.
- OPLER Reasonable Accommodation provides training to supervisors and employees, develops fact sheets, and holds monthly Community of Practice meetings with DOE's LRAC community and supporting attorneys.
- NNSA continued to ensure individuals with disabilities (both applicants and employees) were afforded reasonable Accommodations. The agency's Reasonable Accommodation Program staff members assisted applicants, employees, and management with processing requests for reasonable accommodations; and assisted agency hiring officials with determining essential duties of positions, ensuring applicants' accessibility during the application and hiring process, identifying architectural barriers, and recommending potential modifications to ensure individuals with disabilities were provided with access and were able to successfully perform their essential duties.

NNSA's ongoing best practices include new-hire orientation sessions for new employees to introduce them to the agency, culture, and to provide them information about the agency's Reasonable Accommodation Program and Worklife-Balance Program offerings.

NNSA's Reasonable Accommodation Program staff members presented interactive training to supervisors and managers to ensure they remained aware of their roles and responsibilities with the reasonable accommodation process. NNSA also provided on-demand training on the topic of Reasonable Accommodation through the agency's online learning management system, Learning Nucleus.

NNSA Human Resources informed all agency employees, via distribution of the OneHR Newsletters, on various areas and topics regarding Reasonable Accommodation. Highlighted articles during FY23 included "Reasonable Accommodations for Qualified Individuals with a Disability"; a distribution of a video on the reasonable accommodation process; information regarding "Reasonable Accommodations and Pregnant Workers"; and information on the agency's compliance with Section 501 of the Rehabilitation Act of 1973 which requires agencies to provide Personal Assistance Services.

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To ensure disabled veterans are included in all training and developmental opportunities and events, 100% of NNSA training activities provided reasonable accommodations to accommodate all forms of disabilities.

**9. A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated (Attach supporting addendums if needed)**

a. The Federal Employment Viewpoint Survey (FEVS) focuses on employee perceptions regarding critical areas of their work life, including areas driving employee satisfaction and commitment, leading to retention in the workforce, and enhancing the recruitment of highly qualified talent. For the fifth year in a row, DOE had the highest response rate among large agencies (10,000-74,999 employees). The FEVS Employee Engagement Index uses questions from the survey to measure conditions conducive for employee engagement. Engagement overall relates to employee motivation. DOE’s 2022 Engagement Index was 78%, compared to 72% for other large agencies and 71% government wide. A total of 12,378 DOE Federal employees received the survey and 8,587 completed it, for a response rate of 69%, compared to 46% overall for large agencies and 35% government wide. DOE had 75 out of 86 items identified as strengths (65% positive or higher), while no items were identified as challenges (35% negative or higher). Of DOE’s survey respondents, 27% had current or prior military service. A review of the responses from those with military status revealed that their perspectives regarding agency practices and policies were positive and aligned closely with the overall DOE workforce.

The highest percent positive items for respondents with military status were:

- Q11 I am held accountable for the quality of work I produce.
- Q19 Employees in my work unit meet the needs of our customers.
- Q20 Employees in my work unit contribute positively to my agency’s performance.
- Q21 Employees in my work unit produce high quality work.
- Q47 My supervisor supports my need to balance work and other life issues.
- Q49 My supervisor treats me with respect.
- Q51 My supervisor holds me accountable for achieving results.

See the full DOE FEVS FY22 report at <https://www.energy.gov/hc/articles/2022-federal-viewpoint-survey-reports-0>.

b. The ORAS within HC serves as the central coordinating authority for DOE’s efforts around recruitment and outreach to the veteran community. ORAS works collaboratively in the establishment of agency policy that supports special hiring programs to include disabled veterans. These efforts are strengthened by activities carried out by HR SSCs, BPA, NNSA, and other program and staff offices that are actively engaged in recruitment and outreach.

c. HC leadership shared and discussed the DVAAP Plan and DVAAP reporting requirements with program and staff offices, HR Consultants, HR Business Partners, and diversity program managers. The DVAAP Plan defines short and long-term strategic management goals, actions, and expected outcomes for executing the DVAAP and increasing the employment of veterans, specifically disabled veterans. Program and staff offices reported accomplishments aligning to the DOE DVAAP Plan for submission to HC. All report submissions were reviewed and evaluated to determine progress from the previous year. HC made recommendations for improving reports and held collaborative discussions to exchange ideas for continued progress in implementing the DVAAP Plan.

See FY23 DVAAP Addendum - How Activities Were Monitored, Reviewed, and Evaluated.

**10. OPM DVAAP Manager Official Use Only: Does agency describe how they monitored, reviewed and evaluated their DVAAP Activities? (If applicable as well as for major operating components and field installations)**

Yes	<input type="checkbox"/>	Somewhat	<input type="checkbox"/>	No	<input type="checkbox"/>
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- d. HC continues to perform midyear, third quarter, and fiscal year ending reviews to assess our progress in achieving our hiring goals and in implementing the DVAAP Plan. Reporting of workforce data has been improved through automation using Microsoft Power BI. The PowerBI dashboard displays for each fiscal year and program/staff office the number and percentage of veteran and disabled veteran new hires and onboards and other information such as grade level and race/national origin. This information is updated every two weeks. Several program and staff offices maintain their own oversight processes and metrics to further monitor activities within their areas of responsibility.
- e. EJE conducts an annual review of workforce data and information provided in conjunction with the Federal Agency Annual EEO Program Status Report (MD-715) to identify disparities or potential barriers. HC and EJE continued to collaborate on corrective actions, as needed, to address perceived or actual barriers. During FY23, other offices also conducted their own analysis and/or review of FEVS data to identify potential issues and develop solutions for an inclusive workforce environment.
- f. In accordance with 5 CFR 250, the Human Capital Management Assessment Program team in partnership with OPM conducted a Human Capital Framework (HCF) audit of the Office of Human Resource Operations and Compensation, ORAS, FECM, SC, EM Richland Operations Office, Office Energy Efficiency and Renewable Energy, and National Energy Technology Laboratory. The team examined functional areas such as staffing, classification, workforce planning, strategic alignment, leadership and knowledge management, and training. The evaluation included data analyses and predictive models of diversity recruitment over a five-year period. Additionally, the team conducted focus group sessions with employees and supervisors, functional interviews with HR staff and program offices and disseminated a survey to the program's workforce. The HCF Report provides results on statutory compliance with Merit System Principles and insights on program effectiveness and efficiency. The Report was shared with OPM as part of the agency's commitment to accountability and oversight.

**11. An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report will cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress  
(Attach supporting addendums if needed)**

The FY23 DVAAP Plan is available at <https://www.energy.gov/hc/policy-and-guidance/human-capital-management>. Progress in executing plan objectives is carried out through DOE program and staff offices, HR SSCs, diversity program managers, and others with oversight in key programmatic areas affected by plan requirements.

Noteworthy progress executing the objectives of the FY23 Plan:

a. In November 2023, Forbes named DOE #1 overall in “America’s Best Employers for Veterans 2023” list, ahead of publicly traded companies including Google, Lockheed Martin, Boeing, Northrop Grumman, Raytheon, and General Dynamics. DOE also ranked ahead of other federal agencies including General Services Administration, Internal Revenue Service, and Department of Treasury. According to Forbes, the publication, in partnership with market research company Statista, surveyed more than 8,500 U.S. veterans (those who served in the U.S. Armed Forces, the Reserves, or the National Guard) working for employers with more than 1,000 employees to “rate their employer on criteria such as salary, career advancement opportunities, onboarding policies that help veterans transition into work life, health benefits, and representation of veterans in upper management.” DOE’s efforts to recruit, employ, advance, and retain veterans contributed to the Department’s recognition as a workplace where veterans can thrive. See the full article at <https://www.forbes.com/lists/best-employers-for-veterans/?sh=3b32e6383606>.

b. In FY23, DOE’s new hires were composed of 11% disabled veterans, exceeding our hiring goal of 10%.

c. Every year for the past five years from FY19 to FY23, DOE has had an increase in the percentage of disabled veterans and 30 percent or more disabled veterans in our workforce.

d. The Office of Environmental Management (EM) hired 170 new hires in FY23, 52 (31%) were veterans; of those, 28 (54%) were disabled veterans. Of the disabled veterans, 25 (89%) were 30 percent or more disabled veterans. They nearly tripled their hires from the previous year, but still maintained a high percentage of veteran and disabled veteran hires. By comparison, in FY22 EM had 60 new hires, 14 (23%) were veterans; of those 9 (64%) were disabled veterans. Of the disabled veterans, all (100%) were 30 percent or more disabled veterans.

e. PMA HR SSC hired 140 new hires in FY23, 46 (33%) were veterans; of those 32 (70%) were disabled veterans. Of the disabled veterans, 24 (75%) were 30 percent or more disabled veterans. The PMA HR SSC made significant progress in disabled veteran hires from FY22, which had 113 new hires, 40 (35%) were veterans; of those, 21 (53%) were disabled veterans. Of the disabled veterans, 18 (86%) were 30 percent or more disabled veterans.

See FY23 DVAAP Addendum - Progress in Implementing AA Plan.

**12. OPM DVAAP Manager Official Use Only: Does agency explain the progress in implementing DVAAP? If there was no progress, were there reasons for the lack of progress or challenges and specific plans for overcoming their challenges?**

Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
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- f. BPA hired 302 new hires in FY23, 76 (25%) were veterans; of those, 39 (51%) were disabled veterans. Of the disabled veterans, 31 (80%) were 30 percent or more disabled veterans. They continued their success from FY22, which had 247 new hires, 62 (25%) were veterans; of those, 32 (52%) were disabled veterans. Of the disabled veterans, all (100%) were 30 percent or more disabled veterans.
- g. NNSA hired 214 new hires in FY23, 81 (34%) were veterans; of those, 29 (36%) were disabled veterans. Of the disabled veterans, 21 (72%) were 30 percent or more disabled veterans. They remained strong from FY22, which had 269 new hires, 94 (35%) were veterans; of those, 44 (47%) were disabled veterans. Of the disabled veterans, 33 (75%) were 30 percent or more disabled veterans.

**Veteran Composition in the Workforce:**

- a. By the end of FY23, DOE had a total workforce of 14,850 employees. By the end of FY23, veterans accounted for 31%, disabled veterans accounted for 12%, and 30 percent or more disabled veterans accounted for 9% of the overall DOE workforce.

	<b>Total DOE Workforce</b>	<b>Number of Veterans in the Workforce</b>	<b>Disabled Veterans in the Workforce</b>	<b>30% or More Disabled Veterans</b>
FY23	14,850	4,535 (31%)	1,785 (12%)	1,372 (9%)
FY22	13,620	4,399 (32%)	1,579 (12%)	1,196 (9%)
FY21	13,237	4,492 (34%)	1,487 (11%)	1,102 (8%)
FY20	13,119	4,569 (35%)	1,380 (11%)	989 (8%)
FY19	12,879	4,546 (35%)	1,253 (10%)	881 (7%)

Note: The percentages are calculated from the total DOE workforce for the respective FY, and not the subset.

- b. By the end of FY23, veterans at grades up to GS-12 or equivalent represented 1,566 (35%) of the 4,535 veterans in the DOE workforce. Of those, 644 (41%) were disabled veterans. Of those disabled veterans, 481 (75%) were 30 percent or more disabled veterans.
- c. By the end of FY23, veterans at the GS-13 grade level or equivalent represented 1,260 (28%) of the 4,535 veterans in the DOE workforce. Of those, 566 (45%) were disabled veterans. Of those disabled veterans, 460 (81%) were 30 percent or more disabled veterans.
- d. By the end of FY23, veterans in grades GS-14 to GS-15 or equivalent represented 1,909 (42%) of the 4,535 veterans in the DOE workforce. Of those, 700 (37%) were disabled

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veterans. Of those disabled veterans, 550 (79%) were 30 percent or more disabled veterans.

**Hiring:**

- a. For FY23, DOE’s hiring goals for veterans, disabled veterans, persons with disabilities, and persons with targeted disabilities were adjusted from prior years from six categories to just four categories. This is to better align with the Veteran Employment Performance Model set by the Interagency Council on Veterans Employment, a benchmark for the hiring of veterans and disabled veterans. Also, to align with the Equal Employment Opportunity Commission’s final rule for federal agencies to adopt employment goals for persons with disabilities and persons with targeted disabilities. FY23 hiring goals for new hires were set at 25% veterans and 10% disabled veterans. The table below shows the hiring trend for the past five fiscal years. In FY23, DOE exceeded the hiring goal for disabled veterans; and came very close to meeting the hiring goal for veterans.

	<b>Total DOE New Hires*</b> (not including transfers)	<b>Veteran Hires</b>	<b>Disabled Veteran Hires</b>	<b>30% or More Disabled Veteran Hires</b>	<b>Preference-Eligible Veteran Hires</b>
<b>Hiring Goals</b>	<b>FY23</b>	<b>25%</b>	<b>10%</b>	<b>**</b>	<b>**</b>
FY23	1,914	397 (21%)	213 (11%)	**	**
<b>Hiring Goals</b>	<b>FY22</b>	<b>**</b>	<b>13%</b>	<b>9%</b>	<b>27%</b>
FY22	1,396	**	154 (11%)	132 (10%)	272 (20%)
<b>Hiring Goals</b>	<b>FY21</b>	<b>**</b>	<b>12%</b>	<b>8%</b>	<b>27%</b>
FY21	1,146	**	159 (14%)	138 (12%)	289 (25%)
<b>Hiring Goals</b>	<b>FY20</b>	<b>**</b>	<b>11%</b>	<b>7%</b>	<b>25%</b>
FY20	1,031	**	151 (15%)	119 (12%)	267 (26%)
<b>Hiring Goals</b>	<b>FY19</b>	<b>**</b>	<b>11%</b>	<b>7%</b>	<b>25%</b>
FY19	859	**	96 (11%)	79 (9%)	212 (25%)

Note: The percentages are calculated from the total DOE new hires for the respective FY, and not the subset.

\*OPM’s definition of new hires do not include transfers between federal agencies.

\*\* This was not a hiring goal for the FY.

**Advancement:**

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- a. Of the 1,536 employees who received promotions in FY23, 535 (35%) were veterans (down from 38% in FY22). Of those, 276 (52%) were disabled veterans (up from 44% in FY22). Of the disabled veterans, 225 (82%) were 30 percent or more disabled veterans (up from 76% in FY22).
- b. Of the disabled veterans who received promotions (276 total):
  - 171 (62%) were in grades up to GS-12 or equivalent. Of those, 143 (84%) were 30 percent or more disabled veterans.
  - 53 (19%) were in grade GS-13 or equivalent. Of those, 40 (76%) were 30 percent or more disabled veterans.
  - 50 (18%) were in grades GS-14 to GS-15 or equivalent. Of those, 42 (84%) were 30 percent or more disabled veterans.

**Retention:**

- a. A total of 431 veterans separated in FY23, down from 522 veterans who separated in FY22. This represents a 19% reduction in veteran separations. Veterans continue to represent a significant portion of the federal DOE workforce.
  - In FY23, veterans represented 455 (37%) of EM's total workforce of 1,220 employees; of those, 189 (42%) were disabled veterans; and of those, 152 (80%) were 30 percent or more disabled veterans. This is consistent with FY22, when veterans represented 419 (34%) of EM's total workforce of 1,107 employees; of those, 152 (36%) were disabled veterans; and of those, 119 (78%) were 30 percent or more disabled veterans.
  - In FY23, veterans represented 636 (37%) of the PMA HR SSC's total workforce of 1,722 employees; of those, 271 (43%) were disabled veterans; and of those, 186 (69%) were 30 percent or more disabled veterans. This is consistent with FY22, when veterans represented 618 (37%) of the PMA HR SSC's total workforce of 1,686 employees; of those, 241 (39%) were disabled veterans; and of those, 157 (65%) were 30 percent or more disabled veterans.
  - In FY23, veterans represented 947 (31%) of BPA's total workforce of 3,096 employees; of those, 393 (42%) were disabled veterans; and of those, 286 (73%) were 30 percent or more disabled veterans. BPA continued their success from FY22, when veterans represented 910 (31%) of their total workforce of 2,920 employees; of those, 355 (39%) were disabled veterans; and of those, 257 (72%) were 30 percent or more disabled veterans.
  - In FY23, veterans represented 1,105 (42%) of NNSA's total workforce of 2,627 employees; of those, 365 (33%) were disabled veterans; and of those, 277 (76%) were 30 percent or more disabled veterans. NNSA remained strong from FY22, when veterans represented 1,128 (43%) of their total workforce of 2,603

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employees; of those, 349 (31%) were disabled veterans; and of those, 268 (77%) were 30 percent or more disabled veterans.

**13. POC's Name, Email, and Phone Number of Operating Components and Field Installations  
(If Applicable)**

Designated DVAAP Certifying Official

Name: Erin Moore

Title: Chief Human Capital Officer

Email: erin.moore@hq.doe.gov

Telephone Number: (202) 586-9558

Designated DVAAP POC Director

Director Name: Carl Durrett

Title: Director, Office of Recruitment and Advisory Services

Email: carl.durrett@hq.doe.gov

Telephone Number: (202) 940-6992

POC Name: Michelle Brown

Title: Veteran and Disability Employment Program Manager

Email: michelle.brown@hq.doe.gov

Telephone Number: (202) 934-5226

## Agency Disabled Veterans Affirmative Action Program Accomplishment Report Electronic Reporting Instructions

### General Instructions:

1. Complete all items and questions in the forms field.
2. Electronic Requirements – Agency should only submit data for what they have accomplished the previous Fiscal Year in accordance with the minimal requirements of the accomplishment report content from Title 5 CFR Part 720 Subpart C, which is provided on this form.
3. Collection of accomplishment data requires a completed accomplishment report data element that has been recorded throughout the previous Fiscal Year. Accomplishment reports may vary from agency to agency. This form provides conformity and standardization for the minimal required core data. The forms have limited characters so agency may attach addendums when needed, if the form does not allow you to capture the data completely.

### DVAAP Accomplishment Report Information

1. **Agency** – Provide the name of the agency.
2. **FY** – Provide the Fiscal Year of which the accomplishment report will be covered under. Examples: 2022.
3. **POC Name** – Provide the name of the point of contact.
4. **Phone** – Provide the phone number of point of contact.
5. **Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled** – Provide methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled. You may attach supporting addendums if the information provided pertains to the requirement.
6. **Is there an explanation of the recruitment and employment methods they have used?** – OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provided an explanation of the recruitment and employment methods they have used.
7. **Methods used to provide or improve internal advancement opportunities for disabled veterans** – Provide methods used to offer or improve internal advancement opportunities for disabled veterans. You may attach supporting addendums if the information provided pertains to the requirement.
8. **Does agency explain the career advancement methods they have used?** - OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency explains the career advancement methods they have used.
9. **A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated** – Provide a description of how the activities of major operating components and field installations were monitored,

reviewed, and evaluated. You may attach supporting addendums if the information provided pertains to the requirement.

- 10. Does agency describe how they monitored, reviewed and evaluated their DVAAP Activities?** - OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provided a description of how they monitored, reviewed and evaluated their DVAAP Activities. If applicable, indicate as well for major operating components and field installations.
- 11. An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report will cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress** - Provide an explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report should cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress. You may attach supporting addendums if the information provided pertains to the requirement.
- 12. Did agency explain the progress in implementing DVAAP? If there was no progress, were there reasons for the lack of progress or challenges and specific plans for overcoming their challenges?** - OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency explained the progress in implementing DVAAP. If there was no progress, were there reasons for the lack of progress or challenges and specific plans to overcoming their challenges?
- 13. POC's Name, Email, and Phone Number of Operating Components and Field Installations** – If applicable provide Point of contact's name, email, and phone number of operating components and field installations.