



# **FY18 Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report**

**November 2018**

## Table of Contents

• EXECUTIVE SUMMARY .....	3
• ORGANIZATIONAL STRUCTURE .....	4
○ Agency Mission Overview .....	4
○ Designated DVAAP Certifying Official.....	4
○ Designated DVAAP Point of Contact (POC) Director.....	4
○ Component / Field Office POCs .....	4
• FY18 ACCOMPLISHMENT REPORT .....	4
○ Recruit and Employ .....	4
Methods used to recruit and employ qualified disabled veterans especially those who are 30% or more disabled. Illustrate agency strategies and results to include items such as recruitment, hiring and Veteran Employment Office involvement.	
○ Promote and Develop.....	7
Methods used to provide or improve internal advancement opportunities for disabled veterans. Demonstrate agency-provided opportunities for career development, promotion, and reasonable accommodations	
○ Agency Oversight .....	8
A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated. Describe the agency's communication strategy to component/field offices and integration with Diversity and Inclusion.	
○ Agency Progress .....	9
An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Identify areas where progress has been made. Where progress has not been shown site reasons for lack of progress and specific plans for overcoming cited.	

## EXECUTIVE SUMMARY

The Disabled Veterans Affirmative Action Program (DVAAP) is designed to promote Federal employment and advancement opportunities for qualified disabled veterans. The U.S. Department of Energy (hereinafter referred to as “The Department” or “DOE”) is submitting this report pursuant to Executive Order (E.O.) 13518, Employment of veterans in the Federal Government, 38 United States Code (U.S.C.) §4214, as amended, and 5 Code of Federal Regulation (C.F.R.) 720 Part C, which requires federal agencies to submit an annual report on the implementation of these sections.

### INTRODUCTION

This report provides an overview of the FY18 accomplishments under the Disabled Veterans Affirmative Action Program Plan (DVAAP). DOE’s commitment to employment and advancement opportunities for veterans and veterans with disabilities is evident throughout all four focus areas of this report. The importance of providing employment and advancement opportunities is communicated from the top down and from the bottom up. The Department-wide strategic plans and Standard Operating Procedures establish the framework, and are supported by annual veteran hiring goals. The DOE Strategic Plan see: <http://energy.gov/downloads/2014-2018-strategic-plan>. See [Strategic Goal 12](#) and Strategic Human Capital Plan communicate the need to attract and grow a diverse pool of top talent, improve hiring quality, and onboarding processes, with a continued focus on promoting diversity and inclusion within the workforce.

### Veteran Composition in the Workforce

- a. Out of approximately 12,993 DOE employees in the workforce, veterans accounted for 36% of the overall DOE workforce in FY18.

	DOE Workforce	Approximate Number of Veterans in the Workforce	Disabled Veterans in the Workforce	30% or More Disabled Veterans (subset of disabled veterans)
FY18	12,993	4693	1222 (9.41%)	824 (6.34%)
FY17	13,350	4886	1186 (8.9%)	772 (5.8%)
FY16	13,700	5072	1130 (8.2%)	712.2%)

- b. Veterans at GS-13 or equivalent and higher represented 3357 (71.5%) of the veteran population; veterans with disabilities at GS-13 or equivalent and higher represented 765 (22.8%) of the veteran population, up from 21.1% in FY17; and of those, 501 (14.9%) were 30 percent or more disabled, up from 13.3% in FY17.

In FY18, veterans with disabilities of 30 percent or more were promoted at a rate 1 percentage point higher than in FY17. Of the 1134 promotions in FY18, 127 (11 %) were veterans with disabilities of 30 percent or more; and 180 (16%) were veterans with disabilities. DOE also trained HR professionals and hiring managers on the use of veteran special hiring authorities resulting in increased use, continued its use of veteran vocational rehabilitation programs, and funded veteran training programs through grants to private industry.

## ORGANIZATIONAL STRUCTURE

### **Agency Mission Overview**

The mission of the Energy Department is to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions.

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### **Component / Field Office POCs**

DOE field site and Program Office accountable officials, vary by site and are comprised of Directors, Diversity Managers and Human Resources Specialists who are encouraged to work together for effective execution and evaluation.

## FY18 ACCOMPLISHMENT REPORT

### **Recruit and Employ**

- a. The annual veteran hiring goals were approved by the Chief Human Capital Officer and used for tracking veteran and disabled veteran hiring progress. Although DOE experience a decrease in new hires during FY18, veteran hiring surpassed the annual goals.
- b. During FY18, DOE continued to foster relationships with employment centers, job clubs, local bases, and veteran groups at universities. Efforts focused on information sessions that offered an introduction to DOE, career fields, as well as apprenticeship and internship opportunities. Several sessions for transitioning military interested in the

Senior Executive Service offered tips on relating military experience with job requirements.

- c. Job opportunities were disseminated widely through: USAJobs, social media, DOE's "featured jobs" on its employment website, local veteran job fairs, and email lists that targeted a variety of disabled, and veteran organizations.
- d. Special emphasis is given to the hiring of veterans with disabilities of 30 percent or more through veteran hiring authorities. Within DOE the continued use of a combination of database and file maintenance systems facilitate rapid hiring through non-competitive consideration of veterans for vacant positions.
- e. Hires through employment programs in FY18:
  - Of the 35 new hires within the NNSA Nuclear Materials Courier Program, 9 (2%) were veterans with disabilities of which 7 were hired through VRA; 2 (5.6%) were veterans with a disability of 30 percent or more.
  - Of the 95 hires through the Career Pathways Program, 15 (15.8%) were veterans; 11 (6.3%) were disabled veterans; and of those 3 (3.2%) were veterans with disabilities of 30 percent or more.
- f. Veteran programs, including vocational rehabilitation programs served to recruit and employ disabled veterans in FY18. Noteworthy examples:
  - The Office of Intelligence and Counterintelligence (IN) is hosting 1 intern through the Intelligence Community Wounded Warrior Program. The program affords opportunities in analysis, security, counterintelligence and cyber.
  - Through a partnership with the Department of Veterans Affairs, a candidate was placed in the Western Area Power Marketing Administration, through the Non-Paid Work Experience Program. The expectation is to convert this person using the 30 percent or more Disabled Veteran hiring authority.
- g. The Naval Reactors program area employs active duty Navy military members in addition to Department of Energy and Department of Navy civilians offering a unique recruitment opportunity. Of the 24 hires in FY18, 2 are veterans with disabilities.
- h. The Office of the Chief Human Capital Officer, Office of Employee Labor Relations, and contacts located within the new Shared Service Centers (SSCs) or at DOE sites, work with managers and supervisors, and the CAP program to provide reasonable accommodations for qualified disabled applicants, including veterans with disabilities.

- i. During FY18, DOE engaged in a number of targeted recruitment and outreach efforts to promote DOE as an employer of choice to the veteran community:
- The Corporate Recruitment and Outreach Division (CRO) collaborated with SSCs, Program Offices, and Power Marketing Administrations on participation in job fairs. Examples include: Soldier for Life Fair and Transition Summit, Operation Warfighter, RecruitMilitary, Naval Submarine Base Kings Bay Technical & Engineering job fair, AMVETS, Veterans Transition Workshop, and IC Wounded Warrior. Of the 40 job fairs, 6 specifically targeted individuals with disabilities, and 24 that targeted or included disabled veterans. Some included virtual job fairs that provided easy participation for individuals with disabilities that may otherwise not be in a position to attend.
  - A DOE Disability Mentoring Day was hosted in collaboration with the American Association of People with Disabilities annual effort. Ten program offices offered students an exciting opportunity for career and internship exploration, in addition to an afternoon of job shadowing and mentoring. Participants of the Operation Warfighter Program were in attendance.
  - SSC HR representatives work with veterans to provide assistance with the application process, and some hold information sessions with topics that include writing more effective narratives that better relate military service to established job requirements, and how to hone interview preparation skills.
  - Program offices and field locations also conducted informational workshops at military bases; participated in Transition Assistance Programs and mock interview sessions; collaborated with local recruitment centers, veteran employment network centers, veteran organizations at colleges and universities, and military organizations; utilized contacts with the Department of Veterans Affairs, and local WorkSource offices.
  - Knowledge of recruitment opportunities for individuals with disabilities was enhanced through the DOE brochure explaining veteran hiring authorities including Schedule A distributed at recruitment and outreach events. DOE continued the use of veteran marketing materials that align with the government-wide veteran marketing campaign.
- j. Efforts to increase veteran job opportunities within DOE included:
- Consultations provided to hiring managers highlight how to better appeal to veterans. Brown Bag informational sessions on special hiring authorities/promotions with emphasis on veteran's hiring programs such as the Vets2Vets Program vocational rehabilitation programs, and student employment and internship programs.
  - A total of 879 HR hiring managers and 199 HR Professionals across DOE completed the mandatory veteran employment training. A total of 1098 HR Professionals and hiring managers completed the USERRA training.

- The use of veteran hiring authorities to quickly fill positions is a topic of interest during supervisory training sessions and will continue to be included an element of the training.

### **Promote and Develop**

- a. Learning and development opportunities are promoted through DOE-wide announcements, internal websites, and through consultations provided to employees by managers, and organizational leaders. DOE has taken steps to promote and support career development and training for veterans with disabilities by information shared through veteran employee resource groups, Diversity Managers, Training Administrators, e-mail distribution lists, monitors, and posters placed in prominent places.
- b. In FY 18, DOE provided career and leadership development opportunities for employees through a suite of different programs, rotational opportunities, detail appointments, corporately sponsored courses, the Learning Managemetn System and resources such as Books 24/7, and PowerPedia. Additionally many program offices sponsor employees and/or offer technical training through the National Training Center or outside vendors.
  - Thirty employees participated in 7 external leadership development programs. Of the 30 participants, 3.7% were veterans with disabilities of 30 percent or more.
  - Veterans with disabilities represented 12.8% of the participants in the NNSA Leadership and Career Development Program; 13.6% were veterans with disabilities of 30 percent or more.
  - Bonneville Power Administration (BPA) offered five leadership development training courses. Of the 44 veterans who participated, 16 (36%) were veterans with disabilities. Within Human Resources, 2 veterans with disabilities were converted to career ladder positions and are receiving on-the-job training, progressive developmental assignments, mentoring, formal and informal training.
  - A number of rotational opportunities were provided through formal programs like the President's Management Council Rotational Program (8 participants), Presidential Management Fellows, and informal assignments.
- c. In FY18, the National Training Center continued the Vet-Success Program that assimilates veterans into the DOE culture and aids veteran in maximizing their unique knowledge, skills, and abilities for mission accomplishtment. The workshop leads to increased retention. Four 3-day workshops, educated 155 veterans.
- d. Employees must establish an Individual Development Plan I consultation with their supervisor and are encouraged to apply for opportunities to broaden their skills and competencies for career progression. Reasonable accommodations are made available, as needed, to ensure participation of veterans with disabilities in training and development opportunities.

- e. Some offices have established and/or funded programs designed to train veterans for careers in DOE mission critical areas. Notable examples include:
  - BPA converted two veterans with disabilities to career-ladder Human Resources Specialist positions. They are receiving on-the-job training, progressive, developmental assignments, mentoring, formal and informal training.
  - At Savannah River, positions are structured for promotion potential. In FY18, two disabled veterans competed and were selected for developmental assignments.
  - The DOE Scholars Program offers stipend based internships for students and serves as a feeder program for the Career Pathways Program. The Federal Energy Management Program (FEMP), a component of the program, was developed for veterans. In FY18, DOE funded participation of nine veterans who gained experience related to building a clean energy economy while being hosted at various Federal agencies.
- f. In FY18, NNSA took steps to actively develop five career paths that will complement the NNSA Foundational Competency Model that was launched in FY17. The Foundational Competencies, occupational competency models, and career paths will strengthen employees' knowledge, skills, abilities, and behaviors within competencies aligned to the NNSA's mission and culture
- g. Within NNSA's mentoring program 27% of mentors were veterans; and 13.6% were veterans with disabilities of 30% or more.

### **Agency Oversight**

- a. The Corporate Recruitment and Outreach Division (CRO) within its Office of the Chief Human Capital Officer serves as a central coordinating authority for the Department's efforts around recruitment, outreach, and engagement with the veteran's community.
- b. Short-term and long-term strategic management goals, actions and expected outcomes for executing the DVAAP program and increasing the employment of veterans, including veterans with disabilities, are defined in the Disabled Veterans Affirmative Action Program (DVAAP) Plan. Some program offices and major sites develop their own DVAAP plan that works in tandem with the overall plan.
- c. The DVAAP Plan and DVAAP reporting requirements were shared and discussed with program offices, HR Business Partners, and Diversity Managers.
- d. Broad communication of Department-wide progress for veteran employment was maintained through regularly scheduled conference calls. Quarterly progress reviews were conducted to determine the effectiveness of the Veterans Employment Initiative and



DVAAP Plan. Several Program Offices have established their own oversight process and metrics to further monitor activities within their areas of responsibility.

- e. Program offices reported accomplishments against the DOE DVAAP Plan, and major DOE field facilities such as NNSA and BPA completed a plan certification and DVAAP accomplishment report for submission to the Office of the Chief Human Capital Officer. Reports were reviewed and evaluated against the agency DVAAP Plan and to determine progress from the previous year. Particular attention is paid to executing requirements for veterans with disabilities of 30% or more, as needed.
- f. An annual review is conducted by the DOE Office of Economic Impact and Diversity in conjunction with the Federal Agency Annual EEO Program Status Report (MD-715). Annual reviews determine possible barriers to equal opportunity and are expected to continue in FY19. The Office of the Chief Human Capital Officer and the Office of Diversity and Inclusion will collaborate on any corrective actions, as needed.
- g. Human Capital Management Accountability Program audits are conducted regularly at HR SSC sites. These audits are focused primarily on regulatory compliance issues, including veteran hiring practices, and include a focus on fair and open competition. In response to these audit reports, corrective actions are implemented, on an as needed basis.

### **Agency Progress**

The DVAAP Plan is available online at <https://www.energy.gov/hc.downloads/dvaap>. Broad distribution of the Plan was performed through a DVAAP Collaboration call, and a DVAAP briefing provided to Diversity Managers from field sites. Progress in executing the Plan objectives is carried out through the Program Offices, Shared Service Centers, Diversity Managers, and others with oversight in key programmatic areas affected by Plan requirements.

Noteworthy progress executing objectives of the FY18 DVAAP Plan:

- a. Usage of veteran special hiring authorities increased from FY17. VEOA increased by .6 percentage points; VRA increased by 3.9 percentage points; and the 30% or More Disabled Veteran increased by .7 percentage points.
- b. The percentage of placements and promotions to higher grade levels for veterans with disabilities at the GS-13 level and above increased to 23.8% from 15% FY17; veterans with disabilities of 30 percent or more were 11% up from 10% in FY17.
- c. DOE conducted several policy and procedure reviews designed to provide equal opportunity in hiring, advancement, and retention in accordance with affirmative action requirements, for example:

- The DOE Office of the Chief Human Capital Officer and the Office of Diversity and Inclusion collaborated on implementation actions regarding agency affirmative action requirements related to Section 501 changes to the Rehabilitation Act of 1973.
  - During FY18, NNSA Human Resources staff members conducted an evaluation of the agency's Demonstration Project, which included evaluations in the areas of recruitment, retention, results-oriented performance culture, accountability, and governance. NNSA Human Resources policy staff reviewed applicable policies, which included reviews of policies pertaining to Recruitment, Relocation, Retention, Student Loan Repayment Program, Excepted Service, and Leave Administration, including military-leave and service credit for military service.
  - Also during FY18, NNSA implemented DOE's updated quarterly internal audit system, which included the performance of staffing-reviews of all delegated examining vacancy announcements for compliance with
  - Veterans Hiring Preference laws, rules, and regulations.
  - NNSA's EEO Observer Program ensures that during competitive selection board and interview panel proceedings (i.e., for hiring, promotions, assignments, and awards) applicable laws and regulations are followed, and proceedings are conducted without prohibited personnel practices occurring. During FY18, a total of 28 EEO Observers were requested and appointed, which was slightly over a 50% increase in the amount of EEO Observers requested and appointed during FY16.
- d. A number of accommodation related environmental and facility improvements and/or modifications were made at NNSA facilities at Los Alamos National Laboratory Field Office, Kansas City Field Office, Livermore Field Office, Sandia Field Office, Savannah River Field Office, the Albuquerque complex, and The Nevada Field Office during FY18.

#### Hiring:

- a. Progress in the hiring of disabled veterans is measured against annual hiring goals. FY18 hiring goals were 25 percent of all new hires for preference veterans; veterans with disabilities were 11 percent of all new hires, and veterans with disabilities of 30 percent or more were 7 percent of all new hires.
- b. In total, FY18 new hires equaled 624, down slightly from 794 in FY17. Yet, DOE exceeded the goal for preference veterans by 7.9 percentage points with 32.9 percent of new hires. Veterans with disabilities exceeded the goal by 7.9 percentage points, with 18.9 percent of new hires. Veterans with disabilities of 30 percent or more exceeded the goal by 2.9 percentage points, with 62 hires (9.9%).

Advancement:

- a. Of the 1134 employees who received promotions in FY18, 427 (38%) were veterans (down from 44% in FY17); 180 (16%) were veterans with disabilities (up from 15% in FY17); and 127 (11%) were veterans with disabilities of 30 percent or more (up from 10% in FY17).

Of the veterans with disabilities who received promotions:

- 79 (44%) were in grades 9 to 12 or equivalent; of those, 58 (32%) were veterans with disabilities of 30% or more;
  - 48 (27%) were in grade 13 or equivalent; of those, 30 (17%) were veterans with disabilities of 30% or more; and
  - 49 (27%) were in grades 14 or 15 or equivalent; of those, 34 (19%) were veterans with disabilities of 30% or more.
- b. Women veterans represented 46 (4%) of DOE promotions; women veterans with disabilities represented 32 (2.8%) of DOE promotions; women veterans with disabilities of 30 percent or more equaled 13 (1.2%).

Retention:

- a. Although 496 veterans took voluntary retirement in FY18, veterans continue to represent a significant portion of the Federal DOE workforce. For example:
  - Veterans in the National Nuclear Security Administration represent 798 employees (33.2% of their workforce); veterans with disabilities remained relatively steady at 265 (11%) from 262 (11%) in FY17; and veterans with disabilities of 30 percent or more increased to 182 employees (7.6%) from 176 (7.4%) in FY17.
  - Veterans in the Bonneville Power Administration represent 708 employees or (25.3%) of their workforce; veterans with disabilities equal 230 (8.2%); and veterans with disabilities of 30 percent or more equal 175 (6%).
  - Of the 1467 employees in the Western Area Power Administration, veterans represent 565 employees (38.5% of their workforce); veterans with disabilities total 166 employees (11.3% of the workforce); and veterans with disabilities of 30 percent or more were 97 employees (6.5% of the workforce).
- b. Workforce Improvement Network teams provide a way for employees at the local level to impact the workplace. DOE results from the Federal Employee Viewpoint Survey (FEVS) last year show that through these teams DOE increased the scores for the Employee Engagement Index, Global Satisfaction Index, and the New Inclusion Quotient. These indices measure factors that influence employees wanting to join, stay, and help the agency meet its mission. Information for FY18 will be evaluated once it is available.