



U.S. DEPARTMENT OF  
**ENERGY**

**FY19 Disabled Veterans Affirmative  
Action Program (DVAAP)  
Accomplishment Report**

**November 2019**

# 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
- **FY19 ACCOMPLISHMENT REPORT** ..... 5
  - Methods Used to Recruit and Employ Disabled Veterans, especially those who are 30% or more ..... 5  
Illustrate agency strategies and results to include items such as recruitment, hiring and Veteran Employment Office involvement.
  - Methods Used to Provide or Improve Internal Advancement Opportunities for Disabled Veterans ..... 7  
Demonstrate agency-provided opportunities for career development, promotion, and reasonable accommodations.
  - A Description of How the Activities of Major Operating Components and Field Installations Were Monitored, Reviewed, and Evaluated ..... 9  
Describe the agency's communication strategy to component/field offices and integration with Diversity and Inclusion.
  - Agency Progress in Implementing Its Affirmative Action Plan During the Fiscal Year ..... 10  
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 FY19 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 2016-2020 Strategic Human Capital Plan sets forth the Human Capital goals and strategies to support the mission and goals of the Department. In Section 6. Strategic Human Capital Outcomes, it states: *The overarching outcome measure is the realization of Strategic Objective 12 from the DOE Strategic Plan for 2014-2018.* (See: <https://www.energy.gov/sites/prod/files/2016/03/f30/DOE-Strategic-Human-Capital-Plan-2016-2020.pdf>)

Strategic Objective 12 demonstrates the agency’s commitment to: Attract, Manage, Train, and Retain the Best Federal Workforce to Meet Future Mission Needs. Specifically, it states: *Efforts are underway to improve hiring quality and onboarding processes and outcomes, with a continued focus on promoting diversity and inclusion within the workforce.*

#### **Veteran Composition in the Workforce**

- a. Out of approximately 12,943 DOE employees in the workforce, veterans accounted for 35.5% of the overall DOE workforce in FY19.

	<b>DOE Workforce</b>	<b>Approximate Number of Veterans in the Workforce</b>	<b>Disabled Veterans in the Workforce</b>	<b>30% or More Disabled Veterans (subset of disabled veterans)</b>
FY19	12,943	4589	1270 (9.8%)	892 (6.9%)
FY18	12,993	4693	1222 (9.4%)	824 (6.3%)
FY17	13,350	4886	1186 (8.9%)	772 (5.8%)

- b. Veterans at GS-13 or equivalent and higher represented 3649 (79.5%) of the veteran population; veterans with disabilities at GS-13 or equivalent and higher represented 656 (18%) of this population, down from 22.8% in FY18; and 435 (11.9%) had disabilities of 30 percent or more, down from 14.9% in FY18.

In FY19, veterans with disabilities of 30 percent or more were promoted at a rate of 2 percentage points higher than in FY18. Of the 892 promotions in FY19, 116 (13.0%) were veterans with disabilities of 30 percent or more (up from 11.0% in FY18); 149 (17.0%) were veterans with disabilities (up from 16.3% in FY18).

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.

## FY19 ACCOMPLISHMENT REPORT

### **Methods Used to Recruit and Employ Disabled Veterans, especially those who are 30% or more**

- 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 experienced a decrease in new hires during FY19, veteran hiring surpassed the annual goals.
- b. During FY19, DOE engaged in a number of targeted recruitment and outreach efforts to promote DOE as an employer of choice to the veteran community: DOE participated in over 138 job fairs. There were 27 job fairs 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. Examples include: Soldier for Life Fair and Transition Summit, Operation Warfighter, RecruitMilitary, Naval Submarine Base Kings Bay Technical & Engineering Job Fair, Work for Warriors, Luke AFB Transitions Assistance Program, and IC Wounded Warrior.
- c. During FY19, DOE continued to foster relationships with employment centers, job clubs, local bases, and veteran groups at universities. Outreach 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.
- d. 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. For example, the Strategic Petroleum Reserve Employee Management Advisory Committee includes several Special Emphasis Program Managers that ensure distribution of information to local disabled veterans and Veteran Employment Network Centers.
- e. Special emphasis is given to the hiring of veterans with disabilities of 30 percent or more through veteran hiring authorities. Within DOE, the Bonneville Power Administration continued the use of a database and other sites maintained files that facilitated rapid hiring through non-competitive consideration of veterans for vacant positions.

- f. Hires through employment programs in FY19:
- Within the National Nuclear Security Administration's (NNSA) Nuclear Materials Courier Program, 70 percent of the new recruits were veterans and 25 percent were veterans with a disability.
  - DOE executed 102 hires via the Career Pathways Program: 20 of these hires (19.6 percent) were veterans, up from 15.8 percent in FY18, and 10 (9.8 percent) were veterans with disabilities, up from 6.3 percent in FY18.
- g. Veteran employment programs, including vocational rehabilitation programs, served to recruit and employ disabled veterans in FY19. A noteworthy example is that the Office of Intelligence and Counterintelligence (IN) hosted four interns through the Intelligence Community Wounded Warrior Program. This resulted in two of the interns transitioning into contractor positions. The program affords opportunities in analysis, security, counterintelligence and cybersecurity. IN intends to host another intern in FY20.
- h. The Office of the Chief Human Capital Officer, Office of Employee Labor Relations, and contacts located within the HR Shared Service Centers (SSCs) and DOE sites work with managers and supervisors and the Computer/Electronic Accommodations Program (CAP) to provide reasonable accommodations for qualified disabled applicants, including veterans with disabilities.
- i. Additional veteran recruitment and outreach efforts:
- A DOE Disability Mentoring Day was hosted in collaboration with the American Association of People with Disabilities annual effort. In FY19, the program was expanded to include adults and college alumni. In addition to college outreach, DOE conducted outreach to Operation Warfighter and the IC Wounded Warrior program, and partnered with the Maryland Department of Rehabilitative Services to attract participants. Ten program offices offered participants an exciting opportunity for career and internship exploration, in addition to an afternoon of job shadowing and mentoring.
  - Human Resources Advisory Office representatives work with veterans to provide assistance with the application process. They also hold information sessions covering topics that include writing more effective narratives that better relate military service to established job requirements and honing interview preparation skills.
  - The National Nuclear Security Administration, the Power Marketing Administration Shared Service Center, and the Office of Environmental Management and their field locations, 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; and leveraged contacts with the Department of Veterans Affairs, and local WorkSource offices to recruit applicants.

- DOE continued the use of veteran marketing materials that align with the Government-wide veteran marketing campaign and the DOE brochure on hiring authorities.
  - Seasonal internships help veterans develop skills related to their field of study. Within the DOE Scholars Program, 8.5 percent were veterans that gained experiential learning through the Federal Energy Management Program or the Office of Intelligence and Counterintelligence.
- j. Efforts to increase veteran job opportunities within DOE included:
- Consultations were provided to hiring managers that highlighted how to better appeal to veterans. Brown Bag informational sessions were held on special hiring authorities/promotions, with emphasis on veteran’s hiring programs such as the Vets2Feds Program, vocational rehabilitation programs, and student employment and internship programs.
  - Mandatory training completions: A total of 2,001 hiring managers and HR professionals (approximately 80 percent) completed A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities. A total of 2,082 hiring managers and HR professionals completed the mandatory veteran employment training and the Uniformed Services Employment and Reemployment Rights Act (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 as an element of the training.
- k. The Federal Employment Viewpoint Survey (FEVS) focuses on employee perceptions regarding critical areas of their work life, including areas that drive employee satisfaction and commitment, lead to retention in the workforce, and enhance the recruitment of highly qualified talent. A review of veteran FEVS responses reveals that they align closely with the overall DOE workforce. See: [www.energy.gov/sites/prod/files/2019/10/f67/2019\\_AES\\_DOE%2027Sept2019.pdf](http://www.energy.gov/sites/prod/files/2019/10/f67/2019_AES_DOE%2027Sept2019.pdf) to view the DOE report.
- l. DOE participated in recruitment and outreach events for veterans and their families in an effort to attract Military Spouse applicants. During FY19, job announcements included information for military spouse applicants. In addition, a one page fact sheet was developed to inform hiring managers and HR professionals about the benefits and use of this non-competitive hiring authority.

**Methods Used to Provide or Improve Internal Advancement Opportunities for Disabled Veterans**

- a. Employees must establish an Individual Development Plan in consultation with their supervisor and are encouraged to apply for opportunities to broaden their skills and

competencies for career progression. 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. Reasonable accommodations are made available, as needed, to ensure participation of veterans with disabilities in training and development opportunities.
- c. DOE provides career and leadership development opportunities for employees through a suite of different programs, rotational opportunities, detail appointments, corporately-sponsored courses, the Online Learning Center 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.
- d. Veterans with disabilities participated in internal and external leadership development training programs during FY19, as follows:
  - Federal Executive Institute: 10 percent were veterans with disabilities of 30 percent or more, and 6.7 percent were veterans with targeted disabilities.
  - Professional Skills: 3.5 percent were veterans with disabilities of 30 percent or more, and an additional 1.7 percent were veterans with disabilities.
  - Supervisory Training: 4 percent were veterans with disabilities of 30 percent or more, and an additional 0.9 percent were veterans with disabilities.
  - In the NNSA Leadership and Career Development Program, 6 percent were veterans with disabilities of 30 percent or more.
  - Bonneville Power Administration offered five leadership development training courses. Of the participants, 44 (10.7 percent) were veterans and 16 (3.8 percent) were veterans with disabilities.
- e. In FY19, the National Training Center continued the Vet-Success Program that assimilates veterans into the DOE culture and aids veterans in maximizing their unique knowledge, skills, and abilities for mission accomplishment. The workshop leads to increased retention. Four 3-day workshops, educated 155 veterans.
- f. Programs designed to train veterans for careers in DOE mission critical areas:
  - Temporary promotions within Western, Southwestern, and Southeastern Area Power Marketing Administrations offered employees an opportunity to work in



areas outside of their position of record. Participants included nine veterans, two with disabilities of 30 percent or more, and two that were 10 point compensable.

- Bonneville Power Administration converted two veterans with disabilities of 30 percent or more to permanent Human Resources Specialist positions. They received on-the-job training, progressive developmental assignments, mentoring, and formal and informal training.
- g. Within NNSA's mentoring program 15 percent of mentors were veterans and 8.5 percent were veterans with disabilities of 30 percent or more.

### **A Description of How the Activities of Major Operating Components and Field Installations Were Monitored, Reviewed, and Evaluated**

- 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. The National Nuclear Security Administration and Bonneville Power Administration develop their own DVAAP plans that work 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 analysis and distribution of quarterly progress reviews that assess 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, as needed.

### **Agency Progress in Implementing Its Affirmative Action Plan During the Fiscal Year**

- a. The DVAAP Plan is available online at <https://www.energy.gov/hc/policy-and-guidance/human-capital-management>. 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.
- b. Noteworthy progress executing objectives of the FY19 DVAAP Plan:
  - Usage of the 30 percent or more disabled veteran special hiring authority increased to 87 hires, compared to 62 in FY18.
  - The percentage of placements and promotions to higher grade levels for veterans with disabilities at the GS-13 level and above increased to 7% from 2.7% FY18; the percentage of placements and promotions that were veterans with disabilities of 30 percent or more was 5.9 percent, up from 4.4 percent in FY18.
  - During FY19, as further evidence of NNSA's endeavors to improve and broaden efforts to recruit persons with disabilities (including disabled veterans), NNSA procured and successfully deployed a UbiDuo® device. The UbiDuo® device provides communication equality between people who are deaf, hard of hearing, and hearing with no barriers. The UbiDuo® device provides simultaneous real-time communication, and eliminates the need for interpreters or cell phones to communicate.
  - During FY19, NNSA continued 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. Additionally, NNSA reviewed its policies to ensure there were no systemic barriers impeding full participation and equal opportunity for any group, including veterans with disabilities.

- 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 FY19, selections for the NNSA’s Leadership and Career Development Programs was competitive, and an EEO Observer was present during Leadership and Career Development Programs Selection Board meetings, ensuring that applicable laws and regulations were followed and that the Board’s selection proceedings remained fair, impartial, and presented no barriers to equal opportunity.
- c. 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. FY19 hiring goals for all new hires were set at 25% for preference veterans; 11% for veterans with disabilities, and 7% for veterans with disabilities of 30 percent or more.
- b. In FY19, DOE made 856 total new hires, up from 621 in FY18. Hires of preference veterans exceeded the target hiring goal of 25% with 220 hires (25.23%). Hires of veterans with disabilities exceeded the target hiring goal of 11% with 106 hires (12.16%). Hires of veterans with disabilities of 30 percent or more exceeded the target hiring goal of 7% with 87 hires (9.9%).

**Advancement:**

- a. Of the 892 employees who received promotions in FY19, 395 (44.3%) were veterans (up from 38.0% in FY18); 149 (17.0%) were veterans with disabilities (up from 16.3% in FY18); and 116 (13.0%) were veterans with disabilities of 30 percent or more (up from 11.0% in FY18)
- b. DOE promotions of women veterans totaled 43 (4.8%), up from 4.0% in FY18. DOE promotions of women veterans with disabilities totaled 16 (1.8%), down from 2.8% in FY18. DOE promotions of women veterans with disabilities of 30 percent or more totaled 15 (1.7%), up from 1.2% in FY18.
- c. During FY19, 7.0% of placements and promotions to higher grade levels were veterans with disabilities at grades 13 and above (up from 2.7% in FY18); 5.9% of placements and promotions were veterans with disabilities of 30 percent or more.

Of the veterans with disabilities who received promotions in FY19 (149 total):

- 69 (46.3%) were within grades 9-12 or equivalent. Of those, 59 (39.6% of

- promotions) were veterans with disabilities of 30 percent or more.
- 29 (19.5%) were within grade 13 or equivalent. Of those, 21 (14.1% of promotions) were veterans with disabilities of 30 percent or more.
  - 33 (22.1%) were within grades 14/15 or equivalent. Of those, 32 (21.5% of promotions) were veterans with disabilities of 30 percent or more.

**Retention:**

- a. Although 345 veterans took voluntary retirement in FY19, veterans continue to represent a significant portion of the Federal DOE workforce. For example:
- Veterans in the National Nuclear Security Administration represent 39% of their workforce (970 employees) versus 33% in FY18; veterans with disabilities increased to 11.3% (281 employees) from 11% in FY18; and veterans with disabilities of 30 percent or more increased to 8.1% (201 employees) from 7.6% in FY18.
  - Veterans in the Bonneville Power Administration represent 29.6% of their workforce (819 employees) versus 25.3% in FY18; veterans with disabilities equal 8.3% (230 employees); and veterans with disabilities of 30 percent or more equal 6.5% (179 employees).
  - Veterans in the Western Area Power Administration represent 30.5% of their workforce (457 employees); veterans with disabilities represent 11.6% of their workforce (166 employees), up from 11.2% in FY18; and veterans with disabilities of 30 percent or more represent 6.8% of their workforce (102 employees), up from 6.5% in FY18.
  - Veterans in the Office of Environmental Management represent 22.3% of their workforce (253 employees); veterans with disabilities represent 10.6% of their workforce (120 employees); and veterans with disabilities of 30 percent or more represent 7.1% of their workforce (81 employees).
  - Veterans in the Office of the Inspector General represent 25.9% of their workforce (67 employees); disabled veterans represent 12.7% of their workforce (33 employees); and veterans with disabilities of 30 percent or more represent 8.1% of their workforce (21 employees).
- b. Workforce Improvement Network (WIN) 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 these teams contributed to increased 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. A recent courtyard improvement resulted in a more inclusive environment for employees with mobility disabilities at Forrestal. Information for FY19 will be evaluated once it is available.