



**FY20 Disabled Veterans Affirmative
Action Program (DVAAP)
Plan**

November 2019

Department of Energy
FY19 Disabled Veterans Affirmative Action Program Plan

1. PURPOSE:

This Disabled Veteran Affirmative Action Program Plan (Plan) establishes policy and sets objectives, responsibilities, and expected outcomes for the affirmative employment and advancement of veterans with disabilities for the Department of Energy (DOE).

2. AUTHORITY:

Section 403 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212), and Section 307 of the Civil Service Reform Act of 1978.

3. POLICY STATEMENT:

This plan will provide affirmative employment and advancement to qualified disabled veteran applicants in recruitment; hiring; advancement; training; career development; promotions; reassignments; awards; and all other terms, conditions and/or privileges of employment. Additional emphasis may be necessary for veterans with a compensable service-connected disability of thirty (30) percent or more in adherence to 5 C.F.R. 720, Subpart C.

4. SCOPE:

All Departmental Elements and field sites are responsible for executing actions within their areas of responsibility in compliance with this Plan.

5. PROGRAM RESPONSIBILITY:

Overall responsibility for the program falls under the general direction of the Office of the Chief Human Capital Officer (OCHCO) with program management, implementation, and guidance responsibilities being vested in the Talent Acquisition and Outreach Division (HC-21). Responsibility for success of the DVAAP Plan shall be shared across all levels of the agency. The Human Resources Shared Service Centers, the Human Resources Advisory Offices (HRAO) and the Human Resources Business Partners (HRBP) will assume the responsibility of consulting with hiring managers on authorities and flexibilities for hiring, developing, and retaining disabled veterans. Diversity Managers and Veteran Employment Officers are responsible for promoting DVAAP awareness within their program areas, and carrying out recruitment activities.

6. DEFINITIONS:

A. Disabled Veteran.

- A veteran who is entitled to compensation under laws administered by the Veterans Administration; or
- A person who was discharged or released from active duty because of a service-connected disability.

7. ASSESSMENT ON CURRENT STATUS FOR EMPLOYMENT OF DISABLED VETERANS:

At the end of FY19, the DOE workforce consisted of 12,943 employees. Of those, 1,270 (9.8%) were veterans with disabilities. This is an increase from 1222 (9.4%) in FY18. Veterans with disabilities of 30% or more represented 892 (6.9%) in FY19. This is an increase from 824 (6.3%) in FY18.

DOE has continued to demonstrate a commitment to hiring veterans with disabilities, including veterans that are 30 percent or more disabled. In FY19, DOE made 856 total new hires. Hires of veterans with disabilities exceeded the target hiring goal of 11 percent with 106 hires (12.16 percent). Hires of veterans with disabilities of 30 percent or more exceeded the goal of 7 percent with 87 hires (9.9 percent).

8. OBJECTIVES:

- DOE Elements will provide focused attention to ensure that veterans with disabilities, especially those with disabilities of 30 percent or more, receive equal opportunity in hiring, placement, advancement, and retention in accordance with affirmative action requirements. Reasonable accommodations are provided as needed, and in accordance with regulation and DOE policy.
- Program policies and HC procedures for merit promotion actions, awards, advancement, and training programs will continue to be reviewed and revised to adequately provide equal opportunity for disabled veterans, particularly those with disabilities of 30 percent or more.
- DOE Elements will establish and maintain inclusive practices that improve opportunities for disabled veteran employees to participate in leadership and career development training. Actions will continue to be taken to remove barriers or potential barriers to participation for disabled veterans, particularly those with disabilities of 30 percent or more. Reasonable accommodations are provided, as needed.
- DOE sites ensure accessibility to buildings and facilities for individuals with disabilities.
- Access to the DOE-wide DVAAP Plan is readily available online to establish a better understanding of the goals and objectives of the Plan.

9. EXTERNAL RECRUITMENT:

A. Vacancy Announcement: DOE will continue to hire qualified disabled veterans using both competitive and noncompetitive appointing authorities. Noncompetitive applications are accepted for special hiring authorities (*30 Percent or More Disabled, Veterans Recruitment Appointment (VRA), Veterans Employment Opportunity Act (VEOA) and Schedule A*). Vacancy announcement templates will include standard language encouraging veterans and persons with disabilities to apply and directing applicants to visit the FedHireVets website for more information.

HR Shared Service Centers (SSCs)/Servicing HR Offices will work with the Corporate Recruitment and Outreach Division to utilize available options, as appropriate, to market DOE vacancies. Targeted recruitment strategies will be utilized when feasible, to effectively increase overall representation of disabled veterans, and veterans with disabilities of 30 percent or more within the applicant pool. Targeted recruitment may include posting job opportunities on the FedHireVets website, job boards and/or social media sites; distribute job announcements to local vocational rehabilitation centers and program coordinators, Operation Warfighter program administrators, the U.S. Department of Veterans Affairs, and similar sources of disabled veterans.

- B. Standing Registers:** DOE Elements may establish standing registers to maintain an inventory of qualified disabled veterans' applications for scientific and technical positions.
- C. Increased Use of Special Appointment Authorities:** Staffing specialists, managers, and supervisors are trained annually on the special appointment authorities that can be used to hire disabled veterans. SSCs will consult with hiring managers to expand the use of these authorities and provide further on-the-job training to staffing specialists on the use of the special appointing authorities. In addition to the mandatory training, the Corporate Recruitment and Outreach Division will continue to hold information sessions and participate in consultation meetings with hiring managers to educate them on the use of Special Hiring Authorities and applicant sources for disabled veterans.
- D. Recruitment Events and Disabled Veteran Programs:** DOE field sites will conduct recruitment and outreach through activities that target disabled veterans including: information sessions, career days, veteran job fairs, and conferences. This will be done in collaboration with the Corporate Recruitment and Outreach Division, SSCs, and HR offices. DOE will also work to engage targeted disabled veteran programs and establish partnerships with local vocational rehabilitation agencies and employment offices, the Department of Veterans Affairs, Operation Warfighter programs, Employer Assistance and Resources Network (EARN), and other organizations whose primary focus is working to employ disabled veterans. Disabled veterans will also be considered through veteran employment programs, Career Pathways Program opportunities, and stipend-based internship opportunities.
 - (1) **Training or Work Experience:** DOE will continue to utilize vocational rehabilitation programs as a source of talent. Subsequently, any veteran may receive a noncompetitive appointment to a vacancy for which he or she is qualified when training is completed. See 5 CFR 316.302(b)(3) or 5 CFR 316.402(b)(3).

10. INTERNAL ADVANCEMENT OPPORTUNITIES FOR DISABLED VETERANS.

DOE Elements shall take steps to ensure that qualified disabled veteran employees, particularly those with disabilities of 30 percent or more, are notified of vacancies and considered, along with other qualified employees, for advancement opportunities that will be filled through internal procedures. Internal vacancy announcements will be well publicized and strategically posted using targeted sources. Consideration is given, to disabled veterans

for developmental opportunities including: rotational assignments, and technical and leadership training. In accordance with regulatory requirements, reasonable accommodations will be provided as needed to ensure full participation in developmental activities.

See HC Policy Guidance Memorandums pertaining to the use of special hiring authorities for further guidance.

11. DIRECTION:

Responsibilities associated with employment, retention, and advancement of disabled veterans are communicated through regulation, DOE Policy Guidance Memorandums, Standard Operating Procedures, and the *DOE Operational Plan and Desktop Reference for the Veterans Employment Initiative (SOP)*. Departmental Elements are provided copies of the DVAAP Plan annually and ready access is available on the Department's external website and internal Intranet. Guidance and updates are provided by the Corporate Recruitment and Outreach Division through regularly scheduled meetings and conference calls.

Awareness of the DVAAP Plan is expanded within the HR Shared Service Centers, the Servicing Human Resources Offices, EEO Offices, and the Corporate HC Offices to increase technical knowledge necessary for effective consultations with managers regarding recruitment, hiring, and retention of disabled veterans and those with disabilities of 30 percent or more.

12. PROGRAM MONITORING, REVIEW, AND EVALUATION:

DOE hiring goals for the employment of disabled veterans are established annually. Progress toward achieving these goals is monitored quarterly along with employment data for veterans with disabilities of 30 percent or more. Results are reported to the Chief Human Capital Officer (CHCO), Departmental Leadership, the Human Capital community, and diversity and inclusion (D & I) representatives on a regular basis.

Regular periodic reviews and analysis of statistical data are conducted throughout the year by the oversight office. Assessments include the usage of noncompetitive hiring authorities and an analysis of the status of veterans with disabilities of 30 percent or more. Based on the information gathered, revisions will be made as necessary to improve the recruitment, hiring, advancement and retention of veterans with disabilities, including veterans with disabilities of 30 percent or more. In conjunction with DOE quarterly progress reviews, major DOE components conduct self-assessments of progress toward achieving DVAAP program accomplishments. Periodic audits are conducted at major DOE locations to determine if HC processes and transactions are in compliance with regulation and DOE policy. Annual quality evaluations are performed during preparation of the DVAAP and Management Directive (MD-715) accomplishment reports, to determine progress from the previous year.

13. PROBLEM/BARRIER STATEMENT:

Data shows improvement in the participation rates in training and development programs. The information is not definitive in identifying barriers to the training or advancement of disabled veterans. DOE Elements and the Office of Economic Impact and Diversity work with the Corporate Recruitment and Outreach Division to eliminate any identified or

perceived barriers to the employment or advancement of veterans with disabilities, including veterans with disabilities of 30 percent or more.

Remedy: Managers are encouraged to establish an inclusive environment. One that promotes the consideration of veterans with disabilities, especially veterans with disabilities of 30 percent or more in leadership development, and training and advancement opportunities offered for all members of the workforce. This is carried out through information sessions, supervisory training, and diversity and inclusion training for managers.

14. REFERENCES:

- 5 C.F.R. 720, Affirmative Employment Programs, Subpart C, Disabled Veterans Affirmative Action Program (DVAAP)
- Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 715 and Guidance: <http://www.eeoc.gov/federal/directives/md715instruct.cfm>.
- Section 307 of the Civil Service Reform Act of 1978.
- Section 501 of the Rehabilitation Act of 1973, as amended.
- Section 2014, Title 38 United States Code.

Plan Certification

The plans shall cover a time period of not less than one year, and may cover a longer period if concurrent with the agency's Section 501(b) Plan. Each plan must specify the period of time it covers.

Agency must have a plan covering all of its operating components and field installations. The plan shall include instructions assigning specific responsibilities on affirmative actions to be taken by the agency's operating components and field installations to promote the employment and advancement of disabled veterans. OPM must be informed when headquarters offices require plans at the field or installation level.

Agency operating components and field installations must have a copy of the plan covering them, and must implement their responsibilities under the plan. OPM may require operating components and field installations to develop separate plans in accordance with program guidance and/or instructions.

Certification

The below certification indicates that the program is being implemented as required by 5 CFR Part 720, Subpart C and appropriate guidance issued by the U.S. Office of Personnel Management. Additionally, this agency has a current plan as required by the regulation.

Please type or print clearly. After an original signature is obtained, scan and return this sheet.

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| 24. Dates of the Period of Time the Plan is Covered | From | 12/01/2019 | To | 11/30/2020 |
| 25. Agency Name | U.S. Department of Energy | | | |
| 26. DVAAP POC's Name | Donna Friend | | | |
| 27. Title | Veteran and Disability Employment Program Manager | | | |
| 28. Telephone Number | (202) 586-5880 | 29. Email | donna.friend@hq.doe.gov | |
| 30. Date Plan Last Amended | 11/30/2018 | 31. Date Effective | 12/01/2019 | |
| 32. DVAAP Certifying Official's Name | Steve Erhart | | | |
| 33. Title | Acting Deputy Chief Human Capital Officer | | | |
| 34. Telephone Number | (202) 586-1234 | 35. Email | steve.erhart@hq.doe.gov | |
| 36. DVAAP Certifying Official Signature | Steven Erhart Digitally signed by STEVEN ERHART Date: 2019.12.04 12:46:11 -05'00' | | 37. Date | 11/30/2018 |