

ROLES AND RESPONSIBILITIES

Role of Senior Leadership

- Actively champion and promote Veteran hiring, development, and retention across the Department.
- Hold direct reports accountable for achieving acceptable results, and providing the necessary personnel and financial resources to support the Veterans Hiring Initiative and Disabled Veterans Affirmative Action Program (DVAAP).
- Engage in activities and events designed to market the Department's vital missions to Veterans, military service organizations, academia, constituent groups, and the public.
- Encourage staff to serve as mentors and coaches.
- Comply with Merit System Principles (5 U.S.C. 2301(b)) and adherence to Prohibited Personnel Practices (5 U.S.C. 2302(b))

Role of the Office of the Chief Human Capital Officer

The DOE Office of the Chief Human Capital Officer and NNSA's Office Management and Budget work in partnership with the Veterans Hiring Initiative. Accordingly, program execution and management are in alignment.

- Establish and maintain a Department-wide framework, policies, procedures and strategies for executing the Veterans Employment Initiative and Disabled Veterans Affirmative Action Program (DVAAP) in accordance with regulation and merit system principles.

- Provide guidance and strategic direction to Departmental Elements on the variety of programs, authorities, and flexibilities that can be used to attract and hire Veterans.
- Periodically review practices of Departmental Elements for compliance with law and regulation.
- Maintain and refresh Veterans webpage and implement tools for managers and HR professionals to use in marketing, recruitment, and outreach to Veterans.
- Collaborate and partner with internal and external stakeholders in the execution of activities to recruit, develop and retain Veterans in accordance with agency needs.
- Coordinate and share information on recruitment and training resources established through interagency efforts and military service organizations.
- Consult with managers and supervisors to help them identify effective approaches to recruit, hire, develop, promote, and retain eligible disabled Veterans.
- Provide guidance, assistance, and training for human resources specialists, Veteran contacts, and HR servicing offices to keep them abreast of special hiring authorities, environmental impacts, and available employment programs for disabled Veterans.
- Lead meetings and teleconferences to share information, best practices, execution strategies, and provide guidance on the Program.
- Maintain a data collection system and evaluate statistics on Veteran recruitment, hiring, development, retention, trends for program assessment, planning, and reporting.
- Collect DVAAP accomplishment reports from all DOE Elements and analyze for progress against previous year.
- Analyze data on merit promotion plans, awards, and training programs to evaluate human capital practices, and identify solutions to barriers for disabled Veterans.
- Comply with Merit System Principles (5 U.S.C. 2301(b)) and adhere to Prohibited Personnel Practices (5 U.S.C. 2302(b)).

Role of the Office of Economic Impact and Diversity (ED)

The Office of Economic Impact and Diversity is responsible for the overall expansion of diversity and inclusion, and oversight of Affirmative Employment across the Department. Leadership and direction is provided to diversity managers who promote equal opportunity, and identify and eliminate discriminatory practices and policies within their areas of responsibility.

- ED will conduct barrier analysis as required under MD-715, and collaborate with HC on the development of annual DVAAP goals and objectives.
- Provide EEO counseling for disabled Veterans who believe they have been unlawfully discriminated against based on their disabilities.
- Advise senior management on issues affecting disabled Veterans as it pertains to discrimination.
- Monitor merit promotion plans, awards, and training programs to evaluate equal opportunity practices, identify barriers for disabled Veterans, and collaborate with the OCHCO to establish objectives to overcome barriers.
- Advise supervisors on their responsibilities for the career development of disabled employees.
- In coordination with the Disability Employment Coordinator, ensure that reasonable accommodations are provided for disabled Veterans.
- Provide input for annual reporting requirements.

Role of Human Resources (HR/SSC's) Offices and Veterans Employment Coordinators

- Execute all aspects of the Veteran's Employment Initiative – marketing, recruitment, hiring and retention.
- Serve as an advocate to promote Veterans' recruitment, hiring, and retention within your area of responsibility especially for disabled Veterans.
- Collaborate with hiring managers to broadly promote career opportunities. Whenever possible, include media such as: military organizations, news and job boards, websites, LinkedIn, etc., which target Veterans and transitioning Military Service Personnel, in addition to the marketing sources listed on page 3.
- Participate in recruitment and marketing activities, and conduct workshops and information sessions of interest to Veterans and transitioning Military Service Personnel.
- Collaborate with state job placement services to offer workshops for Veterans.
- Provide guidance and assistance to Veterans and transitioning Military Service Personnel seeking career opportunities.
- Collaborate with hiring managers, Special Emphasis Program Managers, and others to facilitate the recruitment and hiring of Veterans through a wide use of Veterans transition assistance and employment programs; hiring authorities; and recruitment incentives.
- Provide technical guidance and assistance to managers on the effective usage of preference, employment programs, and special hiring authorities to attract Veterans in accordance with regulation, DOE policies and established procedures.
- Establish and maintain relationships with Veteran groups at colleges and universities for recruitment of Veterans into entry-level employment and student programs such as the Career Pathways Program.
- Collaborate with military transition assistance coordinators to market DOE mission areas, career opportunities, and/or conduct workshops at local military bases.
- Partner with external military service and Veteran organizations to educate members on the DOE mission, and recruit Veterans transitioning to civilian employment.
- Monitor progress of local Veterans' recruitment and hiring activities, collect data, and provide input to the Office of the Chief Human Capital Officer for reporting requirements, including activities associated with the Disabled Veterans Affirmative Action Program (DVAAP).
- Comply with Merit System Principles (5 U.S.C. 2301(b)) and adhere to Prohibited Personnel Practices (5 U.S.C. 2302(b)).
- Adjudication of veteran's preference.

Role of Hiring Managers

- Provide equal opportunity and actively support and promote Veteran recruitment, marketing, hiring, development, advancement, and retention within the organization.
- Integrate Veteran and disabled Veteran hiring and employment strategies including the use of hiring authorities and flexibilities into workforce and succession plans, and hiring practices.
- Exercise a variety of Veteran recruitment and hiring options such as vocational rehabilitation programs, Career Pathways, internships, or student volunteer appointments to simplify hiring processes for Veterans and disabled Veterans seeking employment.

- Maintain liaison with public and private organizations and state vocational rehabilitation agencies concerned with the training, rehabilitation, and employment of disabled Veterans.
- Collaborate with HR offices and DOE Veterans Employment Coordinators to broadly promote career opportunities. Include the use of various media such as: military organizations, news and job boards, websites, Facebook, LinkedIn, YouTube, etc., which target Veterans and transitioning Military Service Personnel.
- Comply with laws, regulations, DOE policies and established procedures to give qualified Veterans, and individuals with disabilities, especially disabled Veterans appropriate consideration.
- In accordance with law and DOE guidance, provide reasonable accommodations for employees when requested and/or determined to be appropriate. Accommodations may include specialized equipment, facility modifications, and adjustments to work schedules or job duties.
- Ensure special needs are addressed through the Employee Assistance Program.
- Require all personnel involved in the hiring process to be trained in the effective use and application of Veterans' preference laws and regulations. Provide flexibility within workplace schedules to allow for training and development.
- Widely promote opportunities for Veterans to get involved in projects and assignments that will help them to develop knowledge and skills that lead to advancement.
- Work with training officers to provide training opportunities for Veterans that help them to address skill gaps and training needs.
- Ensure that disabled Veterans engaged in training are provided with appropriate reasonable accommodations and can physically access facilities.
- Collaborate with the Office of Learning and Workforce Development (HC-20) and/or local veteran mentoring programs, to promote Veteran participation within the organization.
- Integrate Veteran training needs with Individual Development Plans and as appropriate with vocational rehabilitation training plans, and track completion.
- Comply with Merit System Principles (5 U.S.C. 2301(b)) and adhere to Prohibited Personnel Practices (5 U.S.C. 2302(b)).

Role of the Office of Learning and Workforce Development (HC-20)

- Provide in-depth mandatory training and annual re-training to managers, supervisors and human resource professionals on the Veterans Initiative, special hiring authorities and specific procedures for hiring Veterans into fulltime employment.
- Prepare job aids for the hiring process, orientation and templates for the types of training to be provided, and revise as needed.
- Partner with HC-14 on any OPM approved web based training loaded into the DOE Learning Management System.
- Report associated training completion to agency program administrator.
- Partner with supervisors, staff, training officers and agency program administrators to address employee training related needs.
- Assist and match Veterans interested in the mentoring program.
- Include Veteran information component in DOE Employee Orientation.