Department of Energy
FY15 Affirmative Action Program Plan for
Disabled Veterans

1. **PURPOSE:**
This Affirmative Action Program Plan for Disabled Veterans (Plan) establishes policy and procedures, identifies responsibilities, and in connection with the *Department of Energy Operational Plan and Desktop Reference for the Veterans Employment Initiative* sets objectives for the Department of Energy (DOE). It has become an attachment to the Operational Plan.

2. **SCOPE:**
The Plan is to serve as the guide for the Disabled Veterans' Affirmative Action Program (DVAAP) for all elements of the Department of Energy (DOE).

3. **REFERENCES:**
   A. Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 715 and Guidance: http://www.eeoc.gov/federal/directives/md715instruct.cfm.
   B. DOE Operational Plan and Desktop Reference for the Disability Employment Program: http://energy.gov/sites/prod/files/2013/08/f2/Final%20Signed%20SOP%20Disability%20Employment.pdf.
   C. DOE Operational Plan and Desktop Reference for the Veterans Employment Initiative: http://energy.gov/sites/prod/files/2013/08/f2/Final%20Signed%20SOP%20Veterans%20Employment%20Initiative.pdf.
   D. DOE-Headquarters (HQ) Procedures to Facilitate the Provision of Reasonable Accommodation for Individuals with Disabilities: http://energy.gov/sites/prod/files/CAP%20Program%20Guidance.pdf.
   E. DOE Human Capital Management Strategic Plan: http://energy.gov/sites/prod/files/DOE-Human-Capital-Strategic-Plan-2011-2015.pdf.
   F. Section 307 of the Civil Service Reform Act of 1978.
   G. Section 501 of the Rehabilitation Act of 1973, as amended.
   H. Section 2014, Title 38 United States Code.

4. **DIRECTION:**
DOE is committed to providing equal employment opportunities to employees and applicants in recruitment, hiring, advancement, training, career development, promotions, reassignments, awards, and all other terms, conditions and /or privileges of employment. regarding disabled veterans, with an emphasis on veterans who are 30% or more disabled.

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 and implementation responsibilities being vested in the Office of HC Policy, Accountability, and Technology (HC-10). Roles and responsibilities are defined within the *Department of Energy Operational Plan and Desktop Reference for the Veterans Employment Initiative.*

6. DEFINITIONS

A. Disabled Veteran.

(1) A veteran who is entitled to compensation under laws administered by the Veterans Administration; or

(2) A person who was discharged or released from active duty because of a service-connected disability.

7. FY14 RECRUITMENT GOALS FOR PERSONS WITH DISABILITIES AND DISABLED VETERANS

A. External Recruitment.

(1) Vacancy Announcement. Employing offices are required at all times to accept applications from persons eligible for consideration under special hiring authorities (including VRA, appointment of veterans who are 30 percent or more disabled, etc.). DOE elements are to encourage veterans, especially those with 30 percent or more disabilities, to apply for existing vacancies. All DOE elements are required to add the following statement to vacancy announcements open to Schedule A hiring: "Individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities may apply for appointment through the Schedule A hiring authority. Certified verification of a disability from a licensed medical professional; a licensed vocational rehabilitation specialist; or any Federal, state, or District of Columbia agency or U.S. territory that issues or provides disability benefits will be required."

(2) Standing Registers: DOE Elements may establish standing registers to maintain an inventory of qualified disabled veterans' applications or utilize the DOE Nation-wide register.

B. Internal Recruitment:

DOE elements shall take steps to ensure that all employees, including disabled veterans are notified of vacancies or developmental opportunities that will be filled through internal procedures. Vacancy announcements should be well publicized and strategically posted in highly visible locations.

C. Special Appointment Authorities:

Staffing specialists, managers, and supervisors should be aware of the special appointment authorities that can be used to hire disabled veterans. Servicing Personnel Offices should expand the use of these authorities and provide on-the-job training to staffing specialists on the use of the special appointing authorities.

D. Special Events:

Servicing HR offices will participate in recruitment and outreach events, e.g., career days, veteran job fairs, partnerships with military hospitals, employer seminars, conferences, etc., that promote awareness of the Disabled Veterans' Affirmative Action Program (DVAAP).

(1) Training or Work Experience: Disabled veterans may work for DOE while in vocational development training, as addressed under 38 U.S.C. Chapter 31 (Veterans Administration Vocational Rehabilitation). 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).

8. GENERAL OBJECTIVES:

A. Achieve full commitment to program goals, objectives, and planned activities in the *Department of Energy Operational Plan and Desktop Reference for the Veterans Employment Initiative.* Delegate appropriate authority to direct and accomplish program goals.

B. DOE elements will establish inclusive practices for leadership, career development, and training for disabled veterans. This includes a review of leadership and career development programs to assess any barriers to access for disabled veterans.

C. To place more emphasis on recruitment of disabled veterans, DOE elements will follow the Operational Plan that includes a variety of marketing avenues that may be used to develop and implement a targeted recruitment plan for disabled veterans with a goal of increasing overall representation.

D. When recruiting for open positions, servicing HR offices will notify resource groups that service/represent persons with disabilities and disabled veterans and utilize social media as appropriate to market DOE vacancies.

E. Provide focused attention to ensure that veterans with disabilities receive equal opportunity in hiring, placement, advancement opportunities, and retention.

F. Ensure that program policies and procedures for merit promotion, awards, career ladder promotions, and training programs provide equal opportunity for the participation of veterans and individuals with disabilities.

G. Utilize available sources to provide accessibility to DOE buildings and facilities for individuals with disabilities.

H. DOE elements will maintain data collection systems for purposes of program assessment and planning.

I. Provide ready access to the DOE-wide DVAAP Plan and *DOE Operational Plan and Desktop Reference for the Veterans Employment Initiative* to establish a better understanding of the goals and objectives of the Plan.

9. PROBLEM/BARRIER STATEMENT:

Triggers indicated low participation rates in training and development programs. They were not definitive in identifying barriers to the employment or advancement of disabled veterans.

Objective: Managers are encouraged to establish an inclusive environment that promotes leadership development, training and advancement opportunities to all members of the workforce.