



## Department of Energy

Washington, DC 20585

MAR 17 2014

### MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: ROBERT C. GIBBS  
CHIEF HUMAN CAPITAL OFFICER

SUBJECT: Veteran Employment in the U. S. Department of Energy

Executive Order 13518, *Employment of Veterans in the Federal Government*, launched a hiring initiative designed to increase the recruitment, employment and training of veterans within the Executive Branch. The intent is that the Federal government would lead by example in promoting the employment and retention of veterans. Veterans have demonstrated leadership ability along with the skills and competencies the Department needs to sustain a competitive edge.

The Department of Energy (DOE) fully supports the hiring and retention of veterans within the workforce. As attrition rates increase, more opportunities exist to recruit and retain veterans and to provide special consideration towards the employment of disabled veterans through sound talent management strategies. In FY14, DOE exceeded the veteran hiring goals of 23 percent of new hires at 36 percent; and 10 percent for disabled veterans at 12 percent. This success resulted in the population of veterans within the workforce remaining steady from FY13 to FY14. The new FY15 goals align with government-wide performance expectations and demonstrate our commitment for increased employment opportunities.

#### **FY15 Veteran Employment Goals:**

**Veterans = 25 percent of all new hires**

**Veterans with Disabilities = 12 percent of all new hires**

Within each of the servicing human resources offices, veteran employment advisors remain ready to assist you in finding highly qualified people to meet your staffing needs. The list of advisors can be found at: <http://www.energy.gov/jobs/services/veterans/veterans-contacts>. I ask that you continue to use veteran special hiring authorities and Schedule A as part of your FY15 recruitment strategies. The Department's *Operational Plan and Desktop Reference for the Veterans Employment Initiative* offers guidance and additional veteran sources. The Plan is available on the website at: <http://energy.gov/hc/downloads/operational-plan-and-desktop-reference-veterans-employment-program>.



Effective talent management and workforce planning practices require focused attention on the retention and development of new hires within your workforce. The government-wide Veteran Hiring Model for Fiscal Years 14 through 16 includes four focus areas: (1) veteran new hires; (2) disabled veteran new hires; (3) the total number of veterans on board; and (4) new hire retention rates. Retention and development strategies are an important element of effective workforce plans. Retention and employee satisfaction can be improved through: mentoring for new employees; employee development; and increased employee engagement. Progress in the four focus areas will be tracked and reported to the public. Annual reports on the employment of veterans in the Federal government can be found on the FedshireVets website at: <http://www.fedshirevets.gov/>.

The Office of the Chief Human Capital Officer (OCHCO) will continue to provide guidance and tools necessary to help identify and promote employment opportunities for veterans, and assess and track hiring outcomes. Seasonal employment opportunities, intern programs, and vocational rehabilitation programs such as the Wounded Warrior Programs are valuable tools for recruiting veterans. A list of veteran sources that includes information on the Wounded Warrior Program is found in Attachment 1.

Through steadfast leadership and collaboration, DOE can exemplify the President's vision for the employment of veterans in the Federal government. For additional information, you may contact Donna Friend, Veterans and Disability Employment Program Manager, HR Policy, at [donna.friend@hq.doe.gov](mailto:donna.friend@hq.doe.gov) or 202-586-5880.

CC: HUMAN RESOURCES DIRECTORS

Attachment

## Sources and Websites

### For Recruiting Veterans

Many of the following websites provide free services for employers looking to hire Veterans and transitioning military service members. For use of these services, please consult with your servicing human resources specialist.

- **Air Force Wounded Warrior Program (AFW2):** <http://www.woundedwarrior.af.mil/> - Helps severely injured airmen develop job skills before returning to duty or transitioning to Veteran status.
- **America's Heroes at Work:** <http://www.americasheroesatwork.gov/employipilot/> - Department of Labor (DOL) site that provides information on accommodating employees with Traumatic Brain Injury (TBI) and Post-Traumatic Stress Disorder (PTSD).
- **Army Wounded Warrior Program (AW2):** <http://wtc.army.mil/aw2/index.html> - official site for the DoD program for the severely wounded.
- **Clearedjobs.net:** <http://clearedjobs.net/> - Fee for service, includes job search engine, job fairs and marketing services to attract professionals with security clearances.
- **Department Of Labor Veterans Employment and Training Service:** <http://www.dol.gov/vets/> - National Veterans jobs bank. Includes: Hiring Veterans Tool Kit for employers, skills translators, hiring our heroes job fairs, e-benefits, and U.S.E.R.R.A. information.
- **FedsHireVets.gov:** <http://www.fedshirevets.gov/> - OPM's one source website to promote Veterans and their employment within Federal Government. (Provides information for Veterans and HR Professionals)
- **HireVeterans.com:** <http://www.hireVeterans.com/> - DOE has an annual membership for job postings. Includes information on job fairs, and resume search capabilities.
- **Job Opportunities for Disabled American Vets (JOFDAV):** <http://www.jofdav.com/> - Posts job openings by employers for a small fee. Provides information on employers, assistance with cover letters, and interview tips.
- **O\*Net Resource Center:** <http://www.onetcenter.org/> - Services students and job seekers. Site includes a military skills translator, as well as applications and publications to assist HR professionals.
- **Military.com:** <http://benefits.military.com/vcn/search.do> - Veteran career network with over 1,000,000 veterans. Includes an employment center, military skills translator, job search, and resume center.
- **MilitaryConnection.com:** <http://www.militaryconnection.com/virtualfairs.asp> - virtual job fairs, information, and job board.

- **MilitaryHire.com:** [www.militaryhire.com](http://www.militaryhire.com) – Professional resume writing source and job search engine
- **National Veterans Foundation:** <http://nvf.org>.–Information and resources including free job posting and job search
- **Student Veterans of America:** <http://www.studentVeterans.org/> - A coalition of student Veteran groups across the U.S. Site includes a chapter locator, featured employer, and job postings.
- **TAOnline.com:** <http://www.taonline.com/> – Provides job or event posting, resources a job search engine, resume search, and career fair listings.
- **VA Vocational Rehabilitation and Employment Service (VR & E):** <http://www.vba.va.gov/bln/vre/> U.S. Department of Veterans Affairs Vocational Rehabilitation and Employment website. The program assists Veterans with service-connected disabilities to prepare for, find, and keep suitable jobs.
- **VA for Vets:** <http://vaforvets.va.gov/Pages/default.aspx> - Partnering agencies receive referrals of veterans in the system that matches position descriptions provided. For veterans, the site includes military skills translator, application and resume tips for veterans, news, and information on job fairs. Contact the Veteran Employment Program Manager for information.
- **Vets2Feds:** Is an interagency development program to train veterans with the skills necessary for mission critical positions in the Federal government. Hires are annual. Contact your veteran employment representative or the Veteran Employment Program Manager for information.
- **Workforce Recruitment Program (WRP)** <https://wrp.gov/LoginPre.do?method=login> - A recruitment and referral program that connects federal sector employers nationwide with highly motivated postsecondary students and recent graduates with disabilities who are eager to provide their abilities in the workplace through summer or permanent jobs.