

**U. S. DEPARTMENT OF ENERGY
RICHLAND OPERATIONS OFFICE
OFFICE OF RIVER PROTECTION**

**AFFIRMATIVE ACTION PROGRAM PLAN FOR DISABLED VETERANS
FISCAL YEAR 2005**

1. **POLICY STATEMENT**

The Richland Operations Office and the Office of River Protection supports a policy that ensures disabled veterans are given equal employment opportunity through implementation of a local Disabled Veterans Affirmative Action Program Plan. This Plan incorporates specific objectives of the DOE Headquarters Program Plan and also outlines local program goals, methods of implementation, and time frames under which these goals are to be accomplished. These goals are incorporated into the overall personnel management process at RL and ORP, with every facet of those personnel practices relating to employment, promotion, development, benefits, and treatment of employees and prospective employees, reflecting continuing concern for promoting a policy of nondiscrimination regardless of race or national origin, creed, color, sex, political affiliation, marital status, age, or physical disability, with respect to any position that an applicant is capable of performing.

2. **ASSESSMENT OF DISABLED VETERAN EMPLOYMENT**

During fiscal year 2004, the trend to reduce FTE's continued at the Richland Operations Office (RL) and the Office of River Protection (ORP) thus again providing limited opportunities compared to other years to hire and promote disabled veterans. These limited opportunities included only (4) total external hires between the two organizations, (2) promotions, and no temporary promotion in FY 2004. Even with the mandated downsizing efforts and the significant government buyouts that occurred at RL/ORP, disabled veterans continued to be represented at the GS-13, 14 and 15 levels at RL/ORP in FY 2004. Unfortunately because of the Department's continued down sizing efforts and HQ's hiring moratorium most of the opportunities in FY 2005 will be limited to RL/ORP internal placements. Thus some of the best effort internal employment goals that we didn't accomplish will carry over to FY 2005.

One area that we continue to have outstanding success in is our community outreach goals. In FY 2004 the RL/ORP Veterans Advisory Council in partnership with Fairchild Air Force Base established Washington State's first Veterans Service Center/Retirees Activities Office, which is staffed 100% by volunteers. The office has been so successful that the DOE awarded a prestigious Diversity "Best Practices Award" at the 2004 National Diversity Conference to RL/ORP Management for their outstanding efforts in supporting the establishment and continued success of the office. Additionally, the council again partnered with other Special Emphasis Employment Programs, Hanford Contractors, Regional and Local Veteran's Organizations to sponsor community-wide Veterans Commemorative events and the annual Veterans Honor Roll was expanded to permit employees to commemorate friends and family whom are veterans at the 2003 Veterans Celebration Day. Another area of continued success is

our recruitment strategies, even though there are limited external employment opportunities more disabled veterans, especially 30% or more disabled veterans are applying for merit and competitive announcements and also as lateral candidates for internal interest announcements at RL/ORP.

One strategy that we are going to re-deploy in FY 2005 is information on OPM Veterans preference special hiring authorities for our supervisors and managers. We hope continued information in this area will provide our managers and supervisors with a full understanding of the special hiring authorities and how to effectively apply them. Another goal this year is to emphasize local career development training opportunities to interested disabled veterans through their respective managers and supervisors. Additionally, in FY 05 the Veteran's Council will partner with the training organization to help promote the leadership development programs amongst the Council's membership in hopes of getting more applications from veterans.

The Council will continue to partner with the HRM organization to work on enhancing, updating and where feasible help incorporate veterans/disabled veteran's policies into HR processes for the RL/ORP Managers. The RL/ORP Veterans Advisory Council has been in existence for approximately six years and continues to be a creative and innovative leader for RL/ORP special emphasis and diversity programs. The council's outstanding efforts continue to be recognized at RL/ORP as well as in the local veteran's community. The Veterans Advisory Council will continue to participate/partner with other Special Emphasis Programs on commemorative events and help bring diversity training to Hanford for all RL/ORP employees, and also addresses the needs and concerns of veterans.

3. **RECRUITING METHODS TO BE USED**

Continued efforts will be made to send a Council Member to one of the national meetings of veteran's organizations in order to affect a close relationship with Hanford and to make their memberships aware of Hanford's recruiting efforts. The Veterans Advisory Council's website will continue to be enhanced to provide continued recognition of Hanford veterans. RL/ORP will continue to assess on an annual basis the employment status of Hanford's federally employed disabled veterans. Although little if any hiring is anticipated by RL/ORP in FY 2005, the RL EEO office will facilitate a meeting that includes the RL/ORP Veterans Advisory Council along with the other special emphasis programs for the purpose of developing a RL/ORP recruitment strategy for any hiring that may be conducted in FY 05. This meeting will be facilitated by the EEO Office and take place no later than December 15, 2004.

4. **OBJECTIVES/GOALS**

Specific objectives and goals of this program in FY 2005 are to:

- a. Assess the career development status of disabled veterans (with emphasis on those veterans who are 30 percent or more disabled) within RL/ORP. **GOAL: The EEO Office will work with management to emphasize career development in the Individual Development Plan (IDP) process utilized by RL/ORP. Managers and**

supervisors are encouraged to support disabled veterans' applications for major career development training programs.

- b. Continue to promote employment/advancement opportunities for disabled veterans with a focus on GS-13-15 positions with a special emphasis on 30 % or more disabled veterans. **GOAL 1: Develop and provide to management a list of disabled veteran candidates for the limited opportunities that will exist in FY 2005. GOAL 2: Provide specific information to RL/ORP management on the special hiring authorities available to recruit/advance disabled veterans.**
- c. Promote internal and external efforts, which will assure that sources of disabled veterans (including Vietnam Era Veterans) are included in ongoing recruiting efforts. **GOAL: In FY 2005 increase the applicant pool of veterans for both internal and external opportunities and send one Council member to a national veterans meeting for opportunities to benchmark and network successful strategies with other Federal agencies.**
- d. Continue to assure that disabled veterans, including Vietnam Era Veterans, are afforded an equal opportunity to compete for awards, recognition and training opportunities. **GOAL: Continue to track awards and training requests for disabled veterans at RL/ORP for FY 2005.**
- e. Maintain an evaluation system capable of determining program status and modifications needed through assessment of internal data collection and analysis. **GOAL: Continue to utilize the HRM data collection system to retrieve data for FY 2005 regarding veterans and disabled veterans for promotions, awards, training and career development. Data will be collected and distributed annually to RL/ORP managers and the council.**
- f. Provide recognition of the Council and its members for their efforts and contributions to the FY 2004 Veterans Program and Commemorative events. **GOAL: Provide recognition no later than January 15, 2005.**

5. DISABLED VETERANS EMPLOYMENT

	(9/30/04)	(9/30/03)	(9/30/02)	(9/30/01)	(9/30/00)	(9/30/99)
10-Point Veterans (other)	1	1	1	1	1	1
10-Point Veterans (<30% compensatory)	6	9	10	12	13	14
10-Point Veterans (30%+ compensatory)	6	4	7	9	8	7
Total Disabled Veterans	13	14	18	22	22	22
Total RL/ORP Employees	376	453	460	504	513	512

DISABLED VETERANS RECRUITMENT

	FY 2004	FY 2003	FY 2002	FY 2001	FY 2000
10-Point Veterans (other)	0	0	0	0	0
10-Point Veterans (<30% compensatory)	0	1	0	1	0
10-Point Veterans (30% + compensatory)	0	0	0	1	0
Total Outside Hiring Actions	4	8	4	39	24

DISABLED VETERANS PROMOTIONS (Permanent)

	FY 2004	FY 2003	FY 2002	FY 2001	FY 2000
10-Point Veterans (other)	0	0	0	0	0
10-Point Veterans (<30% compensatory)	0	0	0	2	0
10-Point Veterans (30% + compensatory)	0	0	0	0	1
Total Permanent Promotions	2	20	37	51	75

DISABLED VETERANS PROMOTIONS (Temporary)

	FY 2004	FY 2003	FY 2002	FY 2001	FY 2000
10-Point Veterans (other)	0	0	0	0	0
10-Point Veterans (<30% compensatory)	0	0	0	0	0
10-Point Veterans (30%+ compensatory)	0	0	0	0	2
Total Temporary Promotions	0	1	14	14	14

6. **RESPONSIBILITIES OF PROGRAM OFFICIALS**

The RL Manager is responsible for appointing the co-lateral Special Emphasis Program Manager that reports through the RL EEO Office.

The EEO Manager has the primary responsibility for implementing the local affirmative action program plan and oversight of the Veterans Council, which provides for the following:

- a. Assessing the status of disabled veterans, including Vietnam Era Veterans, with emphasis on those veterans who are 30 percent or more disabled.
- b. Assuring that disabled veterans resource groups, as well as Vietnam Era groups, are included in ongoing recruitment efforts.
- c. Assuring that local merit promotion plans, awards, upward mobility, and training programs provide equal opportunity for disabled veterans in accordance with the provisions of Title 5 U.S.C. and Title 38 U.S.C.
- d. Assuring that staffing specialists are knowledgeable of special appointing authorities for disabled veterans and other eligible Veterans.
- e. Assuring that the program goals and objectives of the local affirmative action program encompass those established by the Departmental Plan and are compliant with Title 38 U.S.C.
- f. Assuring that the local affirmative action program for disabled veterans, including the Vietnam Era Veterans, is integrated within the personnel management program.
- g. Assuring that supervisory training includes a segment on selective placement for disabled veterans.
- h. Assuring that an internal data system is operational and capable of providing for program assessment and planning.
- i. Providing for job accommodations and assisting where possible and feasible in building and facility accessibility. Where reporting requirements concerning facility accessibility are imposed on the EEO Office, personnel officers will coordinate with the appropriate officials in order to obtain required data.
- j. Providing for annual or semi-annual review and revisions of the program plan, and preparing reports to the Department-wide coordinator and the Director of Personnel.

The co-lateral Special Emphasis Program Manager shall:

- a. Be designated as the Chairperson for the RL/ORP Veterans Advisory Council
- b. Assist in implementing action items of the affirmative action program plan in conjunction with other responsible officials in order to accomplish program objectives.
- c. Assure that disabled veterans engaging in training courses are provided special assistance when necessary. This special assistance may include interpreters for the deaf and hearing-impaired employees and in-class recorders and pre-course materials furnished well in advance for blind employees.
- d. Provide information on vocational rehabilitation services in the immediate area that are available to disabled and non-disabled Veterans.
- e. Assure that disabled veteran's groups and groups serving Veterans are kept aware of job opportunities.
- f. The RL/ORP Veterans Advisory Council may provide support to supervisors, managers, selecting officials, and staffing specialists in the area of selective placement. Support may involve appropriate use of special hiring authorities, job and work environment accommodation, and use of special services for the disabled.

7. **PLAN AND GOAL OBJECTIVES**

Each of the action items assigned will be addressed with suggested methods of implementation, target dates of completion, where appropriate, and responsible official.

ACTION ITEM	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIAL (S)
1. Continue to address policy questions regarding new and updated veteran's preference laws on hiring, promotions and advancement, etc.	Include appropriate updated veteran's preference laws in HRM processes and procedures. Distribute to Veterans Advisory Council and all RL/ORP managers and supervisors.	Continuous	HRM Selective Placement Coordinator EEO Manager
2. Continued appointment of the Special Emphasis Program Manager (Noble Atkins, Veterans Employment Program Manager)	Document in writing.	Annually	EEO Manager
3. Develop the Disabled Veterans Affirmative Action Program (DVAAP) plan and the DVAAP Accomplishment report for submission to DOE HQ.	Submit DVAAP and DVAAP Accomplishment report to DOE HQ. Post the DVAAP and the DVAAP Accomplishment Report on the Veterans Advisory Council web site.	Annually	Selective Placement Coordinator EEO Manager Special Emphasis Program Manager
4. Review organizational alignments for career enhancement opportunities for disabled veterans.	Will be performed as a part of the staffing process. Periodic review by EEO office to assess success.	Continuous	HRM

ACTION ITEM	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIAL (S)
5. Continue to provide exit surveys to all disabled veterans who are considering leaving DOE employment to ensure that any mutually alternative means of employment has not been overlooked.	Continue to conduct closeout interviews with all disabled veterans to enhance the DVAAP program and opportunities for other veterans.	Continuous	HRM Selective Placement Coordinator EEO Manager
6. Make available to all RL/ORP selecting officials and Veterans Advisory Council members a copy of the local DVAAP plan.	Through the use of transmittal letter, RL e-mail announcement and posting on the RL/ORP Veterans Advisory Council's Web Page.	Annually	Selective Placement Coordinator EEO Manager
7. Advise all supervisors and managers of the Department's commitment to disabled veterans and their responsibility to give fair and equitable consideration to all qualified disabled veterans referred for vacancies.	Develop procedures for selecting officials that provides constructive feedback to non-selected disabled veterans. Analyze the information for improving future opportunities. Where appropriate include disabled veterans on interview selection panels.	September 30, 2005	HRM Selective Placement Coordinator EEO Manager
8. Provide for annual review and revisions of the DVAAP program plan and prepare reports to the Department-wide coordinator. Evaluate progress toward objectives and goals.	Develop and implement a annual reporting system, which requires input from supervisory personnel, HR, Training staff, etc., recommending changes or revisions to program plans. Submit revised plans and reports semi-annually. Provide reports to Veterans Advisory Council and post on the Veterans web site.	<i>Annually</i> <i>October 15</i>	Selective Placement Coordinator

ACTION ITEM	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIAL (S)
9. Conduct entrance interview with incoming veterans to inform them of RL veterans programs and activities.	Selective Placement Coordinator to schedule interviews with a member(s) of the RL Veterans Advisory Council.	Continuous	Selective Placement Coordinator
10. Establish and maintain interaction with local as well as national veteran's organizations in order to exchange employment information and assure disabled veterans are included in ongoing recruitment efforts.	Establish contacts with local veteran's organizations regarding current job openings; request referrals from national or local agencies; forward any appropriate vacancy announcements and recruitment notices to these organizations.	Continuous	Veterans Advisory Council EEO Office
11. Assure that local sources of disabled veteran groups are included in ongoing recruitment and commemorative efforts.	On vacancy announcements, include in the area of consideration Vietnam Era and 30 percent or more disabled veterans. On all external announcements include mandatory wording regarding veterans and disabled veterans. Similar statements will be included in all Web-based announcements.	Continuous	HRM EEO Office Special Emphasis Program Manager
12. Continue to provide HR staff, Veterans Advisory Council Members and all RL/ORP managers and supervisors information/training regarding veteran's preference laws and disabled veterans affirmative action programs.	Continue to hold informational sessions on new and updated veteran's preference laws for staff.	September 30, 2005	HRM Director Training Coordinator EEO Manager

ACTION ITEM	METHOD OF IMPLEMENTATION	TARGET DATE	RESPONSIBLE OFFICIAL (S)
			Training Coordinator
13. Assure that the upward mobility, executive development, and mid-level development training programs provide equal opportunity for disabled veterans.	Continue to examine local plans and programs, ensuring they contain references to disabled veterans and adequately address the provisions of Equal Opportunity to this group.	Continuous	Selective Placement Coordinator EEO Manager
14. Assure that the local affirmative action program for disabled veterans, including the Vietnam Era Veteran, is integrated within the merit promotion plan.	Ensure that when the RL Merit Promotion Plan is updated that it includes references of the RL Disabled Veteran Affirmative Action Program requirements and any new regulation.	Continuous	Director, Office of Human Resources Management