

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

FY 2000 PLAN

Office of the Assistant Secretary for
Veterans' Employment and Training
U.S. Department of Labor
200 Constitution Avenue, NW (S-1313)
Washington, DC 20210

ORGANIZATION LEVEL: Agency of the Department of Labor

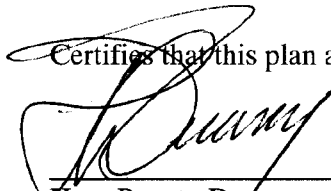
NUMBER OF EMPLOYEES COVERED BY THIS PLAN: TOTAL 255

Professional: 0	Administrative: 194	Technical: 52
Clerical: 8	Other: 0	TOTAL: 255

CONTACT PERSON: Hary Puente-Duany **PHONE:** 202-693-4750

PRINCIPAL EEO OFFICIAL: Hary Puente-Duany
Director, Office of Agency Management and Budget

Certifies that this plan and report are in compliance with EEO Management Directive 714.



Hary Puente-Duany

March 14, 2000
DATE

HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL: Espiridion "Al" Borrego
Assistant Secretary for
Veterans' Employment and
Training

Certifies that this plan and report are in compliance with EEO Management Directive 714.



ESPIRIDION AL BORREGO

3/15/00
DATE

FY2000PLAN

I. Analysisofworkforce

Thefollowinganalysisarecontainedinthissection:

1. FY1999workforcebyPATCOCategories
2. FY1999workforce(Disabilities)1
3. FY1999Accessions,SeparationsandPromotions
4. ChangeinWorkforceProfilebyGradeGroupings(FY99andFY98)
5. UnderrepresentationAnalysis

II FederalEqualOpportunityRecruitmentProgram

III. FY2000HiringPlan

IV. DiversityPlan(FY1998-2000)

V. UpdateofDiversityPlan(AccomplishmentsandStatus)

Veterans' Employment and Training Service
FY 1999 Profile by PATCO Category

PATCO			All Employees			White			Black			Hispanic			Asian American			Native American		
Administrative			Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female
Employees			185	147	38	132	107	25	25	16	9	20	19	1	3	2	1	5	3	2
%			100	79.5	20.5	71.4	57.8	13.5	13.5	8.6	4.9	10.8	10.3	0.5	1.6	1.1	0.5	2.7	1.6	1.1
Veterans	CLF %*	140 /185	100	94.6	5.4	83.4	79.4	4.0	10.5	9.4	1.0	3.8	3.6	0.2	1.4	1.3	0.1	0.9	0.8	0.1
ALL	CLF		100	50	50	82.5	42.1	40.4	8.9	3.6	5.3	5.2	2.6	2.6	2.8	1.4	1.4	0.5	0.3	0.3
	UR		N/A	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N

* The standard CLF is not appropriate because 140 out of the 185 positions in this PATCO category must be filled by a veteran (Per 38 U.S.C. Chapter 41). Thus, it is more appropriate to consider both the standard CLF and the veterans' CLF distribution by group in determining whether underrepresentation exists. .

PATCO			All Employees			White			Black			Hispanic			Asian American			Native American		
Technical			Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female
Employees			51	4	47	33	2	31	13	2	11	3	0	3	1	0	1	1	0	1
%			100	7.8	92.2	64.7	3.9	60.8	25.5	3.9	21.6	5.9	0	5.9	2.0	0.0	2.0	2.0	0.0	2.0
	UR		N/A	Y	N	Y	Y	N	N	N	N	Y	Y	N	Y	Y	N	N	Y	N
ALL	CLF		100	45.1	54.9	79.0	36.1	42.9	10.2	3.6	6.6	6.6	3.2	3.4	3.5	1.9	1.6	0.7	0.4	0.4

PATCO	All Employees			White			Black			Hispanic			Asian American			Native American		
	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female
Clerical																		
Employees	8	2	6	2	1	1	4	1	3	2	0	2	0	0	0	0	0	0
%	100	25	75	25	12.5	12.5	50.0	12.5	37.5	25.0	0	25.0	0	0	0	0	0	0
UR	N/A	Y	N	Y	N	Y	N	N	N	N	N	N	N	N	N	N	N	N
ALL CLF	100	19.5	80.5	77.4	14.0	63.4	12.3	2.8	9.6	6.9	1.7	5.2	2.7	0.8	1.9	0.6	0.1	0.5

PATCO	All Employees			White			Black			Hispanic			Asian American			Native American		
	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female
ALL																		
Employees	245	153	92	167	110	57	42	19	23	25	19	6	5	2	3	6	3	3
%	100	62.4	37.6	68.2	44.9	23.3	17.1	7.8	9.4	10.2	7.8	2.4	2.0	0.8	1.2	2.4	1.2	1.2

Veterans' Employment and Training Service
 FY 1999 Diversity Profile (Disabilities by PATCO Group)

PATCO CATEGORY	Targeted Disabilities	All Disabilities	Disabled Veterans
Administrative Series	7	63	100
(% of PATCO employees)	3.8 %	34.1 %	54.1 %
Technical Series	0	5	7
(% of PATCO employees)	0.0 %	9.8 %	13.7 %
Clerical Series	0	1	1
(% of PATCO employees)	0.0 %	12.5 %	12.5 %
Total Nationwide Employees	7	69	108
(% of total employees)	2.8 %	28.1 %	44.1 %

AGENCY VET
HIRES, SEPARATIONS, AND PROMOTIONS
AS OF FY 1999

GRADE	FEMALES		ASIAN		BLACK		HISPANIC		NAT. AMER		WHITE		TOTAL
A. HIRES													
02	2	100.0%	0	0.0%	1	50.0%	1	50.0%	0	0.0%	0	0.0%	2
03	2	100.0%	0	0.0%	2	100.0%	0	0.0%	0	0.0%	0	0.0%	2
04	1	50.0%	0	0.0%	0	0.0%	2	100.0%	0	0.0%	0	0.0%	2
05	1	33.3%	1	33.3%	0	0.0%	1	33.3%	0	0.0%	1	33.3%	3
06	1	100.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
07	2	50.0%	0	0.0%	0	0.0%	1	25.0%	0	0.0%	3	75.0%	4
09	1	12.5%	1	12.5%	2	25.0%	1	12.5%	0	0.0%	4	50.0%	8
11	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
13	0	0.0%	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	1
Total	10	41.7%	2	8.3%	7	29.2%	7	29.2%	0	0.0%	8	33.3%	24
B. SEPARATIONS													
02	1	100.0%	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	1
03	1	100.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
04	1	50.0%	0	0.0%	0	0.0%	2	100.0%	0	0.0%	0	0.0%	2
05	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%	1
07	5	83.3%	0	0.0%	0	0.0%	1	16.7%	0	0.0%	5	83.3%	6
09	2	66.7%	0	0.0%	1	33.3%	1	33.3%	0	0.0%	1	33.3%	3
11	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%	1
12	0	0.0%	0	0.0%	1	20.0%	2	40.0%	0	0.0%	2	40.0%	5
13	0	0.0%	0	0.0%	0	0.0%	1	25.0%	0	0.0%	3	75.0%	4
14	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
15	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%	1
Total	12	48.2%	0	0.0%	4	15.4%	8	30.8%	0	0.0%	14	53.8%	26
C. PROMOTIONS													
05	1	100.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
06	3	100.0%	0	0.0%	1	33.3%	0	0.0%	0	0.0%	2	66.7%	3
07	6	75.0%	0	0.0%	2	25.0%	0	0.0%	0	0.0%	6	75.0%	8
09	0	0.0%	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	1
11	4	50.0%	0	0.0%	0	0.0%	1	12.5%	0	0.0%	7	87.5%	8
12	3	50.0%	0	0.0%	1	16.7%	0	0.0%	0	0.0%	5	83.3%	6
13	1	16.7%	0	0.0%	1	16.7%	0	0.0%	0	0.0%	5	83.3%	6
14	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
15	0	0.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1
Total	18	51.4%	0	0.0%	8	22.9%	2	5.7%	0	0.0%	25	71.4%	35

**Change in Workforce Profile of VETS (White Collar)
By Grade Group (FY 99 & FY 98)**

Grade Group	TOTAL	MALE	FEMALE	WM	WF	White	BM	BF	Black	HM	HF	Hispanic	AAM	AAF	Asian	NAM	NAF	Nat.Amer.
Grades 1-4 99	1	0	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grades 1-4 98	1	0	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Change in %		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grades 5-8 99	60	6	54	3	33	36	3	13	16	0	6	6	0	1	1	0	1	1
%	100.0%	10.0%	90.0%	5.0%	55.0%	60.0%	5.0%	21.7%	26.7%	0.0%	10.0%	10.0%	0.0%	1.7%	1.7%	0.0%	1.7%	1.7%
Grades 5-8 98	63	8	55	4	37	41	3	11	14	1	5	6	0	1	1	0	1	1
%	100.0%	12.7%	87.3%	6.3%	58.7%	65.1%	4.8%	17.5%	22.2%	1.6%	7.9%	9.5%	0.0%	1.6%	1.6%	0.0%	1.6%	1.6%
Change in %		-2.7%	2.7%	-1.3%	-3.7%	-5.1%	0.2%	4.2%	4.4%	-1.6%	2.1%	0.5%	0.0%	0.1%	0.1%	0.0%	0.1%	0.1%
Grades 9-12 99	99	71	28	51	16	67	9	9	18	9	0	9	1	2	3	1	1	2
%	100.0%	71.7%	28.3%	51.5%	16.2%	67.7%	9.1%	9.1%	18.2%	9.1%	0.0%	9.1%	1.0%	2.0%	3.0%	1.0%	1.0%	2.0%
Grades 9-12 98	103	73	30	54	19	73	9	9	18	9	0	9	0	1	1	1	1	2
%	100.0%	70.9%	29.1%	52.4%	18.4%	70.9%	8.7%	8.7%	17.5%	8.7%	0.0%	8.7%	0.0%	1.0%	1.0%	1.0%	1.0%	1.9%
Change in %		0.8%	-0.8%	-0.9%	-2.3%	-3.2%	0.4%	0.4%	0.7%	0.4%	0.0%	0.4%	1.0%	1.0%	2.1%	0.0%	0.0%	0.1%
Grade 13 99	67	59	8	44	7	51	6	0	6	7	0	7	0	0	0	2	1	3
%	100.0%	88.1%	11.9%	65.7%	10.4%	76.1%	9.0%	0.0%	9.0%	10.4%	0.0%	10.4%	0.0%	0.0%	0.0%	3.0%	1.5%	4.5%
Grade 13 98	64	58	6	44	5	49	5	0	5	7	0	7	0	0	0	2	1	3
%	100.0%	90.6%	9.4%	68.8%	7.8%	76.6%	7.8%	0.0%	7.8%	10.9%	0.0%	10.9%	0.0%	0.0%	0.0%	3.1%	1.6%	4.7%
Change in %		-2.6%	2.6%	-3.1%	2.6%	-0.4%	1.1%	0.0%	1.1%	-0.5%	0.0%	-0.5%	0.0%	0.0%	0.0%	-0.1%	-0.1%	-0.2%
Grade 14 99	12	12	0	9	0	9	0	0	0	2	0	2	1	0	1	0	0	0
%	100.0%	100.0%	0.0%	75.0%	0.0%	75.0%	0.0%	0.0%	0.0%	16.7%	0.0%	16.7%	8.3%	0.0%	8.3%	0.0%	0.0%	0.0%
Grade 14 98	13	13	0	9	0	9	1	0	1	2	0	2	1	0	1	0	0	0
%	100.0%	100.0%	0.0%	69.2%	0.0%	69.2%	7.7%	0.0%	7.7%	15.4%	0.0%	15.4%	7.7%	0.0%	7.7%	0.0%	0.0%	0.0%
Change in %		0.0%	0.0%	5.8%	0.0%	5.8%	-7.7%	0.0%	-7.7%	1.3%	0.0%	1.3%	0.6%	0.0%	0.6%	0.0%	0.0%	0.0%
Grade 15 99	5	4	1	3	1	4	0	0	0	1	0	1	0	0	0	0	0	0
%	100.0%	80.0%	20.0%	60.0%	20.0%	80.0%	0.0%	0.0%	0.0%	20.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grade 15 98	4	3	1	2	1	3	0	0	0	1	0	1	0	0	0	0	0	0
%	100.0%	75.0%	25.0%	50.0%	25.0%	75.0%	0.0%	0.0%	0.0%	25.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Change in %		5.0%	-5.0%	10.0%	-5.0%	5.0%	0.0%	0.0%	0.0%	-5.0%	0.0%	-5.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
SES 99	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
%	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
SES 98	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
%	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Change in %		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GS/GM, SES FY 99	245	153	92	111	57	168	18	23	41	19	6	25	2	3	5	3	3	6
%	100.0%	62.4%	37.6%	45.3%	23.3%	68.6%	7.3%	9.4%	16.7%	7.8%	2.4%	10.2%	0.8%	1.2%	2.0%	1.2%	1.2%	2.4%
GS/GM, SES FY 98	249	156	93	114	62	176	18	21	39	20	5	25	1	2	3	3	3	6
%	100.0%	62.7%	37.3%	45.8%	24.9%	70.7%	7.2%	8.4%	15.7%	8.0%	2.0%	10.0%	0.4%	0.8%	1.2%	1.2%	1.2%	2.4%
Change in %		0.0%	-0.2%	0.2%	-0.5%	-2.1%	0.1%	1.0%	1.1%	-0.3%	0.4%	0.2%	0.4%	0.4%	0.8%	0.0%	0.0%	0.0%

Underrepresentation Analysis

PATCO/GROUP	# of Employees (As of Sep 30, 1999)	Significant Underrepresentation	Underrepresentation
Professional	0		
Administrative	185		White Females*
Technical	51		
Clerical	8		Hispanic Males, Asian American, Native American**
TOTAL	245		
GS 13/15	84	Black Females* Hispanic Females* Asian American*	

* VETS, because of statutory requirements uses the veteran civilian labor force representation of women (adjusted to 74% of positions covered by statutory requirements at 38 U.S.C. Chapter 41) instead of the unadjusted CLF. White Females would be under-represented if compared to the unadjusted CLF, but would not be when compared to the female veteran representation. There are no Black, Hispanic or Asian American females in grades GS-13 to 15, thus there would be underrepresentation when compared against the both the unadjusted and veteran-adjusted CLF.

** Veterans' Program Assistants - The representation of Hispanic males (0 vs. 1.7%); Asian American (0 M , 0 F vs. 0.8% M and 1.9% F in CLF); and Native Americans (0 M, 0 F vs. 0.1% and 0.5% in CLF) would indicate under-representation because it is 0. However, considering that there is only 8 positions, it is impossible to match the representation of all the subgroups.

FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP) PLAN

RECRUITMENT PRIORITIES

AGENCY: DOL - Veterans Employment and Training Service (VETS) PERIOD COVERED BY PLAN: FY 2000
 CONTACT'S NAME: Hary Puente-Duany TELEPHONE NUMBER: 693-4750

RECRUITMENT PRIORITIES - TARGET GROUPS	GRADE LEVEL(S)	OCCUPATION(S)	RECRUITMENT SOURCES - METHODS	TARGET DATE
Asian American - Pacific Islander (Male and Female)	All	301 Administrative 303 Veterans' Program Assistant	Job Service Referrals - VRA appointments Job Service Referrals	September 2000
Native American (Male)	5-9	Technical (303)	Job Service Referrals - VRA Appointments	September 2000
Native American (Male and Female)	4-7	Clerical (303, 318)	Job Service Referrals	September 2000
Hispanic Females	7-15	301 Administrative	Job Service Referrals - VRA Appointments	September 2000
Hispanic Males	4-7	303 Clerical and Technical	Job Service Referrals - VRA Appointments	September 2000
Black (Females)	7-15	301 Administrative	Job Service Referrals - VRA Appointments Committee Assignments - Special Projects Training Assignments	September 2000
Females	14-15	301 Administrative	Internal Promotions	September 2000

VETERANS' EMPLOYMENT AND TRAINING SERVICE
FY 2000 HIRING PLAN

Indicate Number, Occupations, and Grades of Anticipated Hires (e.g. 5 GS-318, 4/5/6)							
	Full-Time	Part-Time	Student Employment *		PMIs	Welfare-to-Work	TOTALS
			STEP	SCEP			
National Office	1-GS-301-14 1-GS-303-06						2
Region 1	1-GS-303-07						1
Region 2		1-GS-303-05 Conversion to Permanent					1
Region 3	1-GS-301-13 1-GS-303-05/07						2
Region 4	2-GS-303-05/07 1-GS-301-09/12						3
Region 5	1-GS-301-09/12						1
Region 6	2-GS-301-13						2
Region 7	1-GS-301-13						1
Region 8	2-GS-303-05/07	1-GS-301-09					3
Region 9	1-GS-301-13 1-GS-301-09/12						2
Region 10							0
TOTAL	16	2	0	0	0	0	18

* The Student Educational Employment Program has two components: Student Temporary Employment Program (STEP, also known as Stay-in-School Program) and Student Career Experience Program (SCEP, formerly known as co-op). Exclude summer and special internship programs, which will be requested separately. Please footnote special skill requirements (e.g. bilingual/bicultural) for jobs listed in this matrix.



October 26, 1998

ASVET MEMORANDUM NO. 1-99

MEMORANDUM FOR: ALL VETS EMPLOYEES

FROM:


ESPIRIDION 'AL' BORREGO

SUBJECT: Policy on Diversity

I. Purpose:

The purpose of this memorandum is to transmit VETS' policy on diversity. Diversity has been defined as "the increase in possibilities, creativity, and energy inherent in a population of different race/ethnicity, national origin, age, gender, disability, religion, sexual orientation, and other characteristics."

II. Background:

Secretary of Labor, Alexis M. Herman, has stated that one of her major goals for the Department of Labor (DOL) is to foster equal opportunity workplaces throughout the nation. She believes, and I concur, that the Department of Labor should be a model employer "that not only preaches but practices inclusiveness, fairness, and the participation of all employees in all facets of the Department." She has further stated that she is "committed to ensuring that each and every opportunity that arises at DOL for hiring and advancement is at the reach of all qualified individuals, without regard to their race, ethnicity, gender, age, or disabling condition."

In October of 1997 Secretary Herman established a Diversity Task Force, composed of senior level officials. The ASVET was asked to serve in the Task Force to represent veterans. This Task Force was "to assess the status of diversity in DOL, to identify issues and challenges that may arise in achieving the goals, and to make recommendations on what improvements are needed to achieve greater diversity and equal employment opportunity in the Department."

The Secretary's vision, "we want DOL to be a workplace where everyone welcomes and appreciates the differences others bring and where people treat each other with respect--one in which all employees can make their talents and potential available to carry out the organization's mission and programs." reflects overall inclusiveness of all groups, and encourages the organization to appreciate veterans, disabled and special disabled veterans, and to appreciate employees or individuals applying for employment based on their characteristics.

The members of the Diversity Task Force solicited input and comments from employees, managers, union officials, and special interest groups of employees within and outside the Department. This effort included getting input from a veterans' group formed for this purpose. They also reviewed current data on representation rates, by agency and DOL-wide, including major occupations and various grade levels, and data on accessions, separations, and promotions.

Secretary Herman requested that the report of the Task Force be submitted to her no later than January 31, 1998. On February 6, 1998, the Department released An Equal Opportunity Workplace - Recommendations of the Secretary of Labor's Diversity Task Force to be distributed by agencies to all employees. The Task Force concluded that there were four (4) core issues to be addressed: commitment to diversity, especially by managers; career progress and development opportunities; full use of recruitment opportunities to strengthen workforce diversity; and additional services and enhanced communication. There were 44 agreed upon recommendations to address the four (4) core issues. These recommendations were grouped under five (5) overarching recommendations:

1. Communicate our values
2. Be accountable
3. Expand growth opportunities, and encourage employee self-development
4. Improve recruiting
5. Include and inform

After review, Secretary Herman approved the recommendations of the Task Force. Agency heads were then to develop and submit to the Secretary by May 15, 1998, individual Agency Action Plans to implement the report's recommendations.

On February 4, 1998, VETS submitted to the Department its Federal Equal Opportunity Recruitment Program (FEORP) Plan. On May 15, 1998, VETS submitted to the Department its Equal Opportunity Plan of Action. Copies of these documents are attached to this memorandum. The VETS' plan has been approved by the Department.

III. POLICY:

VETS is fully committed to supporting the Secretary's goal of fostering equal opportunity workplaces throughout the nation. We concur with and support her desire to make DOL a model employer that not only preaches but practices inclusiveness, fairness, and the participation of all employees in all facets of the Department. Diversity and equal employment opportunity are critical elements in both of the above endeavors. VETS' policy will be to take aggressive, appropriate steps to assure that all avenues are explored and implemented that will allow us to achieve full compliance with our targeted recruitment priorities and to assure that all employees have equal employment opportunities.

IV. GUIDANCE AND RESPONSIBILITIES:

VETS Diversity Plan of Action follows the five (5) overarching recommendations which Secretary Herman approved. Following are actions to be taken by VETS to assist us in complying with the approved recommendations:

1. Communicate our values

Provide the diversity plan to all employees; issue VETS policy and expectations; and discuss expectations with employees.

2. Be accountable

Include diversity efforts in both managers and employees (following consultation with unions) elements and standards and promote use of the Diversity Toolkit (when available) by all employees. Establish activities and/or training to address rewards and workplace values for employees.

3. Expand growth opportunities, and encourage employee self-development

Establish Individual Development Plans for employees; request funds necessary to train employees in core competencies; set aside funds to enable adequate training for employees; open all vacancies to full open competition for positions in which underrepresentation exists; and identify underrepresentation for VETS positions by group and distribute list to RAVETs. Seek opportunities to develop employees through cross-agency assignments, when possible, and continue to utilize teams and committees to provide some internal cross-training. Explore ways in which to provide more mentoring opportunities for managers and employees. Provide employees with information on the availability of services provided by the Career Assistant Centers

(CAC) nationwide and encourage them to take advantage of the CAC services.

4. Improve recruiting

Ensure all selecting officials know where underrepresentation exists; monitor presence of members of underrepresented groups applying and in certificates; and assure all selecting officials are aware of their responsibility to request from the Job Service diverse referrals for vacancies. VETS has identified underrepresentation in females and minorities and has developed recruitment methods/sources to address and correct the issue (see attached FEORP Plan). Explore ways to expand use of the Public Employment Service as a means of recruiting for vacancies. Continue to utilize the VRA authority and other flexibilities in identifying and hiring eligible applicants.

5. Include and inform

Distribute DOL Diversity Report to all employees. Distribute copies of the Secretary's recommendations to all employees, along with the FEORP and affirmative action plan.

In conclusion, all employees in VETS, regardless of position held, have a responsibility in helping VETS and the Department meet our diversity and equal employment opportunity objectives. Supervisors and managers have responsibility for providing diversity and equal employment opportunities as part of their everyday duties. Employees must also assume responsibility by taking charge of their careers by maximizing training and career development, and by continually broadening their knowledge and skills. In addition to structured training and career development classes, valuable and new information can be obtained through cross-training, working on projects in teams, learning other duties and responsibilities through details, and/or assisting co-workers in varying new assignments. Lifelong learning, whether through educational institutions or through self improvement courses, can provide rewarding opportunities to gain new or enhance current knowledge and skills. Diversity in the workforce naturally brings with it employees with different perspectives, knowledge, skills, viewpoints, and work experiences. We should take every opportunity to appreciate and learn to tolerate individual differences. Much can be learned on a day to day basis through interactions with co-workers.

VETS has some unique statutory requirements with respect to hiring that other agencies do not have which may narrow promotional opportunities for some individuals. However, we are able to provide employees with training and development opportunities for positions both within and outside of VETS. All employees should make a commitment to pursuing these

opportunities.

We have been fortunate in already completing some of the identified milestones. I hope that each of you will look forward as enthusiastically as I do to the challenges and opportunities facing us as we move ahead in this important endeavor.

VETS has been pursuing for some time a path that will earn us recognition as a "world class organization". Diversity can be an excellent tool and element in achieving this admirable goal. Each of us plays an important role and should take pride in his or her contributions towards making VETS a "world class organization", for today and for years to come.

V. INQUIRIES:

Should you have any questions or comments regarding the information contained in this memorandum they should be directed to Mr. Hary Puente-Duany, Director of the Office of Agency Management and Budget. He may be reached at 202/219-8421 or through E-Mail.

Attachments: VETS Federal Equal Opportunity Recruitment Program
(FEORP) Plan
VETS Equal Opportunity Plan of Action

VETERANS' EMPLOYMENT AND TRAINING SERVICE
Diversity Effort
Equal Opportunity Plan of Action

Background: As part of a process started by Secretary Alexis Herman, Assistant Secretaries met and identified, in many instances with the help of diversity groups that met to identify problems and suggest courses of action, efforts that the Department and Agencies could undertake to promote workforce values related to diversity in the workforce and make DOL a model employer concerning diversity. Secretary Herman approved the recommendations. Now agencies must undertake activities that will support the Secretary's vision of DOL as a model employer that not only preaches, but practices inclusiveness, fairness, and the participation of all employees in all facets of the Department.

Plan of Action:

3. Communicate to all employees the vision for DOL as an equal opportunity workplace and its commitment to diversity.

Diversity is the increase in possibilities, creativity, and energy inherent in a population of different race/ethnicity, national origin, age, gender, disability, religion, sexual orientation and other characteristics, including veteran and disabled veteran status.

1. Communicate the DOL workplace values to all employees:
 1. To attract people with ability, dedication, and capacity for growth;
 2. To provide opportunity for employees to use their individual talents and diligence to develop themselves for available opportunities;
 3. To create an environment that values diversity and fosters mutual respect and cooperation among all persons;
 4. To act in all workplace decisions on the belief that employees are a vital resource in any 21st century enterprise and that investment in all employees is essential to accomplishing the DOL mission;
 5. To be inclusive, partnering with our unions, employee groups, and managers in planning and implementing change; and
 6. To hold ourselves standards and expectations – of equity, diversity, accessibility, safety, and family friendliness – at least as stringent as those we enforce in our work.

Status: Although some of the concepts embodied in the Diversity effort have been communicated to employees in the past, the Secretary's Diversity effort brings all these together and adds others that add value to the organization and the accomplishment of its mission.

Action item:	milestone (end date):	process	Responsible Official:
Communicate effort to all employees	September 30, 1998	Issue plan, provide to all employees	Director, OAMB
Commit employees to effort	September 30, 1998	Issue ASVET memorandum to all employees expressing VETS policy and expectations	ASVET
Ensure employees understand concepts and expectations	November 10, 1998	RAVETs issue guidance on, or discuss, their expectations to employees	RAVETs

4. Be Accountable

1. Include diversity efforts and accomplishments on managers' performance standards
 2. Include items regarding diversity efforts in employee performance standards after consultation with unions.
- C. Establish activities and/or training to address rewards and workplace values for managers and employees.

Status: VETS' performance standards for managers already had meeting equal employment opportunity goals as part of human resource management. The Diversity effort would go beyond this to provide more detail on Departmental and VETS expectations for furthering the diversity of the agency's employees.

Action item	Milestone	Process	Responsible Official
Include diversity efforts and specific standards in Managers performance standards	May 29, 1998	Include elements addressing diversity expectations and expected achievements in Managers performance standards	Director, OOP RAVETS
Include diversity efforts and values in specific standards for employees	May 29, 1998	Consult with local 12 and NCFL on standard value and activity performance standards	Director, OAMB Director, OOP
	June 30, 1999	Include diversity elements in employees' performance standards	All Managers
Promote use of Diversity Toolkit throughout the agency	90 days after its available		Director, OAMB
Reward system recognizes manager and employee contributions to diversity and workplace values.	Completed June, 1998	Ensure managers standards contain an element that includes diversity efforts and support	RAVETS and N.O. Managers
	May, 1999	Ensure RAVETS establish activities and/or training to address rewards for diversity efforts or recognition of the value of diverse workplaces or contributions of employees	RAVETS

1. Expand growth opportunities and encourage employee self-development.
 - A. Expand employee training opportunities and enable employees to obtain training that develops core competencies
 - B. Expand employee development opportunities - use special assignments, project leadership, teams, committees, details, and job exchanges to enhance career development of employees and provide cross-training.

- C. Continue to expand avenues for support staff to prepare themselves to move out of obsolete positions.
- D. Review and assure fairness in the selection and promotion process. VETS should make sure that vacancy announcements are accessible to all employees, that KSAs required are consistent with the position, that rating panels show diversity, and that VETS makes every effort to make sure that underrepresented groups get to apply and appear on certificates.
- E. Explore ways in which VETS can provide more mentoring opportunities for both managers and employees.
- F. Provide employees with information on the availability of services provided by the Career Assistance Centers.

Status: VETS' has been aggressive on giving training to its employees on mission-related requirements and has relied on the National Veterans' Training Institute to give training to its employees to make sure they could perform their work. Similarly, VETS uses special assignments, project leadership and the use of task groups, cluster groups and Committees to accomplish its mission. VETS also identified positions that could be upgraded based on work requirements (Clerical support staff to Directors of Veterans' Employment and Training) and added technical duties to the position descriptions in those States where the workload supported the upgrade. Final approval for this effort was obtained in October 1997. Most of the Veterans' Program Assistant positions (44 positions out of 52) were upgraded from GS-5 or 6 to GS-7, this resulted in 39 female employees getting these newly created opportunities.

Similarly, in its National Office, VETS provided all clerical staff with the opportunity to compete for higher graded quasi-administrative positions that took into account the impact caused by automation and professional staff using computers to produce outputs. A total of seven positions were redescribed by incorporating higher level duties and diminishing the clerical or secretarial functions consistent with VETS' use of personal computers to get work accomplished. These positions were announced for competition as part of the VETS National Office reorganization. Once the new positions were filled, emphasis was placed on helping employees follow Individual Development Plans that led, upon completion of training and assignments, to the higher grades for the positions. Both Agency efforts were fully implemented in FY 1998.

Action item:	milestone (end date):	process	Responsible Official:
Compile information for employees about core competencies/career paths for major occupations.	Ongoing	NVTI provides core competencies relative to established courses. VETS has identified additional core competency training needs and has provided budget resources to accomplish (See below).	RAVETS and N.O. Managers
Managers review employees IDPs and submit training needs to Regional Administrators	August 28, 1998	Establish Individual Development Plans when employees do not have one; request funds to enable employees to fulfill IDP training	DVETs
Request funds to train employees in core competencies	September 30, 1998	Submit, as part of Annual Work Plans, funds necessary to ensure employees obtain core competencies	RAVETS
Set aside reasonable funds to ensure that employees can participate in training	October 15, 1998	Identify critical needs and set aside funds to enable adequate training to be provided to employees	Director, OAMB Director, OOP
Announce all vacancies with sufficient time to recruit for applicants from groups that are underrepresented in VETS	Continuous	Open all vacancies to full and open competition for positions in which underrepresentation exists	Director, OOP
Identify by grade/series positions in which underrepresentation exists by group	May 29, 1998	Identify underrepresentation for VETS positions by group, distribute list to RAVETS	Director, OAMB

Promote wider participation in mentoring by managers and employees.	May, 1999	Explore ways in which VETS can provide more mentoring opportunities for both managers and employees.	All Managers
Encourage greater employee use of Career Assistant Centers.	January, 1999	Provide employees with information on the availability of services provided by the Career Assistance Centers.	All Managers

G. Improve recruiting

- A. Develop annual plans of targeted recruitment. Identify positions in which underrepresentation exists and communicate to selecting managers their responsibility to make sure that members of such underrepresented groups are sought to be candidates for VETS' vacancies.
- B. Monitor the presence of underrepresented groups during selection (both applicants and those in certificates)
- C. Request assistance from State Job Services to ensure that candidates from underrepresented groups apply for VETS' vacancies. Coordinate with local Job Service offices to make sure that candidates applying for vacancies are diverse and that VETS selecting officials seek members from underrepresented groups for vacancies.
- D. Continue to use VRA authority and explore other flexibilities in identifying and hiring eligible applicants.

Status: VETS has continuously made efforts to increase the diversity of its employees and has had some success in the past. Previous efforts were predicated on making sure that our efforts to help veterans took into account the diverse experience that different groups could bring to VETS in helping veterans. NVTI has already developed diversity training to make sure our VETS-funded State-employed Disabled Veterans' Outreach Program and Local Veterans' Employment Representatives are aware of the needs of different groups and how their life-experiences affect their job seeking and career planning habits. Similarly, efforts were undertaken to increase female veteran representation in VETS' key occupations with some success.

Action item:	milestone (end date):	process	Responsible Official:
Ensure all selecting officials know where underrepresentation exists	June 30, 1998	Distribute FEORP underrepresentation information to all RAVETs	Director, OAMB
Monitor presence of members of UR groups applying and in certificates	July 30, 1998	Coordinate with Office of Human Resources to obtain reports on applicants, candidates in certificates and selections	Director, OAMB
Ensure all selecting officials are aware of their responsibility to request from JS diverse referrals for vacancies	May 29, 1998	Brief all managers during RAVET Conference in May 1998	Director, OAMB Director, OOP
Develop a talent bank of recruiters	Ongoing	Continue to explore ways to expand use of the Public Employment Services as a means of recruiting for vacancies.	All Managers
Expand use of effective authorities and programs to improve diversity.	Ongoing	Continue to utilize the VRA authority and other flexibilities in identifying and hiring eligible applicants.	All Managers

H. Include and inform.

- A. Communicate the VETS' action plan, FEORP and diversity plan to all employees.
- B. Seek contributions from employees and managers

Action item:	milestone (end date):	process	Responsible Official:
Distribute DOL Diversity Report	June 30, 1998	Obtain copies of the Secretary's Recommendations and distribute to all VETS employees along with FEORP and Affirmative Action Plan.	Director, OAMB

FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP) PLAN
RECRUITMENT PRIORITIES

AGENCY: Veterans Employment and Training Service(VETS)
 FY 1998

PERIOD COVERED BY PLAN:

CONTACT'S NAME: Hary Puente-Duany

TELEPHONE NUMBER: 219-6350

RECRUITMENT PRIORITIES TARGET GROUP(S)	GRADE LEVEL(S)	OCCUPATION(S)	RECRUITMENT METHODS/SOURCES	TARGET DATE
Black Males/Females Females	GS-12/15	301 Veterans' Employment Specialist	VETS has sufficient diversity in its current workforce to be able to reach its goals by use of the following methods: * Training, including but not limited to, Supervisory/Managerial *Availability of PCS funds for allow for movement of staff *Utilizing Job Service and its veterans' inventory to meet legislative requirements of veteran status and residency *Visibility assignments *Details and rotational assignments	End of FY 1999

RECRUITMENT PRIORITIES TARGET GROUP(S)	GRADE LEVEL(S)	OCCUPATION(S)	RECRUITMENT METHODS/SOURCES	TARGET DATE
Hispanic	GS-5/7	303 Veterans' Program Assistant	Job Service Referrals - VRA Appointments	Sep 1999
Asian American (Male and Female)	All	301 Administrative 303 Veterans' Program Assistant	Job Service Referrals - VRA Appointments Job Service Referrals	Sep 1999
Native American (Male)	GS-5-9	Technical (303)	Job Service Referrals - VRA Appointments	Sep 2000
Native American (Male and Female)	GS-4-7	Clerical (303,318)	Job Service Referrals	Sep 2000
Hispanic Females	GS-7-15	301 Administrative	Job Service Referrals - VRA Appointments	Sep 2000
Hispanic Males	GS-4-7	Clerical and Technical	Job Service Referrals - VRA Appointments	Sep 1999
Black (Females)	GS-7-15	Administrative	Job Service Referrals - VRA Appointments Committee Assignments - Special Projects Training Assignments	Sep 1999



ASVET MEMORANDUM NO. 1-99 Change No. 1

MEMORANDUM FOR: ALL VETS EMPLOYEES

FROM:

ESPIRIDION 'AL' BORREGO

SUBJECT: Policy on Diversity

ASVET Memorandum 1-99 incorrectly included three attachments entitled "Recruitment Priorities" for ESA, SOL, and OSHA. These pages were erroneously attached and should be disregarded. The VETS Recruitment Priority Plan preceded the three plans referenced above and remains in effect with this memorandum.

In addition, two milestones in the VETS Diversity Effort-Equal Opportunity Plan of Action have date changes as follows:

Action Plan: Action Item 1 Communication (page 2):

Item	Milestone	Process	Responsible
Ensure employees understand concepts and expectations	Original: 11/10/98	RAVETS issue guidance or discuss Re: expectations	RAVETS
	Revised: 6/30/99		

Action Plan: Action Item 4 Improve Recruiting (page 7):

Monitor presence of members of UR groups applying and certificates	Original: 7/30/98	Coordinate with OHR to obtain reports on applicants candidates in certificates/selections	OAMB Director
	Revised: 3/31/99		

Please make these date changes. If you have any questions, please contact Lynne McGrail at (202) 219-8421.

Notable Accomplishments To Date

Area	Accomplishments	Completed
Expand growth opportunities, and encourage employee self-development.	Reviewed positions that could be upgraded based on workload or new technical duties. Forty-four (44) of 52 Veterans Program Assistants (39 of them women) were upgraded.	FY98
	Redescribed 7 National Office clerical positions to quasi-administrative positions; competed and filled them; supported selectees in following IDPs that led to higher grades.	FY98

1998 Diversity Action Plan (9/30/99)

Report of Accomplishments

Recommended initiative	Agency#	Action item	Responsible party	Target Date	Status
<i>Communicate our values.</i>					
1. Communicate, reinforce, and practice EEO policy and workplace values	1.a.	Issue agency action plan; provide to all employees.	Director, OAMB	9/30/98	9/12/98 to RAs (distributed to all employees)
	1.b.	Commit VETS employees to the effort by issuing ASVET memorandum expressing VETS policy and expectations.	ASVET	9/30/98	10/23/98 ASVET Memo issued to all employees
	1.c.	Issue guidance on, or discuss, expectations with employees. <i>Revisit and ensure RAVETs discuss or communicate expectations</i>	RAVETS	11/10/98 6/30/99	Some Regions have yet to fully communicate expectations, new efforts will be undertaken Completed 6-30-99
<i>Be accountable.</i>					
2. Encourage use of values toolkit	2.d	Promote use of values toolkit.	Director, OAMB	90 days after available	Available on Jan 99. Issued Feb 99
3. Adopt perform. std for managers and for employees.	2.a.	Include elements addressing diversity expectations and expected achievements in managers' performance standards.	Director, OOP; RAVETS	5/29/98	5/30/98 Diversity Standard issued for all Managers

Recommended initiative	Agency#	Action item	Responsible party	Target Date	Status
	2.b.	Consult with Local 12 and NCFLL on including workplace values and diversity efforts in employee performance standards.	Director, OAMB; Director, OOP	5/29/98	5/30/98 (Cannot do)
	2.c.	Insert diversity elements in employees' performance standards.	All managers	6/30/98	Managers done.
4. Reward system recognizes manager and employee contributions to diversity and workplace values.		Managers standards contain an element that includes diversity efforts and support.	RAVETS and N.O. Managers	June/98	Done
		RAVETS will establish activities and/or training to address rewards and workplace values for employees	RAVETS	May/99	6-30-99
5. Complete annual agency action plan.		Action Plan submitted on May 15, 1998. Progress Report due January 1999.			Done
<i>Expand growth opportunities, and encourage employee self-development.</i>					
6. Compile information for employees about core competencies/ career paths for major occupations.		VETS' National Veterans Training Institute provides core competencies relative to established courses. VETS has identified additional core competency training needs and has provided budget resources to accomplish. See 7 below.	RAVETS and N.O. Managers	Ongoing	Sep 1999
7. Expand employee development opportunities.	3.a.	Managers review employee IDPs (establish them where needed) and submit training needs to RAs.	DVETS	8/28/98	Done
	3.b.	In annual work plan, request funds necessary to ensure employees can obtain core competencies.	RAVETS	9/30/98	10/98 Done
	3.c.	Identify critical needs and set aside funds to enable adequate training.	D, OAMB; D, OOP	10/15/98	9/98 - Done, funding set aside in FY 1998, 1999 and 2000 for Training
	3.d.	Announce all vacancies with sufficient time to recruit for underrepresented groups.	D, OOP	Ongoing	Ongoing
	3.e.	Identify underrepresentation for VETS positions by group; distribute list to RAVETS.	D, OAMB	5/29/98	Done 5/98

Recommended initiative	Agency#	Action item	Responsible party	Target Date	Status
8. Seek opportunities to develop employees thru cross-agency assignments.		VETS currently has one manager and one employee participating in cross-agency assignments. Due to VETS geographical and statutory limitations, VETS is not conducive to a lot of cross-agency assignments. However, VETS is utilizing teams and committees to provide some internal cross-training	RAVETS, DVETS, National Office Managers, Ongoing		Additional cross-training assignments: FY 1999: ADVET and ARA to NO
9. Expand avenues for support staff to prepare to move out of obsolete positions.		<i>See Notable Accomplishments.</i>			
10. Review/assure fairness in selection/promo processes.		VETS is supported by the Office of Human Resources with respect to personnel matters.			
11. Educate mgrs. on minimum qualification analysis and selection process.		See 10 above.			
12. Review/improve use of quals rating criteria and examiners.		See 10 above.			
13. Improve training of HR specialists in determining applicant quals.		See 10 above.			
14. Promote wider participation in mentoring by managers and employees.		VETS structure and geographic locations do not lend themselves well for mentoring. However, VETS will explore ways in which we can provide more mentoring opportunities for both managers and employees.	All Managers	5/99	9/99 Mentoring is taking place where feasible
15. Encourage greater employee use of Career Assistance Centers.		Provide employees with information on the availability of services provided by the Career Assistance Centers (CAC) nationwide. Encourage employees to contact the CAC to become familiar with and take advantages of their services.	All Managers	1/99	9/99 Available to all VETS employees through Learn2U

Improve recruiting.

Recommended initiative	Agency#	Action item	Responsible party	Target Date	Status
16. Develop an annual action plan to target recruitment.	4.a.	Develop annual plans for targeted recruitment. Distribute FEORP underrepresentation info to all RAVETS to ensure selecting officials know where underrepresentation exists.	D, OAMB	6/30/98	Done 5/27/98
17. Involve agency program mgrs (as well as EEO mgr and SEP mgrs) in outreach and recruitment.	4.c.	Brief all managers during RAVET Conference to ensure selecting officials are aware of responsibility to requests diverse referrals for vacancies.	D, OAMB; D, OOP	5/29/98	Done 5/27/98
18. Develop a talent bank of recruiters.		VETS currently utilizes the Public Employment Service as a means of recruiting for vacancies and will continue to explore ways to expand this resource.	All Managers and ongoing		Ongoing
19. Expand use of effective authorities and programs to improve diversity.		Due to the mission and statutory requirements of VETS, we have been and will continue to utilize the VRA authority and other flexibilities in identifying and hiring eligible applicants.			Ongoing - Most appointments were temporary VRA appointments
20. Monitor diversity of applicant pools and selection certificates.	4.b.	Monitor presence of members of underrepresented groups applying and in certificates, coordinating with OHR to obtain data.	D, OAMB	7/30/98	Pending establishment of system
<i>Include and inform.</i>					
21. Communicate the agency action plan (include AEP component) to managers and employees.	1.a.	Issue agency action plan; provide to all employees.	Director, OAMB	9/30/98	Done -9/98
	5.a.	Distribute copies of Secretary's recommendations to all VETS employees, along with FEORP and affirmative action plan.	D, OAMB	6/30/98	Done 6/98

NOTE: *Revisions to original plan in italics*

Recommended initiative	Agency#	Action item	Responsible party	Target Date	Status
<i>Achieve better understanding of EO responsibilities and activities by Managers</i>	6	<i>Managers provided copies of EEO Checklist and informed that they will be rated on their description of accomplishments of the items noted therein</i>	DASVET	01/30/2000	Done at Baltimore RAVET Conference 1/24/2000
<i>Improve EEO Program</i>	7a	<i>Develop new activities based on results of Departmental EEO Program Review</i>	Executive Staff	06/30/2000	
<i>Re-emphasize expectations in the area of diversity and EO</i>	7b	<i>ASVET issues new guidance and better defines expectations to managers and employees</i>	Executive Staff	09/30/2000	