

**ANNUAL FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)
PLAN CERTIFICATION – FISCAL YEAR 2012**

Please type clearly and return this sheet with your FEORP Report.

A. Name and Address of Agency:

Department of Veterans Affairs
810 Vermont Avenue, NW
Washington, DC 20420

B. Name and Title of Designated FEORP Official (include address, if different from above, email address, telephone and fax numbers):

Ms. Georgia Coffey
Deputy Assistant Secretary for Diversity and Inclusion
Email: Georgia.Coffey@va.gov
Telephone: (202) 461-4131
Fax: (202) 501-2145

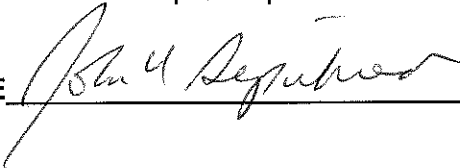
C. Name and Title of Contact Person (include address, if different from above, email address, telephone and fax numbers):

Ms. Nanese Loza
EEO Manager
Office of Diversity and Inclusion
Email: Nanese.Loza@va.gov
Telephone: (202) 461-4049
Fax: (202) 501-2145

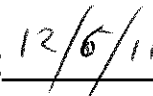
CERTIFICATION:

I certify the above agency: (1) has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454, and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations with fewer than 500 employees are covered by a FEORP plan; (3) that all field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

SIGNATURE



DATE



DEPARTMENT OF VETERANS AFFAIRS

FEORP FISCAL YEAR 2012 IMPLEMENTATION PLAN

IN SUPPORT OF

THE FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM

5 U.S.C. 7201 and 5 CFR Part 720, Subpart B

FY 2012

810 VERMONT AVENUE, WASHINGTON, DC 20420

Department of Veterans Affairs
FEORP FY 2012 Implementation Plan

EXECUTIVE SUMMARY

The Department of Veterans Affairs (VA) is proud to present the VA's Federal Equal Opportunity Recruitment Program (FEORP) Plan for fiscal year (FY) 2012. In accordance with 5 U.S.C. 7201 and 5 CFR Part 720, Subpart B, the Office of Personnel Management (OPM) requests each Federal agency to submit a FEORP report and certification that the agency has developed a FEORP plan for the following FY. This FY, however, per the call memorandum from OPM dated August 31, 2011, in addition to submitting the report and certification, OPM is also requesting a copy of the FY 2012 agency FEORP plan. This plan contains initiatives and strategies to ensure opportunities are provided to minorities and women in the areas of workforce planning, recruitment and community outreach, career development opportunities, and mentoring, with a focus on those groups experiencing less than expected participation rates. VA's vision is "to provide Veterans the world-class benefits and services they have earned—and to do so by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability, and stewardship."

To that end, VA continues efforts to build a diverse, high-performing workforce and inclusive workplace that reflects the diversity of our Nation and the Veterans we serve.

VA's enclosed FY 12 Plan illustrates a variety of measurable objectives the Department will pursue to ensure equal opportunity in outreach, recruitment, career development, and retention. In accordance with 5 CFR 720.204, VA will give special emphasis to those groups with less than expected participation rates, as compared with the appropriate benchmarks. Currently, the on-board ratios for Hispanic Women and White Women in VA are below the Civilian Labor Force ratios for VA-specific occupations, and the ratio for employees with targeted disabilities is below the Federal high. Additionally, the distribution of women in pay grades 12 – 15 is not as robust as the total workforce distribution in those pay grades. Our efforts to increase employment for people with targeted disabilities are addressed in the report because that community has members from all racial, ethnic, and gender groups. Our Plan reflects the Department-level overarching strategic goals. Administration-level reports contain specific operational planned strategies and metrics.

NOTE: This year, VA has developed a new format in which it will plan and report on the Department's efforts to recruit, develop, engage, and retain a diverse workforce. This new format is titled *VA Recruitment and Outreach Development (ROAD) Map*. The *VA ROAD Map* was designed to integrate, align, and consolidate all of the required reporting and plan elements required by various Executive Orders, EEOC Directives (including MD 715), and affirmative employment plans/reports (including the Hispanic Employment Plan/Report, FEORP, and the Disability Employment Plan). We believe this single, consolidated format will promote strategic alignment and integration, streamline planning/reporting processes, increase efficiencies, and eliminate redundancies in these EEO/diversity planning areas. We think this concept may be an appealing "best practice" for government-wide use and we welcome your feedback on this new approach.

Department of Veterans Affairs
FEORP FY 2012 Implementation Plan

This Department-level Plan directly supports and aligns with VA's Strategic Plan Goal **Goal 4/Objective 3:** Build our internal capacity to serve Veterans, their families, our employees, etc; VA's Diversity and Inclusion (D&I) Strategic Plan Goals **Goal 1:** Build a diverse, high performing workforce; and VA's MD 715 Part H Program Deficiency or Part I Trigger/Barrier Statements and planned corrective strategies.

WORKFORCE PLANNING					
Objective 1 - Address Less than Expected Participation Rates for White women, Hispanic women, and People with Targeted Disabilities (PWTB); (MD 715 Triggers)					
Objective 1a—Workforce Succession Plans incorporate EEO goals and objectives					
Strategic Planned Activity	Target Date	Responsible Official/Office	Reports & Initiatives	Accountability Measures	Accomplishments by quarter (enter date completed)
Workforce planners will collaborate with EEO and ODI officials when undertaking workforce and succession planning efforts to incorporate identified EEO trends, triggers, and barriers, particularly those related to mission critical or highly populous occupations that have low participation rates for minorities and women.	On-going	ODI Workforce Analysis Team VACO and Administrations' Workforce Planning Offices	MD 715 FEORP/HEP DVAAP/HCIP	Workforce succession plans will reflect EEO-related considerations	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]
Analyze EEO Discrimination complaint filings' trends and consider findings' trends to identify barriers to hiring, development, and retention; consider trend results as part of workforce and succession planning efforts.	9/30/12 On-going	VACO and Administrations' EEO, ODI, Office of Resolution Management (ORM) and HR Officials VACO and Administrations' Workforce Planning Offices	MD 715 FEORP/HEP DVAAP	Workforce succession plans will reflect EEO-related considerations	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]

Department of Veterans Affairs
FEORP FY 2012 Implementation Plan

Objective 1b—VA has a culturally competent, trained workforce that values, promotes, and leverages diversity.					
Strategic Planned Activity	Target Date	Responsible Official/Office	Reports & Initiatives	Accountability Measures	Accomplishments by quarter (enter date completed)
Provide training to managers about practical ways to create a diverse workforce. (e.g., understanding differences, identifying agency's culture and values, and cross cultural and generational communication)	9/30/12 On-going		MD 715 FEORP/HEP DVAAP/ HCIP	On-line, Ad-hoc, and face-to-face training is provided to at least 90% of managers and supervisors	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]
Provide Special Hiring Authority training to EEO and HR staff, as well as hiring officials Current on-line EEO, Diversity and Inclusion, and Conflict Management course will be updated to include a Schedule A module.	9/30/12 On-going	VACO and Administrations' EEO, ODI, Office of Resolution Management (ORM) and HR Officials Dean of VA Learning University	MD 715 DVAAP	On-line, Ad-hoc, and face-to-face training is provided to at least 90% of EEO and HR Staff, as well as managers and supervisors. Schedule A module will be added to current on-line EEO, Diversity and Inclusion, and Conflict Management course	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]
Ensure that EEO/diversity training and materials are available on-line from VALU, available for on-demand viewing on VAKN, available as published documents, and available through other means, such as conference calls, shadowing assignments, etc.	9/30/12	VACO, VHA, VBA, and NCA ODI, EEO and HR Offices Dean of VA Learning University VACO Media Office	MD 715 FEORP/HEP DVAAP	EEO/diversity training and materials are available on-line; on VAKN; as published documents; and through other means, such as conference calls, shadowing assignments, etc.	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]

Department of Veterans Affairs
FEORP FY 2012 Implementation Plan

Deliver ADR/Conflict Management Training.	9/30/12 On-going	ORM/ADR Office	MD 715 FEORP/HEP DVAAP	On-line, Ad-hoc, and face-to-face training is provided to at least 90% of managers and supervisors.	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]
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COMMUNITY OUTREACH & RECRUITMENT

Objective 1 - Address Less than Expected Participation Rates for White women, Hispanic women, and PWTD; (MD 715 Triggers) through increased targeted outreach and recruitment efforts.

Strategic Planned Activity	Target Date	Responsible Official/Office	Reports & Initiatives	Accountability Measures	Accomplishments by quarter (enter date completed)
VA HR and EEO Offices will collaborate to determine base levels and establish goals to increase outreach efforts with Hispanic, Disability, and Women serving institutions/ organizations	9/30/12 On-going	VACO and Administrations' EEO, ODI, and HR Officials	MD 715 FEORP/HEP DVAAP	Base levels are identified and future goals are established and incorporated into local affirmative employment plans and workforce succession plans.	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]
VA HR and EEO Offices will collaborate to identify job fairs in their respective areas that target women, people with targeted disabilities, and Hispanics; determine base levels from previous participation levels; then, establish goals to increase participation. VA HR and EEO Offices will collaborate to ensure meaningful participation and results at recruitment events by, at a minimum, ensuring candidates who are eligible for hire under special hiring authorities are given full consideration— resumes are collected and reviewed to determine qualifications.	9/30/12 On-going	VACO and Administrations' EEO, ODI, and HR Officials	DVAAP	Base levels are identified and future goals are established and incorporated into local affirmative employment plans and workforce succession plans. The number of resumes collected and reviewed and interviews conducted for candidates eligible for hire under special hiring authorities are tracked and reported.	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]

Department of Veterans Affairs
FEORP FY 2012 Implementation Plan

<p>Monitor and quarterly report the usage rate of special hiring authorities, such as Schedule A, Veterans', and student appointments.</p>	<p>9/30/12 On-going</p>	<p>VACO and Administrations' EEO, ODI, and HR Officials</p>	<p>DVAAP</p>	<p>The number of hires from special hiring authorities are tracked and reported quarterly.</p>	<p>First Quarter FY12: [Enter data here]</p> <p>Second Quarter FY12: [Enter data here]</p> <p>Third Quarter FY12: [Enter data here]</p> <p>Fourth Quarter FY12: [Enter data here]</p>
<p>HR and EEO officials will collaborate to review MD 715 Table A6 to determine less than expected participation rates for VA major occupations and incorporate strategies to address via recruitment in applicable local FEORPs, MD 715, and workforce succession plans.</p>		<p>VACO and Administrations' EEO, ODI, and HR Officials</p>		<p>Local FEORPs, MD 715, and workforce succession plans incorporated strategies to address low participation rates in major VA occupations.</p>	<p>First Quarter FY12: [Enter data here]</p> <p>Second Quarter FY12: [Enter data here]</p> <p>Third Quarter FY12: [Enter data here]</p> <p>Fourth Quarter FY12: [Enter data here]</p>
<p>Identify, maintain, and post on ODI's website a list of Selective Placement Coordinators and Reasonable Accommodation Coordinators, to ensure prospective candidates have contact information for someone who can assist them with the application process</p>	<p>9/30/12 On-going</p>	<p>VACO and Administrations' EEO, ODI, and HR Officials</p>	<p>MD 715 DVAAP Secretary's 2% goal to hire people with disabilities</p>	<p>List are posted and maintained on ODI website.</p>	<p>First Quarter FY12: [Enter data here]</p> <p>Second Quarter FY12: [Enter data here]</p> <p>Third Quarter FY12: [Enter data here]</p> <p>Fourth Quarter FY12: [Enter data here]</p>
<p>Continue to administer Diversity Internship Programs to attract college students from diverse backgrounds.</p>	<p>9/30/12 Ongoing</p>	<p>VACO and Administrations' EEO, ODI, and HR Officials</p>	<p>HBCU/TCU/MD 715/FEORP</p>	<p>Students are sponsored at established goal levels through VA Diversity-Focused Internship Programs; sponsorship levels are tracked and reported.</p> <p>Conversion rates will be tracked for students who are employment ready.</p>	<p>First Quarter FY12: [Enter data here]</p> <p>Second Quarter FY12: [Enter data here]</p> <p>Third Quarter FY12: [Enter data here]</p> <p>Fourth Quarter FY12: [Enter data here]</p>

Department of Veterans Affairs
FEORP FY 2012 Implementation Plan

CAREER DEVELOPMENT					
Objective 1 - To address grade disparities in the senior grades (GS 13-15) for African Americans, Women, Hispanics, and PWTD (MD 715 trigger statements for Department-level report)					
Strategic Planned Activity	Target Date	Responsible Official/Office	Reports & Initiatives	Accountability Measures	Accomplishments by quarter (enter date completed)
HR and EEO Offices will collaborate to analyze promotion disparities by REG & disability to identify anomalies and develop corrective strategies to address, as appropriate.	9/30/12 On-going	VHA, VBA, NCA, ODI, EEO & Administration HR Officials	MD 715 FEORP/HEP DVAAP	Anomalies are identified and corrective strategies are incorporated in Local FEORPs, MD 715, and workforce succession plans.	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]
HR, EEO, ODI, and Education Office (EES and VALU) officials will collaborate to integrate Training Management System with VA's Human Resources Information System to identify REG groups that have less than expected application, selection, and graduation rates, based on benchmarks, for VA's career development and leadership program. Based on the results, officials will develop and action plan with corrective strategies and report on results.	9/30/12 On-going	VACO and Administrations' EEO, ODI, and HR Officials, along with EES, and VALU	MD 715 DVAAP	Anomalies and disparities are identified and corrective strategies are incorporated in Local FEORPs, MD 715, and workforce succession plans.	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]
Leverage VA's newly established MyCareers VA website system that assists employees in mapping their career through identifying the steps needed to qualify positions both internal and external to their current career occupational family.	9/30/2012 On-going	VHA, VBA, NCA, ODI, EEO & Administration HR Officials Dean of VA Learning University	FEORP/HEP/	Website hits will be tracked and reported.	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]

Department of Veterans Affairs
FEORP FY 2012 Implementation Plan

MENTORING					
Objective 1 - Ensure mentoring programs are inclusive of women, minorities, and PWTD					
Strategic Planned Activity	Target Date	Responsible Official/Office	Reports & Initiatives	Accountability Measures	Accomplishments by quarter (enter date completed)
Continue Administering VACO's various leadership and development mentoring programs. Track participation by race, ethnicity, and gender to identify groups that have less than expected application, selection, and graduation rates for VA's career development and leadership. Based on results, officials will develop and action plan with corrective strategies and report on results.	9/30/2012 On-going	VHA, VBA, NCA, ODI, EEO & Administration HR Officials Dean of VA Learning University	FEORP/HEP/	Anomalies and disparities are identified and corrective strategies are incorporated in Local FEORPs, MD 715, and workforce succession plans. Overall participation rates by REG will be tracked and reported.	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]
Continue Administering Mentor Certification Programs to ensure VHA has skilled certified mentors, coaches and preceptors.	9/30/2012	VHA, VBA, NCA, ODI, EEO & Administration HR Officials Dean of VA Learning University		Certification rates will be tracked and reported.	First Quarter FY12: [Enter data here] Second Quarter FY12: [Enter data here] Third Quarter FY12: [Enter data here] Fourth Quarter FY12: [Enter data here]