Hiring Reform Initiative (HRI)
Implementation Plan for Leveraging the Veterans' Employment Opportunity Program to Educate, Market, and Communicate Aspects of Veteran Hiring Across the Agency

1.0 INTRODUCTION

This plan was developed to support NASA's Veteran's Employment Opportunity Program implementation for the Hiring Reform Initiative (HRI). The purpose of this plan is to outline the resources, tasks, schedule and costs necessary to implement this specific HRI solution.

1.1 Overview

The solution to leverage NASA's Veterans' Employment Opportunity Program will enable the agency to address a number of issues identified during the Hiring Reform SWAT Team review in 2009. During that review, hiring managers expressed frustration and concern with selection processes involving preference eligible candidates, and being unable to remove non-qualified candidates from consideration. By implementing a number of educational and informational tools, the new Veteran Plan will not only address these concerns, but will also help NASA market the value and importance of Veterans and improve credibility in this area. The Veterans Employment Opportunity Program complies with Executive Order 13518 and positions NASA in meeting its 2010 – 2012 goal to increase the percentage of veterans hired in 2011 and beyond.

1.2 Scope

By implementing the NASA Veterans' Employment Opportunity Program Operational Plan, the agency will:

- Establish a NASA Veterans' Employment Opportunity Program component within the Office of Human Capital Management to provide agency-wide leadership and policy development
- Promote Veterans' recruitment, employment, training and development, and retention in NASA
- Ensure qualified Veterans are considered for career opportunities at NASA
- Improve Veterans' and transitioning service members' success in obtaining and maintaining Federal careers at NASA
- Promote a culture within NASA that maximizes the transition assistance experience for all service members and spouses
- Provide accurate and consistent information to Veterans, transitioning service members, military spouses, Human Resources professionals, and hiring managers at NASA
- Ensure Human Resources professionals and hiring officials at NASA are well-versed on Veterans' preference, special hiring authorities, and reasonable accommodations for Veterans, transitioning service members, and their families.

1.3   Resources

NASA's Veterans' Employment Opportunity Program is supported by a dedicated Program Manager working collaboratively with specifically identified personnel at each NASA Center targeted to support Veterans' employment opportunity initiatives.

1.4   Costs

Costs associated with this solution are currently resourced by the Office of Human Capital Management, which include a full time HR Specialist managing the program supported by Center personnel. Training, marketing, and recruitment costs can be incorporated into other on-going agency sponsored requirements.

1.5   Schedule: See attached.

SAMPLE SCHEDULE

Tasks	Who	By When?	% Complete	Comments
1. Establish a NASA Veterans' Employment Opportunity Program Manager				
• Identify Center points of contact responsible for communicating and facilitating efforts related to hiring Veterans at NASA	OHCM	03/30/10	100%	
• Develop NASA's Veterans' Employment Opportunity Program Operational Plan for FY 2010	OHCM	04/30/10	100%	
• Support interagency Council on Veterans' Employment and Veterans' Employment Steering Committee	OHCM	On-going	N/A	
• Report Veterans' employment results in the NASA Annual Human Capital Management Report (HCMR)	Vet Program Mgr	09/30/10		
2. Advocate Veterans' employment to NASA hiring managers and Human Resources officials				
• Issue Administrator memo to Center Directors supporting value and importance of hiring veterans	Vet Program Mgr	5/30/10		
• Coordinate with NASA HR Staff and hiring managers to increase awareness of programs to employ Veterans	Vet Program Mgr	On-going	N/A	
• Develop a network of mentors to support Veterans at NASA	Vet Program Mgr	9/30/10		
3. Match Veterans to career opportunities at NASA				
• Identify high-demand occupations at NASA conducive to Veterans	Vet Program Mgr	07/30/10		
• Work with Dept of Vet Affairs and OPM to recruit a diverse population of Veterans	Vet Program Mgr	On-going	N/A	
• Support the Governmentwide initiative to develop an interactive program to translate military skills to Federal civilian occupations	Vet Program Mgr	On-going	N/A	
• Participate and support job fairs focusing on disabled Veterans	Vet Program Mgr	On-going	N/A	
4. Increase Agency awareness and support for hiring Veterans and transitioning service members throughout NASA				
• Maximize career counseling opportunities for Veterans, etc through social network platforms available on OPM and other counseling services	Vet Program Mgr	On-going	N/A	
• Align NASA's Veterans' Employment Opportunity Program with other Federal initiatives targeted to assisting high-risk Veterans	Vet Program Mgr	On-going	N/A	
• Better integrate student hiring programs such as SCEP or STEP to attract veterans currently participating in formal education opportunities	Vet Program Mgr	On-going	N/A	

Tasks	Who	By When?	% Complete	Comments
• Support the Governmentwide initiative to develop a Veteran/Spouse resume bank/skills inventory	Vet Program Mgr	On-going	N/A	
5. Initiate agency-wide effort to inform, educate and train NASA hiring managers and human resources personnel on Veterans and their employment in the Federal Government				
• Leverage NASA Administrator memo to reinforce leadership commitment and support of service members' transition process	Vet Program Mgr	On-going	N/A	
• Create an agency-wide marketing campaign highlighting Veterans' attributes will support NASA in meeting its mission objectives	Vet Program Mgr	08/30/10		
• Link Governmentwide marketing campaigns to NASA specific recruitment efforts and operational planning	Vet Program Mgr	On-going	N/A	
6. Ensure all NASA communication tools and/or instructional materials related to Veterans' preference or special veteran appointing authorities connect to OPM's Veterans Employment Website, http://FedsHireVets.gov				
• Identify all NASA websites and training materials related to Veterans' preference or special Veterans' appointing authorities	Vet Program Mgr	08/30/10		
• Review to ensure materials comply or electronically link with information on http://FedsHireVets.gov	Vet Program Mgr	08/30/10		
• Provide NASA employment information to Dept of Labor for inclusion in their employment workshops	Vet Program Mgr	08/30/10		
7. Create a NASA Veterans' Employment Training Program				
• Incorporate Veterans' training products developed by OPM and inter-agency council on Veterans' into other NASA HR/supervisory training	Vet Program Mgr	09/30/10		
• Leverage current learning technology to ensure maximum distribution of training on Veterans' employment	Vet Program Mgr	On-going		