



DIVERSITY@WORK

A PUBLICATION OF VA'S OFFICE OF DIVERSITY AND INCLUSION



VOLUME 9, ISSUE 4

<www.diversity.hr.va.gov/ca/daw.htm>

MAY/JUNE 2010

COFFEY'S KEYNOTES

Message from the DAS of ODI

It is with great pride that I announce that VA was ranked as one of the top five of 30 agencies responding in the 2010 DiversityInc Top Federal Agencies for Diversity! VA ranked second among agencies with more than 100,000 employees. The results were unveiled March 10 at a two-day event in Washington, DC by DiversityInc, recognized as the leading publication on diversity and business. This is the second year that Federal agencies were asked to participate and the first time VA applied. DiversityInc's Federal-agency survey was sent to more than 500 agencies and focused on four key areas: Leadership Commitment, Human Capital, Communications and Supplier Diversity. For more information about VA's participation in the 2010 DiversityInc Top Federal Agencies for Diversity, contact the Office of Diversity and Inclusion (ODI) at (202) 461-4131, or e-mail ODI at <odi@va.gov>. Although VA has been publicly recognized as a diversity leader, there is much more work to be done. I charge you, our VA readers, to be more visible champions of diversity and inclusion so we can hold onto that mantle!

I also am extremely excited to announce the publication of VA's first-ever Diversity and Inclusion Annual Report for Fiscal Year (FY) 2009. This performance report is the companion document to VA's first Diversity and Inclusion Strategic Plan for FY 2009-2013 issued in February 2009. The Annual Report presents the accomplishments, initiatives, and progress made VA-wide, including the Administrations, toward the achieving the goals and objectives contained in the Strategic Plan. It also presents a current snapshot of the various dimensions of diversity in the VA workforce. [[Cont. on page 6.](#)]

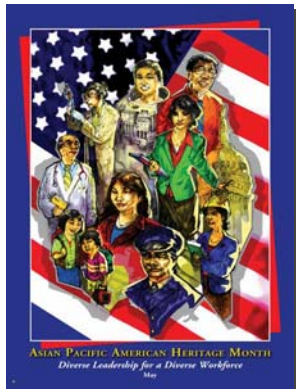
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CELEBRATE!

Asian American and Pacific Islander Heritage, Jewish Heritage, Older American, LGBT Pride, and Caribbean American Heritage Months

Each May, VA joins the Nation in celebrating Asian American and Pacific Islander Heritage Month. The national theme for the 2010 observance is "Diverse Leadership for a Diverse Workforce."



President Obama recently signed an executive order restoring the White House Advisory Commission and Interagency Working Group to address issues concerning the AAPI community: <www.whitehouse.gov/the-press-office/executive-order-asian-american-and-pacific-islander-community>.

As of March 2010, there were 20,841 AAPI and Native Hawaiian (AAPINH) VA employees, representing 6.98 percent of the total VA workforce. The government-wide percentage of AAPI employment stands at 5.2 percent. There are currently six AAPINH in VA's Senior Executive Service. Throughout history, AAPINHs have defended liberty and freedom by serving honorably in the U.S. Armed Forces. The Department proudly employs 2,738 AAPINH Veterans. For more information about VA's AAPI employment program, contact David Walton, VA's National AAPI Program Manager, at (202) 461-4002 or <David.Walton@va.gov>. [[Cont. on page 4.](#)]

Asian Americans and Pacific Islanders (AAPI) are a diverse group comprising people of many ethnicities, languages, religions, and cultures who have a shared history in the United States. They include Americans who are Chinese, Filipino, Japanese, Korean, Pacific Islander (e.g., Native Hawaiian, Guamanian, and Samoan), South Asian (e.g., Asian Indian, Afghani, Pakistani, and Sri Lankan), and Southeast Asian (e.g., Vietnamese, Lao, Hmong, Thai, Indonesian, Malaysian, and Singaporean).

BOOKMARKS

- ▶ **American Coalition for Filipino Veterans Inc.**
<<http://usfilivets.tripod.com>>
 - ▶ **Asian Women in Business**
<www.awib.org>
 - ▶ **Caribbean American Heritage Month**
<www.caribbeanamericanmonth.org>
 - ▶ **Families and Work Institute**
<www.familiesandwork.org>
 - ▶ **International Fellowship of Christians and Jews**
<www.ifcj.org>
 - ▶ **International Gay and Lesbian Human Rights Commission**
<www.iglhrc.org>
 - ▶ **Japanese American Veterans Association**
<www.javadc.org>
 - ▶ **Office of Hawaiian Affairs**
<www.oha.org>
- Contact information for other diversity-related organizations can be found on the NEW ODI Web site at:
<www.diversity.hr.va.gov/org>

FIELD NOTES

News You Can Use

FAPAC Conference

In May of 2006 VA's Assistant Secretary for Human Resources and Administration signed a Memorandum of Understanding with the Federal Asian Pacific American Council (FAPAC). FAPAC was founded in 1985 as a nonprofit nonpartisan organization representing civilian and military Asian American and Pacific Islander (AAPI) employees of the Federal and District of Columbia governments. The primary purpose of FAPAC is to serve as an interagency association within the Federal and District of Columbia Governments, providing a focus for over thirty ethnically distinct groups originating from Asian and Pacific regions as recognized by the U.S. Census Bureau.

FAPAC will hold its 25th Annual National Leadership Training Conference from May 3 to May 7, 2010, at the Gaylord National Resort and Convention Center located at 201 Waterfront Street, National Harbor, Maryland. The theme for this year's conference is "Diverse Leadership for a Diverse Workforce." This career development training, announced by the Office of Personnel Management: <www.fapac.org/conference/2010/OPM%20Letter%202010.pdf>, is designed not only for equal employment opportunity managers and special emphasis program staff, but for all AAPI employees. Detailed information and registration for the FAPAC Leadership Conference is available at <www.fapac.org>.

VA's Office of Diversity and Inclusion is hosting a FREE preconference event on Monday, May 3, from 1:30 to 4:30 pm in Baltimore 2 room at the Gaylord. Register online at <<https://vaww.trace.lrn.va.gov/registration/Default.asp?CourseID=4555>>. All employees should obtain supervisory approval in order to attend the training. For more information, contact David Walton, VA's National AAPI Program Manager, at (202) 461-4002 or <David.Walton@va.gov>.

Workforce Recruitment Program (WRP)

Have you considered hiring an intern for the summer? The Workforce Recruitment Program (WRP) is a recruitment and referral program that connects Federal and private sector employers with highly-motivated postsecondary students with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs. Students seeking summer internship appointments are usually available to work now through September 30. Most of these students qualify at the GS-3 through GS-9 levels, and their salary is paid by the employing agency. VA has established a goal for this summer of hiring 25 WRP interns across the Department. WRP is co-sponsored by the Department of Labor and the Department of Defense (DoD). DoD's Computer Accommodation Program provides IT or related accommodations free of charge to organizations employing WRP interns. Interns are responsible for all transportation and housing expenses. For more information or for assistance in identifying the right candidate for your organization, contact David Walton, National EEO Manager, at (202) 461-4002 or <David.Walton@va.gov>.

Welcome, New ODI Employees!

ODI is pleased to introduce new ODI employees Christy Compton, Keith Kirkpatrick, and James Blockwood!

ODI is excited to announce the appointment of Ms. Compton as the National Disability Program Manager! She joined the Outreach and Retention team on March 29, 2010. Ms. Compton comes to ODI with extensive Disability Program management experience, most recently serving as Department of Transportation's (DOT) Departmental Disability Program Manager. During her tenure with DOT, she served as the Management Directive 715 coordinator, preparing the Department's report; created a quarterly "Scorecard" to measure the Department's progress toward attaining a model equal employment opportunity (EEO) program; conceptualized and designed an automated reasonable accommodation tracker; and drafted numerous policies, procedures, and reports.

Mr. Kirkpatrick joined ODI's Outreach and Retention team on March 29th for a 120-day temporary detail. He will assist ODI with coordinating and conducting Technical Assistance Reviews and also with planning agency pre-forum activities. Mr. Kirkpatrick comes to ODI with over 18-years experience in working all aspects of EEO and Civil Rights programs. He has worked and completed assignments in various major markets across the U.S. for the Coast Guard and Departments of Labor, Navy, and Interior. We are so thankful to ORM for graciously loaning us Mr. Kirkpatrick, allowing us to leverage his wealth of EEO and Diversity knowledge and experience to seamlessly continue some of our significant programs/initiatives. Mr. Kirkpatrick is excited about contributing to ODI's mission.

ODI is excited to announce the appointment of Mr. Blockwood as the Diversity Training Manager. He joined the Training and Communications team on April 12, 2010. Mr. Blockwood comes to ODI with broad experience in Federal sector internal equal employment opportunity programs, most recently serving as the Civil Rights Director with the Department of Agriculture (USDA) Food Safety and Inspection Service. Over the past decade, he has served in increasingly responsible positions in specialist and manager roles in civil rights and EEO with the Department of Commerce on the 2000 Decennial Census Staff, on the USDA Assistant Secretary for Civil Rights staff, and as the Deputy EEO Officer for the Department of Defense's Defense Finance and Accounting Service. A staunch promoter of continual learning, ODI will draw upon his vast expertise in designing, developing, and delivering training to facilitate and coordinate ODI diversity and inclusion training programs. He is an Air Force Veteran with over 26 years of military service and a graduate of the Cornell University Industrial and Labor Relations School Diversity Management Certificate Program, and holds Human Resources Certification Institute Senior Professional in Human Resources certification.

Welcome, new ODI employees!■



**FEDERAL ASIAN PACIFIC AMERICAN COUNCIL (FAPAC)
25TH ANNUAL
NATIONAL LEADERSHIP TRAINING CONFERENCE**



ABOUT FAPAC

FAPAC was founded in 1985 as a nonprofit, nonpartisan organization representing the civilian and military Asian Pacific American (APA) employees in the Federal and District of Columbia Governments. The primary purpose of FAPAC is to serve as an interagency association within the Federal and District of Columbia Governments, providing a focus for over thirty ethnically distinct groups originating from Asian and Pacific regions as recognized by the U.S. Census Bureau.

FAPAC CONFERENCE INFORMATION

"Diverse Leadership for a Diverse Workforce"

May 3-7, 2010

Gaylord National Resort and Convention Center
201 Waterfront Street
National Harbor, Maryland

This year's conference offers an opportunity for professional and personal development through workshops, seminars (including FAPAC's Annual Congressional Seminar), a job fair, and exhibits.

Detailed information and registration forms can be obtained from FAPAC's Web site:

<www.fapac.org>.

This leadership training conference is in compliance with Title 5, Chapter 41, of the United States Code and is certified as government-approved training by the Office of Personnel Management.

**PRE-CONFERENCE EVENT HOSTED BY THE
U.S. DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF DIVERSITY & INCLUSION (ODI)**

May 3, 2010, 1:30 to 4:30 pm

This event is a diversity training opportunity designed specifically for EEO managers and Asian American and Pacific Islander (AAPI) special emphasis program managers.

FEATURED SPEAKERS FOR THE VA PRE-CONFERENCE EVENT

Thomas Middleton, Management Analyst in the Workforce Analysis Service in ODI, will address workforce trends for Asian Americans and Pacific Islanders (AAPIs) employed by VA, using Management Directive 715 workforce data as a basis for comparison.

Dr. Vaiyapuri Subramaniam, Associate Chief Consultant in the Pharmacy Benefits Management Services in the Department's Office of Patient Care Services, will address "Culture and Health Care: Perspectives in Public Health."

Ronald M Sagudan, Veterans Liaison for AAPIs in the Center for Minority Veterans, will present an update on AAPI Veteran issues.

REGISTRATION FOR THE VA PRE-CONFERENCE EVENT

The VA pre-conference event is free of charge to all VA participants.

Register online at <<https://vaww.trace.lrn.va.gov/registration/Default.asp?CourseID=4555>>.

For more information, contact **David Walton**, National EEO Manager for AAPIs, at (202) 461-4002 or <David.Walton@va.gov>.

CELEBRATE!

Continued from Page 1

Jewish American Heritage Month

VA proudly joins the Nation in celebrating Jewish American Heritage Month (JAHM) this May. On April 20, 2006, President George W. Bush first proclaimed May as JAHM. This year marks the fourth annual celebration of JAHM. This year's theme, "The Centennial of the Kibbutz Movement," recognizes the successes of Jewish Americans in forming their own individuality while upholding the American ideals of freedom, equality, religious liberty and pluralism. JAHM acknowledges the achievements and contributions of Jewish Americans in various professions, sports, arts, entertainment, medicine, government, and military service. During World War II, Jewish American Veterans received more than 52,000 awards, including the coveted Medal of Honor. Jewish Americans have participated in every major war and campaign and continue to serve in today's military and the conflicts in Iraq and Afghanistan. VA honors Jewish Americans during the month of May, as the Nation recognizes the strides Jewish American Veterans have made toward strengthening the fabric of our society.

Older American Heritage Month

VA joins the Nation in celebrating Older American Heritage Month, also this May. This year's theme "Age Strong! Live Long!" recognizes the diversity and vitality of today's older Americans and the many ways older citizens have enriched our Nation through their character, wisdom, and service to this country.

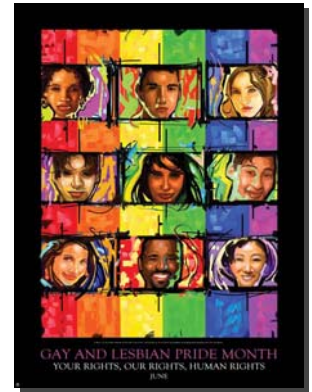
In May 1963, President John F. Kennedy proclaimed Senior Citizens Month and in 1980, the name was changed by President Jimmy Carter to "Older Americans Month" and has become a national observance. Last year, President Barack Obama stated, "Older Americans have carried our Nation through great challenges and triumphs. They have enriched our national character and strengthened the Republic for those who have followed."

When Older Americans Month was established in 1963, only 17 million living Americans had reached their 65th birthdays and today, because of advances in medical care and education, there are over 38 million older Americans! The U.S. Census projections indicate that by 2016, 10.1 million people 65 and older will be in the workplace.

VA urges all staff to work collaboratively to strengthen the services our VA hospitals provides to older Veterans and employees, in ways that recognize the changing nature of their needs, and provide the older adults with more opportunities to make informed choices about their lives. Our efforts can improve the lives of older citizens and help pave the way for future generations. VA reaffirms our country's commitment to older Americans during the month of May and throughout the year.

LGBT Pride Month

Forty one years ago, patrons of the Stonewall Inn in New York City resisted police harassment for members of the lesbian, gay, bisexual, and transgender (LGBT) community. It marked a milestone in gay unity for civil rights, earning national attention and gaining a foothold in the struggle for equality. During LGBT Pride Month, we commemorate these events of June 1969 and commit to achieving equal justice under law for LGBT Americans.



In recent years, VA has engaged in sustained efforts to implement policies aimed at creating a safe and productive workplace for LGBT employees. Estimates of the LGBT portion of the U.S. population range between 3 and 17 percent, with most estimates in the range of 7 to 10 percent. Applied to the VA workforce, that would represent 20-30,000 employees. Applied to our clients, an estimated 2.2 million Veterans would be LGBT.

The purpose of the LGBT observances is to shed light and celebrate the accomplishments and contributions of a diverse group of Americans who helped shape America—not to illicit attention for one group, while discounting another. Diverse employees who are not fully embraced into the culture at work, experience negative outcomes that affect productivity, retention, and professional relationships. To this end, VA's ability to maintain the highest quality of care to our Veterans will rely heavily on its ability to recruit and retain the best and the brightest. That ability is enhanced when people perceive that equitable treatment, human dignity, and respect extend to all. The stories shared and lessons learned from those who exhibit the core values we strive to live by, make this observance relevant and serve as reminders of what is required to achieve mission success. For more information, contact Durodgio Peterson, National LGBT Program Manager, at (202) 461-4034.

Caribbean American Heritage Month

VA is proud to celebrate the culture and social diversity of Caribbean Americans. For centuries, Caribbean Americans have made their mark in every facet of society, from art to athletics and science, to service in the armed forces. Caribbean Americans of all walks of life have added to the vitality, success, and prosperity of our country. Let's all commemorate this month and celebrate the common culture and bonds of friendship that unite the United States and the

Caribbean countries by learning more about the history, culture, customs and traditions of Caribbean Americans. ■



SPOTLIGHT ON GABRIEL PÉREZ

First Hispanic Director at Phoenix VA Health Care System Appointed to Prestigious Boards

As the first Hispanic Medical Center Director/Health Care System Administrator of the Phoenix VA Health Care System Mr. Gabriel Pérez, a resident of Arcadia, has been appointed to four prestigious posts for 2010:

- National President and Chairman of the Board of the National Forum for Latino Healthcare Executives (NFLHE). The mission of the NFLHE is to increase the representation of Latinos at the executive level of U.S. hospitals and health systems and to provide a resource base of input from Latino executives in the areas of legislation, regulation, and policy affecting the health and health care of U.S. Latino Communities.
- Appointed to the National 20 member Board of the Institute for Diversity in Health Management, an affiliate of the American Hospital Association. This Institute is committed to expanding health care leadership opportunities for ethnically, culturally, and racially diverse individuals. They also strive to increase the number of these individuals entering and advancing in the field to reflect the cultural diversity of the community and resulting in the delivery of culturally competent health care to all constituent communities.
- Appointed to the Arizona Governor's team to represent the State at the 2010 "Returning Service Members, Veterans and their Families" Policy Academy sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA) in Washington, DC in June 2010. He was chosen for his expertise and commitment to this issue. The purpose of the policy academy is to convene key stakeholders from states across the country to collaborate and develop state responses to the behavioral health care service needs of returning service members, Veterans, and their families.
- Appointment as a Phoenix City Commissioner to the Sister Cities Commission. Phoenix Sister Cities exists to create and nourish people-to-people relationships between Phoenix and its' sister cities through a variety of educational, cultural, commercial, cooperative, and disabilities awareness programs. It is committed to promoting global understanding and appreciation for the citizens, businesses, and organizations of Phoenix, Arizona.

The PVAHCS provides primary care, specialty care, mental health and extended care services through an integrated model of health care delivery. Under the Department of Veterans Affairs the PVAHCS offers care at the Carl T. Hayden VA Medical Center in Phoenix; the Buckeye VA Health Care Clinic; the Globe-Miami VA Health Care Clinic; the Northwest VA Health Care in Sun City; the Payson VA Health Care Clinic; the Show Low VA Health Care Clinic; the Southeast VA Health Care Clinic in Mesa and the Thunderbird VA Health Care Clinic in North Phoenix. The facility has 2000 employees, has an operating budget of more than \$400 million and provides high quality health care services to more than 72,000 Veterans in Maricopa County.



Mr. Gabriel Pérez

Note: ODI has drafted a Strategic Hispanic Employment Plan, which outlines specific human capital practices VA will use to attract a diverse workforce including Hispanics. For more information, contact Tinisha Agramonte at <Tinisha.Agramonte@va.gov>.

For information about VHA's participation in the Institute for Diversity in Health Management Summer Enrichment Program to provide internship opportunities, contact Meredith Wagner at <Meredith.Wagner@va.gov>. ■

POLICY ALERTS

Subject: Returning from Active Military Duty

Agencies are required to grant 5 work days of excused absence, without charge to leave, to employees who were activated for military service in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operation subsequently established in connection with the Global War on Terrorism (GWOT) upon notification to their employing agency of their intent to return to Federal civilian employment. This revision issues guidance on granting excused absence when multiple short-term activations apply. For more information about this policy alert or the policy communication schedule/timeline please go to: <<http://vaww.va.gov/ohrm>>.

Subject: Minimum (First) Area of Consideration under Competitive Merit Promotion Procedures

Revisions to Handbook 5005, dated August 12, 2005, have been determined to require updating. VA Handbook 5005, Part III, Chapter 3 is being revised to require title 38 and hybrid title 38 employees covered by VA/OPM Interchange Agreements to be considered in the minimum (first) area of consideration for positions announced at their facility. The change will be incorporated into the electronic version of VA Handbook 5005 once it has been approved. ■

COFFEY'S KEYNOTES

Continued from Page 1

Finally, it serves as a compendium of resources related to workforce diversity and inclusion. I encourage you all to review this report and use it as a benchmark for our continuing progress toward building a more diverse and inclusive workplace. ODI has a limited number of printed copies available; both documents are available on ODI's Web site homepage at <www.diversity.hr.va.gov>! Also available on this site is the related VA's FY 2009 EEO Program Status Report and FY 2010 EEO Plan which was submitted to the U.S. Equal Employment Opportunity Commission. Both of these documents are important reflections of the state of the agency with respect to equal employment opportunity and diversity.

ODI has indeed been busy producing several new groundbreaking products in the area of diversity and inclusion. Among these is ODI's new Recruitment and Selection Best Practices Guide—Avoiding EEO Pitfalls to Create a Diverse Workforce. This Guide contains practical guidance and best practices in recruitment and selection to ensure VA is a fair, diverse and high performing organization. It focuses on eliminating barriers and conducting selection processes that are consistent with EEO principles. This document represents the invaluable contributions of many of our colleagues and stakeholders. For more information, see [page 8](#).

Finally, I am pleased to share the VA Diversity Council Charter has been approved by Secretary Shinseki. A copy is available on the ODI Web site at <www.diversity.hr.va.gov/council/index.htm>. The VADC serves as an independent executive level body that provides advice and recommendations to the Secretary of Veterans Affairs on areas related to diversity and inclusion. The Council comprises executive level representatives from each of the Department's major organizations and stakeholders who serve as a communications link between the workforce and leadership. The Council shares best practices, considers new initiatives, monitors progress, leverages resources, and ensures accountability in the area of organizational diversity and inclusion. As co-chair for the Council, I look forward to working with this team on some exciting initiatives in the future!

For the immediate future, I invite all to join in on VA's special observances honoring Asian Americans and Pacific Islanders in May and Lesbian, Gay, Bisexual and Transgender Americans in June. ~Georgia Coffey■

MILITARY CAREER FAIRS

Increasing Veterans Throughout VA's Workforce

The list of military career fairs below is a comprehensive list of fairs throughout the Nation compiled by VA's Veterans Employment Coordination Service (VECS). All facilities are encouraged to participate in events taking place in their respective geographic locations and support VA's commitment to increase Veterans throughout our workforce and the President's Veterans Employment Initiative. In the past, VA partnered with sponsors of several career fairs (i.e. RecruitMilitary.com and Military.com) through VBA (VR&E). Those relationships expired last fiscal year. VECS is currently negotiating a new contract to make it possible for VA facilities to attend certain national military career events at no cost to the local facility. VECS expects to have good news confirming our partnership in the near future. Until then, facilities are still encouraged to participate in events using local funds. VA currently has a partnership with Civilianjobs.com that allows for VA participation in their events at no cost. These events are highlighted:

TBD-May Camp LeJeune, Jacksonville, NC
TBD-May Kansas City, MO
5-May Ft. Stewart, GA
6-May Atlanta, GA
6-May MCAS Beaufort, SC
6-May Denver, CO
6-May Kansas City, MO
11-May St. Louis, MO
11-May Washington, DC
13-May Norfolk, VA

www.Military.com
www.Military.com
www.CivilianJobs.com
www.militarystars.com
www.CivilianJobs.com
www.recruitmilitary.com
www.recruitmilitary.com
www.Military.com
www.moaa.org/careerfair
www.recruitmilitary.com

Each facility is highly encouraged to review these events for opportunities to recruit some of the best and brightest our Nation has to offer. For additional information on participating, contact Robert Forney, Program Support Assistant, VECS, at (202) 461-5061.■

USERRA

Updates to Mandated USERRA Training

VA aims to serve as a model employer of current and former military service members in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Public Law 110-389 requires that Federal departments and agencies train their human resources personnel on the provisions of USERRA. As mandated, the Office of Personnel Management recently issued standardized USERRA training for Federal-wide implementation. To comply with the requirement, members of the targeted audience must complete the USERRA training once per fiscal year. The targeted audience includes human resources (HR) Specialists, HR Assistants, individuals with HR liaison responsibilities, supervisory/management staff, as well as those delegated to act on their behalf.

Through coordinated efforts with VA Learning Management System (LMS) administrators and VA Learning University (VALU) staff, this training will be available in LMS for this fiscal year from May 3 to July 31, 2010, and subsequently in similar designated periods annually thereafter. Targeted VA employees must complete this training in VA LMS during this time period. Official guidance with specific instructions for accessing and completing the training will be issued in the near future.

A USERRA training kit will be mailed to VA HR Officers in sufficient quantity for every HR Specialist and Assistant to receive one. The kit will consist of a fact sheet, a 24-page Employer Resource Guide, a service member outreach brochure, and a supervisory training DVD and brochure. This 20-minute training DVD can be incorporated into each facility's regular supervisory training sessions. The DVD is a great learning tool consisting of three brief educational vignettes, which will provide VA managers and supervisors with a clear understanding of how to fulfill the requirements of USERRA to support those employees who serve our Nation in uniformed service.

The Department of Labor removed the USERRA Non-Technical Resource Guide from its Web site. It is now obsolete and as a result, you should not refer to it for USERRA guidance any longer. You should continue to use the following references for USERRA guidance:

- 5 CFR Part 353: Restoration to Duty From Uniformed Service or Compensable Injury
<<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?type=simple;c=ecfr;cc=ecfr;sid=887d52054d0bbdc552bc61ff5360e4f9;idno=5;region=DIV;q1=353.207;rqn=div5;view=text;node=5%3A1.0.1.2.54>>
- 38 U.S.C. 4301- 4335: Employment and Reemployment Rights of Members of the Uniformed Service
<www.dol.gov/vets/usc/vpl/usc38.htm>

For more information, contact your servicing HR office. ■

ORM JOINS ODI FOR ON-SITE REVIEWS

Six Visits Scheduled This Fiscal Year

ODI, in conjunction with the Office of Resolution Management (ORM), Organizational Climate Assessment Program (OCAP), will partner in conducting and facilitating on-site OCAP and equal employment opportunity (EEO) compliance Technical Assistance Reviews (TARs). The Equal Employment Opportunity Commission (EEOC), through Management Directive 715, requires Federal executive agencies to establish and maintain a system of accountability for affirmative programs of EEO which follows six essential elements of a model EEO program. TARs ensure the VA is proactively keeping, fulfilling, and meeting their EEO obligations. ORM offers OCAP to VA organizations with the primary goal of helping organizations measure workplace satisfaction, morale, employee-supervisor relations, conflict management, training, and other work-related areas.

Six TAR/OCAP on-site reviews will occur at VA facilities during this fiscal year, in order to assess the effectiveness and efficiency of VA EEO programs to ensure the VA is fully identifying, eliminating, and removing any barrier to equality of opportunities in the workplace.

This joint review initiative between ODI & ORM demonstrates a strong approach to leadership, commitment, alignment, and teamwork with both offices. Also, the leverage of human capital in meeting customer satisfaction, avoiding duplication and eliminating parallel review processes. The goal and outcome of reviews are to develop a stakeholder-supportive, collaborative, and cooperative relationship with ODI/ORM and ensure regulatory compliance.

For more information, contact Keith Kirkpatrick at <Keith.Kirkpatrick@va.gov>. ■

OFFICE OF HUMAN RESOURCES MANAGEMENT (OHRM) BULLETIN

OPM Registers

The Office of Personnel Management (OPM) has posted job opportunity announcements under competitive examining procedures to establish 14 centralized registers, covering common occupations with high hiring volume across the Federal Government. These registers incorporate:

- Streamlined job opportunity announcements (JOAs)
- Category rating procedures—a wider range of candidates from which to select
- Online, unproctored assessment tools
- OPM maintenance—includes referring high quality candidates, responding to applicant inquiries, removing unavailable candidates, etc. Notification to applicants will be sent at all four applicant communication touch points.
- Referral of names from these registers at no cost to agencies.

The registers cover 15 occupations and are located at 44 duty locations throughout the USA. VA human resource offices (HROs) may participate in using the OPM registers; however, HROs must make sure they meet all of OPM's requirements before requesting a certificate from OPM. OHRM has developed and published a delegated examining category rating procedures policy that may be used by a VA DEU when administering the competitive examining process. To participate in using an OPM certificate from the established central register, HROs must meet the additional requirements:

- Verify through established job analysis for the position filling that the critical competencies being assessed by the central register assessment questionnaire are appropriate for their position(s). Competencies are identified in Section VI of the attachment. VA HROs are responsible for maintaining the job analysis documentation including this Guidance Document as part of their case files;
- Ensure that separate, duplicative agency examining (merit promotion or a VA DEU) is not conducted for the same position, grade, and location if a referral is requested from the central register;
- Submit the request form from the guidance document the "OPM Registers Agency Guidance" to request a certificate of eligibles from an OPM central register;
- Return the certificate(s) in thirty calendar days (30) in order for OPM to timely audit certificates; and
- Follow all competitive legal and regulatory requirements.

For detailed instructions on the requirements for participation in using the registers, points-of-contact for a register for a specific occupation, competencies assessed for a specific occupation, frequently asked questions, or the form to request a certificate more information, contact Debbie Kolen, Recruitment and Placement Policy Service, at (202) 461-7957. ■

RECRUITMENT AND SELECTION GUIDE

Best Practices and Tools

ODI is proud to present the Recruitment and Selection Best Practices Guide: Avoiding Equal Employment Opportunity (EEO) Pitfalls to Create a Diverse Workforce. The guide was developed with the assistance of key stakeholders and is designed to provide hiring officials, managers and supervisors with best practices and recommendations for conducting effective and efficient recruitments and selections to ensure that VA is a diverse and high-performing organization in the 21st Century. The guide provides practical tips, checklists, resources material, and other information. It also identifies common pitfalls and recommended strategies for avoiding mistakes to ensure EEO compliance in VA hiring practices, in order to recruit, select and retain a diverse, talented, and inclusive workforce.

The guide is offered as a recommended guidance tool only and should not be used as VA regulatory hiring authority. An electronic copy of the guide is posted on the ODI Web site at: <www.diversity.hr.va.gov/docs/Recruitment.pdf>. ODI, along with the Office of Human Resources and Administration, would like to thank numerous colleagues and stakeholders for their invaluable contributions to this Guide. This document would not be as rich in information if it were not for the outstanding input from several entities, including the Office of General Counsel, the Office of Resolution Management, various VA Human Resources offices, the Veterans Employment Coordination Service, and the Office of Employment Discrimination Complaint Adjudication.



This guide serves as a valuable resource to assist hiring officials in eliminating barriers to equal opportunity in the hiring process and can help VA become the 21st Century Federal employer of choice. If you have any questions about this best practices guide, contact Tinisha Agramonte, Director of Outreach and Retention, at (202) 461-4030 or <Tinisha.Agramonte@va.gov>. ■

TARGETED RECRUITMENT

The Success Story of VA's Office of Construction and Facilities Management

An active role in targeting recruitment is necessary in order to succeed in broadening the workforce profile. The Office of Construction and Facilities Management (CFM) takes a lead role in targeting Veterans, minorities, and women in its recruitment endeavors by using multiple medias to reach potential candidates. Applicants are able to contact a member of the CFM recruitment staff to ask questions, submit résumés, and show their individual interest through CFM's Careers email address listed on CFM's modernized Web site: <www.cfm.va.gov>.

Targeted recruitment of student interns or summer students through diversity programs is an excellent way to increase diversity as well as promote a positive image on university campuses. CFM hired three students through a Federal program aimed to promote Federal service sponsored by George Washington University. The University subsidized 72 percent of the students' salaries for the year and two of the three students will continue to work as students under the Student Temporary Employment Program (STEP) through the summer and next school year. CFM also used multiple diversity organizations, such as the Hispanic Association of Colleges and Universities (HACU), the Organization of Chinese Americans (OCA), The Washington Center (TWC), and Washington Internships for Native Students (WINS) to fill the short-term summer student positions. When these students return to school, they will help promote a positive image of Federal service on their respective campuses.

Print advertisements and career fairs are another way CFM reaches minority and diverse populations. The Diversity Career magazine is a key promoter of diversity careers. CFM and Information Technology (IT) partnered to feature a careers ad in the special issue targeting careers in engineering and IT. At the same time, CFM also chose a Hispanic engineer to write a personal article about his VA career to provide awareness of VA's construction program and highlight CFM's challenging mission and active job opportunities. CFM also attended seven separate college recruitment job fairs this fiscal year targeting schools with both high diversity and academic rankings to enhance visibility and target minority recruitment goals.

CFM's personal commitment is the underlying success factor in achieving strides in identifying and placing top talent throughout the organization. CFM will remain active with a heavy a recruitment endeavor underway. CFM intends to lead VA with a current outstanding record of 42 percent of all hires being Veterans, 36 percent women, and 85 percent targeted minorities groups. Partnering with professional and minority organizations and with educating outreach staff members is another way to ensure you have all the help you need in getting the best. For more information about CFM's success, contact Monica Flint at <Monica.Flint@va.gov>. For assistance in placing Veterans, visit the Veterans Employment Coordination Service (VECS) Web site at <www.va.gov/VECS>. ■

COMPLIANCE CORNER

Spotlight on OEDCA: Reprisal

Mr. W contacted an EEO counselor on April 10, 2007, and he was interviewed on April 12, 2007. The counselor then interviewed Mr. W's supervisor, Ms. K, on April 20, 2007. Twelve days later, Ms. K confronted complainant about three unspecified patient complaints against him that occurred in the proceeding five months, which was later changed by Ms. K to a few months and then to a few weeks.

An EEOC administrative judge found the VA engaged in reprisal against Mr. W. The judge determined that Ms. K's testimony lacked credibility because she was unable to provide specific details about the three alleged patient complaints. The judge further found that Ms. K's testimony was not believable because it was not consistent with her earlier statements as to the time period during which she received the complaints about Mr. K.

The EEOC AJ awarded Mr. W \$10,000 in compensatory damages for the emotional distress he suffered. Mr. W was also awarded attorney's fees and costs.

DID YOU KNOW that by statute, 38 U.S.C. 319(c), the OEDCA Director must report to the VA Secretary or Deputy Secretary any case where a VA employee has been retaliated against because he or she asserted rights under an equal employment opportunity law? OEDCA also reports directly to the VA Secretary or Deputy Secretary any case involving a finding of INTENTIONAL discrimination.

The complete OEDCA 2010 Digest is now available online: <www.oedca.va.gov>.

~Maxanne Witkin, Director, OEDCA ■

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Visit our **Web site**,
<www.diversity.hr.va.gov>
for additional staff
e-mail addresses.

OTHER USEFUL LINKS

Under Secretary for Health
Diversity Advisory Board
<www.va.gov/diversity>

VA's Office of Human
Resources & Administration
<www.va.gov/ofcadmin>

VA's Office of Resolution
Management
<www.va.gov/orm>

VA's Office of Human
Resources Management
<www.va.gov/ohrm>

GOT NEWS?

We want to hear from you!
If you'd like to share your
story ideas, comments, or
suggestions,
please e-mail us at
<odi@va.gov>
with the words
DIVERSITY@WORK in the
subject line.

ODI ON THE INTERNET <www.diversity.hr.va.gov>



The mission of the Office of Diversity and Inclusion (ODI) is to foster a diverse workforce and an inclusive work environment that ensures equal opportunity—through national policy development, workforce analysis, outreach, retention, and education—to best serve our Nation's Veterans. Here's a sampling of online tools available that can help leverage diversity and build inclusion:

- ▶ Asian American and Pacific Islander Heritage, Jewish Heritage, Gay and Lesbian Pride Months, and other special observance resources.
- ▶ Training resources, guides, and reports.
- ▶ Links to professional and community organizations.
- ▶ Best practices for diversity management.

ODI IN YOUR E-MAIL INBOX

Once a week, ODI sends out *NewsLink*, an e-mail message with annotated links to current news items and other information related to leveraging diversity and building inclusion. For a FREE subscription to this weekly electronic news service, e-mail us at <odi@va.gov> with the words SUBSCRIBE NEWSLINK in the subject line. You can find a sample of *NewsLink* on the ODI Web site at this address: <www.diversity.hr.va.gov/ca/newslink.htm>.

ODI ON YOUR TV SCREEN (OR PC MONITOR)

Diversity News is a monthly video program produced by the VACO Broadcasting Center for ODI. Each program runs for a month, immediately following *VA News* on VAKN channel 2. A copy of each program is also placed on the ODI Web site at this address: <www.diversity.hr.va.gov/ca/diversitynews.htm>.

FROM THE 2010 DIVERSITY CALENDAR

<www.diversity.hr.va.gov/calendar>

MAY

Asian American and Pacific Islander
Heritage Month
Jewish American Heritage Month
Older Americans Month

2010 DeafNation Expo
May 1; Pomona, CA
<www.deafnation.com>

Federal Asian Pacific American
Council 25th National Leadership
Training Conference
May 3-7; National Harbor, MD
<www.fapac.org>

CAREERS & the disABLED Magazine's
Career Expo for People with Disabilities
May 7; Boston, MA
<www.eop.com>

Armed Forces Day
May 15

National Committee for Quality Assurance:
An Introduction to the Standards for
Multicultural Health Care Seminar
May 26; Washington, DC
<www.ncqa.org/tabid/1107/Default.aspx>

NAACP Leadership 500 Summit
May 27-30; Hollywood, FL
<www.naacp.org>

Memorial Day
May 31

JUNE

Caribbean American Heritage Month
Gay and Lesbian Pride Month

Asian American Government Executives Network
Leadership Conference and Awards Banquet
June 10; Arlington, VA
<www.aagcn.org>

Society of American Indian Government Employees
National Training Conference and Career Fair
June 14-18; Uncasville, CT
<www.saige.org>

Society for Human Resource Management
Annual Conference and Exposition
June 27-30; San Diego, CA
<www.shrm.org>

Conference Board Diversity & Inclusion Conference
June 29-30; Chicago, IL
<www.conference-board.org/conferences>