

Hiring Veterans and Persons with Disabilities

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For Managers and Supervisors

To receive ONE hour of DIVERSITY training credit, complete the quiz at the end of the webcast with a minimum score of 70% and either fax your RESULTS PAGE to [503-231-2322](tel:503-231-2322) or scan and e-mail your RESULTS PAGE to fw1_dcr@fws.gov



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Agenda

- ✓ Introduction Video "New Day"
- ✓ Your 'tool kit' for hiring Veterans
- ✓ Value of a Veteran
- ✓ Programs to Train Veterans
- ✓ Special Hiring Authorities
- ✓ Targeted Recruiting for a Person with a Disability
- ✓ Questions & Answers

Note:
Attached to this webcast is a handout that contains a list of all the references discussed in this training
And
A complete transcript of the webcast is also available



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"New Day" Video

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Hiring Veterans
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A Step-by-Step Toolkit for Employers

<http://www.americasheroesatwork.gov/forEmployers/HiringToolkit/>

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The Veterans Hiring Toolkit has been designed to:

- Assist and educate Hiring Managers who have made the proactive decision to include transitioning military members, Veterans (including wounded warriors) in their recruitment and hiring initiatives and Succession/Outreach Plans
- Pinpoint helpful tools and outline some important steps to take when designing a Veterans hiring initiative that works for your particular business
- Showcase promising practices related to recruiting, retaining and promoting Veteran employees

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Step 1: Design a Strategy

The steps in this section are a few of the basic elements to help you begin your planning

- **Create a Plan:**
 - Familiarize yourself with the benefits of hiring transitioning military members, Veterans and wounded warriors

Online Education's "Top 10"

<http://www.online-education.net/military/slideshow/top-veterans-jobs.html>

Money Magazine's "Top 20"

http://money.cnn.com/galleries/2007/moneymag/0703/gallery.bestjobs_military.moneymag/index.html

- **Plan for results:**

- Start with the basics

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• 7

Step 2: Create a Welcoming & Educated Workplace

Creating a welcoming environment for Veterans and returning military members doesn't take much effort – but it does take some thoughtful planning

- Develop an understanding of military culture and experience
 - Enlisted Personnel
 - Non-Commissioned Officers (NCO's)
 - Warrant Officers
 - Commissioned Officers
- Job Shadowing
- Establish the Service and its job application process as Veteran-friendly
- Learn the facts about hiring Veterans with invisible wounds of war: Demystify Traumatic Brain Injury (TBI) and Post Traumatic Stress Disorder (PTSD) in the workplace

<http://www.americasheroesatwork.gov/forEmployers/presentations/TBIptsd/>

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• 8

Step 3: Actively Recruit Veterans and Military Spouses

Broaden your knowledge of how and where to find Veterans - and consider instituting a few strategies to help Veterans better find you:

- Determine employment opportunities and create detailed Position Descriptions
- Consider using military language in your outreach and job descriptions
 - *Net Online Military-to-Civilian Crosswalk:
 - <http://www.onetonline.org/crosswalk/MOC?s=&g=Go>
- Consider alternatives to full-time employment, such as SCEP, & STEP
 - You can still utilize SCEP & STEP appointments!

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• 9

Step 3: Actively Recruit Veterans and Military Spouses *Continued...*

- Access credible resources from the Federal government to help you look for qualified Veterans and wounded warriors who are seeking employment
 - Service Locator:
<http://www.servicelocator.org/>
 - Army Career Alumni Program :
http://www.acap.army.mil/emp/employer_info.aspx
 - Employer Partnership of the Armed Forces:
<http://www.employerpartnership.org/>
 - Vet Success :
<http://www.vetsuccess.gov>
 - National Resource Directory:
<http://www.nationalresourcedirectory.gov/employment>

Step 3: Actively Recruit Veterans and Military Spouses *Continued...*

- Official "Wounded Warrior" Programs
 - o Sponsored by each of the 5 military branches
 - o Provides support to wounded, ill and injured military members
 - o Connects Federal agencies with "interns" who are paid by the Department of Defense and typically work 15-20 hours per week
 - o The Service incurs no cost, only requirements are to provide meaningful work, mentorship, and training
- Sponsors of "Wounded Warriors" demonstrate their commitment to our Nation's disabled Veterans

Contact your Diversity Employment Program Specialist for more information at 503-231-2260 or fw1_dcr@fws.gov

Step 4: Hire Qualified Veterans and Learn How To Accommodate Wounded Warriors

Make sure that your on-boarding orientation is thorough and effective

- Understand your responsibilities under the Americans with Disabilities Act (ADA)
 - U.S. Equal Employment Opportunity Commission
 - U.S. Department of Justice
 - Cornell University's Employment & Disability Institute
 - ADA's National Network of Disability Business Technical Assistance Centers
- Consider disclosure concerns
- Know where to obtain free, one-on-one guidance on workplace accommodation
 - Job Accommodation Network (JAN)
800-526-7234 or 977-781-9403 (tty) or <http://www.askjan.org>
 - or Angela Butsch
Accessibility Coordinator
Division of Diversity & Civil Rights
503-231-2260 or fw1_dcr@fws.gov

Step 5: Promote an Inclusive Workplace to Retain Veterans & Persons with Disabilities

Retaining a skilled workforce requires effort after the hire

- Place a value on military service
- Develop and promote peer mentorships in the workplace - Vet to Vet

DMEC Website <http://www.dmec.org/displaycommon.cfm?an=1&subarticlenbr=232>

- Practice Veterans appreciation and promote a Veteran-friendly workplace
- Consider participating in local Yellow Ribbon Reintegration Programs <http://www.dodyrrp.mil/>
- Army Reserve Employer Partner Initiative <http://www.usar.army.mil/arweb/EPI/Pages/Partners.aspx>



Step 6: Keep Helpful Tools and Resources at Your Fingertips

- Included with this webcast is a list of resources to help Hiring Managers in their Veteran hiring efforts
- Keeping informed
 - Social networking
 - Facebook
 - Twitter
 - Linked In
 - E-news



Reasons to consider hiring a Vet...

- Accelerated Learning Curve
- Leadership
- Teamwork
- Diversity and inclusion in action
- Efficient performance under pressure
- Respect for organizational structure and procedures
- Current with Technology
- Integrity
- Conscious of Safety Standards
- Triumph Over Adversity



History of Veteran's Preference

- Dates back to 1865
 - Disabled Veterans were "preferred for appointments"
- Veteran's Preference Act of 1944
 - Consolidated various Executive Orders & Civil Service Commission regulations
- Reward for patriotic duties by a grateful country
- Obtain or regain an economic position

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• 16

Veteran's Preference in Competitive Hiring

- Competitive Certificates
 - Does not guarantee a job
 - Does not apply to internal agency actions
 - Promotion
 - Transfer
 - Reassignment
 - Reinstatement
 - Derived Preference
 - Spouse, widow/widower, or mother of a Veteran
 - XP Preference (10 Points)
 - Cannot claim preference if Veteran is living and qualified for Federal employment

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• 17

How to Hire a Veteran and Persons with Disabilities



Note: Your HR Staffing Specialist can answer questions about these special hiring authorities

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• 18

Veteran's Recruitment Act (VRA)

- Up to GS-11
- The following individuals are eligible for a NON-COMPETITIVE appointment under VRA:
 - Disabled Veterans
 - Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized
 - Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal was awarded
 - Veterans Honorably separated from active duty within the past 3 years
- Veteran must have served on Active Duty *not* Active Duty for Training
- No Announcement Required
- Veterans Preference Applies (see 5 CFR part 302)

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• 19

Veterans who are rated 30% or More Disabled

Allows for a Non-Competitive Time Limited

- 60 Day or More Temporary or Term Appointment
- U.S. Department of Veteran Affairs will issue a letter stating veteran has a Disability Rating of 30% or more
- Unlike VRA, there is NO grade level limitation
- May convert to a career or career-conditional appointment at any time during the temporary or term appointment

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• 20

Veterans Employment Opportunities Act (VEOA) of 1998

- Allows eligible preference candidates and certain Veterans to apply for positions announced under Merit Promotion Procedures (MPP) when the agency is recruiting from outside its own workforce
- VEOA gives Veterans the RIGHT to apply on a MPP Vacancy
- Veterans Preference does NOT apply on a MPP Vacancy

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• 21

Schedule "A" & Targeted Disability Non-Competitive Hiring Authority

- Proof of Disability is **Required**
- Placement Assistance is available through the Selective Placement Program Coordinator (SPPC)
- Certification of Job Readiness
 - Documentation from licensed medical professional, vocational rehabilitation specialist or any Federal/State agency that issues or provides disability benefits
- "Targeted Disabilities" are certain **Severe** Disabilities
 - Deafness, Blindness, Missing extremities, Partial or complete paralysis, Convulsive disorders, Mental illness, Genetic/physical condition affecting limbs/spine
 - Defined by the Equal Employment Opportunity Commission (EEOC) for emphasis in affirmative action planning

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• 22

"Targeted Recruiting"

*Executive Order 13163 set a goal of hiring 100,000
Persons With Disabilities in the next 5 years*

- Less than 5% of the Federal workforce identifies themselves with having a disability, and less than 1% identified as "Targeted Disabled"
- One way to help achieve this is to recruit to fill a vacancy with a persons who has a "Targeted Disability"

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• 23

"Targeted Recruiting"

Filling a vacancy through a "Targeted Recruiting" effort

- Different than the traditional "USAJobs.gov" approach
- Applicant pool consists of Persons with Severe Disabilities
- DCR generates the applicant pool
- Not open to all U.S. Citizens

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• 24

“Targeted Recruiting”
The process for filling a vacancy with a person who has a “Targeted Disability”

- Identify the position
- Verify the Position Description is accurate and up-to-date
- Make sure the work environment is accessible to the various communities of Persons with Disabilities
 This can be done with the assistance of the Regional Accessibility Coordinator
 503-231-2260 or e-mail fw1_dcr@fws.gov

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“Targeted Recruiting”
The process for filling a vacancy with a person who has a “Targeted Disability”

- Contact your Diversity Employment Specialist (DES) to begin developing a draft Job Opportunity Notice
 Division of Diversity & Civil Rights at 503-231-2260 or e-mail fw1_dcr@fws.gov
- Forward a copy of the Job Opportunity Notice, the request for personnel action, and any other supporting documents to fill the vacancy to your HR Staffing Specialist

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“Targeted Recruiting”
The process for filling a vacancy with a person who has a “Targeted Disability”

- Your DES will perform the outreach and receive applications
 - Advertising Period
 - Contact various organizations that work with PWD to find qualified applicants
 - Screen applications
- Once the deadline for outreach has passed, DES will forward applications to HR for qualifications and eligibility review
 - Those applicants who are qualified will be referred to the selecting official
 - Veterans Preference applies!

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“Targeted Recruiting”

The process for filling a vacancy with a person who has a “Targeted Disability”

- Interview & Check References
 - Be sure to ask about the need for a reasonable accommodation!
- Make a decision
- Inform HR

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Common Questions

“How much do reasonable accommodation cost?”

- 56% of accommodations cost NOTHING!
- Typical one-time cost is \$600

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Common Questions

“Are wounded warrior employees the right fit for the Service?”

- Expect the same level of performance from all employees
- No one should be hired for any reason other than they are qualified and have the skills to do the job
- Employees with disabilities should be held to the same standard as those without disabilities

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Common Questions

"Why is employment such an important part of a wounded warrior's recovery process?"

- Source of achievement, satisfaction, and boost to self-esteem
- Work is also a critical element of a therapeutic road to recovery

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• 31

Common Questions

"Where can I find disability employment training?"

- Division of Diversity & Civil Rights
 - (503) 231-2260 or fw1_dcr@fws.gov
 - <https://inside.fws.gov/index.cfm/go/post/R1-Diversity-and-Civil-Rights?>
- Disability Technical Assistance Centers (DBTAC)
 - Free or nominal cost

http://www.dbtacnorthwest.org/_public/site/files/ada/documents/UD_Workplace_Final_02.pdf

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• 32

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503-231-2260
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Quiz Time
Course Survey

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• 33
