



**PENSION BENEFIT GUARANTY
CORPORATION**

Disabled Veterans Affirmative
Action Program (DVAAP)

FY 2019-FY 2021 DVAAP PLAN

Effective date: 10/01/2018

Revised: 11/22/2019

INTRODUCTION

In accordance with Title 5, of the Code of Federal Regulations, Part 720, subpart C, the Pension Benefit Guaranty Corporation (PBGC) is required to develop an annual Disabled Veterans Affirmative Action Program (DVAAP) Plan. This plan is effective for FY 2019-FY2021. As part of the DVAAP Plan, PBGC will enhance the recruitment, hiring, retention, development and training of disabled veterans.

INITIATIVES TO RECRUIT AND RETAIN DISABLED VETERANS

As of the last full pay period in FY2019, PBGC had 26 disabled veterans, out of a full-time-equivalent (FTE) workforce of 905, which represents nearly 2.9 % of the FTE Workforce. By comparison in FY2018, PBGC had 30 disabled veterans out of a FTE workforce of 911, which represented (approximately 3.3 %) of the PBGC workforce.

PBGC has established the goal of increasing PBGC's disabled veteran representation by .5% each year for fiscal years 2019-2021, while also retaining its current disabled veterans. HRD will continue to recruit and retain disabled veterans through the following efforts:

- Highlight veterans' preference, special hiring authorities and reasonable accommodations available to disabled veterans in PBGC vacancy announcements.
- Share vacancy announcements with vocational rehabilitation offices in Maryland, Virginia and DC, the Rehabilitation Services Administration, the Army Wounded Warrior Program (AWWP), the Blinded Veterans Association (BVA) the Disabled American Veterans (DAV) and the Wounded Warrior Mentor Program entity.
 - Expand and establish relationships with Veteran Services Organizations to include, but not limited to the American Legion (AL), the Veterans of Foreign Wars (VFW), the Iraq and Afghanistan Veterans of American (IAVA) and the Wounded Warrior Mentor Program entity and share vacancy announcements with the organizations.
- Continue utilizing the Diversity Recruitment feature on Monster Hiring Management (PBGC's electronic application system) to automatically send PBGC's vacancies to specific organizations targeting veterans including disabled veterans, vocational rehabilitation, etc.
- Continue utilizing social media such as Facebook, Twitter, and LinkedIn to attract disabled veterans as a tool for recruitment and outreach. Post vacancies to veterans' social media sites, which will allow veterans to ask questions on PBGC's recruitment page and receive timely responses
- Promote the Selective Placement Program to enhance the recruitment and hiring of people with disabilities, including disabled veterans by gathering resumes and forwarding qualified applicants to Hiring Officials for consideration under Schedule A Hiring Authority.
- Conduct at least one internal information campaign (e.g., article in HRD newsletter, splash-screen, etc.) per fiscal year to publicize special appointment authorities that apply to veterans.
- Network and collaborate with vocational rehabilitation offices in Maryland, Virginia and DC and the Walter Reed Army Medical Center. Share PBGC job openings with these offices.
- Promote utilization of OPM's shared register of candidates with disabilities to PBGC hiring officials prior to posting vacancy announcements.
- Continue having PBGC Human Resources Specialists (Recruitment and Placement) to emphasize the benefits of recruiting disabled veterans including the Veterans' Recruitment Appointment (VRA) authority and the Veterans Employment Opportunities Act (VEOA) of 1998 during the initial consultation with hiring officials and at various stages of the hiring process.

- Continue maintaining a fact sheet to be included in PBGC's recruitment literature that focuses on the application process and special appointing authorities for disabled veterans/Schedule A hires. This fact sheet will be utilized at job/career fairs and conferences.
- Coordinate with PBGC's Section 508 Compliance Team to provide analysis and recommendations concerning the implementation and enforcement of Section 508 of the Rehabilitation Act, 29 U.S.C. § 794(d), in an effort to ensure that electronic and information technology is accessible to people with disabilities (including disabled veterans).
- Continue sending HRD recruiters to at least two career fairs and/or annual conferences each fiscal year aimed specifically at hiring disabled veterans. Provide HRD recruiters with proper training and the necessary tools to function effectively at career fairs and annual conferences aimed specifically at hiring disabled veterans.
- Require mandatory training for all new supervisors including corporate-wide briefing sessions on ways to use the Schedule A hiring authority, the Workforce Recruitment Program and the Reasonable Accommodation Program.
- Effectively operate and promote a Reasonable Accommodation Program for disabled employees, including disabled veterans, and actively collaborate with the Computer/Electronic Accommodations Program to ensure assistive technologies are available to applicants and employees with disabilities, including disabled veterans.
- Focus at least one session of the Disability Awareness Series each fiscal year on a topic related to disabled veterans.
- Recognize management officials that hire and retain veterans (including disabled veterans) each fiscal year through non-monetary awards.
- Promote the use of flexible workplace policies (e.g., telework, wellness programs, absence and leave, and other work-life flexibilities and benefits, including part-time employment) to both increase the marketability of PBGC to disabled veterans looking for work and promote retention of current disabled veterans.
- Continue offering voluntary Individual Development Plans (IDP)s for all disabled veterans and veterans hired through the Veterans' Recruitment Appointment (VRA) authority and the Veterans Employment Opportunities Act (VEOA) of 1998 as stipulated by OPM in April 2017.

INTERNAL ADVANCEMENT OPPORTUNITIES

The objective of internal advancement opportunities is to offer training and job development program(s), mentoring programs, etc. that are designed to qualify disabled veterans for advancement opportunities. Over the next three fiscal years, PBGC is committed to implementing the following practices and strategies:

- Continue efforts to develop a PBGC Disabled Veteran's Outreach Task Force to formulate viable strategies and programs to advance veterans with disabilities by soliciting suggestions and recommendations relative to advancement opportunities from current disabled veteran employees.
 - Accomplish a periodic survey to seek all PBGC military veterans including disabled veteran's input regarding various recruiting, and retention initiatives.
- Promote existing development programs, such as the project management and Contracting Officer's Representative (COR) certification training programs, to all PBGC employees, including disabled veterans.

- Develop a leadership development program for all employees including disabled veterans.
- Establish a voluntary veteran buddy program for newly hired veterans.
- At least once a fiscal year, acknowledge all PBGC veterans including disabled veterans for their past military service and their continuing service as civil servants.
- Continue offering two types of Veterans Integration Training which started in FY 2016:
 - **Instructor-led: Veterans Integration Program (VIP) for Federal Employees and Managers.** This course is designed to equip federal employees, who are or will be working with newly hired veterans, in assisting with their transition into the federal workforce. We are looking for people who are interested in helping PBGC become more successful in integrating veterans into the organization. It is a full day interactive session that includes a panel discussion with veterans who have transitioned into the federal workforce.
 - **Veterans Integration Program (VIP) - Veteran Web-Based Training.** This web-based course differentiates the military and federal work environment, discusses teamwork, management and communication styles; negotiation and conflict resolution; and working with bargaining units and unions in the federal government. This training is also available to veterans who are new to the Federal government entering PBGC for the first time.
 - Provide updated media campaign for new VIP courses.
 - Send specialized emails directly to disabled veterans in addition to the regular PBGC-wide email encouraging them to enroll in various training courses.
- Continue to use career ladder promotions as a recruitment strategy to hire at the entry level with development, growth, and promotion potential.

MONITOR, REVIEW, AND EVALUATE

- The program efforts by HRD's Staffing and Classification Division, Reasonable Accommodation Program in the HRD, and Learning and Development Division (LDD), in the Quality Management Department (QMD), relating to the recruitment and employment of disabled veterans will be consistently and closely monitored by PBGC's DVAAP Senior Level Official. On a quarterly basis, HRD will conduct a formal review of the recruitment efforts and employment and advancement of disabled veterans to evaluate the progress of implementing this plan. Workforce data on applicants hired and reasonable accommodations granted will be reviewed annually to track and gauge areas for improvement. HRD will collaborate with OEEO to review and discuss ways to improve all affirmative employment activities, including the hiring and employment of persons with disabilities (including disabled veterans).
- OEEO will conduct reviews of agency disability related programs to address employment and career advancement barriers to improve the recruitment, advancement, and retention of individuals with disabilities. OEEO will also review PBGC's progress on the employment, promotion, and rewarding of individuals with disabilities, and recommend corrective action and new strategies, as appropriate.