



**PENSION BENEFIT GUARANTY
CORPORATION**

**Disabled Veterans Affirmative
Action Program (DVAAP)**

FY 2016-FY 2018 DVAAP PLAN

Revised 11/15/2016

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 2016-FY2018. 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 30th of Sep 2016, the total number of disabled veterans, full-time-equivalent (FTE) at PBGC is 25 (approximately 2.6 % of the PBGC workforce (940, FTEs). There were no new disabled veterans who participated in the Pathways Internship Program as of the end of the fiscal year.

PBGC has established the goal of increasing PBGC's disabled veteran representation by .5% each year for fiscal years 2016-2018, 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), Blinded Veterans Association (BVA) and Disabled American Veterans (DAV).
 - Expand and establish relationships with Veteran Services Organizations to include, but not limited to the American Legion (AL), the Veterans of Foreign Wars (VFW), and the Iraq and Afghanistan Veterans of American (IAVA) and share vacancy announcements with the organizations.
- Activate 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.
- Utilize 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.
- Require 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.
- Create/maintain 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.
- Effectively operate a 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).
- Send 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.

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, HRD 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.
 - Hold focus groups for disabled veterans/veterans and seek their 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.
- Provide two types of Veterans Integration Training starting 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 complete media campaign for new VIP 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 and Learning and Development Division relating to the recruitment and employment of disabled veterans will be consistently and closely monitored by the Director, HRD. 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 PBGC’s Office of Equal Employment Opportunity (OEEO) to review, identify and remove any barriers to equal employment opportunities and improve the recruitment, hiring and retention of veterans. HRD will meet with OEEO monthly 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 disabled veterans. OEEO will also review PBGC's progress on the employment, promotion, and rewarding of disabled veterans, and recommend corrective action and new strategies, as appropriate.