Disabled Veterans Affirmative Action Program (DVAAP) Plan and Certification

1. Agency	US Department of Education	**2.** FY	2017
3. POC Name	Tenisha L James	**4.** Phone	(202) 258-2520

5. A statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled (Attach supporting addendums if needed)

The policy of the U.S. Department of Education is to ensure that diversity, inclusiveness, and respect are integral parts of our day-to-day management and work. One of our core missions at ED is to ensure equal access to educational opportunities. In carrying out this mission, we must set a strong example in our own workforce by continuing to acknowledge, appreciate, and respect the differences we recognize in one another.

In order for the Department to be a high-performing organization in the 21st century, we must constantly strive to foster an inclusive work culture and maintain an environment that embraces the diversity of our workforce. It is our differences and varying individual perspectives that make our nation, and our workplace, the best it can be. Ensuring diversity helps create a positive work environment where all employees have the opportunity to reach their full potential and maximize their contributions to the Department's mission. In addition, we recognize that continued success in meeting the needs of our employees and customers, both internal and external, requires the full and active participation of talented and committed individuals. In essence, diversity includes all the characteristics, experiences, and cultural influences that make each of us unique.

Diversity and inclusion are the cornerstones of high organizational performance. All individuals are welcome at ED, and all individuals, regardless of race, color, age, national origin, sex (including transgender status, gender identity, sexual orientation, and pregnancy), religion, disability, genetic information, marital status, political affiliation, status as a parent, or those who have engaged in prior Equal Employment Opportunity activities, will be treated with respect and dignity. By fostering an atmosphere of inclusion and respect, we can continue to value and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person. Diversity not only complements our other organizational values of teamwork, leadership, empowerment, and service quality, but also encompasses the way we work, the work environment, and respect for all people and their ideas.

We all share the responsibility to ensure diversity and inclusion throughout the Department. I encourage all employees to actively embrace these principles in all that we do to deliver the best services and to make the Department the best place to work based on principles of diversity.

John B. King, Jr
U.S. Department of Education Secretary

6. OPM DVAAP Manager Official Use Only: Did agency provide a policy outline in regards to the employment and advancement of disabled veterans, especially those that are 30 percent or more disabled?

Yes ☐	Somewhat ☐	No ☐	

7. An assessment of the current status of disabled veteran employment within the agency, with emphasis on those veterans who are 30 percent or more disabled (Attach supporting graphs/charts if needed)							
8. Total # Employees	4,338	**9.** # Of Veterans	421	**10.** # Of Disabled Veterans	169	**11.** # Of 30% Or More Disabled Veterans	104

To be proactive in reporting accomplishments for Fiscal Year (FY) 2017, the Department's planned initiatives are addressed with consideration of the areas identified in the FY2016 Disabled Veterans Affirmative Action Program (DVAAP) Report. The DVAAP plan will be reviewed and assessed with all agency operating components and field installations quarterly and updated as necessary in accordance with 5 C.F.R. 720.304(a)(1) and OPM's guidance. The Department has projected an .3% increase for each FY to successfully and effectively impact the Department's Veterans and Disabled Veterans, including 30% or more Disabled Veterans hiring initiatives by utilizing its' recruitment, hiring, and retention strategies outlined in this plan (Please see Appendix A and B).

12. OPM DVAAP Manager Official Use Only: Did agency provide an assessment of the current status of disabled veterans, especially those that are 30 percent or more disabled?			
Yes ☐	Somewhat ☐	No ☐	

13. A description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled (Attach supporting addendums if needed)
For FY's 2017-2019, The U.S. Department of Education "The Department" will implement the following strategies to recruit, employ, retain, and advance Disabled Veterans with an added emphasis on Veterans with a compensable service-connected disability of 30% or more in adherence to 5 C.F.R 720, Subpart C: Conduct bi-weekly meetings with Veterans Offices, Veterans of Foreign Wars (VFW) Outposts, and to local Vocational Rehabilitation Offices to distribute current vacancies. Schedule informational sessions, on a continuous basis, with prospective veteran and disabled veteran applicants to promote the Department's career opportunities. Continuously educate Veterans about the organization's mission, teach Veterans how to write a resume for Federal employment, teach them how to better navigate the Federal hiring process; and accurately track progress of Veterans and Disabled Veterans going through informational sessions. Continue to conduct informational sessions on a regular basis with college and university's Office of Veteran Student Affairs to promote the Department's career opportunities. Continue educating Veterans about the organization's mission, teach Veterans resume writing for Federal employment, and teach Veterans how to navigate through the Federal hiring process through outreach initiatives. Continue collaborating with Veterans Affairs to increase employment and awareness of the Department's employment opportunities. Attend various Transitional Assistance Program (TAP) sessions quarterly in local areas to inform and educate transitioning military professional and Veterans about the Department and employment opportunities. Prior to advertising vacancy announcements, collaborate with Human Resources (HR) Staffing Team to be proactive in considering candidates in the ten - point Veterans' file. Continue to partner with the Office of Equal Employment Opportunity Services (OEEOS); meet quarterly to identify barriers; and discuss ways to improve our recruitment and employment of Disabled Veterans. Continue to educate and promote the Operation Warfighter (OWF), Military Spouse Internship Program, Wounded Warrior Program (WWP), and Non-Paid Work Experience Program.

14. OPM DVAAP Manager Official Use Only: Did agency provide a description of recruiting methods that they will use to seek out disabled veterans?			
Yes ☐	Somewhat ☐	No ☐	

15. OPM DVAAP Manager Official Use Only: Did agency provide special steps that would be taken to recruit 30 percent or more disabled veterans?			
Yes ☐	Somewhat ☐	No ☐	

16. A description of how the agency will provide or improve internal advancement opportunities for disabled veterans (Attach supporting addendums if needed)
The Department will use the following methods to provide or improve internal advancement opportunities for Disabled Veterans in adherence to 5 C.F.R 720, Subpart C: Continue to encourage managers and supervisors to consider identifying vacancies as trainee/developmental positions that are available for Disabled Veterans by collaborating with the staffing team, utilizing consultation methodologies, and conducting one-on-one sessions with hiring officials. Move towards the development of a comprehensive workforce planning model to incorporate the hiring of Veterans. Continue collaborating with Learning and Development Division (LDD) and participate in the government-wide Chief Learning Officer's community to stay abreast of all developmental assignments and trainings and inform Veterans and Disabled Veterans of opportunities. Office of Management, Office of Human Resources (OHR), Talent, Recruitment and Hiring (TRH) will continuously collaborate with LDD to ensure that all HR Professionals in the Department complete the mandatory annual training requirement, to include but not limited to; Veterans hiring and special hiring authorities for Veteran employment; tracking and analyzing the data in compliance with Executive Order (E.O.) 13518. Educate and promote awareness to the Department's Veterans and Disabled Veterans on available developmental opportunities within the Department utilizing ConnectED, ED Notebook, social networks, and other effective outreach strategies. Continue to provide Reasonable Accommodations training to employees, including headquarters and regional offices.

17. OPM DVAAP Manager Official Use Only: Did agency provide a description of how they will provide internal advancement opportunities for disabled veterans?			
Yes ☐	Somewhat ☐	No ☐	

18. OPM DVAAP Manager Official Use Only: If needed, is there a plan of how the agency will improve internal advancement opportunities for disabled veterans?				
Yes ☐	Somewhat ☐	No ☐	Not Needed ☐	

19. A description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans (Attach supporting addendums if needed)
The DVAAP Program Managers will continue to work with the Department's Directors to ensure that they are aware of their roles and responsibilities. The DVAAP Program Manager provides guidance and advice to the Directors to ensure success of recruiting, hiring, and promoting Veterans and Disabled Veterans. The Department will collaborate with its' Special Emphasis Programs and Affinity Groups to assist with the responsibilities of the DVAAP.The CHCO will continue working with the D&I Council's Senior Leaders to ensure that the Department is effective in meeting the DVAAP's goals and objectives. The DVAAP will be placed on the Department's ConnectED (Department's Intranet) and external website to ensure that all employees are aware of the goals and objectives. This will be available to all headquarters and field offices. A notice will be added on ConnectED to inform all employees, including headquarters and field offices, to inform them of the DVAAP and its' POC. The DVAAP Program Manager will send an e-mail with a copy of the DVAAP and guidance to all of the responsible officials.

20. OPM DVAAP Manager Official Use Only: Did agency provide a description on how they will inform their operating components and field installations, on responsibilities such as the employment and advancement of disabled veterans? (Not Applicable for agencies that do not have operating components or field installations)				
Yes ☐	Somewhat ☐	No ☐	Not Applicable ☐	

21. A description of how the agency will monitor, review, and evaluate its planned efforts, including implementation at operating component and field installation levels during the period covered by the plan (Attach supporting addendums if needed)
The Department will continually monitor, review, and evaluate DVAAP activities by conducting workforce statistical analyses quarterly relating to hires, promotions, and retention rates of Disabled Veterans to identify and eliminate any barriers. The Department will implement its' DVAAP plan and accurately measure its goals to ensure the employment of Veterans, specifically for Disabled Veterans, is advocated, highly visible, active, and integrated into all Human Capital initiatives. The DVAAP Program Manager will review all objectives and goals quarterly to ensure the Department stays on target. The DVAAP Program Manager provides quarterly updates to the Department's senior leaders on the Diversity and Inclusion Strategic Plan, which incorporates the DVAAP action items.

22. OPM DVAAP Manager Official Use Only: Did agency provide a description on how they will monitor, review and evaluate its planned efforts? (If applicable as well as for major operating components and field installations)			
Yes ☐	Somewhat ☐	No ☐	

23. POC's Name, Email, and Phone Number of Operating Components and Field Installations (If Applicable)
Cassandra L. Cuffee-Graves Chief Human Capital Officer Office of Human Resources (OHR) 400 Maryland Ave. SW, Room Number 2E314 Washington, DC 20202 (202) 453-5588 (Telephone) (202) 401-0520 (Fax) C.Cuffee-Graves@ed.gov (E-mail) Tenisha L. James Strategic Advisor/Disabled Veterans Affirmative Action Program Manager Office Human Resources (OHR) Human Capital and Client Services 400 Maryland Ave. SW Washington, DC 20202 (202) 258-2520 (Telephone) Tenisha.James@ed.gov (E-mail) Shirley Robinson Veterans Program Manager Office of Human Resources (OHR) 400 Maryland Ave. SW Washington, DC 20202 (202) 591-6179 (Telephone) Shirley.Robinson@ed.gov (E-mail) Component Office POC: Quasette Crowner Chief Administrative Officer Federal Student Aid (FSA) 830 1st St. NE, Room Number UCP-21A5 Washington, DC 20202 (202) 377-3064 (Telephone) (202) 275-4574 (Fax) Quasette.Crowner@ed.gov (E-mail)

Plan Certification

The plans shall cover a time period of not less than one year, and may cover a longer period if concurrent with the agency's Section 501(b) Plan. Each plan must specify the period of time it covers.

Agency must have a plan covering all of its operating components and field installations. The plan shall include instructions assigning specific responsibilities on affirmative actions to be taken by the agency's operating components and field installations to promote the employment and advancement of disabled veterans. OPM must be informed when headquarters offices require plans at the field or installation level.

Agency operating components and field installations must have a copy of the plan covering them, and must implement their responsibilities under the plan. OPM may require operating components and field installations to develop separate plans in accordance with program guidance and/or instructions.

Certification

The below certification indicates that the program is being implemented as required by 5 CFR Part 720, Subpart C and appropriate guidance issued by the U.S. Office of Personnel Management. Additionally, this agency has a current plan as required by the regulation.

Please type or print clearly. After an original signature is obtained, scan and return this sheet.

24. Dates of the Period of Time the Plan is Covered		From	11/01/2016	To	09/30/2018
25. Agency Name	US Department of Education				
26. DVAAP POC's Name	Tenisha L. James				
27. Title	DVAAP Program Manager				
28. Telephone Number	(202) 258-2520	**29.** Email	Tenisha.James@ed.gov		
30. Date Plan Last Amended	11/01/2015	**31.** Date Effective	11/01/2015		
32. DVAAP Certifying Official's Name	Cassanda L. Cuffee-Graves				
33. Title	Chief Human Capital Officer				
34. Telephone Number	(202) 453-5588	**35.** Email	C.Cuffee-Graves@ed.gov		
36. DVAAP Certifying Official Signature	Cassandra Cuffee-Graves Digitally signed by Cassandra Cuffee-Graves DN: c=US, o=U.S. Government, ou=U.S. Department of Education, cn=Cassandra Cuffee-Graves, 0.9.2342.19200300.100.1.1=9269115410 Date: 2016.11.01 10:52:19 -04'00'			**37.** Date	11/01/2016