DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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SUBJECT: Disabled Veterans Affirmative Action Program (DVAAP)

DATE: JAN - 2 1991

This letter transmits the Department of Transportation's Disabled Veterans Affirmative Action Plan for Fiscal Year 1991. All operating administrations are covered by this plan and are responsible for its implementation.

Departmental Personnel Manual Letter 720-8 is superceded.

Attachment

Director of Personnel

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DEPARTMENT OF TRANSPORTATION

DISABLED VETERANS AFFIRMATIVE ACTION PLAN

FISCAL YEAR 1991

Director of Personnel

1/2/91

Date

POLICY

It is the policy of the Department of Transportation (DOT) to recruit and hire qualified disabled veterans, especially those who are 30 percent or more disabled and to provide them, as DOT employees, a full opportunity to develop and advance.

RESPONSIBILITIES

The Director of Personnel has overall responsibility for planning and development, policy direction, monitoring, and evaluation of the Disabled Veterans Affirmative Action Program (DVAAP).

The program is managed by the DOT DVAAP Coordinator, located in the Office of Personnel.

Directors of Personnel in each Operating Administration are responsible for the implementation, oversight, and evaluation of the DVAAP in their organizations.

Managers and supervisors have a major responsibility for supporting the program by giving fair and equal consideration to disabled veterans in making job selections and providing them training opportunities. They must maintain an awareness of their responsibilities through supervisory training courses and DOT issuances and will be evaluated on their efforts through the equal employment opportunity requirements of their performance standards.

ASSESSMENT OF CURRENT STATUS

The Central Personnel Data File (CPDF) employment levels as of March 31, 1990*, have been used as the basis for this assessment (Attachment). The CPDF is regarded as the official record of the status of disabled veterans employed in the Department. Through analysis of this data, conclusions are drawn regarding what specific efforts should be made in the recruitment, hiring and advancement of disabled veterans. It is also used to evaluate the results of the Department's efforts in carrying out the DVAAP.

Operating administrations will be furnished annual statistics from the CPDF on their disabled veterans employment in order to evaluate their progress in support of the DVAAP.

Disabled veterans make up 3.2 percent (2141 employees) of the DOT civilian work force. Of these, 22.2 percent (476 employees) are 30 percent or more disabled. Disabled veterans are more heavily concentrated in the blue collar occupations (7.9 percent) indicating the desirability of targeting recruitment efforts in the

*The March 31, 1990, data figures were the latest available from the CPDF at the time of the preparation of this plan.

white-collar occupations. Disabled veterans account for .8 percent of the clerical/other white-collar population, 2.8 percent of the professional/administrative population, and 4.8 percent of the technical population.

Disabled veterans are more densely represented in the mid-level grade groupings of the technical occupations. In the blue-collar positions, they are more densely represented in the mid-level and supervisory positions. In the professional/administrative occupations, disabled veterans are evenly distributed. This indicates good potential for filling jobs at the lower grade levels using the Veterans Readjustment Appointment (VRA) and special temporary hiring for 30 percent or more disabled veterans.

In order to demonstrate our commitment to affirmative action for the employment and advancement of disabled veterans, we should concentrate our efforts to:

- Increase the total number of 30 percent or more disabled veterans;
- increase the number of disabled veterans in clerical/other white-collar positions through recruitment methods;
- increase the number of disabled veterans in technical positions through recruitment methods; and
- increase the number of disabled veterans in grades GS-5 through GS-12 and equivalent in professional/administrative positions through internal job advancement.

RECRUITMENT METHODS

Establish and maintain continuous contact with national and local veterans organizations to identify applicant scores.

Participate in conventions and job fairs as scheduled by veterans organizations.

Utilize the Disabled American Veterans Employment Service as vacancies occur.

Advise selection officials periodically of the various appointment options available to facilitate the appointment of disabled veterans.

Utilize direct-hire appointing authority to employ disabled veterans.

Utilize existing Schedule A authorities for appointment of the severely handicapped for employing disabled veterans.

Utilize existing special temporary appointing authority for the employment of 30 percent or more disabled veterans.

INTERNAL ADVANCEMENT OPPORTUNITIES

Advise selecting officials of their responsibility to give serious consideration to qualified disabled veterans referred for vacancies.

Consider disabled veterans for participation in all special programs such as Upward Mobility, apprenticeship, intern and similar programs.

Follow-up on Schedule A and temporary appointments to determine if employees meet criteria for conversion to competitive status.

Provide disabled veterans the necessary assistance for participation in training and development activities (e.g., readers for the blind).

Advise disabled veterans, at the time of their appointment, that career counseling services are available to them. Disabled veterans will be provided, at their request, with detailed information on the kinds of education and experience necessary in order to progress in the organization. Disabled veterans leaving the Department will be interviewed to ensure that there were no systemic barriers related to their disability that had hindered their advancement.

OPERATING COMPONENT INSTRUCTIONS

All operating administrations of the Department will be informed of their responsibilities for the employment and advancement of disabled veterans through the Departmental Personnel Manual System.

REVIEW AND EVALUATION

Each Operating Administration must submit a semiannual report to the Departmental DVAAP Coordinator regarding their actions to meet the objectives of the DVAAP. The report for the 6-month period ending March 31 will be due by April 30 and the report for the 6-month period ending September 30 will be due by October 30.

Each Operating Administration must conduct self-appraisals of their programs.