

STRATEGIC HUMAN RESOURCES

POLICY NUMBER 54

/s/ Barbara L. Kelly
Barbara L. Kelly
Director, Personnel Policy and Programs Division

September 29, 2003
Date



**INTERNAL REVENUE SERVICE
PERSONNEL POLICY AND PROGRAMS DIVISION**

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SUBJECT:

IRS Disabled Veterans Affirmative Action Program (DVAAP) Plan FY 2004 - 2009

PURPOSE:

The IRS DVAAP plan sets forth Service requirements and responsibilities for the disabled veteran affirmative action program designed to promote employment and advancement opportunities for qualified disabled veterans.

EFFECTIVE DATE:

October 1, 2003

This plan will be effective as indicated above and will expire September 30, 2009, unless superseded at an earlier date. Amendments to this plan will be issued as needed.

IMPACT ON OTHER POLICIES/PROCEDURES:

- SUPERSEDES – IRM 6.300.3.6 (2 - 5), Disabled Veterans Affirmative Action Program and the Disabled Veterans Affirmative Action Program (DVAAP) Plan FY 1998 - 2003

POLICY:

It is the policy of the Service to encourage and support the utilization of available resources to employ and advance disabled veterans and to actively seek opportunities to hire, train, and promote disabled veterans, with emphasis on those who are 30 percent or more disabled. This policy does not permit preferential treatment in the employment and advancement of disabled veteran employees or applicants beyond that authorized for competitive service appointments. It does require that the Service assess the current status of disabled veteran employment and recruit eligible disabled veteran employees and/or applicants for employment for vacancies which occur, subject to hiring and budget restrictions.

Disability may not be used as the rationale for non-selection of a disabled veteran who, with or without accommodation(s), is otherwise fully qualified for employment in a position. Reasonable accommodation will be provided to permit a disabled veteran to perform the essential functions of the position if the requested accommodation does not impose undue hardship in accordance with Section 501 of the Rehabilitation Act of 1973, as amended. (29 U.S.C. 791)

Assessment of Program Status

Statistics from the Disabled Veterans Report indicate that the Service is doing well in the hiring and advancing of disabled veterans. As of the effective date of this policy, the Service employs approximately 114,357 permanent employees. Veterans comprise approximately 9.4 percent or 10,775 with 1,702 veterans designated as disabled. There are 574 veteran employees with a 30 percent or more disability.

Approximately fifty-two percent of the 30 percent or more disabled veterans are at GS-9 and above. Of the total number of positions occupied by veterans with a 30 percent or more disability at GS-9 and above, 77 percent occupy positions at GS-11 and above. The occupations listed below represent the largest population of 30 percent or more disabled veterans.

GS-512	Internal Revenue Agent
GS-343	Program Analyst
GS-1169	Revenue Officer
GS-2210	IT Specialist
GS-526	Tax Specialist
GS-801	Engineer

The above list is not an all inclusive list of positions held by 30 percent or more disabled veterans. It is intended to provide a brief assessment of the Service's commitment to hire and advance disabled veterans.

Recruitment Goals

The Service's recruitment goal for FY 2004 through 2009 is to explore available methods to increase its representation of disabled veterans to the greatest extent possible within given fiscal and staffing capabilities.

Recruitment Method and Strategies

The Service will, within the limits of local resources, utilize as many of the following activities, as possible, to recruit and hire veterans who are 30% or more disabled. In addition, the Service should continually seek to identify and employ new methods and strategies for the hiring and advancement of disabled veterans.

1. Maintain outreach contacts with local Departments of Veterans Affairs, Vocational Rehabilitation Offices, local disabled veteran organizations, and other organizations that represent and serve disabled veterans.
2. Ensure sponsored recruitment visits and contacts include groups/organizations, schools, etc., with a high population of disabled veterans.
3. Establish and regularly update a listing of recruitment sources to locate qualified veterans.
4. Review newsletters and publications from disabled veteran organizations that identify qualified veterans for recruitment purposes.
5. When vacancies occur, ensure vacancy announcements include the EEO statement on reasonable accommodations and vacancy announcements are sent to the organizations listed in paragraph 1 above.
6. Where it is determined that employees with disabilities do not exist, encourage managers to expand the area of consideration to include disabled veterans.
7. Maintain a current applicant supply file for each commuting area with special emphasis placed on identifying 30 percent or more disabled veterans who qualify and have expressed an interest in the employment with the IRS.
8. Increase awareness among managers of their responsibility to hire disabled veterans and the various special appointing authorities available for the hiring of disabled veterans through the use of training seminars, personnel management letters, memoranda, etc.

Internal Advancement of Disabled Veterans

The Service will utilize available methods to provide and improve internal advancement opportunities for disabled veterans within fiscal and staffing resources. These methods will include as many of the activities listed below, as possible, including others that may be available.

1. Increase the awareness of managers to encourage their full commitment to affirmative action goals and the need to provide advancement and training opportunities for disabled veterans.

2. Increase the awareness among managers and human resources of the Service obligation and responsibility to enhance the advancement opportunities for disabled veterans (e.g., training seminars, personnel management letters, and memoranda, etc.)
3. Encourage utilization of internal procedures and programs such as internal developmental training programs, special training classes, Veterans Readjustment Appointing Authority (VRA), and special appointing authorities for 30 percent disabled veterans for career advancement.
4. Encourage managers to work with human resources to restructure jobs, design bridge positions, and develop and implement individual development plans as tools to help advance disabled veteran employees.
5. Identify career enhancing opportunities such as details, developmental assignments,
6. mentoring programs, etc. Developmental details should be structured to expose a broad range of employees to a variety of positions within the IRS.
7. Encourage referrals of disabled veteran employees when filling vacancies.
8. Modify training methods to incorporate reasonable accommodations for disabled veterans and employees with disabilities, e.g., Braille, captioned films, large print, etc. Ensure facilities are accessible to and useable by disabled veteran employees.
9. Evaluate program effectiveness and achievement in a systematic manner and at regular intervals.
10. Encourage disabled veterans to participate in available training that includes in-house training, college courses, and correspondence courses for work or self-development.
11. Conduct workforce analyses of disabled veterans to identify business policies and practices that create barriers that are not substantiated by a legitimate business case. Investigate whether less exclusionary policies or practices can be used that serve the same business purpose.
12. Encourage the use of a skills-building survey, including but not limited to, current and potential gaps in skills and the distribution of skills that will be utilized to fill vacancies as appropriate.

Labor Management Relations

The disabled veteran program and plan must be consistent with 5 U.S.C., Chapter 71, Labor Management Relations, and any applicable labor agreements. IRS should solicit the support of its labor organization in carrying out affirmative programs for disabled veterans. It is necessary that the collective bargaining agreement facilitate the IRS disability program obligations, including the provision of reasonable accommodations.

The National Treasury Employees Union has been provided a copy of this Plan. This plan should not be modified or negotiated at the local levels.

Levels of Responsibility for Disabled Veterans Affirmative Action Plan

- a. The Strategic Human Resources (SHR) Servicewide Disabled Veterans Affirmative Action Program Coordinator is responsible for:

1. Developing Servicewide policy that meets regulatory requirements through coordination with EEO and existing disabled veteran committees.
2. Providing Servicewide policy guidance on the program.
3. Analyzing program operational/policy deficiencies for necessary adjustments to the plan.
4. Forwarding the consolidated annual Servicewide accomplishment report through the Department of the Treasury to the Office of Personnel Management (OPM).

b. The Servicewide Agency Wide Shared Services (AWSS) and Embedded Human Resources (HR) Program Coordinators are responsible for:

1. Implementing the IRS Servicewide Plan through coordination with EEO and existing disabled veteran committees, as appropriate.
2. Providing adequate, knowledgeable resources for implementation of the disabled veteran program.
3. Assisting locally established Program Coordinators with setting objectives.
4. Assisting individuals involved in recruitment initiatives (e.g., Corporate Recruitment Cadre, special emphasis coordinators, etc.)
5. Elevating policy issues to SHR.
6. Evaluating program effectiveness within their offices and reporting annually, including deficiencies and/or recommendations for improvement.
7. Providing operational/implementation guidance by developing systems for the evaluation of program effectiveness.
8. Soliciting annual accomplishment reports from the business and personnel offices. Each Embedded HR is responsible for the narrative portion of the report and AWSS, in addition to the narrative portion, is responsible for the statistical portion of the report.
9. Each function/organization providing a consolidated FY accomplishment report to SHR which will consolidate into the annual Servicewide accomplishment report for submission through the Department of the Treasury to the OPM.

c. Personnel Offices' and/or Embedded offices' Program Coordinators are responsible for:

1. Setting local objectives.
2. Coordinating with EEO offices, as appropriate.
3. Providing guidance to offices within their jurisdiction on the DVAAP plan.
4. Providing guidance and assistance to disabled veterans regarding employment and advancement.
5. Identifying and implementing actions to support IRS objectives.
6. Elevating veteran issues that cannot be resolved to the Servicewide AWSS Program Coordinator.
7. Evaluating program effectiveness within their offices and reporting annually including deficiencies and/or recommendations for improvement.
8. Assessing local progress in meeting Servicewide program goals.
9. Submitting annual accomplishment/statistical reports as identified below.

d. Managers are responsible for:

1. Ensuring disabled veterans, including those with 30 percent or more disability, receive fair and equal consideration during the hiring and advancement process and are not subject to discrimination.
2. Ensuring disability is not used as the rationale for non-selection of a disabled veteran who, with or without reasonable accommodation(s), is otherwise fully qualified for employment in a position. Reasonable accommodations, if requested, will be provided to the extent that the accommodation will permit a disabled veteran to perform the essential functions of the job and does not impose undue hardship on the business.
3. Ensuring that affirmative action goals are met and advancement and training opportunities exist for disabled veterans.
4. Identifying measures to enhance and maximize opportunities for disabled veteran employees.

Accomplishment/Statistical Reports

A narrative accomplishment and statistical data report must be submitted to SHR for submission to the Department of the Treasury no later than October 1 of each year. The narrative report must cover the accomplishments for the prior fiscal year. The statistical data report will provide the total number of on-board employment, veteran and disabled veteran employees, by occupational categories and selected-pay groupings. In addition, the statistical data report must provide the total number of disabled veterans promoted both permanently and temporarily and the number of participants in formal career development programs as well as in formal governmentwide career development programs.

Disabled Veterans Affirmative Action Program Plan annual narrative accomplishment reports must describe:

1. Methods used to provide or improve internal advancement opportunities for disabled veterans, especially those who are 30 percent or more disabled.
2. Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.
3. A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated.
4. An explanation of the progress made in implementing this affirmative action plan during the fiscal year. The report must cite reasons for lack of progress, along with specific plans for overcoming cited obstacles.

The annual accomplishment and statistical data reports must be received by the Office of Staffing and Worklife Policy, N:ADC:H:P:S by no later than September 23 each year, unless instructed otherwise, for consolidation and submission to the Department of the Treasury.

REFERENCES:

Section 791 of title 29, United States Code
Section 7201(c) of title 5, United States Code
5 CFR Part 720, Subpart C
E.O. 13078
E.O. 13163

BACKGROUND:

In January 1983, the DVAAP was separated from the Affirmative Action Program for Persons with Disabilities. Program responsibility for DVAAP was moved from the office of Equal Employment Opportunity Commission to the OPM. OPM established the requirement that all agencies develop a DVAAP plan.

IRS established the DVAAP plan covering FY 1998 – 2003, which will expire September 30, 2003. Since the updated Department of the Treasury DVAAP Plan has not been issued, IRS proceeded with the development of a new plan for FY 2004 – 2009 in order to ensure no interruption in IRS' DVAAP efforts. As a result, a cross-functional workgroup was established through the Staffing and Recruitment Subcouncil to draft the new plan. The workgroup consisted of representatives from:

- Strategic Human Resources
- Equal Employment Opportunity and Diversity
- Agency Wide Shared Services
- Tax Exempt & Government Entities, Embedded HR
- Wage & Investment, Embedded HR
- Small Business/Self-Employed, Embedded HR

The FY 2004 – 2009 DVAAP Plan was presented to the Staffing and Recruitment Subcouncil for review and comment by human resources, managers, and Embedded EEO, etc. The DVAAP Plan was approved by the Human Resource Policy Council on September 22, 2003.

Once the DVAAP Plan is effective, the Staffing and Recruitment Subcouncil subteam will address the implementation and administration of this new Plan. The goal of this phase will be to enhance HR and management's knowledge of the DVAAP Plan and its requirements.