

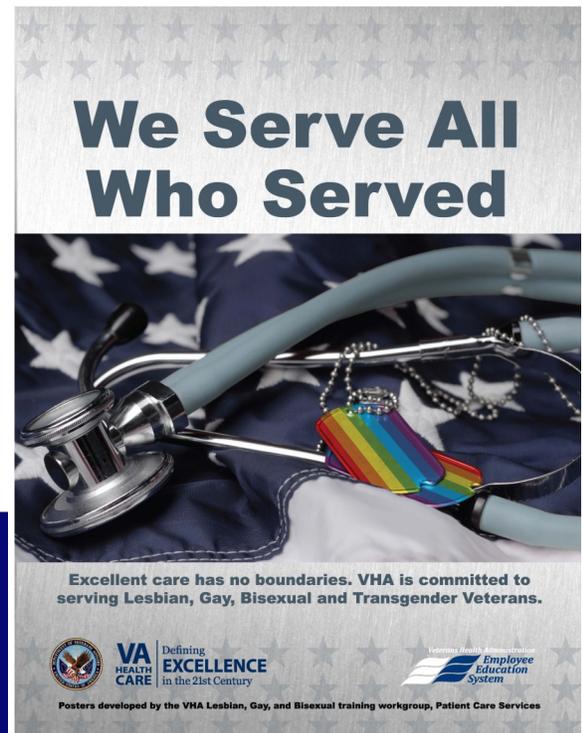


## Message from the DAS

This June, join VA and the Nation in observing Lesbian, Gay, Bisexual, and Transgender (LGBT) Pride Month. VA's Office of Diversity and Inclusion (ODI) and the VA Central Office (VACO) LGBT Workgroup are sponsoring a VACO LGBT Pride Month event scheduled for June 27. This event comes at a particularly interesting moment in history as the Supreme Court prepares to issue its decision on the constitutionality of same-sex marriage and the Defense of Marriage Act. Our event will be hosted by VA Under Secretary for Benefits Allison Hickey and will feature Tricia Heller, a graduate from the United States Air Force Academy, and our own Deborah McCallum, Assistant General Counsel, who will provide an update of the current state of the law in this area. June also commemorates the rich cultural heritage of Caribbean-Americans as National Caribbean-American Heritage Month. Read about these observances and the VACO LGBT Pride Month event below.

ODI is proud to announce the availability of two major annual reports that present VA's accomplishments and progress made in the area of diversity and inclusion: VA's Diversity and Inclusion Annual Report for Fiscal Year

(FY) 2012 at <http://www.diversity.va.gov/products/diar.aspx> and VA's Management Directive 715 FY 2012 EEO Report and FY 2013 EEO Plan at <http://www.diversity.va.gov/products/reports.aspx>. These documents transparently present VA's status and plans to continue building a diverse workforce and cultivate an inclusive workplace, in accordance with the VA Diversity and Inclusion Strategic Plan. [Continued on the next page.](#)



## Commemorate

### Lesbian, Gay, Bisexual, and Transgender Pride Month

VA joins the Nation in commemorating Lesbian, Gay, Bisexual, and Transgender (LGBT) Pride Month in June.

Please join Allison Hickey, Under Secretary for Benefits, on Thursday, June 27, 2013, for the VA Central Office (VACO) LGBT Pride Month program in the G.V. "Sonny" Montgomery Veterans Conference Center, room 230, from noon to 1 p.m. The theme is "One VA—We Serve with Pride!" This event supports VA's efforts to foster inclusive work and customer service environments that are responsive to the needs of the Veterans we serve and allow all employees to realize their full potential. [Continued on page 7.](#)

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**Bookmarks:**  
[MyCareer@VA](#)  
<http://www.mycareeratva.va.gov>  
[VA for Vets](#)  
<http://www.vaforvets.va.gov>  
[VA's LGBT Program](#)  
<http://www.diversity.va.gov/programs/lgbt.aspx>

Do you have an EEO complaint? Contact the Office of Resolution Management at (888) 737-3361 within 45 calendar days of the alleged incident.

Poster developed by the VHA Lesbian, Gay, and Bisexual Training Workgroup, Patient Care Services, and the Employee Education System available online at <http://www.diversity.va.gov/programs/lgbt.aspx>.

# Message from the DAS

[Continued from the previous page.](#)

Among the products referenced in those documents is ODI's Recruitment & Selection Best Practices Guide (<http://www.diversity.va.gov/products/rsg.aspx>). We are proud to report that the Office of Personnel Management highlighted this Guide as the May "Star of the Month" on the Diversity and Inclusion in Government (DIG) web page at <https://max.omb.gov/community/x/EQebJw>. I encourage all hiring managers to keep a copy of this Guide handy when beginning a recruitment process and to ensure a fair and EEO-compliant process.



*Georgia Coffey*

Finally, I'd like to announce that VA Directive 5975 on Diversity and Inclusion has been updated. This Directive provides the policies, program requirements, and responsibilities for conducting VA's diversity and inclusion program. There are major changes to the revised Directive which include designating ODI as the office responsible for VA-wide diversity and inclusion program and policies and clarifying the roles and responsibilities of Administrations and Staff Office officials, and their respective Equal Employment Opportunity or Diversity and Inclusion Offices. The Directive also allows for the establishment of new programs and initiatives to address emerging diversity and inclusion issues such as the VA Diversity Council; the Lesbian, Gay, Bisexual, and Transgender special emphasis program; and Diversity and Inclusion training. Directive 5975 is available online at [http://www.diversity.va.gov/policy/files/Directive\\_5975.pdf](http://www.diversity.va.gov/policy/files/Directive_5975.pdf) so please be sure to check it out.

*~Georgia Coffey, VA Deputy Assistant Secretary for Diversity and Inclusion*

## VACO Notes

### ***Welcome, New ODI Employees!***

ODI is pleased to introduce new ODI employees Kenneth (Ken) Hunter and Melissa Gibson! Ken Hunter will serve as VA's National Lesbian, Gay, Bisexual, and Transgender Program Manager and National Diversity Internship Program Manager on ODI's Outreach and Retention Team. Mr. Hunter comes to VA from his position as the Director of Diversity Affairs/Equal Employment Opportunity (EEO) Officer for the Louisiana State University Health Sciences Center in Shreveport, Louisiana (LSUHSC-S). Prior to LSUHSC-S, he served as an EEO Specialist and Zone Manager for the United States Coast Guard, Civil Rights Directorate. Mr. Hunter came to the Coast Guard from the United States Army Communications-Life Cycle Management Command at Ft. Monmouth, New Jersey, where he served as the Equal Opportunity Program Manager. Before working at Ft. Monmouth, he retired from the United States Army after 20 years of service. His last duty assignment was as the Senior Equal Opportunity Advisor for the United States Army Intelligence Center and Ft. Huachuca. Mr. Hunter is a graduate of the University of Maryland-University College where he earned a B.S. in Management Studies. He is also a graduate of the University of Oklahoma where he earned a Master of Human Relations with a concentration in Organizational Development. Welcome, Mr. Hunter!

Melissa Gibson will serve as VA's Assistant National Reasonable Accommodation Coordinator on ODI's Outreach and Retention Team. Ms. Gibson recently moved from Wilmington, Delaware, where she was the EEO Manager at the VA Medical Center. Prior to this position, she was an EEO Technical Career Field (TCF) intern for two years. Ms. Gibson has extensive experience in processing reasonable accommodations for employees with disabilities and preparing EEO reports. She started at VA in 2006 as a Program Support Clerk and then a Medical Management Specialist before she competed and was selected as a TCF intern. Ms. Gibson served in the U.S. Navy for five years, serving as a Military Personnel Clerk in support of Operations Enduring Freedom and Iraqi Freedom. She holds a B.A. in Psychology from Saint Leo University. Welcome, Ms. Gibson!

### ***Farewell!***

ODI wishes Tinisha Agramonte, Director of Outreach and Retention, a fond farewell! Ms. Agramonte has been selected to the Senior Executive Service. She will be missed but her numerous contributions to VA and ODI will not be forgotten! For a complete list of contact information for ODI's programs, visit <http://www.diversity.va.gov/about/contact.aspx>.

# Training

## VSSC Online Training

ODI announces the availability of training on the Veterans Health Administration's Support Service Center (VSSC) Human Resources (HR) Reporting Tools. VA uses VSSC to store HR data for all of VA in an easy to use reporting format. This interactive training is designed to alert a wide range of managers, HR, equal employment opportunity (EEO) and diversity specialists to VSSC's HR query applications. All managers have a duty to ensure there is equal opportunity in the workplace with regard to hiring, promotions, and other terms and conditions of employment. This training provides guidance on how to properly use the applications to conduct various workforce analyses, identify triggers, and define and distinguish between Relevant Civilian Labor Force and Civilian Labor Force. Training classes will be offered on the following dates from 10 am to noon (EST):

- Wednesday, June 19, 2013 ([https://www.tms.va.gov/learning/user/deeplink\\_redirect.jsp?linkId=REGISTRATION&scheduleID=2569353](https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=REGISTRATION&scheduleID=2569353))
- Wednesday, August 21, 2013 ([https://www.tms.va.gov/learning/user/deeplink\\_redirect.jsp?linkId=REGISTRATION&scheduleID=2569354](https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=REGISTRATION&scheduleID=2569354))
- Wednesday, September 18, 2013 ([https://www.tms.va.gov/learning/user/deeplink\\_redirect.jsp?linkId=REGISTRATION&scheduleID=2569357](https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=REGISTRATION&scheduleID=2569357))

Each session will be conducted via Live Meeting. You can register using the relevant link above. Once you click on the link, you will need to sign into the VA Talent Management System (TMS) and click confirm. Spaces are available on first-come, first-serve basis. If none of these dates work for you, you can use TMS to request additional dates. If you have any questions or concerns, please contact Ryan Pugh, Management and Program Analyst, ODI, at [Ryan.Pugh2@va.gov](mailto:Ryan.Pugh2@va.gov).

### **Mandatory EEO, Diversity, and Conflict Management Training for Managers and Supervisors Updated**

The Mandatory Equal Employment Opportunity (EEO), Diversity, and Conflict Management Training for Managers and Supervisors (TMS Course #1328672) has recently been updated and is scheduled to replace the current online course on or before July 1, 2013. Revisions include updates on EEO laws and regulations, VA's Disability Employment Program

(Schedule A Hiring Process and Reasonable Accommodation), and understanding cultural competence and leveraging diversity for the best organizational performance.

Prior to uploading the revised course, managers and supervisors who are currently in the course will be notified by the TMS System and given 20 days to finish the course so that they can receive a certificate of completion. If the course is not completed within those 20 days, the learner will have to re-start the training from the beginning. For more information, contact Carolyn Williams, Diversity Training Specialist, ODI, at [Carolyn.Williams12@va.gov](mailto:Carolyn.Williams12@va.gov).

### **IALPAE Conference**

The International Association of Latino Public Administration Executives (IALPAE) will hold its Executive Leadership, Diversity & Training Conference on August 27–29, 2013, at the Holiday Inn-Key Bridge in Arlington, Virginia. The theme for this year's conference is "Leading the President's Commitment to Diversity and Inclusion: Demonstrating Excellence, Equity, Integrity, and Transparency in Public Service."

This conference qualifies as training in compliance with 5 U.S.C. Chapter 41 and is open to all Federal employees. The Conference will offer workshops and presentations aimed at enhancing executive skills and preparing individuals for the Senior Executive Service. Georgia Coffey, VA Deputy Assistance Secretary for Diversity and Inclusion, will be the keynote speaker during the luncheon on August 27.

IALPAE, Inc is a nonprofit professional membership organization founded in 2006. Their mission is to be a leading public service organization that advances the dissemination of information on public administration, promotes the value of public administration and public service as a career, particularly to the Latino community, provides networking and professional development opportunities to individuals committed to public service, entrepreneurship, human rights, and democracy globally.

All VA attendees must follow appropriate conference attendance approval procedures established for their respective organizations. Costs associated with attending the conference must be authorized by your organization. Additional information is available at <http://www.ialpae.org>. Prior to registering, you must receive appropriate approvals including travel approval from your organization. **Continued on page 9.**

# New Employees with Disabilities

## *Providing Reasonable Accommodations for Orientation*

VA has an obligation to provide accommodations to new employees with disabilities who are attending orientation. The Human Resources Office (HRO), as the host of the orientation process, is responsible for arranging the accommodation. New hires who have vision loss may need large print (22 point font), information on a CD, or Braille. New hires who have hearing loss but do not know sign language might request captioning. New hires who are deaf and know sign language will need a sign language interpreter. This article will cover the logistics of providing accommodations for orientation.

When the job offer is made, the HRO should inform the candidate how long the orientation is expected to take (i.e., four hours, four days, etc.) and ask if she or he will need an accommodation for a disability. We achieve two things when we ask all employees this question: (1) We make sure that we offer accommodations to candidates with disabilities who acquired the position through the competitive process, and (2) Asking this question becomes a habit. One reason VA needs to ensure that we offer accommodations is because our orientation process takes much longer than many agencies, where orientation is done in less than an hour. Thus, even people who have worked at other agencies will not always be prepared for the length of VA's orientation process. The job offer letter, which provides the date and location for orientation, must also state how long the orientation is expected to take. The letter should include VA's standard language offering reasonable accommodation:

“The U.S. Department of Veterans Affairs (or name of the Administration or facility) is committed to providing equal access for all participants at this orientation. If you need alternative formats or services because of a disability, please contact (name of person) at (telephone number) or via email (email address) with your request by close of business (deadline).”

This gives the new hire another chance to request accommodation.

Once HRO knows that a new hire needs an accommodation to attend orientation, they should inform the Local Reasonable Accommodation Coordinator (LRAC). Each facility should have a LRAC and an Alternate (ALRAC). The LRAC and ALRACs are listed by organization and facility on the Disability Program Web site at <http://www.diversity.va.gov/programs/pwd.aspx#lrac>. These individuals have the responsibility for arranging the accommodation so that the new employee can participate in orientation. Also, all orientation activities should be held in buildings and spaces that are physically accessible.

Providing accommodations at orientation helps our new hires who have a disability have a positive introduction to VA and also shows the other hires that we strive in all ways to be a model employer.

## Field Notes

### *Hispanic Employment Program Managers National Teleconference June 17*

The next Hispanic Employment Program Managers (HEPM) teleconference will be held Monday, June 17, from 3 to 4:15 p.m. (EST). Participants may attend at the ODI Conference Room (1575 I Street, NW, Suite 200) or dial in at 1-800-767-1750 (access code 70087). The June teleconference will feature Thomas Middleton, Management Analyst on the Workforce Analysis Team, ODI. Mr. Middleton will be providing information on the VA applicant flow data collection system and Hispanic Applicant Flow data. This presentation is in keeping with Goal 1 of the VA Fiscal Year 2013–2016 Hispanic Employment, Retention and Outreach Strategic Plan: Build a diverse, high-performing workforce that is reflective of all segments of society, including the Hispanic community and Hispanic Veterans. For more information, contact Arlene Gonzalez, National HEPM, ODI, at [Arlene.Gonzalez2@va.gov](mailto:Arlene.Gonzalez2@va.gov).



# Have you helped a Veteran today?

Now you can help the Veterans we serve to become career ready and find jobs. **VA for Vets** is an innovative new career management program from VA's Veteran Employment Services Office. It gives Veterans and transitioning Military Service Members the tools and resources they need to launch or advance their careers in the civilian workforce. Share this tool with the Veterans and Service

Members you know and ask them to visit [www.vaforvets.va.gov](http://www.vaforvets.va.gov) to see how they can translate their military skills into resumes, speak with career coaches, or access job opportunities in VA or the federal government. VA for Vets is ideal for Veterans employed by VA, too! You work hard to help America's heroes, that's why **we care for you while you care for our Veterans.**

OFFICE OF HUMAN RESOURCES & ADMINISTRATION  
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U.S. Department  
of Veterans Affairs

# FAPAC Conference

## VA Agency Forum

ODI hosted a VA Agency Forum on Monday, May 6, 2013, from 8:30 a.m. to noon in conjunction with the Federal Asian Pacific American Council (FAPAC) 28th National Leadership Training Conference at the Hilton Hotel & Executive Meeting Center in Long Beach, California. The forum was open to all VA employees at no cost, and approximately 26 employees and Veterans were in attendance. The forum included information on VA goals and objectives as they pertain to the Asian American and Pacific Islander (AAPI) employment program; VA's AAPI workforce demographics; health issues impacting the AAPI community; and Veteran employment initiatives. FAPAC is a non-profit, non-partisan organization representing the interests of civilian and military AAPI employees in the Federal and District of Columbia governments of all ranks, including GS and SES employees. For more information on VA's AAPI Employment Program, visit <http://www.diversity.va.gov/programs/aapi.aspx>.



*Andy Gonzalez,  
VA's National AAPI Employment Program Manager,  
conducts training for VA Agency Forum attendees.*

# The Art of Conversation

## *Tips for Successful Career Development Discussions*

Did you ever have a conversation that triggered a light bulb moment in your career? Perhaps it was advice from a mentor that made you see things in a new way, or feedback from a supervisor that motivated you to go after a new position. Candid, constructive developmental discussions can be powerful catalysts for change, particularly if supervisors and employees are prepared with the right tools to take full advantage of these conversations.

For supervisors, there are several strategies you can apply today to bring added value to each conversation you have with your team. MyCareer@VA (<http://www.mycareeratva.va.gov>), the VA Learning University's premier resource for career development, recently launched new resources designed to help supervisors communicate effectively about goal-setting and performance. These tips cover topics including how to give effective feedback, how to talk with employees about their career development, and how to set developmental goals with employees.

These tips and more can be found on MyCareer@VA's Supervisors page (<http://mycareeratva.va.gov/Develop/supervisors/Pages/supervisors.aspx>), which also includes a breakdown of the differences between performance management and career development discussions. Take advantage of these resources if you are a supervisor preparing for a performance review, helping an employee develop their individual development plan (IDP), or giving feedback or advice on an ongoing basis.

The keys to a successful conversation don't lie solely in the hands of the supervisor. Employees, you play an important role in initiating these conversations, and can bring your own questions, ideas and issues to the table. At MyCareer@VA's Getting Started for Current Employees page (<http://mycareeratva.va.gov/about/currentemployees/Pages/CurrentEmployees.aspx>) employees can find advice on preparing for discussions about IDPs and tips for making the most of mentorships. Though these resources reference two specific types of discussions, the skills they teach can be applied to a variety of situations, including conversations about long-term career goals.

Whether you are preparing for a mid-year review or coffee with your mentor, let MyCareer@VA help you create conversations that make a positive impact on your career. Visit today to access all of the resources mentioned above, and stay tuned for more new content coming soon.



# Commemorate

[Continued from page 1.](#)

The program is sponsored by ODI and the VACO LGBT Workgroup. The keynote speaker will be Tricia Heller, a graduate from the United States Air Force Academy (USAFA) and former Air Force pilot. Ms. Heller is currently the Director of Blue Alliance, the LGBT supporting group at the USAFA.

In January 2012, the VA LGBT Workgroup was established under the auspices of the VA Diversity Council. The purpose of the LGBT Workgroup is to establish a Department-level framework to develop ideas and recommendations on strategies to identify and address any VA global, systemic concerns and/or needs of LGBT employees. Another important purpose is to ensure that VA has an inclusive work environment free from sexual orientation and gender identity discrimination.

LGBT Pride Month is not only a time for pride for the LGBT community, but for remembrance. It is an opportunity for all of us to acknowledge the struggles and achievements of LGBT individuals and to learn more about the history and contributions of this community. The LGBT community has made and continues to make great and lasting contributions that strengthen the fabric of American society.

The LGBT movement traces its origins and progress from several incidents. The Stonewall Riots occurred in June 1969 in response to police storming a gay nightclub in New York City. This triggered days of protests and riots that swept across several major cities and exposed overt harassment of gay and lesbian people by both the government and society. Three years prior to the Stonewall Riots, the Compton's Cafeteria Riot occurred in August 1966 in the Tenderloin district of San Francisco. Lesser known but equally important, this incident was one of the first recorded transgender riots in United States history.

The VA observance is also about acknowledging the many contributions of VA LGBT employees who demonstrate VA's "I CARE" values daily while providing outstanding service to our Nation's heroes. In addition, Special Emphasis Program Managers across VA are implementing programs and services to create inclusive work and customer service environments for LGBT Veterans and employees.

For more information on VA's "One VA—We Serve with Pride" event or on other related LGBT outreach and initiatives, contact Ken Hunter, VA's National LGBT Program Manager, ODI, at (202) 461-4034 or [Kenneth.Hunter2@va.gov](mailto:Kenneth.Hunter2@va.gov).

## ***National Caribbean-American Heritage Month***

VA joins the Nation in observing National Caribbean-American Heritage Month in June. From the 2012 Presidential Proclamation (<http://www.whitehouse.gov/the-press-office/2012/06/01/presidential-proclamation-national-caribbean-american-heritage-month-2012>):

Individuals and families from Caribbean countries have journeyed to America's shores for centuries. Some were brought here against their will in the bonds of slavery. Some immigrated to America as children, clutching a parent's hand. Others came as adults, leaving behind everything they knew in pursuit of a better life in a new world. Generations of Caribbean Americans have sought to ensure their children and grandchildren would have the freedom to make of their lives what they will, and during National Caribbean-American Heritage Month, we celebrate their rich narratives and recognize their immeasurable contributions to our country.

Caribbean Americans have shaped every aspect of our society—enhancing our arts and humanities as titans of music and literature, spurring our economy as intrepid entrepreneurs, making new discoveries as scientists and engineers, serving as staunch advocates for social and political change, and defending our ideals at home and abroad as leaders in our military.

[Continued on the next page.](#)

# Policy Alerts

## *Employee-Management Relations*

A correction was made to the September 17, 2012, VA Handbook 5021, Employee/Management Relations policy update regarding the revision to matters excluded from coverage under the title 5 or hybrid agency grievance procedures to allow an employee to file a grievance due to a failure to receive a non-competitive promotion.

## *Recruitment, Relocation and Retention Incentives*

This policy revision implements significant changes to recruitment, relocation and retention incentives as outlined in VA Handbook 5007, Part VI. Due to the number of significant changes, the entire Chapters 1, 2 and 3 and related appendices are replaced in their entirety. This handbook revision includes the following significant changes:

- a. Revises approval levels for all incentives
- b. Requires mandatory review and reauthorization of all retention incentives
- c. Establishes annual certification and reporting requirements for all incentives
- d. Revises and limits payment options and methods
- e. Requires advertisement of incentives on vacancy announcements
- f. Automatically terminates retention incentives lacking an annual review
- g. Adds mandatory authorization forms
- h. Clarifies that for re-employed annuitants, the employee's salary before any offset for annuity will be used to compute incentive amount.

## *Reemployment Procedures Under the Uniformed Services Employment And Reemployment Rights Act (USERRA) of 1994*

This policy revision replaces VA Handbook 5005, Part III, Chapter 6 in its entirety. It provides reemployment procedures for returning uniformed Servicemembers under the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and includes current Department of Labor requirements.

USERRA is a Federal statute that protects Servicemembers' and Veterans' civilian employment rights. USERRA protects Servicemembers from discrimination in the workplace based on their military service; and, under certain conditions, USERRA requires employers to put individuals back to work in their civilian jobs after military service.

This revised chapter explains reemployment procedures, rights and benefits of Servicemembers, and identifies employee, manager/supervisor, and Human Resources responsibilities under USERRA law.

# Commemorate

## *Continued from the previous page.*

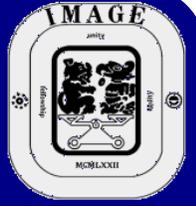
Their achievements exemplify the tenacity and perseverance embedded in our national character, and their stories embody the fundamental American idea that when access to opportunity is equal, anyone can make it if they try.

As we reflect on the myriad ways Caribbean Americans have shaped our country, we join in commemorating the 50th anniversaries of independence in Jamaica and Trinidad and Tobago, and we reaffirm the bonds of friendship we share with our Caribbean neighbors. This month, let us celebrate the essence of the Nation we all love—an America where so many of our ancestors have come from somewhere else; a society that has been enriched by cultures from around the world.

# Training

Continued from page 3.

## IMAGE Conference



National Image, Inc. will hold its 41st Annual National Training Program (NTP) September 9–13, 2013, at the BWI Airport Marriott located at 1743 West Nursery Road, Linthicum, MD 21090. The theme for this year's conference is "Serving the Hispanic Community Through: Leadership, Development, Partnering and Outreach." National Image, Inc. is a 501(c) (3) nonprofit, nonpartisan organization dedicated to excellence in public service. Its basic objectives are equity in employment, education, and civil rights for all Americans. The Image NTP qualifies as training in compliance with 5 U.S.C Chapter 41. The Image NTP is a great opportunity for professional and personal development. It is open to all Federal employees, and will provide informative workshops in the areas of Equal Employment Opportunity and Human Resources, Veteran benefits, leadership development, and diversity and inclusion. Georgia Coffey, VA Deputy Assistant Secretary for Diversity and Inclusion, will serve as a keynote speaker. In addition, ODI is scheduled to deliver training workshops during the conference. Arlene Gonzalez, National Hispanic Employment Program (HEP) Manager, Outreach and Retention, ODI, will present "Developing a Strategic Plan for Hispanic Employment, Retention and Outreach." Ms. Gonzalez will share the steps taken by VA in the development of a Fiscal Year 2013–2016 Hispanic Employment, Retention and Outreach Strategic Plan. This plan addresses low participation rates of Hispanics in the VA workforce and barriers to the full inclusion of Hispanics in the VA workforce. VA employees are invited to review information related to conference registration costs, course descriptions, and schedules at <http://www.national-image.org/2013-national-image-training-program>. As always, supervisory approval is required to attend this conference. All attendees must follow appropriate VA conference attendance approval procedures established for their respective organizations. Attendance is subject to availability of local training and travel resources. For additional information about VA's HEP, contact Ms. Gonzalez, at (202) 461-4041 or [Arlene.Gonzalez2@va.gov](mailto:Arlene.Gonzalez2@va.gov). For information about VA's participation at this event, contact Aurelia Waters, Hispanic Employment Outreach Program, ODI, at (202) 461-4124 or [Aurelia.Waters@va.gov](mailto:Aurelia.Waters@va.gov).

## Workforce Planning Tools Available

If you're responsible for workforce planning either full-time or as a collateral duty, VA's Office of Human Resources and Administration's Workforce Planning & Analysis (WPA) team has tools that can help you assess and plan for workforce challenges in your Administration or Staff Office.

As part of the overall Workforce Planning (WFP) Initiative, the following workforce planning tools are available to supplement what you're currently using:

- Risk Evaluator (VA 2692971): is a tool that helps people think through upcoming needs and changes, and identify the skills or other workforce characteristics needed to address them. It also guides people through a review of talent management processes and helps to identify areas of need.
- Workforce Maps Data & Analysis (VA 2692970): is a tool that helps people see gaps in critical aspects of chosen positions. It enables people to see the gaps both presently and in the pipelines. It pulls data from multiple flat files and maps the data to visually depict current and future workforce supply risks.



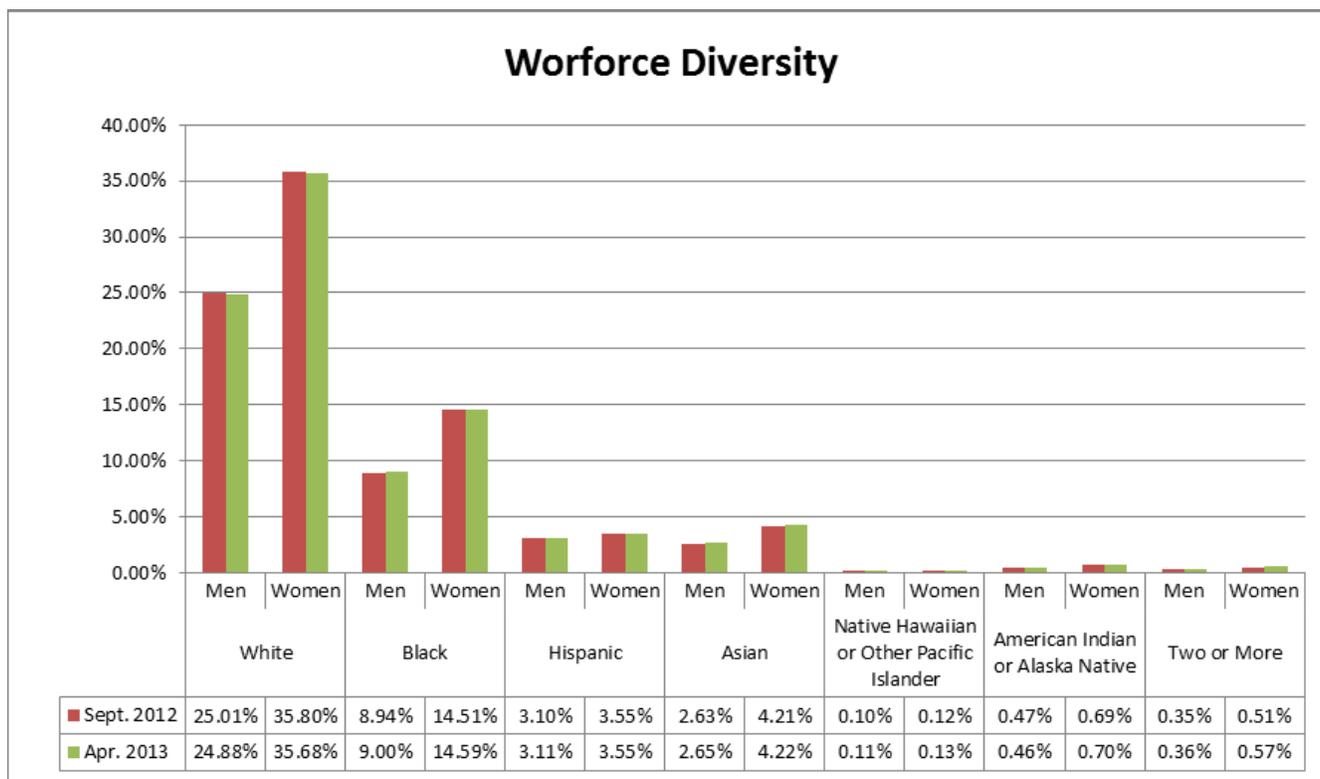
**WORKFORCE**  
**PLANNING & ANALYSIS**  
Linking Workforce Planning with Business Success

The WFP Community of Practice (CoP) SharePoint site has additional resources available to help guide workforce planning at VA. If you're unable to access the WFP CoP, please contact the WPA team and we'll add you as a member. Please refer to the April 2013 issue of *Diversity@Work* to access WFP eLearning courses posted to the Talent Management System (TMS). If you'd like to learn more about the WFP CoP and tools, or to schedule a training session (e.g., Risk Evaluator, Workforce Maps, or Primary Care Workforce Demand Model), contact Dr. Perry Alter at (561) 429-2157 or [Perry.Alter@va.gov](mailto:Perry.Alter@va.gov).

# VA Demographics Report

## Demographic Report for the Department of Veterans Affairs, April 2013

VA's workforce diversity remains relatively steady through April 2013. Although the VA workforce increased by approximately 6.2 thousand employees, the changes in representation for all groups in VA's permanent and temporary workforce were negligible.



Comparing the demographic characteristics of VA's workforce against the Relevant Civilian Labor Force (RCLF)\*, the representation of White women and Hispanic women are lower than expected. White women representation is currently at 74 percent of RCLF while Hispanic women are at 81 percent of RCLF. The representation of White men is lower than expected too, but is not considered to be significant. They are currently at 99.6 percent of their RCLF.

	Sep.2012	Feb. 2013	Change
<b>Using RCLF</b>	96.33%	96.67%	0.34%
<b>Using CLF</b>	85.75%	86.36%	0.61%

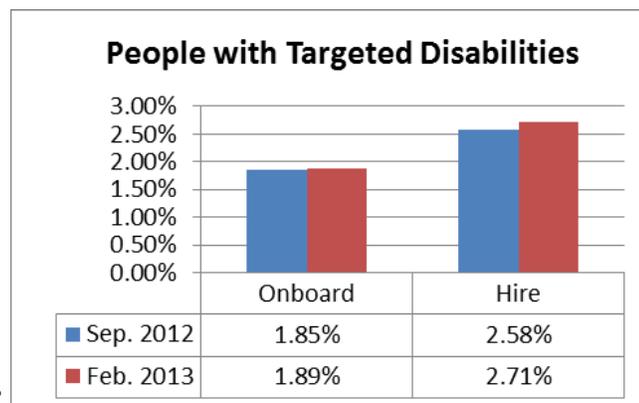
### Diversity Index

The Diversity Index is a single measure of workforce diversity that measures the convergence of VA's aggregate workforce distribution by race, ethnicity, and gender to the Civilian Labor Force (CLF)\*\* or RCLF. Since September 2012, there has been 0.34 percentage point increase in the RCLF-based diversity index and a 0.61 percentage point increase in the CLF-based diversity index.

### People with Targeted Disabilities

The proportion of people with targeted disabilities in VA's workforce has increased by 0.04 percentage points since the beginning of the fiscal year.

The hiring of people with targeted disabilities also increased since the start of the fiscal year. Among all hires, people with targeted disabilities represent 2.71 percent, 0.29 percent below the Secretary's 3 percent hiring goal.



For more information, contact ODI's Workforce Analysis Team at [odi@va.gov](mailto:odi@va.gov).

\*Relevant Civilian Labor Force (RCLF) reflects all the people in America 16 years of age or over, employed in or actively seeking work in VA specific occupations.

\*\*Civilian Labor Force (CLF) is defined as people in America 16 years of age or over, except those in the armed forces, who are employed, or are unemployed and seeking work. It is derived from census collected on the demographics of citizens in each job type.

Diversity@Work is published by the U.S. Department of Veterans Affairs' (VA's) Office of Diversity and Inclusion (ODI), a program office within the Office of Human Resources and Administration (HR&A).

To subscribe or unsubscribe, e-mail [odi@va.gov](mailto:odi@va.gov).

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Visit our Web site  
<http://www.diversity.va.gov>  
for staff e-mail addresses.

## OTHER USEFUL LINKS

HR&A  
<http://www.va.gov/employee>

VA's Office of Human Resources Management  
<http://www.va.gov/ohrm>

VA's Office of Resolution Management  
<http://www.va.gov/orm>

Veterans Health Administration's Diversity and Inclusion Community of Practice  
[Michael.Youngblood@va.gov](mailto:Michael.Youngblood@va.gov)

## GOT NEWS?

We want to hear from you! If you'd like to share your story ideas, comments, or suggestions, e-mail us at [odi@va.gov](mailto:odi@va.gov).

# D&I Online

The mission of the Department of Veterans Affairs' diversity and inclusion program is to develop and implement a comprehensive, integrated, and strategic focus on diversity and inclusion as key components of the Department's human resources strategies. Here's a sampling of online tools available at <http://www.diversity.va.gov> that can help leverage diversity and build inclusion:

- ▶ Lesbian, Gay, Bisexual, and Transgender Pride Month and other observance resources.
- ▶ Training resources, guides, and reports.
- ▶ Links to professional and community organizations.
- ▶ Best practices for diversity management.



## D&I In Your E-mail Inbox

Once a week, ODI sends out *NewsLink*, an e-mail message with annotated links to current news items and other information related to leveraging diversity and building inclusion. For a FREE subscription to this weekly electronic news service, e-mail [odi@va.gov](mailto:odi@va.gov) with the words SUBSCRIBE NEWSLINK in the subject line. Find a sample of *NewsLink* at <http://www.diversity.va.gov/products/newslink.aspx>.

## D&I on Your TV or PC

*Diversity News* is a video program co-produced by ODI and the VA Central Office Broadcast Center for you. *Diversity News* follows VA News on the VA Knowledge Network, Content Distribution Network, channel 2. The May/June 2013 edition focuses on the "career lifecycle" and MyCareer@VA. Programs are also available at <http://www.diversity.va.gov/products/dn.aspx>.

## June 2013 Calendar

<http://www.diversity.va.gov/calendar>

Lesbian, Gay, Bisexual, and Transgender  
Pride Month

Native American Citizenship Day  
June 15

National Caribbean-American Heritage  
Month

Society for Human Resource Management 2013  
Annual Conference & Exposition  
June 16-19; Chicago, IL  
<http://annual.shrm.org>

Society of American Indian Government  
Employees National Training Program  
June 3-7; Spokane, WA  
<http://www.saige.org>

League of United Latin American Citizens  
National Convention & Exposition  
June 17-22; Las Vegas, NV  
<http://lulac.org>

D-Day  
June 6

Juneteenth  
June 19

2013 Asian American Government  
Executives Network Leadership  
Workshop  
June 6; Arlington, VA  
<http://www.aagen.org>

The Conference Board Corporate  
Diversity & Inclusion Conference  
June 25-26; New York, NY  
<http://www.conference-board.org/conferences/conferencedetail.cfm?conferenceid=2453>

Kamehameha Day  
June 11

Flag Day  
June 14

VA Central Office Lesbian, Gay, Bisexual, and  
Transgender Pride Month Program  
June 27