Department of Veterans Affairs

Memorandum

Date: FEB 15 2019

From: Assistant Secretary for Human Resources and Administration/Operations, Security, and Preparedness (006)

Subj: Launch of "I Report Because I CARE About People with Disabilities Campaign" (VIEWS 00145598)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. Department of Veterans Affairs (VA) is proud to launch the "I Report Because I CARE About People with Disabilities Campaign," a resurvey campaign to encourage self-reporting of disabilities through Standard Form 256 during fiscal years 2019 and 2020. On October 26, 2018, VA received a Joint Memorandum from the Office of Personnel Management and the Equal Employment Opportunity Commission titled "Resources for Disability Self-Identification Efforts," and the Department used this memorandum as a motivation to launch this new campaign. Attached is an action plan for implementation at all VA organizational levels.

2. The attached plan includes specific activities, responsible parties, due dates, and status. The VA's Office of Diversity and Inclusion (ODI) will lead this effort and will continuously evaluate the status of the planned activities. The Department is committed to the Recruiting, Hiring, Advancement, Promotion, and Advancement of Persons with Disabilities (PWDs) and Persons with Targeted Disabilities (PWTDs). As such, VA must be able to accurately capture the participation of PWDs and PWTDs within its current workforce. This resurvey campaign will allow VA to ensure sufficient resources are obligated to activities related to conducting outreach, hiring, ensuring access, providing reasonable accommodations, and retaining PWDs and PWTDs.

3. The name of this campaign captures VA Core Values of Integrity, Commitment, Advocacy, Respect, and Excellence to show how self-reporting of disabilities impacts the VA's ability to provide excellent customer service and support to our Veterans, their families, and beneficiaries. Additionally, this campaign enables VA to ensure attainment of a model EEO Program and remain an employer of choice for PWD and PWTD, to include Veterans.

4. For questions or concerns regarding this campaign, please contact Nanese Loza, VA's Disability Program Manager, ODI, at (202) 461-4049 or Nanese.Loza@va.gov.

Daniel R. Sitterly

Attachments
“I Report Because I CARE About People with Disabilities Campaign” Plan
to Resurvey the VA Workforce for Disabilities

The attached Plan outlines how the Department of Veterans Affairs (VA) intends to proceed with the “I Report Because I CARE About People with Disabilities Campaign”, a resurvey of the workforce for self-identification of disability status, utilizing the 2016 version of Standard Form (SF) 256, “Self-Identification of Disability”. VA is committed to the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities (PWDs). As such, the Department must be able to accurately measure the participation of PWDs, to include Persons with Targeted Disabilities (PWTDs) within the workforce. This self-identification helps ascertain resources that will assist VA towards attainment of a Model EEO Program and allow VA to remain an employer of choice for PWDs and PWTDs.

As required by the Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 715, specifically Part J, “Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities,” VA, must meet each of the four grade cluster requirements for these two groups as follows.

- Representation of at least 12 percent of PWDs at General Schedule (GS) grades (and equivalent, to include Title 38 and Title 38 Hybrid) 1 to 10.
- At least 12 percent of PWDs at GS grades (and equivalent, to include Title 38 and Title 38 Hybrid) 11 to Senior Executive Service (SES).
- Participation of at least two percent of PWTDs at GS grades (and equivalent, to include Title 38 and Title 38 Hybrid) 1 to 10.
- PWTDs representation of at least two percent at GS grades (and equivalent, to include Title 38 and Title 38 Hybrid) 11 to SES.

Additionally, the Office of Personnel Management (OPM) also requires reporting of efforts to hire and increase Federal employment of PWDs through 5 United States Code. Section 7201; 5 Code of Federal Regulations, Part 720, Subpart B; and Executive Order 13548. These efforts are captured in the Federal Equal Opportunity Recruitment Program Report (FEORP) Tool pilot, for which VA is a participant. To most accurately identify barriers, adopt appropriate solutions, and document progress in achieving model EEO Program status, we must identify stakeholders and responsible parties in helping conduct the re-survey of the workforce.

Attached is the Plan for VA to conduct and complete a re-survey of the workforce for PWDs and PWTDs during fiscal years (FYs) 2019 and 2020.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Specific Actions</th>
<th>Responsible Organization/s</th>
<th>Responsible Individual/s</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Integrate an electronic Self-Report of SF-256 that functions within Human Resources (HR) Smart {HR System of Record}.</td>
<td>Coordinate with HR Smart staff for utilization of systems that have a direct link to HR Smart, such as the Veterans Health Administration Service Support Center (VSSC) to ensure the self-report option for the SF-256 is functional and accessible to all VA employees for self-reporting their disability status.</td>
<td>1. HR and Administration (HR&amp;A), Human Resources Systems and Analytics. 2. Appropriate VSSC staff, as needed. 3. HR&amp;A, Office of Diversity and Inclusion (ODI).</td>
<td>September 30, 2019</td>
<td>Discussion held on processes needed to integrate an electronic self-report function of SF 256.</td>
</tr>
<tr>
<td>II.</td>
<td>Develop a communications package to include an “All Station” memorandum to announce campaign.</td>
<td>Create and send a memorandum to all Staff Offices, Organizations, and Administrations to encourage self-reporting of disability status.</td>
<td>1. HR&amp;A, ODI.</td>
<td>February 15, 2019</td>
<td>Utilize OPM’s sample memorandum and marketing materials to create a VA-wide re-survey campaign package.</td>
</tr>
<tr>
<td>Activity</td>
<td>Specific Actions</td>
<td>Responsible Organization/s</td>
<td>Responsible Individual/s</td>
<td>Due Date</td>
<td>Status</td>
</tr>
<tr>
<td>----------</td>
<td>------------------</td>
<td>-----------------------------</td>
<td>--------------------------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td>disability status. As attachments to the memorandum, the communications package will include marketing materials on the campaign to be used at every VA Administration, facility and Staff Office.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| III. Market the "I Report Because I CARE About People with Disabilities Campaign". | Use the materials provided in communications package, as well as, other innovative methods to increase awareness of this campaign. | 1. All VA Staff Offices and Organizations.  
2. All VA Administrations and field facilities.  
3. Veterans Employment Services Office (VESO). | 1. All Staff Office Selective Placement Program Coordinators (SPPCs).  
2. All Administration SPP Program Managers.  
<table>
<thead>
<tr>
<th>Activity</th>
<th>Specific Actions</th>
<th>Responsible Organization/s</th>
<th>Responsible Individual/s</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
</table>
| VI. Advertise electronic self-reporting link to employees.             | Once established, publish electronic link for self-reporting provided by HR Smart/ODI staff in signature blocks, disability-related plans and reports, on various websites and SharePoint sites, and social media, as appropriate. | 1. All VA Staff Offices and Organizations.  
2. All VA Administrations and field facilities.  
3. VESO.                  | (DVAAP)  
Manager, VESO.  
4. All facility SPPCs.  
5. All facility Disability Program Managers (DPMs).  
6. All facility and Staff Office Reasonable Accommodation Coordinators (RACs). | January 31, 2020 | Awaiting establishment of electronic link.                              |
<table>
<thead>
<tr>
<th>Activity</th>
<th>Specific Actions</th>
<th>Responsible Organization/s</th>
<th>Responsible Individual/s</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>V. Analyze and monitor changes in workforce representation for PWDs and PWTDs.</td>
<td>Analyze and monitor, on at least a quarterly basis, the representation of PWDs and PWTDs in relation to the four grade cluster goals set forth by the EEOC MD-715. This also requires updates provided to ODI on at least an annual basis, regarding the status of goal attainment.</td>
<td>1. VA ODI. 2. All VA Staff Offices and Organizations. 3. All VA Administrations and field facilities. 4. VESO.</td>
<td>1. All Administration EEO Offices. 2. DVAAP Manager, VESO. 3. All facility EEO Managers in coordination with facility SPPCs, DPMs, and RACs.</td>
<td>September 30, 2019 and annually (or quarterly, as required by ODI) thereafter.</td>
<td>Not started.</td>
</tr>
<tr>
<td>VI. Report status on employment of PWD and PWTD through MD-715 and FEORP Tool.</td>
<td>Provide status of changes in employment of PWD and PWTD in the Part J goals of MD-715, and through FEORP Tool.</td>
<td>1. VA ODI. 2. All VA Staff Offices and Organizations. 3. All VA Administrations and field facilities. 4. VESO.</td>
<td>1. All Administration EEO Offices. 2. DVAAP Manager, VESO. 3. All facility EEO Managers in coordination with facility SPPCs, DPMs and RACs.</td>
<td>September 30, 2019 and annually (or quarterly, as required by ODI) thereafter.</td>
<td>Not started.</td>
</tr>
</tbody>
</table>