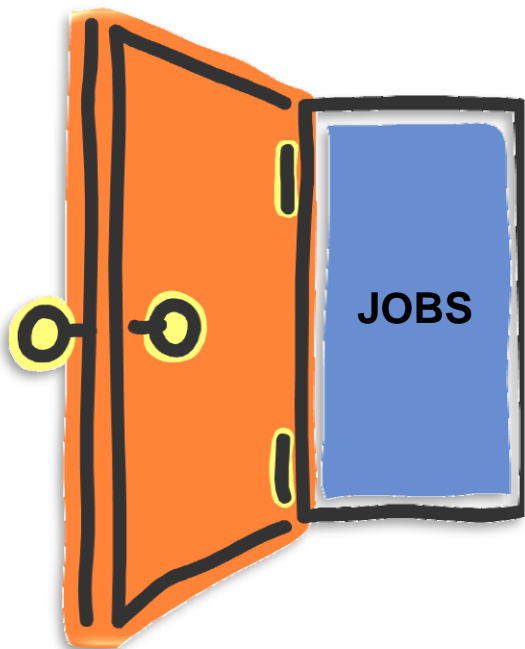




# U.S. Department of Health and Human Services Office of Human Resources

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Diversity Outreach Opportunities *and* Recruitment **Division**



## The DOOR to Hiring and Advancing People with Disabilities in the Federal Government



# Agenda

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- Diversity and Inclusion
- Special Hiring Authorities and Eligibility
- Veterans with Disabilities
- Reasonable Accommodations and Language Access
- Mentorship, Internship, and Employment Opportunities
- Resources for Persons with Disabilities



# Diversity and Inclusion

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- **Executive Order 13583**- Establishing a Coordinated Government-Wide Initiative to Promote Diversity and Inclusion in the Federal Workforce, Aug 18, 2011
  - **Executive Order 13171**- Hispanic Employment in the Federal Government, Oct 12, 2000
  - **Executive Order 13518**- Employment of Veterans in the Federal Government, Nov 9, 2009
  - **Executive Order 13548**- Increasing Federal Employment of Individuals with Disabilities, July 26, 2010
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# Executive Order 13583

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## **WHAT IT DOES:**

Establishes a Coordinated Government-Wide Initiative to Promote Diversity and Inclusion in the Federal Workforce, Aug 18, 2011

## **WHAT IT MEANS:**

Federal agencies are now accountable through documented proof of established programs, plans, procedures, and results.

## **PERSONS WITH DISABILITIES:**

Issues of discrimination, barriers, opportunities for improvement, and solutions must be addressed AND disseminated for accountability purposes.



# Executive Order 13171

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## **WHAT IT DOES:**

Mandates federal agencies to establish and maintain a program for the recruitment and career development of Hispanics in Federal employment.

## **WHAT IT MEANS:**

Federal agencies are accountable for reducing the underrepresentation of Hispanics in their respective agencies.

## **PERSONS WITH DISABILITIES:**

The hiring of Hispanics with disabilities must be a priority and address accommodation issues/concerns, s.a. language access, training, etc.



# Executive Order 13518

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## **WHAT IT DOES:**

Mandates federal agencies to hire more Veterans with the assistance of a Veterans Employment Program Manager/Officer (VEPM/O) , and to report Veterans New Hire Goals quarterly.

## **WHAT IT MEANS:**

Federal agencies must open their doors to Veterans AND Veterans must be prepared to transition from military-to-federal employment.

## **PERSONS WITH DISABILITIES:**

The employment of the increasing number of Veterans with disabilities must be provided preference for employment consideration.



# Executive Order 13548


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## WHAT IT DOES:

Increases Federal Employment of Individuals with Disabilities

## WHO IT AFFECTS:

- 54 Million Americans have a disability
- Only 5% of 2.5 Million Federal Employees have a disability (12,500/2,500,000)
- Targeted Disabilities- < 1%
  - *deafness*
  - *complete paralysis*
  - *partial paralysis*
  - *blindness*
  - *convulsive disorders*
  - *mental illness*
  - *missing extremities*
  - *mental retardation*
  - *genetic or physical condition affecting limbs and/or spine*



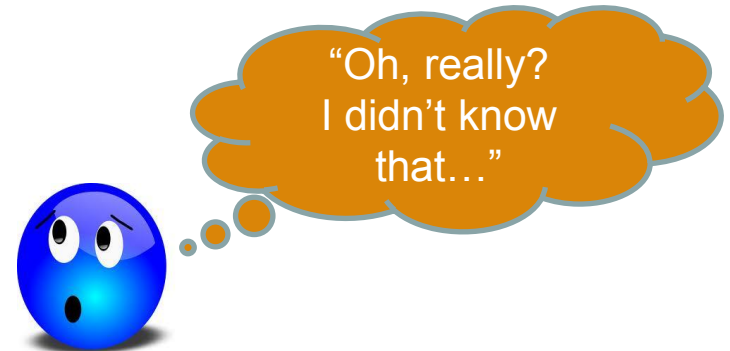
# The ABCs and OMGs of Schedule-A Hiring

## ABCs



- Federal agencies can hire/promote noncompetitively
- Selective Placement Program Coordinators (SPPC)
- Hiring process reduced from 6 months to 30-60 days
- 2-year probationary period

## OMGs



- Schedule A is an **AUTHORITY**, not a **REQUIREMENT**
- Must be a QUALIFIED candidate
- Must have a SEVERE physical/mental/intellectual disability
- Closing Dates
- Disclosure of Information
- Preference vs. Consideration





# Schedule-A Process and Eligibility

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1. Identify an OPEN position you want to apply for.
  2. Prepare your application.
    - a) Resume
    - b) Schedule A Letter (VA Letter)
      - licensed career counselor, ...
    - c) Proof of Disability (Medical documentation)
      - doctor, licensed medical professional, ...
  3. Contact the Disability Program Manager (DPM) or Selective Placement Program Coordinator (SPPC) for guidance.
  4. Wait to be contacted by HR Specialist.
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# Veterans with Disabilities

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## WHAT YOU NEED TO KNOW:

### 1. Requirements:

- a) DD 214
- b) VA Letter or Schedule-A Letter

### 2. Submission:

- a) Contact VEPM/O
- b) Veterans Preferences and Disability Status

### 3. Resume Design

- a. Skill Set Conversion
- b. Strategic Writing of Executive Core Qualifications(ECQs)

### 4. Follow-Up



# Veteran Preferences and Disability Status

## Federal Guidance:

- Veterans' Preference Act of 1944, 5 U.S.C. 2108 and 3309
  - Disabled Veterans OR**
  - Served on **active duty** in Armed Forces during certain time periods/military campaigns
  - Competitive external hiring processes**

## Definitions

- "Active Duty"
  - Non-disabled Veterans: EXCLUDES** active duty for training by National Guard or Reserve soldiers
  - Disabled Veterans: INCLUDES** active duty for training by National Guard or Reserve soldiers
- "War"- only those armed conflicts declared by Congress as *war*. (5 U.S.C. 2108)



# Veteran Preferences and Disability Status

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## When Preference Applies

- Permanent and temporary positions when external competitive hiring procedures are used.
  
- Separated from active duty in the Armed Forces with an honorable or general discharge
  
- Excludes non-disabled military retirees with rank of major, lieutenant commander, or higher



# Veteran Preferences and Disability Status

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## 5-Point Preference (TP)

During a war (as declared by Congress)

April 28, 1952 through July 1, 1955

OR

More than 180 consecutive days (not training) AFTER January 31, 1955 and BEFORE October 15, 1976

OR

Gulf War (August 2, 1990 through January 2, 1992)

OR

In a campaign/expedition for which a campaign medal has been authorized.

Any Armed Forces Expeditionary medal or campaign badge (See hand-out)

A Campaign medal holder or Gulf War veteran (See hand-out)



# Veteran Preferences and Disability Status

10-Pt	TYPE	QUALIFICATIONS
CPS	Compensable Disability Preference (30% or more)	<ul style="list-style-type: none"><li>•Served at any time</li><li>•Compensable service-connected disability rating of 30%</li></ul>
CP	Compensable Disability Preference	<ul style="list-style-type: none"><li>•Served at any time</li><li>•Compensable service-connected disability rating of 10% - 29%</li></ul>
XP	Disability Preference	<ul style="list-style-type: none"><li>•Present service-connected disability</li><li>•Received a Purple Heart</li><li>•Is receiving compensation, disability retirement benefits, or pension from military of Dept of Veteran Affairs BUT DOES NOT QUALIFY AS CP or CPS</li></ul>
XXP	Derived Preference	<ul style="list-style-type: none"><li>• Spouses, Widows, Widowers, or Mothers of Veterans</li><li>•Based on service of a veteran who is not able to use the preference</li></ul>



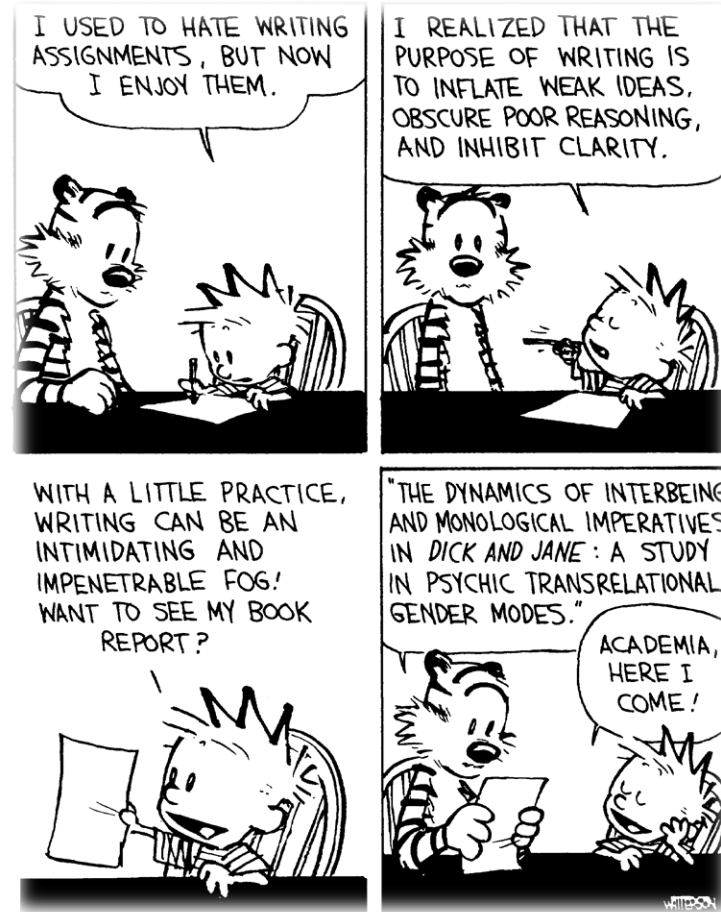
# Resume Design for Persons with Disabilities

## Skill Set Conversion

- Focus on your ABILITIES
- Taking your experiences and making them count

## Strategic Writing of ECQs

- Language Equivalencies
- “What it says,” ... “What it *really* means”



Calvin-Writing



# Reasonable Accommodations (RA)

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- **Executive Order 13164**: Establishing Procedures To Facilitate The Provision Of Reasonable Accommodation
- **Three Categories**
  1. Modifications/adjustments to a job application process to permit an individual with a disability to be considered for a job (i.e. large print, Braille)
  2. Modifications/adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (i.e. sign language interpreters)
  3. Modifications/adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (i.e. physical barriers in an office)





# Reasonable Accommodations (cont.)

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## Requesting RAs

- Tell someone (1<sup>st</sup>-line SUPV, Mgr, other designee)
- Keep it simple...NO *FANCY* WORDS NEEDED
- Document it (not required)
- If you have a question, ask your RA-POC
- Maintain confidentiality at your discretion
  - Telling co-workers
  - Divulgence of information
  - Exception: Schedule-A consideration requires disclosure of disability



# Language Access

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## **Executive Order 13166:** Improving Access to Services for persons With Limited English Proficiency

- Interpreting Services (Spoken or signed foreign language)
- Cultural Awareness Training
- Language Classes (sign language and/or Spanish classes)
- Materials translated into non-English languages
- Community Partnerships
- Collegiate Partnerships (Student Interns, Independent Study)
- Volunteer Networks
- Shared Neutrals



# Mentorship, Internship and Employment Opportunities

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- **Pathways Program: Competitive hiring authority**
    - Internships
      - Specific to agency mission (i.e. Social Worker Internship, ACF)
    - Recent Graduates
      - Past 2-years (non-veteran)
      - Past 6-years (veteran- fulfilling military obligation)
    - PMF Program (Presidential Management Fellows)
      - Advanced degree in past 2-years
  - **April 1, 2012- New OPM Guidelines**
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# Resources for Persons with Disabilities

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- Recruitment/Hiring
    - FedshireVets- [www.fedshirevets.gov](http://www.fedshirevets.gov)
    - WRP (Workforce Recruitment Program)- [www.wrp.gov](http://www.wrp.gov)
    - For Veterans with Disabilities-
      - DOL Veterans Employment and Training Service- [www.dol.gov/vets/welcome.html](http://www.dol.gov/vets/welcome.html)
      - Hire Heroes- [www.hireheroesusa.org](http://www.hireheroesusa.org)
      - Wounded Warriors Project- [www.woundedwarriorproject.org](http://www.woundedwarriorproject.org)
    - NPWE (Non-Paid Work Experience Program)-  
<http://www.military.com/benefits/content/veteran-benefits/vre-non-paid-work-experience.html>
  - Advocacy Groups
    - American Association of People with Disabilities- [www.aapd-dc.org](http://www.aapd-dc.org)
    - American Council of the Blind
    - Deaf and Hard of Hearing in Government- [www.dhhig.org](http://www.dhhig.org)
  - Accommodations
    - CAP (Computer/Electronic Accommodations Program)- [www.tricare.mil/cap](http://www.tricare.mil/cap)
    - JAN (Job Accommodation Network)- [www.jan.wvu.edu](http://www.jan.wvu.edu)
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Any Questions



# Thank You!

U.S. Department of Health and Human Services (DHHS)  
Office of the Secretary (OS)  
Assistant Secretary of Administration (ASA)  
Office of Human Resources (OHR)  
Strategic Programs Directorate (SPD)  
Diversity Outreach Opportunities and Recruitment (DOOR)

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