

**U.S. NUCLEAR REGULATORY COMMISSION  
DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM  
FISCAL YEAR 2015 PLAN**

I. PURPOSE AND AUTHORITY

The U.S. Nuclear Regulatory Commission's (NRC's) policy is to promote and improve the recruitment, hiring, placement, and advancement of qualified veterans, especially those who are 30% or more disabled.

This policy is in accordance with Section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (38 U.S.C. 2014 and Title 5 of the *Code of Federal Regulations* Part 720, "Affirmative Employment Programs"), and Section 307 of the Civil Service Reform Act of 1978 (5 U.S.C. 3112).

II. DEFINITIONS

- A. A veteran is defined by 5 U.S.C. 2108 as an individual who served on active duty in the armed forces during (1) a war, (2) a campaign or expedition for which a campaign badge had been authorized, or (3) any period so designated by law.

Codes 2, 3, 4, and 6 in Block 23 of Standard Form 50, "Notification of Personnel Action," identify veterans.

- B. A disabled veteran is defined by 38 U.S.C. 2021(3) as follows:

- a veteran who is entitled to compensation under the laws administered by the U.S. Department of Veterans Affairs
- a person who was discharged or released from active military duty because of a service connected disability

Codes 3, 4, and 6 in Block 23 of Standard Form 50 identify disabled veterans.

III. RESPONSIBILITIES

- A. The Executive Director for Operations is responsible for approving the NRC's Disabled Veterans Affirmative Action Program (DVAAP) plan.

- B. The Chief Human Capital Officer (CHCO) is responsible for the following:

- developing the NRC's DVAAP plan
- ensuring implementation of the DVAAP plan
- evaluating overall effectiveness and results of the DVAAP plan

- approving and submitting any required updates and reports to the Office of Personnel Management
  - ensuring that the Office of the Chief Human Capital Officer (OCHCO) policies or practices do not create improper selection barriers for disabled veterans
  - representing the agency at meetings and conferences that concern the employment of disabled veterans and developing recruiting sources of qualified disabled veterans with potential for Federal employment
  - providing necessary guidance and instructions to Headquarters staff and Regional Administrators or their designees on the implementation of the plan
  - tracking appointment actions of all disabled veterans
  - preparing required agency wide DVAAP plan updates and accomplishment reports
  - assessing the need for and arranging necessary training to implement the DVAAP plan
- C. The Director, Office of Small Business and Civil Rights (SBCR), will assist in the development and implementation of the DVAAP plan, as appropriate, to ensure consistency with overall equal employment principles and policies.
- D. Supervisors are responsible for the following:
- actively considering disabled veterans for position vacancies
  - ensuring that employees who are disabled veterans, especially those with service connected disabilities of 30% or more, are given full consideration and equitable opportunities to receive advancement, training, and incentive awards

#### IV. ASSESSMENT OF CURRENT STATUS OF DISABLED VETERANS

- A. The CHCO will conduct an annual assessment of the disabled veterans program before the development and implementation of a DVAAP plan for the upcoming fiscal year (FY).
- B. The assessment will do the following:
- Verify data applicable to this program that are contained in the NRC human resources information system. The database for this assessment will consist of all disabled veterans, including those serving in temporary and permanent appointments, on any work schedule (full time, part time, and intermittent) and at all grade and pay levels.
  - Prepare an analysis of the distribution of disabled veterans by grade, occupation, and organization.

## V. RECRUITMENT AND APPOINTMENT METHODS

- A. The CHCO and regional personnel officers will identify and maintain contacts with organizations and associations that specialize in placement efforts for disabled veterans.
- B. The agency will contact these organizations and associations periodically in regard to current vacancies and will ask them to publicize the vacancies within their organizations and to refer applications of qualified veterans.
- C. Advertisements for positions using the Internet, vacancy announcements, and other sources will include appropriate statements for the disabled. The staff may use paid advertising, when appropriately authorized by OCHCO, to recruit disabled veterans.
- D. Outside candidates for professional and scientific positions for which the NRC recruits on a continuing basis at the GG-9 level or higher or at comparable pay levels, are considered within each qualifications category in the following order:
  - 10-point veteran preference eligible candidates
  - 5-point veteran preference eligible candidates
  - nonveterans
- E. Outside candidates for positions other than those described in D above are considered in the above order; however, qualified disabled veterans who have compensable service connected disabilities of 10% or more are considered before any other outside candidates regardless of the qualifications categories of the other candidates.
- F. If the staff disqualifies an applicant with a compensable service connected disability of 30% or more for physical reasons, the CHCO will review this disqualification.
- G. Appointing officials may appoint disabled veterans with a compensable service connected disability of 30% or more to any position at any grade level for which they are qualified without regard to competitive procedures in accordance with NRC Management Directive 10.15, "Merit Staffing Program," dated February 21, 1996.

## VI. INTERNAL ADVANCEMENT OPPORTUNITIES

- A. OCHCO will assist disabled veterans who occupy NRC positions below the GG-11 or equivalent level in identifying potential advancement opportunities, as appropriate.
- B. Upon request, OCHCO will provide career counseling that identifies career advancement and training opportunities for these employees.

## VII. EVALUATION OF PROGRAM

The CHCO will conduct an annual program evaluation of the following:

- A. The methods used to recruit and retain disabled veterans, especially veterans who are 30% or more disabled.
- B. The methods used to provide or improve internal advancement opportunities for disabled veterans.

## VIII. AGENCY ACCOMPLISHMENT REPORTS

The CHCO will prepare the agency's annual report based on the evaluation of the program described in Section VII above for submission to the Office of Personnel Management by the required deadline. In addition to reporting on the items noted in Section VII, the report will also explain the agency's progress in implementing its DVAAP plan during the FY.

## IX. IMPLEMENTATION PLAN

- A. This section describes the methods used to recruit and employ disabled veterans, especially those who are 30% or more disabled.

The NRC will continue to recruit disabled veterans by expanding recruitment sources to include organizations and job fairs that target this audience. In addition, the NRC will ensure that disabled veterans are targeted for employment consideration by providing vacancy announcements to organizations that focus on veterans with disabilities. The NRC will continue to attend career fairs, such as the Recruit Military career fair, and will seek out other conferences and career fairs where disabled veterans can be found.

- B. The NRC uses the methods described below to provide or improve internal advancement opportunities for disabled veterans.

The NRC's efforts to provide internal advancement for disabled veterans include offering career counseling, providing assistance with preparing individual development plans, providing training opportunities, and announcing rotational assignment opportunities.

The career counseling offered by the NRC is extensive. A professional career counselor is under contract with the NRC to develop career strategies. The employee may explore career related issues and strategies in a confidential manner during five 1-hour sessions. Career counseling is tailored to meet individual needs. The career counseling program will help employees in the following ways:

- heighten the employee's awareness of qualifications for positions of interest and for which he or she has the experience and education

- assist the employee in understanding career opportunities and limitations at the NRC, at other Federal agencies, and in the private sector
  - assist the employee in establishing short- and long-term goals to achieve optimum career and personal growth
  - provide the employee with assistance and guidance in developing an individual development plan
  - continue to provide career guidance and assist in rotational opportunities
- C. OCHCO, in partnership with SBCR, will establish a Veterans Employee Resource Group (VERG). The VERG will enhance the NRC's efforts for recruitment and retention of veterans, provide a forum for veteran-related issues, and provide NRC management with insights and feedback.