

DOA – DIVISION OF PERSONNEL MANAGEMENT

- BUREAU OF EQUITY AND INCLUSION BULLETIN

Date: October 6, 2022

Subject: Veteran Employment Plan of Action

Locator No: DPM-0578-EI

This is a re-issue of policy bulletin DPM-0578-EI (last released July 26, 2022) on veteran employment plan of action. The information included in the bulletin has not changed but relevant hyperlinks have been updated.

This bulletin is to inform state agencies of the requirement to develop a veteran employment plan of action. Pursuant to s. 230.042, Wis. Stats., appointing authorities for each agency are required to create and implement a plan to employ veterans, and veterans with service-connected disabilities, at a ratio equal to or greater than the state civilian labor force as determined by the Wisconsin Council on Veterans Employment.

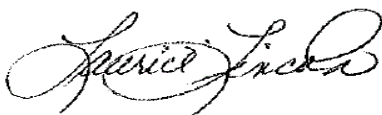
The Council established the following goals in 2016¹:

- For each agency with more than 100 authorized permanent full-time equivalent positions, the employment goal for veterans is 9%,
- For each agency with less than 100 authorized permanent full-time equivalent positions, the employment goal for veterans is 7%, and
- For all agencies, the employment goal for veterans with a service-connected disability rating is 1%.

To assist in achieving these goals, the Council developed a Veteran Employment Plan of Action template which includes DPM adopted policy, best practice and administrative guidelines. The template is part of this bulletin, and a word version is available on the DPM website. Also attached is a report of agency percentages for permanent classified veterans and disabled veterans.

Each agency must include a Veteran Employment Plan of Action as a part of their Equity and Inclusion Plan, which is provided to the Bureau of Equity and Inclusion (BEI). Each agency must review the plan's progress annually. BEI will verify compliance during agency monitoring visits.

If you have questions regarding this bulletin, contact the Bureau of Equity and Inclusion at (608) 266-5709.



Laurice Lincoln, Director
Bureau of Equity and Inclusion

¹ The council has not revisited the goals.
Updated July 2022

TEMPLATE*

**State of Wisconsin
[Agency Name]
Veterans Employment Plan of Action**

- **Authority**

The Wisconsin Veterans Employment Initiative, under authority of Wis. Stats. 230.042, is a state-wide program aimed at increasing both the number of veterans and the number of veterans with a service-connected disability rating employed in state government. These provisions also establish a Council on Veterans Employment, the purpose of which is to advise and assist the Governor in establishing a coordinated, government-wide effort to increase the number of veterans employed in state government. Pursuant to the authority set forth in Wis. Stats. 230.042, the Agency adopts and implements this Veterans Employment Plan of Action.

- **Policy**

The Agency will prepare and implement a plan of action related to the employment of veterans and veterans with a service-connected disability rating. The Council on Veterans Employment established the employment goals for small and large agencies using the percentage of disabled and non-disabled veterans in the state civilian labor force, determined by the Department of Workforce Development.

The Council on Veterans Employment established the statewide goals to employ, at a minimum, the following in the state government labor force:

For large agencies of more than 100 employees: nine (9) percent veterans and one (1) percent veterans with a service-connected disability.

For small agencies of 100 or fewer employees: seven (7) percent veterans and one (1) percent veterans with a service-connected disability.

- **Guidelines and Procedures**

A. General

1. Human Resources staff will be knowledgeable regarding all state government employment provisions pertaining to veterans, veterans with a service-connected disability rating, and their spouses, including but not limited to the following:
 - Veterans preference and accommodation provisions (ss. 230.25(2)(am) and 230.16(6)(7m), Wis. Stats.);
 - Expanded certification (ss. 230.21(1m)(a)(2) and 230.25(1g)(1m), Wis. Stats.);
 - Provisions related to the noncompetitive appointment program for certain disabled veterans (ss. 230.25(5) and 230.275, Wis. Stats.);

- WiscJobsforVets public site: <https://jobcenterofwisconsin.com/veterans/> ;
 - VNCA Program pages: https://dpm.wi.gov/Pages/Job_Seekers/VeteranHiring.aspx. For more information or questions about the DPM website, please reach out to the wisc.jobs helpdesk at 608-267-1012 or wiscjobs@wisconsin.gov.
2. Human Resources staff will provide, to any person requesting such information the complete and most recent state government veteran employment information and information on ways a veteran and/or a veteran with a service-connected disability rating may apply for state government employment positions.
 3. A veteran with a service-connected disability of thirty (30) percent or more using the noncompetitive appointment program cannot currently hold a permanent classified position in state service nor have mandatory restoration rights to a permanent position in stateservice.
 4. Any successful applicant for noncompetitive appointment must be qualified to perform the duties and responsibilities of the position.

B. Requirements for All Recruitments

1. Recruitments posted to wisc.jobs will be promoted to relevant veteran's outreach organizations using the Division of Personnel Management enterprise email marketing.
2. The Agency is highly encouraged to initiate, and participate in, outreach and recruitment activities in cooperation with the DWD Office of Veteran Services, the DOA Division of Personnel Management, Bureau of Equity and Inclusion and BMRS Enterprise Recruiting, and other agencies.

C. Procedures for Targeted Recruitment

1. The Agency may undertake special targeted recruitments limited to veterans with a 30% or greater service-connected disability who are eligible for noncompetitive appointment.
2. When filling a position through this targeted recruitment option, the Agency may pull a candidate list directly from the register established by the gateway announcement using job specific qualifications and work location.
3. Prior to referral to the hiring supervisor, the [name of HR position(s) and/or organizational unit at agency, *e.g.*, HR Specialist, HR Bureau, *etc.*] may conduct an initial screen to verify that the veteran qualifies for appointment on a non-competitive basis and to determine whether a veteran applicant meets the minimum qualifying criteria for the position (*i.e.*, the knowledge, skills, and abilities deemed required upon appointment and set forth in the job announcement).
4. All eligible veteran applicants who meet the minimum qualifying criteria for the position will be invited to participate in the next step of the selection process.

5. The hiring supervisor will make the final determination as to whether appointment consideration should be given to a referred applicant(s) in consultation with [name of HR position(s) and/or organizational unit at agency, *e.g.*, HR Specialist, HR Bureau, *etc.*].
6. In any instance in which the Agency elects to appoint a veteran with a 30% or greater disability rating on a noncompetitive basis, the Agency will offer to interview for the position any disabled veteran who has expressed interest in applying for the position who satisfies the requirements set forth at s. 230.275(1), Wis. Stats., and who appears to have the skills and experiences suitable for performing the duties and responsibilities of the position. If the Agency has requested a certification for the position, the Agency will offer to interview for the position any disabled veteran who is certified for appointment and who satisfies the requirements set forth at s. 230.275, Wis. Stats.
7. Any targeted recruitment activity may be done concurrently with other recruitment efforts, or the Agency may choose to announce these recruitments prior to making any announcement on an open competition basis.
8. Depending on the outcome of the screening process and any subsequent interviews, additional targeted recruitment activities may be undertaken (and a new application deadline established), or a decision may be made to proceed through a different mode of recruitment.

D. Procedures for Positions Posted as Open Recruitments

1. Open recruitment activities may occur either after or at the same time as the streamlined, targeted process for veterans with service-connected disabilities.
2. A veteran with a 30% or greater service-connected disability rating may send a request to the Agency for consideration on a noncompetitive appointment basis for any classified position listed on wisc.jobs. In response to such a request, the [name of HR position(s) and/or organizational unit at agency, *e.g.*, HR Specialist, HR Bureau, *etc.*] may request the following items: cover letter, resume, DD214 and their VA disability rating letter indicating 30% or greater dated within the past 12 months. (Veterans can register and download copies of their VA disability rating letter from <http://www.ebenefits.va.gov>.)
3. Applicants who are veterans with a service-connected disability who meet minimum requirements for the position may be referred to the hiring supervisor for consideration either before or along with other applicants certified through traditional civil service procedures.
4. In any instance in which the Agency elects to appoint a veteran with a 30% or greater disability rating on a noncompetitive basis, the Agency will offer to interview for the position any disabled veteran who has expressed interest in applying for the position who satisfies the requirements set forth at s. 230.275(1), Wis. Stats., and who appears to have the skills and experiences suitable for performing the duties and responsibilities of the position. If the Agency has requested a certification for the position, the Agency will offer to interview for the position any disabled veteran who is certified for appointment and who satisfies the requirements set forth at s. 230.275, Wis. Stats.

E. Other Procedures Related to the Hiring of Veterans with a 30% or Greater Service-Connected Disability

If the Agency is aware, through any source, of a veteran with a 30% or greater service-connected disability rating, the Agency may contact that veteran to determine qualifications for and interest in any vacant position, regardless of whether the veteran has specifically applied for such a position.

F. Monitoring and Reporting

1. The Agency will act in accordance with policy bulletin DPM-0456-MRS Delegation of Non-Competitive Appointment of Certain Disabled Veterans for non-competitive appointments of a veteran with a 30% or greater service-connected disability rating.
2. HR Directors must ensure all non-competitive appointments made under the provisions of s. 230.275, Wis. Stats. are entered into STAR HCM in Person Profile.
3. Veteran and veteran disability data will be collected from all new employees at the Agency upon the collection of payroll data.
4. The DOA Division of Personnel Management, Bureau of Equity and Inclusion will monitor the Agency's activity with respect to the required implementation of a Veteran's Employment Plan of Action and the posting of recruitments on wisc.jobs.
5. The DOA Division of Personnel Management, Bureau of Equity and Inclusion will prepare and submit to the Council on Veterans Employment a summary of the progress being made, relative to the objectives set forth in this plan upon request of the Council.

G. Veterans Hiring Information

Information regarding the most recent statistics on the number of new hires and the number of incumbent employees who are veterans for all state agencies may be found in the State of Wisconsin Veterans annual report, [Division of Personnel Management EEO and AA Reports \(wi.gov\)](#)