

MEMORANDUM OF UNDERSTANDING
BETWEEN THE UNITED STATES DEPARTMENT OF VETERANS AFFAIRS AND
THE UNITED STATES DEPARTMENT OF COMMERCE
REGARDING *VA FOR VETS* SERVICES

I. Background

As part of a “National Strategy to Hire More Veterans,” President Obama issued Executive Order 13518 establishing an Interagency Council on Veterans’ Employment. While there are a number of existing Veteran employment programs, many of these programs are either designed to support Veterans looking for a job in the private sector, or are not comprehensive. The *VA for Vets* initiative addresses these issues but is specifically focused on increasing the number of Veterans employed by the Federal Government.

II. Purpose

In partnership with the Department of Defense, Department of Labor, Office of Personnel Management, and other Federal agencies, the Interagency Council’s vision is for the *VA for Vets* platform to serve as the single, authoritative source for Veterans, transitioning service members, National Guard, Reserve, Federal human resources (HR) professionals, and hiring managers to increase Veteran hiring government-wide. By establishing a single, authoritative source, we will leverage the considerable investment made by VA to build a state-of-the-art solution to support Veteran employment across the Federal Government.

The Federal-wide *VA for Vets* platform (rebranded as *Feds for Vets*) will act as a talent exchange, aggregating Government-wide demand with Veteran supply. By utilizing the *VA for Vets* platform, Veterans will be able to access specialized tools to translate military skills to determine skills and interests; build a resume; save the resume to the Veterans Resume Database (VRD) searchable by human resource professionals, recruiters, and hiring managers for employment opportunities using noncompetitive special hiring authorities and use that resume to apply to all Federal jobs posted to USAJOBS.

III. Mission

VA for Vets will serve as the Federal platform for promoting Veteran employment opportunities available throughout the Federal Government. The primary mission of the program is to create an extensive recruitment effort with robust tools focused on increasing the number of Veterans employed at Federal agencies, providing better career alignment and decreasing Veteran unemployment.

The deployment of *VAforVets* across government and the partnerships formed with other agencies and organizations, as a result, is collectively referred to as “*Feds for Vets*.” Under the

Feds for Vets program, VA assists other Federal agencies and non-profit organizations in their efforts to employ Veterans by providing targeted recruitment, marketing and outreach, and training services.

IV. Responsibilities

This Memorandum of Understanding (MOU) is entered into by and between the Department of Veterans Affairs (VA) and the Department of Commerce (DOC) for the purpose of forming a cooperative and collaborative relationship to efficiently and effectively utilize the *VA for Vets* services in order to increase the number of Veterans employed at HHS. This MOU only covers Veterans hired through the noncompetitive process, including the 30 Percent or More Disabled Veteran, Veteran Recruitment Appointment, Schedule A Appointment, or Disabled Veteran Enrolled in a VA Training Program (38 U.S. Code, Chapter 31 Training).

Department of Veterans Affairs (VA) will:

- Provide consultation services to client agency/organization on the VA Veteran Employment Initiative to support the hiring of Veterans using noncompetitive hiring authorities, including basic training, tools and job aids for agency HR staff, recruiters and hiring managers.
- Feature the Department of Commerce logo with associated hyperlink and job opportunity announcement(s) on the *VA for Vets* website.
- Provide targeted marketing and outreach through the use of social media and blogs (e.g., LinkedIn, Facebook, Twitter, Indeed, VA's Vantage Point blog, printed media, etc.), Veteran Service Organizations, Veteran associations, Veteran websites, military associations and other outreach strategies to drive Veterans to the client agency/organization's website and/or job announcement, hiring event/career fair, or other recruitment activity.
- Conduct competency-based searches of the *VA for Vets* Resume database on behalf of the Department of Commerce and issue "interest emails" to Veterans in the *VA for Vets* Resume Database.
- Provide training according to a "train-the-trainer" model and resources on use of the *VA for Vets* Resume Database.
- Provide access to the *VA for Vets* resume database to access resumes of registered Veterans.
- Develop and post job opportunity announcements for the Department of Commerce.
- Match Veterans to Department of Commerce opportunities on a referral list through an automated tool.
- Determine minimum qualifications of Veteran applicants eligible for employment under a noncompetitive hiring appointment.
- Ensure all paperwork and system access are handled in accordance with Federal and VA security procedures.

DEPARTMENT OF COMMERCE (DOC) will:

- Utilize *VA for Vets* platform to access to Veterans for employment opportunities.
- Provide a monthly report to VA regarding the number of Veterans hired for positions as a result of the *VA for Vets* services and the average time to hire the Veterans referred from *VA for Vets*.
- Promote *VA for Vets* for Veteran hiring through Department of Commerce internet and intranet websites.
- Provide Department of Commerce HR point-of-contact, Veteran Employment Program Office (VEPO) staff and others as appropriate to provide specific details regarding the recruitment, hiring, marketing and outreach goals, including classified position descriptions(s) with accompanying job analysis worksheet for jobs sourced through *VA for Vets*.
- Provide link(s) to job opportunity announcement(s) positions sourced through *VA for Vets*.
- Train HR staff, recruiters and hiring managers on the Veteran hiring process and the tools and services available through *VA for Vets* website.
- Ensure HR staff and hiring managers are aware of the tools and services on the *VA for Vets* website for Veteran employment.
- Respond to other requests for information from VA related to the *VA for Vets* Services, including surveys and requests for information related to the quality of services.
- Ensure all paperwork and system access are handled in accordance with Federal and VA security procedures.

V. POINTS OF CONTACT

VA:

Dennis O. May
Acting Director
Department of Veterans Affairs
Veteran Employment Service Office
810 Vermont Avenue, NW
Washington, DC 20420
(202) 461-5063
dennis.may@va.gov

DOC:

Sean Lenahan
Veterans Employment Program Manager
Department of Commerce
Office of the Secretary
1401 Constitution Avenue, NW
Washington, DC 20230
(202) 482-0767
slenahan@doc.gov or vets@doc.gov

VI. PERIOD OF AGREEMENT

The terms of this MOU shall be effective upon signing by both parties and will remain in effect until terminated by either party.

VII. MODIFICATIONS AND TERMINATION

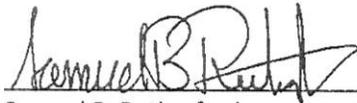
This MOU is subject to modification based upon any changes in the parties' responsibilities under this agreement. Modifications occur at any time by mutual consent of both parties. Modifications will be formalized by an appropriate written amendment to this agreement which will specify the exact nature of the change and will be signed by each affected party.

This MOU shall remain in effect from the date of signing until is terminated by either party. Either party, upon 30 days written notice to the other party, may terminate the MOU at any time. A termination notice shall be delivered by electronic mail or postmarked letter and termination shall take effect 30 days after receipt of such notice.

VIII. AUTHORIZED REPRESENTATIVES

The undersigned agree to all of the provisions of this MOU and agree to designate appropriate representatives from their organizations to establish more detailed objectives and strategies to meet the overarching goals of this MOU.

DEPARTMENT OF VETERANS AFFAIRS

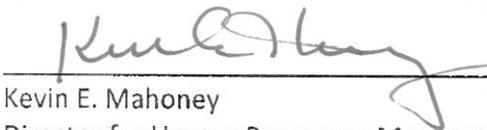


Samuel B. Retherford
Principal Deputy Assistant Secretary
for Human Resources and Administration

17 Jan 2014

Date

DEPARTMENT OF COMMERCE



Kevin E. Mahoney
Director for Human Resources Management and
Deputy Chief Human Capital Officer

2/4/14

Date