



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N.Y. 10007

EXECUTIVE ORDER No. 65

NEW YORK CITY DEPARTMENT OF VETERANS' SERVICES

**ADDRESSING THE NEEDS AND IMPROVING THE LIVES OF NEW YORK CITY  
SERVICEMEMBERS, VETERANS AND THEIR FAMILIES**

MARCH 8, 2021

WHEREAS, Members of the U.S. armed forces, past and present, have played crucial roles in protecting the freedoms and liberties of all, and approximately 300,000 servicemembers and veterans call the City of New York (the "City") their home; and

WHEREAS, New York City Department of Veterans' Services (DVS) was established to support and connect City servicemembers, veterans, and their families to high-quality services across a variety of needs, and to strengthen their capacity for and commitment to continued service within the City; and

WHEREAS, DVS is dedicated to improving the lives of all City servicemembers, veterans, and their families, regardless of a veteran's type, length, or era of service, or their discharge status; and

WHEREAS, DVS views veterans as invaluable public servants, whose strength and demonstrated commitment to public service will help the City thrive; and

WHEREAS, City servicemembers, veterans and their spouses or domestic partners, represent a significant percentage of the City's overall population and experience disproportionately low levels of employment, especially veterans with service-connected disabilities; and

WHEREAS, the City of New York is privileged to have among its workforce 49,367 veterans, as reported in the 2018 ACS 5-year estimate, and hopes to increase such number of veterans in the workforce and integrate servicemembers, veterans, and their spouses or domestic partners into City government employment; and

WHEREAS, the City seeks to increase City agencies' hiring professionals' understanding of military occupational skills and specialties to meaningfully match such skills and specialties with available employment opportunities within City government; and

WHEREAS, in order to understand the challenges and needs of members of the armed forces, veterans, and their families, the City seeks to conduct an assessment survey targeted to the members of the veteran and military community living in the City; and

WHEREAS, to advance targeted care within the veteran and military community, the City must also comprehensively and uniformly identify servicemembers, veterans, and their families served by City agencies by posing a more inclusive veteran indicator question on City forms, to effectively reach, capture, and serve them as they seek benefits, services, or employment from City agencies; and

WHEREAS, Pursuant to section 23-1202 of the N.Y.C. Admin. Code, the Chief Privacy Officer of the City of New York has determined that, unless prohibited by federal or state law, the disclosure to DVS by City agencies of the “identifying information” of veterans, as such term is defined under section 23-1201 of the Code, that City agencies collect via the veteran indicator question for the purposes outlined in Section 8 herein and the collection by DVS of such information is authorized as being in the best interests of the City; and

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered:

*Increase Military Cultural Competence in Hiring within City Government*

Section 1. DVS shall coordinate with DCAS to arrange for Citywide military occupational skills and specialties competence trainings directed to City Agency Personnel Officers, hiring managers, and Agency Veterans Liaisons, to increase recruitment of servicemembers, veterans and their spouses or domestic partners, in City government. Such trainings shall also include benefits and employment protections for veterans and members of the active and reserve components of the U.S. armed forces under Uniformed Services Employment and Reemployment Rights Act (USERRA).

§ 2. Because military skills and specialty functions are generally not easily identified or understood by HR professionals, DVS shall provide hiring managers with direction and access to an existing online employment military translation tool. The employment tool translates military skills and functions into relevant specialized skills, education, or experience required for civilian employment. Through the tool, City hiring professionals will have visibility into a candidate’s U.S. Naval or Coast Guard rating, Air Force Specialty Code, or Army and Marine Corps Military Occupational Specialty (MOS) code, and their ranks. The tool translates such MOS and rank into civilian skills, qualifications, and eligibility for relevant licensures and certifications, to assist hiring professionals with matching qualified veterans to available job descriptions.

§ 3. City agencies, in cooperation with DCAS, shall provide the following data to DVS on an annual basis: number of agency personnel trained in military competence; number of competitive, labor, non-competitive, or exempt class positions filled by veterans and veteran spouses or domestic partners; and any other such data DVS may require for the purpose of increasing military cultural competence and veteran hiring in City government.

§ 4. DCAS Human Capital Division or DVS shall conduct periodic reviews to ensure that agency practices comply with this Order and may collect relevant data for their reviews.

*Veteran and Military Community Assessment Surveys*

§ 5. DVS, either on its own or through a third party, shall develop a veteran and military community assessment survey, which DVS shall distribute throughout the veteran and military community to collect information about their service needs. Survey questions shall include but not be limited to the following: how veterans and military families discover City resources, services, and benefits; their experiences accessing and navigating local, state, federal, and community support available to them; and the identification of service gaps. The first survey shall be distributed by end of fiscal year 2021; the second survey in fiscal year 2023; and every four years thereafter on or before January 31st.

§ 6. DVS shall review the information collected from the survey; assess and analyze the responses; and develop a plan on how to improve the lives and empower members of the veteran and military community. Such plan shall address their needs and fill in gaps for benefits, services, and employment in the City. The results of the survey shall inform the administration's formulation of priorities and strategies directed to the veteran and military community.

*Veteran Indicator Question on City Forms*

§ 7. City agencies shall adopt, by end of fiscal year 2021, a standard and uniform veteran indicator question on their intake forms, questionnaires, or requests for assistance, unless the City is prohibited, either by law or restriction by an oversight agency, from modifying the form. Such question shall be optional for the responder to answer:

*Has anyone in your household ever served, or are they currently serving, in the U.S Armed Forces, National Guard, or Reserves? Please select any that apply:*

*Self | Spouse/Partner | Child | Other (write in) \_\_\_\_\_*

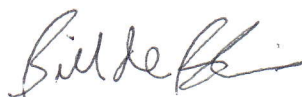
§ 8. The information gathered by City agencies from responses to the veteran indicator question will allow the City to better connect with previously unknown veteran populations throughout the City, target newly-identified veterans for services, benefits and resources which they may qualify for at all levels of government, and connect these veterans to public and private free or low-cost resources such as legal, housing, employment and education assistance.

§ 9. When collecting, and disclosing to DVS, information relating to the veteran indicator question, each City agency shall ensure compliance with applicable law, the Citywide Privacy Protection Policies and Protocols of the Chief Privacy Officer, and the citywide information security protocols, policies and standards concerning the handling of "Restricted" information, as set forth by the NYC Cyber Command.

§ 10. Each City agency shall aggregate any known veteran data that was gathered prior to the promulgation of this Order, and thereafter present such data together with the veteran indicator question data in a compiled report submitted to the Mayor's Office of Operations and DVS no later than October 15th of each year, beginning on October 15, 2021.

§ 11. City agencies, including all mayoral offices providing direct services to New Yorkers, shall cooperate with the coordination of efforts as detailed in this Order.

§ 12. Effective date. This order shall take effect immediately.

A handwritten signature in black ink, appearing to read "Bill de Blasio". The signature is fluid and cursive, with a long horizontal stroke at the end.

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Bill de Blasio,  
MAYOR