



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

October 26, 2021

Memorandum For: Human Resources Directors and Equal Employment Opportunity Directors

From: Robert H Shriver, III, Associate Director, Employee Services
Subject: Agency Disabled Veterans Affirmative Action Program (DVAAP)
Annual Reporting

Each year, Federal Executive Branch departments and independent agencies are required to submit a report to the U.S. Office of Personnel Management (OPM) on the past fiscal year (FY) 2021 DVAAP Accomplishments and certify that a DVAAP Plan is in place for the following FY 2022. Specific DVAAP references can be found in 38 United States Code 4214, and reporting requirements can be found in 5 Code of Federal Regulations, Part 720, Subpart C.

The following items must be **electronically** submitted to DVAAP@opm.gov no later than Wednesday, December 1, 2021:

- FY 2021 DVAAP Accomplishment Report form and if needed, supporting addenda
- FY 2022 DVAAP Plan and Plan Certification form and if needed, supporting addenda

Over the last few years, the analysis of the DVAAP Accomplishment Reports show a trend of positive results, reflecting connectivity between programs areas, approaches, and commitment to enhancing agency programs. However, the analysis reflected that some agencies need to more clearly outline the methodology *that was used* for recruitment, employment, advancement opportunities, monitoring, reviewing, and evaluating. OPM Veterans Services will look for DVAAP Plans that clearly outline the methodology *that will be used* for the upcoming fiscal year. The outlined methodology in these reports is needed so we may properly review and evaluate them to provide each individual agency feedback when needed.

We have attached fillable forms for the FY 2021 DVAAP submission; these forms must not be altered or modified in any way. Agencies with operating components and field installations should ensure that important and pertinent information from their operating components and field installations are **integrated** into the agency submission.

If you have any questions or require additional information, please contact (202) 606-2536 or DVAAP@opm.gov.

Attachments: [DVAAP Accomplishment Report, Plan, and Plan Certification Forms](#)

cc: DVAAP POCs/Certifying Officials, Chief Human Capital Officers (CHCOs), and Deputy CHCOs