



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, November 1, 2013

**MEMORANDUM FOR: Directors Of Human Resources And Equal Employment Opportunity**

FROM: Angela Bailey Associate Director, Employee Services

Subject: Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting

Each year, Federal Executive Branch agencies are required to report their past fiscal year (FY) DVAAP accomplishments and certify that a plan is in place for the new year. Agency submissions should be sent to the U.S. Office of Personnel Management (OPM) by Monday, December 2, 2013. DVAAP reporting requirements are addressed in subpart C of part 720 of title 5, Code of Federal Regulations.

Overall, FY 2012 DVAAP Accomplishment Reports and associated Plans showed an improved linkage between strategies, activities, engagement, and training to better implement the program. This positive result was due in part to a better understanding of the desired program outcomes.

We have attached a template for the FY 2013 DVAAP submission. Agencies with field components should ensure that important and relevant information from their components is integrated into the agency submission. The FY 2013 Accomplishment Report and FY 2014 Plan should be sent electronically to [DVAAP@opm.gov](mailto:DVAAP@opm.gov) by Monday, December 2, 2013.

**Hardcopy documents are no longer required or accepted.**

If you have any questions or require additional information, please contact Mr. Alan Thompson at 202-606-9485 or [DVAAP@opm.gov](mailto:DVAAP@opm.gov).

cc: DVAAP POCs/Certifying Officials