



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Employee Services

Thursday, October 1, 2015

**MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS**

**FROM:** MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES AND CHIEF HUMAN CAPITAL OFFICER

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

Each year, Federal Executive Branch agencies are required to report on their past fiscal year (FY 2015) DVAAP accomplishments and certify that a DVAAP plan is in place for the following fiscal year (FY 2016). Agency submissions should be sent to the U.S. Office of Personnel Management (OPM) by December 1, 2015. Specific DVAAP reporting requirements can be found in subpart C of part 720 of title 5, Code of Federal Regulations.

Overall DVAAP Accomplishment Reports submitted for FY 2014 continue to show positive results by reflecting connectivity between programs areas, approaches, and commitment to enhancing agency programs.

The following items must be electronically submitted to [DVAAP@opm.gov](mailto:DVAAP@opm.gov) by Tuesday, December 1, 2015.

1. FY 2015 Accomplishment Report with supporting documents and appendixes
2. FY 2016 DVAAP Plan and Plan Certification

Due to a large turnover of DVAAP Program Managers since the last reporting call, we have attached a template for the FY 2015 DVAAP submission. Agencies with field components should ensure that important and pertinent information from their components are integrated into the agency submission.

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

Attachments

Cc: DVAAP POCs/Certifying Officials, and Equal Employment Opportunity Directors