



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, September 19, 2011

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 all Federal Agencies are required to report to the U.S. Office of Personnel Management (OPM) on their past annual DVAAP accomplishments and to certify that they have a plan for the new fiscal year. DVAAP reporting requirements can be found at subpart C of part 720 of title 5, Code of Federal Regulations (see attached). The following Agency submissions are due NLT December 1, 2011:

- A. FY 2011 DVAAP Plan
- B. FY 2011 Accomplishment Report
- C. FY 2012 DVAAP Plan
- D. Plan Certification for FY 2012 with Official Signature

In order to promote effective and timely processing, all Agency submissions should be sent electronically to DVAAP@OPM.gov. Hardcopy documents sent by Certified U.S. Postal Service are no longer required or accepted. Agencies with field components should compile all reporting into one Agency submission.

During FY 2011, OPM visited several Agency Headquarters and field activities to better understand how the DVAAP was being administered. We plan to conduct additional site visits in FY 2012 to assess the program's effectiveness. Future site visits will be coordinated with your DVAAP Point of Contact.

If you have any questions or require additional information, please contact Ms. LaShawn Dobbins, DVAAP Manager, at (202) 606-1313 or DVAAP@OPM.gov.

Attachments (2)

cc: DVAAP POCs / Certifying Officials

ATTACHMENT 1: DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM
(DVAAP)

Subpart C of part 720 of title 5 of the Code of Federal Regulations lists the elements of an agency DVAAP plan and the criteria for accomplishment reports. Under the DVAAP, an agency must submit the following:

- A. FY 2011 Agency DVAAP Plan (5 C.F.R. 720 Subpart C – Section 304(c) – “Plan Submission”)**
- B. FY 2011 Agency Accomplishment Report (5 C.F.R. 720 Subpart C – Section 305 – “Agency Accomplishment Reports”)**

Agency annual accomplishment reports must describe:

1. Methods used to recruit and employ qualified disabled veterans, especially those who are 30 percent or more disabled.
2. Methods used to provide or improve internal advancement opportunities for disabled veterans. Please indicate specific efforts and accomplishments in providing developmental (formal training) opportunities for veterans in your narrative.
3. A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated.
4. An explanation of the agency’s progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report will cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress.

NOTE: An Agency Accomplishment Report should consolidate all Agency component reporting.

- C. FY 2012 Agency DVAAP Plan (5 C.F.R. 720 Subpart C – Section 304(c) – “Plan Submission”)**
- D. A signed certification that your agency has a DVAAP plan for FY 2012. (5 C.F.R. 720 Subpart C – Section 304(d) – “Plan Certification”)**

**ATTACHMENT 2: ANNUAL DISABLED VETERANS AFFIRMATIVE ACTION
PROGRAM (DVAAP) FISCAL YEAR 2012 PLAN CERTIFICATION**

Please type or print clearly. Once an original signature is obtained, scan and return this sheet electronically to:

LaShawn Dobbins
Program Manager, DVAAP
Veterans Services
U.S. Office of Personnel Management
DVAAP@OPM.gov

IDENTIFYING INFORMATION

- A. Name and Address of Agency
- B. Name, Title, and Email of Designated DVAAP Official (Include address, if different from above) Telephone and FAX Numbers:
- C. Name, Title, and Email of Contact Person (Include address, if different from above) Telephone and FAX Numbers:

CERTIFICATION: I certify that the above named agency: (1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) plan and the program is being implemented as required by Subpart C of part 720 of title 5 of the Code of Federal Regulations, and appropriate guidance issued by the U.S. Office of Personnel Management and (2) that aforementioned plan is available upon request.

SIGNATURE _____ **DATE** _____