



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

August 10, 2006

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: Linda M. Springer,
Director

SUBJECT: Request for the Annual Disabled Veterans Affirmative Action
Program Plan Certification and Accomplishment Report

The U. S. Office of Personnel Management (OPM) must submit a Disabled Veterans Affirmative Action Program (DVAAP) report to Congress annually in compliance with 38 U.S.C. 4214. To accomplish this requirement, we are asking agencies to provide OPM with their specific accomplishments in the recruitment, hiring, placement, and advancement of disabled veterans. The guidance for the implementation of this statute can be found in 5 CFR 720.

This is an excellent opportunity for your agency to share its successes and best practices in the promoting of Federal employment and advancement opportunities for qualified disabled veterans. The fiscal year (FY) 2007 Plan Certification and Accomplishment Report for FY 2006 are due to OPM by December 1, 2006.

We have provided in the attachment the specific type of information to be submitted by the agency in the DVAAP Plan Certification and Accomplishment Report.

cc: Directors of Human Resources
Directors of Equal Employment Opportunity

Attachment

DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP)

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

A. A signed certification that your agency has a DVAAP plan for Fiscal Year (FY) 2007.

We have included a suggested format for the plan certification.

B. A report of FY 2006 accomplishments in hiring and promoting veterans. Agency annual accomplishment reports must describe:

1. Methods used to recruit and employ disabled veterans, especially those who are 30 Percent or More Disabled veterans.
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, cite the reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress.

We ask that only one report, with cumulative data for the entire agency, be submitted to OPM.

The list on page 3 of this attachment lists those agencies required to submit DVAAP plan certifications and accomplishment reports. Please submit your agency's signed FY 2007 Plan Certification and FY 2006 Accomplishment Report by December 1, 2006, to:

Mark Doboga
Deputy Associate Director for Talent and Capacity Policy
U.S. Office of Personnel Management
1900 E Street, NW, Room 6551
Washington, DC 20415-9700

If you have questions on DVAAP submissions, please contact Scott Wilander at (202) 606-3621 in the Center for Talent and Capacity Policy. You may also email your submission to Scott.Wilander@opm.gov or fax to (202) 606-2329, Attention: Scott Wilander.

**Annual Disabled Veterans Affirmative Action Program (DVAAP)
Plan Certification--Fiscal Year 2006**

Please type or print clearly and return this sheet with an original signature to:

Mark Doboga
Deputy Associate Director for Talent and Capacity Policy
U.S. Office of Personnel Management
1900 E Street, NW, Room 6551
Washington, DC 20415-9700

IDENTIFYING INFORMATION

A. Name and Address of Agency

B. Name and Title of Designated DVAAP Official (Include address, if different from above) Telephone and
FAX Numbers:

C. Name and Title 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 38 U.S.C. § 4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

SIGNATURE _____ DATE _____

**AGENCIES REQUIRED TO SUBMIT DVAAP PLAN CERTIFICATIONS
AND ACCOMPLISHMENT REPORTS**

Agency for International Development	Homeland Security, Department of
Agriculture, Department of	Housing and Urban Development, Department of
Air Force, Department of the	Inter-American Foundation
American Battle Monuments Commission	Interior, Department of the
Appalachian Regional Commission	International Trade Commission
Armed Forces Retirement Home	Justice, Department of
Army, Department of the	Labor, Department of
Broadcasting Board of Governors	National Aeronautics and Space Administration
Commerce, Department of	National Archives and Records Administration
Commission on Civil Rights	National Capital Planning Commission
Commodity Futures Trading Commission	National Credit Union Administration
Consumer Product Safety Commission	National Endowment for the Arts
Corporation for National and Community Service	National Endowment for the Humanities
Court Services and Offender Supervision Agency	National Gallery of Art
Defense Contract Audit Agency	National Labor Relations Board
Defense Contract Management Agency	National Mediation Board
Defense Finance and Accounting Service	National Science Foundation
Defense Information Systems Agency	National Transportation Safety Board
Defense Inspector General	Navy, Department of the
Defense Security Service	Nuclear Regulatory Commission
Defense Logistics Agency	Occupational Safety and Health Review Commission
Defense Threat Reduction Agency	Office of Personnel Management
Defense, Office of the Secretary of Defense	Office of Special Counsel
Education, Department of	Overseas Private Investment Corporation
Energy, Department of	Peace Corps
Environmental Protection Agency	Pension Benefit Guaranty Corporation
Equal Employment Opportunity Commission	Postal Rate Commission
Export-Import Bank of the United States	Railroad Retirement Board
Farm Credit Administration	Securities and Exchange Commission
Federal Communications Commission	Selective Service System
Federal Deposit Insurance Corporation	Small Business Administration
Federal Election Commission	Smithsonian Institution
Federal Labor Relations Authority	Social Security Administration
Federal Maritime Commission	State, Department of
Federal Mediation and Conciliation Service	Tennessee Valley Authority
Federal Trade Commission	Transportation, Department of
General Services Administration	Treasury, Department of the
Health and Human Services, Department of	United States Postal Service
Holocaust Memorial Museum	Veterans Affairs, Department of