



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, August 28, 2009

MEMORANDUM FOR: Directors Of Human Resources And Equal Employment Opportunity

FROM: Nancy H. Kichak, Associate Director, SHRP

Subject: Request for the Fiscal Year 2010 Disabled Veterans Affirmative Action Program Plan Certification and Fiscal Year 2009 Accomplishment Report

The United States Office of Personnel Management (OPM) is requesting that agencies submit their Disabled Veterans Affirmative Action Program (DVAAP) Plan Certification for Fiscal Year (FY) 2010 and Accomplishment Report for FY 2009 to OPM by December 1, 2009. The DVAAP reporting requirements and contents for the report are in Subpart C of part 720 of title 5 of the Code of Federal Regulations.

As Federal agencies' develop and submit their DVAAP plans and reports to OPM, this is an excellent opportunity for you to share those agency accomplishments, successes, and practices in efforts to recruit, hire, and train disabled veterans. We have attached to this letter a sample FY 2010 DVAAP Plan Certification and outline for the FY 2009 Accomplishment report.

Attachment

Attachment

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. A signed certification that your agency has a DVAAP plan for FY 2010.

We have included a suggested format for plan certification.

- B. A report of FY 2009 accomplishments in hiring and promoting qualified disabled veterans.

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.

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

Please send your agency's signed FY 2010 Plan Certification and FY 2009 Accomplishment report by December 1, 2009, to:

Nancy H. Kichak

Associate Director for Strategic Human Resources Policy

U.S. Office of Personnel Management

1900 E Street, NW, Room 6500

Washington, DC 20415-9800.

The list on page 3 of this attachment shows the agencies requested to submit DVAAP plan certifications and accomplishment reports. If you have questions on DVAAP submissions, please contact the Center for Talent and Capacity Policy on 202-606-0960.

Annual Disabled Veterans Affirmative Action Program (DVAAP)

Fiscal Year 2010 Plan Certification

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

Nancy H. Kichak

Associate Director for Strategic Human Resources Policy

U.S. Office of Personnel Management

1900 E Street, NW, Room 6500

Washington, DC 20415-9800

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 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; (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 _____

FEDERAL AGENCIES TO SUBMIT DVAAP FY 2010 PLAN CERTIFICATIONS AND FY 2009 ACCOMPLISHMENT REPORTS

Agency for International Development

Agriculture, Department of

Air Force, Department of the
American Battle Monuments Commission
Appalachian Regional Commission
Armed Forces Retirement Home
Army, Department of the
Broadcasting Board of Governors
Commerce, Department of
Commission on Civil Rights, U.S.
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National and Community Service
Court Services and Offender Supervisor Agency
Defense Contract Audit Agency
Defense Contract Management Agency
Defense Education Activity
Defense Finance and Accounting Service
Defense Information Systems Agency
Defense Inspector General
Defense Intelligence Agency
Defense Logistics Agency
Defense Security Service
Defense Threat Reduction Agency
Defense, Office of the Secretary of Defense
Education, Department of

Energy, Department of
Environmental Protection Agency
Equal Employment Opportunity Commission
Export-Import Bank of the U.S.
Farm Credit Administration
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation and Conciliation Service
Federal Mine Safety and Health Review Commission
Federal Trade Commission
General Services Administration
Health and Human Services, Department of
Holocaust Memorial Museum
Homeland Security, Department of
Housing and Urban Development, Department of
Inter-American Foundation
Interior, Department of the
International Boundary and Water Commission
International Trade Commission
Justice, Department of
Labor, Department of

National Aeronautics and Space Administration
National Archives and Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Gallery of Art
National Labor Relations Board
National Mediation Board
National Science Foundation
National Transportation Safety Board
Navy, Department of the
Nuclear Regulatory Commission
Occupational Safety and Health Review Commission
Office of Personnel Management
Office of Special Counsel
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Postal Service, U.S.
Railroad Retirement Board
Securities and Exchange Commission
Selective Service Systems

Small Business Administration

Smithsonian Institution

Social Security Administration

State, Department of

Tennessee Valley Authority

Transportation, Department of

Treasury, Department of the

Veterans Affairs, Department of