



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

A handwritten signature in black ink, appearing to read "LMS", positioned to the right of the typed name and title.

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
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
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National and Community
Service
Court Services and Offender Supervision Agency
Defense Contract Audit Agency
Defense Contract Management Agency
Defense Finance and Accounting Service
Defense Information Systems Agency
Defense Inspector General
Defense Security Service
Defense Logistics Agency
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 United States
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 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 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
Railroad Retirement Board
Securities and Exchange Commission
Selective Service System
Small Business Administration
Smithsonian Institution
Social Security Administration
State, Department of
Tennessee Valley Authority
Transportation, Department of
Treasury, Department of the
United States Postal Service
Veterans Affairs, Department of