Monday, September 26, 2016

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS AND EQUAL EMPLOYMENT OPPORTUNITY DIRECTORS

FROM: MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

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

Each year, Federal Executive Branch agencies are required to submit a report to the U.S. Office of Personnel Management (OPM) on past fiscal year (FY 2016) DVAAP Accomplishments and certify that a DVAAP Plan is in place for the following fiscal year (FY 2017). Specific DVAAP reporting requirements can be found in 5 Code of Federal Regulations, Part 720, Subpart C.

The following items must be electronically submitted to DVAAP@opm.gov no later than Thursday, December 1, 2016.

1. FY 2016 DVAAP Accomplishment Report form and if needed supporting addendums
2. FY 2017 DVAAP Plan and Plan Certification form and if needed supporting addendums

The overall analysis of DVAAP Accomplishment Reports submitted for FY 2015 show positive results, reflecting connectivity between programs areas, approaches, and commitment to enhancing agency programs. Additionally, our review of agency FY 2016 DVAAP Plans shows an overall need to clearly outline the methodology that will be used to monitor, review and evaluate agency DVAAP Programs for the upcoming Fiscal Year.

Due to a large turnover of DVAAP Program Managers since the last reporting call, we have attached fillable forms for the FY 2016 DVAAP submission. Agencies with operating components and field installations should ensure that important and pertinent information from their operating components and field installations 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.

Attachments: DVAAP Accomplishment Report, Plan, and Plan Certification Forms (See PDFs below)

cc: DVAAP POCs/Certifying Officials