

**Department of
Veterans Affairs**

Memorandum

Date: **AUG 17 2004**

From: Acting Assistant Secretary for Human Resources and Administration (006)

Subj: Guidance for Completing Fiscal Year 2005 Disabled Veterans Affirmative Action Program Plan Certification and Fiscal Year 2004 Accomplishment Report

To:

Addressees

1. Title 5 of the Code of Federal Regulations, Subpart C of Part 720, requires each Federal agency to submit an annual Disabled Veterans Affirmative Action Program (DVAAP) Plan Certification and Accomplishment Report to the Office of Personnel Management. This is a two-part report that consists of (a) certification that the agency has an up-to-date plan for the employment and advancement of disabled veterans and (b) an accomplishment report for the prior fiscal year (FY). The Plan Certification and the Accomplishment Report reflect the Department's continuing support for the recruitment, retention, and advancement of disabled veterans.
2. Attached are instructions for completing the FY 2005 Plan Certification and FY 2004 Accomplishment Report. The Report should cover the period from October 1, 2003, through September 30, 2004.
3. Your consolidated Plan and Report are due to the Office of Diversity Management and Equal Employment Opportunity by October 8, 2004. If you have any questions about this submission, please have a member of your staff contact Ms. Angela Burris, National Program Manager, People with Disabilities Program, at 202-501-0215 or via e-mail at angela.burris@mail.va.gov.



Tim S. McClain

Attachment

Addressees:

Acting Under Secretary for Health (10)
Under Secretary for Benefits (20)
Under Secretary for Memorial Affairs (40)
Deputy Assistant Secretary for Human Resources Management (05)

Disabled Veterans Affirmative Action Program (DVAAP) Plan Certification and Accomplishment Report

In accordance with 5 CFR, Subpart C of Part 720, the Department of Veterans Affairs (VA) is required to submit an annual DVAAP Plan. This is a two-part report that consists of:

1. A **certification that the agency has an up-to-date plan** for the employment and advancement of disabled veterans, and
2. An **accomplishment report** for the prior fiscal year that addresses:
 - a. Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled;
 - b. Methods used to provide or improve internal advancement opportunities for disabled veterans;
 - c. A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated; and
 - d. 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.

Administrations and VACO Human Resources Service are responsible for submitting a **consolidated plan and report** for their organizations to DM&EEO by October 8, 2004. The report should cover the period from October 1, 2003, through September 30, 2004. Field facility reports are to be submitted to their respective Administration and are not to be sent directly to DM&EEO.

The Plan Certification format included here is required for all submissions. Updates and additional information may be found on the DM&EEO Web site at www.va.gov/dmeeo.

Note:

- Facilities having 500 or more employees can be covered either by a local plan or the Departmental plan.
- Facilities with less than 500 employees are covered under the Departmental plan.
- DVAAP plans need to be available upon request by OPM.
- Facilities' Offices of Equal Employment Opportunity and Human Resources are highly encouraged to work as teams in completing this report.

Point of Contact: Ms. Angela Burris, National Program Manager for People with Disabilities, Diversity Management and Equal Employment Opportunity, at 202-501-0215 or Angela.burris@mail.va.gov.

**Annual Disabled Veterans Affirmative Action Program (DVAAP)
Plan Certification – Fiscal Year 2005**

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

Susan C. McHugh, Deputy Assistant Secretary for
Diversity Management and Equal Employment Opportunity (06)
810 Vermont Avenue NW, Washington, DC 20420

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** _____