



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

18 DEC 2001

Ms. Maria Mercedes Olivieri
Assistant Director, Office of Diversity
U.S. Office of Personnel Management
1900 E. Street, NW, Room 2445
Washington, DC 20415-9800

Dear Ms. Olivieri:

Enclosed is the Department of the Army's Fiscal Year 2002 Accomplishment Report for the Disabled Veterans Affirmative Action Program and the Department of the Army's Fiscal Year 2001-2005 Affirmative Action Plan and Certification. The Plan includes information generated as a result of the five year hiring goals established by Office of Personnel Management under Executive Order 13163.

The Army's total civilian work force decreased by 1,338 individuals during FY 01, an employment trend that has continued every year since 1989. However, disabled veterans' employment representation of 2.4 percent remained constant, as did the percentage (1.3%) of 30% Disabled Veterans, for the fifth year in succession.

The Army is dedicated to creating an environment where individuals with disabilities, including disabled veterans, are provided the opportunity to contribute fully in the accomplishment of its mission. Therefore, within current hiring constraints, every effort will be made to continue to ensure full participation.

Sincerely,

Luther L. Santiful
Director of Equal Employment
Opportunity Agency

Enclosures

ANNUAL DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM
(DVAAP) PLAN CERTIFICATION -- FISCAL YEAR 2001-2005

DEPARTMENT OF THE ARMY

Agency

Office of Assistant Secretary (Manpower & Reserve Affairs)
111 Army Pentagon
ATTN: SAMR-SFEOA (CM-4, Suite 207)
Washington, D.C. 20310-0111

Agency Address

LUTHER L. SANTIFUL

Director, Equal Employment Opportunity Agency

Name and Title of Designated DVAAP Official

GAIL J. WIRE

Director Program for Individuals with Disabilities (703) 607-1979

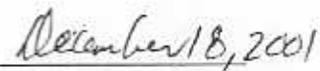
Name and Title of Contact Person

Telephone Number

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 either covered by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.



Signature of Designated DVAAP Official



Date

DEPARTMENT OF
THE ARMY



DISABLED VETERANS'
ACCOMPLISHMENT REPORT,
FISCAL YEAR 2002 AND
AFFIRMATIVE ACTION PLAN,
FISCAL YEAR 2001-2005

**ARMY DISABLED VETERANS' AFFIRMATIVE
ACTION PROGRAM PLAN ACCOMPLISHMENT
REPORT - FY 2002**

I. ARMY PROGRESS IN DVAAP IMPLEMENTATION

The Department of the Army continued the process of right sizing during FY 01 that resulted in a drop in total employment including disabled veterans. However the percentage of disabled veteran employees remained constant at 2.4%. This figure includes 1.3% 30% disabled veterans employees..

Analysis of Permanent Workforce:

Categories	Total	GS/GM	GS/GM 13+	Wage System
Disabled Veterans	4,241	2,927	385	929
% Representation	2.4	7.81	.91	2.19
Population Change	-122	-58	+27	-91
% Population Change *	-2.9	-1.98	+7.01	-9.78

Categories	Professional	Admin.	Technical	Clerical	Other W/C
Disabled Vet.	357	1,649	796	403	29
% Representation	8.4	38.9	18.8	9.5	3.1
Population Change	0	+31	-24	-41	-74
% Population Change	0	+1.88	-3.02	-0.10	-8.22

Categories	Total	30% DV GS/GM	30% DV GS/GM 13+	30% DV Wage System
30% DV	2,357	1,866	218	491
Representation	1.3	7.92	.925	2.08
Population Change	-32	+364	+27	-46
% Population Change*	-1.36	+1.95	+1.12	-9.37

* Divide population change, +/-, by the total within that category

II. RECRUITMENT AND EMPLOYMENT METHODS

A. Due to Department of Army wide rightsizing efforts, there continues to be limited external recruitment opportunities. What opportunities for new hires occur continue to be impacted by the Department of Defense Priority Placement Program and the Military Spousal Preference Program. When an opportunity to hire is presented, the following recruitment methods are used by Army installations.

1. Policy. Local commanders issue widely publicized policy statements emphasizing their support for employment of individuals with disabilities including disabled veterans. Some Installation Merit Promotion Plans permit non-competitive placement at any time during the recruitment process, which allows for placement of veterans with disabilities under special appointing authorities. Whenever feasible, positions are restructured to facilitate placement of disabled veterans and individuals with disabilities. Periodic facilities assessments/surveys are conducted to identify/remove architectural barriers.

2. Applicant Supply Files (ASF). Applications from disabled veterans are included in voluntary applicant supply's files maintained by base/installation servicing civilian personnel functions. Consideration is given for positions filled both competitively and non-competitively. Civilian Personnel Advisory Center (CPAC)/Human Resource Office (HRO) staff utilize the Office of Personnel Management's (OPM) Centralized Applicant Referral System (CARS) as a source of recruiting VRAs and 30% Disabled Veterans. Also available for installations is OPM's automated referral system, Project ABLE (Able Beneficiaries Link to Employers), which refers candidates for non-competitive appointments and is a tool to help address the under-representation of individuals with disabilities including disabled veterans.

3. Organizations and Special Interest Groups. EEO/CPAC/HRO personnel maintain an active liaison with veteran's hospitals, vocational rehabilitation counselors, and veterans' organizations. Installations participate in a variety of job fairs, seminars, and career days sponsored by organizations and veterans service groups regarding federal employment opportunities and special hiring authorities. These avenues are used after very careful consideration is given to the hiring climate within the installation. Representatives from state and local employment and rehabilitation organizations are encouraged to visit installations to ensure an exchange of information, assistance, etc.

4. Training. Supervisory training courses incorporate a segment on programs and special hiring authorities available for employment of disabled veterans and individuals with disabilities. The emphasis is placed on abilities, not disabilities. Installations provide unpaid training sites for Regional VA Offices. Under this program veterans work one to two years to gain valuable skills and experience. At the end of the training the installation attempts to place the individual in a job with that organization when a vacancy is available, at another federal agency, or in the private sector (contractors).

5. Vacancy Announcements. When opportunities for external recruitment exist, vacancy announcements and application acceptance lists are distributed to veterans' and service member organizations as well as state and local employment offices. Vacancies are posted on computerized bulletin boards and on the Internet to ensure widest distribution of information. Many CPACs/HROs have implemented job hot lines/job information Kiosks that list current vacancies and applications procedures for veterans and individuals with disabilities as well as the general population.

6. Walk-in Queries. Information on special hiring authorities for disabled veterans are included as part of the guidance given to disabled veterans who visit the CPAC/HRO job information centers. Individual career counseling is provided to employees when requested.

7. Special Appointment Authorities. Maximum use is made of Veterans Readjustment Appointments (VRA) and special authority for non-competitive employment of 30 % disabled veterans.

8. Briefings. CPAC/HRO staffs participate in separation briefings, including pre-retirement briefings, for military members by providing information on federal employment opportunities and application procedures for veterans. EEO/CPO/HRO staffs work with managers and supervisors to target hiring where low representation of disabled veterans is identified.

9. Delegated Examination Authority. HRO and Civilian Personnel Operation Centers (CPOCs) seek authority to operate delegated examining authority where appropriate and ensure that disabled veterans are entered into the referral system and referred for available vacancies

III. METHODS USED TO PROVIDE OR IMPROVE INTERNAL ADVANCEMENT OPPORTUNITIES FOR DISABLED VETERANS.

A. Career, merit promotion, intern and apprentice, upward mobility program vacancy announcements are distributed to all employee sites and posted on bulletin boards, one stop job information center, Kiosks and internet web pages. Subject to hiring and budgetary restrictions, Army job announcements include statements that 30 percent or more disabled veterans may compete concurrently with other in-service applicants. Disabled veteran employees may request a reassignment to a specific position and, when appropriate, may be referred non-competitively when the position becomes vacant.

B. Information on special appointing authorities for VRA and 30 percent disabled eligible veterans is provided to supervisors in annual EEO training.

C. At all installations, physical and architectural barriers are identified through surveys and, with budgetary planning, modified or removed. Architectural modification facilitates entry by wheelchair or walker, the use of rest rooms, telephones, and water fountains, and access to historical sites and recreational facilities. New buildings and building renovations are constructed to be barrier free in accordance with architectural barrier guidance published in the:

- *Uniform Federal Accessibility Standards*, issued jointly by the Department of Defense, Department of Housing and Urban Development, United States Postal Service, and General Services Administration,
- *Americans with Disabilities Act Accessibility Guidelines for buildings and Facilities (ADAAG)*, issued by the Architectural and Transportation Barriers compliance Board, and,
- *Architectural and Engineering Instructions Design Criteria*, issued by the U.S. Army Corps of Engineers.

D. Supervisors and managers are apprised of affirmative action goals, the need to enhance advancement and training opportunities for individuals with disabilities and disabled veterans, and the special appointment authority criteria available for hiring individuals with disabilities. This information is provided through EEO and supervisory training as well as during advisory briefings.

Managers and Supervisors are encouraged to ask for referrals of disabled veterans and employees with disabilities when working with their servicing HRO/CPACs.

E. Information on the Department of Defense Computer-Electronic Accommodations Program (CAP) is made available when analyzing essential job requirements, considering specific equipment and other job accommodation issues. CPAC/ HRO specialists and EEO Program Managers work with managers and supervisors to restructure jobs; design bridge positions; and develop and implement individual development plans as tools to help retain/advance disabled veterans who are current employees. Alternative methods for placement allow for placement in career ladder positions and Cooperative Education Programs. This provides more flexibility to supervisors to appoint and develop disabled veterans and veterans.

F. Commanders/Directors issue statements in support of disability programs and encourage supervisors and managers to provide advancement opportunities for disabled veterans and individuals with disabilities. Policy statements are distributed throughout the organization and posted on official bulletin boards.

G. Disabled Veterans are encouraged to participate in available training offered by installations/activities/districts that include in-house training, college courses, and correspondence courses for work or self-improvement.

IV. MONITORING, REVIEW AND EVALUATION OF MAJOR COMMAND (MACOM)/INDEPENDENT REPORTING ACTIVITIES (IRA) PROGRAMS.

A. Major Commands (MACOMs) and independent reporting activities (IRAs) are responsible for developing and updating their five-year (2001-2005) Affirmative Action Program Plan (AAPP) for Individuals with Disabilities and their five-year Disabled Veterans Affirmative Action Program Plan. This responsibility includes updating their command/activity accomplishment and statistical reports as well as consolidation of field activity data into their updated plans. Field activity/installation plans and accomplishments reports with statistical narrative data are prepared and forwarded for review to the MACOM/IRA, which in turn consolidates the information into MACOM update reports. Regional Civilian Personnel Operating Centers (CPOCs) are responsible for providing support in completing the reports. AAPPs are transmitted by the MACOM/IRA to Headquarters Department of the Army (Code SAMR-EOA).

The DA Plan is a consolidation of MACOM and IRA plans and is made available to all Army, as appropriate. MACOM/IRA may provide copies of their reports to their field activities for comparison and analysis upon request.

B. Activity/installation Individuals with Disabilities Committees and Subcommittees monitor progress in implementation of DVAAP, and provide recommendations for improvement.

C. Statistics for the hiring and advancement of disabled veterans are maintained at installation level and progress reports on implementation of DVAAP are provided to managers periodically throughout the year. Where deficiencies are found to exist, local Program Mangers, in consultation with CPAC/HRO, EEO Officers, and managers, and supervisors, determine action to be taken to improve representation of individuals with disabilities and disabled veterans.

D. Army encourages installations to have selection lists reviewed by the EEO Officer in an attempt to assure equal consideration of all candidates. The annual Program planning cycle includes a review to determine effectiveness of the DVAAP.

E. Supervisors are evaluated in their annual performance appraisal for participation in and support of affirmative action, including action in support of the Disabled Veterans Program.

**ARMY DISABLED VETERANS AFFIRMATIVE
ACTION PROGRAM (DVAAP) PLAN
FY 2001-2005**

I. PURPOSE AND BACKGROUND.

A. This document sets policies and procedures for managing the Department of the Army (DA) Disabled Veterans Affirmative Action Program (DVAAP). It applies to all programs and activities of the DA financed by appropriated funds, and covers all appropriated and non-appropriated employees and applicants for employment with the exception of non-citizens employed outside the limits of the United States.

B. AR 690-300, Chapter 306, Selective Hiring, Placement, and Advancement of Disabled Individuals govern the policies and procedures set forth here. This Plan was developed according to the Office of Personnel Management's guidance, in accordance with statutory requirements established for submitting information on disabled veterans in 38 U.S.C. 4214, as amended and Executive Order 13163. Regulations covering the program are contained in Part 720 of Title 5 of the U. S. Code of Federal Regulations (U.S.C.)

II. DEFINITIONS.

A. Civilian Personnel Data File (CPDF). Data file administered by the Office of Personnel Management (OPM) is the official record of the status of disabled veterans' employment in the Army. The CPDF is based on the definition of disabled veterans found in 5 U.S.C. 2108, rather than 38 U.S.C. 2011.

B. Veterans Preference. OPM establishes entitlement to veterans' preference. For Army and the purpose of this Plan, OPM defines "disabled veteran" as an individual who has served on active duty in the armed forces, has been separated under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension administered by the Veterans' Administration or a military department. "Preference eligible" refers to special consideration given to disabled veterans seeking civilian employment with the U.S. Government. Individuals with specific questions regarding disability and preference entitlement are referred to OPM.

III. POLICY.

A. It is the policy of the DA to actively seek opportunities to hire, train and promote disabled veterans, with emphasis on those who are 30 percent or more disabled. This policy should not be construed to permit preferential treatment in employment and advancement of disabled veteran employees or applicants for employment beyond that authorized for appointment to the competitive service. It does require that DA components assess the current status of disabled veteran employment within their component and seek out eligible disabled veteran employees and/or applicants for employment for vacancies which occur and are subject to DA and DOD hiring and budget restrictions.

B. Disability may not be used as the rationale for non-selection of a disabled veteran who, with or without accommodation(s), is otherwise fully qualified for employment in a position. To the extent that special accommodations will permit a disabled veteran to perform the essential functions of a job for which he or she is selected, it will be provided if it is reasonable and does not create undue hardship.

C. On July 26th 2000 President Clinton issued Executive Order 13163 designed to increase employment opportunities for individuals with disabilities employed at all levels and occupations in the Federal Government. As a model employer, the Federal Government was tasked to take the lead in demonstrating the employment opportunities available for individuals with disabilities. The Federal Government was committed to hire 100,000 over the next five years. Through examining current hiring patterns, Army's fair share of this goal as determined by Department of Defense is 11,200. Attachments A. and B. reflect Army's disability five-year hiring goals by year and by major command and independent reporting activities.

IV. PROGRAM RESPONSIBILITY.

A. Primary responsibility for the DA DVAAP development and monitoring has been delegated to the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)).

B. The DA designated official for the DVAAP is the Director, Equal Employment Opportunity Agency. The Director, Programs for Individuals with Disabilities is on the staff of the Equal Employment Opportunity Agency (EEOA), ASA (M&RA), Office Symbol: SAMR EOA.

C. Each Major Army Command (MACOM), independent reporting activities (IRA), activity and installation will have a designated Program Manager (PM) for the Individuals with Disabilities and Disabled Veterans Programs. In accordance with DOD Directive 1440.1, the Program Manager will report through the EEO Officer in all matters relating to the IWD/DV Program. The PM will be at a sufficiently high level of responsibility in the organization to foster effective implementation of all facets of the Program. Individual performance standards must specifically address responsibility for the IWD/DV AAPPs.

D. The implementation of improved business practices has resulted in reorganization of the DA civilian personnel management functions into seven (7) CONUS and three (3) OCONUS Army Regional Civilian Personnel Operations Centers (CPOC). The Director of each CPOC reports to the Director, Civilian Personnel Operating Center Management Agency, who in turn reports to the Deputy Assistant Secretary (Civilian Personnel Policy). Supporting each Army component is a local Civilian Personnel Advisory Center (CPAC) responsible for, among other things, providing general advice, assistance, and recruitment strategies. Servicing Civilian Personnel Operating Centers (CPOCs) have responsibility to provide recruitment strategies at locations they service. CPOCMA/ OCONUS MACOMs will ensure that Servicing Civilian Personnel Operating Centers will:

- Ensure IWD AAPP items are included in Regional FEORP Plans.
- Ensure sponsored recruitment visits and contacts include groups/ organizations, schools, etc., with a high population of disabled/disabled veterans.
- Ensure recruiters at the CPOCs and in the commands serviced are aware of the special appointment authorities, i.e., Schedule A, disabled veterans (DV), etc., for use when hiring IWD/DV.
- Ensure all job announcements include an EEO statement on accommodation and that interested IWD and DV may be eligible for non-competitive appointment.
- Establish an active applicant pool from contacts and voluntary applications received through the mail and from walk-in contact.

V. STATUS OF DISABLED VETERANS.

A. Analysis of work force data and guidance provided by MACOMs and IRAs determine the need for and level of support of the DVAAP required to supplement the Army-wide plan.

B. The use of non-competitive appointing authority to hire disabled veterans provides an excellent mechanism for improving employment of disabled veterans, including 30 percent or more disabled veterans, in areas where deficiencies are identified. Activities are encouraged to increase their use of this authority for that purpose.

C. The assessment contained in the accomplishment report is based upon a review of information obtained from OPM, HQDA, and field reports. Based on available data, the percentage of representation of disabled veterans in the DA civilian labor force has remained constant despite a yearly decline in total workforce. Disabled Veterans representation in the Army is considered good; however there is room for improvement.

D. The AAPP for disabled veterans in DA is available to all Army via email and the EEOA web page at <http://eoa.army.pentagon.mil/>

VI. PROGRAM PLAN.

A. Recruiting Methods. Recruiting methods to be used in seeking out disabled veteran candidates are outlined in the accomplishment report. Additional methods are included as part of the AAP for the Hiring, Placement and Advancement of Individuals with Disabilities (IWD). Activities/methodology used as recruitment incentives/sources include, but are not limited to, the following:

1. Leadership training for managers and supervisors.
2. Selective Placement Program.
3. EEO Special Emphasis Programs.
4. Outreach activities to national, state, local and education-related veterans organizations; the Veterans Employment Service of the Department of Labor; state and local employment agencies; private veteran assistance centers; the Veterans' Administration (VA), including VA hospitals; organizations fostering the employment of disabled individuals and other Federal agencies. All

have proven to be successful sources of disabled veteran candidates. Contact with these organizations will continue through FY 2005

5. Use of the Veterans' Readjustment Appointment (VRA) authority, Veterans Employment Opportunity Act (VEOA), Schedule 'A' appointments, and special temporary hiring authority for veterans who are 30 percent or more disabled will continue.

B. Internal Advancement Opportunities. The AAP for the Hiring, Placement and Advancement of Individuals with Disabilities includes specific actions to be taken at all component levels to review the processes for internal advance opportunities. This review is also appropriate for DVAAP. Disabled veterans will be given equitable consideration in all special programs, i.e., Career Programs, apprenticeships, internships, Cooperative Education, upward mobility etc.

C. Communications. MACOMs, IRAs and activities and installations will be informed, at a minimum, annually of their responsibilities in the DVAAP and related programs through briefings, training, memos, and letters from HQ DA.

D. Program Monitoring. The DA Director, Program for Individuals with Disabilities will review program accomplishments annually in conjunction with the annual planning cycle for AAPP for Hiring, Placement and Advancement of Individuals with Disabilities and Disabled Veterans Accomplishment Report and Affirmative Action Plan (DVAAP.) Normally this occurs in November of each year. The DVAAP will be submitted and monitored in the following ways:

1. Submitting offices will follow guidance issued by HQDA, Disabled Veterans (including 30% or more DV) hiring authorities and Title 5 of C.F.R., 316.402(b)(5).

2. The Director, Program for Individuals with Disabilities will review data provided in the Defense Civilian Personnel Data System (DCPDS) and develop an Army wide DVAAP Plan utilizing the data and input received from MACOMs and IRAs.

3. Within the DA, the annual Accomplishment Report for the Hiring, Placement and Advancement of Individuals with Disabilities (ZMA-20A and ZMA 20B) will display data on disabled veterans in the work force. An evaluation of DVAAP will be implemented in conjunction with the evaluation of

the AAPP for Hiring, Placement, and Advancement of Individuals with Disabilities.

VII. LABOR-MANAGEMENT RELATIONS.

The DV Program and Plan must be consistent with 5 U.S.C., Chapter 71, Labor-Management Relations, and any applicable labor agreements. Army components should negotiate, as appropriate, with recognized labor organizations, and solicit their support in designing and carrying out affirmative programs for disabled veterans. Also, local unions should be encouraged to support the Disabled Veterans Affirmative Action Program Plan.

VIII. INTERAGENCY REPORT CLEARANCE.

The data required under RCS 0305-OPM-AN are generated under ZMA 20A and ZMA 20B, and contained in the AAPP for Hiring, Placement, and Advancement of Individuals with Disabilities. No further data requirements will be levied.

Individuals with Disabilities Five Year Goals

Within hiring constraints, the Army will make every effort to ensure the total DOD established new hires goal of 11,000 individuals with disabilities is accomplished in the next five years.

Total Army Goals*

Years	New Hire Goal	Targeted Disabilities Goal**
FY 2001-2005	11,200	224
Annual	2,240	45

Appropriated Funded Goals

Years	New Hire Goal	Targeted Disabilities Goal**
FY 2001-2005	7,675	153
Annual	1,535	30

Non-appropriated Funded Goals

Years	New Hire Goal	Targeted Disabilities Goal**
FY 2001-2005	1,900	38
Annual	380	8

Local National (OCONUS) Goals

Years	New Hire Goal	Targeted Disabilities Goal*
FY 2001-2005	1,625	33
Annual	325	7

Notes:

*See Appendix A

**DOD Goal for Targeted Disabilities = 2% of total employment.

Attachment A.

**Increasing the Opportunity
for Employment of Individuals with
Disabilities in the Department Of Army
(Ref: Executive Order 13163 of 26 July 2000)**

**Army Five Year Goals by Major Command (MACOM)/
Independent Reporting Activity (IRA)**

Goal*	Major Command/ Independent Reporting Activity	Five Year	
		%	#
	OFFICE, SECRETARY OF THE ARMY	6.0	672
	EIGHTH US ARMY, KOREA	5.0	560
	MILITARY TRAFFICE MANAGEMENT COMMAND	1.0	112
	US ARMY CORPS OF ENGINEERS	11.1	1,243
	US ARMY CRIMINAL INVESTIGATIVE COMMAND	0.4	45
	US ARMY EUROPE AND SEVENTH ARMY	10.0	1,120
	US ARMY FORCES COMMAND	9.0	1,008
	US ARMY INTELLIGENCE & SECURITY COMMAND	2.0	224
	US ARMY MATERIEL COMMAND	25.0	2,800
	US ARMY MEDICAL COMMAND	10.5	1,176
	US ARMY MILITARY DISTRICT OF WASHINGTON	2.0	224
	US ARMY PACIFIC COMMAND	3.5	392
	US ARMY RECRUITING COMMAND	0.1	11
	US ARMY RESERVE PERSONNEL COMMAND	0.1	11
	US ARMY SOUTH	0.1	11
	US ARMY SPACE & MISSILE DEFENSE COMMAND	1.0	112
	US ARMY TRAINING AND DOCTRINE COMMAND	10.0	1,120
	US ARMY TEST AND EVALUATION COMMAND	3.0	336
	US ARMY SPECIAL OPERATIONS COMMAND75	84
	US MILITARY ACADEMY65	73
	TOTAL ARMY GOAL	100.0	11,200*
	(AF: 7,675; NAF: 1,900; LN: 1,625)		

*Note: The "fair share" percent is based on the projected representation of total Army civilian employees located at the MACOM, FY 2005 and has been updated this year due to DOD increasing the Army "fair share" target to 11,200 hires.