

## DEPARTMENT OF AIR FORCE

### DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) PLAN

#### FISCAL YEAR 2010

##### **I. Authority**

The DVAAP is authorized by Section 403 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212), and Section 307 of the Civil Service Reform Act of 1978 (5 U.S.C. 3112).

##### **II. Regulatory Guidance**

5 CFR 720.304(a)

##### **III. Policy**

It is the Department of the Air Force policy to provide to qualified disabled veteran applicants and employees affirmative employment in recruitment, hiring, placement, advancement, training, career development, and, when appropriate, reasonable accommodation, with a special emphasis on those veterans with disabilities rated at 30 percent or more. The Air Force will implement the DVAAP in conjunction with its other affirmative employment programs.

##### **IV. Responsibility for Program Leadership**

Overall program responsibility for DVAAP policy matters is vested in the office of the Deputy Assistant Secretary for Strategic Diversity Integration, Office of the Assistant Secretary (Manpower and Reserve Affairs), Washington, DC. The Air Force Disability Program Manager (DPM) is responsible for evaluating, and monitoring the DVAAP. The current DPM is Ms. Michelle Siples, email: [Michelle.Siples@randolph.af.mil](mailto:Michelle.Siples@randolph.af.mil) and office phone number: (210) 652-3705. Major Commands (MAJCOMs) are responsible for working with the DPM on the implementation, development, oversight and success of the DVAAP at subordinate installations. Installation commanders are further responsible for ensuring qualified disabled veterans are provided equal opportunities in all facets of employment.

##### **V. Program Assessment on Current Status of Disabled Veterans Employment**

The Air Force will accomplish an annual self-assessment, together with its accomplishments from the previous fiscal year, through review of Department-wide workforce statistical data, and any changes in mission or structure to evaluate and monitor the effectiveness of the DVAAP, to include a review of the number of disabled veterans rated at 30 percent or more employed during the fiscal year. Based on this analysis, the Air Force will develop methods to improve the recruitment, hiring, placement, and advancement of disabled veterans, or revise or redirect existing methods, as necessary. These methods will be translated into action items. These accomplishments and self-assessment report will be made publicly available through posting on the Air Force website.

Examples of our assessment include:

A. Analysis of workforce data provided by OPM's centralized Civilian Personnel Data File (CPDF), along with an assessment of Major Command (MAJCOM) DVAAP accomplishment reports and associated plans used to determine the need for and level of support indicated in the agency-wide efforts for increasing the hiring of disabled veterans.

B. The assessment of the use of non-competitive appointing authorities, such as the 30 percent or more authority, to hire disabled veterans. The authority provides an excellent mechanism for improving employment in areas of deficiency, including identifying and increasing those service members rated as 30 percent or more disabled veterans. Activities are encouraged to increase the use of the non-competitive hiring authorities for that purpose.

C. The assessment contained in the Annual Accomplishment Report is based on the review of information obtained from the Office of Personnel Management, Air Force Headquarters, and Component submitted reports. Based on the reviews covering both previous and current data, the processes and procedures for recruiting and marketing for disabled veterans are adjusted and/or modified accordingly. While disabled veteran representation in the Department of the Air Force is considered to be above the norm in Federal Government, the Air Force will continue to actively seek out and hire disabled veterans and seek to continue to increase that representation.

D. The Disabled Veterans Affirmative Action Program (DVAAP) is available to all Air Force and interested parties on the Air Force Personnel Center website.

E. A report on the status of disabled veterans' employment in the Air Force will be disseminated to the Headquarters Air Force, the MAJCOMs, the Air Force Personnel Center, Civilian Personnel Offices, and other relevant entities throughout the Air Force, to communicate the findings of the assessment.

## **VI. External Recruitment of Disabled Veterans**

The Air Force will continue to hire qualified disabled veterans using both competitive and noncompetitive appointing authorities. Noncompetitive authorities include 5 CFR 316.302(b)(4) and 5 CFR 316.402(b)(4), for hiring veterans with compensable service-connected disability of 30 percent or more, and 5 CFR 213.3102(u) (Schedule A), for hiring people with severe physical or psychiatric disabilities.

Air Force will continue to conduct outreach activities with agencies, organizations, and groups who work with and provide services for disabled veterans. These groups include state and local vocational rehabilitation agencies and employment offices, the Department of Veterans Affairs, Air Force Wounded Warrior Office, U.S. Department of Labor, Employer Assistance and Resources Network (EARN), and other organizations whose primary focus is working to employ disabled veterans. The Air Force Wounded Warrior Program is being utilized to effectively integrate veterans into the workforce. Managers and supervisors are encouraged to continue to utilize, to the extent possible, veterans' recruitment sources, i.e., 30% Disabled, Veterans Recruitment Appointment (VRA), and Veterans Employment Opportunity Act (VEOA), to hire preference eligibles and qualified veterans. External vacancy announcements posted for consideration of applicants outside the Department of Defense will include veterans' recruitment sources. Information will be disseminated to the Air Force workforce on these available resources through the Air Force Plan for Employment and Development of People with Disabilities.

## **VII. Internal Advancement Opportunities for Disabled Veterans**

Permanently assigned disabled veterans are considered for promotion opportunities, along with other qualified employees, through automated systems such as RESUMIX. Vacancy announcements will be posted on the Air Force Personnel Center secure website. Disabled veterans will be considered for inclusion in all special programs such as developmental, training, and intern programs, respectively. In providing and improving internal advancement opportunities for disabled veterans, career counseling will be provided to assist disabled veterans in their career paths and job opportunities. In addition, the Air Force will identify and eliminate barriers at work sites, including architectural, transportation, and other barriers affecting people with disabilities.

## **VIII. Dissemination of Information**

The Air Force DPM notifies the Air Force Personnel Center, major commands, Civilian Personnel Offices, and Equal Opportunity Offices of their responsibility to employ and advance disabled veterans. Information will be disseminated through the issuance of Air Force regulatory guidance, instructions, civilian personnel letters, and other appropriate correspondence.

## **IX. Program Monitoring, Review, and Evaluation**

MAJCOMs evaluate DVAAP accomplishments as part of the quality assessment program reviews. Installations include DVAAP accomplishments and analyses in their self-assessment programs. HQ USAF/A1Q reviews program accomplishments in conjunction with the preparation of the EEOC Management Directive 715 report that includes the accomplishments for people with disabilities. The information gathered from the assessment will be used to make future improvements.