

**Annual Disabled Veterans Affirmative Action Program (DVAAP)
Plan Certification -- Fiscal Year (FY) 2000**

IDENTIFYING INFORMATION

A. Name and Address of Agency:

Headquarters, U.S. Army Materiel Command
5001 Eisenhower Avenue
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Alexandria, VA 22333-0001

B. Name and Title of Designated DVAAP Official (Include address, if different from above.) Telephone/FAX #s

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C. Name and Title of Contact Person (include address, if different from above.) Telephone/FAX #s

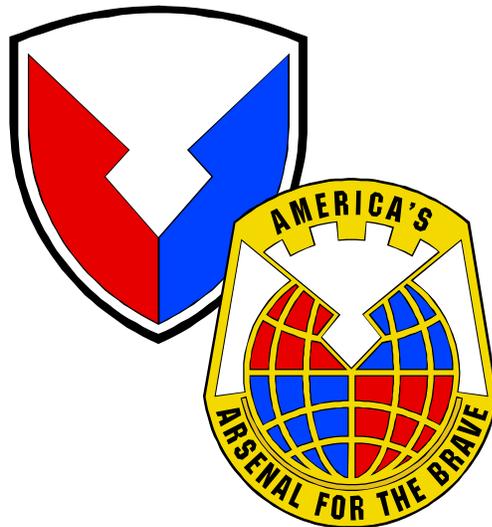
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CERTIFICATION: I certify that the above name agency: (1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAPP) plan and the program is being implemented as required by 38 U.S.C. 4214, as amended, and appropriate regulations and guidance 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 _____
Designated DVAAP Official

HEADQUARTERS
U.S. ARMY MATERIEL
COMMAND



DISABLED VETERANS'
AFFIRMATIVE ACTION PLAN

FISCAL YEAR 2000

**HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
 DISABLED VETERANS' AFFIRMATIVE ACTION
 PROGRAM PLAN ACCOMPLISHMENT
 REPORT - FISCAL YEAR (FY) 2000**

I. U.S. ARMY MATERIEL COMMAND (AMC) PROGRESS IN DVAAP IMPLEMENTATION

The Army Materiel Command continued the process of right sizing during FY 99. Due to the time lapse of our last DVAAP, a comparison for disabled veterans can not be completed for this FY. However, the percentage of disabled veteran employees at AMC for FY99 (as of July 1999) is 4.9%, which is below the DoD goal of 7%, yet meets the 2% for 30% disabled veteran employees.

Analysis of Permanent Workforce:

Categories	Total	GS/GM	GS/GM 13+	Wage System
Disabled Veterans (DV)	2718 (54,993)	1790	282	927
% Representation	4.9	4.2	2.5	7.2
Population Change	-----	-----	-----	-----
% Population Change	-----	-----	-----	-----

Categories	Professional	Admin.	Technical	Clerical	Other W/C
Disabled Vet.	195	1238	3.59	108	2
% Representation	0.4	2.9	0.8	0.2	0.0
Population Change	-----	-----	-----	-----	-----
% Population Change	-----	-----	-----	-----	-----

Categories	Total	30% DV GS/GM	30% DV GS/GM 13+	30% DV Wage System
30% DV	1214	794	118	420

Representation	2.2	1.9	1.2	3.3
Population Change	-----	-----	-----	-----
% Population Change	-----	-----	-----	-----

II. RECRUITMENT AND EMPLOYMENT METHODS

A. Due to the Army Materiel Commands' downsizing efforts, there have been limited external recruitment opportunities. What opportunities for new hires occur continue to be impacted by the DOD Priority Placement Program and spousal preference. When an opportunity to hire is presented, the following recruitment methods are used by AMC installations.

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

2. Applicant Supply Files (ASF). Civilian Personnel Advisory Center (CPAC)/Civilian Personnel Operations Center (CPOC) staff utilize the Office of Personnel Management's (OPM) Centralized Applicant Referral System (CARS) as a source of verification of VRAs and 30% Disabled Veterans applications.

3. Organizations and Special Interest Groups. Installations participate in a variety of job fairs, seminars, and career days. These avenues are used only 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 the exchange of information, assistance, and counseling.

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*.

5. Vacancy Announcements. Vacancies are posted on computerized bulletin boards and on the Internet to ensure widest distribution of information. Some CPACs/CPOs have implemented job hot lines 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 is included as part of the guidance given to disabled veterans who visit the CPAC. Individual career counseling is provided to employees when requested.

7. Special Appointment Authorities. Maximum consideration is given to Veterans Readjustment Appointments (VRA) and special authority for noncompetitive employment of 30 per cent disabled veterans.

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

9. Delegated Examination Authority. CPAC 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.

1. Merit promotion, intern and upward mobility vacancy announcements are distributed to all employee sites throughout installations and at CPACs. Subject to hiring and budgetary restrictions, AMC 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.

2. Information on special appointing authorities for VRA and 30 percent disabled eligible veterans is given to supervisors in periodic training sessions.
3. At all installations, physical and architectural barriers are identified through surveys and, within 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 renovations are constructed to be barrier free in accordance with architectural barrier guidance.
4. 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 by CPAC/CPOC staffing and recruitment specialists. Managers and supervisors are informed when disabled veterans and employees with disabilities have applied for a particular vacancy.
5. Information on the Department of Defense Computer-Electronic Accommodations Program (CAP) is made available when considering essential job requirements and other job accommodation issues. CPAC/CPOC 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 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 veterans.
6. Commanders/Directors issue statements in support of disabilities programs and encourage supervisors and managers to provide advancement opportunities for individuals with disabilities

and disabled veterans. Policy statements are distributed throughout the organization and posted on official bulletin boards.

7. Disabled Veterans are encouraged to participate in available training offered in 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 SUBORDINATE COMMAND (MSC)/INSTALLATION PROGRAMS.

1. HQs AMC will establish an Individuals with Disabilities Committee to monitor and evaluate the progress of the implementation of DVAAP, and provide recommendations for improvement.

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

3. Department of Army, as well as AMC, encourage installations to have the selection lists reviewed by the EEO Officer in an attempt to assure equal consideration of all candidates. The annual program planning cycle may include a review to determine the effectiveness of the DVAAP.

4. Consideration should be given to managers and supervisors being evaluated in their annual performance appraisal for their participation in and support of the affirmative action program, to include actions in support of the Disabled Veterans Program.

**HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
DISABLED VETERANS AFFIRMATIVE
ACTION PROGRAM (DVAAP) PLAN
FY 1996-2001**

I. PURPOSE AND BACKGROUND.

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

b. The policies and procedures set forth here are governed by AR 690-300, Chapter 306, Selective Hiring, Placement, and Advancement of Disabled Individuals. This Plan was developed according to the Office of Personnel Management's guidance, in accordance with statutory requirements established for submitting Federal Equal Opportunity Recruitment Program (FEORP) information in 5 U.S.C 7201, and information on disabled veterans in 38 U.S.C. 4214, as amended. Regulations covering both programs are contained in Part 720 of Title 5 of the U. S. Code of Federal Regulations (CFR)

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 AMC 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 AMC to provide reasonable accommodations and ensure equal opportunity in hiring, advancement, training, and treatment of Individuals with Disabilities (IWD). This policy will ensure that no qualified individual will be denied the opportunity for advancement solely because of his or her disability. To support these goals, the AMC Commander has stated that we must affirm our commitment to these principles and ensure that equal opportunity is the standard for AMC. Equal opportunity for IWD, to include disabled veterans, is a command program. While the Office of Equal Opportunity has been designated with the program responsibility, we all must serve as advocates to make the necessary changes to overcome barriers that restrict equal employment opportunities for all IWD. As AMC leaders, we must strive to achieve a civilian workforce in which IWD, to include persons with targeted disabilities and disabled veterans, are represented in every AMC organization. We can continue to meet these challenges with zeal, always remembering our differences make us a complete AMC family, dedicated to accomplishing our mission.

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.

IV. PROGRAM RESPONSIBILITY.

a. Primary responsibility for the DA DVAAP rests with the Assistant Secretary of the Army (Manpower and Reserve Affairs) ASA (M&RA)).

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

c. The AMC designated official for the DVAAP is the Individual for Disabilities Program Manager (IWDPM). The IWDPM is a manager in the AMC EEO Office (AMCEE). Each Major Subordinate Command (MSC),

independent reporting activity (IRA), and installation will have a designated Program Manager (PM) for the DVAAP who is at a sufficiently high level of responsibility in the organization to foster effective implementation of all facets of the Program.

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 Operations Center Management Agency (CPOCMA) and ultimately to ASA (M&RA). Supporting each Army component is a local Civilian Personnel Advisory Center (CPAC) responsible for, among other things, general advice, assistance, and recruitment strategies. Historically within Army, with few exceptions, the responsibility for the Individuals with Disabilities and Disabled Veterans AAP planning has been placed in the Staffing Division of the Civilian Personnel Office while responsibility for processing individual complaints of discrimination based on disability has been functionally assigned to the EEO chain of command. Due to regionalization of the civilian personnel function, the IWD Program and the DV program responsibilities are included on the CPOC Staffing Task list. An on-going DA initiated EEO Program Management Review is currently in process. At the completion of this review, a decision will be issued on placement of responsibility for the IWD/DV AAP in order to meet the best interest of the Army. In view of reorganizations and overlapping program areas, AMC has placed the Program Manager responsibility under the control of the EEO Officer. Regardless of who has functional responsibility for the program, performance standards for AMC managers and supervisors should specifically address responsibility for the DVAAP

V. STATUS OF DISABLED VETERANS.

a. Analyses of work force data and guidance provided by AMC determine the need for and level of support of the DVAAP required to supplement the AMC plan.

b. The use of non-competitive appointing authority to hire disabled veterans is monitored. The authority provides an excellent mechanism for improving employment of disabled veterans, including 30 percent or

more disabled veterans, in areas of deficiency. 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 for OPM, AMC, HQDA, and field reports. Based on available data, the percentage of representation of disabled veterans in the AMC civilian labor force has remained constant despite a yearly decline in total workforce. Disabled Veterans representation in the AMC is considered good.

d. The AAPP for disabled veterans in DA is disseminated to all Army via the EEOA web page at <http://oasamra5.army.pentagon.mil/eeoa/index.htm>.

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 2001

(5) Use of the Veterans' Readjustment Appointment (VRA) authority, 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 advancement opportunities. This review is also appropriate for DVAAP. Disabled veterans will be given equitable consideration in all special programs, i.e., apprenticeships, internships, Cooperative Education, upward mobility etc.

c. Communications. MSCs 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 AMC.

d. Program Monitoring. The AMC Individuals with Disabilities Program Manager will review program accomplishments annually in conjunction with the annual planning cycle for AAPP for Hiring, Placement and Advancement of Individuals with Disabilities. Normally this occurs in November of each year. The DVAAP will be submitted and monitored in the following ways:

(1) All MSC and Installation EEO Officers will follow guidance issued by HQ AMC and HQDA, Disabled Veterans (including 30% or more DV) hiring authorities and Title 5 of C.F.R., Section 316.402(b)(5).

(2) The AMC Individuals with Disabilities Program Manager will review data provided from the MSCs, Installations, CPACs/CPOCs, and in conjunction with data in the Defense Civilian Personnel Data System (DCPDS) develop an AMC DVAAP Plan.

(3) The annual Accomplishment Report for the Hiring, Placement and Advancement of Individuals with Disabilities will show the 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. AMC 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.