

## Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report

<b>1. Agency</b>	United States Army Garrison (USAG), Aberdeen Proving Ground (APG)	<b>2. FY</b>	2021
<b>3. POC Name</b>	Lavon Forbes	<b>4. Phone</b>	(410) 278-0131

### 5. Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled (Attach supporting addendums if needed)

During training and consultations; managers, selection officials and human resource officials are encouraged to utilize existing programs and special hiring authorities to non-competitively appoint individuals with disabilities, including disabled veterans. Additionally, they are advised to open recruitment actions to the widest areas of consideration possible and to use the Veterans Recruitment Appointment, VEOA, the 30% or more compensable veteran's appointment authority, and the Delegated Examining Authority. Methods used by the Army to recruit and employ disabled veterans, especially those who are 30% or more disabled are listed below.

#### Special Appointment Authorities:

a. Advise managers, selection officials and Human Resource (HR) officials to use special hiring authorities (such as Schedule A) to non-competitively appoint individuals with disabilities, including veterans who are 30% or more disabled, to temporary positions that may convert to permanent appointments without further competition. Schedule A for Hiring Officials, Disability Program Managers, and HR Professionals are made available to officials with information to recruit and hire individuals with disabilities, including disabled veterans.

b. Under the Veterans' Recruitment Appointment (VRA) Authority, veterans are given noncompetitive placement consideration as an initial excepted service appointment for a period of 2 years. After 2 years of continuous service and satisfactory performance, the veterans are converted to a competitive service permanent appointment.

c. Eligible veterans selected under the Veterans Employment Opportunity Act (VEOA) Authority compete for positions under merit promotion procedures. Veterans who are selected are given a career or career conditional permanent appointment.

d. Schedule A, 5 CFR 213.3102 (u), is one of these authorities used to appoint persons with severe physical disabilities, psychiatric disabilities, and intellectual disabilities. Such individuals may qualify for conversion to permanent status after two years of satisfactory service.

### 6. OPM DVAAP Manager Official Use Only: Is there an explanation of the recruitment and employment methods they have used?

Yes ☐    Somewhat ☐    No ☐

**7. Methods used to provide or improve internal advancement opportunities for disabled veterans  
(Attach supporting addendums if needed)**

Training in Equal Employment Opportunity (EEO), Anti-Harassment, Reasonable Accommodations and the No Fear Act continue to be a mandatory requirement for all civilians and Soldiers assigned to USAG, APG (COVID-19 considered). The No Fear web-based training provides an overview of the EEO Program, the regulatory and legal bases for the program, affirmative employment, complaint processing, reasonable accommodation, and anti-harassment in the workplace. The web-based training ensures managers and supervisors provide fair and equitable opportunities for individuals with disabilities, including disabled veterans, to contribute to overcoming identified employment barriers.

The Army Career Tracker (ACT) continues to be another successful way to provide employees efficient and effective career development tracking. ACT is a web portal that integrates existing Army professional development systems with on-site and distance learning. It provides supervisors, mentors and employees with career-management data via a personalized portal. It provides the capability to search multiple Army education and training resources, as well as college and university programs.

At USAG, APG, physical and architectural barriers are identified through surveys conducted by the Directorate of Public Works (DPW) and are modified or removed to ensure accessibility by wheel-chairs or walkers; and to ensure access to restrooms, telephones, elevators, water fountains, historical sites and recreational facilities. DPW also ensures that occupied buildings under renovation continue to provide access to individuals with disabilities (IWDs).

USAG, APG, continues to maintain a robust and well monitored Reasonable Accommodation program that ensures employee's requests for accommodations are processed in a timely manner according to IAW AR 690-12, Appendix C.

**8. OPM DVAAP Manager Official Use Only: Does agency explain the career advancement methods they have used?**

Yes ☐ Somewhat ☐ No ☐



**9. A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated (Attach supporting addendums if needed)**

USAG, APG, Equal Employment Opportunity (EEO) Office is the functional proponent responsible for monitoring, reviewing and evaluating the activities of the Commands that fall under its purview. The agency has an effective complaints tracking and monitoring system (iComplaints). The iComplaints system, in conjunction with the Management Directive 715 Reporter provides global oversight of program operations by integrating metrics, Army data, and information needed to assess performance at all levels throughout the agency.

The MD 715 Reporter also supports a Reasonable Accommodation Tracker that monitors timeliness of accommodation requests and collects information that is reported to higher headquarters. This is a primary function of the USAG, APG's EEO Office and is considered a common level of support to all tenant units that are based on APG. Records are also tracked and maintained via systems such as hard files, digital files and data spreadsheets. These additional tracking systems ensure records are maintained when Army systems like the MD 715 Reporter go down due to technical issues.

USAG, APG, Disability Program Manager (DPM) executes operational initiatives and monitors the accomplishments of the DVAAP throughout the year. The DPM provides advice on hiring qualified disabled veterans for employment consideration and in executing reasonable accommodation procedures. Affirmative employment and recruiting strategies are discussed with supervisors, both in training sessions and as positions become vacant.

**10. OPM DVAAP Manager Official Use Only: Does agency describe how they monitored, reviewed and evaluated their DVAAP Activities? (If applicable as well as for major operating components and field installations)**

Yes ☐    Somewhat ☐    No ☐

**11. 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  
(Attach supporting addendums if needed)**

Merit promotion announcements for vacancies contain statements regarding acceptance of applications from VEOA applicants, to ensure that disabled veterans are provided appropriate consideration. This, however, is not tracked and the outcomes are unknown.

The Army's Business Objects Enterprise standardizes data collection and is available to EEO practitioners and the DPM on the Civilian Personnel Online (CPOL) website. Queries provide workforce profiles that include information on Individuals with IWDs, disabled veterans, and their demographic representation in the workforce. New queries continue to be developed to monitor applicant pool data and external/internal accessions by veteran appointment, which are based on data provided voluntarily by the disabled veteran applicant. This technology has equipped EEO practitioners and the DPM with comprehensive statistical data on the workforce to provide management officials periodic updates on their specific organization-- when requested.

Directors, managers and supervisors should be evaluated annually through a performance management system and annual performance appraisals. USAG, APG mandates a standard supervisory performance objective that mandates that performance management objects include EEO, diversity, and inclusion.

Recruiting and retaining IWD's and disabled veterans does not occur with any organized coordination on APG, but federal quotas are maintained and often exceeded regardless when it comes to disabled veterans.

**12. OPM DVAAP Manager Official Use Only: Does agency explain the progress in implementing DVAAP? If there was no progress, were there reasons for the lack of progress or challenges and specific plans for overcoming their challenges?**

Yes ☐ Somewhat ☐ No ☐

**13. POC's Name, Email, and Phone Number of Operating Components and Field Installations  
(If Applicable)**

N/A



## DoD Component Disabled Veterans Affirmative Action Program (DVAAP) Plan and Certification

<b>1. Agency</b>	United States Army Garrison (USAG), Aberdeen Proving Ground (APG)	<b>2. FY</b>	2022
<b>3. POC Name</b>	Lavon Forbes	<b>4. Phone</b>	(410) 278-0131
<b>5. A statement of the Component's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled (Attach supporting addendums if needed)</b>			
<p>It is the policy of the Department of the Army (DA) and the intent of USAG, APG, to provide veterans full opportunities for employment and advancement when applying with veterans' preference in employment hiring actions for disabled veterans as established by the Veterans Employment Opportunities Act (VEOA) of 1998, as amended by Section 511 of the Veterans Millennium Health Care Act (Pub. Law 106-117) of 30 November 1999, the Jobs for Veterans Act of 2002 (Public Law 107-288), the National Defense Authorization Act for FY 2006 (Public Law 109-163), and the Presidential Executive Order, Employment of Veterans in the Federal Government, 9 November 2009, Veterans Recruitment Appointment (VRA) and Schedule A Appointing Authority for People with certain Disabilities.</p> <p>The USAG, APG, is also committed to ensuring veterans are afforded equal employment opportunities in all aspects of the conditions and/or privileges of employment with emphasis on veterans who are 30% or more disabled.</p> <p>DA remains diligent in its effort to strengthen its strategic plans to ensure compliance with Army Regulation 690-12, which outlines responsibilities for DVAAP and compliance with the Equal Employment Opportunity Commission Management Directive 715. Equal Employment Opportunity (EEO) professionals and Human Resources professionals are the principles advisors regarding the DVAAP, and strengthen the program through concentrated efforts for effective, sustained impact throughout DA in the areas of (1) outreach and recruitment, (2) education and awareness, (3) pipeline and career development, (4) reasonable accommodations, (5) accessibility to facilities and electronic information and communications, (6) personal assistance services and (7) inclusive culture.</p>			
<b>6. OPM DVAAP Manager Official Use Only: Did agency provide a policy outline in regards to the employment and advancement of disabled veterans, especially those that are 30 percent or more disabled?</b>			
Yes	<input type="checkbox"/>	Somewhat	<input type="checkbox"/> No <input type="checkbox"/>

**7. An assessment of the current status of disabled veteran employment within the agency, with emphasis on those veterans who are 30 percent or more disabled (Attach supporting graphs/charts if needed)**

<b>8. Total # Employees</b>	685	<b>9. # Of Veterans</b>	277	<b>10. # Of Disabled Veterans</b>	220	<b>11. # Of 30% Or More Disabled Veterans</b>	95
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As of September 30, 2021 the overall, USAG, APG and Aldelphi's combined total appropriated fund workforce was 685.

FY21, USAG, APG's workforce comprised of 45.28% veterans, and Aldephi 61.61% for a total of 277 veterans, which exceed recommended Executive guidance. USAG, APG's disabled veteran workforce represents 36.03% and Aldelphi 3.03% which combined also exceeds the recommended guidance (10%) with a 39.6% representation.

The population of veterans with targeted disabilities in FY21 was 15. 30% or more Disabled Veterans for USAG, APG FY21 total workforce was 15.80% and Aldephi 56.73%. USAG, APG exceeds the Executive standard of 2% by 13.80%.

**12. OPM DVAAP Manager Official Use Only: Did agency provide an assessment of the current status of disabled veterans, especially those that are 30 percent or more disabled?**

Yes ☐ Somewhat ☐ No ☐



**13. A description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled (Attach supporting addendums if needed)**

DA employees, supervisors and managers rely on the Army Civilian Human Resources Agency (CHRA) to provide human resources support including position classification, recruitment and staffing, labor-management-employee relations, subject matter expertise on hiring authorities, and many other human capital management functions necessary for the effective management of the DA civilian workforce. These services are provided by CHRA's Civilian Personnel Advisory Centers (CPACs). USAG, APG, will continue to encourage the use of special appointment authorities and the recruitment strategies listed below:

- a. Noncompetitive Placement: Noncompetitive placement consideration is given to veterans using the Veterans' Recruitment Appointment (VRA) Authority, providing an initial excepted service appointment for 2 years. After 2 years of substantially continuous service and satisfactory performance, the veteran may be converted to a competitive service permanent appointment.
- b. The Veterans Employment Opportunity Act (VEOA). The VEOA is the special appointment authority that allows eligible veterans, including disabled veterans, to compete for positions under merit promotion procedures. Veterans who are selected are given a career or career conditional permanent appointment.
- c. The Workforce Recruitment Program (WRP) for Students and Recent College Graduates with Disabilities. USAG, APG, will attempt to increase command participation in the WRP, a referral program sponsored by the Department of Labor (DOL) and the Department of Defense (DoD). This successful partnership will allow USAG, APG to hire separated military college students on an intermittent term, increasing the possibility of permanent employment.
- d. Information on symposiums, employment readiness workshops and career/education fairs are disseminated by servicing local Army Community Services offices via installation newspapers, electronic mail notifications, and postings. Events focus on interviewing skills, job search strategies, resume writing, career assessment and development, and networking.
- e. Schedule A, 5 CFR 213.3102 (u), is one of these authorities used to appoint persons with severe physical disabilities, psychiatric disabilities, and intellectual disabilities. Such individuals may qualify for conversion to permanent status after two years of satisfactory service.

**14. OPM DVAAP Manager Official Use Only: Did agency provide a description of recruiting methods that they will use to seek out disabled veterans?**

Yes ☐ Somewhat ☐ No ☐

**15. OPM DVAAP Manager Official Use Only: Did agency provide special steps that would be taken to recruit 30 percent or more disabled veterans?**

Yes ☐ Somewhat ☐ No ☐



**16. A description of how the agency will provide or improve internal advancement opportunities for disabled veterans (Attach supporting addendums if needed)**

USAG, APG will continue to challenge the civilian workforce, including disabled veterans, to actively pursue educational opportunities through "self-development" and formal education and by taking advantage of the Civilian Education System (CES). CES is a centrally funded progressive and sequential leadership development program designed to enhance leader development and education opportunities for civilians which include disabled veterans. Another career development tool includes merit promotion and career-ladder positions. Disabled veterans may request reassignment, training, and they may be referred non-competitively for vacant positions using a special hiring authority.

USAG, APG, is required to meet Section 508 compliance to ensure that all forms of electronic information are accessible to all disabled veterans who are prospective applicants or who are employees, in direct support of recruitment and outreach initiatives.

Supervisors and managers may be apprised of affirmative employment goals outlined in the annual DVAAP and EEO Management Directive 715, and where appropriate, the need to enhance advancement and training opportunities for disabled veterans to overcome identified employment barriers. The Army's mandatory web-based training course, "EEO, Anti-Harassment and No FEAR Act Training" has proven to be very successful in training supervisors, managers and employees. Compliance for all USAG, APG employees will be enforced by the Garrison Commander and monitored by the EEO Office.

"EEO for Supervisors" face-to-face training as required by the USAG, APG Garrison Commander. These classes are used specifically to inform supervisors, managers, and leaders of the EEO process, as well as special hiring authorities for disabled veterans and unintentional barrier awareness. Employees also receive face-to-face training that is similar in content and information. Due to the COVID-19 pandemic, professional development opportunities will be flexible so as to have the option to be conducted in a virtual environment when possible.

USAG, APG will continue to encourage managers and supervisors to request referrals of disabled veterans when working with their servicing Civilian Personnel Advisory Center.

**17. OPM DVAAP Manager Official Use Only: Did agency provide a description of how they will provide internal advancement opportunities for disabled veterans?**

Yes ☐ Somewhat ☐ No ☐

**18. OPM DVAAP Manager Official Use Only: If needed, is there a plan of how the agency will improve internal advancement opportunities for disabled veterans?**

Yes ☐ Somewhat ☐ No ☐ Not Needed ☐

**19. A description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans (Attach supporting addendums if needed)**

N/A

USAG, APG is a subordinate to IMCOM and does not have operating components or field installations. IMCOM will provide this guidance to USAG, APG.

**20. OPM DVAAP Manager Official Use Only: Did agency provide a description on how they will inform their operating components and field installations, on responsibilities such as the employment and advancement of disabled veterans? (Not Applicable for agencies that do not have operating components or field installations)**

Yes	<input type="checkbox"/>	Somewhat	<input type="checkbox"/>	No	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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**21. A description of how the agency will monitor, review, and evaluate its planned efforts, including implementation at operating component and field installation levels during the period covered by the plan (Attach supporting addendums if needed)**

USAG, APG will continue to utilize Business Objects Enterprise, with standardized queries available enterprise-wide on the CPOL website. These queries provide current workforce profiles that include information on individuals with disabilities and disabled veterans and their representation in the workforce by pay plans, grade levels and other demographic data. New queries were developed to monitor applicant pool data and external/internal accessions by veteran appointment. The Army is able to track which queries are used the most and provide the EEO practitioners with the most valuable information.

The USAG, APG Commander, along with the EEO Personnel are responsible for developing action plans based on the Equal Employment Opportunity Commission's Management Directive 715 requirements for individuals with targeted disabilities and Office of Personnel Management's (OPM) guidance for the Disabled Veterans Affirmative Action Program Plan. This responsibility includes monitoring and updating accomplishments and statistical reports annually.

Statistics on the hiring and advancement of disabled veterans may be maintained, and reports may be provided to managers periodically throughout the year. Where participation rates are less than expected, local Disability Program Managers, in consultation with Civilian Personnel Advisory Center, EEO officers, managers and supervisors, determine action to be taken consistent with merit principles to improve representation of disabled veterans. The annual program planning cycle includes a review of relevant information to determine effectiveness of the DVAAP.

Periodic surveys should be conducted by the HR and EEO communities to canvass the workforce for necessary improvements to facility accessibility, barriers to employment of individuals with disabilities, and to eliminate discriminatory attitudes and perceptions toward individuals with disabilities.

**22. OPM DVAAP Manager Official Use Only: Did agency provide a description on how they will monitor, review and evaluate its planned efforts? (If applicable as well as for major operating components and field installations)**

Yes ☐    Somewhat ☐    No ☐

**23. POC's Name, Email, and Phone Number of Operating Components and Field Installations  
(If Applicable)**

N/A



## Plan Certification

The plans shall cover a time period of not less than one year, and may cover a longer period if concurrent with the agency's Section 501(b) Plan. Each plan must specify the period of time it covers.

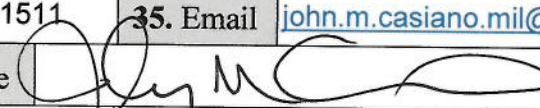
Agency must have a plan covering all of its operating components and field installations. The plan shall include instructions assigning specific responsibilities on affirmative actions to be taken by the agency's operating components and field installations to promote the employment and advancement of disabled veterans. OPM must be informed when headquarters offices require plans at the field or installation level.

Agency operating components and field installations must have a copy of the plan covering them, and must implement their responsibilities under the plan. OPM may require operating components and field installations to develop separate plans in accordance with program guidance and/or instructions.

### Certification

The below certification indicates that the program is being implemented as required by 5 CFR Part 720, Subpart C and appropriate guidance issued by the U.S. Office of Personnel Management. Additionally, this agency has a current plan as required by the regulation.

Please type or print clearly. After an original signature is obtained, scan and return this sheet.

<b>24. Dates of the Period of Time the Plan is Covered</b>		<b>From</b>	10/01/2021	<b>To</b>	09/30/2022
<b>25. Agency Name</b>	United States Army Garrison, Aberdeen Proving Ground				
<b>26. DVAAP POC's Name</b>	Lavon Forbes				
<b>27. Title</b>	Disability Program Manager				
<b>28. Telephone Number</b>	(410) 278-0131	<b>29. Email</b>	<a href="mailto:lavon.forbes.civ@army.mil">lavon.forbes.civ@army.mil</a>		
<b>30. Date Plan Last Amended</b>	10/01/2020		<b>31. Date Effective</b>	10/1/2020	
<b>32. DVAAP Certifying Official's Name</b>	COL John Mario Casiano				
<b>33. Title</b>	Commander, United States Army Garrison, Aberdeen Proving Ground				
<b>34. Telephone Number</b>	(410) 278-1511	<b>35. Email</b>	<a href="mailto:john.m.casiano.mil@army.mil">john.m.casiano.mil@army.mil</a>		
<b>36. DVAAP Certifying Official Signature</b>				<b>37. Date</b>	20211014