

## 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>	2024
<b>3. POC Name</b>	Lavon Forbes	<b>4. Phone</b>	(410) 278-1131
<b>5. A statement of the agency'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 to employment and career development, (4) reasonable accommodations, (5) accessibility to facilities (6) personal assistance services and (7) Striving to attain an 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>	580	<b>9. # Of Veterans</b>	263	<b>10. # Of Disabled Veterans</b>	213	<b>11. # Of 30% Or More Disabled Veterans</b>	97
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As of September 12, 2023, the overall, USAG-APG and Blossom Point combined total appropriated fund workforce was 580 with 263 veterans and 213 disabled veterans.

USAG-APG and Blossom Point workforce is comprised of 45.34% veterans, for a total of 263, which exceeds recommended Executive guidance of (10%). USAG-APG and Blossom Point disabled veteran workforce is 36.72% which also exceeds the recommended guidance (10%) by 26.72%.

USAG-APG and Blossom Point population of veterans with targeted disabilities in FY23 was 4.69% and Disabled Veterans was 32.22% for a combined total of 36.91%. Veterans with targeted disabilities exceeds the Executive standard of 2% for Persons With Targeted Disabilities by 2.69%.

The number of 30% or more Disabled Veterans for FY23 was 97 out of 213 Disabled Veterans representing 51.62%.

Non Appropriate Funds (NAF) personnel information is not included in the data.

**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 per the Army Civilian Human Resources Agency (CHRA):

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.

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 ☐ Somewhat ☐ No ☐ Not Applicable ☐

**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, 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.

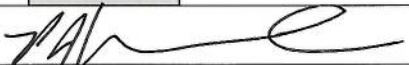
Agency must have a plan covering all of its operating components and field installations. The plan shall include instructions assigning specific responsibilities on affirmative actions to be taken by the agency's operating components and field installations to promote the employment and advancement of 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>	09/12/2023	<b>To</b>	10/01/2024
<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) 278-1131	<b>29. Email</b>	lavon.forbes.civ@army.mil		
<b>30. Date Plan Last Amended</b>	09/01/2022	<b>31. Date Effective</b>	09/12/2023		
<b>32. DVAAP Certifying Official's Name</b>	COL Philip J. Mundweil				
<b>33. Title</b>	Garrison Commander				
<b>34. Telephone Number</b>	(410) 278-1151	<b>35. Email</b>	philip.j.mundweil.mil@army.mil		
<b>36. DVAAP Certifying Official Signature</b>			<b>37. Date</b>	2 Oct 2023	