

EQUAL EMPLOYMENT OPPORTUNITY OFFICE
INSTALLATION MANAGEMENT COMMAND
U.S. ARMY GARRISON FORT NOVOSEL



**DoD Component Disabled
Veterans Affirmative
Action Program
(DVAAP) Plan and
Certification Report for
Fiscal Year 2024**

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

1. Agency	USAG Fort Novosel	2. FY	2024
3. POC Name	Ms. Lesa D. Willard	4. Phone	(334) 255-1377
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)			
<p>It is the United States Army Garrison, Fort Novosel's policy to provide equal employment opportunities to veterans in recruitment, hiring, advancement, training, career development, promotions, reassignments, awards, retaining, and all other terms, conditions or privileges of employment, with emphasis on veterans who are 30 percent or more disabled. Federal statutes prohibit discrimination against employees or applicants for employment because of a handicapping condition. Disability may not be used as the rationale for non-selection of a disabled veteran that, with or without reasonable accommodation, is otherwise fully qualified for employment. Reasonable accommodations that are necessary to allow a disabled veteran to perform the essential functions of a job for which he/she is qualified and selected, will be provided if it is reasonable and does not create any undue hardships for the organization.</p> <p>Fort Novosel seeks opportunities to attract, hire, train and develop Veterans. Managers, selection officials, and human resource officials are encouraged to utilize existing programs and special hiring authorities to noncompetitively appoint individuals with disabilities. Managers, supervisors and selecting officials are strongly encouraged to open recruitment actions to the widest areas of consideration possible and to use the Veterans Recruitment Appointment (VRA), Veterans Employment Opportunity Act (VEOA), the 30% or more compensable Veteran's appointment authority and the Delegated Examining Authority.</p> <p>USAG Fort Novosel Commander issues policy statements confirming commitment to equal employment opportunity and affirmative employment for individuals with disabilities to include veterans with disabilities. Policy statements are distributed throughout the organizations and posted on official media sites.</p> <p>This report is submitted pursuant to Title 38 U.S.C. Section 4214 and Title 5 U.S.C. Section 720, Subpart C which requires an annual report on the employment of veterans in the Federal Government. All managers and supervisors are responsible for providing equal employment opportunities for Disabled Veterans.</p> <p>This report reflects the state of veterans' employment within the Garrison's appropriated fund workforce population located on Fort Novosel.</p>			
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?			
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)

8. Total # Employees	297	9. # Of Veterans	205	10. # Of Disabled Veterans	190	11. # Of 30% Or More Disabled Veterans	114
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The data for this report reflects veterans' employment within the Installation Management Command (IMCOM) Garrison Fort Novosel workforce serviced by the Garrison EEO office under CCPO-ID EG. Fiscal Year (FY) 2023 data is used for comparative analysis.

☐ As of 30 September 2024, the Appropriated Fund (AF), IMCOM Fort Novosel workforce population was 297 compared to 316 for the same period FY 2023. This is an overall decrease of 6.02% in the workforce population.

☐ 69.02% (205/297) of the (AF) IMCOM Fort Novosel workforce are veterans.

☐ Veterans with 30% or more disability represent 60.00% (114/190) of the total number of IMCOM disabled veterans and 38.38% (114/297) of the overall IMCOM population.

☐ Of the total Appropriated Fund employees hired at IMCOM Fort Novosel (64) during this FY, veterans represented 60.93% (39/64). Of the 39 veterans hired, 84.61% (33/39) were veterans with 30 percent or more disability.

☐ During this FY, 11 veterans were promoted, 3.70% (11/297) and 1 resigned, 0.34% (1/297).

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)

Fort Novosel encourages the following initiatives that help recruit disabled veterans:

When deemed appropriate hiring managers non-competitively promote veterans in their organizations.

There are 3 hiring authorities used to recruit veterans, VEOA, VRA, and 30%.

VEOA is required for all position announcements that are permanent.

VRA and 30% are used to recruit veterans non-competitively and hiring managers will hire qualified veterans directly into the position without a announcement.

The 30% hiring authority is also used on all positions (term, temp, and perm) to seek out disabled veterans when requested by the hiring manager or when deemed appropriate by the staffer and approved by the hiring manager.

Training selecting officials, interviewers, and Subject Matter Experts (SMEs) on ensuring consistency in the hiring process, including requirements of the American's with Disabilities Act of 1990, the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964.

Fort Novosel will conduct Job Fairs throughout the year to recruit and retain veterans, especially those that are 30% or more disabled.

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)

U.S. Army Fort Novosel continues to challenge the civilian workforce, including disabled veterans, to actively seek educational opportunities through self-development and formal education and by taking advantage of the Civilian Education System (CES). In fact the CES Intermediate and Advanced courses will be held on Fort Novosel FY25 to promote this effort. This training provides enhanced leader development and educational opportunities for civilians, to include disabled veterans.

Disability program awareness is provided to all employees, particularly during the observance of National Disability Employment Awareness Month each October. Fort Novosel conducted a National Disability Employment Awareness Month Fair for all members of the workforce, including disabled veterans on 20 October 2023. Members of the Disabled American Veterans (DAV) was in attendance as well as several displays to promote internal advancement opportunities for the organization's veteran population.

The EEO office took part in the Army Heritage Month Event on 13 June 2024, promoting Disability Employment Awareness with educational materials, Reasonable Accommodation information hand-outs, on-line Computer Display to instruct how to access the Computer/Electronic Accommodations Program (CAP) database.

Information was given to supervisors during the annual EEO No Fear training focusing on the importance of the RA interactive processes to maintain our employee's with disabilities and to ensure Disabled Veterans in the workforce are familiar and understand the procedures. Fort Novosel includes the utilization of a Reasonable Accommodation panel comprised of the EEO Disability Program Manager, Labor Representative, Labor/Management Employee Relations Specialist, Occupational Health Physician, and the employee's supervisor. The panel provides advice and guidance to supervisors and managers during the decision making process to grant or deny a request for an accommodation. Accommodations such as an ergonomic mouse, sit-to-stand desks, ergonomic chairs, telework, and as a last resort reassignment have all been provided to disabled veterans on Fort Novosel. These accommodations have allowed the veteran population to enjoy the full range of continued employment and enhanced the accomplishment of the training mission on Fort Novosel.

When deemed appropriate hiring managers continue to non-competitively promote veterans in their organizations.

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)

Not Applicable

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 Fort Novosel does not have Field Installation Levels.

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)**

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.

24. Dates of the Period of Time the Plan is Covered		From	10/01/2023	To	09/30/2024
25. Agency Name	USAG Fort Novosel				
26. DVAAP POC's Name	Lesa D. Willard				
27. Title	Disability Program Manager				
28. Telephone Number	(334) 255-1377	29. Email	lesa.d.willard.civ@army.mil		
30. Date Plan Last Amended		31. Date Effective			
32. DVAAP Certifying Official's Name	COL John P. Miller				
33. Title	Garrison Commander				
34. Telephone Number	(334) 255-2095	35. Email	john.p.miller184.mil@army.mil		
36. DVAAP Certifying Official Signature			37. Date	08 OCT 24	

Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report

1. Agency USAG Fort Novosel

2. FY 2024

3. POC Name Ms. Lesa D. Willard

4. Phone (334) 255-1377

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

FY24: 39 veterans were hired and 33 of the veterans were 30% or more.

When deemed appropriate hiring managers non-competitively promote veterans in their organizations.

There are 3 hiring authorities used to recruit veterans, VEOA, VRA, and 30%.

VEOA is required for all positions announcement that are permanent.

VRA and 30% are used to recruit veterans non-competitively and hiring managers will hire qualified veterans directly into the position without a announcement.

The 30% hiring authority is also used on all positions (term, temp, and perm) to seek out disabled veterans when requested by the hiring manager or when deemed appropriate by the staffer and approved by the hiring manager.

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)**

When deemed appropriate hiring managers non-competitively promote veterans in their organizations using the VRA or 30% hiring authority.

Permanent announcements are always open to VEOA. When it is deemed appropriate by the staffer and hiring manager will request the 30% hiring authority added to term, temp, and perm announcements

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)

Internal audits.

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)**

USAG Fort Novosel continues to focus on recruiting and retaining disabled veterans. The retention of disabled veterans decreased 99.47% (from 191 to 190) during FY24, and a decrease of 99.36% in the IMCOM Appropriate Fund (FY) workforce population (from 316 to 314). Of the thirty-nine (39) veterans hired, 84.61% (33/39) were veterans with 30 percent or more disability. Fifty-two (52) disabled veterans were hired within IMCOM at Fort Novosel utilizing the Veterans Recruitment Appointment (VRA) hiring authority and five (5) Disabled Veterans were appointed under Veterans Employment Opportunities Act (VEOA). The agency is working to re-align over-hires to retain current employees, but to realize an overall population of the authorized 314. Continued consideration should be given during recruitment to bring qualified disabled veterans to the Fort Novosel workforce. USAG Fort Novosel will monitor participation rates and recruitment efforts that influence disabled veterans, as the manpower reductions take place. Disabled veterans, including those with 30 percent or more disability, will continue to be eligible to participate in outreach, mentoring and special hiring opportunities.

The EEO Office conducted a Disability Employment Month Fair in October 2023, with participation by the local Wounded Warriors, Disabled American Veterans Administration, Dothan Career Center, Alabama Department of Rehab and various colleges to bring awareness to the recruitment, promotion and retention of disabled veterans.

The EEO Office also participated in the Army Heritage Month Fair in June 2024, promoting Disability Employment Awareness with information, computer access and a demonstration to the website Computer /Electronic Accommodations Program (CAP) to assist with any Reasonable Accommodations necessary to help our employed Disabled Veterans receive assistive technology and employment support services.

The Fort Novosel Transition Assistance Program conducted six (6) events through FY24 to include "Hiring Our Heroes" on 18 July 2024, attended by 74 Employers, 303 Soldiers, and 16 Retirees.

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)**

