

Disabled Veterans Affirmative Action Program (DVAAP) Plan and Certification

1. Agency	DoD/Defense Threat Reduction Agency	2. FY	2021
3. POC Name	Cheryl Williams-Payton	4. Phone	(571) 616-6422

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)

The Defense Threat Reduction Agency (DTRA) provides equal employment and advancement opportunities to qualified Veterans in recruitment, hiring, advancement, training, career development, promotions, reassignments, awards and all other terms, conditions or privileges of employment, with emphasis on Veterans who are 30 percent or more disabled. This plan is intended to employ and advance all qualified Individuals with Disabilities (IwDs) and Veterans at all levels of employment within DTRA, to include the executive level. Under Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

It is the policy of DTRA, to ensure all employees and applicants are treated equally and not subjected to harassment, intimidation, threats, coercion or discrimination because they have self-identified as having a disability or disabled Veterans.

DTRA provides reasonable accommodations to physical and/or mental limitations of disabled Veterans or applicants and IwDs, unless it is shown that the accommodations(s) would impose an undue hardship on the mission of the Agency.

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 Somewhat No

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)

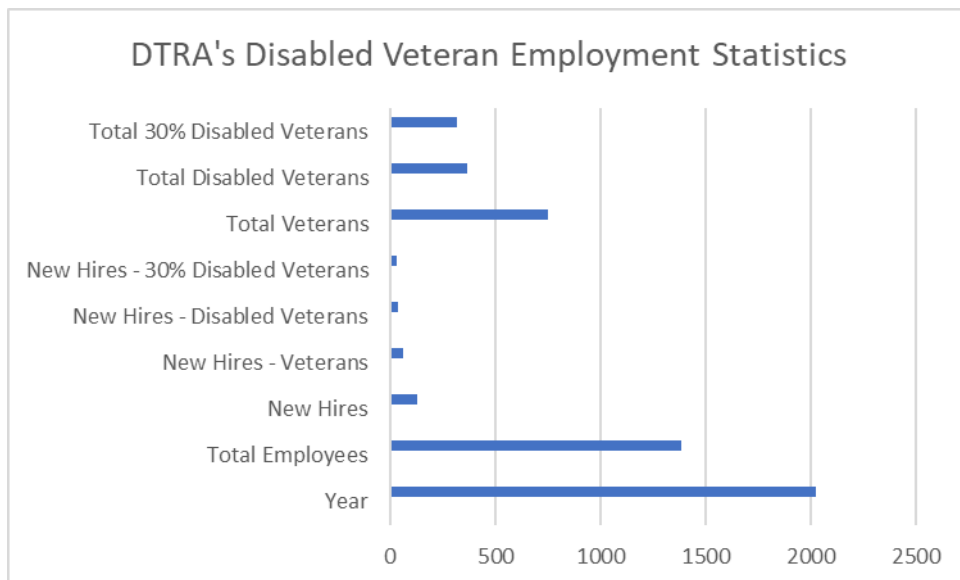
8. Total # Employees	1,386	9. # Of Veterans	752	10. # Of Disabled Veterans	366	11. # Of 30% Or More Disabled Veterans	318
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The Equity, Diversity and Inclusion Office (EI) and Human Resources Directorate (HR) will establish a partnership to share information, collaborate and develop strategies for Veterans to increase diversity and opportunities throughout DTRA.

The Agency will continue to educate the workforce regarding the advantages of hiring qualified individuals with a disability via training, awareness and other outreach activities.

At the end of FY21, the total number of employees at DTRA was 1,366 of which 752, or 54% are Veterans. Of the 752 Veterans, 366 or 49% are identified as disabled Veterans and 318 or 87% are identified as 30% or more disabled Veterans.

During FY21 there were 126 new hires, 59 or 47% are Veterans and 29 or 23% were identified as 30% or more disabled Veterans.



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)

The Agency Disability Program Manager/Selective Placement Program Coordinator (DPM/SPPC) in collaboration with Human Resources (HR) Office will implement the following strategies to recruit, retain, and advance disabled Veterans with an added emphasis on Veterans with a compensable service-connected disability of 30% or more.

- HR will ensure to schedule strategic conversations with hiring managers to be proactive in considering candidates in the ten-point Veteran's file, incorporating the EI Office representatives during the discussion.
- EI and HR will educate and emphasize the importance of recruiting disabled Veterans using the Schedule A hiring authority to leverage the use with management staff and hiring officials during various forums (i.e., brown bag sessions).
- HR will ensure reasonable accommodations and work-life information is available to Individuals with Disabilities (IwDs) and disabled Veteran applicants.
- HR will continue to disseminate information on opportunities to participate in the Operation Warfighter Program for the agency to provide internship opportunities for convalescing service members with desired skills or those with potential for future careers outside of the uniformed service.
- EI and HR will collaborate on an effective recruitment and outreach plan to target disabled Veterans, to include Veterans who are 30% or more disabled.
- EI and HR will take actions to remove barriers for recruitment, hiring and career development opportunities for disabled Veterans, particularly those with disabilities of 30% or more.

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)

EI and HR will work to increase disabled Veteran awareness for supervisors and managers during the following training opportunities:

- Disability Employment Training for Supervisors,
- HR for Supervisors and
- EEO for Supervisors

During these sessions we will enable supervisors and managers to confidently pursue non-competitive appointments of 30% or more disabled Veterans. We will also recommend supervisors and managers utilize the Veterans Toolkit.

HR will collaborate with Hiring managers to discuss ways to improve advancement opportunities for disabled Veterans.

HR will encourage managers and supervisors to consider identifying vacancies as trainee/developmental positions that can be offered to disabled Veterans.

EI will promote and provide briefing sessions on the Schedule A hiring authority, the Operation Warfighter, the Workforce Recruitment Program and the Reasonable Accommodation Program for hiring managers and supervisors.

HR will continue to ensure reasonable accommodations are provided upon request. (i.e., sign language interpreters).

EI will assess demographic data to identify barriers regarding IwDs, IwTDs and Veterans that are 30% or more disabled.

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)

DTRA does not have field installations. However, DTRA will disseminate information concerning disabled Veterans with our remote locations in Albuquerque, NM; Eglin AFB, FL; Travis AFB, CA; and Kaiserslautern, and Germany. HR sends out notifications to each operating component and geographically separate unit (GSU) to remind them of their responsibility to employ and advance disabled Veterans via multiple mediums such as internal website, direct emails, posting on digital signage, monthly newsletters, senior leader blogs, staff meetings.

Hiring managers at all locations including remote areas are advised by HR staffing specialist via a "strategic recruitment discussion" about hiring authorities, which includes:

- Non-competitive Appointment Authority for 30 percent or more disabled Veterans
- Veteran Employment Opportunities Act (VEOA)
- Veterans Recruitment Authority (VRA) - for GS-11/Equivalent or lower positions
- Schedule A Hiring Authority
- Merit Promotions

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)

EI and HR will continue to conduct recruitment and outreach through activities that target disabled Veterans including information sessions, virtual universities and colleges and veteran job fairs.

EI and HR will continue to work together to review, develop and administer the DVAAP, establish internal reporting requirements, ensure effective monitoring and program evaluation, develop corrective action initiatives.

EI and HR will continue to pursue partnerships with other organizations and the local community to support disabled Veterans programs in an effort to hire more Veterans into the workforce.

EI and HR will collaborate to increase Agency awareness of disabled Veterans by using the action items in the DVAAP and monitoring progress.

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)**

Designated DVAAP POC:

Name: Cheryl Williams-Payton

Title: Special Emphasis Program Manager

Email: cheryl.b.williams-payton.civ@mail.mil

Phone: 571-616-6422

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	10/01/2020	To	09/30/2021
25. Agency Name	DoD/Defense Threat Reduction Agency			
26. DVAAP POC's Name	Cheryl Williams-Payton			
27. Title	Special Emphasis Program Manager			
28. Telephone Number	(571) 616-6422	29. Email	cheryl.b.williams-payton.civ@mail.mil	
30. Date Plan Last Amended		31. Date Effective		
32. DVAAP Certifying Official's Name	Willisa M. Donald			
33. Title	Director, Equity, Diversity and Inclusion Office (EI)			
34. Telephone Number	(571) 616-4544	35. Email	willisa.m.donald.civ@mail.mil	
36. DVAAP Certifying Official Signature		37. Date	October 22, 2021	

Agency Disabled Veterans Affirmative Action Program Plan and Certification Electronic Reporting Instructions

General Instructions:

1. Complete all items and questions in the forms field.
2. Electronic Requirements – Agency should only submit data for what they are planning to do for the next Fiscal Year in accordance with the minimal requirements of the plan content from Title 5 CFR Part 720 Subpart C, which is provided on this form.
3. Collection of plan data requires a completed plan data element that has been recorded to be used throughout the Fiscal Year. Plans may vary from agency to agency. This form provides conformity and standardization for the minimal required core data. The forms have limited characters so agency may attach addendums when needed, if the form does not allow you to capture the data completely.

DVAAP Plan and Certification Information

1. **Agency** – Provide the name of the agency.
2. **FY** – Provide the Fiscal Year of which the plan will be covered under. If the plan is covering more than one year capture it in the form field, as seen on the following example: 2016-2018.
3. **POC Name** – Provide the name of the point of contact.
4. **Phone** – Provide the phone number of point of contact.
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** – Provide a statement of the agency's policy in regards to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled. You may attach supporting addendums if the information provided pertains to the requirement.
6. **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?** – OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provided a policy in regards to the employment and advancement of disabled veterans, especially those that are 30 percent or more disabled.
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 -** Provide an assessment of the current status within the agency of the total amount of employees, veterans, disabled veterans and emphasizing those veterans who are 30 percent or more disabled. You may attach supporting graphs, charts, and addendums if the information provided pertains to the requirement.
8. **# of Employees** – Provide the total number of employees within the agency.
9. **# of Veterans** – Provide the total number of veterans within the agency.
10. **# of Disabled Veterans** - Provide the total number of disabled veterans within the agency.

11. **# of 30% or More Disabled Veterans** – Provide the total number of 30% or more disabled veterans within the agency.
12. **Did agency provide an assessment of the current status of disabled veterans, especially those that are 30 percent or more disabled?** – OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provided an assessment of the current status of disabled veterans, especially those that are 30 percent or more disabled.
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** – Provide 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. You may attach supporting addendums if the information provided pertains to the requirement.
14. **Did your agency provide a description of recruiting methods that they will use to seek out disabled veterans?** - OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provided a description of recruiting methods that they will use to seek out disabled veterans.
15. **Did your agency provide special steps that would be taken to recruit 30 percent or more disabled veterans?** - OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provided special steps that would be taken to recruit 30 percent or more disabled veterans.
16. **A description of how the agency will provide or improve internal advancement opportunities for disabled veterans** – Provide a description of how the agency will provide or improve internal advancement opportunities for disabled veterans. You may attach supporting addendums if the information provided pertains to the requirement.
17. **Did your agency provide a description of how they will provide internal advancement opportunities for disabled veterans?** - OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provided a description of how they will provide internal advancement opportunities for disabled veterans.
18. **If needed, is there a plan of how your agency will improve internal advancement opportunities for disabled veterans?** - OPM DVAAP Manager should click on “Yes”, “Somewhat”, “No”, or “Not Needed” to indicate if agency provided a description of how they will improve internal advancement opportunities for disabled veterans.
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** – Provide 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. You may attach supporting addendums if the information provided pertains to the requirement. For agencies that do not have operating components or field installations, state in the form field N/A.

- 20. Did your 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?** - OPM DVAAP Manager should click on “Yes”, “Somewhat”, “No”, or “Not Applicable” to indicate if agency provided a description on how they will inform their operating components and field installations on a regular basis, on responsibilities such as the employment and advancement of disabled veterans. Not Applicable for agencies that do not have operating components or field installations.
- 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** – Provide a description of how the agency will monitor, review, and evaluate its planned efforts, if applicable, including implementation at operating component and field installation levels during the period covered by the plan. You may attach supporting addendums if the information provided pertains to the requirement.
- 22. Did your agency provide a description on how they will monitor, review and evaluate its planned efforts?** OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provides a description on how they will monitor, review and evaluate its planned efforts.
- 23. POC’s Name, Email, and Phone Number of Operating Components and Field Installations** – If applicable provide point of contact’s name, email, and phone number of operating components and field installations.
- 24. Dates of the Period of Time the Plan is Covered** – Provide the start date of the plan and the end date of the plan.
- 25. Agency Name** – Provide the name of the agency.
- 26. DVAAP POC’s Name** – Provide the DVAAP point of contact’s name.
- 27. Title** – Provide the title of the point of contact.
- 28. Telephone Number** – Provide the phone number of the point of contact.
- 29. Email** – Provide the email of the point of contact.
- 30. Date Plan Last Amended** – Provide the date of when the plan was last amended.
- 31. Date Effective** – Provide the date when the plan is effective.
- 32. DVAAP Certifying Official’s Name** – Provide the DVAAP Certifying Official’s name.
- 33. Title** – Provide the title of the DVAAP Certifying Official.
- 34. Telephone Number** – Provide the phone number of the DVAAP Certifying Official.
- 35. Email** – Provide the email of the DVAAP Certifying Official.
- 36. DVAAP Certifying Official Signature** – DVAAP Certifying Official must provide an electronic signature or print out the page and hand sign the plan certification.
- 37. Date** – Provide the date that plan was signed.