

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

1. Agency

2. FY

3. POC Name

4. Phone

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

**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)**

**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)**

**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)**

**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)**

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

<b>1. Agency</b>	DoD/Defense Threat Reduction Agency	<b>2. FY</b>	2021
<b>3. POC Name</b>	Cheryl Williams-Payton and Joe Foley	<b>4. Phone</b>	(571) 616-6422
<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>DTRA is obligated to provide equal employment and opportunities of advancement to qualified Veterans. Therefore, It is the policy of the Agency and the purpose of the Disabled Veterans Affirmative Action Plan (DVAAP) to ensure Disabled Veterans are considered for training, career development, awards, promotions, and reassignments opportunities, especially those who are 30 percent or more disabled.</p> <p>The Agency 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.</p> <p>Human Resources and Equity, Diversity and Inclusion Offices will assist the managers and supervisors in supporting the employment of Veterans and to participate fully in our continued efforts to improve the recruitment and advancement of Disabled Veterans.</p> <p>DTRA provides reasonable accommodations to physical and/or mental limitations of Disabled Veterans or applicants and Individuals with Disabilities (IwDs) unless it is shown that the accommodation(s) would impose an undue hardship on the mission of the Agency.</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"/>		

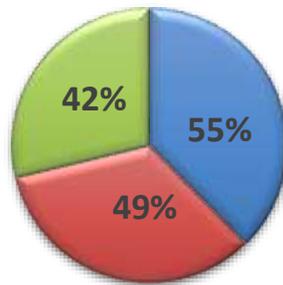
**7. An assessment of the current status of disabled veteran employment within the agency, with emphasis on those veterans who are 30 percent or more disabled (Attach supporting graphs/charts if needed)**

<b>8. Total # Employees</b>	1,404	<b>9. # Of Veterans</b>	771	<b>10. # Of Disabled Veterans</b>	380	<b>11. # Of 30% Or More Disabled Veterans</b>	324
-----------------------------	-------	-------------------------	-----	-----------------------------------	-----	---	-----

At the end of FY 2020, total number of employees at DTRA was 1,404, of which 771 or 55% are Veterans. Of the 771 Veterans, 380 or 49% are identified as Disabled Veterans, and 324 or 42% are identified as 30% or more Disabled Veterans. During FY2020 there were 138 new hires, 70 or 51% are Veterans and 35 or 25% were identified as 30% or more Disabled Veterans.

The Agency continues to educate the workforce regarding the advantages of hiring qualified individuals with a disability via training, awareness, and other outreach activities with the focus on Veterans with 30% or more disabled.

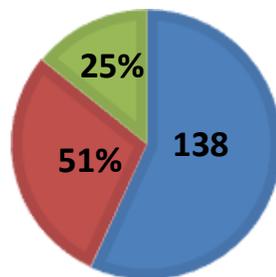
**FY20 DTRA EMPLOYEE DATA  
1,404 Employees**



■ Veterans ■ Disabled Veterans ■ 30% or more Disabled Veterans

**NEW HIRES**

■ New Hires ■ Veterans ■ 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 Director, Human Resources (HR) and Director, Equity, Diversity and Inclusion Office (EI) will jointly have overall responsibility for policy matters. HR and EI will implement the following strategies to recruit, employ, retain, and advance Disabled Veterans with an added emphasis on Veterans with a compensable Service-connected disability of 30% or more.

Non-competitive applicants such as Veterans Recruitment Appointment (VRA) and thirty percent (30%) or more Disabled Veteran candidates applying under a job opportunity announcement who meet all of the qualifications and eligibility criteria will be referred.

All merit promotion announcements open to status candidates outside DTRA must include a statement that eligible Veterans under the provisions of VEOA may apply. Because the VEOA mandates that eligible Veterans be given career or career-conditional appointments, VEOA candidates cannot be appointed to temporary or term positions.

EI will create a Veterans Employment Toolkit for Supervisors and Managers to educate on the advantages of hiring a veteran.

HR will continue to schedule strategic conversations with Hiring managers are proactive in considering candidates in the ten-point Veteran's file.

HR and EI will continue to educate and emphasize the importance of recruiting Disabled Veterans using the Schedule A hiring authority.

EI will provide Preference Eligible Resumes to management staff and hiring officials with an emphasis on direct hire authorities for Disabled Veterans.

DTRA will utilize Hire Heroes USA Vets virtual events across the country to showcase Agency opportunities.

HR will continue to ensure reasonable accommodations and work-life information is available to Individuals with Disabilities (IwDs) and Disabled Veteran applicants.

HR will provide internship opportunities across directorates within the Agency through the effective Wounded Warriors Program. The relationship with the Wounded Warriors Program will continue to be leveraged across the year so DTRA is seen as a potential employer of choice for Wounded Warriors.

**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	<input type="checkbox"/>	Somewhat	<input type="checkbox"/>	No	<input type="checkbox"/>	
-----	--------------------------	----------	--------------------------	----	--------------------------	--

**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	<input type="checkbox"/>	Somewhat	<input type="checkbox"/>	No	<input type="checkbox"/>	
-----	--------------------------	----------	--------------------------	----	--------------------------	--

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

The HR and EI Offices will work to educate and increase the level of awareness to supervisors and managers to pursue non-competitive appointments of 30% or more Disabled Veterans during Supervisor Training and Supervisor Refresher Training sessions. DTRA seeks to retain an engaged and dynamic Disabled veteran workforce to support the Agency missions.

DTRA plans to implement and/or continue to use the following methods to improve participation of Disabled Veteran advancement opportunities within the Agency:

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

HR and EI will collaborate and host sessions to educate management staff and hiring managers on the benefits of hiring IwDs, IwTDs, and Veterans with the focus on Veterans that are 30% or more Disabled.

Utilize workforce data provided by HR to identify and develop strategies for improving retention and promotion opportunities for Disabled Veterans.

HR and EI will assess the 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	<input type="checkbox"/>	Somewhat	<input type="checkbox"/>	No	<input type="checkbox"/>	
-----	--------------------------	----------	--------------------------	----	--------------------------	--

**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	<input type="checkbox"/>	Somewhat	<input type="checkbox"/>	No	<input type="checkbox"/>	Not Needed	<input type="checkbox"/>	
-----	--------------------------	----------	--------------------------	----	--------------------------	------------	--------------------------	--

**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 consists of approximately 1404 employees, who are primarily located at the Headquarters at Fort Belvoir, VA. Other remote locations are Albuquerque, NM; Eglin AFB, FL; Travis AFB, CA; and Kaiserslautern, Germany. DTRA does not have any field installations. HR sends out notification 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, and solicitations for applicants.

The following methods will be used to promote internal awareness of the DVAAP for Disabled Veterans. DTRA will continue implementing or initiating these activities based on the availability of resources:

- Continue to work with HR Recruitment and Outreach Team to encourage hiring managers of opportunities to hire Disabled Veterans, attend job fairs, and other veteran outreach events.
- More frequently disseminate resumes to managers and selecting officials for Disabled Veterans' preference eligible candidates who qualify for the non-competitive hiring authority.
- Encourage supervisors to pursue more non-competitive appointments of 30 percent or more Disabled Veterans to increase the number of Disabled veteran opportunities.
- Pursue educational events to help to promote the hiring of Veterans and encourage hiring managers to participate.

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

- Non-competitive Appointment Authority for 30% percent or more Disabled Veterans
- Veterans Employment Opportunities Act (VEOA)
- Veterans Recruitment Authority (VRA)
- 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"/>
-----	--------------------------	----------	--------------------------	----	--------------------------	----------------	--------------------------

**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)**

DTRA consists of approximately 1404 employees, who are located at the Agency Headquarters at Fort Belvoir, VA. Other remote locations are Albuquerque, NM; Eglin AFB, FL; Travis AFB, CA; and Kaiserslautern, Germany. DTRA does not have any field installations.

HR and EI will monitor and review its progress in recruiting, hiring, and advancing Disabled Veterans through the DVAAP Action Plan. Using the annual DVAAP tools as a means for evaluation, the Veterans Employment Representative (VER) is committed to scheduling a meeting that will include both managers from the Human Resources and Equity, Diversity and Inclusion Offices to review and monitor progress against the goals and ideas set forth in the DVAAP Plan.

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

**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 DTRA DVAAP POCs:

Name: Cheryl Williams-Payton

Title: Disability Program Coordinator

Office: Equity, Diversity and Inclusion Office

Email: cheryl.b.williams-payton.civ@mail.mil Phone: 571-616-6642

Name: Joe Foley

Title: Chief Workforce Planning Training & Development Department

Office: Human Resources Directorate

Email: joseph.p.foley3.civ@mail.mil

Phone: (571) 616-6778

## 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>	10/01/2020	<b>To</b>	09/30/2021
<b>25. Agency Name</b>	Defense Threat Reduction Agency			
<b>26. DVAAP POC's Name</b>	Cheryl Williams-Payton			
<b>27. Title</b>	Special Emphasis Program Manager			
<b>28. Telephone Number</b>	(571) 616-6422	<b>29. Email</b>	cheryl.b.williams-payton.civ@mail.mil	
<b>30. Date Plan Last Amended</b>		<b>31. Date Effective</b>		
<b>32. DVAAP Certifying Official's Name</b>	Willisa Donald			
<b>33. Title</b>	Director, Equity, Diversity and Inclusion Office			
<b>34. Telephone Number</b>	(571) 616-4544	<b>35. Email</b>	willisa.m.donald.civ@mail.mil	
<b>36. DVAAP Certifying Official Signature</b>		<b>37. Date</b>	October 14, 2020	