



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

August 24, 2022

Memorandum for Human Resources Directors and Equal Employment Opportunity Directors

From: Robert H. Shriver, III
Associate Director
Employee Services

Subject: Agency Disabled Veterans Affirmative Action Program (DVAAP) Annual Reporting

Federal Executive Branch departments and independent agencies must submit a report to the U.S. Office of Personnel Management (OPM) on the past fiscal year (FY) 2022 DVAAP Accomplishments and certify that a DVAAP Plan is in place for FY 2023. Specific DVAAP references can be found in 38 United States Code 4214, and reporting requirements can be found in 5 Code of Federal Regulations, Part 720, Subpart C.

The following items must be **electronically** submitted to DVAAP@opm.gov no later than Thursday, December 1, 2022:

- FY 2022 DVAAP Accomplishment Report form and, if needed, supporting addenda
- FY 2023 DVAAP Plan and Plan Certification form and, if required, supporting addenda

Over the last few years, the analysis of the DVAAP Accomplishment Reports shows a trend of positive results, reflecting connectivity between program areas, approaches, and commitment to enhancing agency programs. Agencies should outline the methodology **used** for monitoring, reviewing, and evaluating their DVAAP programs. OPM's Veterans Programs will look for DVAAP Plans that clearly outline the methodology **used** for the upcoming fiscal year. The outlined methodology in these reports is needed so we may adequately review and evaluate them to provide each agency feedback when needed.

We have attached fillable forms for the FY 2022 DVAAP submission; these forms must not be altered or modified. Agencies with operating components and field installations should ensure that essential and pertinent information from their operating components and field installations are **integrated** into the agency submission.

If you have any questions or require additional information, please contact (202) 606-3016 or DVAAP@opm.gov.

Attachments: DVAAP Accomplishment Report and DVAAP Plan Certification forms (see 508-conformant PDFs below)

cc: DVAAP POCs/Certifying Officials, Chief Human Capital Officers (CHCOs), Deputy CHCOs and Human Resources Directors