Disabled Veterans Affirmative Action Program (DVAAP) Accomplishment Report

1. Agency	HEADQUARTERS, UNITED STATES ARMY EUROPE	**2.** FY	2016
3. POC Name	Ronald L. Vitiello	**4.** Phone	(314) 537-1032

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

United States Army Europe (USAREUR) promotes the use of special hiring authorities and recognizes that employment of disabled veterans is important in maintaining a diverse workforce. USAREUR follows the Competitive Employment Merit Promotion Plan, the Veterans Recruitment Appointment (VRA), and the Veterans Employment Opportunity Act (VEOA) of 1998 for considering and selecting qualified candidates for employment and promotion, including 30 percent or more disabled veterans. Other methods are: -- Disabled veterans interested in employment with USAREUR submit their resumes for positions filled through USAJOBS, an automated referral system. USAJOBS is the official job site of the U.S. Government. It is a one-stop source for Federal jobs and employment information. Applicants, who do not have access to computers, or the skills to use the system, may call the point of contact designated on the vacancy announcement to make other arrangements for applying. --The Transition Assistance Program in Europe provides information on the Disabled Transition Assistance Program (DTAP). It is an integral component of transition assistance that involves intervention on behalf of service members who may be released because of a disability or who believe they have a disability qualifying them for the Veterans Administration (VA) Vocational Rehabilitation and Employment Program (VREP). The goal of DTAP is to encourage and assist potentially eligible service members in making informed decisions about the VA's VREP. It is also intended to facilitate the expeditious delivery of vocational rehabilitation services to eligible persons by assisting them in filing an application for vocational rehabilitation benefits. -- Extensive information is provided for disabled veteran applicants for employment on various USAREUR and IMCOM-E websites, and Civilian Personnel on Line (CPOL). These websites maintain links to organizations that provide transition assistance, civilian employment preparation assistance, job announcements, etc. -- The U.S. Army Civilian Human Resources Agency (CHRA), Europe Region, has authority to operate a delegated examining unit to ensure that qualified disabled veterans are referred for available positions. Information about the CHRA Online Resume Inventory is also provided throughout the Army in Europe footprint. -- Selecting officials are encouraged to consider hiring a Veteran noncompetitively by using the 30 percent or more compensable disabled veterans or the VRA hiring authorities. The servicing Human Resources professionals are available to provide information on Veteran eligibility and the OPM qualification standards for their vacancy. In instances where the candidate is not qualified, selecting officials are further encouraged to consider reengineering the position into a developmental position and offer the Veteran an entry-level position with on-the-job and classroom training to enhance his/her skill levels. -- Workforce Recruitment Program (WRP) for College Students with Disabilities. A significant, value-added windfall for USAREUR in 2016 was USAREUR's success in employing two students under the DOD-funded WRP for College Students with Disabilities, to work in the European Theater. The primary objective, to demonstrate to management the significant, varied knowledge and skills these students bring to an organization, was met. WRP is an important hiring source for increasing overall diversity and recruiting disabled veterans.

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)

The Army's reasonable accommodation policy, implemented by USAREUR, supports employment opportunities to Individuals with Disabilities, especially to individuals with targeted disabilities and disabled veterans. Information on disability employment, reasonable accommodation, and facility accessibility is provided during EEO training sessions and one-on-one contact. During the annual "State of the EEO Program" briefings, supervisors and managers are provided information on the disabled veterans' affirmative employment goals, the need to enhance advancement and training opportunities for IWD and disabled veterans, and the special appointment authority's criteria available for hiring IWD. This information is also shared through EEO and supervisory training, local newspaper articles, and is posted on websites. Information regarding the DOD Computer/Electronics Accommodations Program (CAP) is publicized to all employees, managers, and supervisors for their use in analyzing essential job requirements, considering and providing specific equipment and other job accommodation needs. The CPAC and EEO Program managers and medical personnel, collaborate with managers and supervisors to restructure jobs and identify reasonable accommodations to help retain and/or advance disabled veteran employees. Management and selecting officials in USAREUR support this program by giving consideration to employment of disabled veterans and supporting efforts to hire veterans with combat-related disabilities. The EEO office conducts RA training for managers and supervisors in order to identify needs assessments and possible barriers to facility accessibility. The USAREUR EEO Office is actively involved in the continued removal of physical barriers at the Clay Kaserne and in ensuring new renovations or construction projects are in compliance with 28 CFR Part 36, ADA Standards for Accessible Design. Based upon numerous concerns expressed to this office and upon requests for reasonable accommodation from employees and managers, we have identified a need, and are now in the advanced planning stages, for the installation of an elevator on the east side of the Mission Command Center (MCC), Building 1000. The elevator will provide physical accessibility to the MCC for employees, applicants, and customers with mobility impairments. Of the 121 USAREUR employees registered on the DOD Priority Placement Program (PPP), 108 or 89% are individuals with veteran status. Competitive Professional Development is defined as functionally tailored, significant developmental opportunities that occur in academic (university) programs, training with industry and/or planned Professional Developmental Assignments that have been documented in the respective Army Civilian Training, Education, and Development System (ACTEDS) plans. Civilians, GS-11 and above, and journey level GS-9s (by exception) are eligible to compete for these training opportunities. Programs covered include: University Programs, Developmental Assignments, Training-with-Industry, Army Comptrollership Program, Graduate Cost Analysis Program, DOD Professional Enhancement Program, Logistics and Acquisition Management Program, Logistics Executive Development Program, U.S. Army Management Staff College, Civilian Education System, such as the Foundation Course, Basic Course, Intermediate Course, and Advanced Course. Army Distributed Learning Program courses such as the Action Officer Development Course, Manager Development Course, and Supervisor Development Course. Veterans are encouraged to participate in available training opportunities offered by installations and activities that include college and correspondence courses for work or self- improvement. Managers are encouraged to establish and recruit for developmental positions in order to support workforce and succession planning initiatives. Other programs, such as upward mobility and career ladder opportunities, are considered viable recruitment and placement strategies and managers are encouraged to pursue the use of these tools. Maintaining an effective EEO and diversity training program is strategic to providing and improving internal advancement opportunities for veterans. RA is provided to veterans with disabilities. Accommodations may include specialized equipment, facility modification, and to allow individuals to perform on flexible work schedules and/or telework.

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)

It is DA and USAREUR policy to actively seek opportunities to hire, train, and promote disabled veterans, with emphasis on those who are 30% or more disabled. Disabled veterans are given equitable consideration in all special programs, e.g., internships, upward mobility, developmental opportunities, etc. This policy does not permit preferential treatment in employment and advancement of disabled veteran employees or applicants for employment beyond that authorized for appointment to the competitive service. It does require that USAREUR assess the current status of disabled veteran employment and seek out eligible disabled veteran employees and/or applicants for employment.

The Army's reasonable accommodation policy, implemented by USAREUR, supports employment opportunities to IWD, especially to individuals with targeted disabilities. Special emphasis is given to recruiting and retaining individuals with targeted disabilities and severely disabled veterans (veterans with service-related disabilities of 30 percent or more). RA is provided to promote equal opportunity in recruiting, hiring, advancing, developing, and retaining IWD in as many major organizational elements, occupational categories, and grade levels as possible. Annual facility accessibility surveys are completed by IMCOM- Europe to ensure compliance with the Architectural Barriers Act. Local policy also dictates that when community facilities are repaired or constructed that they comply with the Uniform Federal Accessibility Standards and architectural provisions of the Architectural Barriers Act.

Disability may not be used as the rationale for non-selection of a disabled veteran who, with or without accommodation, is otherwise fully qualified for employment in a position. To the extent that special accommodations will permit a disabled veteran to perform the essential functions of a job for which s/he is selected, it is provided if it is reasonable and does not create undue hardship to the agency.

USAREUR is creating policy based on Army's guidance to address the service animal needs of the civilian workforce.

Self-Identification of Disability is entirely voluntary, with the exception of employees appointed under Schedule A, Section 213.3102(u) (Severe physical or mental disabilities). This impacts our ability to collect and report accurate disability data as required by the Rehabilitation Act of 1973 and Executive Order 13548 of July 26, 2010. Employees are encouraged to update personal information that may change over time. The Defense Civilian Personnel Data System (DCPDS) Self-Service module referred to as "My Biz" is a web-based Self-Service HR module that grants employees access to their official personnel information. An analysis of the Defense Civilian Personnel Data System (DCPDS) indicates that there are 23 or 6% of disabled (30% or more compensable), who do not self-identify a disability code in the system.

Systemic analysis is performed on a quarterly basis to monitor, review and evaluate the progress of USAREUR's disabled veterans programs, and affirmative employment.

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)

Overall statistics show USAREUR achieved an increase in the number and percentage of 30% or more disabled employees in the workforce and an increase in the total number of disabled veterans in the workforce. Even with reduced funding, the agency has been able to achieve these increases.

	FY 14	FY 15	FY 16
Total Employees	1507	1584	1718
Total Veterans	1129	1228	1369
% of All Employees	75%	78%	80%
Disabled Veterans	504	519	541
% of All Employees	33%	33%	31%
% of All Veterans	45%	42%	40%
30% + Disabled Veterans	383	401	415
% of All Employees	25%	25%	24%
% of All Veterans	34%	33%	30%

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)

Disabled Veterans Affirmative Action Program (DVAAP) Plan and Certification

1. Agency	HEADQUARTERS, UNITED STATES ARMY EUROPE	**2.** FY	2016
3. POC Name	Ronald L. Vitiello	**4.** Phone	(314) 537-1032

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)

This report represents the FY 2016 accomplishments for disabled veterans for the United States Army Europe (USAREUR). Primary responsibility for the USAREUR DVAAP plan, development and oversight has been delegated to the Deputy Chief of Staff, G1, Equal Employment Opportunity (EEO) Director. The USAREUR designated official for the DVAAP is the Deputy Chief of Staff G1 (DCofS, G1). The Manager of the Program for Individuals with Disabilities (IWD) is the EEO Director, G1, office symbol: AEPE-EEO.

The EEO Office maintains a point of contact to provide the staff with awareness of Disability and Veteran's Hiring Programs. In addition, the EEO Office shares information, collaborates and develops strategies to increase diversity and awareness inclusion throughout USAREUR as well as aligns hiring initiatives and employment opportunities with veterans, disabled veterans, and persons with disabilities.

In accordance with Title 38 U.S.C. Section 4214 and Title 5 U.S.C. Section 720, Subpart C, USAREUR is required to develop a DVAAP Plan. This plan is effective for the period of October 1, 2016, through September 30, 2017, and will be accessible on the USAREUR G1 EEO website.

As part of the DVAAP Plan, USAREUR will conduct a continuing program evaluation to help carry out efforts to recruit, hire, train, and retain disabled veterans.

This program will also coincide with and complement the strategic goals stated in mission critical reports, such as the Management Directive (MD) – 715 Report to analyze and determine trends in recruitment, placement and promotions.

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	1,718	**9.** # Of Veterans	1,369	**10.** # Of Disabled Veterans	541	**11.** # Of 30% Or More Disabled Veterans	415

The three-year trend for veterans indicates continued increases in the number of employees with veteran's preference, disabled veterans, and veterans who are 30% or more disabled.

	FY 14	FY 15	FY 16
Total Employees	1507	1584	1718
Total Veterans	1129	1228	1369
% of All Employees	75%	78%	80%
Disabled Veterans	504	519	541
% of All Employees	33%	33%	31%
% of All Veterans	45%	42%	40%
30% + Disabled Veterans	383	401	415
% of All Employees	25%	25%	24%
% of All Veterans	34%	33%	30%

During FY 2016, the USAREUR civilian workforce population was 1718, of which 156 (9%) non-veteran employees voluntarily self-identified as having a disability and 4 (0.25%) of those non-veterans voluntarily self-identified as having a targeted disability. The total population of employees with veterans preference employed by USAREUR, as of 30 September 2016, is 1369 (80%). The three covered disabled veteran categories included in the population are: 1) disability rating of 30% or more, 2) disability rating of at least 10% but less than 30% disability, and 3) disability rating of less than 10%. In FY 2016, the total USAREUR civilian population increased by 134. In FY 2016, USAREUR's number of employees with veterans preference increased due to the command's commitment to our veterans, recruitment strategies, policies, processes, and measures designed to achieve programmatic success, despite sequestration challenges. Of the total DA civilian USAREUR population (1718), 24% (415) are Veterans with 30% or more disability rating. Of the total veteran population, 76% were male and 24% were female.

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)

Utilizing special hiring authorities for veterans when filling both permanent and temporary positions. Maximum consideration is given to Veterans Readjustment Appointments (VRA) and special authority for noncompetitive employment of 30-percent disabled veterans. Information on special appointing authorities for VRA and 30 percent disabled eligible veterans is given to supervisors in periodic training sessions.

Sustaining and strengthening liaison with the USAREUR EEO Office/Disability Program Manager and CPAC, to advise community leaders of the employment needs with respect to disabled veterans and its continued interest in attracting qualified candidates.

Providing information through the USAREUR EEO program homepage on the SharePoint, by posting policies and information relating to disabled veterans and individuals with disabilities.

Using Merit Promotion Program which provides policies and procedures for meeting its internal staffing needs with qualified candidates through the Federal Employment system.

Ensuring employees have a fair and equitable opportunity to develop and advance to their full potential according to their capabilities.

Providing incentives for employees to improve their performance and develop their knowledge, skills, and abilities (Civilian Education System Training, online training ATRRS).

Ensuring that all veterans were made aware of the career counseling services and short/long-term training programs available at US Army Europe.

Monitoring all existing personnel policies and practices to assure that barriers to the employment opportunities of disabled veterans were identified. Where barriers were identified, the EEO office continued to modify practices and/or eliminate barriers.

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)

USAREUR provides a wide range of training and developmental opportunities throughout the FY to employees at all levels (entry, mid, supervisory, managerial and executive). Based on annual training needs assessment data and availability of funds, USAREUR highly encourages employees from across US Army Europe to attend training courses.

USAREUR is strongly committed to helping place veterans in jobs. While hiring within the Agency is an important and obvious path to increasing veteran employment opportunities, USAREUR has also considered the topic more broadly, looking beyond its immediate organizational boundaries to identify other potential paths, including within the larger Federal government. In FY 2016, USAREUR has been and continues to be committed to veteran recruitment, hiring, and development within the Agency. During FY 2016, USAREUR has continued to build on its previous success in veteran hiring.

USAREUR promotes full participation in career development programs vital to enhancing training and the advancement of disabled veterans. Managers actively assist in advocating to provide and improve internal advancement opportunities.

USAREUR encourages supervisors/managers, in accordance with Human Capital Management initiatives, to personally participate in ensuring employees' training and career developmental needs are pursued and met.

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)

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)

Thanks to the hard work of committed USAREUR employees, FY 2016 was a successful year for veteran recruitment. The agency was able to accomplish many of the program goals established in the FY 2015 DVAAP Plan. Additionally, several areas for growth have been identified for FY 2016, i.e., specific ethnicity and female population, and the USAREUR EEO Office is dedicated to making these changes in the upcoming year.

USAREUR employed an internal accountability process that called for annual review and evaluation of the veterans program, assessing metrics and related data against program goals set at the start of the year, while also making necessary adjustments throughout the year.

In FY 2016, USAREUR continued its efforts to monitor, review, and evaluate through systemic analysis. Quarterly audits will be completed to ascertain the veteran employment program, and identify any weaknesses.

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	10/01/2015	To	09/30/2016
25. Agency Name	HEADQUARTERS, UNITED STATES ARMY EUROPE				
26. DVAAP POC's Name	Ronald L. Vitiello				
27. Title	EEO Specialist				
28. Telephone Number	(314) 537-1032	**29.** Email	ronald.l.vitiello.civ@mail.mil		
30. Date Plan Last Amended	10/24/2016	**31.** Date Effective	11/01/2016		
32. DVAAP Certifying Official's Name	Larry D. Gottardi				
33. Title	USAREUR, Deputy Chief of Staff, G1				
34. Telephone Number	(314) 537-1001	**35.** Email	larry.d.gottardi.civ@mail.mil		
36. DVAAP Certifying Official Signature				**37.** Date	