



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES

1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



PLANNING AND
EVALUATION

NOV 8 2007

Ms. Celisa M. Stephens
Chief, Delegated Examining Unit (DEU) Section
CPMS Field Advisory Service
1400 Key Boulevard
Arlington, VA 22209

Dear Ms. Stephens:

This transmits the Washington Headquarters Services' (WHS) Disabled Veterans Affirmative Action Program (DVAAP) Report for Fiscal Year (FY) 2007. The Report includes the Annual DVAAP Plan Certification for FY 2008. The following WHS-serviced components are covered by this Report:

- Office of the Secretary of Defense (OSD)
- Joint Staff
- Defense Advanced Research Projects Agency
- Defense Legal Services Agency
- Defense Security Cooperation Agency
- Missile Defense Agency
- Pentagon Force Protection Agency
- Business Transformation Agency
- American Forces Information Service
- Defense Prisoner of War/Missing Personnel Office
- Defense Technology Security Administration
- DoD Counterintelligence Field Activity
- DoD Test Resources Management Center
- Office of Economic Adjustment
- TRICARE Management Activity
- U.S. Court of Appeals for the Armed Forces
- Washington Headquarters Services (WHS)

For this reporting cycle, total WHS and serviced components workforce population was 7,087¹. Veterans represent 25.3 percent (1,794) of this total; of which 14.4 percent (258) were identified as disabled veterans.

There were 1,340 new hires in FY 2007. Diversity employment efforts resulted in 22.8 percent (306) veterans hired—16.9 percent (52) identified as disabled veterans.

¹ The total workforce includes all appointment types—permanent and non-permanent.



Internal and External Recruitment Strategies

Despite budget and personnel shortfalls in the WHS Human Resources Directorate (HRD), and Planning and Evaluation Directorate, Equal Employment Opportunity Programs (EEO), diversity efforts continued to be promoted and/or pursued. WHS personnel and HRD recruitment specialists participated at the following events during this reporting cycle:

- The Department of Defense (DoD) Transition Assistance Program (TAP) was held at Bowling Air Force Base. The TAP's mission is to utilize the DoD military as a source of recruitment. TAP has established partnerships with disabled veteran associations and employment readiness programs.
- "Hiring Heroes Career Fair" was held at Walter Reed Army Medical Center on June 20, 2007. This event offers service members and their families an opportunity to learn about both the Federal and private sectors job market. Eighty-four vendors participated, and 200 career hopefuls attended. Of attendees, approximately 100 inquired into career openings within OSD. This forum presented an opportunity to market WHS and serviced components as an employer of choice, and explain the advantages of veteran's preference. Some of the main career disciplines of interest were law enforcement, logistics, and human resources.
- The above career fairs were sponsored by the DoD, Civilian Personnel Management Services, Recruitment Assistance Division.
- The WHS continued to utilize its website – <http://www.whs.mil/HRD/> to provide a multitude of employment information to the public and WHS-serviced population. This site guides customers to current vacancy announcements advertised and includes important information for 10-point veterans.

Responsibilities and Future Events:

The Secretary of Defense's "Senior Executive Service (SES), General Officer (GO) and Flag Officer (FO) Diversity Initiative" continued to gain momentum. The Diversity Working Group (DWG) formed to execute this endeavor, is comprised of members from the military departments, WHS and DoD 4th Estate Agencies, and private sector representatives. During this cycle, one of the DWG's recommendations was achieved—a 2-day DoD Diversity Summit hosted by the RAND Corporation and sponsored by the Office Undersecretary of Defense, Office of Diversity Management and Equal Opportunity.. The Summit was attended by senior level officials from the military departments, WHS and several DoD 4th Estate Agencies, as well as private sector representatives. This highly charged event afforded a forum for participants to candidly express shortfalls, challenges, efforts and strategies to move forward on increasing the diversity of the DoD SES/GO/FO Corp.

The WHS continued to offer career development training through various venues including the Management Defense Center; Federal Executive Institute; APEX (training for newly appointed SES members); National Security Studies Program and Defense Leadership and Management Program. These programs are intended to enhance and/or prepare employees'

progression to leadership and management positions within the Federal workforce. During FY 2007, approximately 80 employees participated in these career development programs and/or individual training courses. Of this number, 18.8 percent (11) were veterans—27.3 percent (3) were disabled veterans.

During this reporting cycle, the WHS, EEOP developed a web based Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act training module. The training was provided to SES, managers, supervisors, employees, and contractors of WHS and serviced components. The No FEAR Act training is a comprehensive course that included antidiscrimination and whistleblower protection laws, agency policies, diversity management, communication, conflict resolution skills, and information on informal alternative dispute resolution and formal administrative avenues of redress to include protections and remedies available under the Uniformed Services Employment and Reemployment Rights Act. To date, over 6,500 personnel completed the training; increasing personnel awareness of EEO laws, statutes and regulations and diversity management responsibilities.

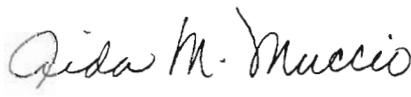
In October 2007, WHS, HRD Special Employment Program (SEP) Team conducted a detailed briefing to OSD and WHS Administrative Officers to promote diversity recruitment programs/initiatives. The briefing contained information on employment tools available for hiring of people with disabilities, specifically, the *Hiring Heroes* and *Wounded Warrior Programs*.

Future plans include WHS, HRD, SEP personnel to participate at career fairs and conferences marketing to disabled veterans in November and December 2007; these include the “Careers and Disabled Event” in Washington, DC; the “Hiring Heroes Career Fair,” Orlando, Florida; and the “Perspectives on Employment of Persons with Disabilities Conference” at Bethesda, MD.

To measure our “return on investment” of existing diversity outreach and marketing efforts, an applicant tracking system as well as a survey instrument will be created. These tools will enable us to assess and quantify data over time and make well-informed adjustments to our outreach initiatives and endeavors.

Please direct questions concerning this report to Ms. Aida M. Muccio, Assistant Director, EEOP at (703) 699-1805.

Sincerely,


for Anne O'Connor
Director
Planning and Evaluation

Attachment:
As stated

**ANNUAL DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP)
PLAN CERTIFICATION—FISCAL YEAR 2007**

Please type or print clearly and return this sheet with an original signature to:

Nancy H. Kichak
Associate Director, Strategic Human Resources Policy
U.S. Office of Personnel Management
1900 E. Street, NW
Washington, DC 20415-9700

IDENTIFYING INFORMATION

A. Name and Address of Agency

Office of the Secretary of Defense
Washington Headquarters Services
Planning and Evaluation
2521 South Clark Street, Suite 5000
Arlington, VA 22202

B. Name and Title of Designated DVAAP Official:

Anne O'Connor
Director, Planning and Evaluation
1777 North Kent Street, Suite 14038
Roslyn, VA 22209-2110
Ph: (703) 588-8142

C. Name and Title of Contact person

Aida M. Muccio
Assistant Director, EEO Programs
2521 South Clark Street, Suite 5000
Arlington, VA 22202
Ph: (703) 699-1807
Fax: (703) 601-2307

CERTIFICATION

I certify the above agency: (1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) plan and the program is being implemented as required by Subpart C of part 720 of Title 5 of the Code of Federal Regulations, and appropriate guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations

SIGNATURE Aida M. Muccio
for Anne O'Conner
Director, Planning and Evaluation

DATE 11/8/07