

U.S. Agency for International Development

**Annual Disabled Veterans Affirmative Action
Program (DVAAP)
Accomplishment Report
Fiscal Year 2001**



Office of Equal Opportunity Programs

**Annual Disabled Veterans Affirmative Action Program
(DVAAP)
Plan Certification -- Fiscal Year 2002**

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

Ms. Maria Mercedes Olivieri
Assistant Director for Diversity
U.S. Office of Personnel Management
1900 E Street, N.W., Room 2445
Washington, D.C. 20415-9800

IDENTIFYING INFORMATION

A. Name and Address of Agency
U.S. Agency for International Development
1300 Pennsylvania Avenue, N.W.
Suite 2.09C, RRB
Washington, DC 20523-2901

B. Name and Title of Designated DVAAP Official (Include address, if different from above.)
Telephone and FAX Numbers:

Jessalyn L. Pendarvis
Director, Office of Equal Opportunity Programs (202) 712-1110 (Voice)
Suite 2.09C, RRB (202) 216-3370 (FAX)
Washington, DC 20523-2901

C. Name and Title of Contact Person (Include address, if different from above.)
Telephone and FAX Numbers:

Gloria Greene-Blackwell (202) 712-0376 (Voice)
Equal Opportunity Specialist (202) 216-3370 (FAX)

CERTIFICATION: I certify that the above named agency: (1) has a current **DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP)** plan and the program is being implemented as required by 38 U.S.C. 4214, as amended, and appropriate regulations and 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 by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

SIGNATURE: _____ **DATE :** _____

TABLE OF CONTENTS

	Pages
I. Policy.	1
II. Summary Employment Changes: FY 2000-FY 2001.	1
III. Recruitment and Employment Methods Utilized	2
IV. Internal Advancement Programs for Disabled Veterans..	3
V. Additional Program Activities	4
VI. Program Monitoring, Review, and Evaluation.	6

**DISABLED VETERANS STATUS AFFIRMATIVE EMPLOYMENT
ACCOMPLISHMENT REPORT**

FOR FISCAL YEAR 2001

U.S. Agency for International Development
NAME OF ORGANIZATION

1300 Pennsylvania Avenue, N. W., Suite 2.09C, RRB
Washington, D.C. 20523-2901
ADDRESS OF ORGANIZATION

TOTAL EMPLOYEES: 2,134 TOTAL NUMBER OF VETERANS COVERED: 181
DISABLED VETERANS: 22 30% + DISABLED VETERANS: 8
VIETNAM ERA VETERANS : 93 DISABLED VIETNAM ERA VETERANS: 14

Gloria Greene-Blackwell (202) 712-0376
NAME OF CONTACT PERSON PREPARING REPORT TELEPHONE NO.

Jessalyn L. Pendarvis
Director, Office of Equal Opportunity Programs
NAME AND TITLE OF PRINCIPAL EEO OFFICIAL

SIGNATURE OF PRINCIPAL EEO OFFICIAL DATE
Certifies that a Plan for Disabled and Vietnam Era Veterans is in place and up-to-date.

**DISABLED AND VETERANS STATUS AFFIRMATIVE EMPLOYMENT
FY 2001 ACCOMPLISHMENT REPORT**

I. Policy

It is the policy of the U.S. Agency for International Development (USAID) to:

- Prohibit discrimination in employment on the basis of physical or mental impairment.
- Promote, with reasonable accommodation, the full realization of equal employment opportunity for persons with disabilities, through a continuing affirmative employment program in the Agency, particularly, in programs of recruitment, promotion, assignment, and training.
- Comply with both the letter and the spirit of all laws and regulations governing equal employment opportunity and affirmative employment for persons with disabilities.

II. Summary Employment Changes -- FY 2000 - FY 2001

Overall Changes

Analysis of changes in USAID's workforce between FY 2000 and FY 2001 indicates that the total Agency workforce has declined in the past two years. The proportional representation in the workforce of disabled veterans is slightly lower than in the past fiscal year.

As of September 30, 2001, USAID's overall U.S. direct hire, full-time, part-time personnel totaled 2,134. Veterans held 181 or (8.5 percent) of USAID's jobs in FY 2001 compared to 193 or (9.0 percent) in FY 2000. Disabled Vietnam Era Veterans' representation increased by 2 jobs from 12 in FY 2000 to 14 in FY 2001. Veterans with a 30 percent or more disability decreased 1 job from 9 in FY 2000 to 8 in FY 2001.

New Hires

Total new hires in FY 2001 were 195. Of this 195, sixteen (16) or 8.2 percent were veterans. There were four (4) or 2.0 percent disabled veterans hired during FY 2001.

Separations

Total separations in FY 2001 were 219. Of this 219, twenty-eight (28) or 12.8 percent were veterans; compared to thirty-three (33) or 13.9 percent separations reported in FY 2000. The FY 2001 losses included two (2) disabled veterans, and twelve (12) Vietnam Era Veterans and one (1) disabled Vietnam Era Veteran.

Promotions

Total promotions in FY 2001 were 281. Of this 281, thirteen (13) or 4.6 percent were veterans. The FY 2001 promotions included one (1) 30 percent disabled veteran; one (1) disabled veteran and seven (7) Vietnam Era Veterans.

III. Recruitment and Employment Methods Utilized

In FY 2001, USAID continued to use the following methods to recruit and employ disabled veterans:

- Sustaining and strengthening liaison with Federal Disability Employment Program Managers and Disability Coordinators in the Maryland and Virginia State employment offices, to advise them of the Agency's employment needs with respect to disabled veterans and its continued interest in attracting qualified candidates.

- Participating at national conferences where employment information was disseminated. National conferences attended were: Federal Asian Pacific American Council National Training Conference and Job Fair; the Asian Pacific American Congressional Foreign Affairs Seminar; the National Association for Equal Opportunity in Higher Education; the National Urban League; the Hispanic Job Fair, the National Association of Hispanic Federal Executives (NAHFE), Blacks in Government; and, the Congressional Black Caucus Legislative Conference.

- Providing briefings for managers and supervisors at all Agency New Entry Professional Program orientation classes and all management training on the responsibility of employing and retaining disabled veterans.
- Providing active participation to and liaison with the: President's Committee on Employment of People with Disabilities and, National Task Force on Employment of Persons with Disabilities.
- Including disabled veterans in the target groups addressed by USAID's "Diversity Affirmative Employment Program Plan."
- Posting vacancy announcements on the Agency's Human Resources homepage for external applicants to access USAID job announcements through the internet to ensure widest distribution of information. Job announcements contain the statement that maximum consideration is given to Veterans Readjustment Appointments (VRA).
- Ensuring vacancy announcements contain statement that reasonable accommodations are available throughout the application process, if requested, to those seeking employment in the Agency.
- Providing information through the Office of Equal Opportunity Programs new homepage on the internet by posting policies and information relating to disabled veterans and individuals with disabilities.

IV. Internal Advancement Programs For Disabled Veterans

To improve the internal advancement opportunities for disabled veterans, USAID continued to:

- Ensure that all employed disabled veterans were aware of the Agency's primary means for providing employees upward mobility opportunities. These include:

- (a) The Merit Promotion Program which: (1) provides Agency policies and procedures for meeting its internal staffing needs with qualified candidates through the Civil Service employment system; (2) assures that employees have a fair and equitable opportunity to develop and advance to their full potential according to their capabilities; and (3) provides incentives for employees to improve their performance and develop their knowledge, skills, and abilities.

- (b) The New Entry Professional (NEP) Program brings qualified applicants into the Agency's Foreign Service to assume positions of increasing responsibility for planning, implementing, and managing USAID's foreign economic and humanitarian assistance programs.

- Ensure that all veterans were made aware of the career counseling services and short/long-term training programs available in USAID.

- Monitor all existing personnel policies and practices to assure that barriers to the employment opportunities of disabled veterans were identified. Where barriers were identified, the Office of Equal Opportunity Programs and Human Resources personnel staffs, on a case-by-case basis, continued to modify practices and/or eliminate barriers.

V. Additional Program Activities

USAID continued to enhance employment opportunities for disabled veterans through the following supportive activities:

- In compliance with authority under Section 508 of the Rehabilitation Act of 1973, implementing a plan of action designed to assure that all employees with disabilities, including disabled veterans, have equal access to the Agency's information processing resources.

- Addressing effectively the concerns of managers and supervisors relating to recruitment, reasonable accommodation, and special hiring authorities.

- Conducting, on a case-by-case basis, evaluations of work sites occupied by persons with mobility impairments to identify and undertake modifications or alterations needed to accommodate their physical limitations to effectively perform their jobs.
- Continuing the Federal Flexiplace Program, also on a case-by-case basis, as a reasonable accommodation for employees with physical disabilities.
- Sensitizing Agency managers, supervisors, and employees to working with people with disabilities through training and issuance of Agency-wide notices on "National Disability Employment Awareness Month;" employment awareness seminars, and guidance on how to promote positive attitudes for the skills and abilities of persons with disabilities.
- The Office of Equal Opportunity Programs' new internet homepage will provide disabled veterans policy information. USAID vacancy announcements are accessible to disabled veterans on the Agency's Human Resources internet website.
- Effectively addressing the concerns of disabled veterans relating to reasonable accommodations, the Agency has established a Disability Review Committee (DRC) to ensure employment opportunity for persons with disabilities. The five voting members of the DRC make determinations on requests for reasonable accommodations in addition to considering disability issues related to certification, employment criteria and test, pre-employment inquiries, physical access to buildings, reassignments, discrimination complaints and policy change.
- Implementing the Agency's Five Year Plan for Hiring Individuals with Disabilities developed to increase employment opportunities for individuals with disabilities at all levels in the workforce as mandated by Executive Order 13164 signed on July 26, 2000. The Agency's Plan earmarks six positions per year or a total of 30 positions over the next five years for persons with disabilities. External recruitment efforts will be used to accomplish this goal.

- Scheduling periodic meetings between Agency management and employees with disabilities to exchange information on employment issues and how these affect the disabled segment of the workforce, and address issues of common concern.

VI. Program Monitoring, Review, and Evaluation

Monitoring/Review

- USAID plans, coordinates, develops, implements, and monitors its affirmative employment programs on an Agency-wide basis.
- The Agency's Disabled Veterans Affirmative Employment Program is monitored by reviewing statistical reports and conducting analyses of these reports that are generated from the Office of Equal Opportunity Programs' automated personnel information systems.
- The Agency's existing automated personnel information systems provide the capability for producing most of the information required to confirm workforce analyses and to monitor and assess progress in meeting affirmative employment goals and objectives.

Evaluation

- The inability to retrieve applicant flow data on disabled veterans from the Agency's systems is the one existing deficiency. Planning continues for the procurement of an automated applicant tracking system for FY 2002. This will ensure that USAID's personnel management information systems provide basis for measuring accomplishment of the Disabled Veterans Affirmative Employment Program Plan goals and objectives.