



DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits Administration
Washington DC 20420

SEP 29 2000

In Reply Refer To:

VBA Letter 20-00-30

Director (00)

All VACO Services and Offices and All Regional Offices and Centers

SUBJ: Voluntary Early Retirement Authority (VERA)

1. The Veterans Benefits Administration (VBA) has authority to offer Voluntary Early Retirement Authority (VERA) without separation incentive payments to eligible employees through September 30, 2001. Employees serving under time-limited appointments; employees in receipt of a decision of involuntary separation for misconduct or unsatisfactory performance; and employees who have not been continuously employed on VA's rolls since at least July 7, 2000, are ineligible.

VBA's VERA window is October 1, 2000, through September 30, 2001.

2. Use of this authority will be based on the provisions in the subparagraphs below:

a. The following categories of VBA employees are ineligible for the VERA program:

- Veterans Claims Examiners and Rating Specialists
- Decision Review Officers
- Veterans Service Representatives (VSR) and Rating VSRs, unless they have less than 18 months experience as a VSR or Rating VSR and were assigned to the VSR position as a result of organizational changes outside the Veterans Service Center. Examples: A VSR who was assigned to the position from Loan Guaranty and has less than 18 months of experience as a VSR is eligible. A VSR assigned from Loan Guaranty with more than 18 months of experience is ineligible. A VSR who was formerly a VBC or VCE, no matter how long in the VSR position, is ineligible.
- Employees who relocated at government expense within the past twelve months.
- Supervisors in Veterans Service Centers other than Service Center Managers and Assistant Service Center Managers

SUBJ: Voluntary Early Retirement Authority (VERA)

b. To be eligible for early retirement, employees must have at least 25 years of creditable service at any age or at least 20 years of creditable service at age 50 or above. All retirements under this authority are fully voluntary.

c. Regional and Central Office Directors will ensure that all employees are aware of this opportunity and are fully informed that the effective date of separation will be no later than September 30, 2001. There is no authority to extend the separation date. Particular attention will be given to informing employees who are on sick leave, annual leave, leave without pay, etc.

3. Facility VERA Plans and Guidelines:

a. Facility directors have the authority to develop and approve regional offices' VERA plans and to ensure that VERA authority is consistent with VBA's restructuring and streamlining objectives.

b. Facility directors within Service Delivery Networks (SDNs) should discuss mutual business requirements in advance of designing VERA plans.

c. Every facility must develop a local early-out plan that adheres to the following guidelines.

- VBA organizational plans may determine the coverage of offers to eligible employees under this authority based on any combination of organizational components, geographic areas, occupational series or levels, or other non-personal and objective factors provided the national exclusions are adhered to.
- Organizational plans may limit window periods only by an established opening and closing date which is announced to employees at the time of the initial offer or by receipt of a specified number of applications for retirement, provided that, at the time of the initial offer, the agency notified employees that the agency retained the right to limit voluntary early retirements on that basis.
- VBA elements may subsequently establish a revised closing date, or a revised number of applications, only when changes in the conditions that served as the basis of the approval of the early retirement authority have occurred.
- Each facility will determine in advance the number of retirements that will be approved for the entire facility and/or by occupational category. This information will be contained in the facility VERA plan. Planners need to review current and required skill levels closely to determine if limits for early retirements by occupational categories or facilities are necessary.

SUBJ: Voluntary Early Retirement Authority (VERA)

4. Designated Authorizing Officials are:

- Directors of Regional Offices
- Deputy Under Secretary for Management for organizations located within Central Office and field elements of the Office of Information Technology and Office of Resource Management
- Deputy Under Secretary for Operations for staff positions assigned to Field Operations in Central Office.

5. VA's VERA plan has been discussed with VA's National Partnership Council. Regional Offices using this authority will develop a VERA plan in partnership with their local unions containing information on the following categories:

- Coverage
- Priority Groups
- Procedures for Accepting Applications
- Breaking Ties

The Director, Office of Human Resources (20A2) will coordinate the Central Office plan with VA Central Office Headquarters and Executive Resources Service.

6. Processing instructions for employees retiring under this authority are:

Legal Authority 1

CSRS Employees: V3P (5 USC 8836(d)(2))

FERS Employees: USM (PL 99-335)

Legal Authority 2

All Employees: OPM Authority 2001-004, dated 8/14/00.

7. Should a member of your staff have any questions concerning VBA's VERA plan, please contact Ish Ali or Carole Harman, Office of Human Resources (20A2) on (202) 273-5911.

Page 4.

SUBJ: Voluntary Early Retirement Authority (VERA)

8. VBA Letter 20-99-80 (Amended) dated November 15, 1999 is rescinded.


Joseph Thompson
Under Secretary for Benefits

cc: Deputy Under Secretary for Management
Deputy Under Secretary for Operations
Associate Deputy Under Secretaries for Operations (East) and (West)



DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits Administration
Washington DC 20420

SEP 29 2000

In Reply Refer To:

VBA Letter 20-00-31

Director (00)

All VA Regional Offices and Centers; VBA Human Resource Centers; Hines Benefits Delivery Center; VBA Systems Development Team, Austin, Texas; and VBA Central Office, Office of Human Resources

Subject: Labor and Employee Relations Books

1. As promised, attached are reference books for use by your station's Labor and Employee Relations (LER) Advisor. These books are for their professional education and research of labor relations, employee relations, and Equal Employment Opportunity (EEO) issues of concern to you. The books are:

- Guide to FLRA Law and Practice, by Broida
- Guide to MSPB Law and Practice, by Broida
- 1999 Supplement to Guide to MSPB Law and Practice, by Broida
- Guide to EEO Law and Practice, by Hadley
- How Arbitration Works, by Elkouri and Elkouri
- Negotiating a Labor Contract, by Loughran
- Practical Guide to Interest Based Bargaining, from FPMI
- Getting To Yes - Negotiating Agreement Without Giving In, by Fisher, Ury, & Patton
- Black's Law Dictionary, from West Publishing

2. As you were informed during the August 16, 2000, VBA Office of Field Operations (OFO) Directors' Conference Call, VBA is beginning a Labor Relations and Employee Relations (LR-ER) Training Program for individuals identified by field station directors to be their LER Advisors. Data was obtained from OFO field stations in early July (in a training needs survey) regarding LR-ER training and related needs. That survey indicated a lack of reference sources for research of LR-ER issues hindering the work of LR-ER staff in the field. In order to resolve that reference material need, these books are being provided and I am funding the purchase of a commercial electronic HR research service subscription for all field stations. The electronic subscription service will be provided to all interested field stations, shortly.

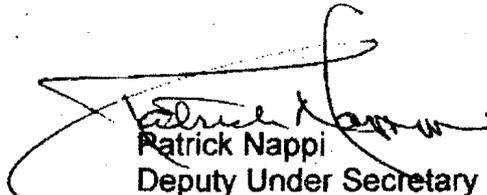
1108396

Page 2

Subject: Labor and Employee Relations Books

3. These books are the tools that will be a starting point for development of VBA's LER advisors. Please be sure that these books are provided to your LER advisor so they can properly research and recommend solutions on matters of concern to you regarding your station's workforce.

4. In Fiscal Year 2001, other aspects of the VBA LR-ER Training Program for field LER advisors will be in place and formal training will be conducted. This VBA LR-ER Training Program will include classroom, satellite-based and other training. You will receive more information on this program during our Circle Meetings.



Patrick Nappi
Deputy Under Secretary for Operations

Enclosures: 9 books



DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits Administration
Washington DC 20420

OCT - 6 2000

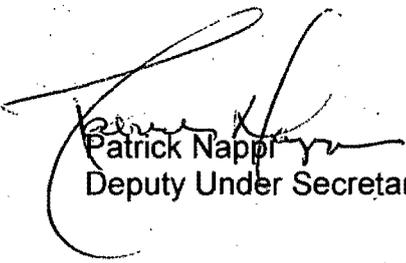
VBA Letter 20-0032

Director (00)
All VA Regional Offices and Centers

SUBJ: Request for Security and System Information

1. The Security Infrastructure Protection Office (SIPO) is reviewing VBA policies, procedures, and the system infrastructures as part of an overall security assessment. We are able to validate most standard system configurations from the information we have at Central Office, but we need your assistance to answer the questions on the attached questionnaire.

2. All responses are due no later than October 16, 2000. If more time is needed to consolidate the necessary data, please contact the appropriate individuals listed below. Please provide a point of contact should we need more information. Due to security and time constraints, all responses should be sent overnight mail in a sealed envelope. Our Express mail address is Department of Veterans Affairs, 5th floor Security Desk, 1800 G Street, NW, Washington, DC 20006. The points of contact are Gregory H. Johnson who can be reached on (202) 273-7046 or James Thompson who can be reached on (202) 273-7050.


Patrick Nappi
Deputy Under Secretary for Operations

Attachment

Station Questionnaire

In your response, please do not include standard station data. We are only interested in local setups that we could not be aware of. If you have nothing to report, please send a negative response to us via email.

1. Office, Organization, or Data Center Name:
2. Security Staff Names, Phone Numbers, and E-mail Addresses:
3. Provide a Listing of Active Modems (models, speed, etc.) in Use for Dial-In or Dial-Out functions. Describe Purpose of the Modem and the Phone Number Associated with It.
4. List Remote Access Programs (e.g., LapLink, PcAnywhere, ftp, Personal Web Server, NTRAS and versions) and if Any Modems Are Used with These Programs.
5. What Network Administration Tools (Permanent or Temporary) is Your Office Using? (Do not include standard VBA applications on the list. Only include tools purchased by the station and adopted locally.)
6. What Network Security Tools (Permanent or Temporary) Are Being Used in Your Office. Example, CyberCop. (Do not include standard VBA applications on the list. Only include tools purchased by the station and adopted locally.)
7. Provide Copies of Any Locally Developed Station (Not VA/VBA Policies) Security Policies, Security Plans, and Security Directives or Initiatives.



DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits Administration
Washington DC 20420

OCT - 6 2000

In Reply Refer To:

VBA Letter 20-00-33

Director (00)
All VACO Services and Offices and Regional Offices and Centers

Subject: Restrictions on Internet Use

1. The Veterans Benefits Administration (VBA) has approximately 10,000 employees with access to the Internet. To support these users and the hundreds of thousands of veterans who use VBA's Internet applications, VBA has installed two T1 communications lines at the Philadelphia Benefits Delivery Center (BDC). While this is a significant Internet communications capability, we are rapidly approaching capacity as the number of Internet applications and users have increased. In order to continue to provide our employees and beneficiaries with the level of service they deserve, we need to restrict the amount of non-business Internet use while increasing our communications capability.

2. Two separate initiatives are being pursued to achieve this objective. First, in order to increase our communications capacity, we have ordered the installation of additional communications lines in Philadelphia. Second, to restrict the non-business related traffic, we will be installing "filtering software." This will restrict VBA users from accessing many non-business or inappropriate web sites. The restrictions are based on broad categories and not on the identification of individual web sites or locations. Initially, we will block users from accessing the following categories:

Violence/Profanity
Gross Depictions
Militant/Extremist

Partial and Full Nudity
Intolerance
Sex Education

Sexual Acts
Satanic or Cult
Questionable/Illegal and
Gambling

Page 2

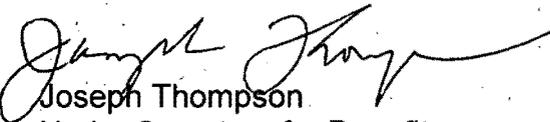
Director (00)

All VACO Services and Offices and Regional Offices and Centers

3. When a user tries to access a site in one of the above categories, they will see the following message:

"Access to this uniform resource locator (URL) has been explicitly denied. Due to network bandwidth constraints, VBA has decided to block access to certain non-business related web sites of a questionable nature. If you believe this site should not be blocked, please supply your Information Resource Management staff with the URL and a business justification and forward this information via e-mail to VAVBAPHI/BDC/LIT for review."

4. We appreciate your cooperation in this matter as we work to improve Internet access to veterans and our employees. If you have any questions, please contact your Service Delivery Network (SDN) analyst. Technical questions should be referred to John Muenzen, Director, Field Liaison Staff (20SA), who can be reached on 202-273-6622.


Joseph Thompson
Under Secretary for Benefits



DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits Administration
Washington DC 20420

OCT -6 2000

VBA Letter 20-00-34

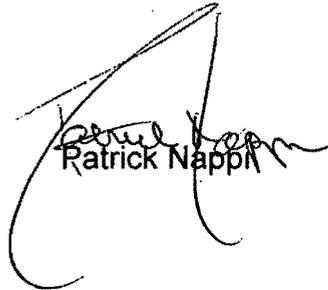
In Reply Refer To:

Director (00)
All VA Regional Offices and Centers

SUBJ: FY 2000 Accomplishment Report for the Federal Equal Opportunity Recruitment Program (FEORP) and FY 2001 Plan Certification

1. This letter transmits instructions to VBA field stations for the completion and submission of FY 2000 Annual Accomplishment Reports for the Federal Equal Opportunity Program (FEORP) and FY 2001 FEORP Plan Certifications. ***This transmittal is not intended for Directors at VA Medical and Regional Office Centers (VAM&ROCs). VAM&ROC Directors will receive instructions for submission of their reports from the Veterans Health Administration (10A2).***
2. VBA field stations that employ 100 or more full-time and part-time permanent employees are required to submit a FEORP accomplishment report and plan certification. The following information should be submitted:
 - a. Significant accomplishments in **recruiting, hiring, promoting and training** women and minorities during FY 2000. Please provide this information on the charts included in this package for each of the four cited elements. Examples of significant recruitment and training accomplishments last year include:
 - * Participants in formal agency development/training programs for women at the GS 13 through 15 levels increased from 511 (53.0%) in FY 1998 to 965 (32.3%) in FY 1999.
 - * Participation in both formal agency training programs and government wide training programs by African Americans (at varying grade levels) increased from 24 in 1998 to 31 in 1999.
 - b. Completed **copy** of the enclosed FY 2001 FEORP Plan Certification, OPM Form 1508. Please retain the signed form at the station and a copy with the FEORP report.

3. Please submit your station's FY 2000 FEORP report and a copy of your FY 2001 FEORP certification to Marsha A. Smith, Equal Opportunity Program Manager (20A1E), by electronic mail on or before **November 6, 2000**. You may contact Ms. Smith by e-mail or on (202) 273-6772, if you have any questions regarding these instructions.



Patrick Nappi

Enclosures

**Annual Federal Equal Opportunity Recruitment Program (FEORP)
Plan Certification—Fiscal Year 2001**

Please type or print clearly. Retain this form containing the original signature and e-mail a copy of the form with your FEORP report to:

Ms. Marsha A. Smith
Equal Opportunity Program Manager (20A1E)
Office of the Deputy Under Secretary for
Management
Veterans Benefits Administration
Department of Veterans Affairs

A. Name and Address of Agency:

B. Name and Title of Designated FEORP Official (Include address, if different from above, and telephone and fax numbers):

C. Name and Title of Contact Person (Include address, if different from above, telephone and fax numbers):

CERTIFICATION:

I certify that the above named agency: (1) has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance by the Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a FEORP 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: _____

DATE: _____

GUIDANCE FOR COMPLETING FEORP FORMS

1. Formal Agency Career Development Programs: Formal agency career development programs have many titles, such as long-term training programs, career enhancement programs, career development programs, academic degree programs for shortage occupations, leadership development programs, supervisory development programs, management development programs, Senior Executive Service candidate development programs, and others. However, a formal agency development program will normally have the following characteristics:

- a. **Announcement:** Organization announces developmental program to all qualified groups and individuals.
- b. **Recruitment:** Candidates are identified through a request for nominations or for applications to the program.
- c. **Competitive Selection:** Organization screens and selects candidates, based on merit principles, using pre-determined criteria for program participation.
- d. **Training:** Training program is finalized for selected participants and will include a formal training experience. The training program may also include developmental assignments. (Continued service agreements may be required).
- e. **Monitoring:** Organization monitors participants' training activities and progress in the program against pre-established objectives.
- f. **Evaluation:** Organization evaluates the effectiveness of the formal training program provided to individual participants and the effectiveness of developmental assignments in meeting organizational goals.

2. Formal Government Wide Career Development Programs: These include academic programs at accredited schools, colleges or universities and may be used in conjunction with formal development programs and other formal training programs, such as OPM's Management Development Center programs; OPM's Federal Executive Institute; U.S. Department of Agriculture's Aspiring/New Leader Program; OPM's Women's Executive Leadership Program, Executive Potential Program and the Legislative Fellows Program.

**FEORP: PARTICIPANTS IN FORMAL GOVERNMENT WIDE CAREER DEVELOPMENT PROGRAMS
FY 2000**

VBA FIELD STATION: _____

RNO AND GENDER	GS 1-4		GS 5-8		GS 9-12	
	#	%	#	%	#	%
Total Whites						
Total Men						
Total Women						
Total African Americans						
Total Men						
Total Women						
Total Hispanics						
Total Men						
Total Women						
Total Asian Amer./Pacific Islanders						
Total Men						
Total Women						
Total Native Americans						
Total Men						
Total Women						
Grand Total						
Total Men						
Total Women						

NOTE: When printing this page, select File, Page Setup, Paper Size and Landscape

**FEORP: PARTICIPANTS IN FORMAL GOVERNMENT WIDE CAREER DEVELOPMENT PROGRAMS
FY 2000**

VBA FIELD OFFICE: _____

RNO AND GENDER	GS 13-15		SES	
	#	%	#	%
Total Whites				
Total Men				
Total Women				
Total African Americans				
Total Men				
Total Women				
Total Hispanics				
Total Men				
Total Women				
Total Asian Amer./Pacific Islanders				
Total Men				
Total Women				
Total Native Americans				
Total Men				
Total Women				
Grand Total				
Total Men				
Total Women				

NOTE: When printing this page, select File, Page Setup, Paper Size and Landscape

**FEORP: PARTICIPANTS IN FORMAL AGENCY CAREER DEVELOPMENT PROGRAMS
FY 2000**

VBA FIELD STATION: _____

RNO AND GENDER	GS 1-4		GS 5-8		GS 9-12	
	#	%	#	%	#	%
Total Whites						
Total Men						
Total Women						
Total African Americans						
Total Men						
Total Women						
Total Hispanics						
Total Men						
Total Women						
Total Asian Amer./Pacific Islanders						
Total Men						
Total Women						
Total Native Americans						
Total Men						
Total Women						
Grand Total						
Total Men						
Total Women						

NOTE: When printing this page, select File, Page Setup, Paper Size and Landscape

**FEORP: PARTICIPANTS IN FORMAL AGENCY CAREER DEVELOPMENT PROGRAMS
FY 2000**

VBA FIELD STATION: _____

RNO AND GENDER	GS 13-15		SES	
	#	%	#	%
Total Whites				
Total Men				
Total Women				
Total African Americans				
Total Men				
Total Women				
Total Hispanics				
Total Men				
Total Women				
Total Asian Amer./Pacific Islanders				
Total Men				
Total Women				
Total Native Americans				
Total Men				
Total Women				
Grand Total				
Total Men				
Total Women				

NOTE: When printing this page, select File, Page Setup, Paper Size and Landscape

**FEORP: HIRING STATISTICS BY GENDER, ETHNICITY AND GRADE
FY 2000**

VBA FIELD STATION: _____

RNO AND GENDER	GS 1-4		GS 5-8		GS 9-12	
	#	%	#	%	#	%
Total Whites						
Total Men						
Total Women						
Total African Americans						
Total Men						
Total Women						
Total Hispanics						
Total Men						
Total Women						
Total Asian Amer./Pacific Islanders						
Total Men						
Total Women						
Total Native Americans						
Total Men						
Total Women						
Grand Total						
Total Men						
Total Women						

NOTE: When printing this page, select File, Page Setup, Paper Size and Landscape

**FEORP: HIRING STATISTICS BY GENDER, ETHNICITY AND GRADE
FY 2000**

VBA FIELD STATION: _____

RNO AND GENDER	GS 13-15		SES	
	#	%	#	%
Total Whites				
Total Men				
Total Women				
Total African Americans				
Total Men				
Total Women				
Total Hispanics				
Total Men				
Total Women				
Total Asian Amer./Pacific Islanders				
Total Men				
Total Women				
Total Native Americans				
Total Men				
Total Women				
Grand Total				
Total Men				
Total Women				

NOTE: When printing this page, select File, Page Setup, Paper Size and Landscape

**FEORP: PROMOTION STATISTICS BY GENDER, ETHNICITY AND GRADE
FY 2000**

VBA FIELD STATION: _____

RNO AND GENDER	GS 1-4		GS 5-8		GS 9-12	
	#	%	#	%	#	%
Total Whites						
Total Men						
Total Women						
Total African Americans						
Total Men						
Total Women						
Total Hispanics						
Total Men						
Total Women						
Total Asian Amer./Pacific Islanders						
Total Men						
Total Women						
Total Native Americans						
Total Men						
Total Women						
Grand Total						
Total Men						
Total Women						

NOTE: When printing this page, select File, Page Setup, Paper Size and Landscape

**FEORP: PROMOTION STATISTICS BY GENDER, ETHNICITY AND GRADE
FY 2000**

VBA FIELD STATION: _____

RNO AND GENDER	GS 13-15		SES	
	#	%	#	%
Total Whites				
Total Men				
Total Women				
Total African Americans				
Total Men				
Total Women				
Total Hispanics				
Total Men				
Total Women				
Total Asian Amer./Pacific Islanders				
Total Men				
Total Women				
Total Native Americans				
Total Men				
Total Women				
Grand Total				
Total Men				
Total Women				

NOTE: When printing this page, select File, Page Setup, Paper Size and Landscape



DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits Administration
Washington DC 20420

OCT - 6 2000

VBA Letter 20-00-35

In Reply Refer To:

Director (00)
All VA Regional Offices and Centers

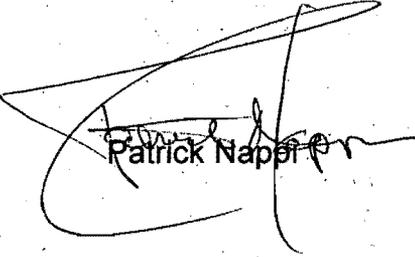
SUBJ: Instructions for Completing the FY 2000 People with Disabilities Program (PDP) and Disabled Veterans Affirmative Action Program (DVAAP) Reports

1. Enclosed are instructions issued by the Office of Diversity Management and Equal Employment Opportunity (ODM&EEO/06) for completion and submission of the FY 2000 People with Disabilities Program (PDP) and Disabled Veterans Affirmative Action Program (DVAAP) reports. Included in this package is a copy of Equal Employment Opportunity Commission Form 440, which should be used to complete the PDP report.
2. All reports are to be mailed directly to ODM&EEO (06A), 810 Vermont Avenue, NW, Washington, DC, **within 30 days of receipt of COIN PAI report 163 and COIN PAI report 204, as of September 30, 2000, but no later than November 13, 2000.** VA COIN PAI reports are generated by the Austin Automation Center and are issued to each facility's PAID Control Point in the Financial/Fiscal Services Division. Unless specifically requested, please do not send local reports to the Equal Employment Opportunity Commission or to the Office of Personnel Management.
3. Since the data source for the reports is the PAID System and the information is self-reported, ODM&EEO strongly encourages station officials to explain to employees the importance of completing Standard Form 256 (Self-Identification of Handicap). Please remind your employees to update this information if there is a change in their disability status. Station officials may wish to re-survey all employees to update information on their disability status. If so, please inform all employees that the information they provide in Standard Form 256 is used to advance the employment of people with disabilities, that participation is voluntary, and that the information will be kept confidential.

Page 2

PDP and DVAAP Reports

4. If you have any questions regarding the instructions for completing the PDP or DVAAP reports, please contact Mr. Keith Bailey, National Program Manager for the Employment of People with Disabilities (ODM&EEO/06), on (202) 273-8921.



Patrick Nappi

Enclosures

INSTRUCTIONS FOR COMPLETING THE ANNUAL PDP REPORT

GENERAL

1. Make sure that mathematical computations are always carried to two decimal points.
2. Make certain that anticipated workforce data, projected for the end of the planned year, are the result of the actual data taken from the COIN PAI 163 for the end of the just completed year minus anticipated losses plus anticipated accessions for the planned year.
3. Make sure that the pages of EEOC Form 440 follow each other in consecutive order (i.e., 1 through 14). Where the pages of COIN PAI 163 are substituted for the pages of EEOC Form 440, place them in the proper sequence and do not submit blank pages of EEOC Form 440. A copy of EEOC Form 440, which is taken from EEO Management Directive 713, is attached.

SPECIFIC PAGE BY PAGE INSTRUCTIONS

Page 1 (EEOC Form 440): The "Number of Employees Covered by This Plan" should include only permanent full-time, part-time, and intermittent employees. This number is given on Table 1 (Permanent) of the COIN-PAI 163. The "Responsible Official" is the Chief, Human Resources Management, and the "Agency Head" is the field facility Director.

Page 2 (EEOC Form 440): Page 2 of EEOC Form 440 is attached with the boxes numbered to help you follow the step by step instructions.

Step 1: From COIN PAI 163, Table 1, enter the workforce totals, as of 9-30-00, in boxes "13", "15", and "17." Enter the corresponding percentages from the same source in boxes "16" and "18."

Step 2: Enter anticipated losses and accessions for total workforce in FY 2001 in boxes "1" and "7." A review of actual accessions and losses for FY 2000, adjusted for known or expected significant changes in FTE for the planned fiscal year, will help you to do this.

Step 3: Enter the anticipated total workforce as of 9-30-01 in box "25" (total workforce as of 9-30-00 minus anticipated losses plus anticipated accessions).

Step 4: Follow the same procedure as described in step 3 above regarding anticipated total workforce to obtain the anticipated FY 2001 figures for "Handicap Reported" and "Targeted Disabilities" for boxes "27" and "29."

Step 5: Make sure that the figure in box "31" will produce a percentage of anticipated accessions in box "32" that exceeds the percentage in box "18." Also, make sure that the figure in box "33" will produce a percentage in box "34" that exceeds the percentage in box "18."

EXAMPLE: Assume that as of 9-30-00, the representation of persons with targeted disabilities in a facility's workforce is 1.70 percent. Regardless of the number of accessions for the total workforce anticipated for FY 2001, more than 1.70 percent of these must be persons with targeted disabilities for the facility's hiring goal to be acceptable. In most cases, the resulting whole number will be fairly small; a modest and achievable number is preferred to an overly optimistic goal that is out of proportion to realistic expectations or past accomplishments.

CAUTION: Since persons with targeted disabilities are a subset of "Handicap Reported," all figures for persons with targeted disabilities will be smaller than figures for "Handicap Reported."

NOTE: Since 1979, the Equal Employment Opportunity Commission has estimated that the availability of persons with targeted disabilities who are of workforce age and able to work is 5.95 percent of the entire workforce age population. Subsequent studies support this estimate. Therefore, recruitment plans and goal-setting for hiring persons with targeted disabilities is required for any facility whose percentage of persons with targeted disabilities is less than 5.95 percent, even if your percentage exceeds the VA-wide average.

Page 3 (EEOC Form 440): Self-explanatory. Be certain to check either or both boxes, as appropriate. If neither box is checked, completion and submission of the information requested in the bottom portion of the form is required.

Page 4 (EEOC Form 440): Consult with Engineering Service regarding the requested information.

Page 5 (EEOC Form 440): Refer to the guidelines in EEO-MD 713, Appendix C.

Page 6 (EEOC Form 440): Only paragraph B is to be completed by field facilities. Count only personnel that are actually responsible for managing and coordinating the program. Do not include those who are only members of a committee.

Page 7 (EEOC Form 440): Substitute COIN-PAI 163, Report 1. **Please note that field facilities must supply two items of information:**

1. In the second line of the top section of the COIN PAI report, enter under the columns for "Persons with Targeted Disabilities" the goal (whole number and percentage) which was set for FY 2000. This will require a review of your previous year's (FY 2000) plan (boxes "33" and "34") of EEOC Form 440, page 2.

2. In the second line of the bottom section, enter the numbers of applications received from persons with targeted disabilities. This information is critical for evaluating the agency's recruitment efforts.

Pages 7-A, 8, 9, 10 (EEOC Form 440): Substitute COIN-PAI 163 Reports 1 (temporary), 2, 3, and 4.

Pages 11 and 12 (EEOC Form 440): Self-explanatory.

Page 13 (EEOC Form 440): Substitute COIN-PAI 163, Report 5.

Page 14 (EEOC Form 440): Please report any special initiatives and noteworthy accomplishments during FY 2000.

AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES

AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH HANDICAPS

Plan update for the period Oct. 1, 2000, through Sept. 30, 2001
Report for the period Oct. 1, 1999, through Sept. 30, 2000

AGENCY

AGENCY ADDRESS

NUMBER OF EMPLOYEES COVEREN BY THIS PLAN _____

NAME OF PERSON PREPARING THIS FORM
NUMBER

TELEPHONE

SIGNATURE OF REPOSIBLE OFFICIAL

DATE

NAME AND TITLE OF RESPONSIBLE OFFICIAL

SIGNATURE OF AGENCY HEAD

DATE

NAME AND TITLE OF AGENCY HEAD (CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-713, "AFFIRMATIVE ACTION FOR HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS")

**PART 1: PROGRAM PLAN UPDATE
FOR THE PERIOD OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2001**

**NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PERSONS
WITH TARGETED DISABILITIES (TD)**

Agencies are to use this format to establish numerical objectives for the period October 1 through September 30. Anticipated changes in the work force are taken into account as objectives are calculated on the basis of losses from the work force as well as accessions. The planned rate of accessions (if any are anticipated) must be adequate to achieve the desired work force profile as of September 30. Guidance is provided in Appendix B of this directive.

Anticipated Changes in Work Force From
October 1, 2000 to September 30, 2001

	Number + Or -	Percent Change + Or -
Losses (Total Work Force)		
Losses (With Handicap Reported)		
Losses (Targeted Disabilities [TD])		
Accessions (Total Work Force)		
Accessions (With Handicap Reported)		
Accessions (Targeted Disabilities [TD])		

Work Force Actual Data As of 9/30/00	Anticipated Changes in Work Force From 10/1/00 – 9/30/01	Anticipated Data As of 9/30/01
---	---	-----------------------------------

	NUMBER		% CHANGE		Number
	Number	%	+ OR -	+ OR -	
Total Work Force					
Handicap Reported					
Targeted Disabilities					

*CALCULATE THIS PERCENTAGE BY DIVIDING THE NUMBER + OR - BY THE CORRESPONDING NUMBER IN THE WORK FORCE AS OF THE BEGINNING OF THE REPORTING PERIOD.

NUMERICAL OBJECTIVES FOR THE PERIOD 10/1/00 TO 9/30/01	
A. Total Number of Accessions of Persons with TDs	_____
B. Percent Accessions of Persons with TDs	_____
C. Total Number of Persons with TDs on Board As of 9/30/2001	_____
D. Percent of Work Force with TDs As of 9/30/2001	_____

SAMPLE

PART 1: PROGRAM PLAN UPDATE FOR THE PERIOD OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2001

NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PERSONS WITH TARGETED DISABILITIES (TD)

Agencies are to use this format to establish numerical objectives for the period October 1 through September 30. Anticipated changes in the work force are taken into account, as objectives are calculated on the basis of losses from the work force as well as accessions. The planned rate of accessions (if any are anticipated) must be adequate to achieve the desired work force profile as of September 30. Guidance is provided in Appendix B of this directive.

ANTICIPATED CHANGES IN WORK FORCE FROM OCT. 1, 2000 TO SEPT. 30, 2001
--

	NUMBER + OR -	PERCENT CHANGE + OR -
LOSSES (TOTAL WORK FORCE)	BOX 1	BOX 2
LOSSES WITH HANDICAP REPORTED	BOX 3	BOX 4
LOSSES TARGETED DISABILITIES (TD)	BOX 5	BOX 6
ACCESSIONS (TOTAL WORK FORCE)	BOX 7	BOX 8
ACCESSIONS WITH HANDICAP REPORTED	BOX 9	BOX 10
ACCESSIONS TARGETED DISABILITIES (TD)	BOX 11	BOX 12

	WORK FORCE ACTUAL DATA AS OF 9/30/00		ANTICIPATED CHANGES IN WORK FORCE FROM 10/1/00 TO 9/30/01		ANTICIPATED DATA AS OF 9/30/01	
	NUMBER	%	NUMBER	% CHANGE	NUMBER	%
			+ OR -	+ OR -		
TOTAL WORK FORCE	BOX 13	14	19	20	25	26
HANDICAP REPORTED	BOX 15	16	21	22	27	28
TARGETED DISABILITIES	BOX 17	18	23	24	29	30

*CALCULATE THIS PERCENTAGE BY DIVIDING THE NUMBER + OR - BY THE CORRESPONDING NUMBER IN THE WORK FORCE AS OF THE BEGINNING OF THE REPORTING PERIOD.

NUMERICAL OBJECTIVES FOR THE PERIOD 10/1/00 TO 9/30/01	
A. TOTAL NUMBER OF ACESSIONS OF PERSONS WITH TD	_____ BOX 31
B. PERCENT ACESSIONS OF PERSONS WITH TD	_____ BOX 32
C. TOTAL NUMBER OF PERSONS WITH TD ON BOARD AS OF SEPTEMBER 30, 2001	_____ BOX 33
D. PERCENT OF WORK FORCE WITH TD AS OF 9/30/2001	_____ BOX 34

PLAN FOR SPECIAL RECRUITMENT PROGRAM

Agencies are to establish and maintain special recruitment programs for individuals with handicaps with the specified severe disabilities. The purpose is to obtain applications from qualified individuals with handicaps. A revised and improved plan for a special recruitment program is required unless:

A. the agency met its previous year's employment objectives

(if so, check here:)

or

B. the number of applications received from persons with targeted disabilities was at least two times the number of accessions that would have been necessary to achieve the objectives.

(if so, check here:)

IF NEITHER OR THESE CONDITIONS HAS BEEN MET, list new recruiting strategies that will be instituted so that the agency can meet its current employment objectives.

NEW RECRUITING STRATEGIES	TARGET DATES

FACILITY ACCESSIBILITY

A. LIST ANY UNMET OBJECTIVES FOR BARRIER REMOVAL THAT WERE ESTABLISHED IN PREVIOUS SUBMISSIONS BUT HAVE NOT BEEN ACCOMPLISHED. REMOVAL STRATEGIES ARE TO BE REVISED SO THAT THESE OBJECTIVES CAN BE ACCOMPLISHED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

OBJECTIVES	ORIGINAL TARGET DATES	REVISED TARGET DATES	REVISED REMOVAL STRATEGIES

B. LIST ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN.

OBJECTIVES	TARGET DATES

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS

A. LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES HAVE NOT YET BEEN INSTITUTED:

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	CURRENT TARGET DATES	DATES INDICATED PREVIOUSLY

B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED:

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES

ENOUGH OF THE TARGET DATE INDICATED SHOULD BE PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN SO THAT SUBSTANTIAL PROGRESS TOWARD ELIMINATION OF BARRIERS WILL HAVE BEEN MADE BY THAT TIME. ALL BARRIERS THAT ARE LISTED IN ITEM "A" ABOVE SHOULD BE REMOVED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

EEOC FORM 440 (pg. 5) (10/87)

**PART 2: REPORT OF ACCOMPLISHMENTS
FOR THE PERIOD OCTOBER 1, 1999, THROUGH SEPTEMBER 30, 2000**

AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH HANDICAPS

STAFFING COMMITMENTS

Provide data indicating staffing commitments as of September 30, 2000. Include selective placement coordinators, handicapped program managers, and other key staff assigned to the affirmative action program for individuals with handicaps. Do not include equal employment opportunity counselors and other personnel processing complaints of discrimination on the basis of handicap.

A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:

1. AGENCYWIDE RESPONSIBILITY (DEPARTMENTWIDE, IF APPLICABLE)

NUMBER OF PERSONS _____
TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM) _____

2. RESPONSIBILITY FOR MAJOR OPERATING COMPONENTS (IF NONE, INDICATE NOT APPLICABLE)

NUMBER OF PERSONS _____
TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM) _____

B. ALL OTHER PERSONNEL (NOT ACCOUNTED FOR ABOVE) AT HEADQUARTERS, IN COMPONENT AGENCIES, OR IN FIELD INSTALLATIONS RESPONSIBLE FOR MANAGEMENT AND COORDINATION OF THE PROGRAM:

PERCENTAGE OF TIME ALLOCATED TO THE PROGRAM	INDICATE NUMBER IN EACH GROUP
1 - 5 %	
6 - 10 %	
11 - 25 %	
26 - 75 %	
76 - 100 %	
TOTAL	

C. NUMBER OF AGENCY PERSONNEL OFFICES WITH APPOINTING AUTHORITY _____

**REPORT ON FACILITY ACCESSIBILITY
DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR**

A. SUMMARIZE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY.

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?
 NOT APPLICABLE YES NO; DESCRIBE

C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS

LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS YEARS FOR WHICH ACTIONS WERE TAKEN DURING THE REPORTING YEAR.

BARRIERS	ALTERNATIVES	ACTIONS TAKEN	COMPLETION DATES

PROMOTIONS AND CAREER DEVELOPMENT PROGRAMS
OCTOBER 1, 1999, TO SEPTEMBER 30, 2000

CATEGORY	ON-BOARD AS OF 9/30/00	PROMOTIONS		CAREER DEVELOPMENT (GRADES 5 - 12)		SENIOR LEVEL CAREER DEVELOPMENT PROGRAMS (GRADES 13 - 15)		SES DEVELOPMENT PROGRAMS	
		NUMBER	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT
TOTAL WORK FORCE									
NOT IDENTIFIED (01)									
NOT AVAILABLE OR UNSPECIFIED									
NO HANDICAP REPORTED (04 05)									
HANDICAP REPORTED (06, 13-94)									
TOTAL TARGETED DISABILITIES									

COMPUTATIONS:

PERCENT PROMOTIONS = $\frac{\text{NUMBER ON-BOARD IN CATEGORY}}{\text{TOTAL WORK FORCE}}$

PERCENT DEVELOPMENT PROGRAMS = $\frac{\text{SLOTS IN CATEGORY}}{\text{TOTAL WORK FORCE}}$

COMPUTATIONS ARE TO BE BASED ON ACTIONS DURING THE REPORTING PERIOD. FOR PROMOTIONS, USE STANDARD FORM 50, NATURE OF ACTION CODES 702 AND 542. FOR CAREER DEVELOPMENT (GRADES 5 - 12), COUNT SLOTS FILLED UNDER FORMAL UPWARD MOBILITY PROGRAMS, APPRENTICESHIP PROGRAMS, AND OTHER TRAINING AND DEVELOPMENT, AS WELL AS APPOINTMENTS THAT MOVE PEOPLE NONCOMPETITELY THROUGH A SERIES OF PROMOTIONS WITH SOME TYPE OF TRAINING IN THE PROCESS. INCLUDE BOTH BLUE COLLAR AND WHITE COLLAR POSITIONS. FOR SENIOR LEVEL CAREER DEVELOPMENT (GRADES 13 THROUGH 15) PROGRAMS, COMPUTATIONS ARE TO BE BASED ON THE NUMBER OF INDIVIDUALS ENROLLED IN FORMAL EXECUTIVE AND MANAGEMENT DEVELOPMENT PROGRAMS DURING THE REPORTING PERIOD.

*NUMBERS IN PARENTHESES REFER TO CODES ON STANDARD FORM 256.

INSTRUCTIONS FOR COMPLETING THE ANNUAL DVAAP REPORT

1. Field facilities are required to submit only a report of their annual accomplishments in implementing VA's National DVAAP Plan, which is in VA Policy Manual, MP-7, Part I, Appendix D. A narrative format, which describes the following four elements, should be used:
 - A. Methods used to recruit and employ disabled veterans, including particular measures for those veterans with 30 percent or more service-connected disabilities.
 - B. Methods used to provide or improve internal advancement opportunities for disabled veterans.
 - C. A description of how activities for the program were monitored, reviewed, and evaluated.
 - D. An explanation of progress in implementing the plan during the past fiscal year, stating reasons for success or lack thereof. This should include a description of any increase or decrease in the representation of disabled veterans in the workforce, as provided in the COIN PAI 204. It is suggested that you attach a copy of the COIN PAI 204 with your report.