

**Animal and Plant Health Inspection Service**

**Fiscal Year 2007**

**Disabled Veterans Affirmative Action Plan**

**&**

**Fiscal Year 2006**

**Disabled Veterans Affirmative Action**

**Program Accomplishment Report**

**Annual Disabled Veterans Affirmative Action Plan (DVAAP)  
Plan Certification - - Fiscal Year 2007**

**IDENTIFYING INFORMATION**

**Name and Address of Agency**

Animal and Plant Health Inspection Service  
Civil Rights Enforcement and Compliance Staff  
1400 Independence Avenue, SW  
Washington, DC 20250

**Name and Title of Designated DVAAP Official (include address, if different from above)  
Telephone and Fax number:**

Karen Benham  
Assistant Human Resources Officer  
(202) 720-5591      (301) 734-4954 (Fax)

**Name and Title of the Contact Person (include address, if different from above) Telephone  
and Fax number:**

Ina Coates  
HR Specialist  
(301) 734-4995      (301) 734-4984 (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 appropriated regulations and guidance issued by the U. S. Office of Personnel; (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 

DATE 11/22/06

**ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
FISCAL YEAR 2007  
AFFIRMATIVE ACTION PROGRAM PLAN  
FOR DISABLED VETERANS**

**PURPOSE OF AUTHORITY**

Pursuant to Section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (38 U.S.C. 2014), and Section 307 of the Civil Service Reform Act of 1978 (5 U.S.C. 3112), the Marketing and Regulatory Mission Area is required to have an up-to-date affirmative action plan to promote employment and advancement opportunities for qualified disabled veterans. Accordingly, the purpose of this document is to serve as the Animal and Plant Health Inspection Service's (APHIS) Disabled Veterans Affirmative Action Plan (DVAAP) Plan.

**COVERAGE PLAN**

The purpose of this document is to serve as APHIS Disabled Veteran Affirmative Action Plan (DVAAP) Fiscal Year 2007 Plan and FY 2006 DVAAP Accomplishment Report.

**POLICY**

It is the policy of APHIS to promote the employment of, and advancement opportunities for disabled veterans, especially those who are 30 percent or more disabled. APHIS' DVAAP focuses attention on achieving equitable affirmative employment for disabled veterans of all races, national origins, and age groups in all occupations. The aim of DVAAP is to create a work environment which promotes and encourages the recruitment, retention, career development, and advancement of these individuals through reasonable accommodations and full accessibility.

**PROGRAM LEADERSHIP AND RESPONSIBILITIES**

APHIS Human Resources office is responsible for the development, implementation, evaluation, and monitoring of the DVAAP Update and Accomplishment Reports. The responsibilities include, but are not limited to, carrying out actions in support of the program's objectives; providing guidance and assistance to managers, supervisors, and field components; distributing the DVAAP to appropriate parties; reviewing and analyzing veterans employment data; and preparing reports as required. Every State Office having employment authority should ensure that outreach activities are conducted to improve utilization. Appropriate nondiscrimination policy statements made by the Secretary and Administrator have been disseminated to managers, supervisors, and employees through insertions into the pay statements. APHIS' Managers are aware of their obligations to inform and train their staffs regarding outreach for qualified individuals with disabilities.

## **PROGRAM ASSESSMENT**

A review of the progress in implementing the national plan will be conducted by the APHIS Human Resources office at the end of each fiscal year. This will include, but is not limited to, a review of the number of disabled veterans employed by each state annually.

## **RECRUITMENT**

The objective of APHIS' recruitment program is to attract highly qualified candidates to meet staffing needs. We need to identify disabled veterans through special recruitment efforts.

### **External Recruitment.**

MRP-HR – Recruitment Office ensures all MRP Recruiters throughout the mission areas are actively recruiting and conducting outreach for disabled veterans.

Training is provided to all MRP recruiters on hiring people with disabilities. The training is conducted during the Recruiter's workshop which is normally held several times throughout the year.

MRP Recruiters attended the Hire the Disabled Career Expo, Education Seminar.

MRP – Recruitment office placed an ad in the Careers and the Disabled magazine. The ad will be published in the Fall 2006 issue.

MRP-Recruitment participated as an exhibitor at the 97<sup>th</sup> Annual 2006 NAACP National Convention Diversity Job Fair.

The external recruitment function involves seeking applications from disabled veterans. To accomplish this, we maintain contacts with vocational rehabilitation offices, state employment offices, veterans' organizations, colleges, and other facilities to obtain applications from disabled veterans. Coordination with Human Resources Managers will be done to help with outreach activities when vacancies occur that allow for external recruitment. APHIS' vacancy announcements include the following statement: "Qualified disabled veteran, especially those with 30 percent or more disabilities and Veteran Readjustment Appointment Eligibility, will be considered for this position under special hiring authorities."

### **Internal Recruitment.**

APHIS-HR takes steps to ensure that all employees, including disabled veterans, are made aware of opportunities and what competitive procedures must be followed to be considered for a position under the career enhancement, intern, and merit promotion programs.

**Special Appointing Authorities.** Staffing specialists, managers, and supervisors are made aware of the special appointment authorities that can be used to hire disabled veterans.

## **MONITORING, REVIEW, AND EVALUATION**

APHIS HR will monitor and review the employment and advancement of disabled veterans. APHIS will determine if there are any barriers that we need to remove to improve the employment and retention of disabled veterans.

## **RESOURCES**

1. National Disable Veterans Organizations
2. Office of Personnel Management
3. Careers and the Disabled Magazine
4. State Veterans Vocation Rehabilitation Offices.
5. Office of Personnel Management/Social Security Administration,
6. Project Able Database Application.

## **PROGRAM COORDINATION**

The name and title of the person assigned overall responsibilities for the development and implementation of this action plan is Karen Benham, Assistant Human Resource Officer, Animal and Plant Health Inspection Service. For further information, please call (301) 734-4995.

### **DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM PLAN Fiscal Year 2004 Certificate**

This plan is prepared in accordance with 5 C.F.R. 720.305(b)(2), Section 403 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (38 U.S.C. 2014), and Section 307 of the Civil Service Reform Act of 1978 (5 U.S.C. 3112).

Karen Benham, Assistant HR Officer, Human Resources  
Name and Title of Certifying Officer

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Signature of Certifying Officer

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Date

**APHIS**

**Fiscal Year 2006**

**Disabled Veterans Affirmative Action**

**Program Accomplishment Report**

**ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM  
ACCOMPLISHMENT REPORT FOR FISCAL YEAR 2006**

- 1. Cite methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled. Were those methods effective? Please state reasons for success or lack of those successes.**

MRP Recruitment placed an ad in the *Careers & the Disabled Magazine*.

APHIS Disability Employment Program Managers (DEPM) continues to solicit information on training sessions, (*i.e., sponsored by the USDA TARGET Center, and the Association for Persons with Disabilities in Agriculture-APDA*), conferences, and job fairs which will continue to benefit the Agency, persons with disabilities, and disabled veterans.

Advertised where appropriate, positions as multi-graded positions.

APHIS continues to participate in job fairs and career days.

- 2. Please describe how activities of major operating components and field installations were monitored, reviewed, and evaluated by your Headquarters office. Was technical guidance provided to field activities? If so, please provide a copy of any written guidance.**

The Administrator communicated his civil rights expectations to all employees by signing a civil rights policy statement on June 23, 2006.

APHIS continues to affirm its customer service components by providing expertise for personnel related committees and panels (*i.e., Behavioral Event Interviews and Selection Panels*).

In each program area, DEPMS are assigned to communicate with management on a regular basis and discuss critical needs areas and potential opportunities.

- 3. Cite reasons for success or lack of success in accomplishing your agency DVAAP affirmative action goals.**

Training is provided to all MRP recruiters on hiring disabled veterans. The training is conducted during the Recruiter's workshop which is normally held several times throughout the year.

Information sharing across regional lines among Agency DEPMS; and the cooperative recruiting efforts among APHIS managers and supervisors can be attributed to the success of the DVAAP affirmative action goals.

**List Agency official, title, phone number and address, who is responsible for implementing your Agency's DVAAP.**

The official responsible is the Administrator and the Assistant Human Resource Officer. The APHIS DVAAP Coordinator is Ina Coates, HR Specialist, Animal and Plant Health Inspection Service (APHIS), 4700 River Road, Unit 22, Riverdale, MD 20737. The telephone number is (301) 734-4995 and the fax number is (301) 734-4984. *(See attached listing of APHIS headquarter and field disability program managers).*



**Fiscal Year 2006**  
**Animal and Plant Health Inspection Service**  
**# of Veterans**

<b>PROGRAM</b>	<b>VET PREF CODE 1</b>	<b>VET PREF CODE 2</b>	<b>VET PREF CODE 3</b>	<b>VET PREF CODE 4</b>	<b>VET PREF CODE 5</b>	<b>VET PREF CODE 6</b>	<b>TOTAL</b>
OA	44	4	0	0	0	1	49
PPD	124	3	0	0	0	1	128
LPA	70	4	0	0	0	0	75
MRPBS	582	66	7	7	0	17	679
IS	45	4	0	0	0	0	49
PPQ	2695	432	13	35	8	40	3493
VS	1736	214	6	20	3	38	2017
AC	133	20	3	5	0	2	163
WS	1653	122	2	13	1	13	1804
BRS	54	2	1	0	0	0	57
<b>TOTAL</b>	<b>7406</b>	<b>871</b>	<b>32</b>	<b>80</b>	<b>13</b>	<b>112</b>	<b>8514</b>

**VET PREF CODES:**

1 = None

2 = 5-Point

3 = 10-Point (Disability)

4 = 10-Point (Compensable Disability)

5 = 10-Point (Other)

6 = 10-Point (30% Compensable Disability)

**Fiscal Year 2006**  
**Animal and Plant Health Inspection Service**  
**# of Veteran New Hires**

<b>PROGRAM</b>	<b>VET PREF CODE 1</b>	<b>VET PREF CODE 2</b>	<b>VET PREF CODE 3</b>	<b>VET PREF CODE 4</b>	<b>VET PREF CODE 5</b>	<b>VET PREF CODE 6</b>	<b>TOTAL</b>
OA	2	0	0	0	0	1	3
PPD	11	0	0	0	0	0	11
LPA	11	0	0	0	0	0	11
MRPBS	72	5	0	1	0	5	83
IS	5	1	0	0	0	0	6
PPQ	635	25	2	8	0	6	676
VS	231	18	1	4	0	5	259
AC	10	0	0	0	0	0	10
WS	299	11	0	2	0	6	318
BRS	6	1	0	0	0	0	7
<b>TOTAL</b>	<b>1282</b>	<b>61</b>	<b>3</b>	<b>15</b>	<b>0</b>	<b>23</b>	<b>1384</b>

**VET PREF CODES:**

- 1 = None
- 2 = 5-Point
- 3 = 10-Point (Disability)
- 4 = 10-Point (Compensable Disability)
- 5 = 10-Point (Other)
- 6 = 10-Point (30% Compensable Disability)

The following are APHIS' Disability Employment Program Managers located in headquarters and field, who are also responsible for implementing the Agency's DVAAP:

Linda Weaver  
APHIS National Disability Employment Program Manager  
4700 River Road, Unit 92  
Riverdale, MD 20737

Rex Dannuil, Animal Care  
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(660) 359-6370

Monica Oneil, PPQ  
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(301) 734-5478

Chuck Chenoweth, IT  
4700 River Road, Unit 103  
Riverdale, MD  
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