

Attachment

DEPARTMENT OF VETERANS AFFAIRS FISCAL YEAR 2003 ANNUAL FEDERAL PERFORMANCE REPORT ON EXECUTIVE ORDER 13216

INSTRUCTIONS

Please use the instructions for the Fiscal Year (FY) 2002 Annual Federal Performance Report on Executive Order 13216 as a guide for preparing the FY 2003 Report; any reference to FY 2002 shall be interpreted as FY 2003.

According to the White House Initiative on Asian Americans and Pacific Islanders Office, their instructions will be issued in FY 2004 and will not be different from instructions for the FY 2002 Report.

The Office of Diversity Management and Equal Employment Opportunity (DM&EEO) will prepare the tables showing FY 2002 and FY 2003 Department-level employment that will be included in Part C of the report. VA components need not provide similar employment tables for their organizations.

Submissions for the annual report cover October 1, 2002, through September 30, 2003, and are due to DM&EEO no later than December 10, 2003. If you have any questions, please contact Carolyn Wong, DM&EEO Staff Director, at (202) 501-1970 or via e-mail at carolyn.wong@mail.va.gov.

This assignment is being tracked in EDMS 213389.

Attachment

THE WHITE HOUSE INITIATIVE ON ASIAN AMERICANS AND PACIFIC ISLANDERS

FISCAL YEAR 2002 ANNUAL FEDERAL PERFORMANCE REPORT ON EXECUTIVE ORDER 13216

INSTRUCTIONS AND GUIDELINES

The FY 2002 performance report shall consist of three parts:

A. Executive Summary

Develop a one to two-page summary assessment of your agency's activities in FY 2002 in response to Executive Order 13216. The purpose of the summary is to highlight exemplary programs, as well as identify and recognize agency activities that need to be adjusted/adapted in order to better meet their respective WHIAAPI strategic goal(s). The summary is not intended to be comprehensive in scope. Rather its focus should be on a few selected high impact activities that have advanced the goals of the initiative and/or which require modification in order to reach their potential. You might also want to consider highlighting administration or departmental priority agenda that have positive impact on the AAPI communities. Some examples of successful programs other than funding increase can come in the form of creative outreach.

In preparing part A, the Executive Summary, please respond to the following questions which will inform of the measurable impact resulting from your Department's efforts and levels of participation.

- a. Explain how the programs, projects, or initiatives undertaken by your Department help advance some or all of the six WHIAAPI goals in the FY 2002 Plan.
- b. Explain how the programs, projects, or initiatives undertaken by your Department help increase participation of AAPIs and their communities in the full range of your Department's programs. Highlight models of success that helped achieve this.
- c. Referring to the six WHIAAPI strategic goals, assess the performance of your Department and list areas where outcomes have fallen short of expectation, indicating future action steps for improvement.
- d. Finally, please describe any public/private partnerships your Department has or will undertake as part of your efforts to meet the needs of AAPIs.

B. Detailed Reporting of Activities

Please use the attached template when preparing this section of the performance report for FY 2002. The template (Table C) is the same as the ones used for filing the Fiscal Year 2002-2003 Plans. Please do NOT alter the FY 2002 previously submitted goals, objectives, or strategies. If there are objectives that were not met (NM), please briefly explain under the "Results" heading, e.g., NM: delayed to FY 2003, NM: no approvable applications received, etc.

C. Information on Employment (Table 1):

Include in Table 1 the total number of AAPIs employed in the department or agency (career and non-career). Please indicate strategies taken to address the under representation of AAPIs in the department's or agency's employment ranks, and other employment policies (for examples, internships, Intergovernmental Personnel Act assignments, fellowships, workforce training) that provided AAPIs opportunities to develop their academic and professional careers. Please provide a comparison of the numbers between FY 2001 and FY 2002 either in a narrative format or provide numbers in a chart form from both years.

Submission Deadline: Please submit the FY 2002 Performance Report in a hard copy and by electronic file using Microsoft Word by May 16, 2003 to: Mr. John Duong, Executive Director White House Initiative on AAPIs, 5600 Fishers Lane, Room 10-42, Rockville, MD 20857. Email: aapi@hrsa.gov.

**TABLE C
ASIAN AMERICAN AND PACIFIC ISLANDER EMPLOYMENT PROFILE
BASED ON FY 2002**

Grad	Position Categories										Supervisory									
	Professional		Administrative			Technical			Clerical			Other			Supervisory					
	Asian	NHOP	Total	Total Agency	Asian	NH	Tot	Asian	NH	Tot	Asian	NH	Tot	Asian	NH	Tot	Asian	NH	Tot	
GS 1-4																				
GS 5																				
GS 6																				
GS 7																				
GS 8																				
GS 9																				
GS 10																				
GS 11																				
GS 12																				
GS 13																				
GS 14																				
GS 15																				
SES																				
Other																				
Total																				
Fellowships, Internships, Traineeships																				