

Department of  
Veterans Affairs

# Memorandum

Date: JUL 18 2016

From: Acting Assistant Secretary for Human Resources and Administration (006)

Subj: Guidance for Completing VA's White House Initiative on Asian Americans and Pacific Islanders End-Year Fiscal Year 2016 Accomplishment Report (VAIQ 7713443)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. The White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) requires each Federal agency to submit an end-year report reflecting progress made in the four cross-cutting goal areas and agency-specific goals that are outlined in their respective fiscal year (FY) 2016 – 2017 WHIAAPI Plans, in accordance with Executive Order 13515, "Increasing Participation of Asian Americans and Pacific Islanders in Federal Programs."

2. The purpose of this memorandum is to request that each Administration and Veterans Affairs Central Office (VACO) Staff Office submit to the Office of Diversity and Inclusion (ODI) an end-year accomplishments report reflecting the strategic activities and benchmarks established in the VA FY 2016 – 2017 WHIAAPI Plan (attached). The reporting period covers October 1, 2015 through September 30, 2016.

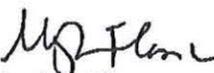
3. Please use the following format when reporting accomplishments:

*Goal Area (i.e., Capacity Building). Goal (as stated in the agency plan). 2-3 succinct sentence description of progress made and direct impact on the AAPI community in relatable, easily understood language. Note: Remember to spell out all acronyms associated with actions reported.*

4. The end-year reports from the Administrations and VACO Staff Offices must be submitted electronically to ODI on or before **Friday, October 7, 2016**. Upon submission, please indicate your organization's official response on VA Form 4265 and upload the form to VAIQ by the designated due date. Negative responses are required. When all submissions are received, ODI will compile the Department's final report and submit it to the Department of Education.

5. In addition, this is an opportunity to review goals identified on the VA FY 2016 – 2017 WHIAAPI Plan and provide any updates or changes. Please provide proposed changes directly to Ms. Angela James, National AAPI Employment Program Manager, ODI, at [angela.james2@va.gov](mailto:angela.james2@va.gov), or call Ms. James at (202) 461-4082, if you have any questions about this request.

6. Thank you for your cooperation in meeting our reporting deadlines.

  
Meghan Flanz

Attachment