6. Annual calendar (calendar-year plan)

Shift the months if your plan year starts on another date. Gold months carry a hard deadline or a key annual task. A new contract also starts a 120-day clock to have a plan in place.

January

- Start the new plan year: update both AAPs
- Top U.S. executive signs policy statements; repost
- Set the VEVRAA hiring benchmark
- Close last year's (k) data and outreach assessment

February

- Send vendor and subcontractor notices
- Confirm state job bank feeds are working
- Refresh the Annual Checklist owners and dates

March

- Train recruiters, hiring managers and supervisors
- Review personnel processes and ICT accessibility

April

- Quarterly check: applicants, hires, listing timeliness
- Review open accommodation requests

May

- Review physical and mental qualification standards due this half
- Plan summer and fall outreach events

June

- Mid-year audit and reporting review
- Update roster job categories and veteran status

July

- Pick your VETS-4212 ending date (pay period end, July 1 to August 31)
- Quarterly check of (k) data

August

- VETS-4212 filing opens August 1
- Run VETS-4212 Prep for each hiring location
- Pull max and min headcount from payroll

September

- File VETS-4212 by September 30
- Save the filing confirmation in the AAP file

October

- Quarterly check: applicants, hires, accommodations
- Check official sources for rule changes and a new national benchmark

November

- Draft next year's outreach plan
- Review training completion

December

- Year-end outreach effectiveness assessment
- Finish (k) data and benchmark comparison
- Purge records past their retention period, unless a hold applies

Retention: VEVRAA outreach records, (k) data and benchmark documentation 3 years (60-300.80(b)); Section 503 outreach records 3 years (60-741.80(b)); other personnel records generally 2 years (60-300.80(a), 60-741.80(a)). Keep everything relevant once you are notified of a complaint, compliance evaluation or enforcement action.