

**AFFIRMATIVE EMPLOYMENT PROGRAM
PLAN FOR PEOPLE WITH DISABILITIES
MULTIYEAR AFFIRMATIVE EMPLOYMENT
PROGRAM PLAN ACCOMPLISHMENT
REPORT FOR FISCAL YEAR (FY) 2001
UPDATE FOR FISCAL YEAR 2002**



**DEFENSE LOGISTICS AGENCY
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VA 22060-6221**

AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES (PWD)

MULTIYEAR AFFIRMATIVE EMPLOYMENT PROGRAM PLAN

ACCOMPLISHMENT REPORT FOR FY01

PLAN UPDATE FOR FY02

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AFFIRMATIVE EMPLOYMENT PROGRAM FOR PWD
MULTIYEAR AFFIRMATIVE EMPLOYMENT PROGRAM PLAN
ACCOMPLISHMENT REPORT FOR FY01
PLAN UPDATE FOR FY02

EXECUTIVE SUMMARY

The Defense Logistics Agency (DLA) strongly supports and is committed to accomplishing the objectives of the Agency's Equal Employment Opportunity (EEO) and Affirmative Employment Programs (AEP). We will continue to capitalize on the use of the AEP Plan PWD as a driving force behind our efforts to achieve our ultimate EEO objective of a diverse workforce, free of discriminatory acts and/or practices.

The DLA workforce continues to be impacted by changes in the infrastructure out of business necessity. Also impacting the DLA workforce is the continuing downsizing efforts to meet Department of Defense (DoD) budgetary policies. The effect of these factors on the makeup of the workforce is statistically detailed in the Summary Analysis to follow.

At the end of FY01, the DLA workforce stood at approximately 23,834 employees. Our statistical analysis revealed that the representation of PWD decreased from 9.2 percent (2,225) in FY00, to 8.8 percent (2,106) in FY01. The representation of people with targeted disabilities (TD) slightly decreased from 2.32 percent (561) in FY00, to 2.28 percent (543) at the end of FY01.

Agency initiatives and noteworthy accomplishments by Primary Level Field Activities (PLFA) have also been incorporated in this AEP Plan. These significant accomplishments continue to be the source of the Agency's success in improving the representation and quality of work life for employees with disabilities in the workforce.

We continue to strongly support the consideration for selection those individuals with disabilities whose qualifications meet our mission needs. DLA will expand its recruitment sources to ensure we have highly qualified candidates available to chose from. The Director, DLA, reflects the importance of this initiative in the Agency's policy statement for its total EEO Program signed on October 17, 2001 (See page 4).

Agency-wide action items have been established for the DLA PWD Program. They include instituting strategies to meet the hiring goals of PWD set by Executive Order 13163, dated July 26, 2000, *Increasing the Opportunity for Individuals with Disabilities To Be Employed in the Federal Government*. This order set an Office of Personnel Management (OPM) government-wide mandate to hire 100,000 PWD over the next 5 years. DoD issued a memorandum, dated October 11, 2000, announcing DoD's plan to hire 32,000 PWD. DLA issued its plan to hire 1,536 disabled employees over the 5 years covered in Executive Order 13163.

**DEFENSE LOGISTICS AGENCY
PWD AFFIRMATIVE EMPLOYMENT PROGRAM
ACTION ITEMS FOR FY02**

- Begin planning a PWD Program Managers Training Workshop to be held at the annual Perspectives on Employment of People With Disabilities National Training Conference in FY02.
- Review and assist the Agency's efforts in complying with section 508 of the Rehabilitation Act Amendments of 1998 (Title 29 of the U.S. Code).
- Review and assist the Agency's efforts in complying with Executive Order 13163, dated July 26, 2000, *Increasing the Opportunity for Individuals with Disabilities To Be Employed in the Federal Government*.
- Expand the PWD information in the DLA Corporate EEO Office (DO) Home Page.
- Assess grade distribution of PWD within the DLA workforce, as compared to other groups within DLA's workforce.
- Develop a network of PWD organizations to be used as a recruiting source.
- Survey Agency-wide use of technology for accommodation.
- Develop a semi annual reporting mechanism to determine the number of employees utilizing Flexiplace as a reasonable accommodation.
- Evaluate DLA facilities, especially remote facilities, for accessibility.
- Finalize the DLA Reasonable Accommodation Policy Statement to be submitted to the U.S. Equal Employment Opportunity Commission and be posted on the DO Homepage.
- Develop on-line tracking system to capture identified data elements in the new DLA Reasonable Accommodation Policy.



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221**

IN REPLY
REFER TO DO

OCT 17 2001

MEMORANDUM FOR ALL DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEES

SUBJECT: Policy Statement – Equal Employment Opportunity

Equal employment opportunity (EEO) is the law of our country and gives us strength as a Nation. I fully support our EEO program and expect that everyone at DLA will contribute to its success. Each of us has the responsibility to maintain a work environment that is free of discrimination and that enables us to achieve our highest potential. This will keep DLA an employer of choice and enable us to support the warfighter effectively.

As Director of DLA, I want to lead a team of committed professionals who are trained and ready for their duties. This means that all supervisors and managers must ensure that our employees get and maintain skills to accomplish our mission. We must counsel and mentor all of our employees to enable them to develop themselves fully. We should also recognize our employees' accomplishments through awards, details, and opportunities for advancement. Every personnel action should be based upon merit and without bias or prejudice.

Our recruitment and selection processes must be fair even as we strive to develop our workforce to reflect our Nation's diversity. We will encourage and support consideration for selection of those individuals with disabilities whose qualifications meet our mission needs, and we will expand our recruitment sources, as appropriate, to ensure we have the highest quality of candidates available.

My vision for DLA includes workplaces of opportunity for success in which mutual respect is basic and appreciation for our diverse backgrounds and cultures abounds. Together we can realize equality of opportunity for us all.

A handwritten signature in black ink, appearing to read "K. Lippert".

KEITH W. LIPPERT
Vice Admiral, SC, USN
Director





Title 3—

The President

Executive Order 13163 of July 26, 2000

Increasing the Opportunity for Individuals With Disabilities To Be Employed in the Federal Government

By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to promote an increase in the opportunities for individuals with disabilities to be employed at all levels and occupations of the Federal Government, and to support the goals articulated in section 501 of the Rehabilitation Act of 1973 (29 U.S.C. 791), it is hereby ordered as follows:

Section 1. *Increasing the Federal Employment Opportunities for Individuals with Disabilities.* (a) Recent evidence demonstrates that, throughout the United States, qualified persons with disabilities have been refused employment despite their availability and qualifications, and many qualified persons with disabilities are never made aware of available employment opportunities. Evidence also suggests that increased efforts at outreach, and increased understanding of the reasonable accommodations available for persons with disabilities, will permit persons with disabilities to compete for employment on a more level playing field.

(b) Based on current hiring patterns and anticipated increases from expanded outreach efforts and appropriate accommodations, the Federal Government, over the next 5 years, will be able to hire 100,000 qualified individuals with disabilities. In furtherance of such efforts, Federal agencies shall:

- (1) Use available hiring authorities, consistent with statutes, regulations, and prior Executive orders and Presidential Memoranda;
- (2) Expand their outreach efforts, using both traditional and nontraditional methods; and
- (3) Increase their efforts to accommodate individuals with disabilities.

(c) As a model employer, the Federal Government will take the lead in educating the public about employment opportunities available for individuals with disabilities.

(d) This order does not require agencies to create new positions or to change existing qualification standards for any position.

Sec. 2. *Implementation.* Each Federal agency shall prepare a plan to increase the opportunities for individuals with disabilities to be employed in the agency. Each agency shall submit that plan to the Office of Personnel Management within 60 days from the date of this order.

Sec. 3. *Authority to Develop Guidance.* The Office of Personnel Management shall develop guidance on the provisions of this order to increase the opportunities for individuals with disabilities employed in the Federal Government.

Sec. 4. *Judicial Review.* This order is intended only to improve the internal management of the executive branch and does not create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the United States, its agencies, its officers, its employees, or any person.

William Clinton

THE WHITE HOUSE,
July 26, 2000.



FORCE MANAGEMENT
POLICY

SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000



OCT 11 2000

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF DoD FIELD ACTIVITIES
COMMANDER, ARMY AND AIR FORCE EXCHANGE SERVICE
CHIEF, NATIONAL GUARD BUREAU

SUBJECT: DoD Plan to Hire 32,000 People with Disabilities

On July 26, the 10th anniversary of the Americans with Disabilities Act, the President issued Executive Order 13163 to focus attention on the need to hire and advance individuals with disabilities at all levels and in all occupations in the Federal workforce. The order predicts that the Federal government will have the opportunity to hire 100,000 individuals with disabilities over the next five years. I embrace this Presidential initiative and commit this Department to a DoD-wide effort to hire 32,000 individuals with disabilities by September 30, 2005.

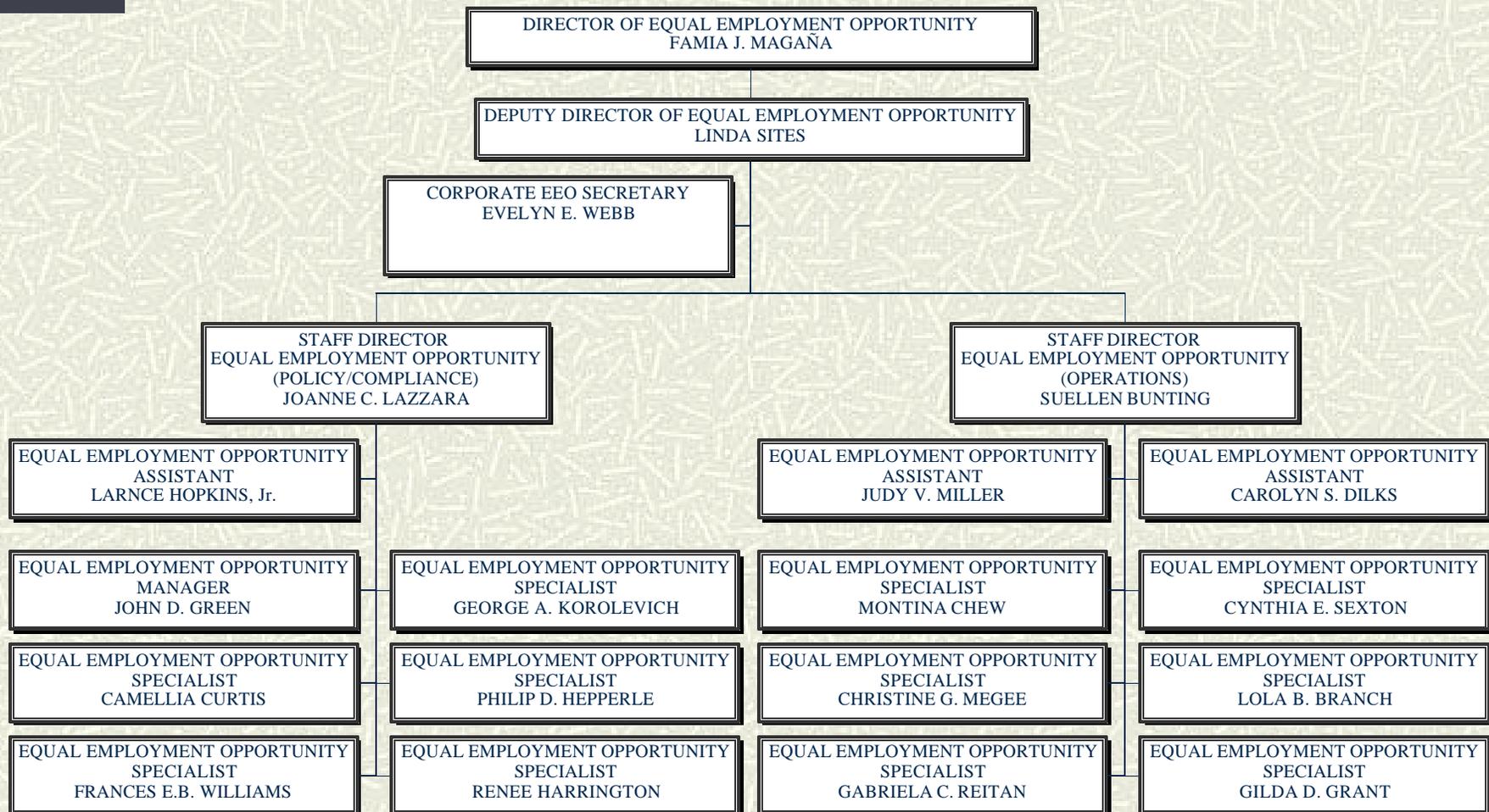
The President called upon agencies to submit five-year implementation plans to the Office of Personnel Management within 60 days of the issuance of the Executive Order. The DoD plan incorporates the plans of the military departments and defense agencies, and I thank each of you for your timely input.

The Department has the flexibility to expand opportunities to individuals with disabilities by eliminating the employment barriers that candidates with disabilities typically encounter. To assess our progress towards our stated objectives, periodic reporting requirements will be established. Further guidelines regarding these requirements will be provided by separate memorandum. Equal Opportunity and Human Resource/Civilian Personnel staffs are working together on this initiative.

To ensure that we accomplish our plans and meet our hiring goals, I ask that each of you redouble your efforts to eliminate barriers to the hiring and advancement of qualified individuals with disabilities and to increase their opportunities for employment and advancement. I ask that you make special efforts to provide opportunities to those qualified individuals with the severe disabilities targeted for emphasis in our affirmative action programs. We anticipate increased hiring during the next five years. I urge each of you to take advantage of the talents of individuals with disabilities by using the full range of recruitment tools and hiring authorities available.

William S. Cohen
Secretary of Defense

DLA Corporate Equal Employment Opportunity Office



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 October 1, 2001 through September 30, 2002
Report for the period October 1, 2000 through September 30, 2001

DEFENSE LOGISTICS AGENCY

AGENCY

8725 John J. Kingman Road, Suite 1127, Fort Belvoir, VA 22060-6221

AGENCY ADDRESS

NUMBER OF EMPLOYEES COVERED BY THIS PLAN

23,834

Philip D. Hepperle

(703) 767-1103

NAME OF PERSON PREPARING THIS REPORT AND TELEPHONE NUMBERS

Famia J. Magaña
SIGNATURE OF RESPONSIBLE OFFICIAL

3-4-02
DATE

FAMIA J. MAGAÑA, DIRECTOR OF EQUAL EMPLOYMENT OPPORTUNITY

NAME AND TITLE OF RESPONSIBLE OFFICIAL

W. Lippert
SIGNATURE OF AGENCY HEAD

3/6/02
DATE

KEITH W. LIPPERT, VICE ADMIRAL, SC, USN

DEFENSE LOGISTICS AGENCY

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")

EEOC FORM 440 (10/87)

PART 1: PROGRAM PLAN UPDATE

FOR THE PERIOD OCTOBER 1, 2001, THROUGH SEPTEMBER 30, 2002

NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PERSONS WITH SPECIFIED SEVERE DISABILITIES

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

	Anticipated Changes in Workforce from October 1, 2001 to September 30, 2002	
	Number + or -	*Percent Change + or -
Losses (Total Workforce)	-1,575	-6.6%
Losses with Handicap Reported	-168	-8.0%
Losses with Targeted Disabilities	-46	-8.5%
Accessions (Total Workforce)	+1,123	+4.8%
Accessions with Handicap Reported	+189	+9.0%
Accessions with Targeted Disabilities	+68	+12.5%

	Workforce Profile: Actual Data as of September 30, 2001		Anticipated Changes in Workforce from October 1, 2001 to September 30, 2002		Workforce Profile: Anticipated Data as of September 30, 2002	
	Number	Percent	Number + or -	Percent Change + or -	Number	Percent
Total Workforce	23,834	100%	-452	-2.0%	23,382	100%
Handicap Reported	2,106	8.8%%	+21	+1.0%	2,127	9.1%
Targeted Disabilities	543	2.3%	+22	+4.1%	565	2.4%

*Calculate this percentage by dividing the number + or - by the corresponding number in the workforce profile as of the beginning of the reporting period.

PART 1: PROGRAM PLAN UPDATE (continued)

FOR THE PERIOD OCTOBER 1, 2001, THROUGH SEPTEMBER 30, 2002

NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PERSONS WITH SPECIFIED SEVERE DISABILITIES

Numerical Objectives for the Period October 1, 2001 to September 30, 2002:	
a. Total number of accessions of persons with targeted disabilities:	71
b. Percent of accessions of persons with targeted disabilities:	6.3%
c. Total number of persons with targeted disabilities on board as of September 30, 2001:	543
d. Percent of total workforce with targeted disabilities as of September 30, 2001:	2.28%

PLAN FOR SPECIAL RECRUITMENT PROGRAM

Agencies are to establish and maintain special recruitment programs for individuals with handicaps with the specific 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: []) EMPLOYMENT OBJECTIVES NOT MET

or

B. The number of applications received from persons with targeted disabilities was at least double the number of accessions necessary to achieve the objectives.

(If so, check here: []) INFORMATION NOT TRACKED

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

NEW RECRUITMENT STRATEGIES

TARGET DATES

DLA Headquarters and Serviced Activities

- | | |
|---|---------------|
| 1. In response to Executive Order 13163, dated July 26, 2000, <i>Increasing the Opportunity for Individuals with Disabilities To Be Employed in the Federal Government</i> , and an OPM government-wide mandate to hire 100,000 individuals with disabilities over the next 5 years, DLA plans to hire 1,536 employees Agency-wide, 216 at the DLA Headquarters Complex. DLA's plan also identifies occupational series targeted for recruitment and hiring. DLA has contracted the applicant referral services of the National Industries for the Blind (NIB) and other local area sources to reach its goal. Referral agencies provide DLA managers with resumes of potential applicants who have an array of disabilities. | On going |
| 2. Under this strategy, NIB and the local referral agencies are a screening source for DLA Human Resources Offices (HROs) obtaining from each potential applicant a Federal resume, a state letter of eligibility, and a resume summary. Potential applicants are categorized by their geographic preference for employment in relationship to the location of DLA field activities. | |
| 3. The local HRO (J-19) monitors the number of referrals and hires for the DLA McNamara Complex under the NIB contract and will provide these statistics to the DLA McNamara Complex Equal Employment Opportunity (EEO) office (DO-S) upon request to meet EEO reporting requirements. | February 2002 |

PLAN FOR SPECIAL RECRUITMENT PROGRAM (continued)

NEW RECRUITMENT STRATEGIES

TARGET DATES

DLA Headquarters and Serviced Activities

- | | |
|--|---------------|
| 4. DOS will coordinate all “management awareness initiatives” with the local HRO (J-19) including but not limited to: <ul style="list-style-type: none">a. Publicizing the 2002 Workforce Recruitment Program for College Students with Disabilities to DLA McNamara Complex management.b. Publicizing the <i>NIB Applicant Referral Services</i> For Hiring Individuals with Disabilities to DLA McNamara Complex management.c. Arranging for a Department of Defense (DoD) Computer/Electronic Accommodation Program (CAP) staff member to discuss how to use CAP effectively and efficiently and demonstrate the latest information technology for DLA McNamara Complex management and employees. | February 2002 |
|--|---------------|

Defense Distribution Center (DDC)

- | | |
|---|----------------|
| 1. Continue to recruit college students with disabilities; encourage managers/supervisors to hire at least two (2) students for permanent appointments. | July 2002 |
| 2. Review special recruitment programs to determine if part-time opportunities could be created to accommodate people with disabilities. | September 2002 |

Defense Logistics Information Service (DLIS)

- | | |
|---|----------------|
| The following strategies will be initiated for FY 02 to achieve the 3% goal for persons with targeted disabilities. <ul style="list-style-type: none">a. Increase recruitment efforts through the local Michigan Rehabilitation Services for employment of People With Disabilities.b. Expanded use of the DoD Workforce Recruitment Program for College Students with Disabilities.c. Actively recruit and encourage individuals with targeted disabilities to relocate/transfer with their functions under the current cataloging consolidation initiative. | September 2002 |
|---|----------------|

PLAN FOR SPECIAL RECRUITMENT PROGRAM (continued)

NEW RECRUITMENT STRATEGIES

TARGET DATES

Defense Logistics Information Service (DLIS)

- d. Increase opportunities to hire individuals from the National Institute for the Severely Handicapped (NISH).
- e. Increase recruitment efforts through local community colleges and universities for employment of People With Disabilities.

Defense Reutilization and Marketing Service (DRMS)

Regularly scheduled contacts with representatives from the following Regional Interagency coordinating committee (RICC) network:

FY02

1. Michigan Rehabilitation Service
2. Commission for the Blind
3. Center for Workforce Excellence
4. Community Mental Health/Connections
5. Local and Regional Veterans Affairs
6. Center for Independent Living
7. Goodwill Industries
8. Veteran's Groups
9. Michigan Employment Security (MESD)
10. Local Colleges & Universities

*DRMS is currently using the above strategies and will continue to work through these agencies for recruiting veterans and individuals with disabilities. We have also identified a need to increase our training efforts for supervisors to enhance their awareness of the availability of applicants through these sources.

PLAN FOR SPECIAL RECRUITMENT PROGRAM (continued)

NEW RECRUITMENT STRATEGIES

TARGET DATES

Defense Supply Center Columbus (DSCC)

- | | |
|--|----------------------------|
| 1. Establish working relationships with Disability Programs at Central Ohio Colleges to identify and recruit potential employees in the Central Ohio area. | January 2002
May 2002 |
| 2. Maintain current relationship with Ohio Bureau of Vocational Rehabilitation to identify and recruit potential employees in the Central Ohio area. | February 2002
June 2002 |
| 3. Recruit two or more summer hires through the DoD Workforce Recruitment Program for College Students with Disabilities. | June 2002 |
| 4. Attend regional job fairs to recruit potential employees. | March 2002 |
| 5. Forward qualified applicants with disabilities to supervisors for interviews. | Quarterly |

Defense Supply Center Philadelphia (DSCP)

None reported

Defense Supply Center Richmond (DSCR)

Use referrals from NIB/NISH (National Industries for the Blind/National Industries for the Severely Handicapped)	FY02
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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.

<u>Objectives</u>	<u>Original Target Dates</u>	<u>Revised Target Dates</u>	<u>Revised Strategies</u>
<u>DLA Headquarters and Serviced Activities</u>			
1. Accessible Routes To/From Picnic Pavilion Pond Area Picnic Table	September 2001	September 2002	None reported
2. Public Restrooms Doors – Automatic	September 2001	September 2002	None reported
3. Safety Enhancements Pagers for Emergency Notification	September 2001	September 2003	None reported
4. Quality of Life Cafeteria Service Lines ATM Service Counters	September 2001	September 2002	None reported
5. Revise/Clarify Occupant Emergency Plan for HQ Complex	September 2001	September 2002	None reported
<u>Defense Distribution Center (DDC)</u>			
Establish PWD coordinators at DDC depots	June 2000	September 2002	Assign EEO Specialists at DDC's two strategic distribution platforms as PWD POCs to work with local unions to identify facility barriers that exist

Defense Logistics Information Service (DLIS)

No reporting requirements for this element (fewer than 1000 employees)

Defense Reutilization and Marketing Service (DRMS)

None reported

EEOC Form 440 (pg. 4)

FACILITY ACCESSIBILITY (continued)

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.

<u>Objectives</u>	<u>Original Target Dates</u>	<u>Revised Target Dates</u>	<u>Revised Strategies</u>
<u>Defense Supply Center Columbus (DSCC)</u>			

None reported

FACILITY ACCESSIBILITY (continued)

A. Barrier removal

<u>Objectives</u>	<u>Original Target Dates</u>	<u>Revised Target Dates</u>	<u>Revised Strategies</u>
<u>Defense Supply Center Philadelphia (DSCP)</u>			
1. Strobe Light Smoke Alarms	FY99	FY02	Funding to estimate the cost of relocating and installing strobe lights to ceiling positions has not been budgeted for by DSCP. Barrier removal issues will be forwarded to the Care & Custody Group in the Dir/Support. The responsible official in this office will be asked to refer the identified barriers to the Naval Support Activity (Host Activity) facilities group for corrective action
2. Fire & Smoke Alarms (Training/Conference Rooms)	FY99	FY02	
<u>Defense Supply Center Richmond (DSCR)</u>			
1. Redesign structure of Building 34 (headquarters building) to make it accessible on all levels to persons with mobility restrictions.	FY95	FY04	Complete renovations to provide automatic door openers, accessible restrooms and elevator
2. Convert battery-operated door openers to direct-wired openers as Center renovates each area.	FY98	FY03	Last of renovations delayed from FY01 to FY03 (Bldg. 32F)
3. Construct fully accessible Emergency Services Facility to house all Public Safety personnel.	FY02	FY03	

FACILITY ACCESSIBILITY (continued)

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

<u>Objectives</u>	<u>Target Dates</u>
<u>DLA Headquarters and Serviced Activities</u>	
None Reported	
<u>Defense Distribution Center (DDC)</u>	
1. Ensure new construction projects are in compliance with Rehabilitation Act of 1974.	December 2003
2. Threat conditions have caused a need for additional parking spaces for handicap employees.	March 2002
<u>Defense Logistics Information Service (DLIS)</u>	
No reporting requirements for this element (fewer than 1000 employees)	
<u>Defense Reutilization and Marketing Service (DRMS)</u>	
None reported	
<u>Defense Supply Center Columbus (DSCC)</u>	
1. Evaluate security measures enacted since September 11, 2001 to ensure barrier free access is provided for associates with disabilities.	October 2001 January, April, & July 2002
2. Collaborate with the Disability Counsel, Safety and Health, Security, Facilities Engineering, and Suggestion Program to evaluate and resolve potential issues as they arise.	Ongoing and/or Quarterly evaluation
3. Review construction plans to verify new construction and remodeling will provide barrier free facilities.	Ongoing

FACILITY ACCESSIBILITY (continued)

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

Objectives

Target Dates

Defense Supply Center Philadelphia (DSCP)

1. None reported

Defense Supply Center Richmond (DSCR)

None reported

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 been instituted:

<u>Barriers</u>	<u>Alternatives</u>	<u>Planned Actions</u>	<u>Current Target Dates</u>	<u>Dates Indicated Previously</u>
<u>DLA Headquarters and Serviced Activities</u>				
1. No monitoring system of EEO considerations in the selection process.	In partnership with HRO (J-19), EEO will establish a monitoring system.	EEO will establish a planning team with HRO (J-19) to develop a monitoring system	March 2002	December 1999
		EEO will provide each DLA McNamara Complex organization with their underrepresentation statistics on a quarterly basis	April 2002	March 2002
		Monitoring system implemented	June 2002	
2. "Last minute" advertisement of observances and issues related to Persons with Disabilities	Advertise earlier by sending advanced notices of future events	Develop/implement publicity plan for management using DLA McNamara Complex media resources to publicize the following: WRP, NIB, interpreter services, awards, and training.	April 2002	November 1999
3. No career development or job performance enhancement training specifically for employees with disabilities	Survey the DLA McNamara employees with disabilities for the needs.	In coordination with HRO (J-19), design and distribute an Employee Barrier Analysis Questionnaire	April 2002	December 1999
		Receive responses to above questionnaire)	May 2002	

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

A. List barriers which were identified in previous submissions but for which alternatives have not been instituted:

<u>Barriers</u>	<u>Alternatives</u>	<u>Planned Actions</u>	<u>Current Target Dates</u>	<u>Dates Indicated Previously</u>
<u>DLA Headquarters and Serviced Activities</u>		Develop a training plan in coordination with HRO (J-19)	May 2002	December 1999
4. Management and employees' perceptions of people with disabilities may be based on a lack of knowledge.	Utilize programs designed to change perceptions and increase awareness of policies, programs, and services for persons with disabilities.	Develop/implement disability awareness training for management in coordination with HRO (J-19)	June 2002 August 2002	January 2000 February 2000
		Coordinate a CAP demonstration	June 2002	N/A
		Develop/provide the following training and/or workshops: "Disability for a Day" and "What is Reasonable Accommodation?"	August 2002	N/A
		Presenting a panel of in-house experts to discuss disability issues and related law and how it applies to the DLA McNamara Complex.	September/ October 2002	N/A

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

A. List barriers which were identified in previous submissions but for which alternatives have not been instituted:

<u>Barriers</u>	<u>Alternatives</u>	<u>Planned Actions</u>	<u>Current Target Dates</u>	<u>Dates Indicated Previously</u>
<u>Defense Distribution Center (DDC)</u>				
Supervisors require clear definition of what constitutes Reasonable Accommodation	EEOC provide training on Reasonable Accommodation	Office of Counsel provides DDC depots Reasonable Accommodation training via VTC.	December 2001	October 1999
<u>Defense Logistics Information Service (DLIS)</u>				
No reporting requirements for this element (fewer than 1000 employees)				
<u>Defense Reutilization and Marketing Service (DRMS)</u>				
Personnel Office does not have an established procedure for collecting statistics on disabled applicants.	Provide Personnel Office with regulatory requirements for identifying disability of applicants.	Work with Personnel Office to develop a tracking system to capture required data.	September 2002	March 2001
<u>Defense Supply Center Columbus (DSCC)</u>				
Selecting officials have misperceptions of skills, abilities, and other qualifications or PWD	Provide Disability Awareness training in small group sessions.	Small group training will be replaced with center-wide training for all supervisors. Training will be provided by FPMI.	October 2001 November 2001 January 2002	March 2001 June 2001 September 2001

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

A. List barriers which were identified in previous submissions but for which alternatives have not been instituted:

<u>Barriers</u>	<u>Alternatives</u>	<u>Planned Actions</u>	<u>Current Target Dates</u>	<u>Dates Indicated Previously</u>
<u>Defense Supply Center Philadelphia (DSCP)</u>				
None Reported				
<u>Defense Supply Center Richmond (DSCR)</u>				
None Reported				

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

B. List barriers not previously identified for which alternatives should be instituted.

<u>Barriers</u>	<u>Alternatives</u>	<u>Planned Actions</u>	<u>Target Dates</u>
<u>DLA Headquarters and Serviced Activities</u>			
None reported			
<u>Defense Distribution Center (DDC)</u>			
1. DDDC, DDRV, DDHU & DDAG representation of employees with disabilities is severely impacted during Reduction in Force because of low-grade levels and seniority.	Assist employees in Priority Placement Programs and other employment with State and Local government	Priority Placement Programs Training provided at (4) DDC depots Contact OVR and CTC for employees with special needs.	January 2003 December 2002
2. Develop a DDC Standard Operating Procedure for fitness for duty employees.	Conduct a survey to determine number of employees on light duty.	Prepare draft copy of DDC SOP for approval.	December 2002
3. Establish DDC SOP for requesting reasonable accommodation	Conduct a survey to determine number of request for reasonable accommodation	Prepare a draft copy of DDC SOP for approval.	March 2002

Defense Logistics Information Service (DLIS)

No reporting requirements for this element (fewer than 1000 employees)

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

B. List barriers not previously identified for which alternatives should be instituted.

<u>Barriers</u>	<u>Alternatives</u>	<u>Planned Actions</u>	<u>Target Dates</u>
<u>Defense Reutilization and Marketing Service (DRMS)</u>			
1. Selecting officials have misperceptions of the skills, abilities, education and other qualifications of individuals with disabilities.	Make training on attitudes toward persons with disabilities mandatory for all supervisors. Increased awareness will enhance knowledge on abilities of People With Disabilities.	Provide Disability Awareness training for supervisors to increase sensitivity to hiring and promoting people with disabilities.	FY01
2. Not enough targeted disability applicants are identified for vacancies	Expand recruitment efforts to reach a larger pool of targeted disability applicants.	Work with the Human Resources Office and local organizations to increase the pool for employment.	FY02
<u>Defense Supply Center Columbus (DSCC)</u>			
1. Linguistic and/or procedural barriers to promotion opportunities	Individual and small group training for employees with disabilities	Promote through the Disability Council assistance and training opportunities related to advancement.	January 2002 April 2002 July 2002
<u>Defense Supply Center Philadelphia (DSCP)</u>			
1. Intern Hiring		Expanding the recruiting area; Discussions with colleges/universities about importance of acquiring a bachelor's degree, which would include 24 hours in business.	On going

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

B. List barriers not previously identified for which alternatives should be instituted.

<u>Barriers</u>	<u>Alternatives</u>	<u>Planned Actions</u>	<u>Target Dates</u>
<u>Defense Supply Center Richmond (DSCR)</u>			
1. No referral and tracking system for applications received locally.	Tracking system for referrals to supervisors	Human Resources selective placement coordinator will devise tracking system	None Reported
2. Insufficient number of applications from disabled applicants.	Referral lists from NIB/NISH	Human Resources Office and the EEO Office will coordinate referrals and provide training to supervisors and managers on reasonable accommodation, flexiplace, and related subjects.	None Reported

PART 2: REPORT OF ACCOMPLISHMENTS

FOR THE PERIOD OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2001

AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH HANDICAPS

STAFFING COMMITMENTS

Provide data indicating staffing commitments as of September 30, 2001. Include selective placement coordinators, handicapped program managers and other key staff assigned to the affirmative action program for individuals with handicaps. Do not include EEO counselors and other personnel processing complaints or discrimination on the basis of handicap.

A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:

1. AGENCY-WIDE RESPONSIBILITY (DEPARTMENTWIDE, IF APPLICABLE)

NUMBER OF PERSONS: 1
TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM): 80

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

NUMBER OF PERSONS: N/A
TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM): N/A

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%	1
6 – 10%	4
11 – 25%	3
26 – 75%	10
76 – 100%	1
Total:	19

C. NUMBER OF AGENCY PERSONNEL OFFICES WITH APPOINTMENT AUTHORITY 6

SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF INDIVIDUALS WITH HANDICAPS*

TOTAL WORK FORCE

	Total Work Force	Persons With Handicaps	%	No Handicap (04-05)	%	Other (01 and Not Available)	%	Persons With Targeted Disabilities	%
September 30, 2000	24,230	2,225	9.18%	22,005	90.82%	0	0.00%	561	2.32%
FY 2000 Objective	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
September 30, 2001	23,834	2,106	8.84%	21,150	88.74%	578	2.43%	543	2.28%

Total Number of Accessions from

October 1, 2000 to September 30, 2001

1,318

Total Number of Losses from

October 1, 2000 to September 30, 2001

1,714

Special Recruitment Program -- Accessions and Losses-- Targeted Disabilities

	Deaf (16, 17)	Blind (23, 25)	Missing Extremities (28, 32-38)	Partial Paralysis (64-68)	Complete Paralysis (71-78)	Convulsive Disorders (82)	Mentally Retarded (90)	Mental Illness (91)	Distortion Limb/Spine (92)	Total
On-Board Persons With Targeted Disabilities as of September 30, 2000	157	36	39	78	26	80	68	64	13	561
Applications from October 1, 2000, to September 30, 2001**	Not Available									0
Accessions from October 1, 2000, to September 30, 2001	7	4	0	11	0	4	0	2	0	28
Losses from Voluntary & Involuntary Separations from October 1, 2000, to September 30, 2001	16	7	5	4	5	0	4	5	0	46
On-Board Persons With Targeted Disabilities as of September 30, 2001	148	33	34	85	21	84	64	61	13	543

*Numbers in parentheses refer to codes on Standard Form 256.

**For information on collection of applicant data see 46 FR 11285 (February 6, 1981)

SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF INDIVIDUALS WITH HANDICAPS*

TEMPORARY (TEMP) WORK FORCE

	Temporary Work Force (TEMP)	Persons With Handicaps (TEMP)	%	No Handicap (04-05) (TEMP)	%	Other (01 and Not Available) (TEMP)	%	Persons With Targeted Disabilities (TEMP)	%
September 30, 2000	428	17	3.97%	378	88.32%	18	4.21%	3	0.70%
September 30, 2001	477	30	6.29%	441	92.45%	6	1.26%	3	0.63%

Total Number of Accessions (TEMP) from

October 1, 2000 to September 30, 2001

288

Total Number of Losses (TEMP) from

October 1, 2000 to September 30, 2001

239

Accessions and Losses (TEMPORARY) -- Targeted Disabilities

TEMPORARY EMPLOYEES ONLY										
	Deaf (16, 17)	Blind (23, 25)	Missing Extremities (28, 32-38)	Partial Paralysis (64-68)	Complete Paralysis (71-78)	Convulsive Disorders (82)	Mentally Retarded (90)	Mental Illness (91)	Distortion Limb/Spine (92)	Total
On-Board Persons With Targeted Disabilities as of September 30, 2000	1	0	0	0	0	0	0	0	0	1
Applications from October 1, 2000, to September 30, 2001**	Not Available									
Accessions from October 1, 2000, to September 30, 2001	1	2	0	0	0	0	0	1	0	4
Losses from Voluntary & Involuntary Separations from October 1, 2000, to September 30, 2001	0	2	0	0	0	0	0	0	0	2
On-Board Persons With Targeted Disabilities as of September 30, 2001	2	0	0	0	1	0	0	0	0	3

*Numbers in parentheses refer to codes on Standard Form 256.

Analysis of Work Force Handicap by Pay Plan and Grade

As of: **September 30, 2001**

EEOC FORM 440

Organization:
Work Force:
Employee Status:

**DLA Wide
White Collar
Permanent**

Handicap Category	White Collar (GS/GM) Grades																SES	Other	Tot:
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
Total Work Force	# 0	2	50	473	1,337	1,025	2,000	146	2,473	28	3,460	3,411	1,851	683	320	30	0	17,28	
	% 0.0	0.0	0.2	2.7	7.7	5.9	11.5	0.8	14.3	0.1	20.0	19.7	10.7	3.9	1.8	0.1	0.0	100.	
Not Available	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.	
Not Identified (1)	# 0	0	0	13	36	20	52	3	78	3	95	80	47	24	13	0	0	46	
	% 0.0	0.0	0.0	2.8	7.7	4.3	11.2	0.6	16.8	0.6	20.4	17.2	10.1	5.1	2.8	0.0	0.0	2.	
No Handicap (4,5)	# 0	1	24	347	1,098	902	1,749	133	2,177	22	3,101	3,135	1,725	632	293	29	0	15,36	
	% 0.0	0.0	0.1	2.2	7.1	5.8	11.3	0.8	14.1	0.1	20.1	20.4	11.2	4.1	1.9	0.1	0.0	88.	
Handicap (06, 13-94)	# 0	1	26	113	203	103	199	10	218	3	264	196	79	27	14	1	0	1,45	
	% 0.0	0.0	1.7	7.7	13.9	7.0	13.6	0.6	14.9	0.2	18.1	13.4	5.4	1.8	0.9	0.0	0.0	8.	
Total Target Disabilities	# 0	0	20	54	70	25	44	2	33	0	61	38	11	5	0	0	0	36	
	% 0.0	0.0	5.5	14.8	19.2	6.8	12.1	0.5	9.0	0.0	16.8	10.4	3.0	1.3	0.0	0.0	0.0	100.	
Deafness (16,17)	# 0	0	3	18	22	10	21	0	4	0	9	5	1	0	0	0	0	9	
	% 0.0	0.0	3.2	19.3	23.6	10.7	22.5	0.0	4.3	0.0	9.6	5.3	1.0	0.0	0.0	0.0	0.0	25.	
Blindness (23,25)	# 0	0	1	2	5	3	2	0	3	0	8	6	1	0	0	0	0	3	
	% 0.0	0.0	3.2	6.4	16.1	9.6	6.4	0.0	9.6	0.0	25.8	19.3	3.2	0.0	0.0	0.0	0.0	8.	
Missing Extremities (28, 32-38)	# 0	0	0	2	6	1	2	0	4	0	7	5	1	0	0	0	0	7	
	% 0.0	0.0	0.0	7.1	21.4	3.5	7.1	0.0	14.2	0.0	25.0	17.8	3.5	0.0	0.0	0.0	0.0	7.	
Partial Paralysis (64-68)	# 0	0	3	13	5	4	6	0	7	0	13	7	2	1	0	0	0	6	
	% 0.0	0.0	4.9	21.3	8.2	6.5	9.8	0.0	11.4	0.0	21.3	11.4	3.2	1.6	0.0	0.0	0.0	16.	
Complete Paralysis (71-78)	# 0	0	2	1	4	1	1	0	2	0	6	2	1	2	0	0	0	2	
	% 0.0	0.0	9.0	4.5	18.1	4.5	4.5	0.0	9.0	0.0	27.2	9.0	4.5	9.0	0.0	0.0	0.0	6.	
Convulsive Disorder (82)	# 0	0	2	4	11	4	7	0	3	0	11	8	3	2	0	0	0	5	
	% 0.0	0.0	3.6	7.2	20.0	7.2	12.7	0.0	5.4	0.0	20.0	14.5	5.4	3.6	0.0	0.0	0.0	15.	
Mental Retardation (90)	# 0	0	8	8	4	1	0	0	0	0	0	0	0	0	0	0	0	2	
	% 0.0	0.0	38.0	38.0	19.0	4.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.	
Mental Illness (91)	# 0	0	1	4	9	0	4	1	10	0	6	5	1	0	0	0	0	4	
	% 0.0	0.0	2.4	9.7	21.9	0.0	9.7	2.4	24.3	0.0	14.6	12.1	2.4	0.0	0.0	0.0	0.0	11.	
Distortion of Limbs/Spine (92)	# 0	0	0	2	4	1	1	1	0	0	1	0	1	0	0	0	0	3	
	% 0.0	0.0	0.0	18.1	36.3	9.0	9.0	9.0	0.0	0.0	9.0	0.0	9.0	0.0	0.0	0.0	0.0	3.	

Percent of Employees with Targeted Disabilities: 2.10

Analysis of Work Force Handicap by Pay Plan and Grade

As of: **September 30, 2001**

EEOC FORM 440

Organization:
Work Force:
Employee Status:

**DLA Wide
White Collar
Temporary**

Handicap Category	White Collar (GS/GM) Grades																SES	Other	Tot:
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
Total Work Force	# 5	13	44	67	50	9	22	0	6	0	9	3	3	0	2	0	0	23	
	% 2.1	5.5	18.8	28.7	21.4	3.8	9.4	0.0	2.5	0.0	3.8	1.2	1.2	0.0	0.8	0.0	0.0	100.	
Not Available	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.	
Not Identified (1)	# 0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	1.	
	% 0.0	0.0	0.0	99.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.	
No Handicap (4,5)	# 4	12	40	56	46	9	18	0	5	0	7	2	3	0	2	0	0	20	
	% 1.9	5.8	19.6	27.4	22.5	4.4	8.8	0.0	2.4	0.0	3.4	0.9	1.4	0.0	0.9	0.0	0.0	87.	
Handicap (06, 13-94)	# 1	1	4	8	4	0	4	0	1	0	2	1	0	0	0	0	0	2	
	% 3.8	3.8	15.3	30.7	15.3	0.0	15.3	0.0	3.8	0.0	7.6	3.8	0.0	0.0	0.0	0.0	0.0	11.	
Total Target Disabilities	# 1	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	100.	
	% 33.3	0.0	0.0	0.0	33.3	0.0	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.	
Deafness (16,17)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.	
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.	
Blindness (23,25)	# 0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	33.	
	% 0.0	0.0	0.0	0.0	0.0	0.0	99.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.	
Missing Extremities (28, 32-38)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.	
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.	
Partial Paralysis (64-68)	# 1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	66.	
	% 49.9	0.0	0.0	0.0	49.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.	
Complete Paralysis (71-78)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.	
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.	
Convulsive Disorder (82)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.	
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.	
Mental Retardation (90)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.	
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.	
Mental Illness (91)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.	
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.	
Distortion of Limbs/Spine (92)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.	
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.	

Percent of Employees with Targeted Disabilities: 1.29

Analysis of Work Force Handicap by Pay Plan and Grade

As of: **September 30, 2001**

EEOC FORM 440
 Organization:
 Work Force:
 Employee Status:

**DLA Wide
 Blue Collar
 Permanent**

Handicap Category	Blue Collar (W*/X*) Grades																	Tot:
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16 - 19	Other	
Total Work Force	# 2	13	10	70	2,344	1,763	650	429	186	368	181	32	10	0	3	1	6	6,06
	% 0.0	0.2	0.1	1.1	38.6	29.0	10.7	7.0	3.0	6.0	2.9	0.5	0.1	0.0	0.0	0.0	0.1	100.
Not Available	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Not Identified (1)	# 0	1	0	3	63	57	20	11	6	12	4	1	0	0	0	0	0	17
	% 0.0	0.5	0.0	1.6	35.3	32.0	11.2	6.1	3.3	6.7	2.2	0.5	0.0	0.0	0.0	0.0	0.0	2.
No Handicap (4,5)	# 1	8	5	54	2,020	1,536	563	370	167	333	164	30	10	0	3	1	6	5,27
	% 0.0	0.1	0.0	1.0	38.3	29.1	10.6	7.0	3.1	6.3	3.1	0.5	0.1	0.0	0.0	0.0	0.1	86.
Handicap (06, 13-94)	# 1	4	5	13	261	170	67	48	13	23	13	1	0	0	0	0	0	61
	% 0.1	0.6	0.8	2.1	42.1	27.4	10.8	7.7	2.1	3.7	2.1	0.1	0.0	0.0	0.0	0.0	0.0	10.
Total Target Disabilities	# 0	3	3	6	98	36	13	11	2	2	3	0	0	0	0	0	0	17
	% 0.0	1.6	1.6	3.3	55.3	20.3	7.3	6.2	1.1	1.1	1.6	0.0	0.0	0.0	0.0	0.0	0.0	100.
Deafness (16,17)	# 0	0	1	0	35	11	4	4	1	0	1	0	0	0	0	0	0	5
	% 0.0	0.0	1.7	0.0	61.4	19.3	7.0	7.0	1.7	0.0	1.7	0.0	0.0	0.0	0.0	0.0	0.0	32.
Blindness (23,25)	# 0	0	0	0	3	2	1	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	49.9	33.3	16.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.
Missing Extremities (28, 32-38)	# 0	0	0	0	3	1	1	1	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	49.9	16.6	16.6	16.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.
Partial Paralysis (64-68)	# 0	0	0	0	9	5	0	3	0	0	0	0	0	0	0	0	0	1
	% 0.0	0.0	0.0	0.0	52.9	29.4	0.0	17.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	9.
Complete Paralysis (71-78)	# 0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	33.3	33.3	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.
Convulsive Disorder (82)	# 0	0	0	0	10	4	2	1	0	0	0	0	0	0	0	0	0	1
	% 0.0	0.0	0.0	0.0	58.8	23.5	11.7	5.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	9.
Mental Retardation (90)	# 0	3	2	6	23	8	1	1	0	1	0	0	0	0	0	0	0	4
	% 0.0	6.6	4.4	13.3	51.1	17.7	2.2	2.2	0.0	2.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	25.
Mental Illness (91)	# 0	0	0	0	13	3	3	0	1	1	2	0	0	0	0	0	0	2
	% 0.0	0.0	0.0	0.0	56.5	13.0	13.0	0.0	4.3	4.3	8.7	0.0	0.0	0.0	0.0	0.0	0.0	12.
Distortion of Limbs/Spine (92)	# 0	0	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	66.6	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.

Percent of Employees with Targeted Disabilities:

2.92

Analysis of Work Force Handicap by Pay Plan and Grade

As of: **September 30, 2001**

EEOC FORM 440

Organization:
Work Force:
Employee Status:

**DLA Wide
Blue Collar
Temporary**

Handicap Category	Blue Collar (W*/X*) Grades																	Tot:
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16 - 19	Other	
Total Work Force	# 0	5	16	34	152	26	5	3	1	2	0	0	0	0	0	0	0	24
	% 0.0	2.0	6.5	13.9	62.2	10.6	2.0	1.2	0.4	0.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.
Not Available	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.
Not Identified (1)	# 0	0	0	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	74.9	24.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.
No Handicap (4,5)	# 0	5	16	31	149	25	5	3	1	1	0	0	0	0	0	0	0	23
	% 0.0	2.1	6.7	13.1	63.1	10.5	2.1	1.2	0.4	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	96.
Handicap (06, 13-94)	# 0	0	0	0	2	1	0	0	0	1	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	49.9	24.9	0.0	0.0	0.0	24.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.
Total Target Disabilities	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.
Deafness (16,17)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.
Blindness (23,25)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.
Missing Extremities (28, 32-38)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.
Partial Paralysis (64-68)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.
Complete Paralysis (71-78)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.
Convulsive Disorder (82)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.
Mental Retardation (90)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.
Mental Illness (91)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.
Distortion of Limbs/Spine (92)	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	% 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.

Percent of Employees with Targeted Disabilities: 0.0

Analysis of Work Force Handicap by PATCOB

EEOC Form 440
 Organization: **DLA Wide**
 Employee Status: **Permanent**

As of: **October 31, 2001**
 Run Date: **3 April 2002**

Handicap Category	Professional		Administrative		Technical		Clerical		Other		Supervisor		Blue Collar		Total			
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%		
Total Work Force	816	3.5	11,941	51.0	2,331	9.9	1,922	8.2	336	1.4	331	1.4	374	1.6	5,328	22.7	23,379	100.0
Not Available	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Not Identified (1)	22	0.1	339	1.4	56	0.2	46	0.2	6	0.0	6	0.0	10	0.0	160	0.6	645	2.7
No Handicap (4,5)	763	3.3	10,773	46.0	2,024	8.6	1,538	6.5	311	1.3	291	1.2	337	1.4	4,611	19.7	20,643	88.3
Handicap (06, 13-94)	31	0.1	829	3.5	251	1.0	338	1.4	19	0.0	34	0.1	27	0.1	557	2.3	2,085	8.9
Total Target Disabilities	7	1.3	157	29.1	62	11.5	136	25.2	1	0.1	3	0.5	3	0.5	170	31.5	539	100.0
Deafness (16,17)	0	0.0	23	4.2	26	4.8	42	7.7	0	0.0	0	0.0	0	0.0	57	10.5	143	27.4
Blindness (23, 25)	1	0.2	20	3.7	4	0.7	7	1.3	0	0.0	0	0.0	0	0.0	6	1.1	33	7.0
Missing Extremities (28, 32-38)	2	0.4	17	3.1	3	0.5	6	1.1	0	0.0	1	0.1	1	0.1	4	0.7	34	6.3
Partial Paralysis (64-68)	2	0.4	31	5.7	8	1.4	20	3.7	0	0.0	1	0.1	0	0.0	15	2.7	77	14.2
Complete Paralysis (71-78)	0	0.0	13	2.4	3	0.5	6	1.1	0	0.0	0	0.0	0	0.0	3	0.5	25	4.6
Convulsive Disorder (82)	1	0.2	25	4.6	14	2.6	15	2.7	0	0.0	0	0.0	0	0.0	17	3.1	72	13.3
Mental Retardation (90)	0	0.0	0	0.0	1	0.1	20	3.7	0	0.0	0	0.0	0	0.0	45	8.3	66	12.2
Mental Illness (91)	1	0.2	26	4.8	1	0.1	14	2.6	0	0.0	1	0.1	2	0.3	20	3.7	65	12.0
Distortion of Limbs/Spine (92)	0	0.0	2	0.3	2	0.3	6	1.1	1	0.1	0	0.0	0	0.0	3	0.5	14	2.6

Percent of Total Employees with Targeted Disabilities: 2.31

Analysis of Work Force Handicap by PATCOB

EEOC Form 440
 Organization: **DLA Wide**
 Employee Status: **Temporary**

As of: **October 31, 2001**
 Run Date: **3 April 2002**

Handicap Category	Professional		Administrative		Technical		Clerical		Other		Supervisor		Blue Collar		Non-Supervisor		Total	
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%
Total Work Force	1	0.2	26	4.6	22	3.9	154	27.4	14	2.4	0	0.0	2	0.3	343	61.0	562	100.0
Not Available	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Not Identified (1)	0	0.0	0	0.0	0	0.0	2	0.3	1	0.1	0	0.0	0	0.0	2	0.3	5	0.8
No Handicap (4,5)	1	0.2	20	3.5	20	3.5	140	24.9	13	2.3	0	0.0	2	0.3	327	58.1	523	93.0
Handicap (06, 13-94)	0	0.0	6	1.0	2	0.3	12	2.1	0	0.0	0	0.0	0	0.0	14	2.4	34	6.0
Total Target Disabilities	0	0.0	1	25.0	1	25.0	1	25.0	0	0.0	0	0.0	0	0.0	1	25.0	4	100.0
Deafness (16,17)	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0
Blindness (23, 25)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Missing Extremities (28, 32-38)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Partial Paralysis (64-68)	0	0.0	1	25.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	2	50.0
Complete Paralysis (71-78)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Convulsive Disorder (82)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Mental Retardation (90)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Mental Illness (91)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	1	25.0
Distortion of Limbs/Spine (92)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0

Percent of Total Employees with Targeted Disabilities: 0.71

REPORT ON FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR

A. Summarize your agency's barrier removal activity.

DLA Headquarters and Serviced Activities

1. An Accessibility Enhancement Opportunities Survey of the Headquarters complex building, Fort Belvoir, using the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) was done during Fiscal Year 1999. Work continues to be done to the HQC Building to correct barriers.
2. As a result of the Accessibility Enhancement Opportunities Survey done in FY99 of the Headquarters complex building, Fort Belvoir, the Office of Installation Operations, installed the following during FY01:
 - a. Ramps to the jogging trail from the rear colonnade.
 - b. Loading/off-loading zones at main entrance and minor entrances.
 - c. Adjustable tables in the cafeteria dining room
 - d. Automatic doors to the entrance of the Mail Room.
 - e. Automatic doors to the Fitness Center.
 - f. Modified curbs and sidewalks in the parking lot closest to building so they were more accessible for people with physical disabilities.
 - g. Braille signs at the elevators and building directory.

Defense Distribution Center (DDC)

1. DDC Headquarters New Cumberland, PA
 - a. Renovations completed to three (3) restrooms in building 81.
 - b. Handicap accessible water fountain installed in the east wing of building 81.
 - c. Added additional Handicap parking due to threat conditions.
 - d. Constructed a glass enclosure over a cooling system (HVAC Unit) to improve work-sites for employees with breathing problems.
 - e. Constructed four (4) new offices at lower level of building 81.
2. Defense Distribution Center San Diego, CA
 - a. Renovations to restrooms in building 3304.
 - b. Renovations to break areas in building 36 north.
3. Defense Distribution Center Albany, GA
 - a. Ongoing renovations to restrooms in building 362.
4. Defense Distribution Center Europe
 - a. Renovated four (4) buildings and improved ramps to allow persons with disabilities easy access.

REPORT ON FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR (continued)

Defense Distribution Center (DDC)

5. Defense Distribution Center Susquehanna, PA
 - a. Installed push button door access to existing restroom.
 - b. Ongoing air quality studies.
6. Defense Distribution Center San Joaquin, CA
 - a. Installed ramp at truck control building #29.
 - b. Added nine additional handicap parking spaces.
 - c. Installed automatic door openers in building 100 (Administration Building).
 - d. Renovations to restrooms at warehouse 16, 3, and 330.
7. Defense Distribution Center Mapping Activity, VA
 - a. An automatic lift chair was installed in warehouse 66D for accessibility to second floor.
 - b. A wheelchair accessible ramp was installed at the entrance of warehouse 66D.
 - c. Disabled parking placards displayed at main entrance of warehouse 66D.

Defense Logistics Information Service (DLIS)

No reporting requirements for this element (fewer than 1000 employees)

Defense Reutilization and Marketing Service (DRMS)

None reported

Defense Supply Center Columbus (DSCC)

1. Barrier removal accomplished with support from Command, Facilities Engineering, Corporate Information, Emergency Services, Personnel, Safety and Health, and associates with problem solving skills. DSCC and CAP funding used to procure assistive devices for associates with disabilities.
2. Automatic door openers installed on all restroom doors in Building 20.
3. Auditorium and restrooms in Building 11 were upgraded to provide handicap accessibility.
4. Card reader in Building 20, Pod B, south entrance, relocated from travel path of door to provide safe entrance into the building for mobility-impaired associates.
5. Commodes replaced in various restrooms to provide greater weight capacity.
6. Increased security measures required temporary relocation of individual workstations to other handicap accessible buildings.

EEOC Form 440 (pg. 11)

REPORT ON FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR (continued)

Defense Supply Center Columbus (DSCC)

7. Heightened security closed streets and turnarounds in front of all buildings. Special permission granted to mobility impaired associates to use closed streets once need was verified.
8. Purchased one scooter and provided rental scooters to accommodate 16 short-term requests.
9. Ergonomic evaluations conducted by Safety and Health found the following issues;
 - a. Ergonomic work station evaluations conducted with no equipment recommended - 20
 - b. Ergonomic work-station evaluations conducted - change in mouse 2
 - c. Ergonomic work-station evaluations conducted - change in keyboard 4
 - d. Ergonomic work-station evaluations conducted - need for footrest 20
 - e. Ergonomic work-station evaluations conducted - need for chair 17
 - f. Ergonomic work-station evaluations conducted - need for glare screen or lighting adjustment 49
10. Additional training stations modified for associates with disabilities.

Defense Supply Center Philadelphia (DSCP)

Completed the installation of power-assisted door openers on all restroom doors. These openers meet the 5-pound force requirement. Upgraded the elevator car in building 36 to meet all current ADA standards. Installed closed circuit TV monitors with closed captioning features.

Defense Supply Center Richmond (DSCR)

Community Recreation Center (Barn) renovations included accessible restrooms. Renovations to Building 33L and K were completed to be fully accessible. See page 4 for other projects nearing completion.

REPORT ON FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR (continued)

B. Is GSA providing assistance with barrier removal?

DLA Headquarters and Serviced Activities

Not Applicable Yes No; Describe

Defense Distribution Center (DDC)

Not Applicable Yes No; Describe

Defense Logistics Information Service (DLIS)

Not Applicable Yes No; Describe

Defense Reutilization and Marketing Service (DRMS)

Not Applicable Yes No; Describe

Defense Supply Center Columbus (DSCC)

Not Applicable Yes No; Describe

Defense Supply Center Philadelphia (DSCP)

Not Applicable Yes No; Describe

Defense Supply Center Richmond (DSCR)

Not Applicable Yes No; Describe

REPORT ON FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR (continued)

- C. Describe any difficulties that have been encountered in attempting to remove barriers that remain in agency facilities.

DLA Headquarters and Serviced Activities

None Reported

Defense Distribution Center (DDC)

Although PWD POCs have been established at seven (7) DDC depots, there is still a need for EEO Specialists at strategic platforms to be more involved with facility accessibility issues to eliminate barriers.

Defense Logistics Information Service (DLIS)

No reporting requirements for this element (fewer than 1000 employees)

Defense Reutilization and Marketing Service (DRMS)

None reported

Defense Supply Center Columbus (DSCC)

None reported

Defense Supply Center Philadelphia (DSCP)

The greatest difficulty has been researching and procuring door closers to meet the 5-pound opening force requirement.

Systems are not accessible unless captioning equipment is purchased to convert text. Current CCTV is not fully accessible to people who are deaf and hard of hearing.

Defense Supply Center Richmond (DSCR)

Initially, there were insufficient funds to complete renovations to Building 34 as cited on page 4; however, after resubmission, the target date for completion was moved from FY06 to FY04.

REPORT ON FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR (continued)

D. Describe actions being taken to overcome difficulties described in item "C" above.

DLA Headquarters and Serviced Activities

None reported

Defense Distribution Center (DDC)

Persons with Disabilities (PWD) POCs have been established at seven DDC depots.

Defense Logistics Information Service (DLIS)

No reporting requirements for this element (fewer than 1000 employees)

Defense Reutilization and Marketing Service (DRMS)

None reported

Defense Supply Center Columbus (DSCC)

Support of the Disability Program by Command, Facilities Engineering, Security, Personnel, Corporate Information, Safety and Health, and DSCC employees enable this barrier to be overcome. Representatives of these directorates are active members of the Disability Council.

The Disability Program Manager is included in planning meetings to proactively deal with issues that may arise.

Defense Supply Center Philadelphia (DSCP)

Purchase closed captioning equipment and contract out transcription phase of the captioning process.

Defense Supply Center Richmond (DSCR)

The Building 34 project was resubmitted for funding approval.

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

List barriers that were identified in previous years for which actions were taken during the reporting year.

<u>Barriers</u>	<u>Alternatives</u>	<u>Actions Taken</u>	<u>Completion Dates</u>
<u>DLA Headquarters and Serviced Activities</u>			
<p>1. New recruitment strategy for people with disabilities in response to Executive Order 13163, dated July 26, 2000. The Department of Defense is committed to hiring 32,000 people with disabilities by September 30, 2005. Of that amount, DLA's goal is to hire 1,536 employees Agency-wide.</p>		<p>DLA signed an agreement with the National Industries for the Blind (NIB) to help meet that goal. NIB will provide employment and other services for people with disabilities.</p>	<p>July 30, 2001</p>
<p>2. Electronic and Information Technology (EIT) equipment not compliant with section 508 of the Rehabilitation Act Amendments of 1998 (29 U.S.C. 794).</p>		<p>Updated Agency web pages and written procurement policies to make sure that all the EIT purchased after June 25th is compliant with Section 508.</p>	<p>August 30, 2001</p>

List barriers that were identified in previous years for which actions were taken during the reporting year (continued)

<u>Barriers</u>	<u>Alternatives</u>	<u>Actions Taken</u>	<u>Completion Dates</u>
<u>Defense Distribution Center (DDC)</u>			
1. Disabled employees are not being identified on Referral and Selection Registers in the same manner as other targeted groups.	Revise EEO form letter to include alert selecting officials that an employee with a disability is on the Referral and Selection Register.	EEO Underrepresentation Monitoring revised to include PWD is on Referral and Selection Register.	January 2001
2. Supervisors require a clear definition of Reasonable Accommodation.	EEOC provide training on Reasonable Accommodation	Office of Counsel provided training on Reasonable Accommodations at (1) DDC depot.	July 2001

Defense Logistics Information Service (DLIS)

No reporting requirements for this element (fewer than 1000 employees)

Defense Reutilization and Marketing Service (DRMS)

None reported

Defense Supply Center Columbus (DSCC)

1. Supervisor's attitudinal barriers regarding persons with disabilities.	Disability awareness training for supervisors	Disability awareness presentation given at EEO new supervisor training classes.	November 2001
2. Employees who face a language barrier when applying for promotion opportunities.	Resume and interview training for employees with disabilities	Resumix and individual interview training provided throughout the year.	November 2000 March, July, & August 2001

List barriers that were identified in previous years for which actions were taken during the reporting year (continued)

<u>Barriers</u>	<u>Alternatives</u>	<u>Actions Taken</u>	<u>Completion Dates</u>
<u>Defense Supply Center Philadelphia (DSCP)</u>			
None reported			
<u>Defense Supply Center Richmond (DSCR)</u>			
None reported			

PROMOTIONS AND CAREER DEVELOPMENT PROGRAMS

October 1, 2000, to September 30, 2001

CATEGORY*	On-Board as of 9/30/2001	Promotions		Career Development (Grades 5-12)		Senior Level Development Programs (Grades 13-15)		SES Development Programs	
		Number	Percent	Slots Filled	Percent	Slots Filled	Percent	Slots Filled	Percent
Total Work Force	23,834	1,893	7.94%	2,328	9.77%	459	1.93%	5	0.02%
Not Identified (01)	578	130	22.49%	159	27.51%	20	3.46%	0	0.00%
Not Available or Unspecified	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
No Handicap (04-05)	21,150	1,614	7.63%	1,967	9.30%	431	2.04%	5	0.02%
Handicap Reported (06, 13-94)	2,106	161	7.64%	229	10.87%	14	0.66%	0	0.00%
Total Targeted Disabilities	543	28	5.16%	49	9.02%	1	0.18%	0	0.00%

Computations:

Percent Promotions = Number/On-Board in Category

Percent Development Programs = Slots in Category/On-Board in Category

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 thru 12), count slots filled under formal upward mobility programs, apprenticeship programs, and

other training and development programs, as well as appointments that move people noncompetitively 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 thru 15) programs, computations are to be based on the number of individuals enrolled in formal executive and management development programs during the reporting period.

AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

The following activities emphasize the DLA's commitment and continued efforts to enhance the Agency's employment of PWD:

DLA Headquarters and Serviced Activities

1. Four college students were hired during the summer of 2000 using the DoD Workforce Recruitment Program for College Students with Disabilities.
2. One student in the DoD Workforce Recruitment Program was converted to a permanent position.
3. Approximately \$110,539 was spent on sign language services during fiscal year 2001 to provide interpreters for staff meetings, commander's call, special emphasis programs, and training courses.
4. During FY01, DLA EEO Operations obtained approximately \$13,000 in equipment from the DoD Computer/Electronic Accommodations Program (CAP) to accommodate Headquarters Complex disabled employees and their supervisors.

Defense Distribution Center (DDC)

1. DDC Headquarters New Cumberland, PA
 - a. On July 18-19, 2001, the Persons with Disability Program Manager attended Reasonable Accommodation workshop presented by EEOC Technical Assistance Representatives from Baltimore, MD.
 - b. DDC participated in the FY 01 Workforce Recruitment Program for College Students with Disabilities. DDC hired a total of (8) students. Defense Distribution Center (DDC) (2); Defense Distribution Center Corpus Christi, TX (DDCT) (4); and Defense Distribution Center Oklahoma City, OK (DDOO) (2).
 - c. DDC spent \$6000.00 on interpreter services for a hearing impaired employee of the Defense Distribution Tobyhanna, PA (DDTP). The employee attended a MILSTAMP course at Fort Eustis, Virginia, June 18-22, 2001.
 - d. DDC Incentive awards committee reviewed three (3) nominations from Defense Distribution Center Oklahoma City (DDOO, Defense Distribution Center Susquehanna, PA (DDSP) and Defense Distribution Center Norfolk, Virginia (DDNV) for Outstanding Employee with a Disability. The committee voted to award the DDC Outstanding Employee with a Disability to Mr. Carl Benner, an employee of the Defense Distribution Center, Susquehanna, PA.
 - e. DDC Persons with Disability Program Manager attended the Perspectives on Employment of Persons with Disabilities Conference in Bethesda, Maryland, December 6-8, 2000.
2. Defense Distribution Center Red River, Texarkana, TX
 - a. Employee with a vision disability was provided an upgraded computer workstation with Windows 2000 operating system. As part of the accessories, the software has a Magnifier program that enables this employee to magnify or zoom-in on any portion of the screen for better visibility.

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- b. A Disability Awareness program was held October 25, 2000. Representatives for the Job Accommodation Network (JAN) provided training.
 - c. Continues to provide interpreter services for hearing-impaired employees to ensure their ability to participate in various meetings and training events.
- 3. Defense Distribution Center Norfolk, VA
 - a. DDNV continues to hold weekly "All Hands" meetings and interpreters are present for hearing-impaired employees.
 - b. DDNV recently implemented a web site available to all employees making it easier to find important facts that pertain to employees.
 - c. DDNV recently purchased TTY phones and placed them throughout the depot for hearing impaired employees; pocket read and speaks have been purchased for the hearing-impaired, thus making it easier for the hearing-impaired employees to communicate with supervisors and other employees.
 - d. Ms. Brenda M. Vaughan was nominated for Outstanding Employee with a Disability for FY01.
- 4. Defense Distribution Center Susquehanna, PA
 - a. On August 21, 2001, an award ceremony was held for Mr. Carl Benner. Mr. Benner was selected as DDC Outstanding Employee with a Disability for 2001. His nomination package was forwarded to DLA Headquarters to be considered for the Agency Award.
 - b. Added additional parking spaces for employees with disabilities.
 - c. Curb cuts were made on various streets throughout the installation.
 - d. Redesign and construction projects to installation housing area, which includes access for individuals with disabilities.
 - e. Ongoing air quality studies.
- 5. Defense Distribution Center San Joaquin, CA
 - a. Continues to order assistance devices/equipment from the Computer/Electronics Accommodation Program (CAP).
 - b. Emergency strobe lights installed in restrooms.
- 6. Defense Distribution Center Oklahoma City, OK
 - a. Mr. Gary L. Eisenhour was selected as DDOO nominee for Outstanding Employee with a Disability for FY01.
 - b. DDOO purchased TTY phones for hearing impaired employees through the Computer/Electronics Program (CAP).
 - c. DDOO purchases ergonomic tables that moves up and down and will accommodate employees in wheelchairs.
 - d. Two DDOO employees were placed in positions in the PPP&M branch where they will receive training for career development.
 - e. One (1) hearing impaired employee was promoted to a WG-06 Packer position and one (1) disabled employee was promoted to a WS-4604-10 position during this reporting period.
- 7. Defense Distribution Center San Diego, CA (DDDC)
 - a. During FY 01 hearing impaired employees have been given the opportunity to be cross-trained in various positions. Interpreter services were provided.

Defense Logistics Information Service (DLIS)

Special Olympics - On May 11, 2001, four members of the People with Disabilities Committee donated their personal time to provide volunteer support for the 2001 Special Olympics event at Harper Creek High School. The volunteers assisted with the awards and the track events. Other volunteers from the Federal Center as well as volunteers from local businesses and organizations joined them. The ceremonies began with the Parade of Athletes. Colonel Philip N. Yff, USMC, Commander of the Defense Logistics Information Service (DLIS), and Mr. Ed Greenman, Harper Creek High School Athletic Director, provided opening remarks. Battle Creek Mayor Mark Behnke presented a city proclamation honoring Special Olympics and a torch run was completed by four of the athletes.

PWD Information Technology Luncheon - On May 24th, 2001, the Defense Logistics Information Service (DLIS) Command Office and the Equal Employment Opportunity Office (EEO) hosted a luncheon focusing on "People with Disabilities and Information Technology." Eighteen representatives from area advocacy agencies and educational institutions that provide support to people with disabilities attended. Colonel Philip N. Yff, USMC, Commander, DLIS, gave a presentation emphasizing DLIS' commitment to removing barriers that restrict information technology access for those employees with disabilities. The luncheon concluded with a question-and-answer session facilitated by Colonel Yff.

National Institute for the Deaf Fact-finding Visit - The Equal Employment Opportunity Office hosted a visit to the Defense Logistics Information Service (DLIS) on August 6, 2001, by Professor John Sweeney of the National Institute for the Deaf, College of Rochester Institute of Technology in Rochester, New York. Professor Sweeney came to evaluate the success of two hearing-impaired students from the National Institute for the Deaf in the workplace. He gathered facts on how the students were performing tasks that supported the mission of the Federal Logistics Information System (FLIS) and obtained assessments from the students and the supervisors. He was impressed with his findings. In addition, Prof. Sweeney provided tips for communicating with deaf people. This was a win-win situation for both the students and DLIS. The students learned valuable job skills at DLIS, and DLIS gained mission support while learning effective methods for working with disabled employees.

Customer Service Training Outreach Support - The Defense Logistics Information Service's (DLIS) PWD Program Manager was the keynote speaker at the July 26, 2001 customer service workshop for the Disability Resource Center of Southwestern Michigan and the Michigan Department of Career Development Rehabilitation Service. His address, presented to approximately 70 state employees in attendance, was entitled "Customer Service in a Culturally Diverse Environment". The event included several workshops on racism, ethnicity and disabilities. The PWD Manager also participated on a five-member panel focusing their discussions on the "Vision of a Customer Friendly Environment."

National Disability Awareness Month Activities - In observance of National Disability Awareness Month, the People with Disabilities Committee sponsored two Lunch and Learn sessions on October 15 and 16, 2001, to present a video entitled the "Ten

Commandments of Communicating with People with Disabilities” which gives a unique approach for meeting people with disabilities. On October 17, 2001, the Equal Employment Opportunity Office and the People with Disabilities Committee presented the annual National Disabilities Awareness Month Program. Colonel Philip N. Yff, Commander, Defense Logistics Information Service (DLIS), presented the welcoming address. The theme for the program was "Win with Ability". The keynote speaker was Mr. Johnnie Tuitel, a motivational speaker, co-author of The Gun Lake Adventure Series, and a person with a disability (cerebral palsy). Ms. Sharlene Schaberg of the Defense Logistics Information Service (DLIS), and Mr. Garry Fountain of the Defense Reutilization and Marketing Service (DRMS), nominees for the DLA Outstanding Employee with a Disabilities Award, were recognized. Ms. Teresa Popham, Director of Technology Management for DLIS, was presented with an award as Outstanding Manager in the Employment of People with Disabilities. The program was well attended by DLIS and DRMS employees.

Deaf Services Coordinator - The EEO Office has contracted with a part-time Deaf Services Coordinator, who has provided interpreting services, client and systems advocacy, information and referrals to departments where the deaf and hearing-impaired are employed. The Deaf Services Coordinator has provided interpreting services for over 480 requests along with the assistance of two additional contract sign language interpreters.

Summer Youth Employment Program - Seven students with targeted disabilities were given the opportunity to work as summer interns during FY01 through the Defense Logistics Information Services Summer Youth Employment Program. The four disabled college students and three disabled high school students were employed in a variety of work areas as they provided essential mission support while gaining valuable work experience.

People with Disability Committee Members Conduct Job Fair - One of the eight job information fairs held locally by the Defense Logistics Information Service was conducted by Mr. Steven Chu on February 1, 2001, in an effort to help the hearing-impaired community understand the application process. Mr. Chu, who is chairperson of the People with Disabilities Committee and who is himself hearing-impaired, solicited four committee members to assist him. Ms. Sharlene Scharberg and Ms. Nancy Dimitri, both of whom are hearing-impaired, assisted Mr. Chu. Deaf Services Coordinator Ms. Susan Boyer provided communication in sign language. Mr. Charles Cooper, People with Disabilities Program Manager, assisted in answering questions. This excellent display of teamwork among the committee members assisted hearing-impaired persons in applying for job opportunities at DLIS.

Sign Language Classes - Colonel Philip N. Yff, Defense Logistics Information Service Commander, was among 94 students enrolled in four American Sign Language (ASL) classes sponsored by the EEO Office beginning in January 2001. The Deaf Services Coordinator, Ms. Susan Boyer, taught the classes. The three beginning ASL classes had a total enrollment of 78 students and the advanced class had 16 students. Students attended classes once a week for 16 weeks. Certificates of completion were given to students at the end of eight weeks of class and concluded with a photo session and potluck luncheon.

PWD Manager Assist Recruitment Team – The PWD manager is a member of the Defense Logistics Information Service (DLIS) Strategic Recruitment and Retention Team. The goal of the team is to develop and implement a plan that will allow DLIS to partner with various Military Service Personnel Offices, local Battle Creek corporations, colleges, and other private sector job centers to recruit quality candidates and people with disabilities for employment at DLIS.

Defense Reutilization and Marketing Service (DRMS)

PWD Committee – The People with Disabilities Committee consist of employees from the Defense Logistics Information Service (DLIS), the Defense Reutilization and Marketing Service and the General Service Administration. The purpose of the committee is to assist in the development of Affirmative Employment Plan for People with Disabilities. The committee also helps identify potential and existing architectural barriers that impede individuals with disabilities and recommends corrective action. The committee seeks active membership in various other committees that directly affect the quality of life of disabled employees (i.e., fitness center quality of life council, tenant facility committee). Members network with community based organizations and agencies; promote sensitivity awareness on issues concerning employees with disabilities and supply reasonable accommodations information to employees and managers. They also sponsor disability awareness program, during National Disability Awareness Month (October).

Special Olympics - On May 11, 2001, four members of the People with Disabilities Committee donated their personal time to provide volunteer support for the 2001 Special Olympics event at Harper Creek High School. The volunteers assisted with the awards and the track events. Other volunteers from the Federal Center as well as volunteers from local businesses and organizations joined them. The ceremonies began with the Parade of Athletes. Colonel Philip N. Yff, Commander of the Defense Logistics Information Service (DLIS), and Mr. Ed Greenman, Harper Creek High School Athletic Director, provided opening remarks. Battle Creek Mayor Mark Behnke presented a city proclamation honoring Special Olympics and a torch run was completed by four of the athletes.

Customer Service Training Outreach Support - The Defense Reutilization and Marketing Service's (DRMS) PWD Program Manager was the keynote speaker at the July 26, 2001 customer service workshop for the Disability Resource Center of Southwestern Michigan and the Michigan Department of Career Development Rehabilitation Service. His address, presented to approximately 70 state employees in attendance, was entitled "Customer Service in a Culturally Diverse Environment". The event included several workshops on racism, ethnicity and disabilities. The PWD Manager also participated on a five-member panel focusing their discussions on the "Vision of a Customer Friendly Environment."

National Disability Awareness Month Activities - In observance of National Disability Awareness Month, the People with Disabilities Committee sponsored two Lunch and Learn sessions on October 15 and 16, 2001 to present a video entitled the "Ten Commandments of Communicating with People with Disabilities" which gives a unique

approach for meeting people with disabilities. On October 17, 2001, the Equal Employment Opportunity Office and the People with Disabilities Committee presented the annual National Disabilities Awareness Month Program. Colonel Philip N. Yff, Commander, Defense Logistics Information Service (DLIS), presented the welcoming address. The theme for the program was "Win with Ability". The keynote speaker was Mr. Johnnie Tuitel, a motivational speaker, co-author of The Gun Lake Adventure Series, and a person with a disability (cerebral palsy). Ms. Sharlene Schaberg was the Defense Logistics Information Service (DLIS) nominee for the DLA Outstanding Employee with a Disabilities Award. Mr. Larry Williams, Defense Reutilization and Marketing Service (DRMS) International, accepted an award from DRMS representative Mr. Tom Wallenfang on behalf of Mr. Garry Fountain, DRMO Hawaii. Fountain was the DRMS nominee for the Defense Logistics Agency's Outstanding Employee with a Disability Award. Ms. Teresa Popham, Director of Technology Management for DLIS was presented with an award as Outstanding Manager in the Employment of People with Disabilities. The program was well attended by DLIS and DRMS employees.

Deaf Services Coordinator - The EEO Office has contracted with a part-time Deaf Services Coordinator, who has provided interpreting services, client and systems advocacy, information and referrals to departments where the deaf and hearing-impaired are employed. The Deaf Services Coordinator has provided interpreting services for over 480 requests along with the assistance of two additional contract sign language interpreters.

Sign Language Classes - Ninety-four students enrolled in four American Sign Language (ASL) classes sponsored by the EEO Office beginning in January 2001. Of the 94 students, nine students were Defense Reutilization and Marketing Service employees. The Deaf Services Coordinator, Ms. Susan Boyer, taught the classes. The three beginning ASL classes had a total enrollment of 78 students and the advanced class had 16 students. Students attended classes once a week for 16 weeks. Certificates of completion were given to students at the end of eight weeks of class and concluded with a photo session and potluck luncheon.

Defense Supply Center Columbus (DSCC)

Set up system to evaluate accessibility due to office moves that affect persons with disabilities.

Evaluate taxi transportation system contract regarding flexibility of on-base transportation for mobility-impaired associates.

A DSCC associate with a mobility impairment won the DoD and DLA "Outstanding Disabled Employee of the Year" awards for FY01.

A DSCC associate with a hearing impairment was selected as a DLA "Top Ten Employee of the Year" winner for FY00.

DSCC associate with a hearing impairment was presented the DLA "Outstanding Disabled Employee of the Year" award by DSCC Chief of Staff for FY 00.

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Eight DSCC associates with hearing impairments participated in an Automated External Defibrillation class to provide emergency response to associates in crisis.

Multicultural Day was celebrated in August. Educational presentations, skits, performances and displays celebrated cultural diversities. The Disabilities Program provided accommodation materials related to vision, hearing and mobility impairments. Educational pamphlets on mental and physical health were distributed.

Three college students were hired for summer placement at DSCC. Two were hired through the DoD Workforce Recruitment Program for College Students with Disabilities and another through the DSCC summer work experience program.

Relationship developed with local college Disability Services Program to refer potential job candidates. Two employees came through this referral source, one full-time and one summer hire.

Employees attended disability-related conferences including: DoD's Conference for Disability, Perspectives on Employment of Persons with Disabilities, Solidarity Conference and the National Training Conference on Employment of Federal Employees who are Hearing Impaired.

Two levels of Sign Language classes were offered for associates seeking to remove language barriers for associates with hearing impairments.

Buddy System database updated to insure safe evacuation of associates with mobility impairments. Training provide for participants in May and September.

DSCC provided three months of on the job training to an interpreting student from a local college.

Flexiplace accommodations were provided to five DSCC associates.

Resumix training provided for associates with hearing impairments to reduce language barriers and enhance promotional opportunities.

Software accommodations provided for 7 associates through CAP funding. Software purchased included: Zoomtext, Dragon Speaking Naturally, and JAWS.

Disability awareness brief given at a new supervisory training Nov. 28, 2000.

Assistive devices provided during 2001 included: Screen magnifiers, amplified phone headsets, hearing aids, ergonomic keyboards, mouse, and chairs.

Assistant services provided during 2001 included: Travel assistant for 2 associates, CART services for 3 associates, and interpreting services for 25 associates totaled to 1105 hours.

Defense Supply Center Philadelphia (DSCP)

Ms. Sarita Kimble, Disability Program Manager, served on the DLA focus group which developed the statement of work for the National Industries for the Blind (NIB) contract. Ms. Kimble's in-depth knowledge of the Selective Placement Program for recruitment of persons with disabilities, aided the group in their design of a candidate referral process. The process incorporated the State Vocational criteria for identifying candidates whose eligibility could be documented and appointments made under the Scheduled A Authority. Internally, DSCP utilizes NIB's review of current vacancies for matching qualified candidates for referral and placement consideration. In our attempt to broaden our recruitment outreach, 200 colleges/universities received our recruitment brochure, which identifies our recruitment needs for professional and technical positions. The recruitment brochure included a cover letter from the Disability Program Manager addressed to the Office representative for students with disabilities. The cover letter encouraged the representatives to utilize the recruiting brochure to introduce DSCP as an employer who is actively seeking qualified job ready applicants.

Prior to the tragic event in New York, the Disability Program Manager was scheduled to attend a job fair at the Rochester Institute of Technology. While circumstances prohibited her from attending, a resume basket for DSCP was made available for students seeking employment or CO-OP positions with our activity. As a result of this exercise, the Program Manager is reviewing 50 applications of persons who are hearing impaired.

The Disability Program Manager is a member of the DSCP Advisory Committee on Employees with Disabilities (ACED). Annually, the ACED committee under the auspices of the Equal Employment Opportunity Office sponsors a 2-day awareness program for the DSCP workforce. This year, the ACED committee invited Mr. Thomas C. Bryant, a motivational speaker from the Washington, DC area. Mr. Bryant is recognized as an advocate of persons with disabilities.

Mr. Bryant provided the audience with his thoughtful interpretation of this year's Presidential theme "Win With Ability". The ACED committee consists of employees who are disabled and employees who are temporarily able-bodied. The committee members play an important role in supporting the initiatives of the Affirmative Action Plan for Employment of employees with disabilities. With this in mind, the committee decided it was important to host "Assume a Disability Day". An invitation went out to the workforce asking for volunteers to assume a disability for one morning. To the surprise of those who participated, they not only gained the experience of being disabled for a few hours, they also felt the difference in how they were perceived by their peers.

The members of the ACED committee maintain a proactive presence in the DSCP workforce throughout the year. With their combined voices, they spread the word concerning equal access for employees to participate in all informational forums hosted by the activity. This may require accommodations that include interpretive services, braille/large print as well as physical access to all buildings and facilities.

This year, an ad hoc committee consisting of ACED members drafted a policy letter for Accessibility and Accommodations for Persons with Disabilities. This letter was submitted to the Disability Program Manager who reviewed and edited the document to conform to the American

with Disabilities Act (ADA) guidelines. The draft policy was also reviewed to insure that it met a standard of expectation, which represents the commitment of this Command.

ACED members are always available to share their personal working knowledge of an accommodation to demonstrate the positive difference the accommodation has made in their work productivity. They are always eager to spread the word about the Computer Electronic Accommodation Program (CAP) and encourage employees to request that their needs be considered when planning training which might include off site travel. You might say that the ACED serves as an informational link, providing information to employees concerning reasonable accommodation. ACED provides the Disability Manager with the added eyes and ears for keeping watch over this GREAT Activity. A member of the ACED took the initiative to design an accessible local EEO website which includes a link with specific issues related to the ACED activities and policies related to the American with Disabilities Act. ACED members are committed to issues related to workforce safety for people with disabilities. Their voice was the first to be heard concerning the placement of strobe lights with unobstructed view. This matter remains an issue for constant review and discussion; no doubt the ACED committee is up for the challenge. Future informational links are being created on the Office of Human Resources website which will also include a copy of the CAP request form, SOP for requesting Reasonable Accommodations and an SOP for requesting Interpretive services.

Three students were placed under the DOD Workforce Recruitment Program for College Students with Disabilities. One of the students placed under this program was extended and plans are being made to convert her to a permanent Schedule A position in the Office of Human Resources.

The Disability Program Manager takes the primary lead in advising Command on issues related to employment of persons with disabilities at DSCP. This fiscal year she was responsible for processing interpretive services, totaling approximately \$45,000. Additionally, she is the primary investigator for researching CAP requests for appropriate solutions, which can be used to meet the reasonable accommodations needs of the employee. This task was made easier when the Directorate of Operations decided to commit an Operations Technical Administrator to assist the Disability Program Manager. Together they resolved issues related to assistive technology i.e., software/platform and hardware compatibility issues.

In the last quarter of this fiscal year, the Disability Program Manager researched 17 CAP requests. She identified appropriate assistive technology, including speech-activated software (Naturally Speaking), zoom text, large-print, screen magnification software, ergonomic key boards/mouse and chairs for persons who suffer from back conditions.

Over the last year, the Disability Program Manager worked closely with Management, Union Officials, EEO, Employee Relations, and Worker's Compensation representatives on several critical issues related to employees with disabilities. In two different cases, she was called upon to counsel employees as she searched to resolve the issues which might result in the employees removal. When collaborating with officials related to job jeopardy, she is often calling other community experts to assist her in resolving these difficult concerns. In one instance which is still unfolding, the Disability Program Manager convinced Management to consider funding a Supportive Employment intervention for an employee who was exhibiting some negative behaviors related to performance and conduct. In addition, she worked with the Employee Relation Specialists who function as a Flexiplace Committee to review flexiplace

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requests and assist in identifying accommodation needs and where necessary initiate a CAP request to provide the accommodation.

The Disability Program Manager participated in the Overbrook School for the Blind bi-annual career day. She led discussion groups on issues related to job readiness, self-esteem and assistive technology in the workplace. The students were able to interact with her and ask specific questions pertaining to her experience of working with a visual disability. She also attended the National Federation for the Blind Conference held in Philadelphia. DSCP was the only employer at the job fair who had their recruitment material prepared in large print and braille. Attendance at this job fair resulted in the acquisition of 65 applications which will be considered for future positions at DSCP.

The Disability Program Manager also teamed up with our Staffing group as a recruiter participating in off site job fairs at Temple University, Claflin University (historically Black college in South Carolina) and Operation Native Talent, which attracted job seekers from the Pennsylvania Tri-state area.

Defense Supply Center Richmond (DSCR)

Because of increased requests for sign language interpreter services, the EEO office increased the contract to cover eight hours on Tuesday, Wednesday, and Thursday weekly for routine and regular requests. Additional services were procured on an as-needed basis. Altogether, the EEO Office spent approximately \$74,000 for the year to provide reasonable accommodation to employees who are deaf and hard-of hearing.

The EEO staff continues to advise supervisors and employees on hiring and reasonable accommodation issues including the flexiplace and the Computer/Electronic Accommodations Program (CAP) for adaptive equipment for employees with disabilities.