



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

IN REPLY
REFER TO

DO

FEB 25 2004

MEMORANDUM FOR DLA MANAGERS AND SUPERVISORS

SUBJECT: 2004 Workforce Recruitment Program (WRP) for College Students with Disabilities

The 2004 Workforce Recruitment Program (WRP) for College Students with Disabilities launches on March 17, 2004. The Defense Logistics Agency annually participates in this program, which is co-sponsored by the Department of Defense (DoD) and the Department of Labor, Office of Disability Employment Policy. The Under Secretary of Defense for Personnel and Readiness will provide funding and work years to DoD activities for summer positions to be filled through the WRP. This year DLA has been allocated funding to hire **twenty (20)** students. Now is the time to take advantage of this wonderful opportunity!!!

Information about the WRP and what the program can offer DLA employers is provided at attachment 1. A key point to remember is that the WRP is a free resource for you that will have no impact upon the Agency's budget or staffing requirements. If your organization is undergoing downsizing, reorganization, or a hiring freeze, the WRP is an excellent way for your organization to continue to accomplishing its goals. Students hired through WRP can be utilized to perform duties that support our mission at no cost to DLA.

You can hire students through the WRP to fill any position for which they qualify. Students are authorized to begin their summer appointment for a 14-week time frame between May 17, 2004 and September 30, 2004. I encourage you to take advantage of this program as an additional recruitment source for your previously identified DLA funded permanent and summer hire employment needs.

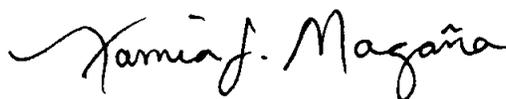
Now is the time to identify positions within your organization suitable to be filled by candidates under this program. The Student Request Form at attachment 2 can be used to identify your projected requirements. Please return it to the Disability Program Coordinator servicing your organization as soon as possible. A list of WRP points of contact (POCs) is at attachment 3.

We will receive the student referral list from DoD on March 17, 2004. It will be provided to you by your servicing Disability Program Coordinator. Once you receive the list, please move quickly to contact those students you want to consider for employment. If you wait, you may lose the opportunity to get the student you want to hire.



If you are requested to provide a reasonable accommodation, the DoD Computer/Electronic Accommodations Program (CAP) will lend adaptive equipment to any student with a need hired through this program. Please contact your local Disability Program Coordinator identified in attachment 3, for further assistance.

The WRP is a win/win opportunity for DLA and the students who participate in the program. Mr. Eric F. Spanbauer is the DLA point of contact and will coordinate all matters through DoD concerning the WRP. Mr. Spanbauer may be reached via electronic mail at eric.spanbauer@dla.mil or fax at Commercial 703-767-6141 / DSN 427-1110 or TTY at 703-767-0382. Voice users may dial the Federal Relay at 1-800-877-8339 and give the Relay Operator TTY number 703-767-0382.



FAMIA J. MAGAÑA
Director of Equal Employment
Opportunity

Attachments

cc:

Equal Employment Managers
Disability Program Coordinators
CSO-C
CSO-N
J-14

Attachment 1

WORKFORCE RECRUITMENT PROGRAM (WRP) FOR COLLEGE STUDENTS WITH DISABILITIES * PROGRAM INFORMATION * FY 2004

What is the WRP?

The WRP is a nationwide employment resource for Federal and private sector employers to identify qualified temporary and permanent applicants for employment for a variety of fields. The WRP is co-sponsored by the Office of Disability Employment Policy in Department of Labor and the Department of Defense (DoD). All students are in good academic standing and are enrolled in either a certificate or a degree program from the Associate to the Ph.D. levels.

How are students selected for the WRP?

Colleges and universities across the country are invited to participate. Trained recruiters from Federal agencies including the Defense Logistics Agency (DLA) conduct personal interviews on campuses with interested students. The recruiter evaluates the students overall credentials and assigns a numerical rating. Those students who receive a favorable recommendation from the recruiter are entered into a database.

How does the program work?

Students are registered in the database by occupational preferences, geographic availability, interviewer's rating, and employment preference - summer, temporary, or permanent. Some students are seeking work-study opportunities.

The database list is distributed annually to participating Federal agencies. This year the list will be available on March 17, 2004. DLA disability employment program coordinators can assist you in identifying the right candidate for your position.

Salary and Expenses:

Students seeking summer intern appointments are usually available to work from May 17 through September 30, 2004. Most students qualify at the GS-3 through GS-7 levels, but there is no limit on grade. DoD will pay the salary, even if the student qualifies for a GS-15. However, managers are required to have a position description for the student.

Students are responsible for all transportation and housing expenses. Assistance in locating housing is provided to students who work in or around Washington, DC. Your servicing Disability Program Coordinator may be able to locate summer housing and transportation options for students interested in working at DLA Field Activities (see list of POCs at attachment 3 for assistance).

Accommodations and Equipment:

The DoD Computer/Electronic Accommodations Program (CAP) will provide electronic adaptive technology to students requiring specialized equipment hired through this program for the duration of that student's employment. Sign language interpreting services are also provided.

What does the program offer employers?

- Job candidates pre-screened through face-to-face interviews.
- Information about each applicant's qualifications.
- Referral pools tailored to specific job requirements.
- Access to candidates across the Nation, by state, or by school.
- Flexibility in hiring for summer internships or permanent positions.
- Opportunity to evaluate summer interns for permanent staffing needs.
- Freedoms to conduct independent interviews after referrals are made.

What can summer interns do for you?

- Undertake special projects postponed for lack of time or resources.
- Assist permanent staff with key projects.
- Share specialized knowledge and innovative technical skills.
- Assume responsibilities of staff on vacation or leave of absence.
- Prove that qualified people with disabilities make excellent employees.
- Contribute in a wide variety of areas, including business, communications, engineering, science, computer science, and administrative support.

The Student Listing is available after March 17, 2004, for employment consideration.

- More than 1,500 resumes of college students with disabilities are available for review.
- Students are enrolled in Associate to Ph.D. level programs.
- Students are seeking summer internships, student educational, temporary and permanent employment.
- Students are seeking careers in administrative, business, computer science, clerical, engineering, public affairs, science, and other disciplines.
- Students are available for employment in General Schedule positions anywhere in the U.S.
- Students pay for their own housing and transportation expenses.
- Affordable housing referrals are available in the Washington, DC, Metropolitan Area.
- All students are in good academic standing and referred by recruiters to participate in this program.
- Free adaptive computer technology through the DoD Computer/Electronic Accommodations Program (CAP) is available for students hired under this program.

Whom to contact:

For more information: Contact your servicing Disability Program Coordinator or Mr. Eric F. Spanbauer, DLA People with Disabilities (PWD) Program Manager at eric.spanbauer@dla.mil or TTY at 703-767-0382 or Fax at 703-767-6141.

Attachment 3

DEFENSE LOGISTICS AGENCY
WORKFORCE RECRUITMENT PROGRAM (WRP) FOR COLLEGE
STUDENTS WITH DISABILITIES – FISCAL YEAR 2004

DESIGNATED POINTS OF CONTACT

People with Disabilities (PWD) Program Manager - DLA Corporate EEO Office (DO):	
Mr. Eric F. Spanbauer (DO-P) DLA PWD Program Manager ATTN: DO, Room 1127 8725 John J. Kingman Road, Stop 2533 Fort Belvoir, VA 22060-6221	EMAIL: eric.spanbauer@dla.mil COM: (703) 767-0382 TTY DSN: 427-0382 TTY FAX: (703) 767-6141
Alternate: Cynthia Sexton	cynthia.sexton@dla.mil

DLA Corporate EEO Office; EEO Operations Division (DO-S):	
Ms. Montana Chew (DO-S) PWD Program Coordinator ATTN: DO, Room 1127 8725 John J. Kingman Road, Stop 2533 Fort Belvoir, VA 22060-6221	EMAIL: montina.chew@dla.mil COM: (703) 767-6134 DSN: 427-6134 FAX: (703) 767-6141
Service Organizations/Activities: DLA Headquarters (includes J-Codes and Director's Staff Offices) DLA Support Services Defense Energy Support Center Document Automation and Production Service Defense National Stockpile Center	

Defense Supply Center Columbus (DSSC) EEO Office:	
Mr. Paul Allen Gambrell PWD Program Coordinator ATTN: DSCC-DK P.O. Box 3990 Columbus, OH 43216-5000	EMAIL: paul.gambrell@dsc.dla.mil DSN: 850-6241 COM: 614-692-6241 FAX: DSN 850-1902

Attachment 3

DEFENSE LOGISTICS AGENCY
WORKFORCE RECRUITMENT PROGRAM (WRP) FOR COLLEGE
STUDENTS WITH DISABILITIES – FISCAL YEAR 2004

DESIGNATED POINTS OF CONTACT

Defense Supply Center Richmond (DSCR) EEO Office:	
Ms. Cathy Samuels Hobson PWD Program Coordinator ATTN: DSCR-DK 8000 Jefferson Davis Highway Richmond, Virginia 23297-5118	EMAIL: cathy.hobson@dla.mil DSN: 695-3249 COM: (804) 279-3249 FAX: (804) 279-3759

Defense Supply Center Philadelphia (DSCP) EEO Office:	
Mr. Michael Cowley PWD Program Coordinator ATTN: DSCP-DK Building 36/2 700 Robbins Avenue Philadelphia, PA 19111-5096	EMAIL: michael.cowley@dscp.dla.mil DSN: 444-5906 COM: 215-737-5906 FAX: DSN 444-8364

Defense Distribution Center (DDC) EEO Office:	
Ms. Mattie R. Taylor PWD Program Coordinator ATTN: DDC-CSS-E Bldg 81, 2001 Mission Drive New Cumberland, PA 17070-5000	EMAIL: mattie.taylor@dla.mil DSN: 771-770-4238 COM: 717-770-4238 FAX: DSN 771-8753

Defense Logistics Information Service (DLIS) & Defense Reutilization and Marketing Service (DRMS) EEO Office:	
Mr. Charles Cooper PWD Program Coordinator ATTN: DLIS-DK Federal Center 74 Washington Avenue North Battle Creek, MI 49017-3092	EMAIL: charles.cooper@dla.mil DSN: 932-4061 COM: 269-961-4061 FAX: DSN 932-5168