

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

DOD Defense Logistics Agency - FY 2025

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce?
If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD)

Answer: No

b. Cluster GS-11 to SES (PWD)

Answer: No

* For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce?
If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWTD)

Answer: No

b. Cluster GS-11 to SES (PWTD)

Answer: No

Grade Level Cluster (GS or Alternate Pay Planb)	Total	Reportable Disability Total	Reportable Disability Percentage (Numerical Goal 12 Percent)	Targeted Disability Total	Targeted Disability Percentage (Numerical Goal 2 Percent)
Grades GS-11 to SES	14851	2906	19.57	584	3.93
Grades GS-1 to GS-10	4596	757	16.47	178	3.87

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

All hiring, promotion, advancement decisions are based solely on merit, qualifications and job-related criteria.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

Answer: Yes

Yes.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	Total Full Time	Total Part Time	Total Collateral Duty	Responsible Official (Name, Title, Office Email)
Processing applications from PWD and PWTD	0	0	166	Erin Shonk, SPPC Erin.1.Shonk@dla.mil Lindsey.Shoop@dla.mil
Section 508 Compliance	7	4	8	Mohan Piniseti, Branch Chief, Enterprise IT Accessibility, Technology/508 Compliance Branch Chief
Architectural Barriers Act Compliance	7	4	8	Tamberly Averett Chief of Facilities & Equip Operations
Answering questions from the public about hiring authorities that take disability into account	0	0	2	Erin Shonk, SPPC Erin.1.Shonk@dla.mil Lindsey.Shoop@dla.mil
Special Emphasis Program for PWD and PWTD	0	0	0	Discontinued
Processing reasonable accommodation requests from applicants and employees	1	0	0	Monica Warren DLA Disability Program Manager (DPM)

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training that disability program staff have received. If "no", describe the training planned for the upcoming year.

Answer: Yes

Yes. The MSC EEM's, DPD, DPM and all DPCs recently attended a weeklong DEOMI Disability Program Manager training course at HQs DLA in. EEO Practitioners also regularly attend workshops and webinars hosted by the National Employment Law Institute (NELI), the Job Accommodation Network (JAN), LRP Federal Webinars, and the Employer Assistance and Resource Network (EARN). They also participate in the Federal Exchange on Employment and Disability (FEED), hosted by the EEOC, the Office of Personnel Management, and the Department of Labor. All DPCs regularly receive updates and advisories from the Computer/Electronic Accommodations Program (CAP).

DO hosts a roundtable every other month to discuss Reasonable Accommodation (RA) and Disability matters, conduct on-the-spot training, and share best practices, trends, and solutions.

The DPD hosts a monthly meeting with the EEMs and DPC Supervisors and The DPM hosts a bi-weekly meeting with the DPCs to discuss RA issues, concerns, procedures and to advise on any new guidance that comes out.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer: Yes

Section III: Program Deficiencies In The Disability Program

[illegible]

Description of Program Deficiency	Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.
Description of Program Deficiency	Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.
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Description of Program Deficiency	Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.
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Responsible Official Name	Monique Ray
Responsible Official Name	Monique Ray
Responsible Official Name	Vacant
Responsible Official Name	Janice Samuel
Responsible Official Name	Janice Samuel
Responsible Official Name	Kimberly R. Lewis
Responsible Official Name	Monique Ray
Responsible Official Name	Vacant
Responsible Official Name	Monica Warren
Responsible Official Name	Janice Samuel
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Responsible Official Name	Kimberly R. Lewis
Responsible Official Name	Kimberly R. Lewis
Responsible Official Name	Monique Ray
Responsible Official Name	Vacant
Responsible Official Name	Vacant
Responsible Official Title	DO-D Staff Director
Responsible Official Title	DLA EEO Deputy Director
Responsible Official Title	DO-D Staff Director
Responsible Official Title	DO-D Staff Director
Responsible Official Title	MSC Disability Program Management
Responsible Official Title	DLA EEO Deputy Director
Responsible Official Title	DO-D Staff Director
Responsible Official Title	DLA EEO Deputy Director
Responsible Official Title	DO-D Disability Program Director
Responsible Official Title	DO-D Disability Program Director
Responsible Official Title	DLA EEO Deputy Director
Responsible Official Title	DO-D Disability Program Director
Responsible Official Title	DLA EEO Director
Responsible Official Title	DLA EEO Deputy Director
Responsible Official Title	DO-D Disability Program Director
Responsible Official Title	DO-D Disability Program Director
Responsible Official Title	DLA EEO Director
Responsible Official Title	DO-D Disability Program Director
Responsible Official Title	MSC Disability Program Management
Responsible Official Title	DLA EEO Director
Responsible Official Title	DO-D Disability Program Director
Responsible Official Title	MSC Disability Program Management
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Responsible Official Title	MSC Disability Program Management
Responsible Official Title	MSC Disability Program Management

Responsible Official Title	DLA EEO Director
Responsible Official Title	MSC Disability Program Management
Responsible Official Title	DLA EEO Director
Responsible Official Title	DO-D Staff Director
Responsible Official Title	DLA EEO Director
Responsible Official Title	DLA EEO Deputy Director
Responsible Official Title	DO-D Staff Director
Responsible Official Title	DO-D Staff Director
Responsible Official Title	MSC Disability Program Management
Responsible Official Title	DLA EEO Deputy Director

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD.

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

Job applicants may use Schedule A hiring authority to apply for vacancy announcements. If hired with the Schedule A hiring authority, selectees are required to complete a SF-256 form to identify their disability.

All hiring, promotion, advancement decisions are based solely on merit, qualifications and job-related criteria.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.

DLA uses all available and appropriate hiring authorities to recruit and hire qualified PWD and PWTD. Individuals eligible for employment under the hiring authorities pursuant to 29 CFR 1614.203(a)(3), such as Schedule A, Veterans Recruitment Appointment, Veterans Employment Opportunities Act of 1998 and 30 Percent or More Disabled Veteran Authority, can be considered for employment opportunities by applying to positions on USAJOBS.

All hiring, promotion, advancement decisions are based solely on merit, qualifications and job-related criteria.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

Individuals requesting consideration through Schedule A hiring authority are required to provide a letter from a physician or other care provider certifying their eligibility for Schedule A hiring authority. Other individuals who request consideration as a 30 Percent or more disabled veteran are required to provide DD Form 214, Military Discharge and a letter from the Department of Veteran's Affairs or branch of the armed forces certifying an overall service-connected disability. Individuals must meet eligibility requirements for the appointment authority and minimum qualifications for the vacancy.

Qualified applicants who identify as being Schedule A eligible, 30 Percent or more disabled veteran's authority eligible, or eligible for both authorities are referred to the selecting official in veteran's preference order.

All hiring, promotion, advancement decisions are based solely on merit, qualifications and job-related criteria.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer: Yes

Yes. All new supervisors are trained on Schedule A hiring authority during the HR Management class, which is refreshed every three years.

All hiring, promotion, advancement decisions are based solely on merit, qualifications and job-related criteria.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

Organizations that assist PWDs and PWTDs with securing employment where DLA currently maintains contact with:

- State Rehabilitation Service
- Veteran Employment Centers
- Gallaudet University
- National Institute of the Blind
- National Technical Institution of the Deaf
- Disabled American Veterans
- Social Security Administration
- Wounded Warrior Project

- Philadelphia Veterans Contact and Advocacy Program • Job Accommodation Network (JAN)
- Computer/Electronic Accommodations Program (CAP)
- Job Fairs that target PWD and PWTD populations, such as the Careers and the Disabled Expo.
- Local college and university campus disability programs to inform them of job opportunities with DLA and to raise awareness of the different hiring authorities and programs.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", describe the trigger(s) below.

- a. New Hires for Permanent Workforce (PWD) Answer: No
- b. New Hires for Permanent Workforce (PWTD) Answer: No

Of the total 2,262 new hires, 12.4 Percent (281) were PWDs, and 2.5 Percent (56) were PWTDs.

New Hires	Total (Number)	Reportable Disability Permanent Workforce (Percentage)	Reportable Disability Temporary Workforce (Percentage)	Targeted Disability Permanent Workforce (Percentage)	Targeted Disability Temporary Workforce (Percentage)
% of Total Applicants					
% of Qualified Applicants					
% of New Hires					

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for MCO (PWD) Answer: No
- b. New Hires for MCO (PWTD) Answer: No

Of the 957 MCOs hired, there were 14.6 Percent (140) were PWDs and 2.5 Percent (24) PWTDs

New Hires to Mission-Critical Occupations	Total (Number)	Reportable Disability New Hires (Percentage)	Targetable Disability New Hires (Percentage)
Numerical Goal	--	12%	2%

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Qualified Applicants for MCO (PWD) Answer: No
- b. Qualified Applicants for MCO (PWTD) Answer: No

Of the 957 MCOs hired, there were 14.6 Percent (140) were PWDs and 2.5 Percent (24) PWTDs

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Promotions for MCO (PWD) Answer: No
- b. Promotions for MCO (PWTD) Answer: No

Of the 2,129 MCOs promoted, there were 13.5 Percent (287) were PWDs and 2.6 Percent (55) PWTDs

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

Plans for additional programs in FY26:

- DLA will continue to inform its supervisors and managers at the Major Subordinate Commands of their responsibility to employ and advance disabled veterans within the workforce. Information will be disseminated through the issuance of regulatory guidance, instructions, civilian personnel newsletters, and other appropriate correspondence. However, all hiring, promotion, and advancement decisions are based solely on merit, qualifications and job-related criteria.
- DLA has recently added an additional tier of high-level expertise and oversight/accountability to its Disability Program with the placement of its first Disability Program Director (DPD).
- DLA EEO Leadership created of an internal RA Tracking and Management System with greater flexibility and expansion capabilities for the reasonable accommodation program after collaborating with Lean Six Sigma 1 Belt Team and work through a Continuous Process Improvement (CPI) plan to improve its processes, and timelines as well as implementing a more comprehensive Directive Type Memorandum outlining the purpose, roles and responsibilities, workflow, and other vital information regarding the process for Leaders, Employees and Applicants and desk guide for EEO Disability Program practitioners.
- DLA Human Resource Specialists will advise managers and supervisors of the various veteran hiring authorities when filling vacancies for qualified applicants.
- DLA will continue to hold the quarterly and monthly Enterprise-wide Disability Program Round table meeting that is a forum for on-the-spot training, sharing best practices and trends, discussing accommodation issues, and implementing solutions. The Enterprise Disability Program Manager will continue to hold the Biweekly Disability Program Meetings to discuss disability specific issues, concerns, reporting, tracking and to provide guidance to the MSC Disability Program Coordinators enterprise wide.
- DLA is required to brief efforts to increase equal opportunities and the number of veterans and people with disabilities in the workforce during their Executive Board Meetings with the DLA Director and during the Agency Alignment Group meetings. The status and courses of action to increase the number of veterans and persons with disabilities is provided at these meetings.
- DLA employees are required to attend an on-line RA training course designed to provide awareness of matters affecting people with disabilities in the workplace and DLA's reasonable accommodation request process. All employees are required to renew this training every two years and supervisors/managers are required to take it annually. The training was recently updated to include opening remarks by the Vice Director of the Agency and the Director of the Equal Employment Opportunity Office. The training will be updated again to include the updates to the newly revamped RA process.
- DLA will conduct a self-assessment annually to identify the number of disabled veterans hired during the fiscal year. This assessment will enable DLA to determine if current recruiting strategies should be revised.
- DLA reviews program accomplishments, in conjunction with the Equal Employment Opportunity Commission Management Directive 715 (MD-715) report that includes the accomplishments for people with disabilities. The information gathered from the assessment will be used to make future improvements.
- DLA will continue to fortify its Strategic Plan for Equal Opportunity, People and Culture and Sustainability, which includes all Disabled Veterans.
- DLA's ability to attract, develop, and retain the right skillsets, experiences, and agile workforce are vital to our continued success as the nation's combat logistics support agency. This plan aligns DLA's mission, goals, and objectives with proven human capital strategies. DLA organizations enterprise widely own this plan and work together to achieve a shared vision.
- DLA's People and Culture Plan Objectives have not changed:
- Objective 7: Build Connections – Create an environment where employees share a common perspective allowing them to work effectively across organizational boundaries, eliminate “silos,” and promote actions that are in the best interest of DLA as a whole. DLA must develop and implement opportunities for collaboration in a manner that reduces stovepipes and gains efficiencies across organizations. DLA must also cultivate a cohesive environment that engages employees, promotes mutual respect and trust, and provides tools and flexibility at all levels that maximize individual and collective potential.

- Objective 7.1: Increase communication, collaboration, and integration by fortifying practices that help employees work across organizational lines to reach a goal.
- Objective 7.2: Provide interpersonal communication strategies and robust/targeted training that promotes building healthy relationships between supervisors and employees, as well as between employees in virtual and non-virtual environments.
- Objective 7.3: Promote an environment of equal opportunities that empowers employees at all levels to perform to their maximum potential. DLA will provide opportunities for employees to increase productivity and effectiveness, remove identified barriers that limit employee advancement, identify strategies to recruit and promote equal employment opportunity.

B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.

DLA Enterprise Tuition Assistance Program: Provides financial support for continued education courses at the undergraduate or graduate level. Permanent, full-time civilian employees are eligible after their initial two-year probationary/trial period in Federal civilian service.

DLA Enterprise Leader Development Program: An Agency-wide leadership development program designed to build and enhance the leadership skills of DLA employees at all levels. The competencies include supervisory certification, coaching, mentoring, the use of leadership development guides, multi-source feedback, and behavior-based interviewing techniques.

Defense Civilian Emerging Leader Program: A DoD cohort and competency-based leadership development program for entry level and emerging leaders. Permanent full-time, civilians in grades 7 through 12 are eligible, including Federal Wage System employees.

DLA Enterprise Rotation Program (Cross-Organizational): Cross-organizational rotational assignments within DLA. (Intra-organizational rotations are also available) Rotational assignments were listed seeking GS-11 to GS-14 employee participation.

Logistics for the 21st Century: A 5 ½-day course designed by the Institute for Defense and Business to provide early-career, high-potential logisticians with a comprehensive and tailored educational experience. GS-11 through GS-13 early-career civilian logisticians is eligible.

DoD Defense Pricing and Contracting Acquisition Exchange Program: A unique developmental 6- to 9-month experience through rotational assignments for high caliber individuals in acquisition related career fields. Permanent civilian acquisition employees in grades GS 11 and above are eligible.

OSD Sustainment Fellowship Program: A 12-month hands-on leadership and management program to enhance the career development of mid-level logistics professionals. Civilian logistics employees in grades GS-13 and GS-14 are eligible.

In-House Coaching Program: Through in-house coaching, improve leadership capability across the agency. Employees who have completed ELDP Level 3 and managers are eligible.

DLA Executive Development Program: A program that allows managers to nominate high potential, highly motivated individuals to attend up to two training programs, for approval by DLA's executive board. Permanent civilians in grades GS-13 through GS-15 with at least 18-months of continuous service with DLA are eligible.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants Applicants (Percentage)	Total Participants Selectees (Percentage)	PWD Applicants (Percentage)	PWD Selectees (Percentage)	PWTD Applicants (Percentage)	PWTD Selectees (Percentage)
Coaching Programs	0	0	0	0	0	0
Other Career Development Programs	491	489	7.08	7.08	.22	.22
Fellowship Programs	1	1	0.12	0.12	0	0
Internship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Detail Programs	29	24	1.08	1.08	0.04	0.04
Training Programs	1154	1105	17.52	17.52	0.34	0.34

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWD)

Answer: Yes

b. Selections (PWD)

Answer: Yes

- The overall percentage of PWD applicants and selectees across all programs is roughly 11.79 Percent, falling short of the 12 Percent goal.
- Some individual programs show varying PWD representation:
- DLA Enterprise Tuition Assistance Program (TAP): PWD 1.80 Percent is significantly below the 12 Percent target
- DLA Enterprise Leader Development Program (ELDP): PWD 5.28 Percent is significantly below the 12 Percent target
- Defense Civilian Emerging Leader Program (DCELP): PWD 0.36 Percent is significantly below the 12 Percent target
- DLA Enterprise Rotation Program (Cross-Organizational): PWD 0.72 Percent is significantly below the 12 Percent target
- Logistics for the 21st Century (Log 21): PWD 1.08 Percent is significantly below the 12 Percent target
- DLA Executive Development Program (EDP): PWD 5.04 Percent is significantly below the 12 Percent target
- Pathways to Career Excellence (PaCE): PWD 11.04 Percent is slightly below the 12 Percent target

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWTD)

Answer: Yes

b. Selections (PWTD)

Answer: Yes

- Defense Civilian Emerging Leader Program (DCELP): PWTD 0 Percent is significantly below the 2 Percent target
- DLA Enterprise Rotation Program (Cross-Organizational): PWTD 0 Percent is significantly below the 2 Percent target
- Logistics for the 21st Century (Log 21): PWTD 0.04 Percent is significantly below the 2 Percent target
- DLA Executive Development Program (EDP): PWTD 0.06 Percent is significantly below the 2 Percent target
- Pathways to Career Excellence (PaCE): PWTD 0.24 Percent is significantly below the 2 Percent target
- Defense Civilian Emerging Leader Program (DCELP): PWTD 0 Percent is significantly below the 2 Percent

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD)

Answer: No

b. Awards, Bonuses, & Incentives (PWTD)

Answer: No

Time-Off Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)
Time-Off Awards 1 - 10 hours: Awards Given	22616.00	16.98	83.02	3.44	96.56
Time-Off Awards 1 - 10 Hours: Total Hours	119647.00	16.85	83.15	3.36	96.64
Time-Off Awards 1 - 10 Hours: Average Hours	5.29	5.25	5.30	5.17	5.29
Time-Off Awards 11 - 20 hours: Awards Given	1428.00	15.06	84.94	2.31	97.69
Time-Off Awards 11 - 20 Hours: Total Hours	21557.00	14.88	85.12	2.26	97.74
Time-Off Awards 11 - 20 Hours: Average Hours	15.10	14.92	15.13	14.76	15.10
Time-Off Awards 21 - 30 hours: Awards Given	289.00	15.57	84.43	4.15	95.85
Time-Off Awards 21 - 30 Hours: Total Hours	6919.00	15.57	84.43	4.16	95.84
Time-Off Awards 21 - 30 Hours: Average Hours	23.94	23.93	23.94	24.00	23.94
Time-Off Awards 31 - 40 hours: Awards Given	154.00	14.29	85.71	1.30	98.70
Time-Off Awards 31 - 40 Hours: Total Hours	5905.00	14.33	85.67	1.35	98.65
Time-Off Awards 31 - 40 Hours: Average Hours	38.34	38.45	38.33	40.00	38.32
Time-Off Awards 41 or more Hours: Awards Given	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0.00	0.00	0.00	0.00	0.00

Cash Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)
Cash Awards \$500 and Under: Awards Given	12238.00	16.05	83.95	3.23	96.77
Cash Awards \$500 and Under: Total Amount	4627387.00	15.78	84.22	3.20	96.80
Cash Awards \$500 and Under: Average Amount	378.12	371.86	379.31	374.90	378.22
Cash Awards: \$501 - \$999: Awards Given	3659.00	17.16	82.84	3.88	96.12
Cash Awards: \$501 - \$999: Total Amount	2795263.00	17.13	82.87	3.94	96.06
Cash Awards: \$501 - \$999: Average Amount	763.94	762.60	764.22	775.61	763.47
Cash Awards: \$1000 - \$1999: Awards Given	8315.00	16.61	83.39	3.56	96.44
Cash Awards: \$1000 - \$1999: Total Amount	12185711.00	16.62	83.38	3.52	96.48
Cash Awards: \$1000 - \$1999: Average Amount	1465.51	1466.73	1465.27	1450.89	1466.05
Cash Awards: \$2000 - \$2999: Awards Given	5497.00	17.79	82.21	3.89	96.11
Cash Awards: \$2000 - \$2999: Total Amount	13566478.00	17.93	82.07	3.94	96.06
Cash Awards: \$2000 - \$2999: Average Amount	2467.98	2486.80	2463.91	2495.40	2466.87
Cash Awards: \$3000 - \$3999: Awards Given	3423.00	18.20	81.80	3.56	96.44
Cash Awards: \$3000 - \$3999: Total Amount	11848564.00	18.25	81.75	3.55	96.45
Cash Awards: \$3000 - \$3999: Average Amount	3461.46	3470.57	3459.43	3443.98	3462.10
Cash Awards: \$4000 - \$4999: Awards Given	1947.00	15.77	84.23	3.24	96.76
Cash Awards: \$4000 - \$4999: Total Amount	8502360.00	15.68	84.32	3.20	96.80
Cash Awards: \$4000 - \$4999: Average Amount	4366.90	4342.26	4371.52	4318.21	4368.53
Cash Awards: \$5000 or more: Awards Given	680.00	14.12	85.88	2.21	97.79
Cash Awards: \$5000 or more: Total Amount	4188922.00	12.76	87.24	1.90	98.10
Cash Awards: \$5000 or more: Average Amount	6160.18	5565.88	6257.87	5310.13	6179.35

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance- based pay increases? If "yes", describe the trigger(s) below.

a. Awards, Bonuses, & Incentives (PWTD)

Answer: No

b. Pay Increases (PWTD)

Answer: No

Other Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)
Total Performance Based Pay Increases Awarded	23.00	0.00	100.00	0.00	100.00

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.

- a. Other Types of Recognition (PWD) Answer: No
b. Other Types of Recognition (PWTD) Answer: No

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

- i. Qualified Internal Applicants (PWTD) Answer: N/A
ii. Internal Selections (PWTD) Answer: N/A

b. Grade GS-15

- i. Qualified Internal Applicants (PWTD) Answer: Yes
ii. Internal Selections (PWTD) Answer: Yes

c. Grade GS-14

- i. Qualified Internal Applicants (PWTD) Answer: No
ii. Internal Selections (PWTD) Answer: No

d. Grade GS-13

- i. Qualified Internal Applicants (PWTD) Answer: No
ii. Internal Selections (PWTD) Answer: No

There was no data available for SES, GS-15, GS-14 or GS-13 qualified applicants; however, there was data for selections except SES: There were 10.5 Percent (9 of 86) PWDs for GS-15 promotions.

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

- i. Qualified Internal Applicants (PWTD) Answer: N/A
ii. Internal Selections (PWTD) Answer: N/A

b. Grade GS-15

- i. Qualified Internal Applicants (PWTD) Answer: Yes
ii. Internal Selections (PWTD) Answer: Yes

c. Grade GS-14

- | | |
|---|------------|
| i. Qualified Internal Applicants (PWTB) | Answer: No |
| ii. Internal Selections (PWTB) | Answer: No |

d. Grade GS-13

- | | |
|---|------------|
| i. Qualified Internal Applicants (PWTB) | Answer: No |
| ii. Internal Selections (PWTB) | Answer: No |

There were no (0) PWTBs for GS-15 promotions.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | |
|-----------------------------|-------------|
| a. New Hires to SES (PWD) | Answer: N/A |
| b. New Hires to GS-15 (PWD) | Answer: Yes |
| c. New Hires to GS-14 (PWD) | Answer: No |
| d. New Hires to GS-13 (PWD) | Answer: No |

There was no data available for applicants; however, there was data for selections:
There were no applications or selections for SES.
There were 10.5 Percent (9 of 86) PWDs for GS-15 promotions.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | |
|------------------------------|-------------|
| a. New Hires to SES (PWTB) | Answer: N/A |
| b. New Hires to GS-15 (PWTB) | Answer: Yes |
| c. New Hires to GS-14 (PWTB) | Answer: No |
| d. New Hires to GS-13 (PWTB) | Answer: No |

There were no (0) PWTBs for GS-15 promotions.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

- | | |
|--|-------------|
| i. Qualified Internal Applicants (PWD) | Answer: Yes |
| ii. Internal Selections (PWD) | Answer: Yes |

b. Managers

- | | |
|--|------------|
| i. Qualified Internal Applicants (PWD) | Answer: No |
| ii. Internal Selections (PWD) | Answer: No |

c. Supervisors

- | | |
|--|------------|
| i. Qualified Internal Applicants (PWD) | Answer: No |
| ii. Internal Selections (PWD) | Answer: No |

There was no data available for applicants; however, there was data for selections:

There were 7.7 Percent (2 of 26) PWDs for Executives.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

- | | |
|---|-------------|
| i. Qualified Internal Applicants (PWTD) | Answer: Yes |
| ii. Internal Selections (PWTD) | Answer: Yes |

b. Managers

- | | |
|---|------------|
| i. Qualified Internal Applicants (PWTD) | Answer: No |
| ii. Internal Selections (PWTD) | Answer: No |

c. Supervisors

- | | |
|---|------------|
| i. Qualified Internal Applicants (PWTD) | Answer: No |
| ii. Internal Selections (PWTD) | Answer: No |

There was no data available for applicants; however, there was data for selections:

There were 0 Percent (0) PWTDs for Executives.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | |
|------------------------------------|-------------|
| a. New Hires for Executives (PWD) | Answer: Yes |
| b. New Hires for Managers (PWD) | Answer: No |
| c. New Hires for Supervisors (PWD) | Answer: No |

There was no data available for applicants; however, there was data for selections:

There were 7.7 Percent (2 of 26) PWDs for Executives.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | |
|-------------------------------------|-------------|
| a. New Hires for Executives (PWTD) | Answer: Yes |
| b. New Hires for Managers (PWTD) | Answer: No |
| c. New Hires for Supervisors (PWTD) | Answer: No |

There was no data available for applicants; however, there was data for selections:

There were 0 Percent (0) PWTDs for Executives.

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer: No

November 2024:

- Employee 1: Conversion was due on November 7, 2024. An administrative delay resulted in the action being processed in January 2025.

March 2025:

- Employee 2: Conversion was due on March 13, 2025, and became effective on May 4, 2025, based on records, this appears to be an administrative delay.

April 2025:

- Employee 3: Conversion was due on April 24, 2025, and became effective on May 4, 2025. The delay was attributed to processing time. Under new Supervision eff. Aug 2025, this delay issue has been addressed to ensure timely conversions.

May 2025:

- Employee 4: Conversion was due on May 22, 2025, and was completed on June 29, 2025, due to an administrative error that has since been corrected.

- Employee 5: Conversion was due on May 22, 2025, and became effective on June 1, 2025, due to a 1 pay period processing delay.

June 2025:

- Employee 5: A delay occurred due to an administrative error, which was corrected with no impact to the employee. This has not reoccurred under the new leadership.

July 2025:

- Employee 6: Employee's conversion was due on July 3, 2025, and became effective on July 13, 2025, representing a one-pay-period processing delay.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWD)

Answer: No

b. Involuntary Separations (PWD)

Answer: No

Separations	Total (Number)	Reportable Disabilities (Percentage)	Without Reportable Disabilities (Percentage)
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	167	1.00	0.62
Permanent Workforce: Resignation	847	4.01	3.39
Permanent Workforce: Retirement	1681	9.31	6.44
Permanent Workforce: Other Separations	437	1.47	1.87
Permanent Workforce: Total Separations	3132	15.79	12.32

3. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger(s) in the text box.

a. Voluntary Separations (PWTD)

Answer: No

b. Involuntary Separations (PWTD)

Answer: No

Separations	Total (Number)	Targeted Disabilities (Percentage)	Without Targeted Disabilities (Percentage)
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	167	1.66	0.65
Permanent Workforce: Resignation	847	5.09	3.43
Permanent Workforce: Retirement	1681	8.42	6.88
Permanent Workforce: Other Separations	437	0.66	1.85
Permanent Workforce: Total Separations	3132	15.84	12.81

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b)), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

The outward facing/external DLA web page, www.dla.mil, has a link at the bottom of the page that reads "Section 508." This link takes visitors to the DLA Section 508 page: <http://www.dla.mil/508/>. This page has resources and instructions for individuals who are having difficulty accessing any part of the DLA website to complete the hyperlinked DoD Section 508 Issues, Complaints and Concerns Form at <https://dodcio.defense.gov/DoDSection508/Section-508-Form/> which starts the current complaint process.

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

Please note at <https://www.dla.mil/EEO/Business/Architectural-Barriers-Act/>, which links to the "Complaints Page" under "Enforcement".

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

Agency-wide Section 508 Policy:

During FY2024, DLA's Enterprise IT Accessibility Office (J62LC) completed a draft agency-wide Section 508 and Assistive Technologies policy and submitted it to the DLA Policy Pipeline process. Key policy elements focus on policy and governance, technical assistance, outreach and training, data-driven reporting, and assistive technology support. At the time of reporting the policy is at Stage 2 (of Stages 0 through 4) and is anticipated to be signed and issued in FY2025.

Assistive Technologies Support:

The DLA Enterprise IT Accessibility Team maintains a contract for AT support services. This contract provides configuration, troubleshooting and support of AT across DLA Enterprise so that users with disabilities can perform their work and support the warfighter. This contract also provides the specialized AT knowledge that is needed to support DLA's Reasonable Accommodation (RA) program. Engineers under this contract provide state-of-the-art IT recommendations to support one or multiple disabilities; they also provide input into DLA's IT policy and infrastructure decisions to address the needs of users with disabilities in future infrastructure decisions.

The DLA Enterprise IT Accessibility Team maintains enterprise licensing for AT software. This more efficient, centralized process has greatly reduced lengthy and unproductive wait times experienced by AT users by decreasing the time needed to obtain the software from weeks to hours and the time needed for installations from days to minutes.

The DLA Enterprise IT Accessibility Team continues to support and engage Employees with Disabilities by:

- Providing Tier 2 DLA Service Portal support.
- Hosting a dedicated support group so that their concerns are routed to a specialized team that can address their issues and promptly resolve them.
- A dedicated team mailbox providing direct support to users of AT tools, IT developers, and content creators.

Knowledge Management:

The DLA Enterprise IT Accessibility Team uses various platforms to increase knowledge of accessibility through the DLA enterprise, to include the following:

- Provided 10 live interactive accessibility webinars
- Providing 300 licenses to developers giving access to Deque University, an on-line accessibility learning platform
- Provide training courses in DLA's Learning Management System (LMS)
- Maintaining an intranet site with best practice accessibility information
- Maintaining and developing issue-focused knowledge-based articles (KBAs).

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

In FY24, a total of 2041 RA requests were submitted which 55 Percent were timely processed as compared to 76 Percent in FY23 and 89 Percent in FY22. The reason for this decrease in timeliness was in part due to the increase in the types of requests that were submitted during this timeframe (remote work and deviations from the DLA telework policy, such as the continuing teleworking other than the allowable Monday and Friday teleworking. The number of requests doubled for FY24 with 1,096 requests due to employees returning to work and a change in the DLA telework/remote work policy.

During FY24, the average time it took to process an RA took 86 workdays to approve or deny a request for an RA such as mainly remote work and deviations from the telework policy and reassignments. It took 35 days in FY23 and 20 days in FY22. The increase in processing timeframes is associated with a significant increase in RA requests for telework/remote work per DO's RA Status Update as of 01/17/2025, outdated and incomplete guidance, misapplied resources, inefficient training, and inconsistent operations in the RA process.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

- DLA has Instructions and detailed procedures for the Reasonable Accommodation Process that outline the process and the roles and responsibilities for all stakeholders within the process. DLA EEO Offices recently participated in a Continuous Process Improvement with Lean Six Sigma Black Belts to streamline and document our process. A new process map and critical path diagram was generated to assist requestors, EEO practitioners and Leadership making the decisions.

- In FY 24 DLA created a new Disability Program Director (DPD) position to add leadership, oversight and accountability over the program Enterprise-Wide. DLA also hired some term employees for one year at the MSCs to assist with the backlog of RAs.

- DLA EEO Offices are currently creating a DTM to document the new process changes and are updating their forms and templates to align with the new process. The DTM will eventually turn into a DLA Manual for all parties involved in the process.

- DLA is working with Information Technology operations to configure an RA System that will provide up to date and effective processing, tracking and reporting of RAs Enterprise-Wide. The current system does not provide adequate tracking and reporting of RAs based on the Agencies needs and new data acumen requirements.

- During FY24, DLA processed 55 Percent RA requests within 45 workdays, which was below the 90 Percent target goal. In FY22, 76 Percent were processed and 89 Percent in FY22. Again, this decrease in timeliness was in part due to the 100 Percent increase and the types of requests that were submitted during this timeframe (remote work, deviations from the DLA telework policy and reassignment) and the number of requests that were submitted.

- DLA provides interim accommodations while requestors are waiting for their final RA decision which allows employees to continue to work while waiting on the RA process.

- DLA employees are required to attend an on-line RA training course designed to provide awareness of matters affecting people with disabilities in the workplace and DLA's reasonable accommodation application process. All employees are required to renew this training every two years and supervisors/managers are required to take it annually.

- DLA Augments the LMS training within person and virtual trainings where employees and supervisors can ask questions and engage with the DPC's, DPM and DPD.
- DLA will continue to hold the quarterly Enterprise-wide Disability Program, Special Emphasis Program & Affirmative Employment Program Roundtable meeting that is a forum for on-the-spot training, sharing best practices and trends, discussing accommodation issues, and implementing solutions.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

1. Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

PAS information is available at <https://www.dla.mil/EEO/Offers/PersonalAssistanceServices/> about "Requesting a Personal Assistance Services" which explains the rights and procedures of the PAS process. The DLA Instruction 1440.01 and SOP 1440.01-01, RA for Individuals with Disabilities are currently being updated and will include the PAS information.

Note: No requests for PAS were received on FY24.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer: No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer: Yes

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

(#1) No. The DLA percentages were lower than the Government-wide average for formal complaints of harassment cases at 28.93 Percent. DLA average for FY24: Per the 462 Report, PART IV, Part 2, there were 26 out of 110 formal complaints filed that alleged harassment based on disability = 23.63 Percent. Of the 26 formal complaint cases based on disability were related to either a mental or a physical, or both.

- Mental: 16 of 110 formal complaints = 14.54 Percent
- Physical: 10 of 110 formal complaints = 9.09 Percent

(#2) Yes. In FY24, there were seven (7) cases that alleged harassment based on disability that resulted in a settlement agreement. Three of the seven complaints were pre-complaints. There were no findings of discrimination alleging harassment based on disability in FY24.

(#3) None.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation as compared to the government-wide average?

Answer: No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer: No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

(#1) No. The DLA percentages were lower than the Government-wide average for failure to Accommodate at 20.33 Percent.

DLA average for FY24: Per 462 Report PART IV, Part 2, there were 21 complaints out of 110 formal complaints filed = 19.09 Percent. Of the 21 cases the individual either alleged mental or physical disability (or both).

- Mental: 8 of 110 formal complaints = 7.27 Percent
- Physical: 13 of 110 formal complaints = 11.81 Percent

(#2) Yes.. In FY24, there were 3 pre-complaints that were settled, and 7 formal complaints that were settled. There were no findings of discrimination alleging failure to provide a RA.

(#3) There were none during FY24.

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer: Yes

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer: Yes

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

Source of the Trigger 1 (Workforce Data Table, Complaints data, FEVS, or other sources)

Source	Workforce Data (if so identify the table)
Specific Workforce Data Table	Workforce Data Table - B4
Statement of Condition that was a Trigger for a Potential Barrier: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	PWDs and PWTDs underrepresentation in GS-15/SES under Senior Leadership positions below the 12% and 2% benchmarks.
Barrier Analysis Process Completed?	N
Barrier(s) Identified?	N

Statement of Identified Barrier:

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Barrier Name 1	Hiring Freeze
Description of Policy, Procedure, or Practice	Hiring Freeze

Objective(s) and Dates for EEO Plan

Date Initiated	10/01/2025
Target Date	07/30/2026
Sufficient Funding / Staffing?	Yes
Date Modified	
Date Completed	
Objective Description	• Initiate outreaching plans to mentor, develop and educate the workforce regarding opportunities for advancement. • Increase recruiting in mission critical occupational (MCOs) positions that can lead to Senior level positions and work with HR to improve hiring authority knowledge and identify barriers to mission critical position with higher level advancement opportunity. • Identify participation rates in DLA Training that can build their leadership competency towards senior positions.

Responsible Official(s)

Title	Human Resources (J1), Director
Name	Dr. Charles V. Barber
Standards Address The Plan?	Yes
Title	Human Resources (J1), DLA Training Director

Name	Yolanda Howell
Standards Address The Plan?	Yes
Title	Human Resource (J1-DHRS-DL) Staffing Director
Name	Kate DeDobbelaere
Standards Address The Plan?	Yes
Title	DLA Equal Employment Specialist
Name	Chanel Pittman
Standards Address The Plan?	Yes
Title	Human Resources (J12), DLA Workforce Planning Staff Director
Name	Leonard "AJ" Jones
Standards Address The Plan?	Yes
Title	DLA Disability Program Manager (DPM)
Name	Monica Warren
Standards Address The Plan?	Yes
Title	Human Resources (J1), DLA Recruitment Cadre
Name	Anthony E. "Tony" Pounds
Standards Address The Plan?	Yes
Title	Human Resources (J1), DLA Special Placement Program Coordinator (SPPC) - DHRS-Columbus
Name	Erin Shonk
Standards Address The Plan?	Yes
Title	Human Resources (J1), DLA Special Placement Program Coordinator (SPPC) - DHRS-New Cumberland
Name	Lindsey Shoop
Standards Address The Plan?	Yes

Planned Activities Toward Completion of Objective

Target Date	02/01/2026
Planned Activities	Conduct recurring meetings with HR to improve transparency, training, and information sharing.
Sufficient Staffing & Funding?	Yes
Modified Date	
Completion Date	
Target Date	04/30/2026
Planned Activities	Work with HR to determine those mission critical positions with higher level advancement opportunities.
Sufficient Staffing & Funding?	Yes
Modified Date	
Completion Date	
Target Date	05/30/2026
Planned Activities	HR create and provide a plan to improve hiring authority knowledge for supervisors and employees in developmental positions.
Sufficient Staffing & Funding?	Yes
Modified Date	

Completion Date

Target Date 05/30/2026

Planned Activities Initiate plans for mentorship and development for WRP and PaCERs with disabilities. Note: The Workforce Recruitment Program (WRP) will move its online resume database to the U.S. Office of Personnel Management's USAJOBS Agency Talent Portal in 2026, though the Department of Labor will continue to manage the program for the remainder of 2025.

Sufficient Staffing & Funding? Yes

Modified Date**Completion Date**

Target Date 06/30/2026

Planned Activities Determine the participation rates of PWDs and PWTDs and Section 508 accessibility in all aspects of DLA training programs and courses.

Sufficient Staffing & Funding? Yes

Modified Date**Completion Date**

Target Date 07/30/2026

Planned Activities Develop training sessions like lunch and learns and webinars that focus on hiring authority knowledge advancement for PWDs and PWTDs.

Sufficient Staffing & Funding? Yes

Modified Date**Completion Date****Report of Accomplishments**

Fiscal Year 2025

Accomplishment Partnered with the HR Cadre team to assess current recruitment methods and identify potential improvements to better attract and retain qualified candidates with disabilities and targeted disabilities.

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities. Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

PWDs/PWTDs leaving the workforce due to inflexible telework policies.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

Updates will be reported in the next FY26 report.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

Updates will be reported in the next FY26 report.