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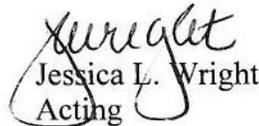
SUBJECT: Department of Defense Narrative Summary Report on Disability Employment Data for Fiscal Year 2013

Section 501 of the Rehabilitation Act of 1973, as amended, codified as title 29, U.S.C., §791, requires Federal agencies, including the Department of Defense (DoD), to establish affirmative action programs for the hiring, advancement, and retention of persons with disabilities. In Executive Order (EO) 13163, "Increasing the Opportunity for Individuals with Disabilities to be Employed in the Federal Government," July 26, 2000, and EO 13548, "Increasing Federal Employment of Individuals with Disabilities," July 26, 2010, the President provided additional guidance to implement Section 501 and stated that Federal agencies should be model employers of individuals with disabilities.

The attached report from the Office of Diversity Management and Equal Opportunity (ODMEO) presents employment data for individuals with disabilities across DoD. It provides insight into trends across the Department and offers DoD Component personnel the opportunity to compare their progress in key areas to the progress made by other Components and the Department as a whole.

This report provides comparisons of the performance of the three Military Departments and the Fourth Estate, and also highlights the performance of individual DoD Components. I believe it will serve as a useful tool to point out both achievements and ongoing challenges in the hiring, advancement and retention of persons with disabilities.

Please disseminate this information throughout your Component. Questions about this memorandum should be directed to Mr. F. Michael Sena, Deputy Director, ODMEO at 703-614-3398, or via e-mail to F.M.Sena.civ@mail.mil.


Jessica L. Wright
Acting

Attachments:
As stated

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**Department of Defense
Narrative Summary Report
on Disability Employment Data**

Fiscal Year 2013

Introduction

The Office of Diversity Management & Equal Opportunity (ODMEO), an organization within the Office of the Under Secretary of Defense for Personnel and Readiness develops and executes the Department of Defense's (DoD) Disability Employment Program.

Section 501 of the Rehabilitation Act of 1973, as amended, codified at 29 U.S.C. §791, requires Federal agencies, including the Department of Defense (DoD), to establish affirmative action programs for the hiring, advancement and retention of persons with disabilities. In Executive Order (EO) 13163, "Increasing the Opportunity for Individuals with Disabilities to be Employed in the Federal Government," July 26, 2000, and EO 13548, "Increasing Federal Employment of Individuals with Disabilities," July 26, 2010, the President provided additional guidance to implement Section 501 and stated that Federal agencies should be model employers of individuals with disabilities.

The Executive Orders also highlight the requirement that agencies set specific hiring goals for individuals with disabilities and individuals with targeted disabilities (IWTd). "Targeted disability" is a category of severe disabilities defined by the U.S. Equal Employment Opportunity Commission (EEOC). In 1987 DoD established a goal that 2% of the DoD civilian workforce should consist of IWTd. This 2% participation rate for IWTd was instituted well before the EEOC called upon Federal agencies to set such goals. The goal remains in place and is widely considered a key indicator that employees with disabilities have increased confidence in an agency's efforts to foster an inclusive environment.

To monitor DoD's efforts to improve employment outcomes for individuals with disabilities, and individuals with targeted disabilities, ODMEO reviews civilian disability workforce data on a quarterly basis. This report, the *Fiscal Year 2013 Narrative Summary Report on Disability Employment Data (FY13 Narrative Summary Report)*, provides insight into trends across the Department and offers DoD Component personnel the opportunity to compare their progress in key areas to the progress made by other Components and the Department as a whole.

Highlights from the FY13 Narrative Summary Report include:

- For the first time in 20 years, DoD has shown a year-to-year increase in the participation rate for IWTd. At the end of FY13, DoD's participation rate for IWTd was 0.76%, which was slightly down from 0.77% at the end of FY13 Q3, but up from 0.74% at the end of FY12 (Page 3).
- DoD's overall hiring rate for IWTd does present a challenge to continuing progress toward the 2% goal, as the hiring rate is lower than the participation rate. If this continues to be the case, as new hires replace individuals currently in the civilian workforce, DoD will move away from the 2% goal. In FY13, IWTd represented 0.41% of new hires in DoD. This was down from 0.51% in FY12 and down from 0.53% in FY11 (Page 4).
- DoD demonstrated continued strength in hiring veterans with disabilities. In FY13, veterans with a disability rating of 30% or greater represented 10.58% of DoD employees. This was up from 10.14% at FY13 Q3, and up from 9.59% at the end of FY12. 12.92% of new hires were veterans with a 30% or greater disability rating. This is up from 11.72% in FY12 (Page 5).

- To reach DoD's goal of hiring 36,000 individuals with disabilities under EO 13163 and EO 13548, an additional 15,403 individuals with disabilities would need to be hired in FY14 and FY15, or 7,702 per year (Page 9).
- Another DoD goal under EO 13163 and EO 13548 is that 2% of hiring actions each year will be via Schedule A In FY13, 5 CFR 213.3102(u), a non-competitive hiring authority. In FY13, 0.84% of new hires were appointed to full-time permanent non-seasonal positions under Schedule A. This was down from 0.97% in FY12 (Page 11).

Individuals with Targeted Disabilities (IWTD)

In 1987, DoD established a two percent participation rate goal for the employment of individuals with targeted (severe) disabilities within the DoD civilian workforce. This goal was re-emphasized in DoD's Fiscal Year (FY) 2011-2015 Operational Plan for implementing EO 13548, "Increasing Federal Employment of Individuals with Disabilities" (July 26, 2010).

This category includes nine disabilities listed as "Targeted/Severe Disabilities" on OPM Standard Form 256 (SF-256), "Self-Identification of Disability" (see Appendix, SF-256)

QTR	DoD Total Strength	DoD Targeted Strength	DoD Targeted Percentage
FY12 Q4	647,095	4,789	0.740%
FY13 Q1	650,484	4,866	0.748%
FY13 Q2	644,645	4,914	0.762%
FY13 Q3	637,626	4,884	0.766%
FY13 Q4	631,931	4,821	0.763%

- **Strength** (Charts A-1, A-2): 0.76% for DoD as a whole at the end of FY13. This is slightly down from 0.77% at the end of FY13 Q3, but up from 0.74% at the end of FY12. This is the first time DoD has shown a year-to-year increase in the participation rate in 20 years, since FY 1993 (Charts A-3, A-4).

Comparisons between end of FY13 Q3 and FY13 Q4:

- Army: down from 0.65% to 0.64%
- Navy: down from 0.73% to 0.72%
- Air Force: unchanged at 0.70%
- Fourth Estate (All DoD Components that are not in a Military Department or Combatant Command): unchanged at 1.26%
- Among individual Fourth Estate Components, the Defense Finance and Accounting Service (DFAS) went up from 2.07% to 2.10%. The next-highest Components are the Defense Logistics Agency (DLA) (1.70%, down from 1.71%) and the Defense Commissary Agency (DeCA) (1.50%, down from 1.52%).

Year-to-year comparisons (between end of FY12 Q4 and end of FY13 Q4):

- Army: down from 0.65% to 0.64%
- Navy: up from 0.71% to 0.72%

- Air Force: up from 0.61% to 0.70%
- Fourth Estate: up from 1.25% to 1.26%
- Among individual Fourth Estate Components, the greatest percentage increases were shown by the Defense Human Resources Activity (DHRA), which went from 0.47% to 0.66%, DFAS (from 1.95% to 2.10%), and the Department of Defense Education Activity (0.44% to 0.55%).

DoD’s Operational Plan for implementing EO 13163 and EO 13548 calls for the hiring of 9,250 individuals with targeted disabilities from FY11 through FY15. In the July 25, 2012 “Report on the Employment of Individuals with Disabilities in the Federal Executive Branch,” OPM presented data relating to full-time permanent non-seasonal employees. However, neither the Executive Orders nor the Operational Plan specify that employment category. Therefore, accessions of both full-time permanent non-seasonal employees and all employees are reported below:

Fiscal Year	Total DoD Accessions (FT Perm NS)	DoD Targeted Disability Accessions (FT Perm NS)	DoD Targeted Disability Accessions Percentage (FT Perm NS)
FY11 (Total)	63,194	289	0.46%
FY12 (Total)	39,949	175	0.44%
FY13 (Total)	29,732	116	0.39%
Total to Date	132,875	580	0.44%

- **Accessions (Full-time Permanent Non-Seasonal only)** (Chart A-5): In FY13, IWTD represented 0.39% of new hires (116 hires). This is down from 0.44% (175 hires) in FY12 and down from 0.46% in FY11 (289 hires).

To reach DoD’s goal of hiring 9,250 IWTD, an additional 8,670 IWTD would need to be hired in FY14 and FY15, or 4,335 individuals per year.

Comparisons between FY12 (entire year) and FY13 (entire year):

- Army: down from 0.35% to 0.26%
- Navy: down from 0.49% to 0.32%
- Air Force: up from 0.40% to 0.51%
- Fourth Estate: up from 0.53% to 0.55%

- DLA had the highest percentage of new hires with targeted disabilities among Fourth Estate Components in FY13 at 1.40% (12 hires), followed by DFAS (1.20%, 6 hires), the TRICARE Management Activity (0.86%, 2 hires), and DSS (0.86%, 1 hire).

Fiscal Year	Total DoD Accessions (All Employees)	DoD Targeted Disability Accessions (All Employees)	DoD Targeted Disability Accessions Percentage (All Employees)
FY11 (Total)	94,955	502	0.53%
FY12 (Total)	65,858	333	0.51%
FY13 (Total)	43,791	180	0.41%
Total to Date	204,604	1,015	0.49%

Accessions (All Employees): In FY13, IWTD represented 0.41% of new hires (180 hires). This is down from 0.51% (333 hires) in FY12 and down from 0.53% in FY11 (502 hires).

To reach DoD’s goal of hiring 9,250 IWTD, if the benchmark is not restricted to full-time permanent non-seasonal employees, an additional 8,235 IWTD would need to be hired in FY14 and FY15, or 4,118 individuals per year.

Comparisons between FY12 (entire year) and FY13 (entire year):

- Army: down from 0.35% to 0.29%
- Navy: down from 0.50% to 0.34%
- Air Force: down from 0.51% to 0.50%
- Fourth Estate: down from 0.75% to 0.55%
- The Defense Acquisition University (DAU) had the highest percentage of new hires with targeted disabilities among Fourth Estate Components in FY13 at 2.04% (1 hire), followed by DLA (1.43%, 14 hires), and DeCA (1.30%, 18 hires).

Individuals with Reportable Disabilities

Reportable disabilities, along with veterans with a 30% or greater disability rating, comprise the overall measure used by OPM to evaluate progress in employment of individuals with disabilities (see section “All Individuals with Disabilities, Including Veterans with a 30% or Greater Disability Rating” below.)

The Reportable Disability category includes all “Yes” responses voluntarily submitted by employees on SF-256. “Yes” responses are defined as the two-digit codes corresponding to any of the 9 disabilities listed under “Targeted/Severe Disabilities” or any of the 21 disabilities listed under “Other Disabilities.” The response “I have a disability, but it is not listed on this form” (Code 06) is also considered a “Yes” response. “No” responses are defined as “I do not have a disability” (Code 05) and “I do not wish to identify my disability status” (Code 01).

- **Strength** (Charts B-1, B-2): 9.31% of DoD employees (58,829 individuals) had reportable disabilities as of FY13 Q4. This is unchanged from 9.31% at FY13 Q3 and up from 8.11% at the end of FY12.

Comparisons between FY13 Q3 and FY13 Q4:

- Army: unchanged at 8.55%
- Navy: down from 8.41% to 8.39%
- Air Force: unchanged at 10.95%
- Fourth Estate: up from 10.54% to 10.58%
- DFAS led all DoD Components at 16.25%, up from 16.20%. The next-highest Components are DLA (12.49%, up from 12.44%) and DHRA (12.10, down from 12.26%).

Year-to-year comparisons (between end of FY12 Q4 and end of FY13 Q4):

- Army: down from 8.58% to 8.55%
- Navy: up from 7.26% to 8.39%
- Air Force: up from 7.52% to 10.95%
- Fourth Estate: up from 9.76% to 10.58%
- Among individual Fourth Estate Components, the greatest percentage increases were shown by the U.S. Court of Appeals for the Armed Forces (USCAAF), which went from 4.00% to 7.69%, DLA (from 10.24% to 12.49%), and the Defense Technology Security Administration (DTSA) (5.30% to 6.82%).

- **Accessions** (Chart B-3): In FY13, reportable disabilities represented 5.46% of new hires (1,622 hires). This is up from 5.34% (2,132 hires) in FY12.

Comparisons between FY12 (entire year) and FY13 (entire year):

- Army: down from 5.08% to 3.51%
- Navy: up from 5.82% to 7.01%
- Air Force: up from 4.12% to 4.31%
- Fourth Estate: up from 5.92% to 7.62%
- DLA had the highest percentage of new hires with reportable disabilities among Fourth Estate Components in FY13, at 20.30% (159 hires). The next-highest Components are DHRA (18.64%, 11 hires) and DFAS (10.16%, 51 hires).

Veterans with a 30% or Greater Disability Rating

Percentages for this category of veterans showed continued steady increases across the board, in both strength and accessions.

- **Strength** (Charts C-1, C-2): 10.58% of DoD employees (66,838 individuals) were veterans in this category as of FY13 Q4. This is up from 10.14% at FY13 Q3, and up from 9.59% at the end of FY12.

Comparisons between FY13 Q3 and FY13 Q4:

- Army: up from 12.88% to 13.17%
- Navy: up from 8.24% to 8.58%
- Air Force: up from 10.26% to 10.31%
- Fourth Estate: up from 8.61% to 8.84%
- The Organization of the Joint Chiefs of Staff (JCS), Defense Media Activity (DMA), and the Defense Security Service (DSS) lead all Fourth Estate Components with 18.46% (182 individuals), 17.36% (105 individuals), and 13.79% (120 individuals), respectively.

Year-to-year comparisons (between end of FY12 Q4 and end of FY13 Q4):

- Army: up from 11.86% to 13.17%
- Navy: up from 7.58% to 8.58%
- Air Force: up from 9.79% to 10.31%
- Fourth Estate: up from 7.77% to 8.84%
- Among individual Fourth Estate Components, the greatest percentage increases were shown by DSS, which went from 11.07% to 13.79%, the Defense Threat Reduction Agency (DTRA) (11.07% to 13.04%), and the Department of Defense Office of Inspector General (5.22% to 7.10%).

- **Accessions** (Chart C-3): In FY13 (Q1 through Q4), 12.92% of new hires (3,841 hires) were veterans with a 30% or greater disability rating. This is up from 11.72% (4,679 hires) in FY12.

Comparisons between FY12 (entire year) and FY13 (entire year):

- Army: up from 12.35% to 13.30%
- Navy: up from 11.30% to 11.95%
- Air Force: up from 10.83% to 12.73%

- Fourth Estate: up from 12.39% to 14.01%
- DSS had the highest percentage among Fourth Estate Components in FY13, at 20.69% (24 hires), followed by the Pentagon Force Protection Agency (20.34%, 24 hires) and DLA (18.44%, 158 hires).

All Individuals with Disabilities, Including Veterans with a 30% or Greater Disability Rating

EO 13163, “Increasing the Opportunity for Individuals with Disabilities to be Employed in the Federal Government,” and EO 13548, “Increasing Federal Employment of Individuals with Disabilities,” require Federal agencies to collectively hire 100,000 individuals with disabilities within five years from July 26, 2010.

In response to the Executive Order, DoD established a hiring goal of 36,000 individuals with disabilities between FY11 and FY15. This specific goal was established based on the size of DoD’s workforce as a percentage of the Federal Government as a whole.

In July 2012, OPM announced agencies may count veterans with a disability rating of 30% or greater toward their hiring goals. However, since a disability rating of 30% or greater does not necessarily equate to having a targeted disability, this category of veterans can only be counted in the general “individuals with disabilities” category.

In the July 25, 2012 “Report on the Employment of Individuals with Disabilities in the Federal Executive Branch,” OPM used the statistic “All Disability Including 30% or more Disabled Veterans” to measure progress toward the goal to hire 100,000 individuals with disabilities. This number includes both those who have reported a disability on the SF-256 and veterans with a 30% or greater disability rating.

QTR	DoD Total Strength	DoD “All Disability” Strength	DoD “All Disability” Percentage
FY12 Q4	647,095	99,338	15.35%
FY13 Q1	650,484	102,580	15.77%
FY13 Q2	644,645	106,824	16.57%
FY13 Q3	637,626	107,030	16.79%
FY13 Q4	631,931	107,295	16.98%

- **Strength** (Charts D-1, D-2): 16.98% of DoD employees (107,295 individuals) were in this category as of FY13 Q4. This is up from 15.35% for DoD as a whole (99,338 individuals) at the end of FY12.

Comparisons between FY13 Q3 and FY13 Q4:

- Army: up from 18.35% to 18.59%
- Navy: up from 14.35% to 14.62%

- Air Force: up from 17.84% to 17.87%
- Fourth Estate: up from 16.42% to 16.62%
- DMA, JCS, and DTRA lead all Fourth Estate Components with 23.14% (140 individuals), 23.02% (227 individuals), and 20.66% (263 individuals), respectively.

Year-to-year comparisons (between end of FY12 Q4 and end of FY13 Q4):

- Army: up from 17.51% to 18.59%
- Navy: up from 12.97% to 14.62%
- Air Force: up from 15.16% to 17.87%
- Fourth Estate: from 15.29% to 16.62%
- Among individual Fourth Estate Components, the greatest percentage increases were shown by the USCAAF, which went from 4.00% to 7.69%, DSS (from 16.28% to 19.08%), and DLA (16.90% to 19.28%).

DoD’s Operational Plan for implementing EO 13163 and EO 13548 calls for 36,000 hires from FY11 through FY15. OPM’s July 25, 2012 report presents data relating to full-time permanent non-seasonal employees. However, neither the Executive Orders nor the Operational Plan specify that employment category. Therefore, accessions of both full-time permanent non-seasonal employees and all employees are reported below.

Fiscal Year	Total DoD Accessions (FT Perm NS)	DoD “All Disability” Accessions (FT Perm NS)	DoD “All Disability” Accessions Percentage (FT Perm NS)
FY11 (Total)	63,194	9,574	15.15%
FY12 (Total)	39,949	6,131	15.35%
FY13 (Total)	29,732	4,892	16.45%
Total to Date	132,875	20,597	15.50%

- **Accessions (Full-time Permanent Non-Seasonal Only)** (Chart D-3): In FY13, 16.45% of new hires (4,892 hires) were veterans with a 30% or greater disability rating or individuals who identified a disability on the SF-256. This is up from 15.35% in FY12.

To reach DoD’s goal of hiring 36,000 individuals with disabilities, an additional 15,403 individuals with disabilities would need to be hired in FY14 and FY15, or 7,702 per year.

Comparisons between FY12 (entire year) and FY13 (entire year):

- Army: down from 15.94% to 15.58%
- Navy: up from 15.10% to 16.55%
- Air Force: up from 13.58% to 15.64%
- Fourth Estate: up from 16.71% to 18.69%
- DAU had the highest percentage among Fourth Estate Components, at 36.36% (4 hires), followed by DLA (30.46%, 261 hires) and DHRA (27.12%, 16 hires).

Fiscal Year	Total DoD Accessions (All Employees)	DoD “All Disability” Accessions (All Employees)	DoD “All Disability” Accessions Percentage (All Employees)
FY11 (Total)	94,955	13,861	14.60%
FY12 (Total)	65,858	9,327	14.16%
FY13 (Total)	43,791	7,107	16.23%
Total to Date	204,604	30,295	14.80%

- **Accessions (All Employees):** In FY13, 16.23% of new hires (7,107 hires) were veterans with a 30% or greater disability rating or individuals who identified a disability on the SF-256. This is up from 14.16% in FY12.

To reach DoD’s goal of hiring 36,000 individuals with disabilities, if the benchmark is not restricted to full-time permanent non-seasonal employees, an additional 5,705 hires would need to be hired in FY14 and FY15, or 2,853 per year.

Comparisons between FY12 (entire year) and FY13 (entire year):

- Army: up from 14.82% to 15.75%
- Navy: up from 14.35% to 16.75%
- Air Force: up from 14.04% to 17.82%
- Fourth Estate: up from 13.03% to 15.02%
- DTSA had the highest percentage among Fourth Estate Components at 33.33% (1 hire), followed by DLA (32.48%, 317 hires) and DSS (23.93%, 28 hires).

Accessions via Schedule A

In response to EO 13548, DoD established a goal that 2% of hiring actions each year will be via Schedule A, 5 CFR 213.3102(u), a non-competitive appointing authority for individuals with disabilities.

OPM's July 25, 2012 report presents data relating to full-time permanent non-seasonal employees. However, the DoD Operational Plan does not specify that employment category. Therefore, accessions of both full-time permanent non-seasonal employees and all employees are reported below.

- **Accessions (Full-time Permanent Non-Seasonal Only)** (Chart E-1): In FY13, 0.84% of new hires (249 individuals) were appointed to full-time permanent non-seasonal positions under the Schedule A hiring authority. This is down from 0.97% in FY12 (389 individuals).

Comparisons between FY12 (entire year) and FY13 (entire year):

- Army: down from 0.34% to 0.29%
- Navy: down from 1.34% to 0.96%
- Air Force: up from 1.25% to 1.44%
- Fourth Estate: down from 1.12% to 0.79%
- Three DoD Components met the 2% goal in FY13: DMA at 2.63% (1 individual), DLA at 2.45% (21 individuals), and DFAS at 2.39% (12 individuals).

- **Accessions (All Employees)** (Chart E-2): In FY13, 0.79% of new hires (348 individuals) were appointed under the Schedule A hiring authority. This is down from 1.05% in FY12 (693 individuals).

Comparisons between FY12 (entire year) and FY13 (entire year):

- Army: down from 0.55% to 0.37%
- Navy: down from 1.23% to 0.87%
- Air Force: down from 1.57% to 1.43%
- Fourth Estate: down from 1.20% to 0.73%
- Four DoD Components met the 2% goal in FY13: DMA at 5.13% (2 individuals), DLA at 2.87% (28 individuals), the Defense Contract Audit Agency at 2.35% (5 individuals), and DFAS at 2.23% (15 individuals).

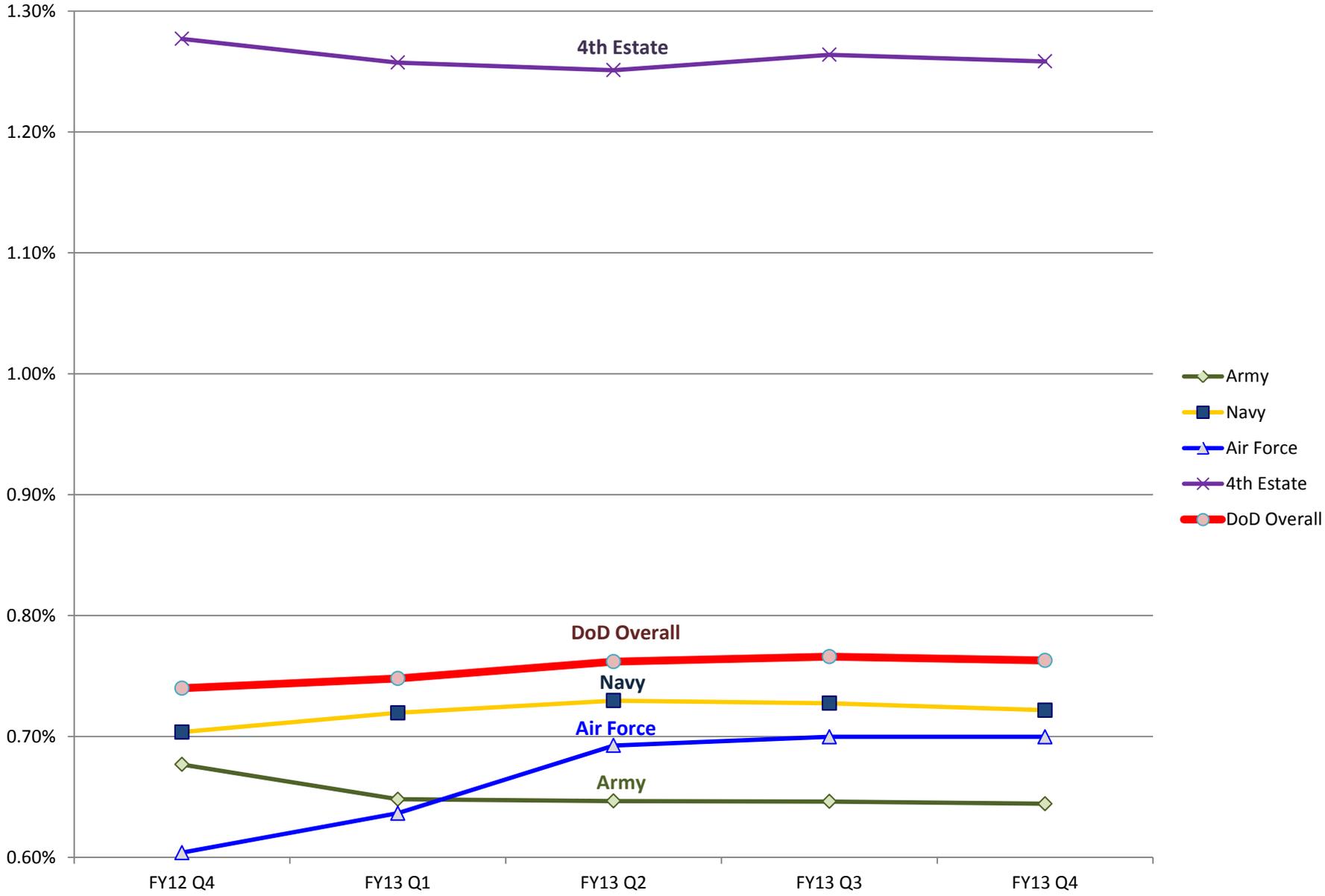
Appendix: Charts

Some of the following charts use color coding for three categories of DoD Components: Military Departments, Mid-Size Components, and Small Components. Mid-Size Components are defined as Fourth Estate Components which have more than 10,000 employees. All other Fourth Estate Components are defined as Small Components.

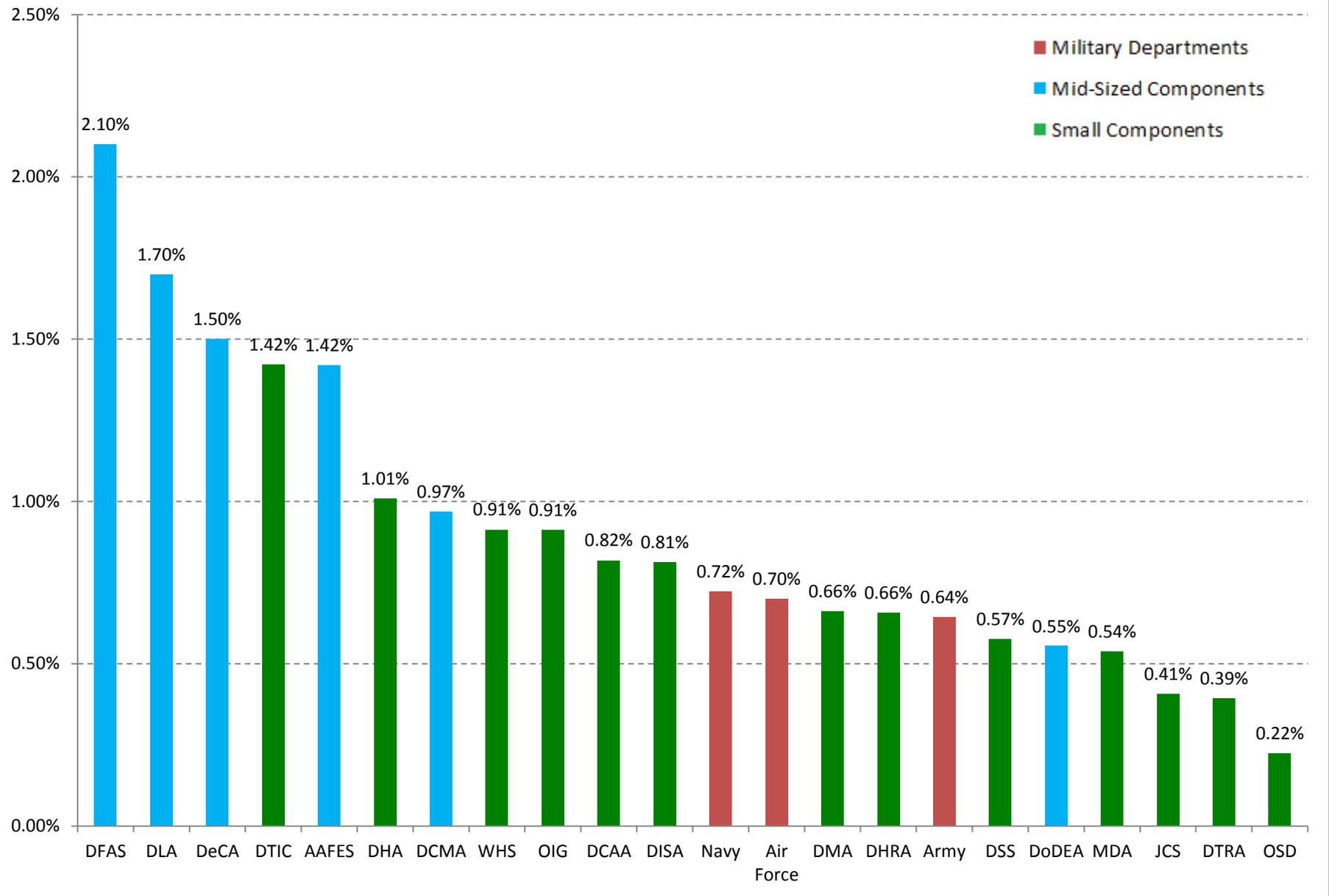
Data for AAFES could not be provided for all categories, but is presented when available.

These charts represent data for full-time permanent non-seasonal employees, except where otherwise noted.

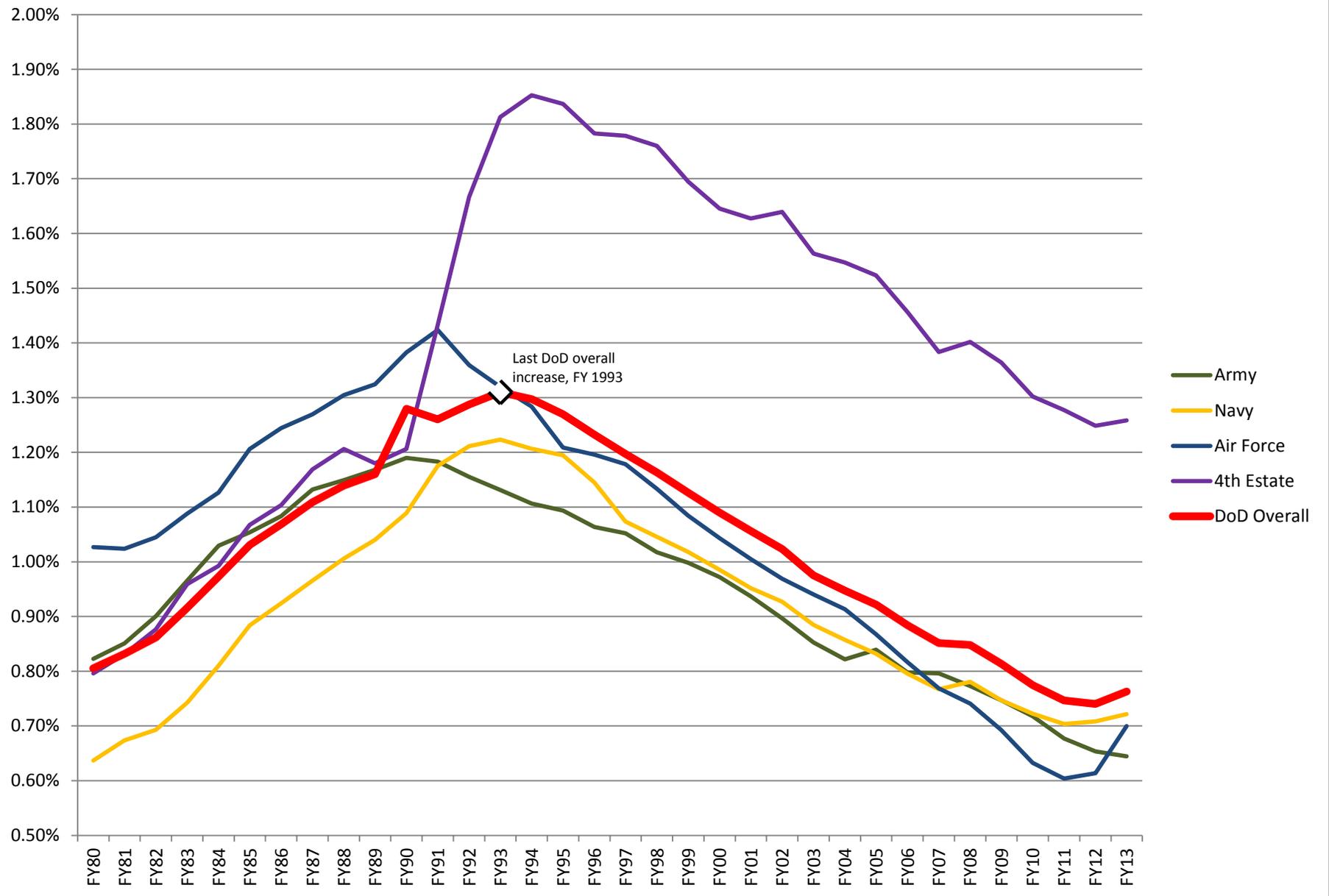
IWTD Strength: Percentage by Quarter



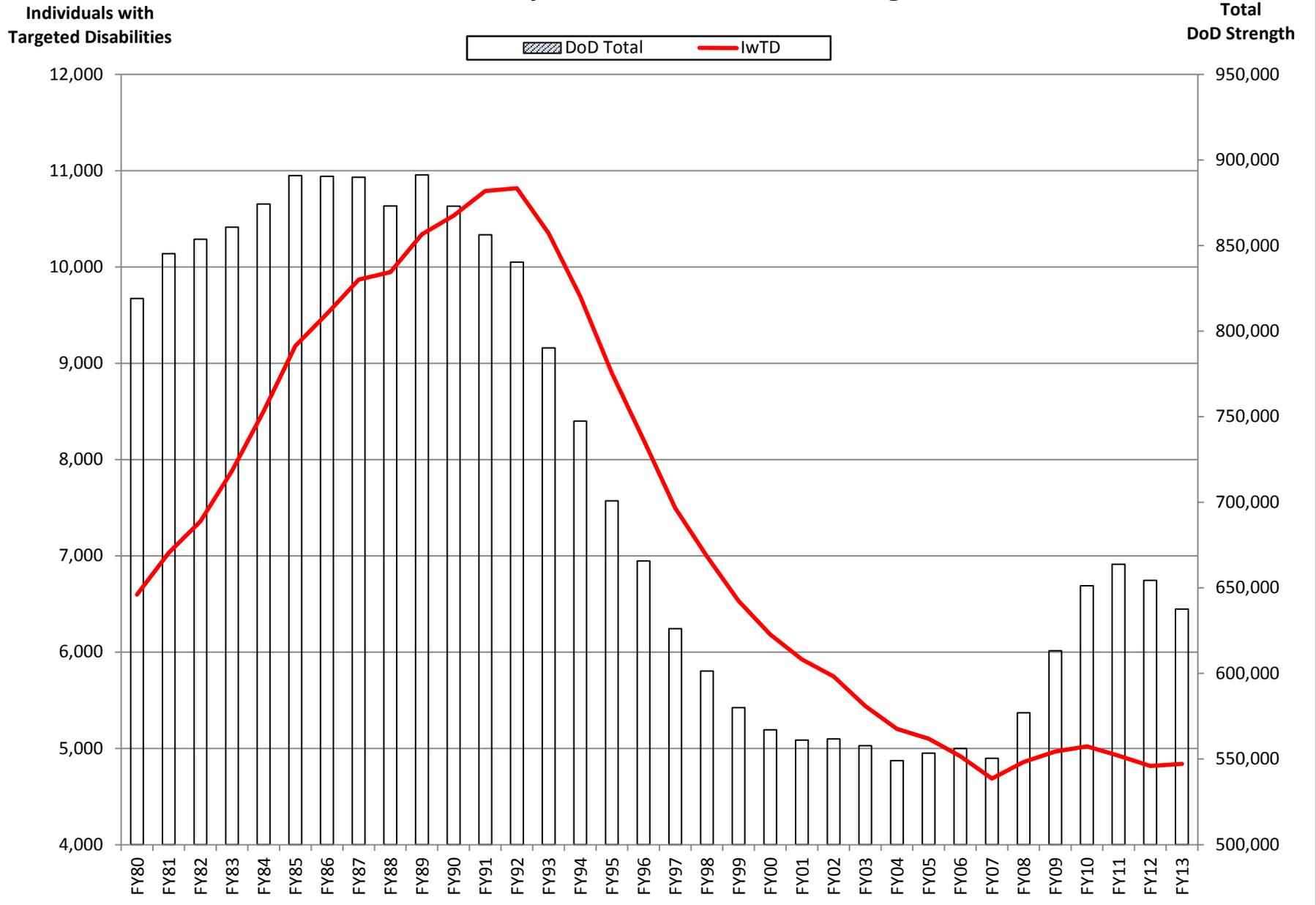
IWTD Strength Percentage, FY13 Q4



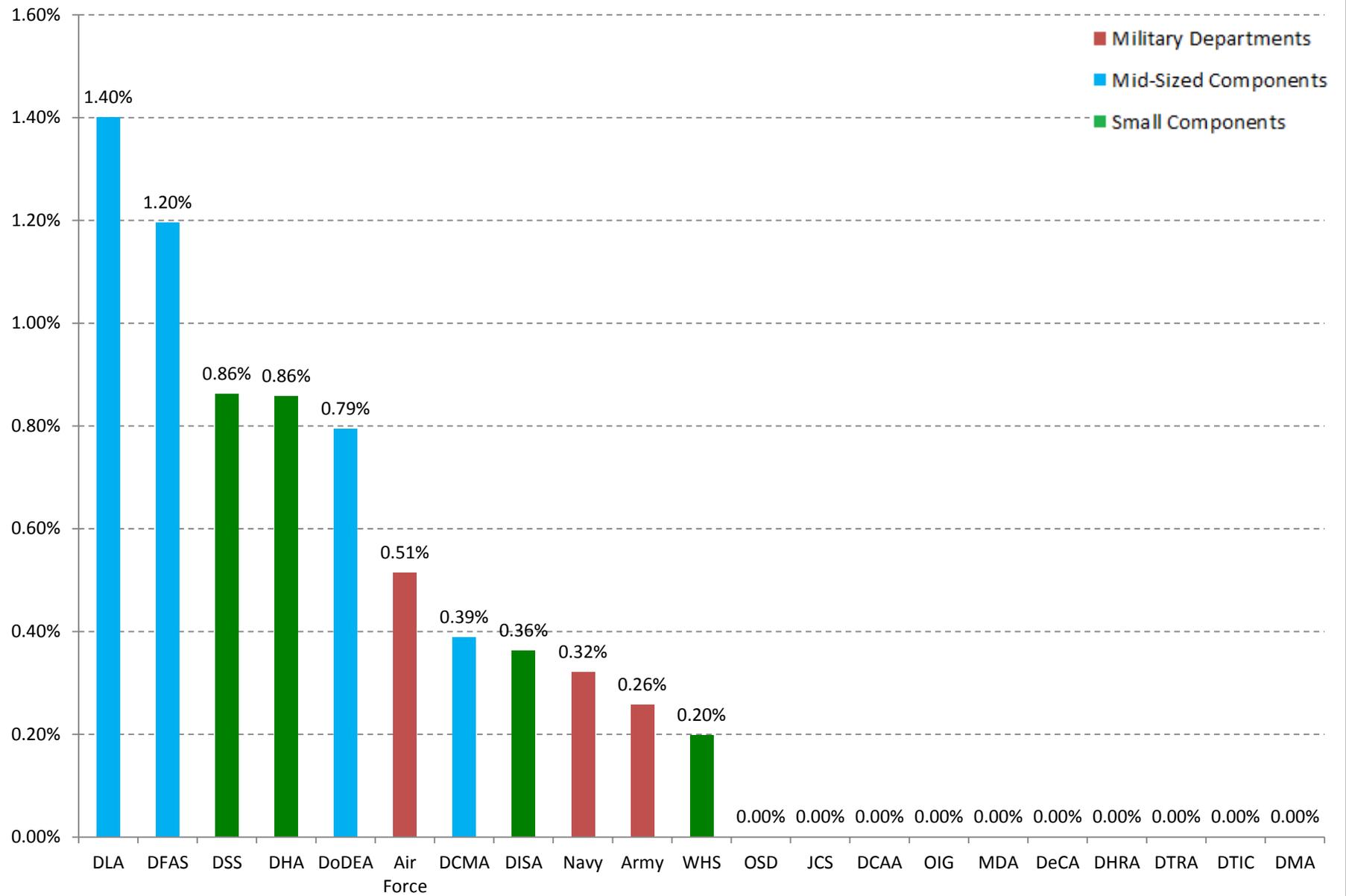
IWTD Strength Percentage, FY 1980 - FY 2013



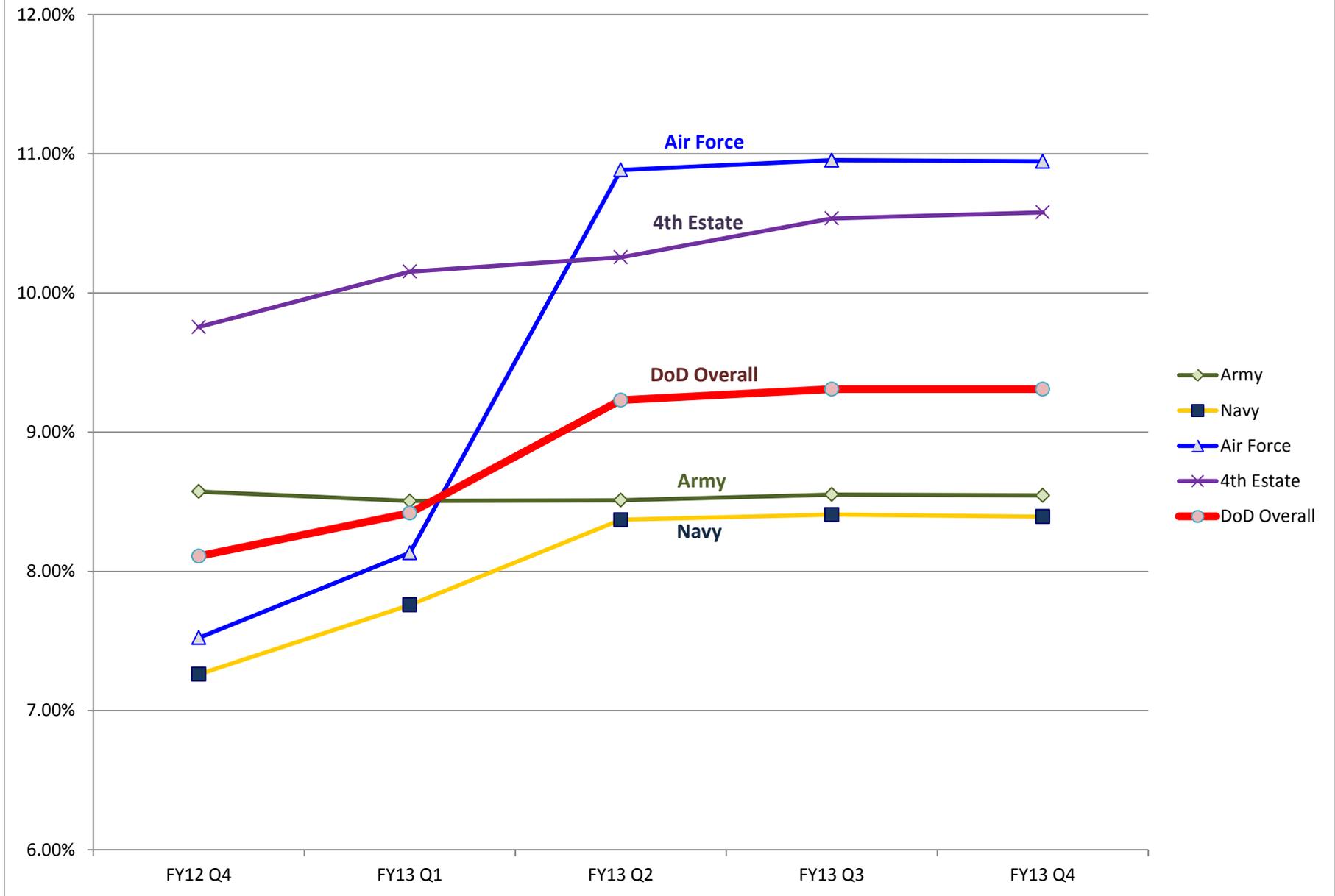
IWTD Compared to Total DoD Strength



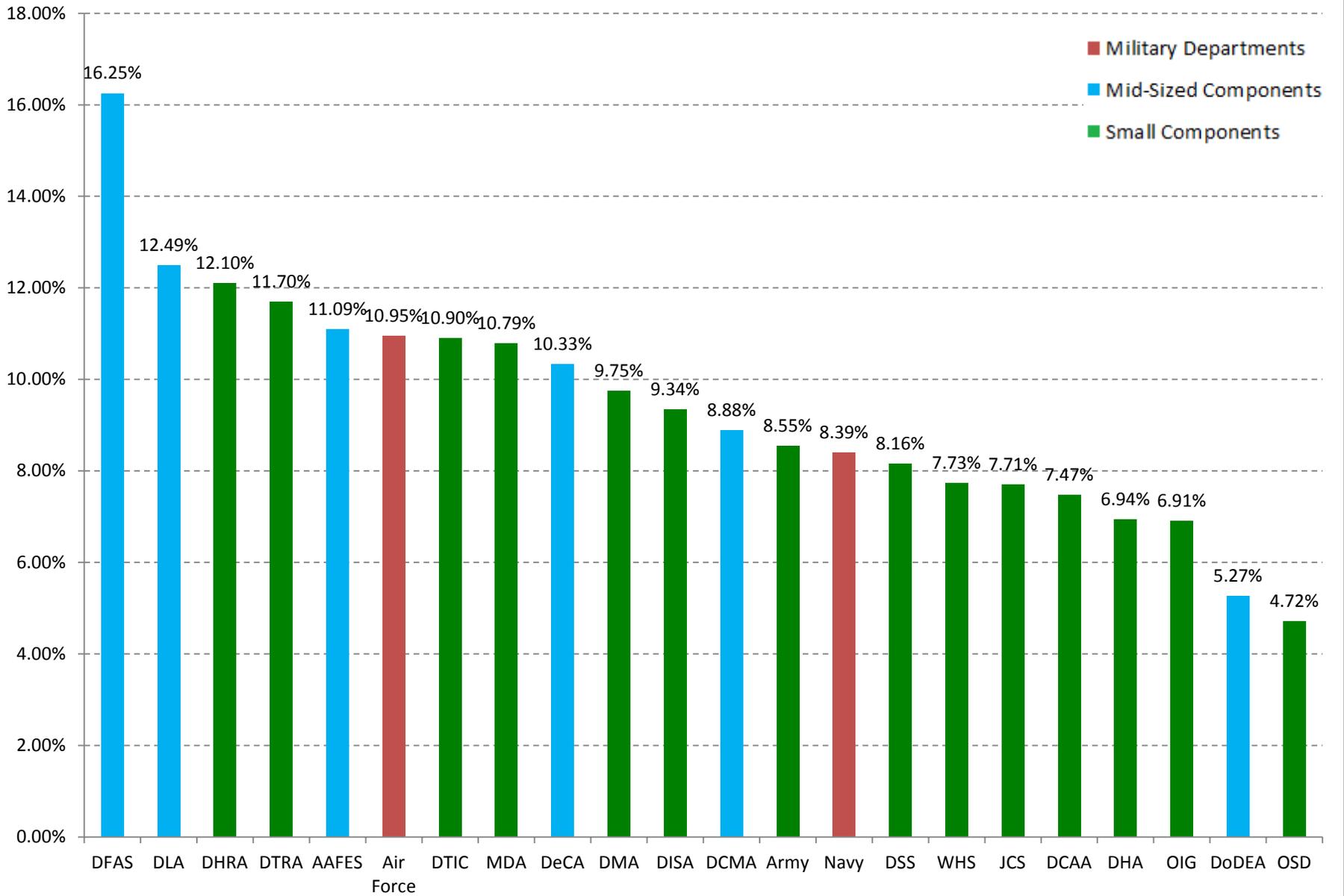
IWTD Accession Percentage, FY13



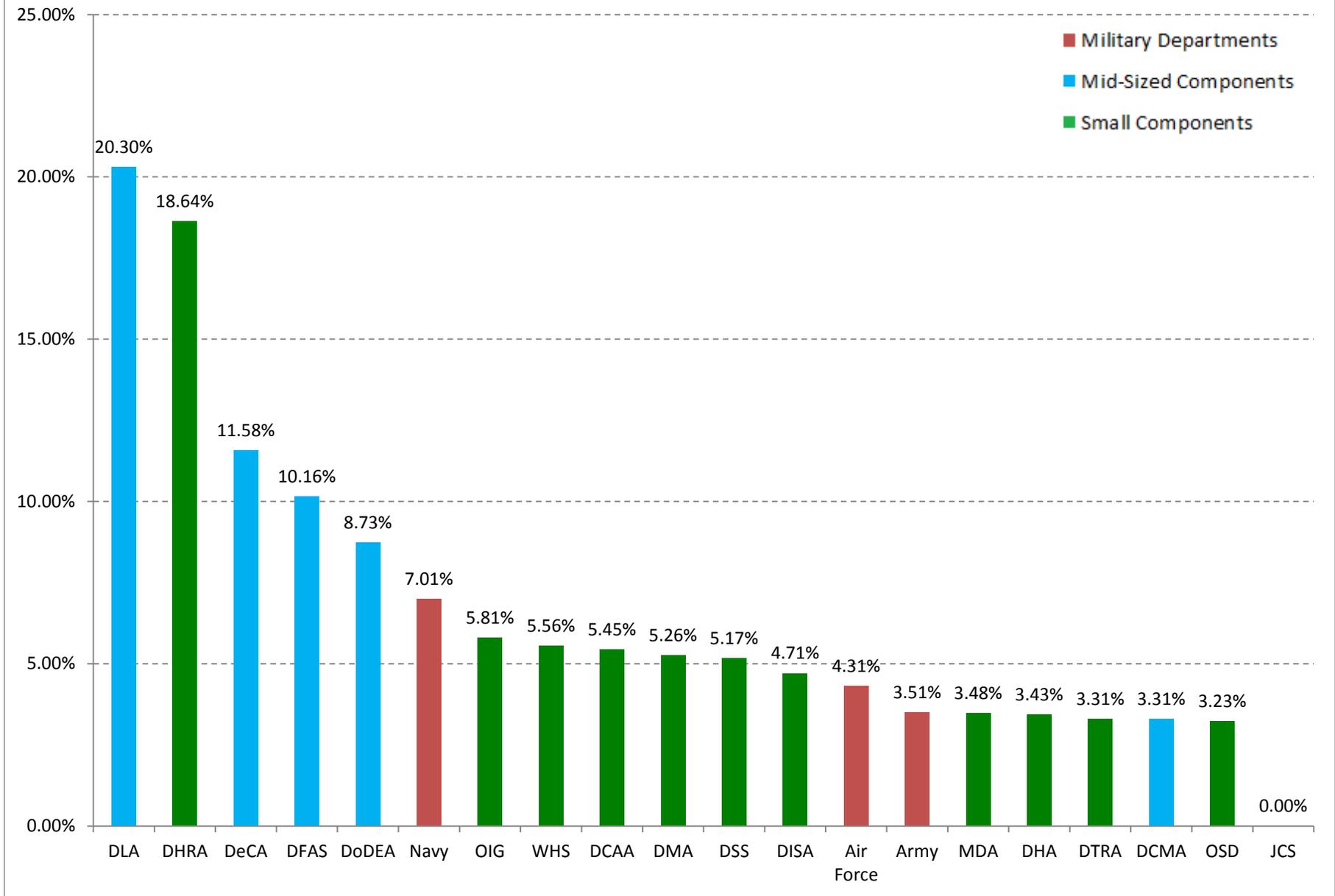
Reportable Disability Strength: Percentage by Quarter



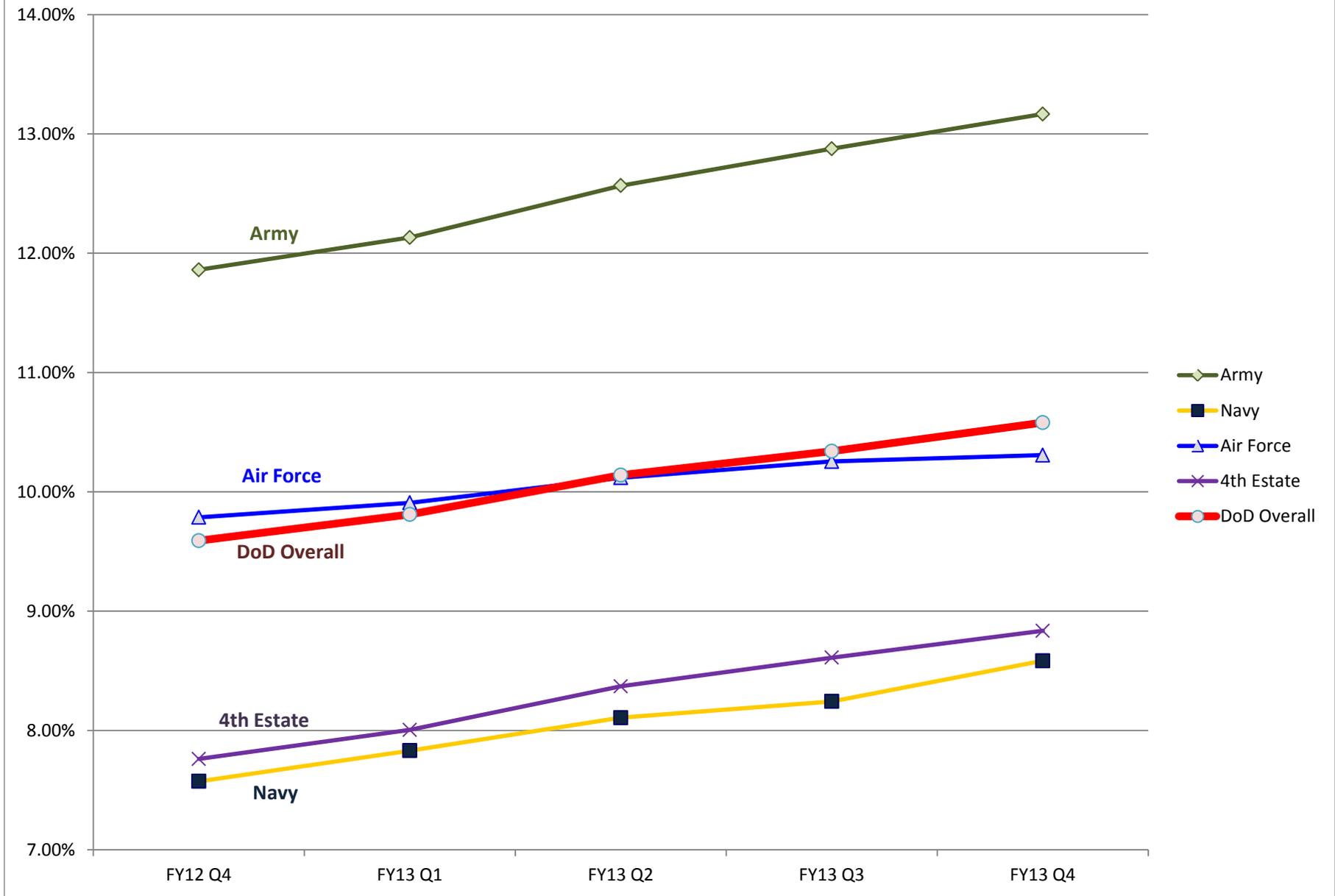
Reportable Disability Strength Percentage, FY13 Q4



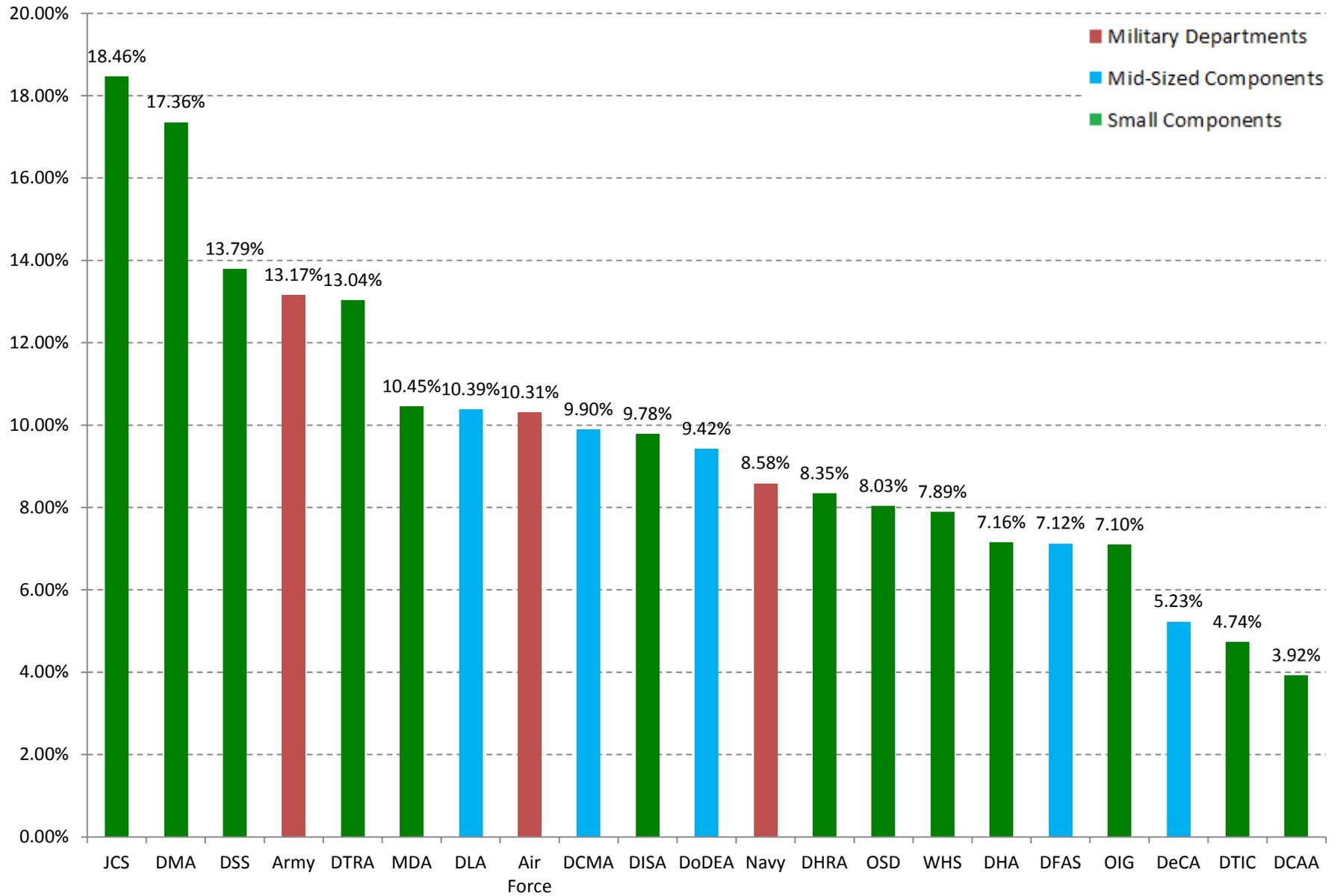
Reportable Disability Accession Percentage, FY13



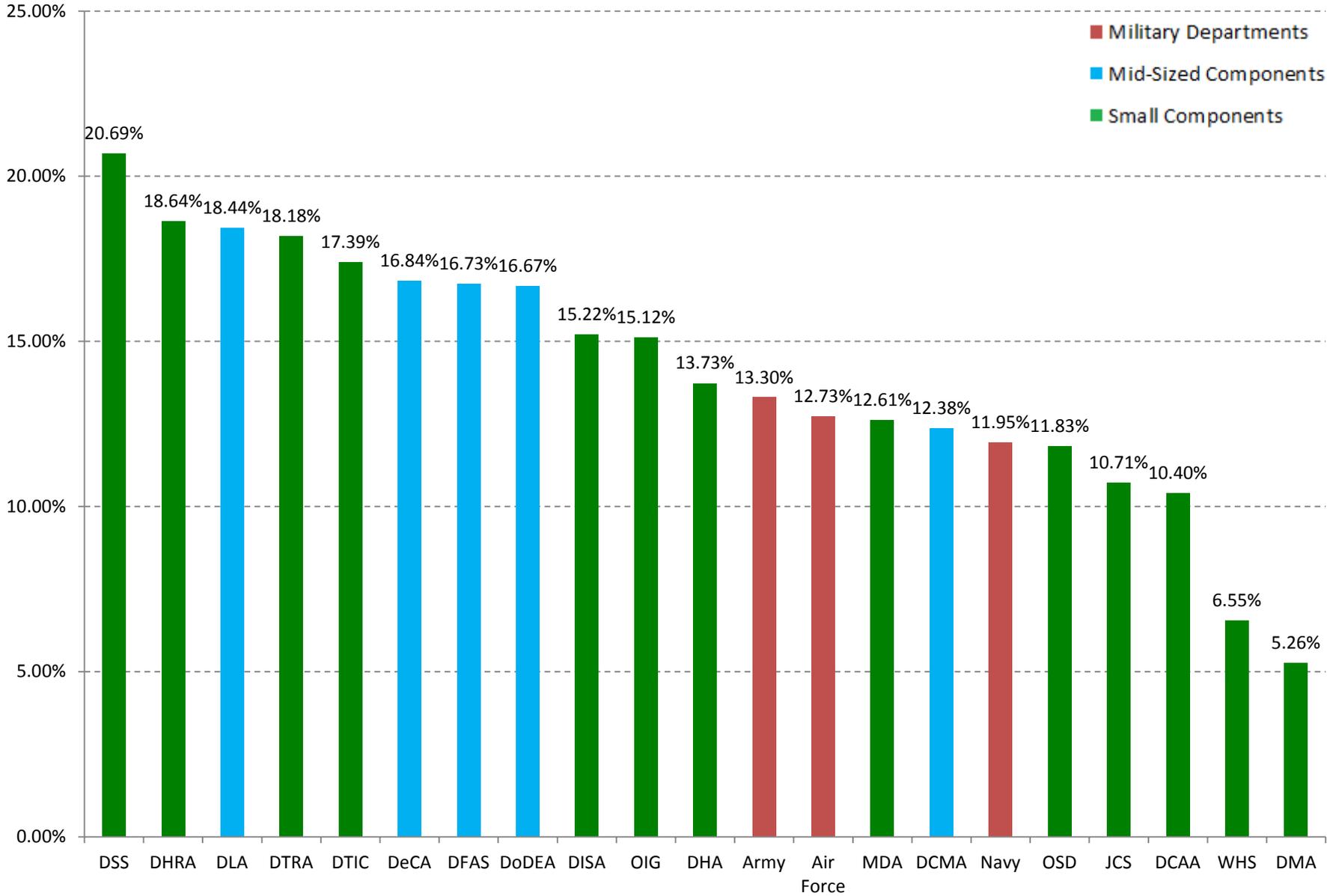
Veterans with $\geq 30\%$ Disability Strength: Percentage by Quarter



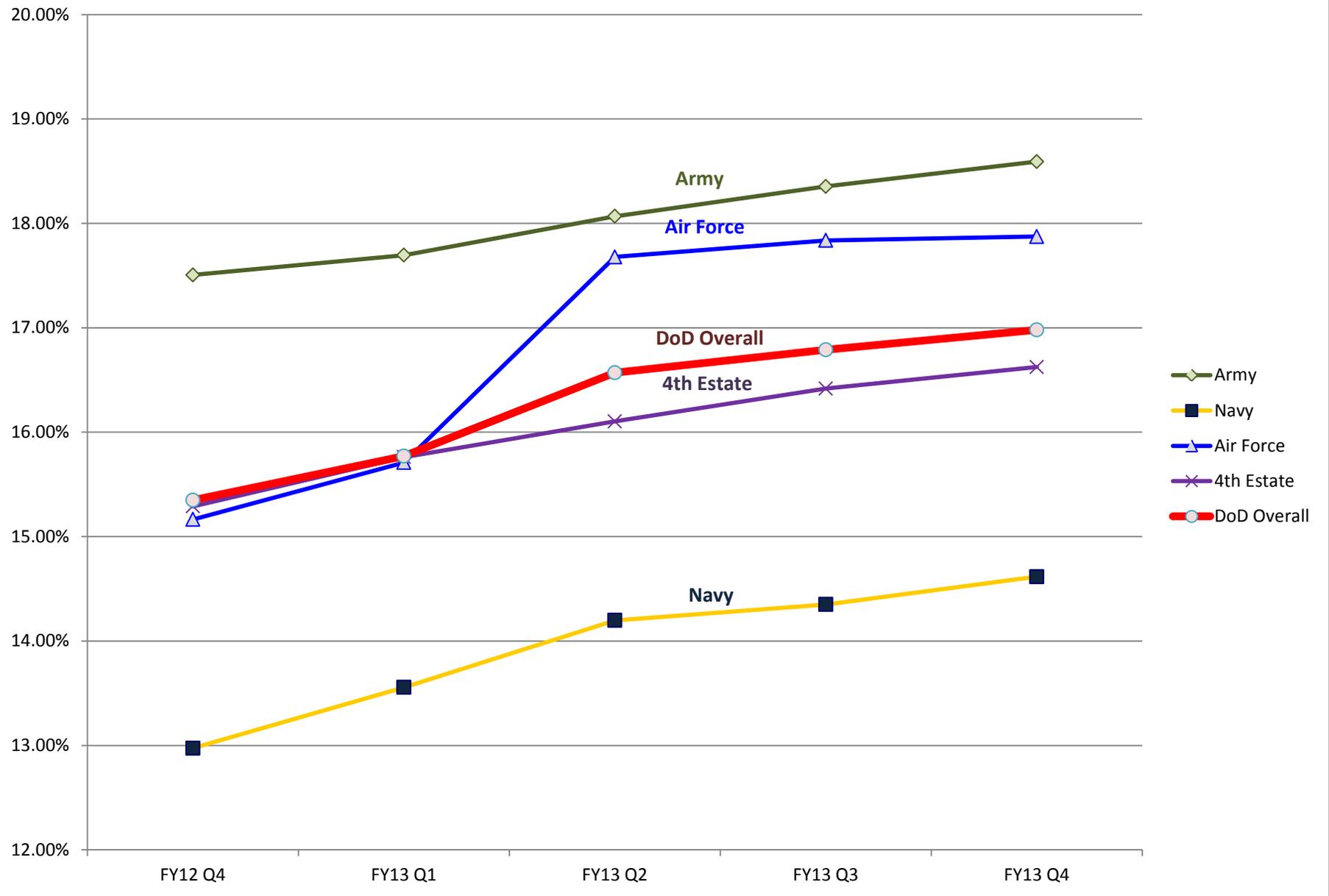
Veterans with $\geq 30\%$ Disability Strength Percentage, FY13 Q4



Veterans with >= 30% Disability Accession Percentage, FY13

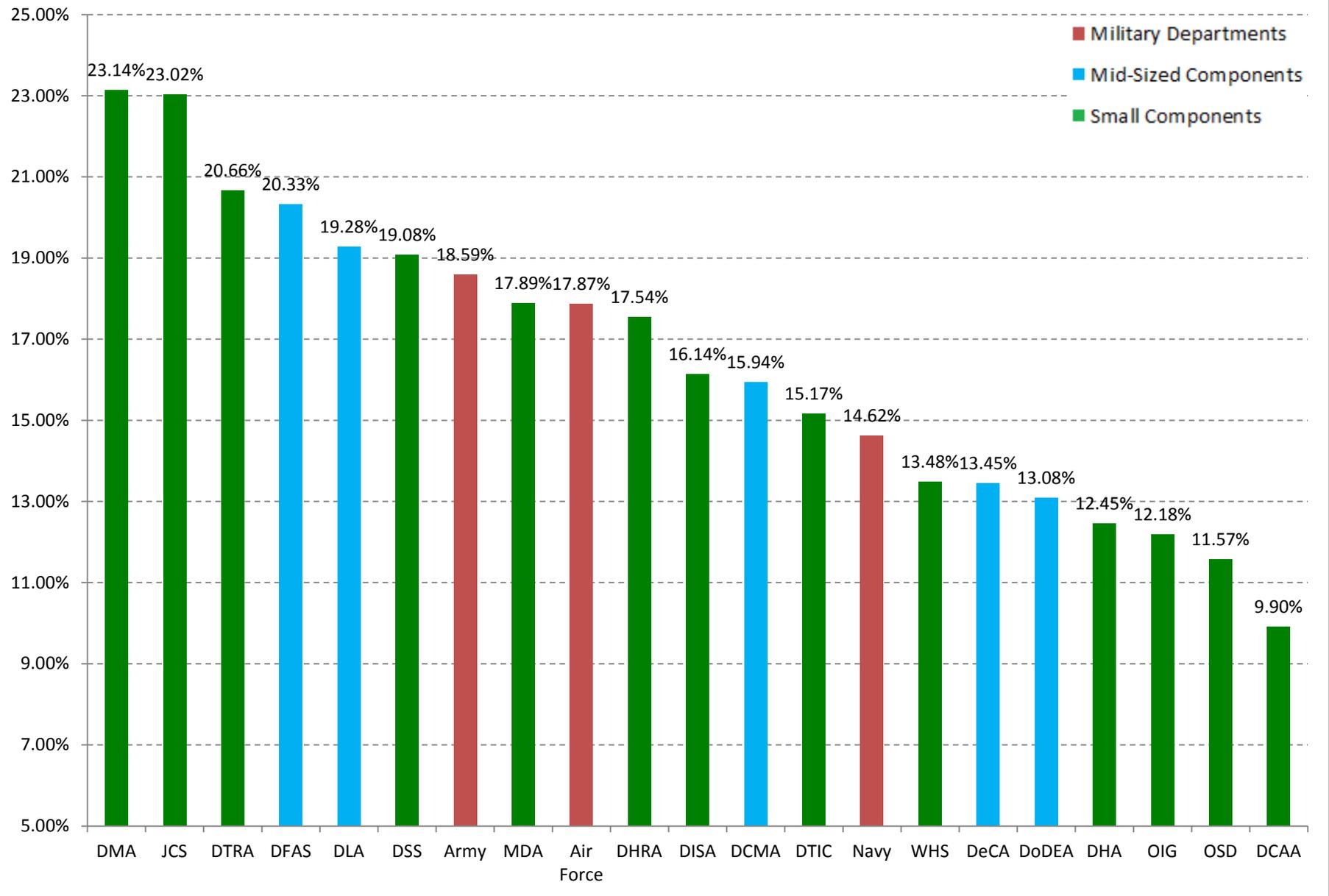


"All Disability" Strength: Percentage by Quarter

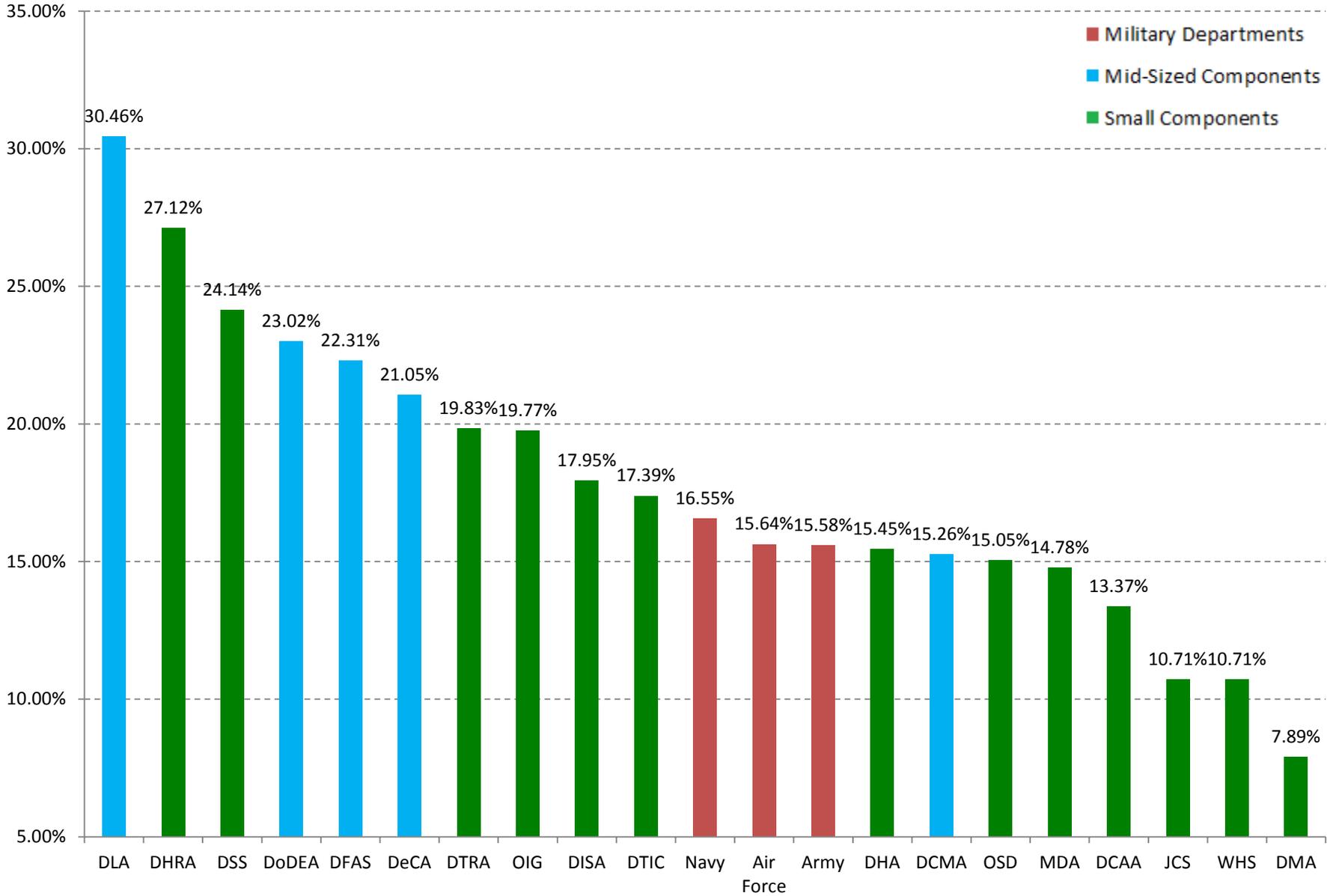


- Army
- Navy
- Air Force
- 4th Estate
- DoD Overall

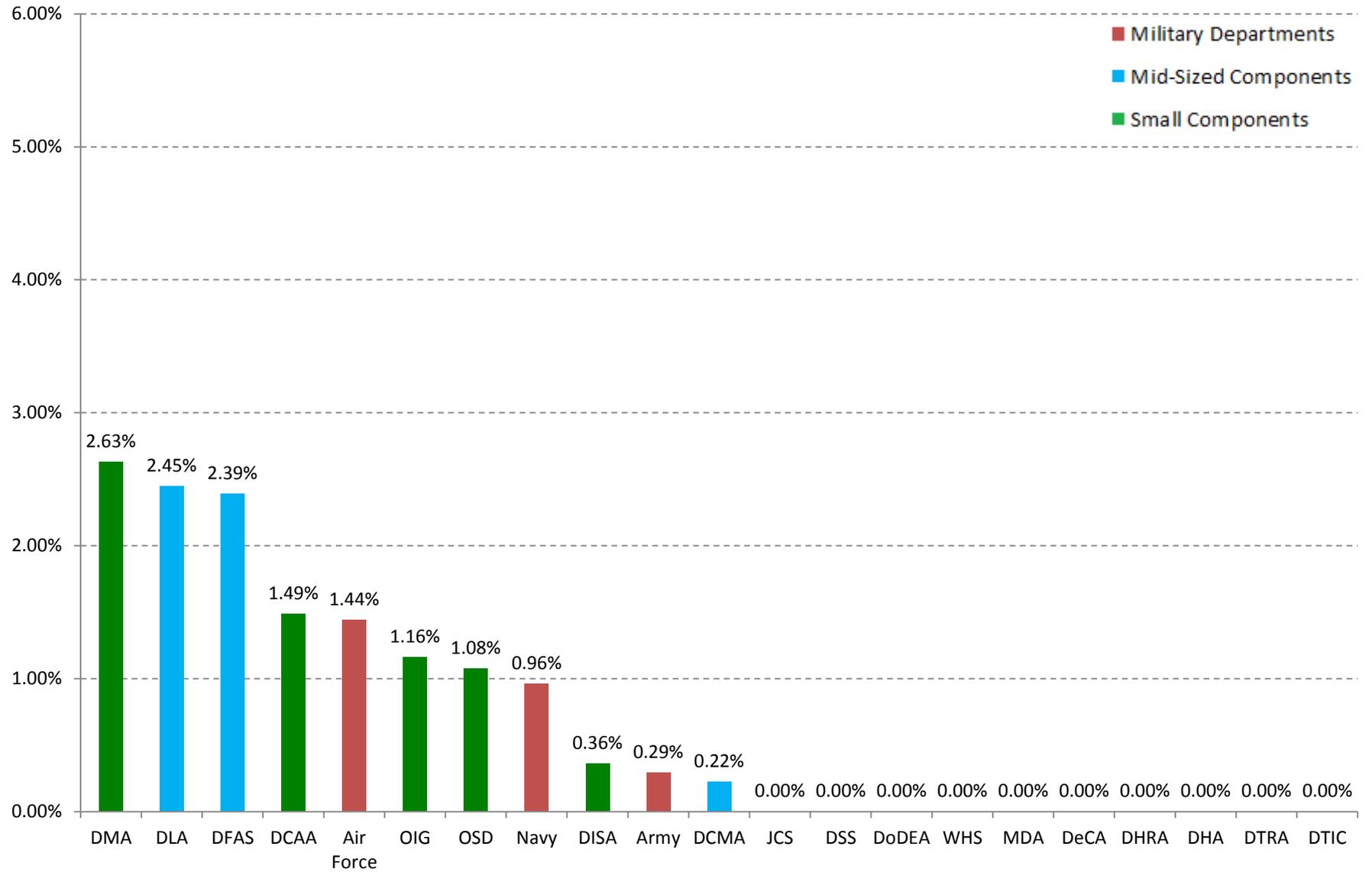
"All Disability" Strength Percentage, FY13 Q4



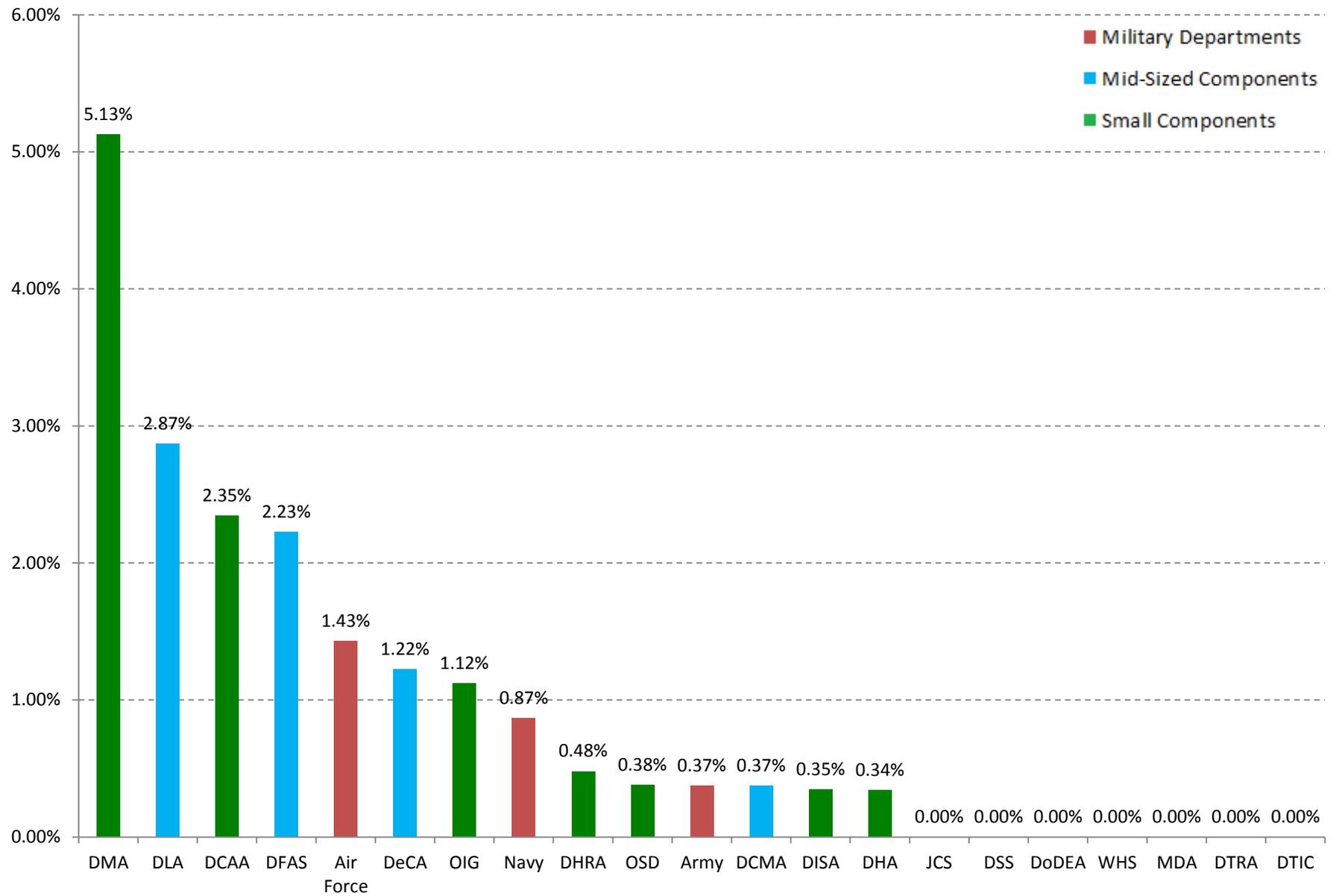
"All Disability" Accession Percentage, FY13



Schedule A Disability Accession Percentage (Full-Time Permanent Non-Seasonal), FY13



Schedule A Disability Accession Percentage (All Employees), FY13



Notes on the FY13 Narrative Summary Report Data

Statistics represent full-time permanent non-seasonal employees, except where otherwise noted. All statistics on accessions and new hires include transfers.

Statistics presented in this report do not include the National Guard Bureau (NGB). Note that this may cause discrepancies when comparing Department of Defense (DoD) disability employment statistics from this report to statistics from other data sources. For example, the Office of Personnel Management (OPM) does include NGB as part of DoD in its Report on the Employment of Individuals with Disabilities in the Federal Executive Branch (December 19, 2013). As a result, OPM's "DoD-Combined" value for total civilian strength at the end of Fiscal Year (FY) 2012, 691,466, is approximately 44,000 larger than the value of 647,095 presented in this report. The inclusion or exclusion of NGB personnel also affects various percentage statistics. For example, at the end of FY12, OPM reports DoD's overall targeted disability participation rate as 0.70%, compared to 0.74% in this report.

The exclusion of NGB data from overall DoD disability employment statistics has been a longstanding DoD practice. This is based on the fact that National Guard technicians, although nominally civilian employees, are required to become and remain members of the National Guard as a condition of their civilian employment. Among other things, this requires meeting the same physical and psychiatric standards required of active-duty military personnel – standards which would automatically disqualify the vast majority of individuals with disabilities from these positions. As such, the inclusion of NGB data as part of DoD's total tends to paint a misleading picture of the DoD civilian workforce.

Totals do not include the Army and Air Force Exchange Service (AAFES) or the non-appropriated fund employees of other DoD Components. AAFES data on targeted disability and reportable disability strength is, however, available for comparison purposes.

Data for all appropriated fund Components is provided by the Defense Civilian Personnel Advisory Service. Data for AAFES is provided by the Defense Manpower Data Center.

OPM Standard Form 256 (SF-256), "Self-Identification of Disability" is also attached. Data captured from the SF-256 is used to compile disability demographics for Federal agencies. This data is then used government-wide to help Federal agencies determine success rates for meeting disability hiring goals.

Appendix: SF-256

The following two pages contain OPM Standard Form 256 (SF-256), "Self-Identification of Disability"

SELF-IDENTIFICATION OF DISABILITY

(see instructions and Privacy Act information on reverse)

Last Name, First Name, and MI	Date of Birth (mm/yy)	Social Security Number	ENTER CODE HERE _____ > <input type="text"/>
<p>Definition: An Individual with a disability: A person who (1) has a physical impairment or mental impairment (psychiatric disability) that substantially limits one or more of such person's major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment. This definition is provided by the Rehabilitation Act of 1973, as amended (29 U.S.C. 701 et. seq.).</p>		<p>Purpose: Self-identification of disability status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.</p>	
<p>Part I. Targeted/Severe Disabilities</p> <p>Hearing 18 - Total deafness in both ears (with or without understandable speech)</p> <p>Vision 21 - Blind (inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception)</p> <p>Missing Extremities 30 - Missing extremities (missing one arm or leg, both hands or arms, both feet or legs, one hand or arm and one foot or leg, one hand or arm and both feet or legs, both hands or arms and one foot or leg, or both hands or arms and both feet or legs)</p> <p>Partial Paralysis 69 - Partial paralysis (because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including both hands; any part of both arms or legs; one side of the body, including one arm and one leg; and/or three or more major body parts)</p> <p>Complete Paralysis 79 - Because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including both hands; one or both arms or legs; the lower half of the body; one side of the body, including one arm and one leg; and/or three or more major body parts</p> <p>Other Impairments 82 - Epilepsy 90 - Severe intellectual disability 91 - Psychiatric disability 92 - Dwarfism</p>		<p>Part II. Other Disabilities</p> <p>Hearing Conditions 15 - Hearing impairment/hard of hearing</p> <p>Vision Conditions 22 - Visual impairments (e.g., tunnel or monocular vision or blind in one eye)</p> <p>Physical Conditions 26 - Missing extremities (one hand or one foot) 40 - Mobility impairment (e.g., cerebral palsy, multiple sclerosis, muscular dystrophy, congenital hip defects, etc.) 41 - Spinal abnormalities (e.g., spina bifida, scoliosis) 44 - Non-paralytic orthopedic impairments: chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body 51 - HIV Positive/AIDS 52 - Morbid obesity 61 - Partial paralysis of one hand, arm, foot, leg, or any part thereof 70 - Complete paralysis of one hand 80 - Cardiovascular/heart disease with or without restriction or limitation on activity; a history of heart problems w/complete recovery 83 - Blood diseases (e.g., sickle cell anemia, hemophilia) 84 - Diabetes 86 - Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.) 87 - Kidney dysfunction (e.g., required dialysis) 88 - Cancer (present or past history) 93 - Disfigurement of face, hands, or feet (such as those caused by burns or gunshot wounds) and noticeable gross facial birthmarks 95 - Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia, etc.) 98 - History of alcoholism</p> <p>Speech/Language/Learning Conditions 13 - Speech impairment - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy 94 - Learning disability - a disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) (e.g., dyslexia, ADD/ADHD)</p> <p>Other Options 01 - I do not wish to identify my disability status. (Please read the notes on the next page.) (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.) 05 - I do not have a disability. 06 - I have a disability, but it is not listed on this form.</p>	

The Rehabilitation Act of 1973

The Rehabilitation Act, as amended (29 U.S.C. 701, et seq.), requires each agency in the executive branch of the Federal Government to establish programs that will facilitate the hiring, placement, and advancement of individuals with disabilities. The best means of determining agency progress in this respect is through the production of reports at certain intervals showing such things as the number of employees with disabilities who are hired, promoted, trained, or reassigned over a given time period; the percentage of employees with disabilities in the workforce and in various grades and occupations; etc. Such reports bring to the attention of agency top management, the U.S. Office of Personnel Management (OPM), and the Congress deficiencies within specific agencies or the Federal Government as a whole in the hiring, placement, and advancement of individuals with disabilities and, therefore, are the essential first step in improving these conditions and consequently meeting the requirements of the Rehabilitation Act.

The disability data collected on employees will be used only in the production of reports such as those previously mentioned and not for any purpose that will affect them individually. The only exception to this rule is that the records may be used for selective placement purposes and selecting special populations for mailing of voluntary personnel research surveys. In addition, every precaution will be taken to ensure that the information provided by each employee is kept to the strictest confidence and is known only to those individuals in the agency Personnel Office who obtain and record the information for entry into the agency's and OPM's personnel systems. You should also be aware that participation in the disability reporting system is entirely voluntary, **with the exception of employees appointed under Schedule A, SECTION 213.3102(u) (Severe physical or mental disabilities)**. These employees will be requested to identify their disability status and if they decline to do so, their correct disability code will be obtained from medical documentation used to support their appointment.

Employees will be given every opportunity to ensure that the disability code carried in their agency's and OPM's personnel systems is accurate and is kept current. They may exercise this opportunity by asking their Personnel Officer to see a printout of the code and definition from their records. The code carried on employees in the agency's system will be identical to that carried in OPM's system.

Your cooperation and assistance in establishing and maintaining an accurate and up-to-date disability report system is sincerely appreciated.

Privacy Act Statement

Collection of the requested information is authorized by the Rehabilitation Act, as amended (29 U.S.C. 701, et seq.). Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permits agencies to use the SSN as the means for identifying persons with disabilities in personnel information systems. Your SSN will only be used to ensure that your correct disability code is recorded along with other employee information that your agency and OPM maintain on you. Furnishing your SSN or any other data requested for this collection effort is voluntary and failure to do so will have no effect on you. It should be noted, however, that where individuals decline to furnish their SSN, the SSN will be obtained from other records in order to ensure accurate and complete data. Employees appointed under Schedule A, Section 213.3102 (u) (Severe physical or mental disabilities) are requested to furnish an accurate disability code, but failure to do so will not affect them. Where employees hired under one of these appointing authorities fail to disclose their disability(ies), however, the appropriate code will be determined from the employee's existing records or medical documentation physically submitted upon appointment.



Prepared by:

Stephen M. King, Director of Disability Programs

The Office of Diversity Management and Equal Opportunity

Office of the Under Secretary of Defense for Personnel and Readiness