

**Expect. Employ.  
Empower.**



**NATIONAL DISABILITY  
EMPLOYMENT  
AWARENESS MONTH  
(NDEAM)**

**2014**

# National Disability Employment Awareness Month

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In October, we observe National Disability Employment Awareness Month (NDEAM) by paying tribute to the accomplishments of the men and women with disabilities whose work helps keep the nation's economy strong and by reaffirming our commitment to ensure equal opportunity for all citizens.



# National Disability Employment Awareness Month

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This year's theme, "*Expect. Employ. Empower.*", demonstrates the importance of having high expectations for all individuals with disabilities, offering work environments open to the talents of all qualified individuals, and encouraging people with disabilities to be empowered.



# National Disability Employment Awareness Month

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During NDEAM, the Department of Defense supports the Federal government efforts in educating and raising awareness about disability and disability employment issues.



# National Disability Employment Awareness Month

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The history of NDEAM traces back to 1945, when Congress enacted a resolution declaring the first week in October each year “National Employ the Physically Handicapped Week.”



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In 1962, the word “physically” was removed to acknowledge the employment needs and contributions of individuals with all types of disabilities.

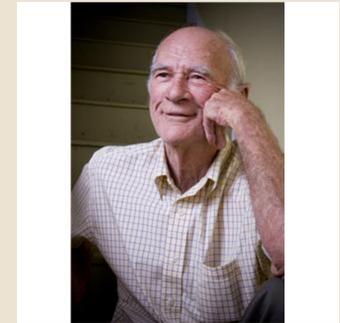
Congress, by law, expanded the week to a month in 1988 and changed the name to National Disability Employment Awareness Month.

# National Disability Employment Awareness Month

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People with disabilities are a diverse group, crossing lines of age, ethnicity, gender, race, sexual orientation, and socioeconomic status.

It is the only group **anyone** can become a member of at any time. Almost all of us will have a disability at some point in our lives.



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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 DoD Disability Employment Program.

Section 501 of the Rehabilitation Act of 1973, requires Federal agencies, including the DoD, to establish affirmative action programs for the hiring, advancement, and retention of persons with disabilities.

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In 1987, the DoD established a goal that two percent of the DoD civilian workforce should consist of individuals with targeted disabilities.

Targeted disabilities are a set of disabilities that are given particular attention in employment statistics.

The two percent goal remains in place and is a key indicator that employees with disabilities have increased confidence in an agency's inclusiveness.

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In 2010, President Obama signed Executive Order 13548 “Increasing Federal Employment of Individuals with Disabilities.” This order committed the Federal government to hiring 100,000 individuals with disabilities in the next five years.

DoD’s plan for implementing this Executive Order calls for DoD to hire 36,000 individuals with disabilities in those five years.

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To monitor DoD's efforts to improve employment outcomes for individuals with disabilities (including individuals with targeted disabilities), ODMEO regularly reviews civilian disability workforce data.

This also provides insight into DoD's efforts to meet its goals for Executive Order 134548.

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Fiscal Year	Total DoD Accessions	DoD “All Disability” Accessions	DoD “All Disability” Accessions Percentage
FY11 (Total)	94,955	13,861	14.60%
FY12 (Total)	65,858	9,327	14.16%
FY13 (Total)	43,791	7,107	16.23%
FY14 (Q1-Q2)	19,123	3,239	16.94%
Total to Date	223,727	33,534	14.99%

DoD’s hiring rate for individuals with disabilities (including veterans with a greater than 30% disability rating) has been steadily increasing over this period, and only 2,466 additional hires are needed to meet the goal of 36,000 hires. DoD is on track to meet this goal.

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According to the Office of Personnel Management's latest report (end of Fiscal Year 2012), DoD's participation rate for all individuals with disabilities is 14.45%.

This is well above the overall Executive Branch number (11.89%) and the second-highest percentage among Cabinet-level departments, and third-highest among all Executive branch agencies, behind only the Equal Employment Opportunity Commission (18.85%) and the Department of Veterans Affairs (16.52%).

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## Individuals with Targeted Disabilities

Year-to-year comparisons between  
end of Fiscal Year 2012 and end of Fiscal Year 2013  
(% of the civilian workforce)

Army: down from 0.65 percent to 0.64 percent

Navy (includes Marine Corps): up from 0.71 percent to 0.72 percent

Air Force: up from 0.61 percent to 0.70 percent

Fourth Estate (DoD components): up from 1.25 percent to 1.26 percent

Among Fourth Estate Components, the greatest percentage increases were shown by the Defense Human Resources Activity, Defense Finance and Accounting Services, and Department of Education Activity.

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## Individuals who Report any Disability

Year-to-year comparisons between  
end of Fiscal Year 2012 and end of Fiscal Year 2013  
(% of the civilian workforce)

Army: down from 8.58 percent to 8.55 percent

Navy (includes Marine Corps): up from 7.26 percent to 8.39 percent

Air Force: up from 7.52 percent to 10.95 percent

Fourth Estate (DoD components): up from 9.76 percent to 10.58 percent

Among Fourth Estate Components, the greatest percentage increases were shown by the U.S. Court of Appeals for the Armed Forces, Defense Logistics Agency, and the Defense Technology Security Administration.

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## Veterans (30 percent or greater Disability Rating)

Year-to-year comparisons between  
end of Fiscal Year 2012 and end of Fiscal Year 2013  
(% of the civilian workforce)

Army: up from 11.86 percent to 13.17 percent

Navy (includes Marine Corps): up from 7.58 percent to 8.58 percent

Air Force: up from 9.79 percent to 10.31 percent

Fourth Estate (DoD components): up from 7.77 percent to 8.84 percent

Among Fourth Estate Components, the greatest percentage increases were shown by the Defense Security Service, the Defense Threat Reduction Agency, and the Department of Defense Office of Inspector General.

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## All Individuals with Disabilities

Year-to-year comparisons between  
end of Fiscal Year 2012 and end of Fiscal Year 2013  
(% of the civilian workforce)

Army: up from 17.51 percent to 18.59 percent

Navy (includes Marine Corps): up from 12.97 percent to 14.62 percent

Air Force: up from 15.16 percent to 17.87 percent

Fourth Estate (DoD components): up from 15.29 percent to 16.62 percent

Among Fourth Estate Components, the greatest percentage increases were shown by the United States Court of Appeals for the Armed Forces, Defense Security Service, and Defense Logistics Agency.

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Myths and stereotypes continue to create barriers to employment opportunities for qualified people with disabilities.

The barriers people with disabilities face begin with people's attitudes— **attitudes** often rooted in misinformation and misunderstandings about what it's like to live with a disability.

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It is imperative that we recognize that incorrect assumptions create obstacles to employment success for people with disabilities and understand the benefits of a work environment inclusive of people with disabilities.

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**So what can you do?**



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## **Disability Etiquette**

People with disabilities are entitled to the same courtesies you would extend to anyone, including personal privacy.

If you don't make a habit of leaning or hanging on people, don't lean or hang on someone's wheelchair. Wheelchairs are an extension of personal space.

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## **Disability Etiquette**

When you offer to assist someone with a vision impairment, allow the person to take your arm. This will help you to guide, rather than propel or lead, the person.

Treat adults as adults. Call a person by his or her first name only when you extend this familiarity to everyone present.

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## **In conversation...**

When talking with someone who has a disability, speak directly to the person, rather than through a companion.

Relax. Don't be embarrassed if you happen to use common expressions such as “See you later” or “I've got to run” that seem to relate to the person's disability.

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## **In conversation...**

To get the attention of a person who has a hearing disability, tap the person on the shoulder or wave your hand.

Look directly at the person and speak clearly and expressively to establish if the person can read your lips—those who do rely on facial expressions and body language to help understand.

Keep hands and food away from your mouth when speaking.

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## **In conversation...**

When talking with a person in a wheelchair for more than a few minutes, place yourself at the wheelchair user's eye level to spare both of you a stiff neck.

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## **In conversation...**

When greeting a person with a severe loss of vision, identify yourself and others who may be with you. Say, for example, “On my right is Andy Clark.”

When conversing in a group, remember to say the name of the person to whom you are speaking, to give vocal cue.

Speak in a normal tone of voice, and let it be known when the conversation is at an end.

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## **In conversation...**

Give undivided attention when talking to a person who has difficulty speaking.

Keep your manner encouraging and be patient rather than speak for the person.

When needed, ask questions that require short answers or a nod or shake of the head. Never pretend to understand if you do not. Repeat what you do understand. The person's reaction will guide you to understanding.

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By modeling positive and inclusive attitudes and behaviors, workplace leaders can play an important role in improving employment opportunities for people with disabilities.



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## Strategies to increase disability awareness:

- **Train supervisors** — Supervisors are the individuals closest to an organization's workforce.

Consider conducting specific training (i.e., reasonable accommodation, interviewing process) to ensure they understand their role in fostering an inclusive workplace culture.



# National Disability Employment Awareness Month

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## **Strategies to increase disability awareness:**

- **Educate employees** – Organizations committed to disability inclusion effectively and regularly reinforce that commitment to employees through disability training or informal educational events such as brown-bag lunch discussions.

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## **Strategies to increase disability awareness:**

- **Incorporate a Disability Mentoring Day** — Disability Mentoring Day promotes career development for youth with disabilities through hands-on programs, job shadowing, and ongoing mentoring.

The nationwide observance is the third Wednesday of each October, but organizations may choose to host their own events on any day of the month.

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## **Strategies to increase disability awareness:**

- **Create a display** — NDEAM is a great time to freshen up bulletin boards in break areas or other locations that employees frequent by posting positive messages about your company's commitment to a disability inclusive workforce.
- **Feature NDEAM in social media activities** — NDEAM provides an interesting hook for social media platforms.

# National Disability Employment Awareness Month

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## **Strategies to increase disability employment:**

- **Learn about Schedule A – 5 CFR 213.3102(U)** is an exempt hiring authority that allows agencies to hire quickly individuals with disabilities. OPM has more information at: <http://www.opm.gov/policy-data-oversight/disability-employment/hiring/>
- **Connect with your agency's Selective Program Coordinator** – They advise about candidates available for placement in jobs under special hiring authorities, and provide managers with information on reasonable accommodation.

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Some people are born with a disability, others acquire theirs as a result of an illness or injury, and some people develop theirs as they age.



Disabilities can create significant barriers to full and continued employment and inclusion in American society.

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Around the world, 650 million people live with a disability.

Today, one in five people in the United States has a disability.



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*“We all have a role to play in – and benefit to gain from – increasing opportunities for meaningful employment for people with disabilities. This year's theme encapsulates this in three powerful words. It conveys that advancing disability employment is about much more than just hiring. It's about creating a continuum of inclusion. And the first step on this continuum is expectation.”* –Kathy Martinez

Assistant Secretary of Labor for  
Disability Employment Policy

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- <http://www.opm.gov/policy-data-oversight/disability-employment/hiring/>
- <http://www.avdlm.org/>
- <http://www.dol.gov/odep/topics/ndeam/index-2014.htm>
- <http://www.dol.gov/odep/topics/ndeam/resources.htm#Proclamation>
- <http://www.bls.gov/news.release/disabl.nro.htm>
- <http://www.dol.gov/odep/topics/ndeam/agencies.htm>
- <http://www.eeoc.gov/>
- <http://www.cap.mil/>
- <http://www.easterseals.com/explore-resources/facts-about-disability/disability-etiquette.html>

# Defense Equal Opportunity Management Institute, Patrick Air Force Base, Florida October 2014

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DEOMI Research Directorate

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Slide 2: Department of Defense Civilian Careers

Slide 5: the Truman Library

The findings in this report are not to be construed as an official DEOMI, U.S. military services, or Department of Defense position, unless designated by other authorized documents.