



# DEFENSE LOGISTICS AGENCY

## Career Guide



**Your guide to a rewarding career at the  
Defense Logistics Agency**

## **Overview**

DLA uses a variety of hiring methods and authorities to attract diverse, highly qualified candidates to join our dynamic and engaged workforce. This booklet is intended to give you an overview of DLA's mission, the types of jobs employees hold to execute the mission, and the various benefits available to a new DLA employee.

This booklet will help you determine if DLA's mission, vision, and goals align with yours. We hope that you will want to be a part of DLA and its mission to support the warfighter.

DLA offers a tremendous professional opportunity. Are you ready for the challenge?

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# The Defense Logistics Agency



As America's combat logistics support agency, the Defense Logistics Agency (DLA) provides the Army, Navy, Air Force, Marine Corps, and other Federal agencies a variety of logistics, acquisition, and technical services. The Agency sources and provides nearly 100 percent of the consumable items America's military forces need to operate—from food, fuel, and energy to uniforms, medical supplies, and construction and barrier equipment.

DLA also supplies more than 80 percent of the Military's spare parts. In addition, the Agency manages the reutilization of military equipment, provides catalogs and other logistics information products, and offers document automation and production services. DLA is headquartered at Fort Belvoir, VA.

As a global enterprise, wherever the United States has a military presence, DLA is likely to be there as well.

## Quick Facts

No civilian company performs the same type of mission as DLA, so comparisons are not really possible. In fiscal year 2014, DLA generated more than \$38 billion in revenue. If ranked in the Fortune 500, DLA would rank 79.

DLA:

- Employs 25,000 civilian and military employees.
- Supports more than 2,430 weapon systems.
- Manages nine supply chains and 5.3 million items.
- Administers the storage and disposal of strategic and critical materials to support national defense.
- Operates in 48 States and 28 countries.
- Processes on average 100,000 requisitions and more than 10,000 contract actions a day.

- Manages 24 distribution depots worldwide.
- Leads DOD efforts to supply the Military Services with alternative fuel and renewable energy solutions.
- Supports humanitarian relief efforts at home and abroad.
- Provides logistics support to other Federal agencies and State and local governments.



For the most current information, go to [dla.mil/AtaGlance.aspx](http://dla.mil/AtaGlance.aspx)

# **Organizations and Locations**

The primary organizations and locations for DLA are:



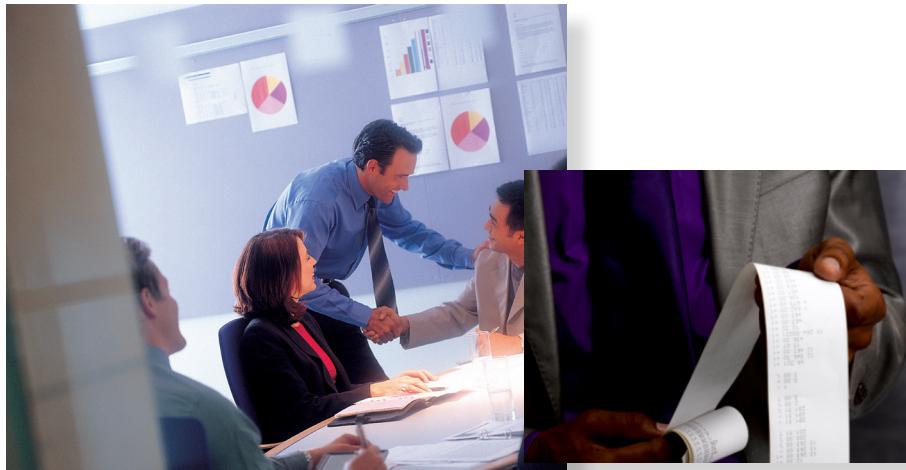
- DLA Headquarters (Fort Belvoir, VA)
- DLA Aviation (Richmond, VA)
- DLA Disposition Services (Battle Creek, MI)
- DLA Distribution (New Cumberland, PA)
- DLA Energy (Fort Belvoir, VA)
- DLA Land and Maritime (Columbus, OH)
- DLA Troop Support (Philadelphia, PA)

For a complete list of DLA organizations and a description of their mission emphasis, please visit [dla.mil/AboutDLA/Organizations.aspx](http://dla.mil/AboutDLA/Organizations.aspx)

To find a location that meets your career requirements, go to [www.hr.dla.mil/career/locations](http://www.hr.dla.mil/career/locations)

## Careers

DLA offers exciting careers and opportunities for growth and development for any level of your career ladder—from entry to full performance level, including students and veterans. DLA provides the challenges for a satisfying position with a family-friendly culture and excellent benefits.



## **Accounting/Auditing**

Accountants throughout the DLA enterprise manage accounts receivable and accounts payable; account for and report on property, equipment and inventory; analyze and correct transaction posting and reconciliation errors; and develop and maintain financial system processes and documentation. They prepare period end financial statements, which includes the analysis of pre- and post-closing adjustments and other financial data, comparative analysis, and preparation of statement footnotes.

Audit functions include developing the audit program, conducting the audit, formulating findings and recommendations and writing the audit report. Assignments include performance audits and oversight of independent public accountants performing annual financial statement and systems audits at DLA.



## Administrative

Employees engaged in administrative work analyze, evaluate, modify, and develop the basic programs, policies, and procedures which facilitate the work of Federal agencies and their programs.

These employees apply knowledge of administrative analysis, theory, and principles in adapting practice to the unique requirements of a particular program.

## Construction

Construction Analysts perform technical work requiring the application of practical knowledge of both architectural and construction practices for housing.

This work includes the examination of drawings and specifications for compliance with standards; verification that construction complies with these standards; estimation of costs of construction; extension, alteration, remodeling, or repair of housing; and collection, analysis, and development of basic cost information on housing construction.



## **Contracting**

Contract specialists develop announcements; solicit bids and proposals; evaluate the quality of bids and proposals in terms of costs, technology, market conditions, and reliability of performance; negotiate terms; and recommend the contract award.

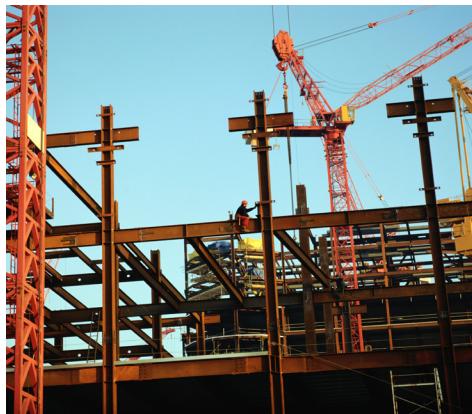
Contract Specialists review purchase requests and related documents, clarify all facets of proposed acquisition to ensure accuracy and completeness, prepare requests for proposals, conduct negotiations, prepare necessary award documentation, and administer the contracts until performance is completed.

They also interact at various levels within organizations throughout the Agency as well as with external customers and contractors.



## **Engineering**

Engineers provide professional engineering support in the award and administration of America's defense contracts. Engineers also provide expertise at both major industrial sites and small business facilities engaged in delivering products to our Nation's warfighters in the Army, Navy, Air Force, Marine Corps, and Combatant Commands. Major engineering career fields at DLA include general, mechanical, electronics, civil, chemical, bio-/biomedical, and industrial.





## **Environmental Protection**

Environmental protection specialists provide oversight and environmental program support to field activities. They maintain liaisons with the Military Services and other Federal agencies to exchange general disposal information, coordinate new programs, and promote Agency disposal programs. Environmental protection specialists prepare and present briefings on field activity operations or trends and new environmental developments.

They evaluate the efficiency of disposal activities using statistical analysis, automated information systems reports, and through quality assurance inspections and reports. They also identify and document environmental compliance status of field activities, contractor's storage, treatment or disposal facilities, and hazardous property sales customers.



## Financial Management

Financial management specialists apply standard practices and procedures to planning, programming, budgeting, and executing the Department of Defense financial administration process; research Congressional and other regulatory material for applicability to DLA; apply analytical techniques to research business results and report findings.

They provide technical expertise to management on budgeting and cost estimating in conjunction with multiyear funding programs. They review and advise on complex and diverse financial management issues requiring innovative approaches.

## Human Resources

Human resources (HR) specialists provide a variety of HR management (HRM) services as well as consultation on the most effective alignment of HR systems to support strategic goals and objectives and produce the results that accomplish the Agency mission. Management relies on these specialists and systems to help apply merit system principles to attract, develop, manage, and retain a diverse, high quality workforce.

Employees rely on these specialists and systems to provide information and assistance that sustain important features of the employer-employee relationship, such as employee benefits. These specialists provide products and services for a wide variety of employee categories that involve different systems with different statutory and regulatory authorities.



# Information Technology

Information technology (IT) systems and services, including computer hardware and software, networks, programming, and telecommunication equipment, are used to enhance the accomplishment of workforce missions.

IT specialists manage a significant part of these Agency-wide IT programs.

They provide user support through concept development, feasibility determination, design and development, testing, implementation, and operational continuity.

These professionals apply practical, in-depth knowledge as well as analytical and problem solving abilities to assist in maintaining IT systems, workflow, and control.



## Law Enforcement

Law enforcement personnel maintain the safety and security of DLA installations. All police activities associated with DLA facilities, from securing perimeters, traffic control, entry control points, vehicle passes, and personnel ID cards to emergency preparedness, fall under this career field. Security personnel are also trained in the proper use of firearms and to control and safeguard arms, ammunition, and equipment.



## Logistics

Logistics management specialists direct, develop, or perform logistics management operations. They plan, coordinate, or evaluate the logistical actions required to support a specified mission, weapon system, or other designated program. The logistics management specialist also

identifies the specific requirements for money, manpower, material, facilities, and services needed to support the program, and correlates those requirements with program plans to ensure needed support is provided at the right time and place.

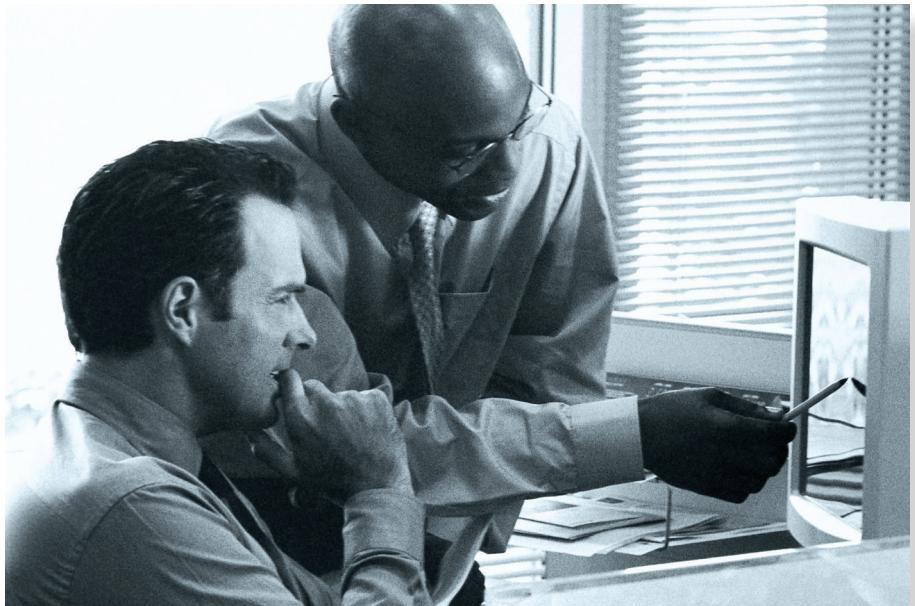
## **Product Specialists (Quality Assurance/Technical)**

Product specialists ensure that contractors furnishing supplies and equipment to the Military meet all specifications and contractual requirements.

Quality assurance and product specialists prepare and issue quality assurance letters of instruction; and participate in prebid conferences, preaward surveys, postaward conferences, and first article test inspections.

They also evaluate quality assurance procedures, reports, inspections, and test results/methods as well as other operational aspects involving assigned items or commodities.





## Property Disposal

Property disposal specialists provide technical advice, guidance, and assistance on property disposal compliance and/or the development of quality assurance programs. They provide oversight and evaluate the efficiency of assigned disposal activities through statistical analysis, automated information system reports, and quality assurance inspections and reports.

They assist in the revision or development of new policy, procedures, and process improvements to define and support Agency strategic and tactical objectives.

They also maintain liaisons with the Military Services and other Federal agencies to exchange general disposal information, coordinate new programs, promote Agency disposal programs, and prepare and present briefings to senior property disposal managers on field activity operations or trends/new property disposal developments.



## Supply

Supply management specialists make use of automated data processing to ensure there is sufficient material to support the military mission. They manage local inventories and act as a liaison to ensure adequacy and availability of supplies. They specialize in areas such as inventory control, supply distribution, storage/shipping, cataloging, and preservation/packaging.

## Transportation Management

Transportation specialists arrange transportation for or perform other actions in connection with the movement of freight, passengers, or personal property by Government or commercial means.

# Hiring Programs

## DLA Pathways to Career Excellence (PaCE) Program

DLA PaCE is a 2-year corporate training program designed to train entry-level personnel for subsequent advancement to the journey-level in professional, administrative, and technological career fields. This is accomplished through on-the-job assignments, cross-training, rotational assignments, and formal training (e.g., classroom, distance learning, Web-based training, conferences, and seminars).

Program participants gain an understanding of the DLA enterprise, a corporate-wide perspective of logistics support, and the skills to build and maintain contractor and customer interfaces.



If you are interested in an intensive learning environment with an enterprise focus where you can jump start your career and gain the skills to be successful at the journey-level and beyond, then you are on the right track.

You would enter the program at the GS-7 entry-level with a target grade of a GS-11 (some positions may be targeted to GS-12) upon successful completion of the program requirements. While in the program, you will enjoy permanent, full-time employment, competitive salaries, benefits, and career advancement.

U.S. citizenship is required and our best applicants will possess a 2.95 GPA or higher with strong academic achievement and leadership skills. You may also be required to obtain a security clearance. Opportunities exist in many career fields and locations.

For additional information about our program and application information, please visit [dla.mil/Careers/Programs/PacePgm.aspx](http://dla.mil/Careers/Programs/PacePgm.aspx)





## DLA Pathways Intern Program

Employment opportunities are available to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2- or 4-year college or university, graduate or professional school.

The program benefits both agencies and students. Agencies can discover first-hand the abilities of a potential employee by bringing students into their workforce and giving managers the ability to evaluate the individual's performance in real work situations.

You, on the other hand, can avail yourself to paid employment, robust benefits, flexible work schedules, and exciting, challenging work experiences while you complete your education.

The program is a win-win for both you and DLA, as it can afford a noncompetitive appointment to a term or permanent position upon completion of your academic and work experience requirements.

You gain exposure to public service while enhancing your educational goals and shaping your career choices.

Visit [www.dla.mil/Careers/Programs/Internships.aspx](http://www.dla.mil/Careers/Programs/Internships.aspx) for more information about Pathways Intern programs.

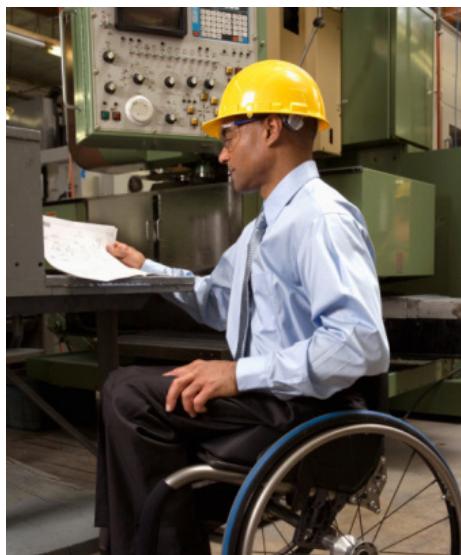
## Persons With Disabilities

If applying under the special Schedule A appointing authority for individuals with a disability, you should have a certification from a medical professional, a counselor of a State Vocational Rehabilitation Agency, or the Department of Veterans Affairs Vocational Rehabilitation Office documenting your disability.

DLA was recently recognized as the leader within DOD in recruiting people with disabilities. If you have the experience and competencies for our advertised career vacancies, we are specifically looking for you. To DLA, your disability is not a detriment. Instead, it is the opportunity to see if you have the talents and ability to become an asset to our business while giving you a chance to see if DLA is right for you.

Additional information about positions at DLA for disabled individuals can be found at [www.dla.mil/Careers/Programs/disabilities.aspx](http://www.dla.mil/Careers/Programs/disabilities.aspx).

DLA is committed to giving full consideration to employees with disabilities for inclusion in developmental opportunities. This includes training and other activities designed to maintain and improve your technical and management skills. We have the infrastructure to provide the reasonable accommodation you need to be a success both on the job and in our many training courses.





## Veteran Hiring Authorities

If you are a current or former military member looking for information about a civilian career with DLA, please visit [www.dla.mil/Careers/Programs/veterans.aspx](http://www.dla.mil/Careers/Programs/veterans.aspx) for answers.

Former military members provide unique and valuable insights as DLA civilian employees and veterans have special appointing authorities not available to the general public.

For a listing of these authorities, please visit  
[www.fedshirevets.gov/job/shav/index.aspx](http://www.fedshirevets.gov/job/shav/index.aspx)

Are you unsure how to translate your military experience into a resume for a civilian job? There's a tool that can help you translate your military duties into civilian terms.

To utilize this tool, visit:  
[www.onetonline.org/crosswalk/MOC](http://www.onetonline.org/crosswalk/MOC)



## Workforce Recruitment Program

The Workforce Recruitment Program for College Students with Disabilities (WRP) is a resource for Federal agencies and private businesses nationwide to identify qualified temporary and permanent employees from a variety of fields. If you qualify, you would be among highly motivated postsecondary students and recent graduates eager to prove their abilities in the workforce.

Additional information may be found at [www.wrp.gov](http://www.wrp.gov).

This program is managed by the U.S. Department of Labor's Office of Disability Employment Policy (ODEP) and the U.S. Department of Defense's Office of Diversity Management and Equal Opportunity (ODMEO).



## **Benefits and Compensation**

We offer a broad spectrum of benefits such as health and life insurance, annual and sick leave, and a retirement plan.

For salary tables and related information please visit  
[www.opm.gov/policy-data-oversight/pay-leave/salaries-wages](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages)

Pay & Leave	
SALARIES & WAGES	
<a href="#">2015</a> <a href="#">2014</a> <a href="#">2013</a> <a href="#">2012</a> <a href="#">2011</a> <a href="#">Earlier Pay Tables</a>	
<b>2015</b>	
The Office of Personnel Management provides policy leadership and expertise on a variety of Governmentwide pay programs for Federal employees, including the General Schedule (GS), Law Enforcement Officer (LEO) Pay Schedules, and the Federal Wage System (FWS).	
For more information on the pay tables and related materials posted on our website, agencies may email <a href="mailto:Pay.Easy-Policy@opm.gov">Pay.Easy-Policy@opm.gov</a> .	
<b>RELATED INFORMATION</b>	
<ul style="list-style-type: none"><li>▪ Executive Order for 2015 Pay Schedules <a href="#">(AO 13734)</a></li><li>▪ 2016 Locality Pay Area Definitions</li><li>▪ 2016 Locality Pay Area Definitions <a href="#">(DHS Station 1000)</a></li></ul>	

## **Health and Life Insurance**

As a Federal employee, you may be able to enroll in health, dental, vision, and life insurance; flexible spending accounts; and apply for long term care insurance.

Please visit [www.opm.gov/insure/health/](http://www.opm.gov/insure/health/) for additional information.

## Federal Holidays

As a Federal employee, you are entitled to 10 holidays per year.

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days per year.

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**Operating Status & Schedules**

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2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019

**2012 Federal Holidays**

Federal law (5 U.S.C. 6103) establishes the following public holidays for Federal employees. Please note that most Federal employees are entitled through their agency to one additional day off for the observance of Martin Luther King, Jr. Day or the birthday of Martin Luther King, Jr. (which falls on January 15th every year).

Monday, January 2 – New Year's Day

Monday, January 16 – Birthday of Martin Luther King, Jr.

Monday, February 20 – Washington's Birthday

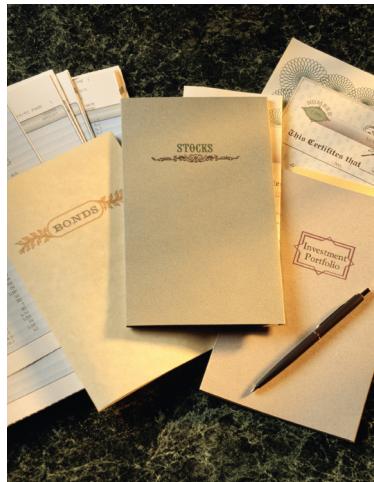
Monday, May 28 – Memorial Day

Wednesday, July 4 – Independence Day

**For a listing of these holidays, visit**  
**[www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays](http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays)**

## Annual Leave

You may use annual leave for vacations, rest and relaxation, and personal business or emergencies. A full-time employee with less than 3 years of service accrues 4 hours of annual leave per pay period; 3 to 15 years of service—6 hours per pay period; 15 or more years of service—8 hours per pay period.



## Sick Leave

You may use sick leave for personal medical needs, family care or bereavement, care of a family member with a serious health condition, or adoption-related purposes. A full-time employee accrues 4 hours of sick leave per pay period.

Please visit [www.opm.gov/oca/leave/html/factindx.asp](http://www.opm.gov/oca/leave/html/factindx.asp) for additional information on sick and annual leave.

## Thrift Savings Plan (TSP)

As a Federal employee, you have the opportunity to participate in one of the finest retirement plans in the world. TSP is a retirement benefit that allows Federal employees to increase their retirement income by contributing to a long-term savings and investment plan. For additional information, please visit the TSP Web site at [www.tsp.gov/](http://www.tsp.gov/).

The screenshot shows the Thrift Savings Plan website. On the left, there's a login form with fields for 'MY ACCOUNT' (radio button selected), '1st Account Number' (text input), and 'OR' (radio button). Below these are links for 'User ID' and 'Forgot your account number or User ID?'. There's also a 'Log in' button. On the right, there's a large image of a stethoscope resting on US dollar bills. Text overlay on the right side reads 'Does your TSP account need a checkup?' with a 'Learn more' link. At the very bottom, there are small icons for social media and a 'Test banner' link.



## Tuition Assistance

You may be eligible for tuition assistance and student loan repayment. DLA participation varies by organization and/or location.

## Work/Life

Work/life programs and policies are designed to create more flexible, responsive work environments supportive of community, home, and your loved ones.

DLA strives to create a diverse, effective, and engaged workforce, ready to meet the needs of the American public by enabling you to be committed to your own health, careers, families, and communities.



Please visit

[www.opm.gov/Employment\\_and\\_Benefits/WorkLife/index.asp](http://www.opm.gov/Employment_and_Benefits/WorkLife/index.asp)  
for additional information on work/life benefits DLA may offer.

# **Helpful Links**

DLA  
[www.dla.mil](http://www.dla.mil)

DLA Human Resources  
[www.hr.dla.mil](http://www.hr.dla.mil)



DLA Jobs  
[www.dla.mil/Careers/SearchApply.aspx](http://www.dla.mil/Careers/SearchApply.aspx)

DLA Pathways to Career Excellence (PaCE) Program  
[www.dla.mil/Careers/Programs/PacePgm.aspx](http://www.dla.mil/Careers/Programs/PacePgm.aspx)

USAJOBS  
[www.usajobs.gov/](http://www.usajobs.gov/)

USA Staffing  
[www.dla.mil/Careers/SearchApply/usastaffing.aspx](http://www.dla.mil/Careers/SearchApply/usastaffing.aspx)

U.S. Office of Personnel Management  
[www.opm.gov](http://www.opm.gov)

Feds Hire Vets  
[www.fedshirevets.gov/](http://www.fedshirevets.gov/)

OPM Salary and Locality Rates  
[www.opm.gov/policy-data-oversight/pay-leave/salaries-wages](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages)

Workforce Recruitment Program  
[www.wrp.gov](http://www.wrp.gov)

DLA Facebook  
[www.facebook.com/dla.mil](http://www.facebook.com/dla.mil)

USAJOBS Quick Reference Guide  
[www.dla.mil/Portals/104/Documents/Careers/QuickRefGuide.pdf](http://www.dla.mil/Portals/104/Documents/Careers/QuickRefGuide.pdf)

