



**U.S. DEPARTMENT OF TRANSPORTATION**

**DOT Plan for the Employment  
of  
People with Disabilities**

**Departmental Office of Civil Rights  
400 7<sup>th</sup> Street, SW, Room 10215  
Washington, DC 20590**



**THE SECRETARY OF TRANSPORTATION  
WASHINGTON, D.C. 20590**

AUG - 3 2001

**A MESSAGE FROM THE SECRETARY**

I am proud to present the U.S. Department of Transportation's (DOT) Committee on the Employment of People with Disabilities' Plan. The Committee exemplifies ONE DOT as it brings together representatives from all Operating Administrations, the appropriate Secretarial Offices, and other Departmental organizations representing employees with disabilities. This Plan has my strong endorsement and that of the Department's senior management.

The Department needs a skilled, competent, and diverse workforce to succeed in the 21<sup>st</sup> century and cannot afford to allow any part of its population to be excluded from contributing to DOT's success and mission. To accomplish these goals, it is imperative that we work together to eliminate workplace barriers – physical, attitudinal, social, and technological – to create the affirmative employment opportunities that Section 501 of the Rehabilitation Act mandates.

We must be leaders in providing opportunities for everyone to reach his or her full potential. The DOT Plan for the Employment of People with Disabilities has been developed to serve as our road map for recruiting, hiring, developing, promoting, and retaining people with disabilities. Departmental managers and supervisors are directly accountable for the effective implementation of this Plan. To achieve real results, each of us is expected to closely monitor this Plan's implementation in our areas of responsibility.

Our Nation's civil rights laws prohibit discrimination and mandate equal employment opportunities for all. By adopting this Plan, the U.S. Department of Transportation affirms its commitment to civil rights and its vision of the inclusion of people with disabilities as integral contributors to our critical transportation mission. Together, we must work to make the hopes and aspirations of people with disabilities achievable in the DOT workplace.

A handwritten signature in black ink, appearing to read "Norman Y. Mineta", is written over a large, stylized circular graphic element.

Norman Y. Mineta



THE SECRETARY OF TRANSPORTATION  
WASHINGTON, D.C. 20590

**SECTION 501—AFFIRMATIVE ACTION POLICY STATEMENT  
JULY 2001**

Over the next several years, the U.S. Department of Transportation will face a significant challenge in recruiting candidates to fill vacancies created by retirements and departures from federal service. This challenge, however, also presents an historic chance to open job opportunities at the Department to individuals who may have had difficulty accessing them in the past, including people with disabilities.

Section 501 of the Rehabilitation Act of 1973 prohibits Federal executive branch agencies from discriminating against qualified individuals with disabilities. It also requires agencies to take affirmative action in hiring, placing, and advancing people with disabilities.

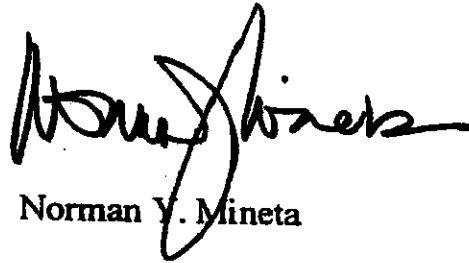
As one of the authors of the Americans with Disabilities Act during my service in Congress, I am firmly committed to making the Department of Transportation a model employer in opening job opportunities and building a positive work environment for people with disabilities.

All applicants and employees have the right to be treated with respect and individuals must be recruited, hired, and promoted based upon their qualifications and experience. The Department has both an ethical and legal obligation to provide reasonable accommodations that will allow applicants and employees with disabilities an equal opportunity to compete in the workplace.

The current generation of Americans with disabilities is well prepared for the job market, yet nearly one half of working age people with disabilities in the United States are unemployed. An aggressive affirmative employment program of recruiting, outreach, and employee development directed toward people with disabilities has the potential both to help the Department meet its workforce needs and to help bring Americans with disabilities into the mainstream of the Department and society as a whole.

Americans with disabilities come from all walks of life and all racial, ethnic, and socio-economic backgrounds. Our commitment to opening job opportunities to all Americans, including Americans with disabilities, is a reflection of our commitment to building a Department that works for, includes, and responds to the needs of all Americans.

I urge all U.S. Department of Transportation employees to join me in finding the very best means of implementing Section 501 and in working aggressively to create opportunities to recruit, hire, train, mentor, and promote persons with disabilities.

A handwritten signature in black ink, appearing to read "Norman Y. Mineta". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Norman Y. Mineta

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## INTRODUCTION

On March 13, 1998, Executive Order 13078 established the Presidential Task Force on Employment of Adults with Disabilities. The Task Force's mission is to create a coordinated and aggressive national policy to bring adults with disabilities into gainful employment at a rate comparable to that of the general adult population. The Task Force's first report, "Recharting the Course," was accepted on December 14, 1998. Based on that report, the U.S. Office of Personnel Management (OPM) was directed to develop a plan to increase the representation of adults with disabilities in the Federal workforce.

On October 16, 1999, a Presidential Memorandum was sent to the Heads of Federal agencies and departments directing them to step up efforts to hire and promote persons with disabilities at all levels of the Federal Government (Presidential Directive). Concurrently, OPM released "Accessing Opportunity: The Plan for Employment of People with Disabilities in the Federal Government,"<sup>1</sup> and its companion employment guide, "People with Disabilities in the Federal Government: An Employment Guide."<sup>2</sup> These documents provide Federal agencies with detailed and practical guidance on ways to recruit people with disabilities for positions at all levels of government; provide opportunities for students with disabilities; ensure career opportunities for people with disabilities; collect and maintain data to monitor their success; and, provide reasonable accommodations for applicants and employees with disabilities. The previous Administration directed all Federal agencies and departments to implement the plan immediately and to bring qualified people with disabilities into the Federal workforce.

In addition to the obligations imposed by the Presidential Directive, the U.S. Department of Transportation, along with all other Federal agencies and departments, has a longstanding statutory obligation under Section 501 of the Rehabilitation Act, as amended, 29 U.S.C. Section 791(b), to engage in affirmative action with respect to the hiring, placement, and advancement of individuals with disabilities. Section 501 also prohibits disability-based discrimination in employment and requires Federal employers to provide "reasonable accommodations" for applicants and employees with disabilities. In complying with this statutory obligation, the Department is guided by its own implementing regulations, as well as regulations, guidance, and Management Directives issued by the U.S. Equal Employment Opportunity Commission.

In order to develop a plan that was tailored to the needs and structure of the U.S. Department of Transportation, the Departmental Office of Civil Rights (DOCR) established the ONE DOT Advisory Committee on the Employment of People with Disabilities. To ensure that the plan ultimately reflects the needs of the entire Department, the Advisory Committee is comprised of representatives from each Operating Administration's Civil Rights and Human Resources Offices, staff from appropriate Secretarial offices, and members of DEAF/DOT and DOT/ADA, organizations established to represent the views of the Department's employees with disabilities.

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<sup>1</sup> See OPM Website—<http://www.opm.gov/employ/disabilities/plan.txt>

<sup>2</sup> See OPM Website—<http://www.opm.gov/employ/disabilities/guide.txt>

As a result of the efforts of the ONE DOT Advisory Committee, a DOT Plan for the Employment of People with Disabilities was drafted and circulated for comment throughout the Department.

On July 26, 2000, the 10<sup>th</sup> Anniversary of the Americans with Disabilities Act, two new Executive Orders were signed that further emphasize the Federal government's role as a model employer of people with disabilities. Executive Order 13163 commits the Federal government to the goal of hiring 100,000 individuals with disabilities over the next five years. In furtherance of that goal, each Federal agency is required to prepare a plan to increase employment opportunities for persons with disabilities at all levels and occupations in the Federal government and to submit that plan to OPM. Under guidance issued by OPM, each agency's plan is required to describe how it intends to recruit and hire qualified individuals with disabilities, especially targeted disabilities. The plan must include the aggregate number of people with disabilities the agency believes it can hire over the next five years and "a compilation of the occupations and grade levels of the positions for which the agency plans to hire, and the number of individuals with disabilities that the agency estimates hiring in each occupation."

In addition, the plan must describe the agency's recruiting strategies, proposals for training, mentoring, and career development, and strategies to ensure that reasonable accommodation needs are met. Agency plans are subject to OPM approval, which will be based on whether "the plan contains sufficient assurances, procedures, and commitments to provide adequate hiring, placement, and advancement opportunities for individuals with disabilities."<sup>3</sup> Beginning in October 2001, agencies will also be asked to provide an annual report to OPM describing their progress in meeting the objectives set forth in the Order. The annual report is intended to complement the automatic quarterly reporting that will be done through the Central Personnel Data File.

Executive Order 13164 requires Federal agencies to establish "effective written procedures for processing requests for reasonable accommodation by employees and applicants with disabilities," and to submit those procedures to the Equal Employment Opportunity Commission no later than July 26, 2001. The Department has already established and funded the Disability Resource Center, a centralized source of reasonable accommodations for applicants and employees with disabilities. As part of the Department's Plan, the effective written procedures required by Executive Order 13164 will be developed.

In order to comply with these new Executive Orders, the draft DOT Plan for the Employment of People with Disabilities was revised to incorporate the hiring goals mandated by Executive Order 13163 and the development of reasonable accommodation procedures required by Executive Order 13164. The Plan now provides the Department with an opportunity to both fulfill the Executive Orders and to reinvigorate its efforts to comply with the mandates of Section 501 of the Rehabilitation Act. The DOT Plan for the Employment of People with Disabilities builds on the OPM's October 16, 1999 Plan by adopting approaches tailored to meet the needs and organizational structure of the U.S. Department of Transportation. Further, it embraces the initiatives reported in the Department's Affirmative Action Plan for People with Disabilities.

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<sup>3</sup> A preliminary draft of this plan was submitted to OPM on November 7, 2000. By letter dated November 27, 2000, OPM provided comments on the draft plan to the Departmental Director of Civil Rights. This plan incorporates the changes requested by OPM.



## THE SECRETARY OF TRANSPORTATION

WASHINGTON, D.C. 20590

### **DIRECTIVE TO DEPARTMENTAL OFFICERS AND HEADS OF OPERATING ADMINISTRATIONS**

In order to implement Executive Orders 13163 and 13164 and to strengthen the Department's compliance with its statutory obligations under the Rehabilitation Act of 1973, 29 U.S.C. Section 791, each Departmental Officer and Head of an Operating Administration shall undertake an Initiative to actively recruit, hire, and promote qualified persons with disabilities, with a special emphasis on recruiting, hiring, and promoting individuals with Targeted Disabilities. See Attachment 1 for Terms and Definitions. Each Departmental Office and Operating Administration shall develop its Initiative in a manner consistent with this ONE DOT Plan for the Employment of People with Disabilities and in cooperation with the DOT entities given responsibility by this Plan for developing models and resources to facilitate this effort.

As described in more detail below, to develop its Initiative and assist in the implementation of this Plan, each Departmental Office and Operating Administration must work within its existing Human Resources structure and, using the resources and models described below, develop its own approach to accomplishing the stated goals. Many Departmental Offices and Operating Administrations have already reported substantial accomplishments, as well as new strategies for future hiring, in their submissions to the Department's annual Affirmative Action Program Plan for People with Disabilities. Thus, in many cases, organizations will be able to build on prior accomplishments in responding to these requirements.

In addition, OPM has provided new resources to assist Federal agencies in this effort. A key document is "Accessing Opportunity: The Plan for Employment of People with Disabilities in the Federal Government" (OPM Plan). The OPM Plan was developed to serve as a framework for Federal agencies to use as they create strategies and initiatives to recruit, hire, develop, and retain more people with disabilities. It sets forth recommendations in five key areas: (1) Recruitment and Placement, (2) Employment Opportunities for Students, (3) Career Development, (4) Monitoring and Evaluating Progress, and (5) Reasonable Accommodation. Within each category, OPM recommends specific actions and provides basic information and resources to assist agencies in accomplishing the recommended actions.

Finally, the ONE DOT Advisory Committee on the Employment of People with Disabilities (Advisory Committee) has examined OPM's Plan and, building on that effort, has developed Action Items tailored to the needs and structure of the U.S. Department of Transportation. The Action Items are presented below and organized in the same manner as in the OPM Plan. They are intended to supplement OPM's Plan and to provide a method for sharing resources and responsibilities within the Department.



It is important to note that, without this cooperative effort, each Departmental Office and Operating Administration would be required to accomplish many of the recommended activities individually, resulting in substantial duplication of effort. The Advisory Committee's recommendations are intended to avoid this result by coordinating the development of Department-wide models, which can then be modified by each organization to meet its specific needs and goals. The recommendations are also intended to facilitate the sharing of information and resources.

Therefore, each Departmental Officer and Head of an Operating Administration, with the assistance of the Disability Resource Center, the ONE DOT Advisory Committee, and the DOT entities identified in the Action Items that follow, shall:

1. Undertake an Initiative to actively recruit, hire, and promote persons with disabilities, and place a special emphasis on recruiting, hiring, and promoting individuals with Targeted Disabilities. Each Initiative must include activities undertaken to meet the hiring goals agreed to by such Departmental Office or Operating Administration, as set forth in Attachment 3;
2. Adopt the framework and recommendations developed by OPM in "Accessing Opportunity: The Plan for Employment of People with Disabilities in the Federal Government"; and
3. Implement the Action Items as outlined in this Plan.



Norman T. Mineta

## DOT PLAN ACTION ITEMS

### 1. Recruitment and Placement

The Department recognizes the importance of a comprehensive and coordinated approach to recruiting people with disabilities. At the same time, individual Departmental Offices and Operating Administrations have both existing recruitment programs and unique hiring needs. Therefore, in general, DOT's approach to recruiting people with disabilities is to require the creation of Department-wide models (e.g., model recruitment plans) and resources (e.g., a ONE DOT Recruitment Exhibit), which can be adapted and/or shared by Departmental Offices and Operating Administrations, and to require that each Departmental Office and Operating Administration publish its own recruitment plan for people with disabilities based on those models. The resulting individual plans will be combined with activities planned at the Departmental level to create a ONE DOT Departmental Recruitment Plan.

<u>Action Items</u>	<u>Action Office</u>	<u>Completion Date</u>
<b>RECRUITMENT PLANS</b>		
<p>a. The Departmental Office of Civil Rights (DOCR) will work with the Departmental Office of Human Resource Management (HR), each Departmental Office (DO) and Operating Administration (OA), and the ONE DOT Advisory Committee on the Employment of People with Disabilities (Advisory Committee) to develop a comprehensive ONE DOT model recruitment plan for persons with disabilities for the Department. The recruitment plan will be updated annually and will provide information about upcoming recruitment events, current recruitment resources, such as Federal, state, and private entities (including advocacy organizations) that may provide contacts to applicant pools, and publications and internet sites that can be used for targeted advertising. The recruitment plan will include ONE DOT recruitment activities (planned at the Departmental level) and will identify opportunities for DOs and OAs to participate in such activities.</p>	<p>DOCR, HR, DOs, OAs, and Advisory Committee</p>	<p>July 31, 2001</p>

<u>Action Items</u>	<u>Action Office</u>	<u>Completion Date</u>
<p>b. Based on the model plan, each DO and OA will publish its own annual recruitment plan for persons with disabilities and will deliver a copy of its plan to DOCR. Such plans must specifically identify the events each DO and OA plans to participate in, the names and dates of other intended contacts, and specific information about the nature and frequency of planned advertising, as well as other intended activities. A general statement that the DO or OA intends to participate in job fairs and other activities is not sufficient. DOs and OAs are encouraged to participate in ONE DOT recruitment activities and to work together on joint activities. Following the first annual plan, each DO and OA will include a report of the outcome of the prior year's efforts as part of its Report of Accomplishments under the Affirmative Action Program Plan for People with Disabilities.</p>	DOs and OAs	September 30, 2001 and annually thereafter at the end of each fiscal year
<p>c. The DOCR will publish a consolidated Departmental Recruitment Plan that will include ONE DOT recruitment activities (planned at the Departmental level) and the submissions of each DO and OA. Following the first annual plan, the Departmental Recruitment Plan will report the outcome of the prior year's efforts.</p>	DOCR	October 31, 2001 and annually thereafter
<b>RECRUITMENT EXHIBIT</b>		
<p>a. The TASC DOT Connection and DOCR, with the cooperation of the recruitment staff of the DOs and OAs, have developed and will maintain a ONE DOT Recruitment Exhibit, which will be targeted at employment opportunities for people with disabilities and used at recruitment events, such as the annual employment fairs that are sponsored by the President's Committee on Employment of People with Disabilities. Information on reasonable accommodation, employment benefits, special hiring authorities, and other related information will be provided by HR. The exhibit will be available for use by DOs and OAs. Each DO and OA may provide its own recruitment materials with specific mission related information for distribution at ONE DOT recruitment events.</p>	TASC DOT Connection, DOCR, HR, DOs, and OAs	Completed May 2000; update thereafter as necessary

<u>Action Items</u>	<u>Action Office</u>	<u>Completion Date</u>
<p>b. Each DO and OA will coordinate with TASC DOT Connection to provide vacancy announcements, a summarized listing of its vacancies, and/or a web address where its vacancy announcements can be accessed for distribution and special targeted recruitment at ONE DOT recruitment events. TASC DOT Connection will maintain an updated listing of employee groups, organizations, and associations, as identified by People with Disabilities Program Managers (PWDPMs) and Selective Placement Coordinators (SPCs), for targeted recruitment. TASC will also maintain a current list of PWDPMs and SPCs. This information will be available to current DOT employees.</p>	<p>DOs, OAs, TASC DOT Connection, PWDPMs, and SPCs</p>	<p>June 2001 and ongoing</p>
<b>INFORMATION SHARING</b>		
<p>a. To assist persons with disabilities who are seeking employment with DOT, as well as current DOT employees seeking opportunities in other DOs and OAs, the Disability Resource Center (DRC) will finalize its agreement with OPM, creating a central site on USAJOBS (the OPM web site for federal job vacancies). The site will be directly linked to the Department's Home Page and its Disability Information site, and will provide users with disabilities immediate access to current DOT vacancy announcements, in appropriate formats.</p>	<p>DRC</p>	<p>June 30, 2001</p>
<p>b. Any DO or OA that does not participate in USAJOBS will provide the same access to its vacancy announcements, in appropriate formats, as provided through USAJOBS.</p>	<p>DOs and OAs</p>	<p>June 30, 2001</p>
<p>c. As currently required by law, all DOs and OAs will be prepared to offer all vacancy announcements in alternative formats (e.g., electronic copies, large print, and Braille). The DRC will assist DOs and OAs in identifying sources from which to obtain alternative formats.</p>	<p>DOs, OAs, and DRC</p>	<p>Ongoing</p>
<p>d. Each DO and OA will ensure that qualification requirements for positions reflect the actual qualifications required for that position. For example, instead of "ability to communicate orally," which might exclude individuals who are deaf and communicate using American Sign Language, the more appropriate language may be "ability to communicate effectively." DOOCR, HR, and the DRC will provide assistance upon request.</p>	<p>DOs, OAs, DOOCR, DRC, and HR</p>	<p>June 30, 2001 and ongoing</p>

<u>Action Items</u>	<u>Action Office</u>	<u>Completion Date</u>
<b>MANAGEMENT TRAINING</b>		
a. The DOCR, in cooperation with HR, the Office of the General Counsel (OGC), and the DRC, will develop the outline for a model curriculum to train managers, supervisors, and other individuals involved in the recruiting, hiring, career development, promotion, and retention of persons with disabilities. The Office of Human Resources within each DO and OA will share existing training materials and resources with DOCR, HR, and OGC. The model training curriculum shall include, at a minimum, the information set forth in Attachment 4.	DOCR, HR, OGC, DOs, OAs, and DRC	July 31, 2001
b. The DOCR, HR, and the DRC, after consulting with each DO's and OA's Civil Rights and Human Resources staff, will recommend subject matter experts/presenters.	DOCR, HR, DRC, DOs and OAs	August 31, 2001
c. Based on the model curriculum, each DO and OA, individually or in cooperation with others, will develop and administer training to all personnel with management, recruiting, and/or hiring responsibility.	DOs and OAs	Initial training completed October 31, 2001, and repeated biennially

## 2. Employment Opportunities for Students

DOT has a number of internship programs targeted to reach a diverse student body and to interest them in transportation careers. In addition to welcoming and accommodating students with disabilities in these programs, DOT will focus on developing methods and programs to specifically reach out to students with disabilities.

<u>Action Items</u>	<u>Action Office</u>	<u>Completion Date</u>
a. Each DO and OA should employ, during the summer, at least one student from the Workforce Recruitment Program for College Students with Disabilities. Each DO and OA shall include this as a minimum requirement in all future Recruitment Plans.	DOs and OAs	Ongoing

<u>Action Items</u>	<u>Action Office</u>	<u>Completion Date</u>
<p>b. The DOCR, in cooperation with HR, will work with the DOs, OAs, PWDPMs, and the Advisory Committee to (i) ensure that students with disabilities are included in the various student outreach, internship, and employment programs, and (ii) initiate a task group to develop programs specifically targeted at recruiting students with disabilities for all DOT student internships. A priority will be placed on identifying recruitment sources from which a diverse pool of students with disabilities and candidates for permanent employment can be developed. The sources should include a range of career fields and disciplines. DOCR will develop a database containing this information to be shared throughout the Department.</p>	<p>DOCR, HR, DOs, OAs, PWDPMs, and Advisory Committee</p>	<p>July 31, 2001</p>
<p>c. In order to ensure that the Department's recruitment efforts reach individuals with disabilities from diverse backgrounds, PWDPMs and the Advisory Committee will collaborate with representatives from Minority Serving Institutions (MSI) and the DOCR MSI Program Office to develop a strategy to recruit students with disabilities and targeted disabilities from MSIs. This strategy will include developing and maintaining a pool of candidates from which individuals with disabilities can be referred and selected. Targeted programs include the Garrett A. Morgan Technology and Transportation Futures Program, student internships and fellowships under the MSI Program with Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges and Universities, Asian American/Pacific Islander Initiatives, Summer Transportation Internship Program for Diverse Groups, DOT Honors Attorneys Program, Workforce Recruitment Program for College Students with Disabilities, Welfare to Work Initiatives, and other student programs that are sponsored by the Department (e.g., Presidential Management Interns, Groundhog Student Shadow Program). Once developed, information regarding the sources, characteristics of the candidate pool (such as academic disciplines), and related information will be included in the DOCR database of MSI educational institutions.</p>	<p>DOCR, MSI Program Office, DOs, OAs, PWDPMs, and Advisory Committee</p>	<p>September 30, 2001</p>

### 3. Career Development

To ensure that people with disabilities have equitable opportunities for advancement, it is essential that barriers to the selection of persons with disabilities to career development opportunities be identified and eliminated. Management training must be conducted at all levels in the Department to educate supervisors and managers about the importance of including employees with disabilities in career development opportunities.

<u>Action Items</u>	<u>Action Office</u>	<u>Completion Date</u>
HR, in cooperation with DOCR, DRC, OGC, and the Advisory Committee, shall work to encourage the full participation of DOT employees with disabilities in all career development programs including, but not limited to, the ONE DOT Rotational Assignment Program. Each DO and OA shall view these programs as opportunities to implement its affirmative action obligations under Section 501 of the Rehabilitation Act.	HR, DOCR, DRC, OGC, Advisory Committee, ONE DOT EDF Team, DOs, and OAs	Ongoing

### 4. Monitoring and Evaluating Progress

In developing this Plan, it became evident that the workforce composition data needs to be validated to ensure accuracy in measuring the Plan's success. Improving the level of confidence in the workforce profiles of people with disabilities is an essential part of monitoring and evaluating the Plan's requirements.

<u>Action Items</u>	<u>Action Office</u>	<u>Completion Date</u>
<b>COLLECTING AND EVALUATING DATA</b>		
a. The DOCR, HR, OGC, and the Advisory Committee, in consultation with BTS, will be responsible for identifying and selecting effective methods of measuring and evaluating the impact of this Plan over time, including recommendations for establishing baseline measurements (the collection of data not currently collected by the Department).	HR, DOCR, OGC, BTS, and Advisory Committee	August 31, 2001

<u>Action Items</u>	<u>Action Office</u>	<u>Completion Date</u>
<p>b. The HR, in consultation with DOCR, the Advisory Committee, and BTS, will be responsible for evaluating and updating Departmental personnel data collection systems, such as the Consolidated Personnel Management Information System (CPMIS) and the Integrated Personnel and Payroll System (IPPS), to ensure that the Department collects the disability-related data needed for evaluating the impact of the Plan and for meeting other Federal reporting requirements such as the reporting requirements on reasonable accommodations. In addition, all Departmental personnel shall have the opportunity to provide, on a voluntary basis and in a manner consistent with all available legal protections, the disability-related information needed to measure and evaluate the success of this Plan. At a minimum, all DOT employees will be given the opportunity and encouraged to complete current Self-Identification forms. As part of this process, reasons for failure to self-identify will be investigated and, where possible, remedied.</p>	<p>HR, DOCR, BTS, and Advisory Committee</p>	<p>September 30, 2001</p>
<p>c. Based upon the methodology established in 4a (above), an evaluation shall be conducted annually. Upon completion of the evaluation, results will be reported to appropriate internal and external stakeholders. Best practices will be identified and recommendations will be made for improving the Plan and how it is implemented.</p>	<p>HR, DOCR, BTS, and Advisory Committee</p>	<p>April 30, 2002, and annually thereafter</p>
<b>MANAGEMENT ACCOUNTABILITY</b>		
<p>a. The HR, in consultation with DOCR, will develop model performance measures to evaluate the success of managers with hiring and promotion authority in recruiting, hiring, career development/training, promoting, and retention of persons with disabilities. The model measures will reflect the mandates of Section 501 of the Rehabilitation Act, including, but not limited to, its affirmative action mandate.</p>	<p>HR and DOCR</p>	<p>August 31, 2001</p>
<p>b. Each DO and OA will ensure that, by no later than October 1, 2001, the performance rating system for managers with recruiting, hiring, career development/training, and/or promotion authority reflects the model performance measures developed by HR, as set forth above. Upon request, each DO and OA will provide DOCR with data summarizing the performance of its managers under the revised system.</p>	<p>DOs, OAs, HR, and DOCR</p>	<p>October 1, 2001</p>



## 5. Reasonable Accommodation

In order to ensure that all DOT employees with disabilities are provided with the reasonable accommodations needed to perform the essential function of their jobs and that applicants for DOT positions receive reasonable accommodation in the hiring process, DOT has established the Disability Resource Center (DRC). The DRC provides accommodations for individual employees and job applicants at no additional cost to the requesting parties, thus eliminating any disincentive to hiring people with disabilities because of the perceived cost of providing accommodations. The DRC also conducts job needs assessments and assists employees and employers in selecting effective accommodations.

Currently, the DRC continues to develop its procedures for processing requests for reasonable accommodation. However, Executive Order 13164, issued July 26, 2000, imposes a broader requirement. Under the Order, the Department must "establish effective written procedures for processing requests by employees and applicants with disabilities." The Executive Order includes detailed requirements for the contents of agency procedures and requires that these procedures be submitted to the Equal Employment Opportunity Commission no later than July 26, 2001. EEOC issued guidance for the implementation of the Order on October 20, 2000. Thus, the Department must develop written procedures that include the entire process, from the time an employee or applicant requests (or can be legally deemed to have requested) an accommodation, through its possible transmittal to and processing by the DRC, and terminating with informal appeal procedures.

<u>Action Items</u>	<u>Action Office</u>	<u>Completion Date</u>
a. Pursuant to Executive Order 13164, which requires all Federal agencies to establish effective written procedures for processing requests for reasonable accommodation by employees and applicants with disabilities, DOOCR, in consultation with the OGC and HR, shall work with DOs and OAs to develop such written procedures.	DOOCR, OGC, HR, DOs, and OAs	July 1, 2001
b. The DOOCR, in its role as sponsor of the DRC, shall continue to support the DRC and will assist the DRC in establishing policies and priorities in support of the Plan.	DOOCR and DRC	Ongoing
c. Under the DOOCR's direction, the DRC shall place a priority on informing DOs and OAs of the assistance it provides with respect to (1) reasonable accommodation for employees and applicants with disabilities and (2) other services in support of this Plan (e.g., training).	DOOCR and DRC	Ongoing

<u>Action Items</u>	<u>Action Office</u>	<u>Completion Date</u>
<p>d. Each DO and OA shall review and, if necessary, revise their process for evaluating the needs of its employees with disabilities for information technology, in order to ensure that priority is given to upgrading the equipment needed to support the accommodation needs of such employees. For example, employees who require voice recognition software, which can be obtained through the DRC, should receive computers with sufficient memory (and other features) needed to run that software. Upon request, the DRC and DOCR will provide assistance.</p>	<p>DO, OA, DOCR, and DRC</p>	<p>July 1, 2001</p>
<p>e. The Chief Information Officer (CIO) and the Director, DOCR, in consultation with the DRC, designated Information Technology (IT) personnel in each DO and OA, and end-user communities, shall develop a Departmental policy addressing IT issues that affect accommodations for employees with disabilities. The policy shall include requirements for ensuring that basic IT services are accessible to individuals with disabilities.</p>	<p>CIO, DRC, DOCR, DO, and OA</p>	<p>August 1, 2001</p>
<p>f. The CIO, the Section 508 Steering Committee, DOCR, and the DRC's Technology Advisory Committee shall work together to assist DOs and OAs in implementing Section 508 of the Rehabilitation Act, which requires that all new IT purchases be accessible to persons with disabilities.</p>	<p>CIO, Section 508 Steering Committee, DOCR, and DRC</p>	<p>Ongoing</p>

## Terms and Definitions

**Individual with a Disability.** A person who (1) has a physical or mental impairment 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, 29 U.S.C. 701 et. seq., as amended, and has been incorporated with an explanation of terms in nondiscrimination regulations at 29 CFR., Section 1614.203.

**Targeted (or Severe) Disabilities.** A group of physical and mental impairments that are given special emphasis in Federal affirmative action programs for individuals with disabilities. The U.S. Equal Employment Opportunity Commission (EEOC) targets the following disabilities:

Targeted Disabilities *	Code	Definition
Deafness	16	Total deafness in both ears, with understandable speech.
	17	Total deafness in both ears, and unable to speak clearly.
Blindness	23	Inability to read ordinary size print, not correctable by glasses. (Can read oversized print or use assisting devices such as glass or projector modifier).
	25	Blind in both eyes (No usable vision, but may have some light perception).
Missing extremities	28	One arm.
	32	One leg.
	33	Both hands or arms.
	34	Both feet or legs.
	35	One hand or arm and one foot or leg.
	36	One hand or arm and both feet or legs.
	37	Both hands or arms and one foot or leg.
38	Both hands or arms and both feet or legs.	
Partial paralysis	64	Both hands.
	65	Both legs, any part.
	66	Both arms, any part.
	67	One side of body, including one arm and one leg.
	68	Three or more major parts of the body (arms and legs).

Targeted Disabilities *	Code	Definition
Complete paralysis	71	Both hands.
	72	One arm.
	73	Both arms.
	74	One leg.
	75	Both legs.
	76	Lower half of the body, including legs.
	77	One side of body, including one arm and one leg.
	78	Three or more major parts of the body (arms and legs).
Convulsive disorders	82	Convulsive disorder (e.g., epilepsy).
Mental retardation	90	Mental retardation (A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Title 5, Code of Federal Regulations (concerning positions under Schedule A of the excepted service)).
Mental illness	91	Mental or emotional illness (A history of treatment for mental or emotional problems).
Distortion of limbs and/or spine	92	Severe distortion of limbs and/or spine (e.g., dwarfism, kyphosis [severe distortion of back]).

\* Ref. Standard Form 256, Self Identification of Reportable Handicaps (Disabilities).

**Qualified Individual with a Disability/Handicapping Condition.** With respect to employment, a qualified person with a disability is one who, with reasonable accommodation (or without it if it is not needed), can perform the essential functions of the position in question without endangering the health and safety of the individual or others and who, depending upon the type of appointing authority being used: (1) meets the experience and/or education requirements (which may include passing a written test) of the position in question, or (2) meets the criteria for appointment under one of the special appointing authorities for persons with disabilities.

## **DOT OPERATING ADMINISTRATIONS**

The DOT is comprised of the Office of the Secretary (which includes the Office of the Inspector General) as well as the following Operating Administrations:

- Bureau of Transportation Statistics (BTS)
- Federal Aviation Administration (FAA)
- Federal Highway Administration (FHWA)
- Federal Motor Carrier Safety Administration (FMCSA)
- Federal Railroad Administration (FRA)
- Federal Transit Administration (FTA)
- Maritime Administration (MARAD)
- National Highway Traffic Safety Administration (NHTSA)
- Research and Special Programs Administration (RSPA)
- St. Lawrence Seaway Development Corporation (SLSDC)
- Surface Transportation Board (STB)<sup>4</sup>
- Transportation Administrative Service Center (TASC)
- United States Coast Guard (USCG)

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<sup>4</sup>With passage of the Interstate Commerce Commission Termination Act (P.L. 104-88, December 29, 1995), Congress established the Surface Transportation Board within DOT, effective January 1, 1996. While the Board is formally part of DOT, the Board is decisionally independent of DOT and by law "not responsible to or subject to the supervision or direction... of any other part of the Department of Transportation." (49 U.S.C. 703(c).)

## Attachment 3

**DOT PROJECTED HIRING GOALS OVER THE NEXT FIVE YEARS FOR THE  
EMPLOYMENT OF PEOPLE WITH DISABILITIES BY OPERATING  
ADMINISTRATIONS**

<b>Operating Administration</b>	<b>Occupations</b>	<b>Series and Grade Levels</b>	<b>Hiring Goals</b>
<b>Maritime Administration (MARAD)</b>	Administrative Positions	GS-0301-05/12	11
	Financial Analyst	GS-1160-05/12	10
	Transportation Specialist	GS-2110-05/12	10
	Transportation Industry Analyst	GS-2110-05/12	10
POC: Catherine Stewart, 366-4138	<b>Total</b>		<b>41</b>
<b>U.S. Coast Guard (USCG) *</b>	Miscellaneous Clerical	GS-0303-01/09	20
	Miscellaneous Administrative	GS-0301-05/15	20
	Procurement/Contract Specialist	GS-1102-05/15	20
	Computer Specialist	GS-0334-07/15	20
	Management/Program Analyst	GS-0343-07/15	15
	Secretary	GS-0318-05/10	15
	Accounting Technician	GS-0525-05/12	15
	General Engineer	GS-0801-11/15	15
	Maintenance Mechanic	WG-4749-5/15	10
	Electrician	WG-2805-3/12	5
	Other Professional, Administrative, Technical, Clerical, Other, and Blue Collar (PATCOB) Occupations		235
	<b>Total</b>		<b>390</b>
* <b>Note:</b> The USCG employs people in 245 different occupations, working at more than 100 locations throughout the country. Nearly two-thirds of the USCG's civilian workforce works in occupations having no more than five employees in any commuting area. Consequently, specific occupations and grades cannot be readily classified as hiring "targets."			
<b>Federal Transit Administration (FTA)</b>	Community Planner	GS-0020-07/12	4
	Transportation Program Specialist	GS-2101-07/12	4
	General Engineer	GS-0801-07/12	3
	Public Affairs Specialist	GS-1035-05/12	1
	Computer Specialist	GS-0334-05/12	3
	Presidential Management Intern	GS-0301-09/11	5
	Clerk (Worker Trainee)	GS-0303-01/04	5
	Student Trainee	GS-0099-04/05	5
POC: Dorothy Easley, 366-2517	Clerk (Office Assistants)	GS-0322-02/04	5
	<b>Total</b>		<b>35</b>

<b>Operating Administration</b>	<b>Occupations</b>	<b>Series and Grade Levels</b>	<b>Hiring Goals</b>
<b>Federal Highway Administration (FHWA)</b>  POC: Pat Toole, Daniel Foley, or Jerry Hawkins, 366-0530	Professional Engineers	GS-0800-5/SES	34
	Professional Administrative Financial	GS-200/300/ 500/1100-05/SES	45
	Other Professional Staff	GS-0028/0905/ 2100-05/SES	35
	Engineering Technicians	GS-0800-04/11	15
	Other Technicians	GS-0800-04/09	15
	Administrative Clerical Support Staff	GS-0322-02/07	35
	Student Trainees	GS-0099-03/05	10
	<b>Total</b>		<b>189</b>
	<b>Federal Motor Carrier Safety Administration (FMCSA)</b>  POC: Delores Papa/ Walt Adams, 366-1876	Professional Transportation Related Positions	GS-2100-05/13
Other Professional Staff Positions		GS-2100-05/13	14
Administrative, Clerical, and Technical Support Staff Positions		GS-0300-02/09	14
Student Trainees		GS-0099-03/05	5
<b>Total</b>			<b>47</b>
<b>Office of the Inspector General (OIG)</b>  POC: John Budnick, 366-1490	Evaluators	GS-0301-07/09	25
	<b>Total</b>		<b>25</b>
<b>Saint Lawrence Seaway Development Corporation (SLSDC)</b>  POC: Anita Blackman, 366-0091	Management Support Clerk	GS-0303-01/03	3
	Administrative Staff Assistant	GS-0303-04/05	3
	Office Automation Assistant	GS-0326-04/05	3
<b>Total</b>		<b>9</b>	

<b>Operating Administration</b>	<b>Occupations</b>	<b>Series and Grade Levels</b>	<b>Hiring Goals</b>
<b>National Highway Traffic Safety Administration (NHTSA)</b>	Engineers	GS-0800-09/12	15
	Highway Traffic Safety Specialist	GS-2125-09/12	5
	Statisticians	GS-1529-09/12	10
	Program Analyst	GS-0343-09/12	10
	Student Intern	GS-0099-02/04	1
POC: Pamela Wise, 366-1784	<b>Total</b>		<b>41</b>
<b>Research and Special Programs Administration (RSPA)</b>	Writer/Editor	GS-1082-12/14	1
	Attorney	GS-0905-11/13	2
	Administrative/Program Support Assistant	GS-0303-05/09	6
	Regulatory Support Administrative Assistant	GS-0301-07/11	2
	Management/Program Analyst	GS-0343-09/12	8
	Budget Analyst	GS-0560-11/12	2
	Computer Specialist	GS-0334-09/13	2
	Personnel Management Specialist	GS-0201-05/09	1
	General Engineer	GS-0801-09/14	2
	Contract Specialist	GS-1102-12/13	1
	Transportation Specialist	GS-2101-09/14	9
	Operations Chief	GS-2101-15	1
	Regional Emergency Transportation Manager	GS-2101-13/14	1
	National Security Planner	GS-2101-13/14	1
	National and International Disaster Specialist	GS-2101-13/14	1
	Mitigation and Recovery Specialist	GS-2101-13/14	1
	Training and Information Specialist	GS-2101-09/13	2
	*Personnel Specialist	GS-0201-09	1
	*Contract Specialist	GS-1107-07	1
	*Computer Specialist	GS-0334-07/12	3
	*Economist	GS-0110-07/09	2
	*Electronic Engineer	GS-0855-07	1
	*Electronic Engineer	GS-0855-12	1
	*Mechanical Engineer	GS-0830-07	1
	*Mechanical Engineer	GS-0830-12	1
	*Computer Engineer	GS-0854-11	1
	*Operations Research Analyst	GS-1515-07/12	3
	*Computer Scientist	GS-1550-07	1
	*Computer Scientist	GS-1550-12	1
		<b>Total</b>	

\* **Note:** These positions are located in the RSPA, Volpe National Transportation Systems Center in Massachusetts.



<b>Operating Administration</b>	<b>Occupations</b>	<b>Series and Grade Levels</b>	<b>Hiring Goals</b>
<b>Federal Railroad Administration (FRA)</b>  POC: Teresa Overmier or Marcella Mullins, 493-6116	Railroad Safety Inspectors and Railroad Safety Inspector Trainee	GS-2121-12 GS-2121-05/11	26
	Administrative Assistant, Engineers, and Attorneys	GS-0303-05/08 GS-0800-11/14 GS-0905-11/13	18
	Program/Management Analyst and Transportation Related Positions	GS-0343-11/13 GS-2101-12/15	7
	<b>Total</b>		<b>51</b>
	<b>Transportation Administrative Service Center (TASC) *</b>  POC: Nancy Mowry, 366-4075	Personnel Management Administrative Programs Budget Positions Legal Instrument Examiners Contracting Positions	GS-0200-05/15 GS-0300-05/15 GS-0500-05/15 GS-0900-05/15 GS-1100-05/15
<b>*Note:</b> The TASC is a fee-for-service organization. Recruitment is driven by customer demand for administrative services. Consequently, specific numbers for each occupation are not readily available.			
<b>Office of the Secretary (OST)</b>  POC: Denise Schossler, 366-9447 or Nancy Mowry, 366-4075	Clerical	GS-0300-04/08	10
	Transportation Industry Specialist	GS-2100-09/15	5
	Miscellaneous Administrative Series	GS-0300-07/14	5
	Equal Opportunity Specialist	GS-0260-07/14	6
	Budget Analyst	GS-0500-09/15	4
	Attorney	GS-0900-09/15	2
	Computer Specialist	GS-0300-07/14	3
<b>Total</b>		<b>35</b>	
<b>Bureau of Transportation Statistics (BTS)</b>  POC: Cynthia Roscoe, 366-8088	Mathematical Statisticians	GS-1500-05/15	1
	Survey Statisticians	GS-1500-05/15	1
	Program or Transportation Analysts	GS-0300/2100-05/15	1
<b>Total</b>		<b>3</b>	

<b>Operating Administration</b>	<b>Occupations</b>	<b>Series and Grade Levels</b>	<b>Hiring Goals</b>
<b>Surface Transportation Board (STB)</b>  POC: Room 1925 K Street NW. Frank Jacobs, 202-565-1674 tel 202-565-9010 fax	Attorney-Adviser (Transportation)	GS-0905-11/13	4
	Trial Attorney (Transportation)	GS-0905-11/15	1
	Transportation Industry Analyst	GS-2110-09/13	3
	Industry Economist	GS-0110-11/13	1
	Legal Instruments Examiner	GS-0963-08	1
	Paralegal Specialist	GS-0905-09	1
	<b>Total</b>		<b>11</b>
<b>Federal Aviation Administration (FAA)</b>  POC: Brenda Adams, 267-7015 Myma Rivera, 267-9928	Safety & Occupational Health Mgmt	0018-7/8E	13
	Social Science	0101-14J	2
	Economist	0110-5/6D	2
	Intelligence	0132-12H	1
	Psychology	0180-13I	2
	Personnel Management	0201-5/6D, 7/8E, 9/10F	39
	Personnel Clerical and Assistant	0203-5/6D, 7/8E	39
	Miscellaneous Administration and Program	0301-5/6D, 7/8E, 9/10F, 11G, 12H, 13I, 14J	167
	Miscellaneous Clerk and Assistant	0303-1/2B, 3/4C, 5/6D, 7/8E,	117
	Mail and File Secretary	0305-3/4C, 5/6D	4
		0318-5/6D, 7/8E, 9/10F, 11G	242
	Clerk-Typist	0322-1/2B, 3/4C, 12H	13
	Office Automation Clerical and Asst.	0326-3/4C, 12H	3
	Computer Operation	0332-9/10F, 11G	2
	Computer Specialist	0334-5/6D, 7/8E, 9/10F, 11G, 12H, 13I, 14J	152
Computer Clerk and Assistant	0335-3/4C, 7/8E	6	
Program Management	0340-12H, 13I, 14J	27	
Administrative Officer	0341-7/8E, 9/10F, 11G, 12H, 13I	59	
Support Services Administration	0342-7/8E, 9/10F, 12H	3	

<b>Operating Administration</b>	<b>Occupations</b>	<b>Series and Grade Levels</b>	<b>Hiring Goals</b>
<b>Federal Aviation Administration. (FAA) Cont.</b>  POC: Brenda Adams, 267-7015	Management and Program Analysis	0343-5/6D, 7/8E, 9/10F, 11G, 12H, 13I, 14J	243
	Management Clerical and Assistant	0344-3/4C, 5/6D, 7/8E, 9/10F	70
	Logistics Management	0346-11G	1
	Printing Clerical	0351-7/8E	1
	Equal Opportunity Assistant	0361-7/8E	1
	Telecommunications	0391-13I	1
	Financial Administration and Program Accounting	0501-9/10F, 11G 0510-7/8E, 9/10F, 11G, 12H, 13I	6 18
	Accounting Technician	0525-7/8E	15
	Budget Clerical and Assistant	0561-7/8E	1
	Nurse	0610-11G	1
	Medical Records Technician	0675-3/4C, 5/6D	3
	General Engineering	0801-5/6D, 7/8E, 9/10F, 11G, 12H, 13I, 14J	50
	Engineering Technician	0802-11G, 12H	8
	Construction Control	0809-11G	1
	Civil Engineering	0810-13I	6
	Mechanical Engineering	0830-13I	1
	Electronics Engineering	0855-5/6D, 7/8E, 9/10F, 11G, 12H, 13I, 14J	41
	Electronics Technician	0856-7/8E, 9/10F, 11G, 12H, 13I	28
	Aerospace Engineering	0861-13I	22
	Engineering Trainee	0899-3/4C	2
	General Attorney	0905-11G, 12H	16
	Paralegal Specialist	0950-7/8E, 9/10F	5
	Legal Instruments Examining	0963-7/8E	1
	Legal Clerical and Assistant .	0986-5/6D, 7/8E	8
	Public Affairs	1035-7/8E	1
	Writing and Editing	1082-9/10F	1
	Technical Writing and Editing	1083-12H	4
	General Business & Industry Contracting	1101-12H, 13I 1102-9/10F, 11G, 12H, 13I, 14J	2 11

<b>Operating Administration</b>	<b>Occupations</b>	<b>Series and Grade Levels</b>	<b>Hiring Goals</b>	
<b>Federal Aviation Administration. (FAA)Cont.</b>  POC: Brenda Adams, 267-7015	Procurement Clerical and Asst.	1106-5/6D, 7/8E	3	
	Production Control	1152-11G	1	
	Realty	1170-11G, 12H, 14J	6	
	Chemistry	1320-14J	1	
	Navigation Information	1351-9/10F, 11G	6	
	Cartography	1361-9/10F, 11G	6	
	Technical Information Specialist	1370-9/10F, 11G 1412-12H, 13I, 14J	6 5	
	Operations Research	1515-9/10F, 11G, 12H, 13I, 14J	20	
	Mathematics	1520-13I	1	
	Statistical Assistant	1531-9/10F, 11G, 12H, 13I, 14J	9	
	Equipment Specialist	1670-11G	1	
	Education and Training Tech	1702-5/6D	2	
	Gen Insp., Invest. and Comp.	1801-5/6D, 7/8E, 9/10F, 11G, 14J	21	
	Compliance Inspection and Support	1802-5/6D	1	
	Aviation Safety	1825-11G, 12H, 13I, 14J	18	
	Supply Clerical and Technician	2005-5/6D, 7/8E	5	
	Inventory Management	2010-9/10F	1	
	Transportation Specialist	2101-5/6D, 7/8E	140	
	Transportation Industry Analyst	2110-11G	1	
	Freight Rate	2131-14J	2	
	Air Traffic Control Specialist	2152-5/6D, 7/8E, 9/10F, 13I	100	
	Air Traffic Assistant	2154-5/6D, 14J	198	
	Aircraft Operation	2181-11G, 12H, 13I, 14J	6	
	Aviation Technical Systems Specialist	2186-9/10F, 14J, 15K/L/M	28	
	Misc. Gen. Maintenance & Ops Work	4701-14J	1	
		<b>Total</b>		<b>2,052</b>
	<b>U.S. Department of Transportation</b>	<b>Total Hiring Goal</b>		<b>3,009</b>

## DOT Model Curriculum

The model curriculum shall include, at a minimum, the following:

- a) Three part statutory mandate of Section 501 of the Rehabilitation Act, 29 U.S.C., Section 791 (1999), including i) prohibition of disability discrimination; ii) duty to provide reasonable accommodation for applicants and employees who have mental and physical disabilities; and iii) requirement that Federal executive agencies develop an affirmative action plan "for the hiring, placement, and advancement of individuals with disabilities."
- b) Emphasis on Section 501 as part of a comprehensive Act, which seeks to end disability discrimination and to promote employment opportunities for disabled persons.
- c) Discussion of Congressional intent that the Federal government play "a leadership role in promoting the employment of individuals with disabilities, especially individuals with significant disabilities." 29 U.S.C., section 701(b)(2)(1999).
- d) The U.S. Equal Employment Opportunity Commission's (EEOC) role and position, as reflected by regulation and policy guidance. By regulation, EEOC charges Federal executive agencies with becoming a "model employer" of individuals with disabilities. 29 C.F.R., Part 1614 (1999). Moreover, EEOC has issued two directives which address Federal sector affirmative employment for persons with disabilities: MD 712, "Comprehensive Affirmative Action Programs for Hiring, Placement, and Advancement of Handicapped Individuals" (1983); MD 713, "Affirmative Action for Hiring, Placement, and Advancement of Individuals with Handicaps" (1987)<sup>5</sup>.
- e) The 1999 OPM documents, "Accessing Opportunity: A Plan for Employment of People with Disabilities in the Federal Workforce" and its companion "Employment Guide."
- f) The October 16, 1999, Presidential Memorandum to the Heads of Executive Departments and Agencies, highlights the continued dedication to increasing employment opportunities for persons with disabilities.
- g) Executive Orders 13163 and 13164, and implementing guidance.
- h) Section 504 and 508 training requirements for managers and supervisors.

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<sup>5</sup> In general, MD 712 and 713 provide instructions, guidance, and procedures for, inter alia, the following objectives for persons with disabilities:

- Ensuring equitable opportunities for hiring, training, and advancement
- Participation in upward mobility, merit promotion, apprenticeship, student employment, cooperative education, and other development and advancement programs
- Ongoing recruitment efforts
- Facility accessibility
- Reasonable accommodation
- Maintaining an internal data collection system for program assessment and planning
- Reporting affirmative employment goals and accomplishments to EEOC
- Delegating appropriate authority to direct and accomplish program efforts
- Additional objectives tailored to agency mission