

Put cc  
of speech  
in this.



WORKING WITH YOU TO FIND THE RIGHT SOLUTION

AUG 31 REC'D

Accept

I spoke with Joyce. They will send additional information.

FAX TRANSMITTAL LEAD SHEET  
CAP FAX# (703) 756-0975

DATE: 8/31

TIME:

TO:

Ms. Carol Rasso

Nancy Cassingline  
9/2/93

FAX #: 202-456-2878

FROM:

Smith Cohen

PHONE #: 703-756-0976

MESSAGE:

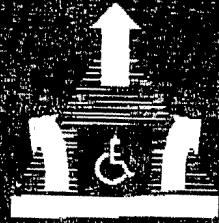
Thank you for expressing an interest. We truly hope you will accept our invitation!  
If you have any questions on the history or anything else regarding the conference, pls. feel free to give me a call at 703-756-0976.  
I will mail the clear hand-copy to you today.  
Thanks Smith

TOTAL NUMBER OF PAGES INCLUDING COVER SHEET:

2



CAP OFFICE  
DEFENSE MEDICAL SYSTEMS SUPPORT CENTER  
5109 LEESBURG PIKE, SUITE 502  
FALLS CHURCH, VA 22041-3201



Perspectives on Employment of Persons with Disabilities is sponsored by: ■ Department of Defense/Department of the Navy ■ Department of Labor ■ Department of State ■ Department of Veterans Affairs ■ Equal Employment Opportunity Commission ■ Office of Personnel Management ■ President's Committee on Employment of People with Disabilities ■ Public Health Service

Ms. Carol Rasco  
Assistant to the President for Domestic Policy  
The White House  
1600 Pennsylvania Ave NW,  
Washington, D.C. 20500

*Topic: 1 Personal + Professional involvement in disability  
2 Admin. position in disability*  
*Times: 25 min. No Q+A*  
*Intro by: Chrm. Ples Comm. on employ of people w/ dis*

Dear Ms. Rasco:

On behalf of the Planning Committee, I am pleased to invite you to be the keynote speaker at our conference on "Perspectives on Employment of Persons with Disabilities" to be held on December 8-10, 1993. The conference is scheduled to open with registration and keynote speakers on December 8, 1993 at 8:30 a.m. at the Bethesda Hyatt Regency, Bethesda, Maryland.

This annual conference is sponsored by eight Federal agencies. Since the first meeting in 1982, we have provided a forum for Federal managers and supervisors to gain needed knowledge on employment issues and motivate them to hire disabled veterans and persons with disabilities. Last year over 400 senior managers attended and Representative Major Owens was the keynote speaker.

Your presence would be an outstanding contribution to the conference's success. As a leader on domestic policies for this administration and your personal commitment, you would bring a unique perspective to current issues.

We will be printing our program brochure soon and would like to have a response as soon as possible of your availability and interest. If you have any questions concerning the conference, please feel free to call me on (703) 756-0976 at the Defense Medical Systems Support Center.

I speak for the entire Planning Committee when I say that we look forward to a favorable reply and having you address the participants at this special conference.

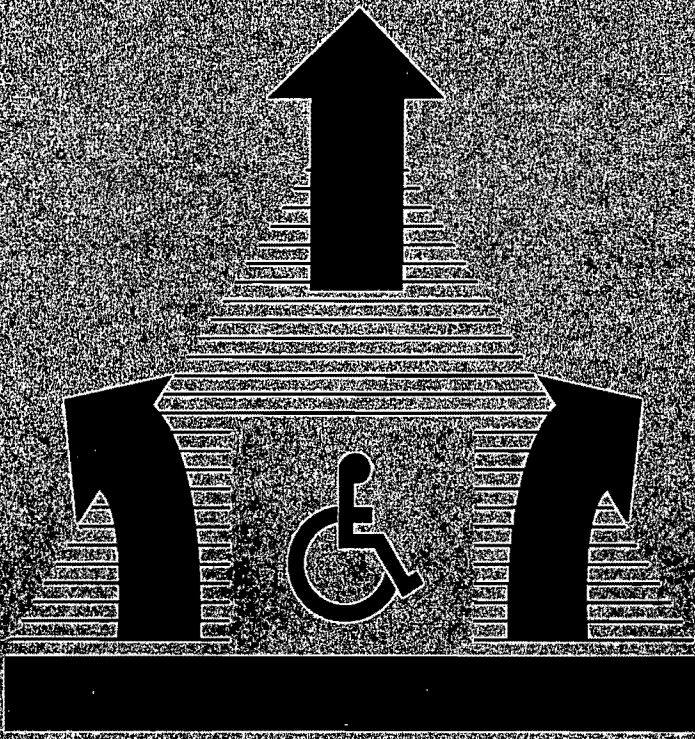
Sincerely,

Dinah P. B. Cohen  
Conference Planning Committee

FYI - last year's program

December 9-11, 1992

# Perspectives on Employment of Persons with Disabilities



**Perspectives on Employment of Persons with Disabilities is sponsored by:**  
Department of Defense/Department of the Navy ■ Department of Labor ■ Department of State  
■ Department of Veterans Affairs ■ Equal Employment Opportunity Commission  
■ Office of Personnel Management ■ President's Committee on Employment of People with  
Disabilities ■ Public Health Service

# General Information

## Conference Badges

Admission to all conference sessions is by badge only. Persons without badges will not be admitted. Members of the conference planning committee are identified by ribbons attached to their badges. Please feel free to stop any of them to ask for information or simply to chat.

## Announcements and Messages

Check the board at the conference registration area for announcements or messages. If you wish to leave a phone number with your office where messages can be received, please use (301) 657-1234.

## Smoking

Smoking is not permitted in any of the workshops or other sessions.

## Special Services

Information regarding special services is available at the conference registration table.

### Interpreter Services

Sign language interpreters will be provided for every speaker at the conference and for the workshops that have an asterisk (\*) on the agenda. Interpreters also will be available at designated luncheon tables. Notify staff at the conference registration table if there is a problem.

### Brailled Programs

The conference program is available in Braille. Ask for a copy at the conference registration table.

### Transportation

The hotel is located at the Bethesda Station of the Metro Red Line. For information about local travel inquire at the conference or hotel registration areas.

### Telephone

A TDD/TTY is available at the conference registration table.

### Parking

Pay parking is available in the hotel. Parking spaces for individuals with disabilities are available.

## Conference Evaluations

No annual conference remains relevant and useful without input from its participants. Your evaluation will be used by the Planning Committee to provide guidance for next year's conference. We strongly urge you to complete the evaluation form provided. Return it to the conference registration table, hand it to anyone on the Planning Committee, or mail it to the address printed at the end of the evaluation form. Thank you for your cooperation and assistance.

**Conference support services provided by the USDA Graduate School**





## Planning Committee

**Chair, Paul M. Meyer**  
*President's Committee on  
Employment of People with  
Disabilities*

Clayton G. Boyd  
*Department of Veterans  
Affairs*

Phillip Calkins  
*Equal Employment  
Opportunity Commission*

Dinah F. B. Cohen  
*Department of Defense*

Sheila Hackett  
*Department of Labor*

Barbara Iba  
*Public Health Service*

Betsy Kravitz  
*Department of Defense/  
Department of the Navy*

Kenneth Kunkel  
*Department of Veterans  
Affairs*

Anice Nelson  
*Office of Personnel  
Management*

Rosemary C. Pettis  
*Department of Defense/  
Department of the Navy*

Dick Sheppard  
*President's Committee on  
Employment of People with  
Disabilities*

Sheldon Yuspeh  
*Department of State*

Dear Friends and Colleagues:

Welcome to the Eleventh Annual National Symposium on Perspectives on Employment of Persons with Disabilities.

Like you, we are committed to the employment of persons with disabilities and continuously search for new options and ways to effectively manage our federal employment programs.

Recent research reveals that as we move into the 21st century, there will be greater dependence upon persons with disabilities, women and individuals from minority groups to fill America's work force needs. In this final decade of the 20th century, the federal government has an opportunity to set the pace for the employment of persons with disabilities in an enlightened and accessible environment. This eleventh annual Perspectives on Employment of Persons with Disabilities Conference offers new and updated information in a variety of presentations to assist you in meeting this challenge in your agency.

This conference provides a unique resource for each of us. We will benefit from both the symposium sessions and the knowledge, skills and abilities of our colleagues.

The sessions have been selected carefully by a committee of individuals who are involved directly with federal affirmative action for individuals with disabilities. We are certain you will find several sessions designed to meet your needs and expectations. Be sure to take advantage of the extra time built into the schedule to meet and exchange information with other participants.

We are very pleased that you are here.

Respectfully,

The Planning Committee

# Conference Agenda

## Wednesday, December 9, 1992

7:30 - 8:30 a.m.	<b>Registration</b>	<b>Crystal Ballroom Foyer</b>
	Coffee and Tea	
8:30 - 9:50 a.m.	<b>Opening Session</b>	<b>Crystal Ballroom</b>
8:30 - 8:45 a.m.	<b>Welcome and Introductions</b> Justin Dart <i>Chairman, President's Committee on Employment of People with Disabilities</i>	
8:45 - 9:10 a.m.	<b>Keynote Address I</b> The Honorable Major R. Owens (N.Y.) <i>U.S. House of Representatives</i>	
9:10 - 9:35 a.m.	<b>Keynote Address II</b> Patrisha Wright <i>Government Affairs Director, Disability Rights, Education and Defense Fund</i>	
10:00 - 11:30 a.m.	<b>Workshop Set I</b>	
	1. Recruitment, Interviewing and Placement ..... Cabinet Suite 2. Employment of People With Mobility Impairments ..... Judiciary Suite 3. Attitudinal Barriers* ..... Old Georgetown Room 4. Substance Abuse Issues in the Workplace* ..... Susquehanna/Severn Suite 5. Film and Video Exhibition ..... Congressional Room 6. Dealing with the Resistant Manager* ..... Potomac/Patuxent Suite	
11:50 a.m. - 1:20 p.m.	<b>Luncheon</b>	
	Moderator—Paul M. Meyer <i>Deputy Director, President's Committee on Employment of People with Disabilities</i> <b>Luncheon Address</b> Claiborne D. Haughton <i>Director, Civilian Equal Opportunity, Department of Defense</i>	
<b>Workshops marked with an * will be interpreted.</b>		

# Conference Agenda

1:45 - 3:15 p.m.

## Workshop Set II

1. Reasonable Accommodation\* ..... Old Georgetown Room
2. Awareness Programs — Train the Trainer\* ..... Cabinet Suite
3. Performance Based and Conduct Based Adverse Actions .... Congressional Room
4. Employment of Disabled Veterans ..... Judiciary Suite
5. "With the Best of Intentions" ..... Susquehanna/Severn Suite
6. How to Write and Implement an Effective AAP\* ..... Potomac/Patuxent Suite

3:15 - 3:30 p.m.

## Break

Outside Workshop Rooms

Soft Drinks

3:30 - 5:00 p.m.

## Workshop Set III

1. Employment of People with Mobility Impairments\* ..... Congressional Room
2. Attitudinal Barriers ..... Old Georgetown Room
3. Effective Programs in the Federal Sector ..... Cabinet Suite
4. Readers, Interpreters and Personal Assistants\* ..... Judiciary Suite
5. Employment of People with Head Injuries ..... Susquehanna/Severn Suite
6. Recruitment, Interviewing and Placement\* ..... Potomac/Patuxent Suite



# Conference Agenda

## Thursday, December 10, 1992

8:30 - 9:30 a.m.

General Session

Crystal Ballroom

Moderator — Dick Sheppard  
*Manager, Office of Plans, Projects and Services, President's Committee on Employment of People with Disabilities*

### Americans with Disabilities Act (ADA)

Rick Douglas  
*Executive Director, President's Committee on Employment of People with Disabilities*

9:30 - 9:55 a.m.

Break

Outside Workshop Rooms

Coffee and Tea

9:55 - 11:25 a.m.

Workshop Set IV

1. Employment of People with Psychiatric Disabilities ..... Congressional Room
2. Disability Rights in the Federal Sector\* ..... Old Georgetown Room
3. Reasonable Accommodation ..... Cabinet Suite
4. Substance Abuse Issues in the Workplace ..... Judiciary Suite
5. Facility Accessibility\* ..... Susquehanna/Severn Suite
6. "With the Best of Intentions"\* ..... Potomac/Patuxent Suite

11:45 a.m. - 1:15 p.m.

Luncheon

Crystal Ballroom

Moderator— Isabelle Howes  
*Conference Manager, USDA Graduate School*

### Luncheon Address

Paul Hearne  
*President, Dole Foundation for the Employment of People with Disabilities*

1:40 - 3:10 p.m.

Workshop Set V

1. Alternative Dispute Resolution ..... Congressional Room
2. Workers' Compensation and Disability Retirement\* ..... Cabinet Suite
3. Effective Programs in the Federal Sector\* ..... Old Georgetown Room
4. Readers, Interpreters and Personal Assistants ..... Judiciary Suite
5. Employment of People with Head Injuries\* ..... Susquehanna/Severn Suite
6. Trends in Rehabilitation ..... Potomac/Patuxent Suite

# Conference Agenda

## 8:00 - 8:25 a.m. Outside Workshop Rooms

Soft Drinks

## 8:25 - 11:55 a.m. Workshop Ser. VI

1. Employment of People with Psychiatric Disabilities\* .... Potomac/Patuxent Suite
2. Awareness Programs— Train the Trainer ..... Old Georgetown Room
3. Performance Based and Conduct Based Adverse Actions\* ..... Susquehanna/Severn Suite
4. Trends in Rehabilitation\* ..... Judiciary Suite
5. How to Write and Implement an Effective AAP ..... Cabinet Suite
6. Facility Accessibility ..... Congressional Room

## Friday, December 11, 1992

## 8:30 - 9:00 a.m. Break Outside Workshop Rooms

Coffee and Tea

## 9:00 - 10:30 a.m. Workshop Ser. VII

1. Ask the Experts\* ..... Old Georgetown Room
2. Alternative Dispute Resolution\* ..... Potomac/Patuxent Suite
3. Disability Rights in the Federal Sector ..... Cabinet Suite
4. Film and Video Exhibition ..... Congressional Room
5. Employment of Disabled Veterans\* ..... Susquehanna/Severn Suite
6. Dealing with the Resistant Manager ..... Judiciary Suite

## 10:50 a.m. - 12:20 p.m. Brunch Crystal Ballroom

Moderator—Clayton G. Boyd  
*Chief, Policy and Program Development, Department of Veterans Affairs*

### Brunch Address

Sandra Gordon  
*Senior Vice President, Corporate Communications, National Easter Seal Society*

# Workshop Summaries and Presenters

## Alternative Dispute Resolution (WORKSHOP SETS V, VII\*)

This session will provide an overview of Alternative Dispute Resolution (ADR) processes, special considerations for persons with disabilities in utilizing ADR and advantages and disadvantages of using ADR in resolving ADA employment complaints. Through lecture and demonstration, participants will come to a better understanding of the role ADR can play in the resolution of ADA employment complaints.

Anne Thomas  
*Director, Equal Opportunity Programs, University of New Mexico*

Peter Maida  
*Director, Mediation Services and Training, Keybridge Therapy and Mediation Center*

## Ask the Experts (WORKSHOP SET VII\*)

This workshop encourages participants to raise employment issues related to persons with disabilities with members of the conference planning committee.

Members of the Conference Planning Committee

## Attitudinal Barriers (WORKSHOP SETS I\*, III)

Persons experienced in dealing with attitudes toward individuals with disabilities help you confront your own stereotypes and demonstrate new techniques for reaching managers and supervisors in your agency.

Eddie Espinosa  
*Consultant, REELife Solutions*

## Awareness Programs — Train the Trainer (WORKSHOP SETS II\*, VI)

A disability awareness trainer with extensive experience explores simple techniques for enhancing disability awareness among your agency's staff.

Dick Sheppard  
*Manager, Office of Plans, Projects and Services, The President's Committee on Employment of People with Disabilities*

## Dealing with the Resistant Manager (WORKSHOP SETS I\*, VII)

This training session explores methods for coping effectively with managers and supervisors resistant to hiring or promoting qualified persons with disabilities.

Ellis Jones-Hodges  
*Assistant Director, Affirmative Employment Service, Office of EEO, Department of Veterans Affairs*

## Disability Rights in the Federal Sector

### (WORKSHOP SETS IV\*, VII)

Laws that apply to the federal government require most of the same things that the Americans with Disabilities Act requires in the private sector. This workshop will be a practical discussion of the Rehabilitation Act of 1973, as amended, the Architectural Barriers Act and other key provisions of the law. If you work for a federal agency, you should know the rights of federal employees with disabilities and the rights disabled members of the public have when they use federal services or facilities. Disability policy has changed radically throughout the USA and the expectations of the disabled community have increased dramatically. Come and learn the latest about disability law.

Judith C. Gilliom  
*Manager, Program for People with Disabilities, Department of Defense*

David Capozzi  
*Director, Office of Technical and Information Services, Architectural and Transportation Barriers Compliance Board*

# Workshop Summaries and Presenters

## Effective Programs in the Federal Sector (WORKSHOP SETS III, V\*)

Managers of successful programs discuss what they have done and why it has been successful. The session is appropriate for both new and experienced managers of employment programs for persons with disabilities.

Daniel H. Ferry  
*Manager of Business Services,  
Tennessee Valley Authority*

Ronald G. Geller, Ph.D.  
*Director, Division of Extramural  
Affairs, National Heart, Lung  
and Blood Institute, National  
Institutes of Health*

## Employment of Disabled Veterans (WORKSHOP SETS II, VII\*)

This workshop provides an overview of the special authorities available to federal agencies for employing disabled veterans and developing effective Disabled Veterans Affirmative Action Programs. Discussion of rehabilitation programs for disabled veterans as well as effective recruitment techniques and sources will round out the session.

James Reed  
*Deputy Director, Vocational  
Rehabilitation Service,  
Department of Veterans Affairs*

Thomas O'Connor  
*Senior Personnel Staffing  
Specialist, Office of Personnel  
Management*

Lennox E. Gilmer  
*Associate National Employment  
Director, Disabled American  
Veterans Association*

## Employment of People with Head Injuries (WORKSHOP SETS III, V\*)

This offering will focus on traumatic brain injury with an emphasis on rehabilitation of individuals with head injuries. The use of private rehabilitation facilities and the reasonable, measurable outcomes of services provided by these facilities also will be discussed.

Brian P. McMann, Ph.D., CRC  
*Associate Professor, Educational  
Psychology Department,  
University of Wisconsin,  
Milwaukee*

## Employment of People with Mobility Impairments (WORKSHOP SETS I, III\*)

Individuals with mobility impairments describe their personal experiences on finding accessible employment and requesting accommodations.

Sharon Wilkin  
*Special Assistant to the  
Chairman, Equal Employment  
Opportunity Commission*

Dinah F.B. Cohen  
*Director, Computer/Electronic  
Accommodations Program,  
Department of Defense*

Dana Jackson  
*Information Specialist,  
Mid-Atlantic Center,  
Independent Living Center of  
Northern Virginia*

Ronald L. Miller  
*Executive Director, Blinded  
Veterans Association*

## Employment of People with Psychiatric Disabilities (WORKSHOP SETS IV, VI\*)

Disability related to personality, depression and anxiety is common in the American workplace. Four experienced psychiatrists will present approaches to the relationship between employer, employee and the mental health clinician that optimize work related outcomes. There will be ample time for discussion.

Kenneth G. Terkelsen, M.D.  
*Associate Professor of Clinical  
Psychiatry, Cornell University  
Medical College*

Leonard Moss, M.D.  
*Psychiatric Consultant, Mobil Oil,  
Chairman, Human Effectiveness  
Group*

Marcia Scott, M.D.  
*Director, Group Life and  
Disability, Prudential Insurance  
Corporation*

Mark Unterberg, M.D.  
*Executive Medical Director, Green  
Oaks Hospital*

## Facility Accessibility (WORKSHOP SETS IV\*, VI)

This workshop will deal with total facility access and will include discussion of egress and safety issues.

Marsha Mazz  
*Technical Assistance Coordinator,  
Office of Technical and  
Information Services,  
Architectural and Transportation  
Barriers Compliance Board*

# Workshop Summaries and Presenters

## Film and Video Exhibition

### (WORKSHOP SETS I, VII)

See exciting films and videos about the employment, retention and accommodation of persons with disabilities and other related subjects. All films are captioned.

Dick Sheppard

*Manager, Office of Plans, Projects and Services, The President's Committee on Employment of People with Disabilities*

## How to Write and Implement an Effective AAP

### (WORKSHOP SETS II\*, VI)

Ideas for the effective development and execution of an affirmative action plan will be discussed. Strategies for use of selective placement programs also will be discussed.

Edward Ardery

*Attorney, Office of Federal Operations, Equal Employment Opportunity Commission*

Darren Goebels

*Branch Chief, Office of Federal Operations, Equal Employment Opportunity Commission*

## Performance Based and Conduct Based Adverse Actions

### (WORKSHOP SETS II, VI\*)

The ABC's of adverse actions dealing with employees whose performance or conduct raises problems — the employee has done something or failed to do something which adversely affects his or her work, the ability of other employees to do

their work, or the agency's mission. This session examines situations where a manager's responsibility in addressing poor performance or misconduct is complicated by an employee's disability. In these cases, managers must be aware of the obligation to accommodate reasonably while continuing to address the employee's deficiencies through performance based or disciplinary action.

Cynthia Field

*Employee Relations Specialist, Employee Relations Branch, Office of Personnel Management*

Sharon Snellings

*Employee Relations Specialist, Employee Relations Branch, Office of Personnel Management*

## Readers, Interpreters and Personal Assistants (WORKSHOP SETS III\*, V)

This workshop explores the use of readers, sign language interpreters and personal assistants in the workplace. Presenters provide information regarding current federal regulations and available resources. Discussion of employment issues regarding assessment, selection, supervision and program management are included.

Rosemary Pettis

*Manager, Program for Persons with Disabilities, Carderock Division, Naval Surface Warfare Center*

Claudie Grant

*Employment Advisor, The President's Committee on Employment of People with Disabilities*

Tony Young

*Project Manager, National Association of Rehabilitation Facilities*

## Reasonable Accommodation (WORKSHOP SETS II\*, IV)

This workshop provides an overview and the legal definition of reasonable accommodation along with examples of accommodations in the workplace. The range of accommodations, from the low-cost, easy solutions to common accessibility problems to the latest computer and electronic technology developments will be addressed by the panel.

Barbara T. Judy

*Project Manager, Job Accommodation Network, The President's Committee on Employment of People with Disabilities*

Paul J. Singleton

*Program Analyst, Computer / Electronic Accommodations Program, Department of Defense*

Antoinette Eates

*Staff Attorney, Civil Rights, Equal Employment Opportunity Commission*

# Workshop Summaries and Presenters

## **Recruitment, Interviewing and Placement**

(WORKSHOP SETS I, III\*)

This workshop offers ideas for developing effective recruitment strategies including interviewing techniques and methods for placement of people with disabilities in the workplace.

Anne B. Nissen

*Director, Experiential Programs  
Off-Campus, Gallaudet  
University*

Betsy Kravitz

*Equal Opportunity Specialist,  
Carderock Division, Naval  
Surface Warfare Center*

## **Substance Abuse Issues at the Workplace**

(WORKSHOP SETS I\*, IV)

This workshop offers practical guidance on what to do when personal problems such as alcohol and drug abuse, emotional or family difficulties are adversely affecting an employee's performance and/or conduct, including the roles of the Employee Assistance Program, "firm choice" and last chance agreements in handling these cases. Also, the impact of the Americans with Disabilities Act on current illegal drug users and alcohol testing on current and future federal policies is covered.

Mary LaMontagne

*Chief, Employee Health Services  
Branch, Office of Personnel  
Management*

Cynthia Field

*Employee Relations Specialist,  
Employee Relations Branch,  
Office of Personnel Management*

## **Trends in Rehabilitation** (WORKSHOP SETS V, VI\*)

This workshop addresses trends and changes in the field of rehabilitation treatment, technology and support services for persons with disabilities. Discussion on the impact of rehabilitation services and management of the growing number of workplace disabilities will be the focus.

Jan Galvin

*Director, Assistive Technology /  
Rehabilitation Engineering,  
National Rehabilitation Hospital*

## **"With the Best of Intentions"**

(WORKSHOP SETS II, IV\*)

Persons with disabilities on the front lines of the disability rights movement share their experiences and observations on equal access in employment. "War stories" of "access gone wrong" will be shared by the presenters with ample time for discussion.

Phillip Calkins

*Division Director, Affirmative  
Employment Programs, Equal  
Employment Opportunity  
Commission*

Sharon Mistler

*Project Director, Mid-Atlantic  
Center, Endependent Living  
Center of Northern Virginia*

Christy Poindexter

*EEO Specialist, Department of  
Health & Human Services*

## **Workers' Compensation and Disability Retirement**

(WORKSHOP SET V\*)

This workshop provides an overview of the Federal Workers' Compensation Program under the Federal Employees' Compensation Act and the disability retirement programs under both the Civil Service Retirement System and the Federal Employees Retirement System.

Sheila Hackett

*Deputy Director for Federal  
Employees' Compensation,  
Department of Labor*

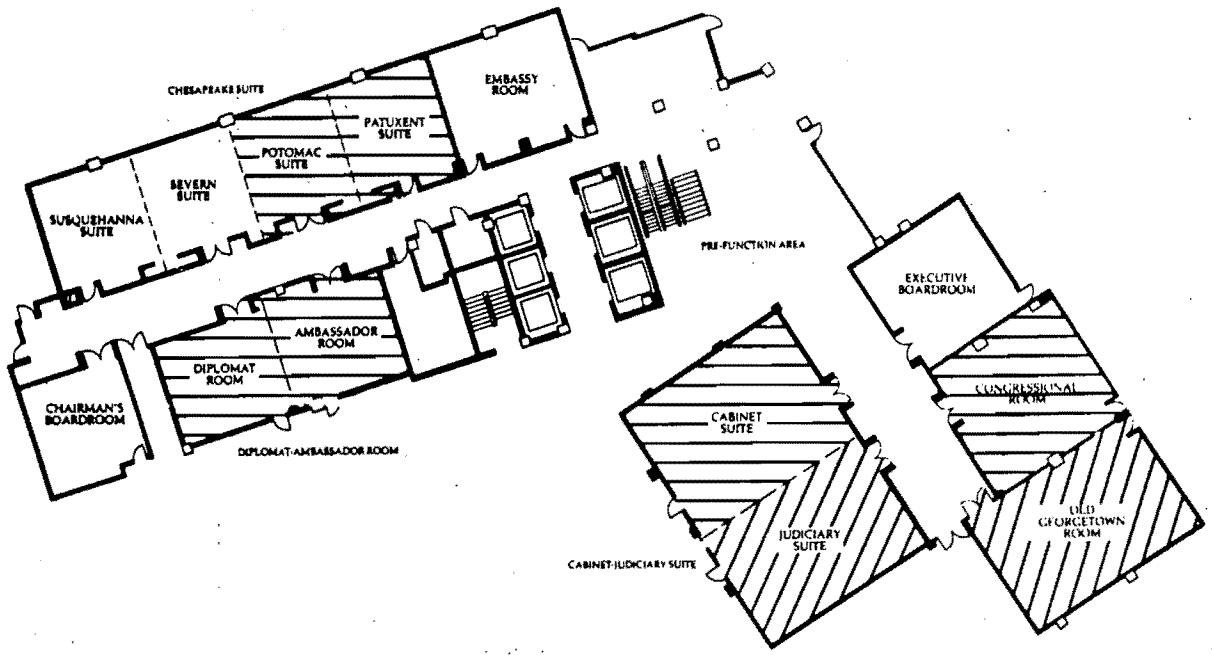
Angela Bolduc

*Chief, Disability Retirement  
Appeals Branch, Office of  
Personnel Management*



# Hyatt Regency Bethesda

## Conference Level



## Ballroom Level

