



AMERICA WORKS BEST WHEN ALL AMERICANS WORK



Individual with Disabilities, Reasonable Accommodation, and Workforce Recruitment Training



Orlandez Lewis, HQ IMCOM, Individual with Disability Program
Manager

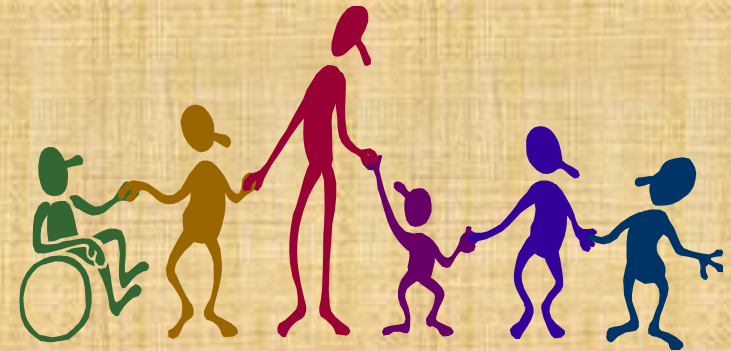


OBJECTIVE



- To provide information regarding hiring, advancement, and placement of individuals with disabilities within DOD
- To provide an opportunity to share information, knowledge and experience

- ✓ **LEGAL/REGULATORY BASIS**
- ✓ **DISABILITY DEFINITION**
- ✓ **REASONABLE ACCOMMODATION**
- ✓ **EMERGENCY PREPAREDNESS PLANS**
- ✓ **RESOURCES – CAP, JAN, ODEP, VA, OPM**





IMCOM
SOLDIERS • FAMILIES • CIVILIANS

INTRODUCTION



BLIND – SIGHT-IMPAIRED

(The Miracle Worker – Helen Keller)

DEAF – HEARING IMPAIRED

BI-POLAR – MANIC DEPRESSION

(A Beautiful Mind – John Nash)



PARAPLEGIC

(Born on the Fourth of July – Ron Kovic)





ARMY VISION

**To include IWD in all phases of
Army life, including but not limited to
Programs and Activities
Through**

Facilities Accessibility

Reasonable Accommodation



Department of the Army Policy states that the Army will ensure:



- A civilian workforce in which **IWD**, including disabled veterans, are represented in every major organizational element, occupational category and grade level.
- **Equal opportunity in hiring, advancement, training and treatment**
- **Provide reasonable accommodation**
- **Individuals with disabilities are accorded access to programs and activities that are conducted by DA and financed with funds disbursed by DA.**



PROFILE OF OPPORTUNITY



**INDIVIDUALS WITH DISABILITIES
WILL BE AN INCREASING
SOURCE OF LABOR THRU THE
INCREASED USE OF TECHNOLOGY**

**DISABILITY ACCOMMODATION WILL BE OF
GREATER INTEREST THAN EVER BEFORE IN
OUR HISTORY**





WORKFORCE RECRUITMENT PROGRAM FOR COLLEGE STUDENTS WITH DISABILITIES



- **JOINT VENTURE BETWEEN DOD AND DOL WHICH IDENTIFIES COLLEGE AND UNIVERSITY STUDENTS WITH DISABILITIES SEEKING SUMMER AND PERMANENT JOBS.**
- **SUMMER HIRE PROGRAM 15 MAY - 30 SEP 12**
- **SALARY AND SPACES PROVIDED FOR SUMMER EMPLOYMENT OPPORTUNITY FOR COLLEGE STUDENTS.**
- **GREAT SUCCESS STORIES!**
-- MARKETING BROCHURE --



Army Families Online

Army Families Online provided by WBLO

Provided by: Well-Being Liaison Office (WBLO)

Army Information Line 1-800-833-6622

My WBLO

- Home
- Registration
- Login
- Search
- FeedBack

WBLO Information

- Army Veterans
- Deployment Cycle
- Disabled Soldier Support System (DS3)
- Download Center
- FLO Notes
- Frontline Stories
- Glossary
- News
- SmartBook

Page Tools

Homeland Security Advisory System

ELEVATED
SIGNIFICANT RISK OF
TERRORIST ATTACKS



Disabled Soldier Support System



Contact the Disabled Soldier Support System (DS3) at 1-800-833-6622 between 8 a.m. to 4:30 p.m. EST, Monday through Friday.

www.ArmyDS3.org

DS3 Photo Gallery





DISABLED SOLDIERS SUPPORT SYSTEM (DS3)



- The Department of the Army Individuals with Disabilities Program objective is to increase employment opportunities for individuals with disabilities, to **include disabled veterans**, in the Army.
- Appointment authority for hiring of IWD/disabled veterans (www.opm.gov/disability/)
- Workforce Recruitment Program for College Students with Disabilities
- Department of Veterans Affairs – discuss collaborative initiatives related to disabled veterans employment



KEY TEAM PLAYERS (Disability Program)



- # **Managers/Supervisors**
- # **EEO Officer / SEP Program Managers**
- # **IWD Comm Members / EEO Counselors / EO Prog Managers**
- # **Community Svcs Dirs / Exceptional Fam Member Prog Mgr**
- # **Legal Advisors / Facilities Engineers / Managers**
- # **Representative from Community Disability Organizations**
- # **Disabled/Disabled Veteran Employees**



TARGETED DISABILITIES



Disabilities targeted by EEOC* for emphasis in AAPP
The disabilities and codes on SF 256 are

Deafness	18
Blindness	21
Missing Extremities	30
Partial Paralysis	69
Complete Paralysis	79
Convulsive Disorders	82
Mental Retardation	90
Mental Illness	91

*EEOC MD 715

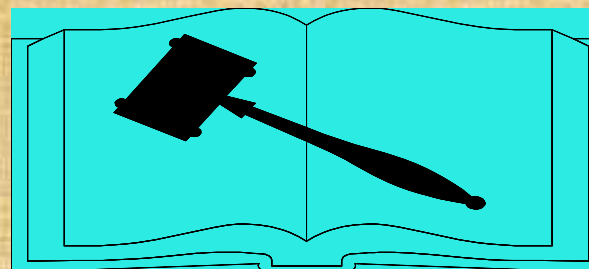


REASONABLE ACCOMMODATION



An agency shall make a reasonable accommodation to known physical or mental limitations of an applicant or employee who is qualified individual with disabilities"

IMCOM Supplement 1 to AR-690-12





REASONABLE ACCOMMODATION MAY INCLUDE, BUT NOT LIMITED TO:



- Making facilities readily accessible
- Modifying worksites
- Adjusting Work Schedules
- Providing Assistive Devices (CAP)
- Providing personal assistants (travel)
- Adopting flexible leave policies



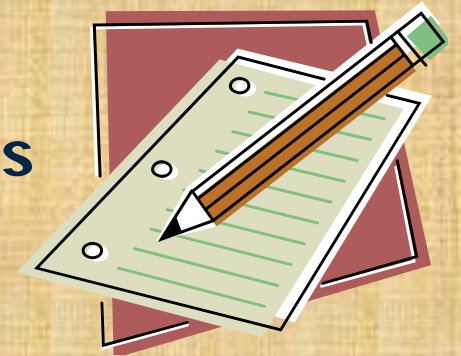


REASONABLE ACCOMMODATION

Identify Employee's Workplace Accommodation



- Involving individual in every step of process
- Employing confidentiality principles
- Consult with rehabilitation professionals (CAP/JAN)
- Essential functions of position
- Identify employee's functional limitations and potential accommodations





ACCOMMODATION MOST APPROPRIATE FOR EMPLOYEE AND EMPLOYER



- **Costs should not be an undue hardship**
- **Accommodations selected:**
Effective, reliable, easy to use,
readily available
- **Ask employee.**
- **The individual knows what accommodation works best to be able to satisfactorily perform the duties of assigned position**





THE JOB ACCOMMODATION PROCESS

STEP 1 – DEFINE THE SITUATION

STEP 2 – PERFORM NEEDS ASSESSMENT

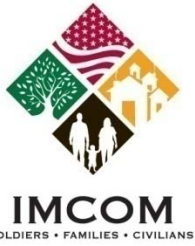
**STEP 3 – EXPLORE ALTERNATIVE PLACEMENT
OPTIONS**

STEP 4 – REDEFINE THE SITUATION

STEP 5 – MONITOR THE ACCOMMODATIONS



<http://www.jan.wvu.edu/media/JobAccommodationsProcess.html>



JOB ACCOMMODATION ACTIONS



- **DEAF OR HEARING IMPAIRED**
- **BLIND OR SIGHT-IMPAIRED**
- **USER OF WHEELCHAIR**
- **STRESS-RELATED CONDITION**
- **DEPRESSION**





Why Consider **ERGONOMICS** ??? **MANDATE TO ACCOMMODATE EMPLOYEES WITH DISABILITIES**



- **Relationship between the worker and the job**
- **Focus on design of work area & job to enhance job perf**
- **Helps prevent injuries and limit secondary injuries**
- **Soaring workers compensation costs**

Ergonomics is the field of study that seeks to fit the job to the person, rather than the person to the job.

RESOURCES

- **Computer/Electronics Accommodations Program**
- **Job Accommodation Network**
- **Safety Office -- Ergonomics Coordinator**



ABOUT CAP PROGRAMS WHAT'S NEW RESOURCES

CAP Services Accommodation Solutions CAP Request Forms CAPTEC

Real Solutions for Real Needs



Learn more about CAP services for:
Our Customers
People with Disabilities
Government Managers



Key Resources

[Submit Request Form Now](#)

Know what you need to request from CAP? Go straight to our CAP Request Form here.

[3-Step Accommodation Process](#)

Determine the right accommodation solution for you using our CAP process.

[Latest Assistive Technology Products](#)

Spotlight

[TRICARE Conference](#)



Learn more about how CAP can support the MHS on January 28th or at booth #2018 in the exhibit area.

[Assistive Technology on NMCI](#)



List of software and hardware approved for use on NMCI and process to request equipment from CAP

[CSUN 2004](#)

What's New

[INTRODUCING the CAP Multi-media CD-ROM](#)

[Upcoming Events](#)

[HIMSS 2004](#)

[Learning Disabilities Association of America 41st Annual International Conference](#)

[ADA Symposium 2004](#)

[CAPtions News Bulletin](#)

[Fall 2003](#)

[Mailing List](#)



A free service of the Office of Disability Employment Policy
U.S. Department of Labor.

Your comprehensive source for job accommodations

- Contact
- About
- New
- Media
- Search
- FAQs

Job Accommodation Network

1-800-526-7234 (VITTY)

Welcome to JAN, a free consulting service that provides information about job accommodations, the ADA, and the employability of people with disabilities.

- Portals**
- Private Employers
 - Federal Government Employers
 - State & Local Government Employers
 - Individuals with Disabilities
 - Educational Settings
 - ADA Information

- Resources**
- Services
 - En Español
 - ADA Hotlinks



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Spotlight

- Small Business & Self-Employment Service
- Searchable Online Accommodation Resource
- Join JAN Users for Online Discussion
- .IAN F-Newsletter



MEETING SPECIAL NEEDS EMERGENCY PLANS



- **Provide safe working environment for all employees, including those employees with special needs.**
- **Develop Occupant Emergency Plan (OEP) for employees who may need assistance during an emergency with same level of protection as all other employees.**
- **Communicate information to employees with special needs.**
- **Be proactive in asking employees with special needs about the questions and concerns these people may have about emergency procedures.**



MEETING SPECIAL NEEDS EMERGENCY PLANS – BUDDY SYSTEM



- One practical step every manager should take to protect individuals with disabilities is to establish a “buddy” system for disabled employees. The buddy system should be fully integrated into the agency OEP.
- Information on setting up a buddy system found at <http://www.usfa.fema.gov/downloads/pdf/publications/fa-154.pdf>.
- For additional information on meeting the needs of disabled employees, contact the National Organization of the Disabled (www.nod.org).



EMERGENCY PREPAREDNESS

<http://opm.gov/emergency/>



Emergency Guidance from the Office of Personnel Management - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media

Address <http://opm.gov/emergency/> Go Links

mywebsearch Search PopSwatter Smiley Central Cursor Mania My Info Games Customize My Button

New User About the Agency | What's New | Quick Index | Operating Status Search

 **Office of Personnel Management**
The Federal Government's Human Resources Agency

Strategic Management of Human Capital Employment and Benefits Career Opportunities

Working for America

You are here: [Home](#) > [emergency](#)

Emergency Guidance

We stand ready to inform government officials, media and the general public of our response and operations during a crisis or emergency. This page is provided as a ready resource for you to quickly and easily locate information and guidance that we have published.

Emergency Preparedness Guide

Manager's Guide	Employee's Guide	Family Guide (DC Area)	Family Guide (National)
(229 KB) (22KB)	(225 KB) (17KB)	(225 KB) (17KB)	(303 KB) (38.3 KB)

Resources

- [Educational video for people who process, sort, or deliver mail](#)
- [Frequently Asked Questions on Military Leave](#)

Start Internet

EEO WW 3-0... Sent Items - ... RA 2-18-04 ... Contact Ove... Emergency ... Microsoft Word 6:53 PM



www.dol.gov/odep Search / A-Z Index

August 21, 2004 [DOL Home](#) > [ODEP](#) > Publications

Publications

[Subscribe to This Page](#)

Fact Sheets

- [Accommodating Employees with Hidden Disabilities](#)
- [Accommodations Get the Job Done](#)
- [Affirmative Action and People with Disabilities](#)
- [Alternative Dispute Resolution](#)
- [Americans with Disabilities Act, A Summary](#)
- [Attitudinal Barriers](#)
- [Career Development for Persons With Disabilities](#)
- [Communicating With and About People with Disabilities](#)
- [Disability and Cultural Diversity](#)
- [Disability Data Resources](#)
- [Disability Friendly Strategies for the Workplace](#)
- [Dispelling Myths About People With Disabilities](#)
- [Diversity and Disabilities](#)
- [Employing People with Disabilities Q&A](#)
- [Employment Checklist for Hiring Persons with Disabilities - Practical Suggestions](#)
- [Employment Rights, Who Has Them and Who Enforces Them](#)
- [Essential Elements of an Effective Job Search](#)
- [Facilitating Return-to-Work For Ill or Injured Employees](#)
- [Facts About the Americans with Disabilities Act - Public Law 101-336](#)
- [Glossary of Commonly Used Terms](#)
- [Interviewing Tips for the Job Applicant](#)
- [JAN: Opening Doors to Job Accommodation](#)
- [Job Analysis, An Important Employment Tool](#)
- [Job Accommodations Come in Groups of One](#)

- [Find It! in DOL](#)
- [Frequently Asked Questions](#)
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Many people have gone further than they thought they could, because someone else thought they could.

-- Anonymous





What lies behind us and what lies
before us are tiny matters
compared to what lies within us.

Oliver Wendell Holmes

The doors we open and close each
day decide the lives we live.

-Flora Whittemore