

What's My Role in Ensuring My Agency is a Model Employer of Individuals with Disabilities?



STEPHEN M. KING
DIRECTOR
COMPUTER/ELECTRONIC ACCOMMODATIONS PROGRAM
U.S. DEPARTMENT OF DEFENSE

KENDRA M. DUCKWORTH
DISABILITY PROGRAM MANAGER
U.S. DEPARTMENT OF THE AIR FORCE

Outline



- Rehabilitation Act and affirmative hiring
- Executive Order 13548
- Schedule A
- Workforce Recruitment Program (WRP)
- Computer/Electronic Accommodations Program (CAP)
- Job Accommodation Network (JAN)
- Architectural Barriers Act and facility accessibility
- Strategic Management
- Strategic Communications

Rehabilitation Act



- Affirmative hiring is alive and well
- It is legal for federal agencies to give an advantage to individuals with disabilities in hiring, promotion, or other employment decisions
- Agencies are to set hiring goals for individuals with disabilities and individuals with targeted disabilities
- Agencies should affirmatively recruit individuals with disabilities to apply for vacancies, to increase the number of individuals with disabilities in agency applicant pools
- Agencies are allowed to indicate in a job announcement that it is seeking to recruit or hire individuals with disabilities who are qualified

Executive Order 13548



Increasing Federal Employment of Individuals with Disabilities



- Signed July 26, 2010
- Remind agencies of obligation to be a “model employer”
- Hire 100,000 individuals with disabilities within next five years
- Develop hiring, retention, and training plan
- Emphasis on supervisors and HR professionals
- **Increase use of Schedule A appointing authority**
- Improve return to work outcomes / retention
- Ensure accessibility of virtual and physical workspaces
- Requires accountability

Schedule A Appointing Authority



- Non-competitively appoint “persons with
 - intellectual disabilities,
 - severe physical disabilities, or
 - psychiatric disabilities”
- Permanent, temporary, or time limited appointments
- Appointment will be to the Excepted Service
 - Candidates must serve a two year probationary period
 - At the end of the two year period, candidates are eligible to be non-competitively converted to the Competitive Service
 - The two year period served on probationary status in the Excepted Service counts toward the requirement to successfully complete three years of service to acquire career status in the Competitive Service

Schedule A Appointing Authority



- Candidates must meet the qualifications for the position
- Expectations of work performance are the same as those hired via other authorities
 - However, agencies must accommodate, if necessary
- Agencies are not required to post a job vacancy if the intent is to fill the job via Schedule A, 5 CFR 213.3102(u)
 - Jobseekers should likely be directed to agency Disability Program Managers or Special Placement Program Coordinators – generally via email
 - Agencies should request jobseekers provide job and geographic preferences
 - If the position requires a college degree, jobseekers should be instructed to provide transcripts

Supporting Documentation



- Candidates must provide appropriate documentation to support placement (“Proof of Disability”) *prior to appointment*
 - Proof of an applicant's intellectual disability, severe physical disability, or psychiatric disability
 - Agencies *may* ask for documentation at the time of application
- No longer are agencies restricted to “Schedule A Certification” issued by a state vocational rehabilitation office
 - Agencies may accept documentation from licensed medical professionals, licensed vocational rehabilitation specialists; or any Federal agency, State agency, or an agency of the District of Columbia or a U.S. territory that issues or provides disability benefits

Common Misperceptions



Contrary to popular belief...

- A “Statement of Job Readiness” is not required
- A candidate is not required to have a “targeted disability”
 - Targeted disabilities are defined by the EEOC as disabilities targeted for emphasis in affirmative action planning
 - Targeted disabilities include nine categories of disabilities highlighted on left-hand side of OPM Standard Form 256, Self Identification of Disability
- A veteran disability rating of 30% (or of any other %) does not equate to eligibility for Schedule A

Workforce Recruitment Program



- The WRP is a recruitment and referral program for college students and recent graduates with disabilities
 - Co-sponsored by the U.S. Department of Defense and the U.S. Department of Labor
- Connects highly motivated post-secondary students and recent graduates with disabilities who are eager to prove their abilities with federal employers
 - DoD, and several other agencies, provide central funding for WRP hires within their respective agencies
- All candidates are eligible to be hired via Schedule A [5 CFR 213.3102(u)]
- Candidates may secure temporary or permanent positions through the program
- It's a great tool for agencies to address the low rate of participation of individuals with targeted disabilities and to support veterans

How Does the WRP Work?



- Federal recruiters evaluate candidates from over 250 colleges and universities and assign ratings on a scale of 1-5 in four categories:

- Communication
- Maturity
- Direction
- Experience



- An overall rating is also assigned. Candidates must receive a 3 or higher to be included in the WRP candidate pool, which is made available each December
- Interview notes and ratings are available to federal employers
- Federal employers may gain access to the candidate pool via a secure website
- You can learn more by visiting www.wrp.gov

Computer/Electronic Accommodations Program



- CAP was established in 1990 as the DoD's centrally funded program to provide reasonable accommodations to DoD employees
- Today, CAP provides assistive technology (AT) and support services to ensure federal employees with disabilities at 68 partnering organizations and wounded, ill, and injured Service members have equal access to opportunity
- Major Initiatives:
 - Needs Assessments and Procurement of AT
 - Workforce Recruitment Program (WRP) Participants
 - NEW POLICY: Temporary and Term Employees
 - Public Accessibility and Communications (PAC)
 - Wounded Service Members (WSM)
 - Training and Outreach



CAP Webinar Series

CAP has recorded a series of webinars to share the CAP training experience with our customers and stakeholders around the world. Newly recorded webinars and upcoming topics will be listed on our new CAP Webinar page.



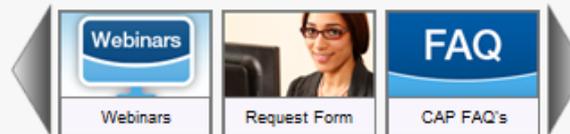
INTRODUCING CAP's New Webinars

Request an Accommodation

Ready to place a request for an accommodation? [Start here](#). Need to [browse assistive technology](#), or help to determine the appropriate accommodation to meet your needs? We can help!

[Get Started NOW!](#)

Explore CAP



Need Assistance?

Contact us from 8am-5pm Eastern Time by phone at (703) 614-8416, (571) 384-5629 VP, or anytime by email at cap@mail.mil.

Recent News & Upcoming Events

Recent News

- ▶ [Important CAP Dates](#): Mark your calendars for the dates that will affect reasonable accommodation requests submitted to CAP for the remainder of the fiscal year.

Upcoming Events

- ▶ [FDR Training & Expo](#) | 7/14/2014
- ▶ [EXCEL Conference 2014](#) | 8/12/2014

Stay Connected to CAP



Job Accommodation Network



- JAN is one of several services provided by the U.S. Department of Labor's Office of Disability Employment Policy (ODEP)
- JAN is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues – federal and private sector
- Major Initiatives:
 - Ask a JAN Consultant
 - Searchable Online Accommodation Resource (SOAR) Database
 - Publications and Resources
 - ADA Library
 - Training



Job Accommodation Network

Search

[Hot Topics](#)[How to Use this Site](#)[JAN en Español](#)[Print this Page](#)[A A A Text Size](#)

ASK JAN

If you have a question about workplace accommodations or the Americans with Disabilities Act (ADA) and related legislation, we can help.

[MEET ANTAVON](#)

Connect with JAN

(800)526-7234 (Voice) (877)781-9403 (TTY)

[Email JAN](#)[Live Help](#)[Subscribe to Newsletters](#)[Link to Us](#)[Share Through Your Social Networks](#)[RSS Feed](#)[Newsletter](#)[Webcasts](#)

FOR EMPLOYERS

- Private Employers
- Federal Employers
- State & Local Government



FOR INDIVIDUALS

- Employees
- Job Seekers
- Entrepreneurs



FOR OTHERS

- Rehabilitation & Medical Professionals
- Union Representatives
- Attorneys & Legal Representatives

[About JAN](#)[Frequently Asked Questions](#)[Training](#)

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

What can YOU do? The Campaign for Disability Employment



[Accessibility](#) | [Copyright](#) | [Disclaimer](#) | [Privacy Statement](#) | [Site Map](#)

Architectural Barriers Act



- Although likely not engineers or architects by trade, you can play a key role in bringing accessibility issues to the attention of the appropriate personnel
- The Architectural Barriers Act (ABA) was enacted in 1968 and applies to all federal government buildings
- The ABA requires that facilities designed, built, altered or leased with federal funds be accessible to persons with disabilities
- The design of public buildings must meet the accessibility standards and practices outlined in the ABA
- The ABA is enforced by the U.S. Architectural and Transportation Barriers Compliance Board (Access Board)
- Created in 1973, the Access Board is an independent Federal agency devoted to accessibility for people with disabilities

Architectural Barriers Act



- Federal agencies are responsible for ensuring compliance when funding the design, construction, alteration or leasing of facilities
- Four federal agencies are responsible for the varying standards:
 - Department of Defense (Standards Cover Military Facilities)
 - Department of Housing and Urban Development (Standards Cover Federal Housing)
 - U.S. Postal Service (Standards Cover Postal Facilities)
 - General Services Administration (Standards Cover Federal facilities other than military, housing, and postal)
- The ABA Standards are available on the Access Board's website, www.access-board.gov
- MD 715 contains a question about the funding of renovation projects and directs agencies to submit a copy of facility accessibility survey results as necessary to support EEO Action Plan for building renovation projects

Architectural Barriers Act



For technical assistance on accessibility standards or guidelines as they apply in new construction and alterations, contact:

U.S. Access Board

(800) 872-2253 (voice) or (800) 993-2822 (TTY)

weekdays 10:00 - 5:30 ET (except Wednesday)

ta@access-board.gov

fax: (202) 272-0081

Strategic Planning



SWOT Analysis

| | Helpful to achieving program objectives | Harmful to achieving program objectives |
|--|--|--|
| Internal Origin (attributes of the program) | Strengths (Capitalize) | Weaknesses (Invest) |
| External Origin (attributes of the program) | Opportunities (Shore Up) | Threats (Identify) |

Internal

- You can control
- Use “primary” data
- Capabilities, resources, assets, brand and processes that are strengths and weaknesses

External

- You can’t control, but can impact
- Use secondary data/info (environmental, industry, etc) and primary data if appropriate

Strategic Planning



SWOT Analysis

- Create a list of ideas
- Develop the ideas into goals, objectives, and action items

Do something with it!!!

| | Strengths | Weaknesses |
|---------------|--|---|
| Threats | How do you use the program's strengths to reduce the likelihood and impact of the threats? | How do you address the weaknesses that will make the threats a reality? |
| Opportunities | How do you use the program's strengths to capitalize on the opportunities? | How do you overcome the weaknesses that prevent you from taking advantage of the opportunities? |

Strategic Communications



- To get the message out to target audiences, effective organizations rely on a comprehensive **Strategic Communications Plan**
- Clearly outlining the communication functions behind advertising, promotions and public relations allows organizations to be proactive rather than reactive
- After the implementation of a Strategic Communications Plan, professionals can assess which communication channels worked and which should be revised or eliminated from the strategic planning process

Strategic Communications Plan



- Begin with the background story on why you are implementing a Strategic Communications Plan
- Establish your communication objectives/goals
- Highlight key messages
- Describe major program initiatives
- Describe your ideal target audience
- Decide on your tactical communication activities
- Assess available resources for planning and executing your Strategic Communications Plan
- Explain how you will monitor and measure results during and after your communication activities

Questions?



STEPHEN M. KING

DIRECTOR

COMPUTER/ELECTRONIC ACCOMMODATIONS PROGRAM (CAP)

U.S. DEPARTMENT OF DEFENSE



KENDRA M. DUCKWORTH

DISABILITY PROGRAM MANAGER

U.S. DEPARTMENT OF THE AIR FORCE