

U.S. DEPARTMENT OF TRANSPORTATION

**Affirmative Action Program Plan
for
People with Disabilities**

Report of Accomplishments for Fiscal Year 2000

and

Plan Update for Fiscal Year 2001

**Prepared
by**

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AFFIRMATIVE EMPLOYMENT PROGRAM PLAN AND REPORT OF ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES

AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES

U.S. Department of Transportation Report of Accomplishments for the period October 1, 1999 through September 30, 2000.

U.S. Department of Transportation Plan Update for the period October 1, 2000 through September 30, 2001.

U.S. Department of Transportation

AGENCY

400 7th Street, SW
Washington, DC 20590

AGENCY ADDRESS

62,566

NUMBER OF EMPLOYEES COVERED BY THIS PLAN:

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NAME OF PERSON PREPARING THIS FORM

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DATE

MARY N. WHIGHAM JONES, Deputy Director
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SIGNATURE OF AGENCY HEAD

DATE

NORMAN Y. MINETA
Secretary of Transportation

NAME AND TITLE OF AGENCY HEAD (CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO MD-713, "AFFIRMATIVE ACTION FOR HIRING, PLACEMENT, AND ADVANCEMENT OF PEOPLE WITH DISABILITIES")

PERMANENT WORKFORCE NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PERSONS WITH TARGETED DISABILITIES (TD)

Agencies are to use this format to establish numerical objectives for the period October 1 through September 30. Anticipated changes in the workforce are taken into account, as objectives are calculated on the basis of losses from the workforce as well as accessions. The planned rate of accessions (if any are anticipated) must be adequate to achieve the desired workforce profile as of September 30.

ANTICIPATED CHANGES IN THE WORKFORCE FROM OCT. 1, 2000 TO SEPT. 30, 2001	
NUMBER + OR -	PERCENT CHANGE

LOSSES (TOTAL WORKFORCE)	2,802	4.5%
LOSSES WITH DISABLED REPORTED	33	1.1%
LOSSES TARGETED DISABILITIES (TD)	6	1.8%
ACCESSIONS (TOTAL WORKFORCE)	2,628	4.2%
ACCESSIONS WITH DISABLED REPORTED	600 *	20.2%
ACCESSIONS TARGETED DISABILITIES (TD)	150 *	44.6%

* Note: See Draft DOT Plan for the Employment of People with Disabilities

WORKFORCE ACTUAL DATA AS OF: 9/30/00	ANTICIPATED CHANGES IN WORKFORCE	ANTICIPATED DATA AS OF: 9/30/01
FROM: 10/01/00 TO: 9/30/01		

	NUMBER	%	NUMBER	CHANGE *	NUMBER	%
TOTAL WORKFORCE	62,566	100	- 174	- 0.3%	62,392	100
DISABLED REPORTED	2,966	4.7	+ 567	+ 19.1%	3,533	5.7
TARGETED DISABILITIES	336	0.5	+ 144	+ 42.9%	480	0.8

* CALCULATE THIS PERCENTAGE BY DIVIDING THE NUMBER + OR -- BY THE CORRESPONDING NUMBER IN THE WORKFORCE AS OF THE BEGINNING OF THE REPORTING PERIOD.

NUMERICAL OBJECTIVES FOR THE PERIOD 10/01/00 TO 9/30/01	
A. TOTAL NUMBER OF ACCESSIONS OF PERSONS WITH TD	150
B. PERCENT ACCESSIONS OF PERSONS WITH TD	5.7%
C. TOTAL NUMBER OF PERSONS WITH TD ON BOARD AS OF SEPTEMBER 30, 2001:	480
D. PERCENT OF WORKFORCE WITH TD AS OF SEPTEMBER 30, 2001:	0.8%

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AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES

STAFFING COMMITMENTS

Provide data indicating staffing commitments as of September 30, 2001. Include selective placement coordinators, disability employment program managers, and other key staff assigned to the affirmative action program for individuals with disabilities. Do not include equal employment opportunity counselors and other personnel processing complaints of discrimination on the basis of disability.

a. Headquarters personnel with nation-wide responsibility:

1. Agency-wide responsibility (department-wide, if applicable)

Number of persons: 15
 Total staff years (full-time equivalents allocated to the program): .02

2. Responsibility for major operating components (if none, indicate not applicable)

Number of persons: 24
 Total staff years (full-time equivalent allocated to the program): .02

b. All other personnel (not accounted for above) at Headquarters, in component agencies, or in field installations responsible for management and coordination of the program:

PERCENTAGE OF TIME ALLOCATED TO THE PROGRAM	INDICATE NUMBER IN EACH GROUP
1 - 5 %	6
6 - 10 %	1
11 - 25 %	38
26 - 75 %	0
76 - 100 %	0
TOTAL:	45

c. Number of Agency personnel officers with appointing authority: 26

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PLAN FOR SPECIAL RECRUITMENT PROGRAM

Agencies are to establish and maintain special recruitment programs for individuals with disabilities with the specified severe disabilities. The purpose is to obtain applications from qualified individuals with disabilities. A revised and improved plan for a special recruitment program is required unless:

a. The Agency met its previous year's employment objectives. (If so, check here: *)

or

b. The number of applications received from persons with targeted disabilities was at least two times the number of accessions that would have been necessary to achieve the objectives.

(If so, check here:)

If neither of these conditions has been met, list new recruiting strategies that will be instituted so that the agency can meet its current employment objectives.

NEW RECRUITING STRATEGIES	TARGET DATES
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* Note: The U.S. Department of Transportation satisfied a number of the fiscal year 2000 Affirmative Action Program Plan's objectives and initiatives. Some of the accomplishments included: disseminating vacancy announcements to the general public, special interest groups, and organizations promoting equal employment opportunities for people with disabilities and disabled veterans via websites, electronic mailings, and kiosks at colleges and universities. Also, the Department continued its participation at special job fairs and annual training conferences sponsored by the President's Committee on the Employment of People with Disabilities and other special interest groups and organizations. In support of Executive Order 13163, the Department initiated a strategic plan to increase the projected hiring goals for the employment of people with disabilities by the Operating Administrations (OAs) to 3,000, over the next five years. See Appendix C.

Other objectives and initiatives were delayed, and/or unmet during the reporting period. The Department will continue its efforts to monitor and accomplish stated objectives during fiscal year 2001.

September 2001

September 2001

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NEW RECRUITING STRATEGIES	TARGET DATES
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National Highway Traffic Safety Administration (NHTSA)	NHTSA
1. Increase managers' and supervisors' understanding of the Affirmative Action Program for People with Disabilities (PwD), as well as their responsibilities in hiring and working with disabled individuals.	September 2001
2. Provide periodic orientation to managers and supervisors on the special appointment authorities to non-competitively hire persons with disabilities.	September 2001
3. Provide Agency representation at conferences, conventions, and job fairs sponsored by organizations for PwD.	September 2001
4. Maintain collaborative working relationships and refer specific vacancy announcements to these organizations: (a) Disability Coordinators in colleges, universities, and organizations with high enrollment or membership of PwD and (b) counselors affiliated with the State Government Vocational Rehabilitation Offices to identify and recruit qualified disabled applicants.	September 2001
5. Conduct Selective Placement Program training sessions for personnel management specialists specifically emphasizing the use of special appointment authorities and referral strategies.	September 2001
6. Develop Agency-wide awareness programs for employees on the benefits and success stories of employing PwD.	September 2001

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NEW RECRUITING STRATEGIES	TARGET DATES
<p style="text-align: center;">NHTSA (Cont.)</p> <p>7. Earmark specific positions for the employment of qualified individuals with disabilities.</p>	<p style="text-align: center;">NHTSA (Cont.)</p> <p style="text-align: center;">September 2001</p>
<p style="text-align: center;">Research and Special Programs Administration (RSPA)</p> <p>Recruitment efforts will not be restricted due to the nature of an applicant's disability, the working facility where a position is located, or the existing communication devices at a work site. The following are part of an overall strategy to solicit applications from a wide range of qualified members of the disability community:</p> <p style="margin-left: 20px;">a. College recruitment. RSPA will develop outreach and partnerships with disabled student placement coordinators in local colleges and universities to identify qualified disabled students. Potential sources for reaching students with disabilities include:</p> <ul style="list-style-type: none"> ● The Workforce Recruitment Program (WRP) for college students with disabilities. The WRP, managed by the President's Committee on the Employment of People with Disabilities and the Department of Defense, is a resource that connects public or private sector employers, nation-wide, with highly motivated post-secondary students and recent graduates with disabilities. 	<p style="text-align: center;">RSPA</p> <p style="text-align: center;">September 2001</p> <p style="text-align: center;">September 2001</p> <p style="text-align: center;">September 2001</p>

provide counseling, evaluation, training and other services to PwD, including disabled veterans.

September 2001

d. Supplemental recruitment sources. RSPA will include private, State, and other Federal organizations serving PwD (e.g., the Paralyzed Veterans of America, National Association of the Deaf, the American Council of the Blind) as viable recruitment sources to maximize the available opportunities for generating applicant pools.

September 2001

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NEW RECRUITING STRATEGIES	TARGET DATES
<p>RSPA (Cont.)</p> <p>e. Conferences and conventions. RSPA will participate in job fairs and other activities targeted to individuals with disabilities to increase applicant pools of qualified PwD and disseminate information to the public regarding career opportunities available within RSPA and DOT.</p> <p>f. Advertisements. RSPA will use paid and unpaid advertising in publications targeted to individuals with disabilities and disabled veterans, such as EnAble and Mainstream magazines, to increase applicant pools of qualified PwD.</p> <p>g. Non-competitive appointments. Several appointing authorities in Title 5 C.F.R. relate to the</p>	<p>RSPA (Cont.)</p> <p>September 2001</p> <p>September 2001</p>

hiring of PwD. See Appendix D. These non-competitive appointments can be used to generate an applicant pool of qualified PwD for various positions at different grade levels.

h. Publicity. RSPA will develop materials for recruitment, advertisements, and other publicity activities that portray both disabled RSPA employees and disabled applicants in a positive work environment. Vacancy announcements will use language that states reasonable accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the employing agency. The objective is to communicate to the disability community that RSPA is a suitable and favorable employer with which to explore career opportunities.

September 2001

September 2001

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NEW RECRUITING STRATEGIES	TARGET DATES
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Office of the Inspector General (OIG)	OIG
<p>In FY 2001, OIG staffing initiatives will be geared towards keeping pace with turnover while continuing the progress made towards creating a new vision for the organization. This new vision will include expanding Agency outreach to individuals with quantitative and analytical skills, which will increase PwD outreach. However, anticipated constraints imposed by programs giving priority consideration to surplus and displaced employees and those resulting from the physical qualification requirements of the criminal investigator positions will impact the potential to improve the representation of employees with disabilities, particularly in attracting candidates with targeted disabilities.</p>	<p>September 2001</p>
<p>OIG will continue progress on the following initiatives implemented in FY 2001:</p> <ol style="list-style-type: none"> 1. Continue to expand the Agency's recruitment efforts for positions on the audit staff, to include series 0301 Evaluators, to attract a wider audience of candidates and talent. This occupational field complements the traditional auditor and criminal investigator occupations and further expands outreach to PwD. 	<p>September 2001</p>
<ol style="list-style-type: none"> 2. OIG has committed to hiring three PwD in FY 2001 as part of the hiring goal to employ 25 disabled employees by mid-FY 2005. 	<p>September 2001</p>
<ol style="list-style-type: none"> 3. Reiterate to all employees about the value of diversity through continued training opportunities. 	<p>September 2001</p>

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NEW RECRUITING STRATEGIES	TARGET DATES
<p style="text-align: center;">OIG (Cont.)</p> <p>4. Provide detailed information to PwD regarding the various educational and experiences necessary to progress in OIG.</p> <p>5. Continue announcing and disseminating vacancies open to non-status candidates, utilizing the U.S. Office of Personnel Management (OPM), Raleigh, North Carolina, Staffing Services Center. This mechanism offers additional access to vacancy announcements and increases the potential of attracting applicants with disabilities.</p> <p>6. Highlight the availability of special appointing authorities for PwD in the vacancy announcements.</p> <p>7. Continue disseminating vacancy announcements, electronically, through the Federal Job Opportunity Board maintained by the OPM. This medium's connection with other electronic bulletin boards, and its accessibility to private citizens with computers, multiplies efforts to reach targeted populations. In addition, OIG's automated job information line operates 24 hours.</p>	<p style="text-align: center;">OIG (Cont.)</p> <p style="text-align: center;">September 2001</p> <p style="text-align: center;">September 2001</p> <p style="text-align: center;">September 2001</p> <p style="text-align: center;">September 2001</p>

<p style="text-align: center;">Office of the Secretary of Transportation (OST)</p> <p>1. Participate in local recruiting activities sponsored by colleges and universities (e.g., Gallaudet University), the President's Committee on the Employment of People with Disabilities, and other job fairs to provide information on employment opportunities.</p>	<p style="text-align: center;">OST</p> <p style="text-align: center;">September 2001</p>
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NEW RECRUITING STRATEGIES	TARGET DATES
<p style="text-align: center;">OST (Cont.)</p> <p>2. Continue exploring possibilities to establish partnership agreements between the Department and local area vocational rehabilitation centers, advocacy councils for the employment of PwD, and/or disabled veterans organizations.</p> <p>3. Encourage management participation at annual training conferences, sponsored by OPM, national and local organizations promoting equal employment opportunities for PwD.</p> <p>4. Provide information to management officials, regarding the workforce profile of PwD by occupational categories, targeted disabilities, grade levels, and special hiring authorities, to assist in recruitment planning activities.</p>	<p style="text-align: center;">OST (Cont.)</p> <p style="text-align: center;">September 2001</p> <p style="text-align: center;">September 2001</p> <p style="text-align: center;">September 2001</p>

<p>10. Co-sponsor training sessions with other OAs' Civil Rights Offices, Departmental Office of Civil Rights, Deaf DOT, DOT ADA, PwD advocacy groups, and Minority Serving Institutions to share information, resources, and achieve mutually beneficial outcomes.</p>	<p>September 2001</p>
<p>Federal Railroad Administration (FRA)</p> <p>1. The FRA will send recruitment information to universities and special schools which serve the disabled community.</p> <p>2. The Office of Civil Rights will monitor recruitment actions to ensure that individuals with disabilities are considered for employment and career advancement opportunities.</p> <p>3. The FRA will develop partnerships with organizations and educational institutions (i.e., Vocational Rehabilitation Programs) that serve the disabled community.</p>	<p>FRA</p> <p>September 2001</p> <p>September 2001</p> <p>September 2001</p>

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<p>NEW RECRUITING STRATEGIES</p>	<p>TARGET DATES</p>
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Federal Aviation Administration (FAA)	FAA
<p>The FAA met a number of the established objectives of last year's Affirmative Action Program Plan, as reported by the Lines of Business (LOBs). For example, the LOBs disseminated employment information and vacancy announcements to special interest groups, organizations and associations promoting equal employment opportunities for PwD and disabled veterans. Also, FAA participated at special job fairs and annual training conferences sponsored by special interest groups and organizations. However, some strategies were not completed or satisfied during the reporting period due to reorganization, down-sizing and other internal decisions. Therefore, the FAA will ensure that all unmet strategies and initiatives, as reported by the LOBs, will be monitored and accomplished.</p> <ol style="list-style-type: none"> 1. Establish a Plan for the Employment of PwD. 2. Heighten FAA's cultural awareness by planning a PwD Information Fair on employment aspects for the LOBs and Staff Offices. 3. Establish a pool of collateral duty assignments with personnel for quality recruiters to partner with organizations and academic institutions, both internally and externally, that will assist the FAA in recruiting, e.g., identify student population, assess student employment preferences, assess student demographics, etc. 	<p>September 2001</p> <p>September 2001</p> <p>September 2001</p>

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NEW RECRUITING STRATEGIES	TARGET DATES
<p style="text-align: center;">FAA (Cont.)</p> <p>4. Participate in open forums at academic institutions to provide helpful information to students seeking employment in the Federal sector.</p> <p>5. Expand the Agency's Internet website by providing internal/external links to various disability-related organizations and agencies. Include information on best practices for employing PwD and make the website accessible to PwD.</p>	<p style="text-align: center;">FAA (Cont.)</p> <p style="text-align: center;">September 2001</p> <p style="text-align: center;">September 2001</p>
<p style="text-align: center;">Federal Highway Administration (FHWA)</p> <p>1. The FHWA will continue to ensure that PwD receive equal opportunity in recruitment and hiring using fair and open competition for vacant positions, which will include the statement indicating special consideration of individuals under special appointing authorities, such as PwD. In addition, restrictive language reflected in rating factors on communication skills will continue to read "ability to express and present ideas in writing and in person, clearly, concisely, and in logical sequence."</p> <p>2. Continue to identify qualified candidates through a variety of recruitment sources. Sources include various websites, paid newspaper and trade magazine advertisements with technical and professional publications and attending career fairs,</p>	<p style="text-align: center;">FHWA</p> <p style="text-align: center;">September 2001</p> <p style="text-align: center;">September 2001</p>

such as those sponsored by the President's Committee on the Employment of PwD. In addition, the Agency will continue to contact advocacy groups for the disabled, to assist in identifying qualified applicants.

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NEW RECRUITING STRATEGIES	TARGET DATES
<p style="text-align: center;">FHWA (Cont.)</p> <p>3. Continue providing equal opportunity for career advancement and training to individuals with disabilities throughout FHWA. Training courses available include automated data processing, financial management, administrative, program and technical.</p> <p>4. The FHWA will create a pool of 20 centrally managed "loaner positions" to target efforts at increasing the number of on-board employees with targeted disabilities in grade levels and occupational categories where representation is low. The FHWA will hire 38 individuals with disabilities for FY 2001, which includes 9 to 10 individuals with target disabilities.</p> <p>5. Continue providing training opportunities through local agency training programs, as well as through institutions of higher learning. Continue providing career counseling through the Agency's Employee Assistance and Counseling Program.</p>	<p style="text-align: center;">FHWA (Cont.)</p> <p style="text-align: center;">September 2001</p> <p style="text-align: center;">September 2001</p> <p style="text-align: center;">September 2001</p>

<p>6. Fund reasonable accommodation items, such as adaptive technology and architectural barrier removal.</p>	<p>September 2001</p>
<p>7. Provide Awareness training to emphasize the disability recruitment program at FHWA. The Agency's Leadership Team will be briefed on the variety of skills and abilities and how to overcome stereotypes and misconceptions regarding PwD. Representatives from division offices, resource centers, and Federal Lands Offices will be invited to attend a recruitment conference on the hiring of PwD, which will include recruitment strategies, the goals of the Agency, other topics of interest.</p>	<p>September 2001</p>

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<p>NEW RECRUITING STRATEGIES</p>	<p>TARGET DATES</p>
<p style="text-align: center;">FHWA (Cont.)</p> <p>8. Continue to include diversity accomplishments in supervisory and managerial performance objectives and evaluations.</p> <p>9. The Office of Human Resources, Planning and Systems Development Group will evaluate program accomplishments in a systematic manner.</p>	<p style="text-align: center;">FHWA (Cont.)</p> <p>September 2001</p> <p>September 2001</p>

United States Coast Guard (USCG)	USCG
The National Recruitment Plan (major initiative under Future Force 21) ensures that the USCG's recruiting strategy includes a strong "outreach" component providing opportunities for new hires to the Federal service as well as transfers and other mechanisms. This includes:	September 2001
1. Establish contacts with State vocational rehabilitation centers, disability organizations, Veterans Outreach Centers, colleges, and universities targeted to PwD to ensure vacancy announcements are received and posted.	May 2001
2. Maximize employment opportunities for students with disabilities, including summer hires.	May 2001
3. Maximize the use of Avue Digital Services' automated staffing system to increase the target audience and to track applications received from individuals with disabilities through hyperlinks to various websites.	May 2001
4. Participate in the President's Committee on the Employment of PwD Employment Fair held in Washington, DC.	May 2001

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NEW RECRUITING STRATEGIES	TARGET DATES
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USCG (Cont.)	USCG (Cont.)
5. Partner with the USCG Recruiting Command in recruitment. Request four civilian recruiters, to include PwD and all other recruitment initiatives.	August 2001
6. Other Initiatives for FY 2001:	
a. Meet the proposed goal of hiring new PwD employees within the next 5 years. This will require as many as 1 in 5 of the “new” Federal Government hires to be a person with a disability.	September 2001
b. Over the next 5 years, reduce any average “gap” between PwD and those without disabilities within the major occupations. By using interns, upward mobility, and other persons with identified promotion potential (e.g., career ladders), existing grade gaps will be narrowed over time.	September 2001
c. Ensure career development opportunities, upward mobility positions, long-term training, and other opportunities are made available for PwD on the same basis as non-disabled persons.	September 2001
d. Partner with OST in implementing the President's Executive Order and EEO Policy Guidance to establish written procedures for processing requests for reasonable accommodation.	September 2001
e. Reallocate existing funds during FY 2001 in an effort to meet the goal to complete action on 50% of our 115 non-compliant administrative facilities. It is estimated that this will cost between \$400,000 and \$500,000 to meet our 50% goal.	September 2001

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NEW RECRUITING STRATEGIES	TARGET DATES
<p style="text-align: center;">Federal Transit Administration (FTA)</p> <ol style="list-style-type: none"> 1. Educate and train managers and supervisors on programs and resources available in recruiting, promoting, and retaining individuals with disabilities. 2. Obtain management's commitment to hire well-qualified disabled individuals. 3. Conduct an in-depth review of the way the Agency does business and make the necessary adjustments. This includes: <ul style="list-style-type: none"> - Analyze current processes (what is being done vs. what can be done to improve processes). - Identify barriers (language of position descriptions/vacancy announcements, attitudes). - Enhance methods of publishing vacancies (establish lists to automatically e-mail announcements to colleges, universities, schools, vocational rehabilitation agencies, Department of Veterans Affairs, and veteran organizations, etc.). 4. Encourage the use of special hiring authorities available to appoint individuals with disabilities. 5. Restructure positions (i.e., entry grade level, modify duties, etc.) and promote entry level/developmental career opportunities. 6. Participate in job fairs (internal and external to 	<p style="text-align: center;">FTA</p> <p style="text-align: center;">September 2001</p>

<p>DOT).</p> <p>7. Provide opportunities for disabled students to participate in various student employment programs (e.g., High School/High Tech, Student Transportation Intern Programs for Diverse Groups).</p>	<p>September 2001</p> <p>September 2001</p>
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NEW RECRUITING STRATEGIES	TARGET DATES
<p>FTA (Cont.)</p> <p>8. Use the WRP as a source for recruiting potential employees.</p> <p>9. Participate in the President's Management Intern Program activities and job fairs.</p> <p>10. Establish liaison with organizations having direct contact with disabled individuals. FTA will establish contact by telephone and/or in person, when feasible, with representatives, Department of Veterans Affairs, Vocational Rehabilitation Agencies, colleges, universities, and other organizations directly involved with disabled individuals.</p> <p>11. Forward, via e-mail, fax or other measures, copies of vacancy announcements to placement counselors and offer more flexibility in the process. For example: FTA currently does not accept applications via fax or electronic transmission, but to accommodate PwD, the process will be amended.</p>	<p>FTA (Cont.)</p> <p>September 2001</p> <p>September 2001</p> <p>September 2001</p> <p>September 2001</p>

<p style="text-align: center;">Transportation Administrative Service Center (TASC)</p> <p>Emphasize recruitment in the following areas: Clerical, GS-4/8; Miscellaneous Administrative, GS-7/13; Personnel Management, GS-7/13; Contract Specialist, GS-7/13; Legal Instrument Examiner, GS-7/12; Computer Specialist, GS-7/13, Computer Specialist, GS-7/13, Photographer, GS-7/12; and, Librarian, GS-7/12.</p>	<p style="text-align: center;">TASC</p> <p style="text-align: center;">September 2001</p>
<p style="text-align: center;">Bureau of Transportation Statistics (BTS)</p> <p>1. Increase understanding, on the part of managers and supervisors, of the Affirmative Employment Program for PwD and their responsibilities in hiring and working with disabled individuals.</p>	<p style="text-align: center;">BTS</p> <p style="text-align: center;">September 2001</p>

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NEW RECRUITING STRATEGIES	TARGET DATES
<p style="text-align: center;">BTS (Cont.)</p> <p>2. Provide Agency representatives at conferences, conventions, and job fairs sponsored by organizations for PwD.</p> <p>3. Maintain contact and collaborative working relationships with (a) Disability Coordinators in colleges, universities and organizations with high enrollment or membership of PwD; (b) Counselors affiliated with the State Government's Vocational Rehabilitation Offices to identify and recruit qualified disabled applicants</p>	<p style="text-align: center;">BTS (Cont.)</p> <p style="text-align: center;">September 2001</p> <p style="text-align: center;">September 2001</p>

and, (c) refer specific vacancy announcement to these organizations.

4. Within current and anticipated budgetary and personnel ceiling constraints, BTS will initiate a concerted effort to target specific positions for the employment of qualified individuals with disabilities.

September 2001

5. Continue to update and revise BTS' database of mailing addresses of disability organizations across the country, so that a broad distribution of BTS vacancy announcements can be made to increase the likelihood of attracting qualified, disabled applicants for consideration. After a vacancy announcement closes and the applications are reviewed, qualified disabled eligibles will be referred to managers for consideration outside the normal competitive rating process -Schedule A appointing authority.

September 2001

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FACILITY ACCESSIBILITY

A. LIST ANY UNMET OBJECTIVES FOR BARRIERS REMOVAL THAT WERE ESTABLISHED IN PREVIOUS SUBMISSIONS, BUT HAVE NOT BEEN ACCOMPLISHED. REMOVAL STRATEGIES ARE TO BE REVISED SO THAT THESE OBJECTIVES CAN BE ACCOMPLISHED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

OBJECTIVES	ORIGINAL TARGET DATES	REVISED TARGET DATES	REVISED REMOVAL STRATEGIES
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			compliance. The projected amount of funds required to bring 75 percent of the administrative facilities into compliance is approximately \$3,500,000.
FRA	FRA	FRA	FRA
The physical location of elevator call buttons and water fountains in one FRA field office (which is a leased facility) remain at a level that does not comply with ADA building standards. The GSA	FY 2000	FY 2001	N/A

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OBJECTIVES	ORIGINAL TARGET DATES	REVISED TARGET DATES	REVISED REMOVAL STRATEGIES
FRA (Cont.) has indicated that they do not currently have the funds to make these alterations in this facility until 2001. FRA representatives will continue to monitor the situation and work with GSA to resolve these issues as soon as possible.	FRA	FRA	FRA
	FY 2000	FY 2001	N/A

<p>OST, NHTSA, RSPA, OIG, FHWA, MARAD, FTA, SLSDC, TASC, and BTS</p> <p>No objectives reported.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
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B. LIST ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN.

<p>OBJECTIVES</p>	<p>TARGET DATES</p>
<p>RSPA</p> <p>The terms, conditions, and benefits of employment in any position will not be restricted due to the accessibility features of the working facility where a position is located, or the existing communication devices at a work site. Facility accessibility is required for all work areas, including meeting places, conferences, seminars, and training sites. Facility access also applies to personal computers, fax machines, copiers, and telephonic communication devices.</p>	<p>RSPA</p> <p>FY 2001</p>

OST	OST
Monitor the barrier removal program initiatives to assess the accessibility to major facilities, identify physical barriers, and recommend action plans for the removal of such barriers.	FY 2001

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OBJECTIVES	TARGET DATES
<p style="text-align: center;">FTA</p> <p>While no barriers exist that would require building modification or renovation, office spaces are monitored to ensure furniture/equipment placement do not create conflict with accessibility standards.</p>	<p>FTA</p> <p>FY 2001</p>
<p style="text-align: center;">USCG</p> <p>Continue to stress Commandant's agreement with the Secretary, U.S. Department of Transportation (SECDOT) on a 100 percent inventory of all Coast Guard leased and owned administrative facilities.</p>	<p>USCG</p> <p>FY 2008</p>

SLSDC, OIG, FHWA, BTS, TASC, and MARAD

No objectives reported.

SLSDC, OIG, FHWA, BTS, TASC, and MARAD

N/A

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**ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES
WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES.**

A. LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS, BUT FOR WHICH ALTERNATIVES HAVE NOT YET BEEN INSTITUTED:

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	CURRENT TARGET DATES	DATES INDICATED PREVIOUSLY
USCG No standard procedure governing who can request services from the DOT Disability Resource Center (employees, supervisors, Command Staff Advisors, Civil Rights Directorate's representative.).	USCG Civilian advisors should make available names and phone numbers of their Command Staff advisor, Civil Rights Directorate's representative, and Disability Resource Center representative.	USCG Implement Executive Order 13164 by preparing USCG Directive establishing written procedures for processing requests for reasonable accommodation. Directive will contain standard procedures for governing customer interaction with the DOT Disability Resource Center. Directive will become part of all civilian handbooks.	USCG September 2001	USCG N/A
USCG Incomplete identification of individuals with disability within our workforce.	USCG Resurvey all employees with respect to disability status and other key information items, including minority codes.	USCG Establish effective procedures to allow voluntary identification of any disability as new hires enter for duty.	USCG August 2001	USCG N/A

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BARRIERS	ALTERNATIVES	PLANNED ACTIONS	CURRENT TARGET DATES	DATES INDICATED PREVIOUSLY
USCG (Cont.)	USCG Work with OST to determine timing and methodology of this effort	USCG	USCG	USCG
SLSDC, NHTSA, RSPA, OIG, OST, FRA, FAA, FHWA, MARAD, FTA, TASC, and BTS No barriers identified.	N/A	N/A	N/A	N/A

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B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED:

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
<p>NHTSA</p> <p>1. Limited awareness of supervisors/managers regarding their responsibility for affirmative employment of persons with disabilities.</p>	<p>NHTSA</p> <p>1. Provide awareness training to selecting officials and supervisory personnel to ensure that management understands the benefits of hiring persons with disabilities.</p> <p>2. Continue to improve the communication, hiring, retention and advancement of disabled individuals within NHTSA.</p>	<p>NHTSA</p> <p>1. Conduct sensitivity training programs such as "Tilting Windmills," an attitudinal training module; presentation of appropriate videotapes and workshops.</p> <p>2. Development and implementation of disabilities awareness modules/briefings that can be incorporated into NHTSA's existing management skills training curricula and orientations for new entrants.</p>	<p>NHTSA</p> <p>FY 2001</p> <p>FY 2001</p>
<p>OST</p> <p>Limited resources to monitor and support Department-wide study on barrier removal (Reference 504 Self Evaluation).</p>	<p>OST</p> <p>Monitor and support Department-wide studies to identify and remove possible barriers impacting on:</p> <p>a. Personnel management programs (e.g., physical and medical qualifications);</p> <p>b. Special accommodations of office equipment and information technology.</p>	<p>OST</p> <p>Identify resources and cost to monitor and conduct a Department-wide study on barrier removals.</p> <p>a. Identify employment programs and occupations where people with disabilities are not represented.</p> <p>b. Identify the special needs of employees with disabilities and provide necessary accommodations.</p>	<p>OST</p> <p>FY 2001</p> <p>FY 2001</p> <p>FY 2001</p>

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BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
<p style="text-align: center;">MARAD</p> <p>No barriers identified.</p>	<p style="text-align: center;">MARAD</p>	<p style="text-align: center;">MARAD</p> <p>If any barrier removal were identified, GSA would be contacted to assist with removal.</p>	<p style="text-align: center;">MARAD</p> <p style="text-align: center;">FY 2001</p>
<p style="text-align: center;">FTA</p> <p>1. Limited number of applications received from applicants with disabilities or no method available to identify such applicants.</p>	<p style="text-align: center;">FTA</p> <p>1. In addition to establishing liaison with organizations having contact with people with disabilities, we will encourage employees to disseminate vacancy information to individuals with disabilities who are seeking employment opportunities.</p> <p>2. Promote FTA's commitment to the hiring, retention and advancement of disabled individuals.</p>	<p style="text-align: center;">FTA</p> <p>1. Remind managers and supervisors, periodically, of FTA's commitment to hiring a qualified and diverse workforce, which includes people with disabilities.</p> <p>2. Development and implementation of disabilities awareness briefing that can be incorporated into FTA's existing training offered to managers and supervisors.</p>	<p style="text-align: center;">FTA</p> <p style="text-align: center;">FY 2001</p> <p style="text-align: center;">FY 2001</p>

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BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
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<p style="text-align: center;">BTS</p> <p>Low number of applications received from disabled applicants.</p>	<p style="text-align: center;">BTS</p> <p>Contact agencies exhibiting at the annual conference of the President’s Committee on Employment of People with Disabilities.</p>	<p style="text-align: center;">BTS</p> <p>Attend the annual conference. Set aside funds to send BTS disabled staff member to the annual conference.</p>	<p style="text-align: center;">BTS</p> <p style="text-align: center;">FY 2001</p>
<p style="text-align: center;">FRA</p> <p>Limited awareness of supervisors/managers regarding their responsibility for affirmative employment of persons with disabilities.</p>	<p style="text-align: center;">FRA</p> <ol style="list-style-type: none"> 1. Provide awareness training to selecting officials and supervisory personnel to ensure that management understands the benefit of hiring persons with disabilities. 2. Continue to improve the communication, hiring, retention and advancement of disabled individuals within FRA. 	<p style="text-align: center;">FRA</p> <ol style="list-style-type: none"> 1. Conduct sensitivity training programs such as “Tilting Windmills,” an attitudinal training module; provide appropriate videotapes and workshops presentations. 2. Development and implementation of disabilities awareness modules/briefings that can be incorporated into FRA’s existing management skills training curricula and orientations for new entrants. 	<p style="text-align: center;">FRA</p> <p style="text-align: center;">FY 2001</p> <p style="text-align: center;">FY 2001</p>

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BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
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FAA	FAA	FAA	FAA
Recruitment and Placement	Establish Internal Guidance/Hiring Flexibilities	Assistant Administration for Human Resource Management (AHR), in collaboration with Assistant Administration for Civil Rights (ACR), will establish human resource operating instructions (HROI) for employing PwD.	FY 2001
	Expand Recruitment/Establish Partnerships	AHR and ACR will partner to establish a FAA PwD Steering Committee to improve the representation of PwD throughout LOB/Staff Offices.	FY 2001
		All LOB/Staff Offices will coordinate their recruitment efforts with AHR and ACR, which will establish partnerships with academic institutions (i.e., WRP for college students with disabilities), state and local employment jurisdictions (i.e., Welfare-to-Work, One Stop Career Centers), and rehabilitation centers, in an effort to attract qualified applicants reflective of the Nations diversity. ACR and AHR will consult with the National FAA Employee's Forums and Minority Serving Institutions (MSI)	FY 2001

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BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
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FAA (Cont.)	FAA (Cont.)	FAA (Cont.)	FAA
Spheres of Contact	Expand recruitment activities/Establish Partnerships	Program Managers to promote a collaborative effort in obtaining applicant referrals through the Garrett A. Morgan Technology and Transportation Futures Program, Historically Black Colleges and Universities (HBCU), Hispanic Association of Colleges and Universities (HACU), Hispanic Serving Institutions (HSI), and Tribal Colleges and Universities (TCU) initiatives).	FY 2001
	Educate the workforce	ACR/AHR will prepare a “pocket guide” for managers and supervisors to assist them in the recruitment, hiring, and retention of persons with disabilities.	FY 2001
	Train HR Staff/LOBs/Selecting officials	The FAA’s Center for Management Development (AHM) in conjunction with the Human Resources Organization Development Functional Team (AHM-200) and ACR shall provide remedial training seminars on disability, the legislation, laws, executive orders, and internal training policies.	FY 2001

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BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
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FAA (Cont.)	FAA (Cont.)	FAA (Cont.)	FAA
Communications	Train HR Staff/LOBs/Selecting officials	<p>ACR/AHR will work collaboratively to provide coverage on key PwD Initiatives (e.g., IVT Broadcasts, EEOC Enforcement Guidance, telecommuting, medical requirements, Uniform Federal Accessibility Standards (UFAS), and reasonable accommodations).</p>	FY 2001
		<p>AHR, in collaboration with ACR, will provide periodic supervisory forums for managers and supervisors on recruiting, hiring, promoting, and retaining qualified PwD.</p>	FY 2001
		<p>AHR and ACR will establish a Computer Based Instruction (CBI) course that links to the Model Work Environment CBI platform on employing PwD.</p>	FY 2001
Evaluating progress/evaluating data	Evaluating progress/evaluating data	<p>ACR, in a collaborative effort with Human Resources Information Systems Functional Team, shall extract data regarding PwD from the Consolidated Personnel Information System (CPMIS) that will include: onboard hires, promotions, separations, etc.).</p>	FY 2001

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BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
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FAA (Cont.)	FAA (Cont.)	FAA (Cont.)	FAA (Cont.)
Evaluating progress/evaluating data	Evaluating progress/evaluating data	ACR, in collaboration with AHR, will develop guidance to monitor and assess the agency's overall efforts to increase the representation of PwD in the FAA and distribute the findings to the Management Board. In addition, the FAA will develop model performance measures to evaluate the success of managers with authority for recruitment, hiring, promotions, and retaining PwD.	FY 2001
Reasonable Accommodations	Provide accessible facilities and services	National Airspace Systems-Training and Implementation (ANS), in collaboration with ACR, will provide periodic updates to managers, supervisors, engineers, architects, real estate, procurement, and facilities management personnel on the Uniform Federal Accessibility Standards (UFAS).	FY 2001

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BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
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<p>RSPA, OIG, TASC, and USCG</p> <p>No barriers identified.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
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ENOUGH OF THE TARGET DATE INDICATED SHOULD BE PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN SO THAT SUBSTANTIAL PROGRESS TOWARD ELIMINATION OF BARRIERS WILL HAVE BEEN MADE BY THAT TIME. ALL BARRIERS THAT ARE LISTED IN ITEM "A" ABOVE SHOULD BE REMOVED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

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PART II. REPORT OF ACCOMPLISHMENTS

U.S. Department of Transportation Plan Summary Accomplishments

**U.S. Department of Transportation
Plan Summary Report**

Total Workforce: FY 2000--62,566 FY 1999--63,096	Targeted Disabilities: FY 2000--336 FY 1999--334	Non-Targeted Disabilities: FY 2000--2,630 FY 1999--2,672*
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Noteworthy Accomplishments – FY 2000

The U.S. Department of Transportation reports the following noteworthy accomplishments as reported by the OAs. As indicated above, the total workforce in the Department decreased by 530 employees from FY 1999 to FY 2000. During the same period, the representation of persons with disabilities decreased by 40 employees. However, a slight increase was noted in the profile of persons with targeted disabilities. Despite the gains by the OAs, the Department continues to support the objectives and program initiatives as reported in the Plan.

* Note: FY 1999 figures throughout Part II have been adjusted to correctly reflect that individuals with “Targeted Disabilities” are excluded from those with “Non-Targeted Disabilities.”

**Federal Aviation Administration (FAA)
Plan Summary Report**

Total Workforce: FY 2000--48,941 FY 1999--49,179	Targeted Disabilities: FY 2000--190 FY 1999--187	Non-Targeted Disabilities: FY 2000--1,843 FY 1999--1,881
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Noteworthy Accomplishments – FY 2000

FAA’s noteworthy accomplishments:

Developed, coordinated, and conducted a UFAS Familiarization Course 3.5 days each. Fourteen classes were presented in each of the FAA’s nine Regional Offices, two Centers, and at the Headquarters. Primary students targeted were civil or general engineers, architects and real estate contracting officers, other included students from the Office of the General Counsel, Office of Human Resource, and Office of Civil Rights. FAA educated 330 individuals who are in a position to identify and remove structural barriers in the workplace.

Developed, coordinated, and conducted an Access & Accommodations: Management’s Role and Responsibilities briefing for supervisors/managers. A Management Resource Handbook was also developed and disseminated at this briefing. Fourteen classes were presented throughout the Agency. LOB managers were the targeted audience. Over 150 supervisory personnel were informed regarding

the Americans with Disabilities Act (ADA) and

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Noteworthy Accomplishments – FY 2000

Federal Aviation Administration (Cont.)

Rehabilitation Act requirements and necessary actions. This information was not previously addressed in the Center for Management Development (CMD) classes. Over 150 additional individuals have been educated to identify and remove structural barriers in the workplace.

Expanded the Agency's Internet website by providing internal/external links to various disability related organizations and agencies. Include information on best practices for employing PwD and make the website accessible to PwD.

Coordinated, funded, and participated in a special course for PwD program managers to also function as Special Emphasis Program managers.

Resolved a PwD complaint at the FAA Miami Air Route Traffic Control Center (ARTCC).

Provided funding for barrier removal projects at Kansas City ARTCC, Leesburg ARTCC, and Indianapolis ARTCC.

Participated in a U.S. Access Board hearing on proposed revisions to the UFAS and ADA Design documents.

Federal Highway Administration (FHWA) Plan Summary Report

Total Workforce:	Targeted Disabilities:	Non-Targeted Disabilities:
FY 2000--3,370	FY 2000--31	FY 2000--202
FY 1999--3,316	FY 1999--33	FY 1999--201

Noteworthy Accomplishments – FY 2000

FHWA's noteworthy accomplishments:

The FHWA has ensured that PwD receive equal opportunity in recruitment and hiring using fair and open competition for vacant positions, which includes a statement indicating special consideration of individuals under special appointing authorities. In addition, restrictive language reflected in rating factors on communication skills requiring the "ability to orally communicate" was changed to read "ability to express and present ideas in writing and in person, clearly, concisely, and in logical sequence."

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Noteworthy Accomplishments – FY 2000

Federal Highway Administration (Cont.)

A variety of recruitment sources were used to identify qualified candidates, i.e., various websites, establishing a disability employment web page for recruiters, paid advertisements with technical and professional publications, and attending career fairs, such as those sponsored by the President's Committee on the Employment of People with Disabilities. The Agency has established plans to contact advocacy groups for the disabled, to assist in identifying qualified applicants.

Individuals with disabilities received equal opportunities for career advancement and training throughout FHWA. Training courses available include automated data processing, financial, management, administrative, program and technical.

Training opportunities were made available through local agency training programs, as well as training through institutions of higher learning. Career counseling was offered through the Agency's Employee Assistance and Counseling Program.

The Agency set aside funds for reasonable accommodation items, such as adaptive technology and architectural barrier removal.

Training was provided to emphasize the disability recruitment program at FHWA through Leadership Team meetings aimed at promoting the variety of skills and abilities of PwD and to overcome stereotypes and misconceptions. Similar training was provided to Division Office recruiters on recruitment strategies.

Supervisory and managerial performance objectives and evaluations include a diversity accomplishments statement.

The Office of Human Resources and the Planning and Systems Development Group provided evaluation of program accomplishments.

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**Federal Railroad Administration (FRA)
Plan Summary Report**

Total Workforce: FY 2000--720 FY 1999—714	Targeted Disabilities: FY 2000--12 FY 1999--14	Non-Targeted Disabilities: FY 2000--44 FY 1999--47
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Noteworthy Accomplishments – FY 2000

FRA's noteworthy accomplishments:

During the reporting period, FRA hired five PwD. In addition, six employees with disabilities were promoted, and three disabled employees (one with a targeted disability) were selected for reassignments. Further, 22 employees with disabilities ranging in grades from GS-4 through GS-15 attended training courses during FY 2000. Twelve employees at the GS-4 through GS-12 levels and ten at the GS-13 through GS-15 levels were selected for developmental positions, four of whom were employees with a targeted disability.

The FRA developed and established two structured training programs for its employees during this reporting period: the Leadership Development Program and the Professional Development Program. The Leadership Development Program is an 18-month developmental program for GS-12 through GS-14 level employees within the FRA's Office of Safety who qualify for positions in the Railroad Safety Series (GS-2121) or the Transportation Series (GS-2101). The Professional Development Program is a 24-month developmental program for GS-1 through GS-11 employees throughout the FRA. These programs were advertised and opened to eligible employees.

The FRA continues to develop additional recruitment sources to identify PwD so that they may apply for positions at all grade levels. Qualified disabled applicants continued to receive employment consideration by FRA's selecting officials under the special appointing authorities and merit promotion procedures, as appropriate.

The Office of Human Resources staff compiled an Interviewing Guide for managers and supervisors that included guidance for planning and conducting interviews with applicants and employees who have disabilities. The Interviewing Guide will be printed and disseminated to supervisors and managers in FRA's Headquarters and Regional Offices.

Noteworthy Accomplishments – FY 2000

FRA (Cont.)

In addition, the Office of Human Resources staff participated in the 2000 Employment Fair National Tour, a job fair that was hosted by the President's Committee on Employment of People with Disabilities. Copies of current employment opportunities were disseminated to attendees. These copies contained points of contact in the FRA's Office of Human Resources.

Further, upon completion of a summer employment opportunity in another FRA program office, one student with a disability, from the High School High Tech program, was selected for a temporary appointment in the Office of the Administrator.

The FRA continues to provide a sign language interpreter for special observances, all-hands meetings and other meetings as required. FRA employees participated in the Department's Information Technology Accessibility Working Group to ensure that FRA's Information Technology equipment and software was accessible under the Section 504 Policy.

FRA installed the NexTalk software system on the Local Area Network/Wide Area Network (LAN/WAN) computer network. This software package, a substitute for the Telephone Device for the Deaf (TDD), gives both hearing and deaf employees the ability to communicate better and faster, as telephone parties with the NexTalk system may view conversations in a split screen format. Currently, 25 hearing-impaired or deaf employees as well as their co-workers, managers and supervisors have access to NexTalk.

FRA employees participated on the Continuity of Operations Plan Work Group. The Group is responsible for planning evacuation procedures for the Headquarters employees from the building on Vermont Avenue in case of disaster. These procedures reflect the considerations necessary in moving the employees with disabilities from this building to another. The FRA is continuing to ensure that all office spaces are accessible for PwD and that all employees with disabilities are accommodated during emergencies and evacuations. Due to an incident occurring during a fire evacuation, the emergency plan is being reviewed.

The Special Emphasis Program Committee met in February 2000 and developed a mission statement and goals to assist in implementing FRA's Civil Rights program. These goals address employment and diversity issues and concerns for individuals with disabilities. The committee membership

includes members of FRA's workforce with disabilities. The committee developed a newsletter that provides information on diversity issues. They have analyzed workforce statistics to assist in developing strategies to overcome barriers to employment for all, including the disabled. They have assisted in conducting programs for special observances ensuring that all are welcomed and involved.

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Noteworthy Accomplishments – FY 2000

**Federal Transit Administration (FTA)
Plan Summary Report**

Total Workforce: FY 2000--491 FY 1999--495	Targeted Disabilities: FY 2000--14 FY 1999--15	Non-Targeted Disabilities: FY 2000--25 FY 1999--26
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Noteworthy Accomplishments – FY 2000

FTA's noteworthy accomplishments:

The FTA hired one individual with a targeted disability; promoted two individuals with disabilities; under Schedule A appointing authority, hired a former high school/high tech student with a disability, and provided reasonable accommodations to individuals with disabilities.

**Maritime Administration (MARAD)
Plan Summary Report**

Total Workforce: FY 2000--783 FY 1999--878	Targeted Disabilities: FY 2000--2 FY 1999--0	Non-Targeted Disabilities: FY 2000--45 FY 1999--50
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Noteworthy Accomplishments – FY 2000

MARAD's noteworthy accomplishments:

MARAD included a statement on all vacancy announcements encouraging individuals with disabilities to apply for vacancies. The Agency also amended vacancy announcements to indicate that reasonable accommodations would be made for qualified applicants with disabilities.

All vacancy announcements were posted on the MARAD website and on OPM's website at www.usajobs.opm.gov.

Personnel specialists continued to work with managers to restructure vacated positions, whenever possible. In addition, personnel specialists encouraged employees to apply for Career Opportunity Training Announcement (COTA) positions and other special detail assignments.

MARAD continued to pursue the completion of building modifications at the U.S. Merchant Marine Academy in Kings Point, New York. While modifications were not completed in Fiscal Year 2000, the necessary architectural and engineering modifications on three buildings were completed.

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Noteworthy Accomplishments – FY 2000
<p>MARAD (Cont.)</p> <p>MARAD hired two PwD and provided reasonable accommodations for ten employees with temporary disabilities.</p> <p>One employee with disabilities received the Secretary's Award for Excellence.</p> <p>MARAD redesigned its internal website to replace graphics with text, and removed a lot of buttons from the site. In addition, MARAD will review all items on its Internet website as well as its Intranet website to determine if further modifications are necessary to make the websites accessible to PwD.</p>

Total Workforce: FY 2000--537 FY 1999—587	Targeted Disabilities: FY 2000--8 FY 1999--7	Non-Targeted Disabilities: FY 2000--27 FY 1999--24
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Noteworthy Accomplishments – FY 2000

NHTSA's noteworthy accomplishments:

During FY 2000, participated in Workforce 2000 and hired one disabled employee. NHTSA is increasing its outreach efforts by vigorously targeting rehabilitation centers and disabled veterans.

**Office of Inspector General (OIG)
Plan Summary Report**

Total Workforce: FY 2000--393 FY 1999—440	Targeted Disabilities: FY 2000--6 FY 1999--4	Non-Targeted Disabilities: FY 2000--20 FY 1999--23
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Noteworthy Accomplishments – FY 2000

OIG's noteworthy accomplishments:

During FY 2000, OIG increased its employment of persons with targeted disabilities to six by hiring two last year. Also during last year, OIG's recruitment activities were focused on recruitment and retention of a diverse and talented staff, particularly in the positions of

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Noteworthy Accomplishments – FY 2000

OIG (Cont.)

Auditor and Evaluator, to accommodate attrition in these areas. Recruitment focused on external sources, at a wide range of grade levels, aimed at bringing new talent into the organization in a range of other disciplines. We have expanded efforts to include candidates with backgrounds in economics, statistics, and computer science. We began a concerted effort to attract, non-traditional Audit/Evaluation staff with Information Technology (IT) skills and experience to address complex IT audits requiring these technical skills.

OIG continued to rely on dissemination of vacancy announcements through the Federal Job Opportunities Board (FJOB) maintained by the Office of Personnel Management. The FJOB links to a multitude of websites and multiplies the efforts to reach disabled candidates.

To attract new talent from the broadest possible audience, the outreach was expanded to all sources for several announcements to ensure consideration of targeted groups, including disabled individuals. The OPM's Raleigh, North Carolina Staffing Services Center was used to announce several positions, making them available to non-status candidates.

**Office of the Secretary (OST)
Plan Summary Report**

Total Workforce: FY 2000--511 FY 1999—490	Targeted Disabilities: FY 2000--5 FY 1999--5	Non-Targeted Disabilities: FY 2000--29 FY 1999--30
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Noteworthy Accomplishments – FY 2000

OST's noteworthy accomplishments:

Section 508 of the Rehabilitation Act of 1973. The Department established an IT Accessibility Working Group, comprised of individuals with expertise in the areas of website development, personnel, civil rights, telecommunication, procurement, and computer hardware and software from the OAs. The OST, Office of Civil Rights, Office of the Chief Information Officer, the DRC, and representatives of other OAs provided technical support and assistance to the Working Group.

Recruitment and Training. OST participated in the President's Committee on the Employment of People with Disabilities 2000 Employment Fair National Tour in Washington, DC and other local recruiting events to promote employment opportunities, distribute vacancy announcements, and obtain employment applications. Also, OST co-sponsored training sessions with other OAs' Civil Rights Offices, the Departmental Office of Civil Rights, Deaf DOT, DOT ADA, PwD advocacy groups, and Minority Serving Institutions to share information, resources, and achieve mutually beneficial outcomes.

National Disability Employment Awareness Month. Secretary Slater hosted the opening

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OST (Cont.)

ceremony of the National Disability Employment Awareness Month on October 4, 2000. The theme was "Ability You Can Bank On." Mr. John D. Kemp, Chair, Civil Rights Committee of the National Council on Disability, was the keynote speaker. Other guest presenters included: Mr. Ronald C. Kelly, Director, General Service Administration, Center for Information Technical Accommodation, Mr. Doug Wakefield, Accessibility Specialist, Access Board, and Ms. Naomi Levin, Special Assistant to an EEOC Commissioner and co-author of the EEOC's regulation to implement the employment provisions of Title I of the ADA.

**Saint Lawrence Seaway Development Corporation (SLSDC)
Plan Summary Report**

Total Workforce:	Targeted Disabilities:	Non-Targeted Disabilities:
FY 2000--149	FY 2000--0	FY 2000--6
FY 1999--142	FY 1999--0	FY 1999--6

Noteworthy Accomplishments – FY 2000

SLSDC reported no noteworthy accomplishments.

**United States Coast Guard (USCG)
Plan Summary Report**

Total Workforce: FY 2000--5,667 FY 1999--5,563	Targeted Disabilities: FY 2000--54 FY 1999--52	Non-Targeted Disabilities: FY 2000--347 FY 1999--323
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Noteworthy Accomplishments – FY 2000

USCG's noteworthy accomplishments:

The USCG Civil Rights Directorate provided annual training to USCG Equal Employment Opportunity Counselors and Equal Opportunity Advisors on the latest changes to the ADA, specifically addressing disability, as well as examples of reasonable accommodations.

Training on hiring individuals with disabilities and providing reasonable accommodations to qualified individuals with disabilities was included in the Civilian Personnel Procedures Course provided at the following locations: Elizabeth City, NC (May 2000), Seattle, WA (May 2000), New London, CT (May 2000), Headquarters, DC (Jun 2000), Norfolk, VA (Jun 2000), Miami, FL (Jul 2000), Juneau, AK (Aug 2000), Alameda, CA (Aug 2000), Cape May, NJ (Sep 2000), and Cleveland, OH (Sep 2000).

The USCG met its current employment objectives through its successful recruiting strategies. First, USCG served as lead OA for the Department at the 2000 Washington Employment Fair sponsored by the President's Committee on Employment of People with Disabilities. As a

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Noteworthy Accomplishments – FY 2000

USCG (Cont.)

result, USCG received 30 to 50 applications. Second, USCG participated in the WRP for college students with disabilities. As a result, USCG hired an individual with a disability into a summer employment position in USCG Personnel Command, Civilian Personnel Management Division.

Published USCG Human Resource (HR) Flag Voice 96, "Discovering An Untapped Resource" issued on 25 September 2000, which states that the Coast Guard must participate fully in a coordinated and aggressive national strategy to bring working age individuals with disabilities into gainful employment in the civilian workforce.

Provided preliminary comments to OST (09-04-00 and 08-21-00) and a memorandum to DOCR (09-29-00) outlining our plan and the challenges we face in meeting our share of the DOT individuals with disabilities' hiring goal mandated by Executive Order 13163.

Hired three individuals with disabilities using special hiring authorities.

Solicited ten State Vocational Rehabilitation Centers to establish a hyperlink between their website and USCG's civilian position vacancy website.

Posted USCG civilian position listing on the President's Committee on Employment of PwD website.

Attended an OPM meeting on implementing Accessing Opportunity: The Plan for Employment of PwD. This plan serves as a framework for Federal agencies to use as they create strategies and initiatives to recruit, hire, develop, and retain PwD.

Provided representatives to the advisory committee that established the DOT DRC.

The USCG exceeded its 25% compliance rate goal. There were 115 USCG administrative facilities identified as non-compliant with Section 504 and required transition plans. By the end of the fiscal year, 31 of the 115 facilities (27%) were in compliance with Section 504.

**Research and Special Programs Administration (RSPA)
Plan Summary Report**

Total Workforce: FY 2000--861 FY 1999—850	Targeted Disabilities: FY 2000--6 FY 1999--7	Non-Targeted Disabilities: FY 2000--41 FY 1999--44
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Noteworthy Accomplishments – FY 2000

RSPA's noteworthy accomplishments:

Section 504 self-evaluations were performed. RSPA is taking action to modify existing

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Noteworthy Accomplishments – FY 2000

RSPA (Cont.)

structures to provide wheelchair accessibility in Volpe's Fitness Center. The project will be completed during FY 2001.

RSPA funded the modifications of a restroom at the Nassif Building to provide wheelchair access for a new RSPA employee.

RSPA participated in regularly scheduled DOT/Accessibility and Disability Awareness (DOT/ADA) meetings. The DOT/ADA Committee is composed of disabled and non-disabled DOT employees who meet to discuss disability-related issues and agency employment practices impacting PwD.

The RSPA Civil Rights Office continued to supplement the Disabilities Guidebook, a compilation of numerous laws, articles, and publications about physical and mental disabilities. The Disabilities Guidebook serves as a resource for managers and supervisors.

RSPA participated on a ONE DOT committee formed to develop a plan to increase employment opportunities for PwD at DOT. The plan was developed and used to fulfill part of the requirements of

Executive Order (E.O.) 13163.

The Center for Community Inclusion of Boston Children's Hospital provided mandatory training sessions for all managers on "Mental Illness" at the Volpe Center. The training included speakers who are highly qualified and credible technical and professional employees with serious mental disabilities who have worked successfully in high-technology organizations.

The Greater Boston Federal Executive Board addressed the issue of disability in their Diversity Conference, six Volpe employees attended.

To enhance local recruitment efforts, representatives from the Volpe Center's Human Resources Management Division attended the Boston Job Fair sponsored by the President's Committee on Employment of PwD.

The Volpe Center is including new disability-focused professional organizations and schools in the 2001 (and beyond) recruitment planning, and is participating in the career fair being held in conjunction with the "1st Annual New England Abilities Expo" sponsored by the Commonwealth of Massachusetts (Massachusetts Rehabilitation and Massachusetts Commission for the Blind).

The Volpe Center committed to Work Inc., a contractor under the National Institute for Severely Handicapped (NISH), for Work, Inc. to provide all of the landscaping, snow-making, and janitorial services needed for Volpe's 14 acre six building facility. The contract will begin in April 2001 and will employ an additional 20 PwD at the Volpe Center.

Noteworthy Accomplishments – FY 2000

RSPA (Cont.)

In accordance with E.O. 13163, DOT officials determined that RSPA should hire 60 qualified PwD over the next five years. RSPA Headquarters prepared the following list of positions into which PwD may be hired under E.O. 13163: Writer/Editor, Attorney, Administrative/ Program Support Assistant, Regulatory Support Administrative Assistant, Management/Program Analyst, Budget Analyst, Computer Specialist, Personnel Management Specialist, General Engineer, Transportation Specialist, Contract Specialist, Operations Chief, Regional Emergency Transportation Manager, National Security Planner, National and International Disaster Specialist, Mitigation and Recovery Specialist, and Training and Information Specialist.

Because the Volpe Center does not have a table of organization with specific positions identified and funded through the Congressional appropriation process, it is not able to meaningfully identify the specific positions and grades of target positions for future hiring. Volpe is refining the hiring plans by numbers and skills through workforce and strategic business planning. Volpe estimates that approximately 250 hires over the next five years in the following skill areas: Operations research analysis; civil, electrical, mechanical, and computer engineering, human factors psychology, environmental engineering, transportation system security, communication, navigation and surveillance analysis, clerical, administrative, and management areas.

Total Workforce: FY 2000--125 FY 1999--126	Targeted Disabilities: FY 2000--0 FY 1999--1	Non-Targeted Disabilities: FY 2000--5 FY 1999--6
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Noteworthy Accomplishments – FY 2000

STB reported no noteworthy accomplishments.

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**Transportation Administrative Service Center (TASC)
Plan Summary Report**

Total Workforce: FY 2000--261 FY 1999--282	Targeted Disabilities: FY 2000--9 FY 1999--8	Non-Targeted Disabilities: FY 2000--9 FY 1999--11
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TASC Noteworthy Accomplishments – FY 2000

TASC's noteworthy accomplishments:

Use of Information Technology. TASC kept the PwD community informed of job opportunities by adding a statement on reasonable accommodations and providing the Tele- Type Writer (TTY) telephone number.

Training Conference. An employee with a disability attended a Project Management Workshop that dealt with prioritizing, tracking, and improving projects.

Interpreting Services. TASC provided additional interpreting services to serve the needs of deaf employees.

Vacancy Announcements. All vacancy announcements have been amended to include a statement on reasonable accommodations and the TTY telephone number.

Disability Resource Center. On behalf of the Departmental Office of Civil Rights, TASC operates the DOT DRC, which provides accommodation services to DOT employees. The Center opened in FY 1999 and greatly expanded its DOT customer base in FY 2000. Six employees were hired to work in the Center, four of whom are employees with disabilities and three of whom were not in the Federal workforce at the time of their hiring.

The DRC also provided over 5,200 hours of sign language service and handled multiple requests for accommodations and information in FY 2000. The staff conducted a review of interpreter services with input from the Deaf community and introduced several improvements. The Center was heavily involved in the solicitation for bids for the new DOT Headquarters project, incorporating major improvements to the specifications to assure accessibility.

Assistive Technology Lab. A new assistive technology lab was opened within the DRC to enable individuals with disabilities to test possible accommodations and to enable program managers to test computer applications for accessibility with assistive technology.

DOT Connection. DOT Connection, another employee service center operated by TASC, participated in the May job fair coordinated by the President's Committee on the Employment of PwD and worked cooperatively with the Departmental Office of Civil Rights to develop a reusable exhibit featuring employees with disabilities. The exhibit is available for use by other organizations within DOT.

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TASC Noteworthy Accomplishments – FY 2000

TASC (Cont.)

Fitness Center. The TASC Fitness Center increased its efforts to serve the disabled population of DOT Headquarters by recruiting several new members with disabilities, developing special fitness programs tailored to those individuals that include custom attention, and by purchasing a specialized upper-body cycle that is wheelchair accessible.

Special Accommodations. The barrier listed in last year's Affirmative Action Plan was overcome by doing the following: purchased, installed and implemented a braille printer for the directory boards located throughout the buildings; programmed the close-captioning option into the electronic bulletin board software for use on all the boards; and installed TTY phones in all lobbies of Headquarters' buildings. Also, TASC provided open-captioned, braille program books, and large font size for PwD at the Department's 32nd Annual Awards Ceremony. In addition, the staff also addressed a number of issues relating to accommodations to enhance access to the benefits and privileges of employment, such as captioning of public televisions, improved access to the Headquarters cafeteria and better snow removal to enable wheelchair access to the Headquarters building.

Training. TASC provided training to the security guard force regarding service animals, installed card-readers and controls in elevators used by disabled employees in the Nassif Building mailroom, and initiated training for the security guard force regarding the new ADA paging system.

Learning and Development Guide. TASC developed a guide entitled "Learning and Development" which has a section on the Department's DRC.

DOT Home Page Link. The staff coordinated with OPM to establish a future link from the DOT home page to a centralized listing of DOT jobs that would be available and accessible for PwD.

Section 508. The staff has been heavily involved with the interagency working group efforts to implement Section 508 of the Rehabilitation Act, which will help remove barriers with regard to information technology.

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**Bureau of Transportation Statistics (BTS)
Plan Summary Report**

Total Workforce: FY 2000--60 FY 1999—43	Targeted Disabilities: FY 2000--1 FY 1999--1	Non-Targeted Disabilities: FY 2000--2 FY 1999--0
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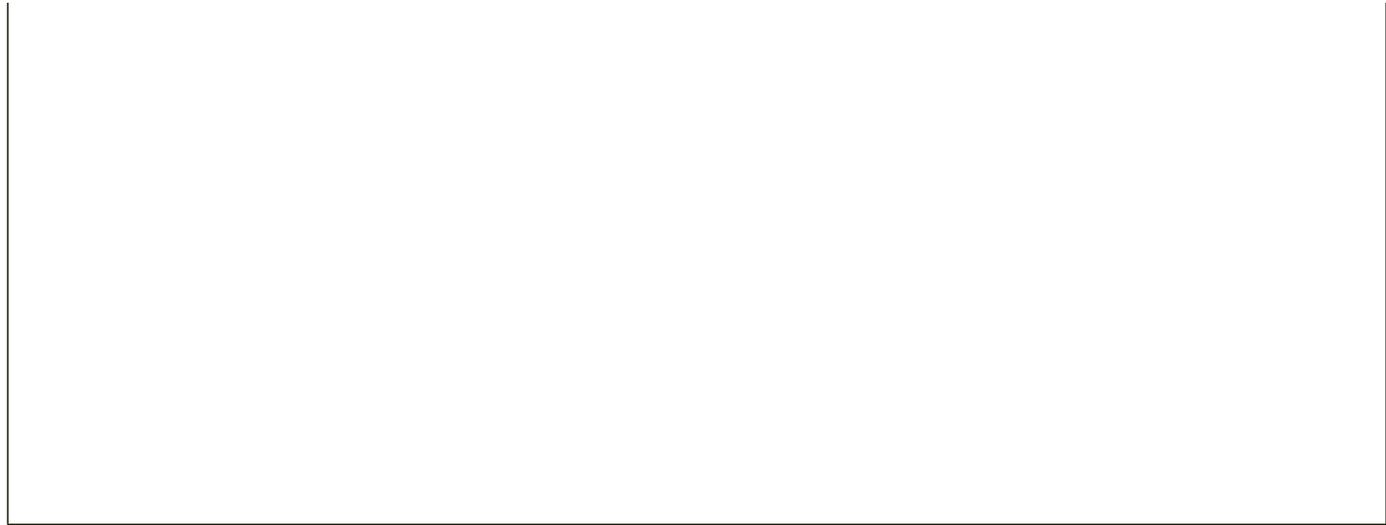
BTS Noteworthy Accomplishments – FY 2000

BTS' noteworthy accomplishments:

Employment Outreach. Contacted vocational rehabilitation offices, veterans' groups, state employment offices, colleges/universities, and non-profit organizations for referrals of qualified applicants with disabilities.

Direct Hire Authority. Encouraged managers to use direct hire appointing authorities to employ individuals with disabilities.

Recruitment Statement. Included a statement on all BTS vacancy announcements encouraging individuals with disabilities to apply.



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APPENDIX A**

PERMANENT WORKFORCE DATA PROFILES

Summary of Accomplishments in Affirmative Action Program Employment of Individuals with Disabilities –Total Workforce*	A-1
Summary of Accomplishments in Affirmative Action Program Employment of Individuals with Disabilities –Temporary Workforce*	A-2
Analysis of Workforce: White Collar (GS, GM, SES, and All other)	A-3
Analysis of Workforce: Federal Wage System	A-4
Analysis of Workforce: Type of Occupations (Professional, Administrative, Technical, Clerical, Other White Collar; Supervisory, Leader, and Non-supervisory Blue Collar)	A-5

* Note: The “total work force” figures in the charts “Summary of Accomplishments in Affirmative Action Program for Employment of Individuals with Disabilities- Total Work Force” and “ Summary of Accomplishments in Affirmative Action Program for Employment of Individuals with Disabilities - Temporary Work Force” are calculated as a static number (i.e., on-board strength on a specific date) from the Consolidated Personnel Management Information System (CPMIS). The data shown for “accessions” and “separations” are dynamic in nature (i.e., reflecting effective dates of personnel actions that occurred within a given time period). Because of timing variances in recording “accessions” and “separations,” there is not a direct association between these data and the "work force" figures. Thus, no assumptions should be made that adding the "accessions" to, and subtracting the "separations" from, the beginning “work force” figure will yield the ending “work force” figure. Source: DOT, HR Automation and Systems Support Division (M-12).

**Available in the Departmental Office of Civil Rights, Internal Policy, Program Development and Support Division, Room 5420, Nassif Building, 400 7th St., SW., Washington, D.C. 20590.

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CAREER DEVELOPMENT PROGRAMS

OCTOBER 1, 1999 TO SEPTEMBER 30, 2000

CATEGORY *	ON-BOARD AS OF 09/30/00	CAREER DEVELOPMENT (GRADES 5-12) ♦		SENIOR LEVEL CAREER DEVELOPMENT PROGRAMS (GRADES 13-15) ♦		SES DEVELOPMENT PROGRAMS ♦	
		SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT
TOTAL WORKFORCE	62,566	55	0	3	0	0	0
NOT IDENTIFIED (01)	862	0	0	0	0	0	0
NOT AVAILABLE OR UNSPECIFIED	0	0	0	0	0	0	0
NO HANDICAP (04-05)	58,738	55	0	3	0	0	0
HANDICAP REPORTED (06, 13-94)	2,966	0	0	0	0	0	0
TOTAL TARGETED DISABILITIES	336	0	0	0	0	0	0

FOR CAREER DEVELOPMENT (GRADES 5 THROUGH 12), COUNT SLOTS FILLED UNDER FORMAL UPWARD MOBILITY PROGRAMS, AS WELL AS APPOINTMENTS THAT MOVE PEOPLE NONCOMPETITELY THROUGH A SERIES OF PROMOTIONS WITH SOME TYPE OF TRAINING IN THE PROCESS. INCLUDE BOTH BLUE COLLAR AND WHITE COLLAR POSITIONS. FOR SENIOR LEVEL CAREER DEVELOPMENT (GRADES 13 THROUGH 15) PROGRAMS, COMPUTATIONS ARE TO BE BASED ON THE NUMBER OF INDIVIDUALS ENROLLED IN FORMAL EXECUTIVE AND MANAGEMENT DEVELOPMENT PROGRAMS DURING THE REPORTING PERIOD.

◆ THE FOLLOWING OA REPORTED THIS INFORMATION: FAA.

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* NUMBERS IN PARENTHESIS REFER TO CODES ON STANDARD FORM 256

APPENDIX B

POLICY STATEMENTS

Purpose, Policy, and Responsibilities B-1

Equal Opportunity Policy Statement in effect during FY 2000 B-2

National Deaf Awareness Week Statement, September 27-September 29, 2000 B-3

National Disability Employment Awareness Month Statement, November 2000 B-4

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APPENDIX B

PURPOSE, POLICY, AND RESPONSIBILITIES

Purpose: It is the intent of the U.S. Department of Transportation to be a model employer of individuals with disabilities. Affirmative action is to be an integral part of ongoing departmental personnel and civil rights management programs, as evidenced by persons with disabilities being employed in a broad range of grade levels and occupational series commensurate with their qualifications, and by departmental policies that do not unnecessarily exclude or limit persons with disabilities because of job structure or design or because of architectural, transportation, communication, procedural, or attitudinal barriers.

Policy: Within the Department, individuals with disabilities will be provided equal opportunity activities as participants and as a protected class. The Departmental affirmative action programs for individuals with disabilities will be given emphasis and resources at least equal to that given affirmative action programs for minorities and women.

Responsibilities:

1. Secretarial Offices and Heads Operating Administrations (OAs). Secretarial Offices and Heads of Operating Administrations have responsibility for:
 - a. Overall accomplishments of the Department's or OAs' EEO/Affirmative Action numerical objectives for individuals with disabilities;

b. Final internal approval of the Department or OAs' Affirmative Action Program Plan for Individuals with Disabilities, which subsequently is submitted to the EEOC for evaluation;

c. Ensuring that achievements and deficiencies in regard to the EEO/Affirmative Action Program Plan for individuals with disabilities, in particular changes in the workforce profile, are reflected by a separate factor in Senior Executive Service (SES) evaluations.

2. Director, Office of Civil Rights. The Director of the Office of Civil Rights has responsibility for:

a. Directing development of the Department's or OAs' Affirmative Action Program Plan, providing annual program guidance, and disseminating key policies, standards, and procedures;

b. Coordinating and obtaining preliminary approval from all parties on related components of Affirmative Action Program Plan;

B-1

c. Establishing timetables and priorities for removal of architectural and other facility barriers throughout the Department (or OAs);

d. Ensuring adherence to EEO/Affirmative Action Program Plan reporting requirements pursuant to current EEOC instructions and annual program guidance to federal agencies;

e. Ongoing monitoring and evaluation of EEO/Affirmative Action Program Plan performance at Headquarters and in the regions/field to assure implementation of EEO/Affirmative Action Program Plan numerical objectives for individuals with disabilities;

f. Ensuring that EEO/Affirmative Action Program Plan numerical objectives for individuals with disabilities (particularly targeted disabilities) are related to identified problem areas and are designed to remedy under-representation and under-utilization of individuals with disabilities throughout the Department (or OAs);

g. Establishing and recommending establishment of training programs to ensure that all personnel with EEO/Affirmative Action Program Plan responsibilities are adequately trained and that managers, supervisors, and employees throughout the Department (or OAs) are aware of the needs and rights of individuals with disabilities, established Department (or OAs) policy, and relevant directives;

- h. Ensuring that individuals with disabilities are included to the extent possible as participants and as protected class in EEO/Affirmative Action Program Plan activities throughout the Department (or OAs);
- i. Ensuring that individuals with disabilities are included with minorities and women in workforce analyses and studies of the effects of planned and past personnel actions so that EEO/Affirmative Action Program Plan concerns are identified on a Department-wide (or OA-wide) basis;
- j. Ensuring that EEO/Affirmative Action Program Plan policies and programs for individuals with disabilities are given no less emphasis than EEO/Affirmative Action Program Plan policies and programs for minorities and women.

3. Director, Departmental Office of Human Resource Management. The Director of the Departmental Office of Human Resource Management, working with Office of Resource Management directors in each OA, has the responsibility for:

- a. Designating a Headquarters or national selective placement coordinator and specifying the percent of time this individual is to devote to affirmative action and selective placement for individuals with disabilities;
- b. Coordinating establishment of EEO and affirmative action numerical objectives (especially in regard to hiring) individuals with disabilities by all Headquarters human resources directors in conformance with the Departmental and/or OAs' Affirmative Action Program Plan for People with Disabilities;
- c. Ensuring that personnel policies and practices that create selection barriers for individuals with disabilities are identified and that alternatives to enable and promote affirmative action are instituted;
- d. Ensuring that all vacancy announcements include a statement concerning selection of individuals with disabilities eligible for appointment under special authorities;
- e. Ensuring proper evaluation and consideration of applications from individuals eligible for appointment under 5 C.F.R., Section 213.3102(t) or (u) (Schedule A) or 5 C.F.R., Section 213.3202(k) of Schedule B;
- f. Ensuring that EEO and affirmative action materials are incorporated in orientation sessions for new employees throughout the Department;
- g. Ensuring that Standard Form 256, Self-Identification of Reportable Disability, is properly obtained and processed for each employee of the Department;
- h. Establishing special employment programs for individuals with disabilities and assuring that individuals with disabilities are included in management intern, upward mobility, executive training, student career educational employment programs (formerly

cooperative education), stay-in-school, summer employment, and other special-purpose programs for career development;

- i. Ensuring affirmative flexibility application in recruitment policies, hires, career development, and in the retention of individuals with targeted disabilities.

APPENDIX C

<http://www.dot.gov/ost/docr/msi/pwd.html>

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

