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SEP 29 1994

MEMORANDUM FOR THE FEDERAL DISABILITY
ACCOMMODATIONS WORKING GROUP

BERNARD E. ANDERSON
Assistant Secretary

FROM: SHIRLEY J. WILCHER *SW*
Deputy Assistant Secretary
Office of Federal Contract Compliance
Department of Labor

SUBJECT: Federal Disability Accommodation Activities

Thank you for the opportunity to offer my comments on behalf of the Department of Labor. As you know, I was appointed in August of this year to the White House Federal Disability Accommodations Working Group, as a representative for the Department of Labor. In follow-up to the August Working Group's meeting, each agency representative was asked to provide a brief statement in response to the following inquiries:

1. Identify some of the specific accommodations issues that the agency is now addressing

Some of the accommodation issues that the Department of Labor is addressing, or anticipates, include:

- o Ensuring that applicants, employees and members of the general public with disabilities have communication access that is effective. One issue is the extent to which the agency is required to provide information in accessible formats, such as large print, cassette recording, or Braille, or the provision of a reader for access by people who have visual disabilities.
- o Providing a qualified sign language interpreter at all meetings and ceremonies and ensuring the availability of services when they are required. Similarly, the agency is addressing how to balance the needs of those with disabilities when using a staff member as a reader or to record the text on audio tape.

- o Providing adequate telephone communications, including the use of a Telecommunication Device for the Deaf (TDD) or the relay service, as an appropriate means of ensuring access for those with speech or hearing disabilities. In addition, the agency is addressing how to ensure that all employees who handle incoming calls are trained in its proper use.
- o Responding to an increasing number of stress related requests, including requests to work at home and for modified work schedules.
- o Evaluating when it is necessary to acquire or upgrade equipment and devices. For example, several of the regional offices provide voice computers to those with visual impairments. Yet, technology is constantly changing. This raises the issue of whether the agency can keep pace with the evolution of video text displays, flashing alarms, text telephones, as examples of an auxiliary service. When is it necessary to up-date?
- o Considering the elimination of any "no animals" policies. The agency has employees who use seeing eye dogs.
- o Evaluating when and where it is necessary to have pictorial signs to assist people with cognitive disabilities to differentiate between a men's rest room and a women's rest room? Similarly, maintaining fully accessible lavatories, including the use of automated doors, accessible mirrors and light switches.
- o Having plans in place to evacuate safely when the elevators are not available, for example in the case of a fire emergency.
- o Addressing how to restructure the existing work areas, such as adding railings and ensure 36" walk ways, to ensure full accessibility?
- o Recruiting and fully utilizing individuals with disabilities. The agency provides training work sites for vocational rehabilitation and uses the community groups to recruit employees. The Office for Federal Contract Compliance Programs (OFCCP) also utilizes

linkage agreements (agreements with the contractors) to provide for the employment of individuals with disabilities.

2. Produce or identify any reports that the Department or OFCCP has written or proposed on the federal disability accommodations

I have been informed that the Department of Labor has not produced any reports with regard to its Federal government disability accommodations. OFCCP enforces the Executive Order 11246, Sections 503 of the Rehabilitation Act of 1973, the Vietnam Veterans Readjustment Act, and the Americans with Disabilities Act. In addition, the Department enforces Section 504. None of those laws apply to discrimination by the Federal government on the basis of disability. The laws pertain to Federal contractors and federally assisted programs. However, Section 501 of the Rehabilitation Act prohibits federal executive branch agencies from discriminating against qualified individuals with disabilities. It also requires executive branch agencies to take affirmative action in the hiring, place, and advancing of individuals with disabilities. The individual would contact the equal employment opportunity counselor at the agency where the alleged discrimination took place. At the Department of Labor (DOL), the Office of the Assistant Secretary for Administration and Management receives any disability related complaints from DOL employees. However, the Equal Employment Opportunity Commission is the lead agency and the agency to which appeals would be directed.

Annual reports. The OFCCP's Annual Report for 1991 categorizes the private sector complaints filed, as follows:

- o 16 percent, trunk, spinal and abdominal defects
- o 13 percent, individual being regarded as disabled
- o 8 percent generalized or systemic diseases
- o 9 percent, upper extremities
- o 8 percent, neuromuscular
- o 10 percent, vision, hearing and speech
- o 6 percent, cardiovascular
- o Balance, respiratory, skin condition, allergy, gastrointestinal and genitourinary problems

3. Produce or identify any publications or brochures that OFCCP has written on those topics.

Neither the DOL's Office of the Assistant Secretary for Administration and Management (OASAM) or the OFCCP has written any brochures or pamphlets with regard to Federal disability accommodations. As noted above, the OFCCP's jurisdiction extends

to Federal contractors and subcontractors, not to Federal employees. I have been told that no brochures are available with regard to Section 501 of the Rehabilitation Act.

4. Describe briefly any other issues, accomplishments, and problems that OFCCP has identified that would bear on the charge to this Working Group.

One significant issue is that Federal employees are not covered by the Americans with Disabilities Act, because the definition of the term "employer" does not include the United States or any corporation wholly owned by the government. In addition, none of the laws that OFCCP enforces, such as Executive Order 11246, Sections 503, or VEVRAA, apply to discrimination against Federal employees on the basis of disability. The Executive Order bans discrimination on the basis of race, color, sex or national origin. Section 503 regulations apply to State and local government entities which have contracts with the Federal Government. The governmental entity, but not the Federal government itself, becomes subject to Section 503 and its regulations when the State or local government enters into a contract. The Vietnam Era Veterans' Readjustment Assistance Act of 1974 applies to Federal contractors with contracts of \$10,000 or more and protects qualified Vietnam era and special disabled veterans. Section 503 of the Rehabilitation Act of 1973, as amended, which is administered and enforced by the Employment Standards Administration's OFCCP, requires most private employers doing business with the Federal Government to take affirmative action to employ and advance in employment qualified individuals with disabilities. However, coverage is limited to employers with Federal contractors or subcontracts.

Federal employees also are not covered by the OFCCP regulations, that define the prohibited discrimination in employment against individuals with a disability. Under the private sector regulations, an individual with a disability is a person who: (1) has a physical or mental impairment which "substantially limits" one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment. One of the issues constantly surfacing is to what extent must the impairment be a limitation to be deemed as a "substantial limitation". If the individual can perform the job with some accommodation, to what extent is the Government required to make the adjustments? With regard to penalties, to what extent can the agency order the accommodation. Generally, OFCCP investigates for violations of Section 503 either through a compliance review or in response to the filing of a complaint. If a violation is found, the Federal contractor is asked to enter into conciliation negotiations. If conciliation efforts fail, the OFCCP requests the Solicitor to initiate administrative enforcement. Ultimately, a violation of Section 503 regulations may result in the withholding of proposed contracts, canceling,

suspending or terminating contracts, withholding of progress payments, and debarment. At issue, however, is the extent to which the agency may impose additional penalties and sanctions.

In terms of accomplishments, we are proud of the appointment of the Employment Standards Administration Assistant Secretary in July 1994 to the Architectural and Transportation Barriers Compliance Board (ACCESS). Similarly, the agency was honored with the appointment of the Employment Standards Administration Deputy Assistant Secretary in August 1994 to the White House Federal Disability Accommodations Working Group.

Moreover, the Department obtained \$8,438,351 in financial awards for Fiscal Year 1993 under Section 503 and the Americans with Disabilities Act. In addition, it obtained \$1,962,906 in other awards (accommodations / training). Thus far, for the first three quarters of Fiscal year 1994, the agency has obtained \$3,070,935 with an additional \$1,574,523 in other awards (accommodations / training). The OFCCP has conducted compliance reviews nationwide.

The agency also has instituted procedures for complaint charges based on employment disability subject to Section 503 of the Rehabilitation Act of 1973 and the ADA. The roles and authority between the Equal Employment Opportunity Commission (EEOC) and DOL were defined to avoid duplication of efforts in investigating and resolving complaints based on employment discrimination on the basis of disability. DOL also has a Memorandum of Understanding with the Public Health Service to assist the Department in addressing claims brought by DOL employees under Section 501 of the Rehabilitation Act. In 1993, regulations were issued to provide uniform procedures for implementing nondiscrimination provisions of the Job Training Partnership Act. On August 15, 1993, recipients under the Job Training Partnership Act and the State Employment Security Agencies submitted Methods of Administration (MOA). The MOAs assist in putting structures and systems in place to enhance compliance and identify technical assistance needs.

The Department of Labor is also one of the member agencies of the Javits-Wagner-O'Day (JWOD) Program. The JWOD program was created by Congress to provide job opportunities for Americans who are blind or have other severe disabilities. The JWOD Programs uses the massive purchasing power of the Federal government to procure products and services from community enterprises that train and employ individuals with disabilities. The DOL, along with the Department of Defense, the General Services Administration, the United States Drug Administration, and the Veterans Administration, decides which items are to be added to the JWOD Procurement List, and what price the government will pay for the products.

Finally, the Department can boast of a diverse workforce, including many individuals with disabilities. Secretary Reich is committed to doing even more.

I hope this information has been useful. For further information, you may contact me or my Executive Assistant Gale Barron Black at (202) 219-9475.



Department of Justice

FOR IMMEDIATE RELEASE
THURSDAY, SEPTEMBER 22, 1994

CR
(202) 616-2765
TDD (202) 514-1888

**HOUSTON DENTAL CHAIN PAYS \$100,000
TO SETTLE HIV DISCRIMINATION SUIT**

WASHINGTON, D.C. -- A Houston dental office will pay \$100,000 in damages and penalties for refusing to treat a patient with AIDS under a settlement reached with the Justice Department. The agreement is the first AIDS-related settlement with a dental service under the Americans with Disabilities Act (ADA).

In October 1993, the Justice Department sued the Castle Dental Center for allegedly violating the ADA. The suit alleged that the Center refused to continue treating Harrison J. Totten, a 30 year-old Houston resident, after learning that he had tested positive for HIV, the virus that causes AIDS. Castle Dental Center is a large chain of facilities in the Houston area, offering dental and orthodontic services to the general public.

Under today's agreement, filed in U.S. District Court in Houston, Dr. Jack Castle, the owner of Castle Dental Center, must pay \$80,000 in compensatory damages to Totten. Additionally, Castle Dental Center and its management company, Family Dental Services of Texas, Inc., will each pay \$10,000 in civil

(MORE)

penalties. The Center also must institute a policy prohibiting discrimination on the basis of HIV or AIDS and train its staff about the nondiscrimination policy.

"There is no medical or legal justification for dentists or other health care providers to refuse to treat people with HIV or AIDS," said Assistant Attorney General for Civil Rights Deval L. Patrick. "Such discrimination is based on unfounded fear, ignorance, and prejudice, and is the type of discrimination the ADA seeks to combat."

Title III of the ADA prohibits discrimination against persons with disabilities in places of public accommodation, such as medical offices. Testing positive for HIV and having AIDS are both considered disabilities under the ADA.

The suit asserted that, after getting braces, Totten received continuing treatment at the Center until the Center became aware of his HIV positive status, in the spring of 1992. At that time, Totten allegedly received a letter stating, "due to the recent discovery of your health problems, Castle Dental Center has decided to cease providing you with orthodontic treatment." As a result, Totten was forced to find another orthodontist.

The Centers for Disease Control and Prevention ("CDC") and the American Dental Association have issued policy guidelines that state that there is no medical justification for excluding persons from dental care solely on the basis of their HIV-

(MORE)

positive or AIDS status. Both organizations recommend the use of "Universal Precautions," to prevent the transmission of bloodborne diseases, including HIV, in the health care setting. Occupational Health and Safety Administration regulations require dental facilities to use Universal Precautions in all dental facilities for all patients, regardless of known HIV or AIDS status.

"We believe that the vast majority of dentists uphold their legal and ethical obligation to treat patients with HIV and AIDS," Patrick added. "But the Justice Department will continue to pursue those who violate the law."

On the same day it sued the Center, the Justice Department also sued a New Orleans dentist for refusing to treat patients with HIV and AIDS. The judge in that case has ruled that a dentist in that case may be held liable under the ADA in his individual as well as his corporate capacity and that the Department can recover damages on behalf of victims who have died. That case is currently pending.

#

94-542



United States
**Office of
Personnel Management**

Washington, DC 20415-0001

In Reply Refer To.

Your Reference:

Mr. Stanley S. Herr
Chair, Federal Disability
Accommodations Working Group
Old Executive Office Building, Room 224
The White House
Washington, DC 20500

SEP 29 1994

Dear Mr. Herr:

This is in response to your request for information pertaining to Office of Personnel Management's efforts to provide leadership on the employment of persons with disabilities.

Item 1. Identify some of the specific accommodations issues that your department or agency is now addressing

OPM is:

- o Deciding on alternative formats for job application materials in keeping with the elimination of the SF 171. OPM is also seeking to make improvements in its employment information systems to meet the needs of the disabled.
- o Promoting a new governmentwide course that is called, "The Good Government Framework." The course promotes the need to uphold the merit principles. It covers the need for Federal workplaces that are free from discrimination based on any non-merit factor, including a "handicapping condition" (Disability).
- o Developing a "Front Line" training course for OPM's front-line service providers that covers the employment issues of persons with disabilities and their reasonable accommodation.
- o Working toward fully automating EEO data reporting requirements and implementing other recommendations of the National Performance Review concerning diversity and the employment of the disabled.

- o Participating in Partnership Council activities, including the establishment of a new internal organization for OPM's employees who are deaf.

Item 2. Produce or identify any reports that your agency has written or produced on the topics covered by this Working Group

OPM program accomplishments include:

- o Issuing the 1993 reports to Congress on the Disabled Veterans Affirmative Recruitment Program (DVAPP) and the Federal Equal Employment Recruitment Program (FEORP.) The reports focus on specific agency results and trends in reaching Federal equal employment opportunity goals.
- o Collecting Federal workforce statistics; and maintaining the central personnel data file (CPDF).

Item 3. Produce or identify any publications or brochures that you have written on those topics

OPM:

- o Eliminated the Federal Personnel Manual Chapter (FPM) 306, Selective Placement Programs, as a part of the "sunset" of the FPM. This recommendation was made to allow agency managers more opportunities to improve the internal management and accountability of such programs.
- o Co-sponsored the development of a new interagency video, called "Focus on Ability."
- o Developed a draft "Training Accessibility Handbook and Instructor's Guide - Guidelines for Making Government Training Programs accessible to persons with disabilities."
- o Co-sponsored the development of "A Call To Action - A Report On Increasing The Employment Of People With Disabilities In The Federal Sector."

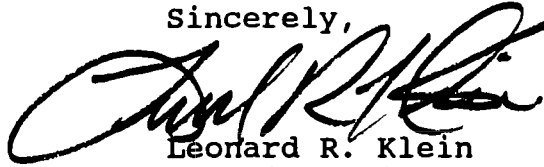
Item 4. Describe briefly any other issues, accomplishments, and problems that your agency has noted that bear on the charge of this Working Group

OPM:

- o Is co-sponsoring the Accessible Computer Technology Fair VII.
- o Continued to promote two automated referral programs for persons with disabilities. (1) **Project ABLE (Able Beneficiaries' Link to Employers)** is a reinvention laboratory designed to encourage the employment of beneficiaries of the Social Security Administration who are now willing and able to

work. (2) The Job Ready Disabled Veterans Connection (JRDVC) is designed to encourage the employment of disabled veterans who have completed vocational rehabilitation programs sponsored by the Department of Veterans Affairs. OPM is looking at ways to integrate these programs into other staffing services.

Sincerely,

A handwritten signature in black ink, appearing to read "Leonard R. Klein", written over the typed name.

Leonard R. Klein
Associate Director
for Career Entry

PROJECT ABLE

ABLE BENEFICIARIES' LINK TO EMPLOYERS

**** FACT SHEET ****



What is Project ABLE? Project ABLE, a joint initiative of the Office of Personnel Management, Social Security Administration, Rehabilitation Services Administration, and State Vocational Rehabilitation (VR) agencies, assists persons who receive Social Security or Supplemental Security Income (SSI) disability benefits to find jobs in the Federal government.

How it Works: Project ABLE is a computer file of persons receiving Social Security or SSI disability benefits who want to work and are qualified for Federal jobs. Vocational rehabilitation (VR) counselors input the vocational information of job ready individuals to this file. Federal employers can obtain lists from this computer file to use in hiring when they have a job opening.

Being on these hiring lists does not *guarantee* that a person will be hired. It does, however, provide the opportunity for Federal employers to select the person for a job interview and hire him or her.

Who Can Participate? Currently, Project ABLE is being tested in Washington D.C., Maryland, and Virginia. A person must reside in one of these three areas to participate. However, after testing is completed in these pilot sites, Project Able will be expanded to persons living in other parts of the country.

Participation in Project ABLE is *entirely* voluntary.

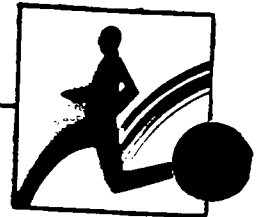
How To Enroll: Persons who wish to enroll should contact their local VR Agency. VR counselors will assess them to determine if they are currently ready for enrollment. If a person is not currently ready for enrollment, the VR agency may be able to offer training or other services that will help him or her qualify for a job.

Effect On Benefits: Earnings from a job may affect Social Security or SSI benefits. However, there are "work incentives" that may allow for cash benefits and Medicare or Medicaid to continue while a beneficiary is testing his/her ability to work. For specific information on these work incentives, contact the local Social Security office or call 1-800-SSA-1213.

For More Information: For more information about Project ABLE, contact Social Security Administration's Project Leader, Regina Sajauskas at (410) 965-5381.

Project ABLE

Pilot matches federal employers, beneficiaries



A new and promising pilot program has been launched that links federal employers to "job-ready" SSI and Social Security disability beneficiaries through an automated referral system.

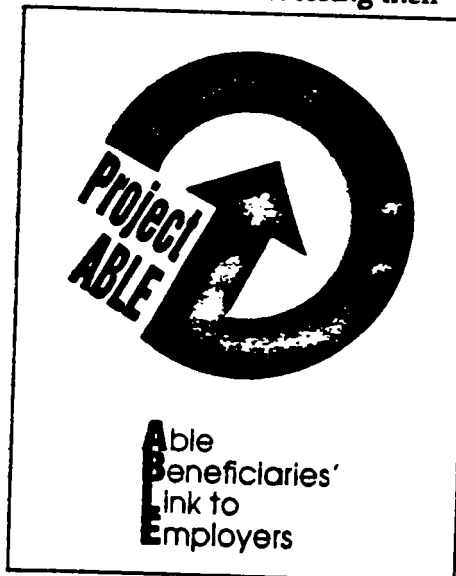
Project ABLE (Able Beneficiaries' Link to Employers) is a cooperative venture of SSA, the Office of Personnel Management (OPM), the Department of Education's Rehabilitation Services Administration and four vocational rehabilitation agencies in the initial pilot area of Maryland, Virginia and Washington, D.C.

For many years, individuals with severe disabilities have been underrepresented in the workplace. Although studies show that many persons with disabilities want to—and can—work, less than 1 percent of SSI and Social Security disability beneficiaries leave the rolls to go to work.

"Project ABLE will be a vehicle for us to increase the diversity of our workforce with persons with disabilities—people who want to work and participate fully in the economy of our society," said Acting Commissioner Lou Enoff, speaking at the Project ABLE kickoff event at the Maryland Rehabilitation Center on May 21. "The Americans with Disabilities Act was a good start to improve job opportunities for the dis-

abled, but we need to implement the act with programs like Project ABLE," he added.

Through Project ABLE, specially trained state vocational rehabilitation counselors will be responsible for interviewing SSI and Social Security disability beneficiaries and assessing their



ability to work. If a beneficiary is determined to be "job-ready," the VR counselor will enter all necessary enrollment information into an automated referral system developed by OPM.

"Time and time again, [federal] managers tell OPM that they would hire more people with disabilities if they could more easily find qualified job applicants," said James King, Director of OPM.

Project ABLE is designed to supplement existing job recruitment efforts, giving federal employers a resource pool from which they can draw qualified job applicants with disabilities to fill vacancies.

In the first phase of the pilot, Project ABLE will be offered to SSA disability beneficiaries who are already enrolled in state vocational rehabilitation programs in the three-state pilot area. "Initially, we hope to enroll about 1,000 qualified beneficiaries during fiscal year '94," said Mr. King.

In the fall, Project ABLE will be expanded to include beneficiaries who are living in the pilot area but who are not currently receiving VR services.

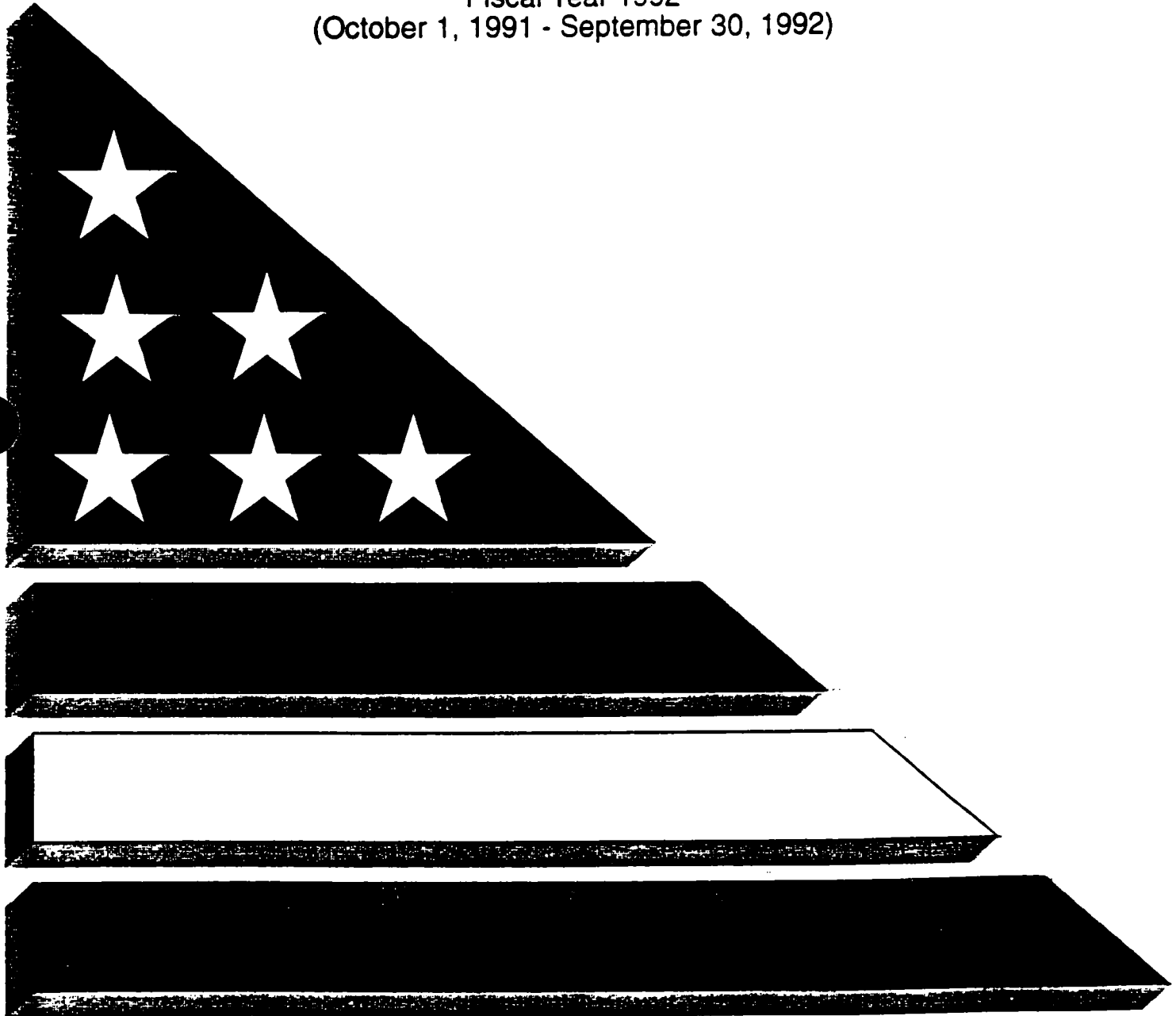
During the second phase of the Project ABLE pilot, OPM's automated referral system will be incorporated into the Project Network rehabilitation process. The Project ABLE data base will be available to VR counselors as a job placement method when vocational rehabilitation participants become "job-ready."

An 800 number that provides information to the public about Project ABLE and refers interested callers to VR counselors will be the third pilot phase of Project ABLE. ♦

Annual Report to Congress

Veterans' Employment in the Federal Government

Fiscal Year 1992
(October 1, 1991 - September 30, 1992)



United States
Office of
Personnel
Management

Career
Entry
Group

Office of
Affirmative
Recruiting and
Employment

CE-105
September 1993

ANNUAL REPORT TO CONGRESS

on

VETERANS' EMPLOYMENT

in the

FEDERAL GOVERNMENT

Fiscal Year 1992

October 1, 1991 - September 30, 1992

United States Office of Personnel Management

**Theodore Roosevelt Federal Building
1900 E Street, NW.
Washington, DC 20415-0001**

**CE-105
September 1993**

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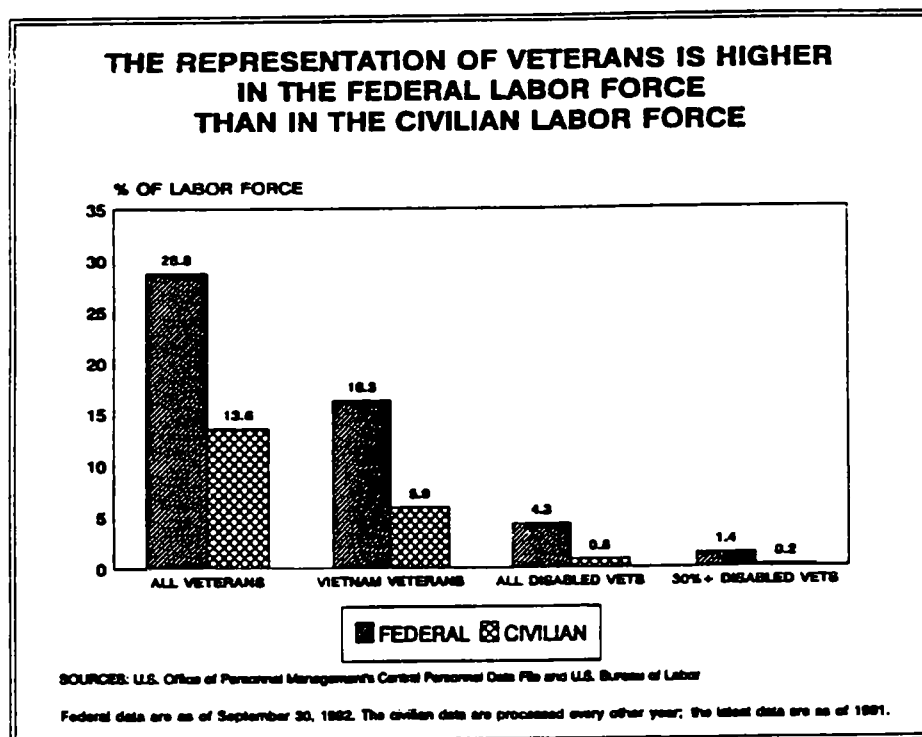
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EXECUTIVE SUMMARY

Our commitment to the recruitment, employment, and advancement of veterans, particularly Vietnam-era and disabled veterans, is shown by the fact that the Federal Government continues to be the leader in veterans' employment. Compared to other sectors of the economy, it employs:

- ▶ two times the percentage of veterans;
- ▶ three times the percentage of Vietnam-era veterans;
- ▶ five times the percentage of disabled veterans; and
- ▶ seven times the percentage of 30 percent or more disabled veterans.

Still, we are striving to improve our record, especially for disabled veterans. This report provides information to assist agencies in reviewing their veterans' programs to determine where improvements can be made. Agencies need to ensure that their Disabled Veterans Affirmative Action Programs (DVAAP) are reviewed annually for progress and that the action items in the DVAAP plan are aggressively carried out.

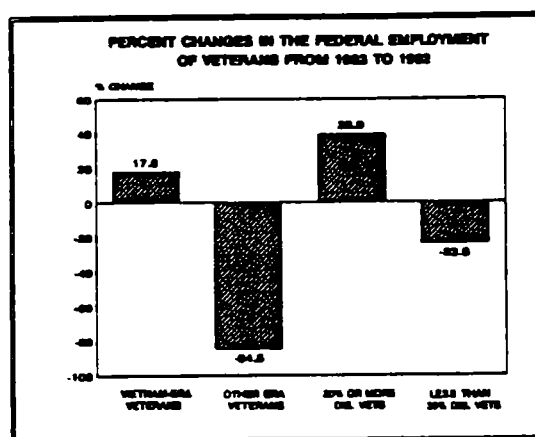


VETERANS' EMPLOYMENT CONTINUED TO GROW

Restricted by hiring freezes and budgetary constraints during Fiscal Year (FY) 1992, total Federal hiring showed a significant decrease; however, veterans' hiring showed a slight increase and the proportion of veterans in the Federal workforce increased from 28.7 percent in FY 1991 to 28.8 percent in FY 1992. A summary of Federal hiring activity during the fiscal year shows:

- ▶ New hires totaled 273,090 (down from 338,427 in FY 1991).
- ▶ Veterans hired totaled 42,375 (up from 41,807 in FY 1991);
 - ▶ 16,923 were Vietnam-era veterans;
 - ▶ 7,453 were disabled; and
 - ▶ 2,876 were 30 percent or more disabled.
- ▶ 10,701 Veterans' Readjustment Authority (VRA) appointments were made (up from 10,287 in FY 1991).
- ▶ 1,880 appointments of 30 percent or more disabled veterans were made under the special noncompetitive authority.

While the employment level of Vietnam-era veterans (VEV's) in the Federal workforce for FY 1992 is higher than it was in FY 1983, the number of VEV's has shown a downward trend since 1989. This recent decline in VEV's is due primarily to the increasing numbers of post-Vietnam-era veterans (i.e., veterans who first entered the armed services after May 7, 1975) in the Federal workforce. Both the number and the percentage of veterans from other eras in the Federal workforce increased in 1992. Employment of veterans from other eras reached a total of 266,151, representing 43.2 percent of all veterans in the Federal workforce.



CHANGES TO VETERANS' READJUSTMENT AUTHORITY LEGISLATION

Responding to the concerns of Vietnam-era veterans, in 1992 the Office of Personnel Management (OPM) proposed legislation to restore eligibility for Veterans' Readjustment Authority (VRA) to Vietnam-era veterans whose eligibility had been curtailed by changes to the VRA laws in 1989 and 1991. The Congress agreed and Public Law 102-568 was enacted on October 29, 1992.

The new law puts Vietnam-era service on an equal footing with post-Vietnam-era service as qualifying for the VRA program and, as a result, simplifies the eligibility requirements and expands the pool of VRA eligibles from which agencies may hire. Now, a Vietnam-era veteran qualifies for the VRA program by having served for a period of more than 180 days active duty and having a discharge other than dishonorable.

IMPLEMENTATION OF THE JOB READY DISABLED VETERANS CONNECTION

The Job Ready Disabled Veterans Connection (JRDVC) became fully operational in 1992. The program, designed by OPM and the Department of Veterans Affairs, provides employment referral opportunities for certain disabled veterans and a pool of qualified disabled veterans for employment consideration. More than 600 job ready disabled veterans were enrolled in the automated inventory and the first appointment was recorded in FY 1992.

INTRODUCTION

This is the Office of Personnel Management's (OPM) FY 1992 report on veterans' employment in the Federal Government. It is prepared and submitted in accordance with section 4214 of title 38, United States Code.

The Office of Personnel Management places a high priority on the Federal Government's recruiting, employment, and advancement of veterans, especially Vietnam-era and disabled veterans. We are committed to veterans' employment for the important reason that many veterans possess the experience, training, and skills needed by agencies. OPM will continue to encourage and work with Federal agencies to provide program information on employment and advancement opportunities for all qualified veterans. Veterans and disabled veterans are a valuable human resource for this Nation.

Report Coverage:

This year's report covers the employment activities of OPM and Federal agencies on behalf of all veterans, including disabled and Vietnam-era veterans. Information is provided on Veterans' Readjustment Authority (VRA), the noncompetitive hiring authority for 30 percent or more disabled veterans, and the Disabled Veterans Affirmative Action Program (DVAAP).

Agency Progress:

This report presents data on agencies' progress in hiring, promoting, and retaining disabled veterans. Each agency's gain or loss is measured by percentage changes from 1983 to 1992. The actual number of disabled veterans in each agency is also shown for both years. However, the percentage is a more accurate indicator of an agency's success in the employment and advancement of disabled veterans. We believe the data demonstrate OPM's commitment to strengthen efforts in veterans' employment, particularly through the Disabled Veterans Affirmative Action Program (DVAAP).

Data Sources:

Federal employment data in this report were taken from OPM's Central Personnel Data File (CPDF). The CPDF is an automated data file compiled from agencies' submissions of their workforce and personnel action data. It covers approximately two-thirds of Federal civilian employees. The CPDF does not include: Congress; the Library of Congress; the Judicial Branch; the White House Office; the Office of the Vice President; the Central Intelligence Agency; the National Security Agency; the Defense Intelligence Agency; the U.S. Postal Service; the Postal Rate Commission; the Board of Governors of the Federal Reserve; and the Tennessee Valley Authority. Also excluded from CPDF are Agriculture Extension Service employees, employees paid out of nonappropriated funds (e.g., employees of post exchanges in the Department of Defense) and noncitizen employees of the Federal Government in foreign countries.

Some tables in this report are noted as containing CPDF data as well as data submitted by the U.S. Postal Service and Tennessee Valley Authority.

The CPDF is a reporting system dealing with population statistics and is neither an accounting system nor a statistical sample. Extremely small population groups are excluded from the data to preclude identification of individuals. Therefore, data in this report should be viewed as indicators only, and do not imply perfect accuracy in every case.

Civilian labor force (CLF) data on veterans are taken from a biennial survey conducted by the Department of Labor's Bureau of Labor Statistics. This survey is a special supplement to the Current Population Survey and is sponsored jointly by the Departments of Veterans Affairs and Labor. Data from the latest survey (as of September 1991) and prior surveys (as of September 1987 and 1989) are included in this report. The CLF data are not available for 1992.

Veterans are defined by either Veterans' Preference or Veterans' Status. *Veterans' Preference* indicates an employee's entitlement to statutory types of preference in the Federal service based on active military service that ended honorably. *Veterans' Status* indicates whether an employee is a veteran as defined by 38 U.S.C. 101 (i.e., a person who served in the active uniformed military service of the United States and who was discharged or released from service under conditions other than dishonorable). Individuals can be recognized as veterans under the *Veterans' Status* authority even though they may not qualify for *Veterans' Preference* under 5 U.S.C. 2108. *All veterans* are defined as employees who claim a 5-point non-disability veterans' preference, a 10-point veterans' preference due to a service connected disability, or who qualify as veterans under 38 U.S.C. 101.

INITIATIVES AND ACTIVITIES IN SUPPORT OF VETERANS' EMPLOYMENT

► Changes in Veterans' Readjustment Authority Law

In addition to the changes described on page 3, specifically, the new law eliminated the requirement for Vietnam-era veterans to have a compensable disability, a separation from active duty for a disability incurred or aggravated in the line of duty, or a campaign or expeditionary medal for service during the Vietnam era. Now, a Vietnam-era veteran qualifies for the VRA program by having served for a period of more than 180 days active duty and having other than a dishonorable discharge.

OPM alerted agencies to the new law by memorandum, by Federal Personnel Manual (FPM) Letter 307-17, dated February 12, 1993, and by revising its regulations in Part 307 of Title 5, Code of Federal Regulations. The OPM also issued a news release and a flyer to alert veterans.

► Liaison with National Veterans' Groups

OPM continually works with veterans' service organizations to identify significant Federal employment issues. During FY 1992, OPM held quarterly meetings with the following groups: The American Legion, the Blinded Veterans Association, the Disabled American Veterans, the Veterans of Foreign Wars, the Vietnam Veterans of America, AMVETS (American Veterans of World War II, Korea, and Vietnam), and the Paralyzed Veterans of America. Throughout the year, OPM staff made presentations at conventions and meetings of veterans' groups.

► Job Ready Disabled Veterans Connection (JRDVC)

In 1992, the JRDVC became fully operational. The program, designed by OPM and the Department of Veterans Affairs (VA), provides employment referral opportunities for certain disabled veterans comprising a pool of quality candidates available to Federal agencies. The JRDVC enrollment is open to veterans who are: 1) rated 20 percent or more disabled; 2) certified as "job ready" under the VA's Vocational Rehabilitation Program; and 3) want to work for the Federal Government. Since the pilot program began in December 1991, more than 600 job ready disabled veterans have been enrolled in the JRDVC's automated inventory for referral to employers.

► **A CALL TO ACTION:** *A Report on Increasing the Employment of People With Disabilities in the Federal Sector*

In July 1992, the Director of OPM, along with the Secretary of Education, the Chair of the Equal Employment Opportunity Commission (EEOC), and the Chair of the President's Committee on the Employment of People With Disabilities, released **A CALL TO ACTION: A Report on Increasing the Employment of People With Disabilities in the Federal Sector**. While the report applies to all people with disabilities, many disabled veterans will be helped by this initiative.

The report is based on recommendations provided by participants in the *Access 2000* symposium, a historic meeting that opened a dialogue between heads of Federal agencies and the community of people with disabilities. Many of the recommendations can be implemented by individual agencies without further OPM guidance and approval. Others may be implemented through the interagency committees set up to examine the broader issues relative to the employment of people with disabilities. Legislative changes have brought about a new OPM and EEOC co-chair responsibility for directing one of these interagency committees.

► **Project ABLE**

Project ABLE (Able Beneficiaries' Link to Employers) was conceived in 1992 as a method for bringing together Federal employers and "job ready" Social Security Administration (SSA) disability benefit recipients. The OPM and SSA joined forces to create a system using OPM's automated technology and contacts with Federal employers to refer SSA's clients for positions. State vocational rehabilitation offices will serve in the role of assessing the "job readiness" of the beneficiaries and enrolling them in the system. Pilot testing took place in FY 1993.

► **Tracking Veterans' Preference and Non-use of Certificates**

In March 1992, the General Accounting Office issued the final report, FEDERAL HIRING: Does Veterans' Preference Need Updating? In response to recommendations made in a draft report, which was provided to OPM several months earlier than the release of the final report, OPM took the following action to ensure that veterans are receiving appropriate consideration on certificates and under direct-hire authorities:

- On August 1, 1991, issued FPM Letter 332-25, reminding agencies of the necessity to rank applicants and apply veterans' preference when making selections under direct-hire authorities.
- On December 26, 1991, issued Operations Letter 337-1556, directing its field offices to analyze the reasons agencies are not using certificates and to address any related problems.

- ▷ On January 9, 1992, issued FPM Bulletin 332-99, informing agencies of its intention to review certificates of eligibles returned without selections. Emphasis was placed on the requirement that agencies document the reasons for returning unused certificates.
- ▷ In September 1992, OPM field offices were instructed to begin reporting to the central office the data they collect regarding reasons for unused certificates. A report of nationwide results will be prepared at the end of FY 1993, with recommendations for systemic remedies, if appropriate.

► **Recruiters' Training and Handbook**

OPM has developed a new training course for agency recruitment managers. A task force of agency recruiters, line managers, equal employment opportunity (EEO) specialists, and OPM staff determined the topic areas and course objectives. The three-day course covers workforce planning and analysis, especially in a downsizing environment, effective marketing, institutionalizing and evaluating recruitment programs, gaining top management support, and recruiting minorities. The course participants receive a recruiters' handbook as an easy-to-use desk reference. The handbook includes a list of resources, including veterans' organizations and organizations for people with disabilities. These organizations will be very helpful for agencies wanting to contact and hire veterans and people with disabilities. The course was piloted in Atlanta and Washington, DC, and is being offered through OPM Regional Training Centers.

► **President's Committee on the Employment of Persons With Disabilities**

The OPM participated in the 43rd annual meeting of the President's Committee on Employment of People With Disabilities. The annual meeting was held in St. Louis, Missouri. OPM headquarters staff worked with the Subcommittee on the Employment of Disabled Veterans to explain and promote the hiring of disabled veterans in Federal agencies.

► **Transition Assistance Program (TAP)**

The Transition Assistance Program was established in anticipation of the military downsizing to meet the needs of separating service members by offering job search assistance and other related services. The TAP activities are conducted via a partnership combining the Departments of Defense (DOD), Veterans Affairs, and Labor to provide employment information to members of the Armed Forces who are within 180 days of separation or retirement. Special attention is given to the needs of service members exiting the military with service-connected disabilities.

As of the end of 1992, 184 sites in 44 States operated programs available to separating veterans in the continental United States. In response to base closures and other DOD realignment activities around the country, OPM field offices have provided workshops, briefings, and counseling services regarding Federal employment opportunities for thousands of military personnel and their family members.

► **Centralized Applicant Referral System (CARS)**

CARS, which began in 1984 as a joint venture between OPM's San Francisco Region and the California State employment service office, continued to expand during 1992. CARS is an automated referral system for 30 percent or more disabled veterans and VRA eligibles. Veterans go to their local employment service offices to register with the referral service. The service may be used by Federal agencies throughout the State to recruit VRA eligibles and veterans with disabilities of 30 percent or more.

The OPM field offices continue to negotiate new agreements with various States each year. In 1992, the Chicago Region added the State of Nebraska and began negotiations with the State of Wisconsin.

► **Job Fairs**

Dozens of job fairs attracting thousands of veterans were held during the year. Many of the job fairs were sponsored by Department of Defense installations, as they work to assist military personnel and their family members to make the transition to civilian employment.

One of the most interesting examples was Army Career and Alumni Program Transition/Career Fair held in Heidelberg, Germany. The fair was designed to give transition and career services to military and civilian personnel who will be affected by the downsizing of overseas military bases. Several of OPM's Washington Area Service Center staff members participated providing general Federal employment information, announcements about specific job opportunities, and briefings on special programs for veterans.

Federal agencies including the Department of Veterans Affairs, the Department of Labor, the Social Security Administration, the Immigration and Naturalization Service, as well as numerous private sector corporations, participated in the three-day informational fair. Over 3,500 people attended, seeking information on job prospects in the United States. The success of this job fair has led to the scheduling of more fairs at different overseas locations.

DISABLED VETERANS

► Disabled Veterans Affirmative Action Program (DVAAP)

Each department, agency, and instrumentality in the executive branch, including the U.S. Postal Service and Postal Rate Commission, is required by statute to have an affirmative action program for the recruitment, employment, and advancement of disabled veterans. OPM provides guidance and assistance to Federal agencies' personnel in developing DVAAP plans.

OPM annually requests agencies to submit DVAAP accomplishment reports and plan certifications. OPM reviews each agency's submission to determine if it is consistent with law and regulation. During 1992, OPM wrote to each agency discussing the results of the review and making suggestions to improve the agency's program. In these letters, OPM also reinforced the findings and recommendations of OPM's FY 1991 DVAAP evaluations, which included 185 Federal installations throughout the Nation.

► List of Agencies Required to Submit DVAAP Accomplishments and Plan Certifications to OPM

Action

Agency for International Development
Agriculture, Department of
Air Force, Department of the
American Battle Monuments Commission
Appalachian Regional Commission
Arms Control and Disarmament Agency
Army, Department of the

Central Intelligence Agency
Commerce, Department of
Commission on Civil Rights, U.S.
Commodity Futures Trading Commission
Consumer Product Safety Commission

Defense Contract Audit Agency
Defense Finance and Accounting Service
Defense Information Systems Agency
Defense Inspector General
Defense Intelligence Agency
Defense Investigative Service
Defense Logistics Agency
Defense Mapping Agency

Defense Nuclear Agency
DOD, Office of Civilian Health and Medical Programs
for the Uniformed Services
DOD, Office of Dependent Schools
DOD, Office of the Secretary of Defense
DOD, Uniformed Services University of the Health Sciences

Education, Department of
Energy, Department of
Environmental Protection Agency, U.S.
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank of the U.S.

Farm Credit Administration
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Emergency Management Agency
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation and Conciliation Service
Federal Mine Safety and Health Review Commission
Federal Trade Commission
General Services Administration
General Services Administration (External Services)

Health and Human Services, Department of
Housing and Urban Development, Department of

Inter-American Foundation
Interior, Department of the
International Trade Commission
Interstate Commerce Commission

Justice, Department of

Labor, Department of

Merit Systems Protection Board

National Aeronautics and Space Administration
National Archives and Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts

National Endowment for the Humanities
National Gallery of Art
National Guard Bureau
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency
National Transportation Safety Board
Navy, Department of the
Nuclear Regulatory Commission

Occupational Safety and Health Review Commission
Office of Personnel Management
Office of Special Counsel
Overseas Private Investment Corporation

Panama Canal Commission
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Postal Service, U.S.

Railroad Retirement Board
Securities and Exchange Commission
Selective Service System
Small Business Administration
Smithsonian Institution
Soldiers' and Airmen's Home
State, Department of

Tennessee Valley Authority
Transportation, Department of
Treasury, Department of

United States Information Agency

Veterans Affairs, Department of

► Agency Highlights

The following are examples of significant agency strategies and accomplishments in support of recruiting, hiring, and advancing disabled veterans:

Program Management:

The Department of Agriculture has requested an extension from the Office of Management and Budget to exempt from personnel ceiling controls, individuals who are employed under five excepted service and time-limited appointing authorities for employment of people with disabilities, including 30 percent or more disabled veterans. The extension will assist the Department in furthering its assessment of the overall effectiveness of the removal of this barrier for employment of people with disabilities.

The Secretary of Health and Human Services established a Department-wide initiative titled, *Recruit And Promote Individuals with Disabilities (RAPID)*. This initiative directed all components to undertake the necessary steps to make significant progress in recruiting, hiring, and advancing people with disabilities. Each component is required to develop and implement an action plan to achieve the desired significant progress and provide quarterly progress reports to the Assistant Secretary for Personnel Administration.

A charter has been drafted for the establishment of a Disabled Employee Advisory Committee in the Department of Housing and Urban Development. The committee will provide an avenue for individuals with disabilities to communicate their concerns and needs to management. The Department's mandatory equal employment opportunity/affirmative employment training for all managers and supervisors has been enhanced to include employment of people with disabilities.

The Department of the Navy's Marine Corps Base, Camp Pendleton, California, collocated its delegated examining unit with the local State employment office where disabled veterans are provided ready access to job opportunities and information.

The Office of the Secretary of Defense conducted its 12th Annual Awards Ceremony for *Outstanding Employees with Disabilities and Outstanding Affirmative Action Programs*. In addition, the Office sponsored its first *Special Emphasis Programs Awards Ceremony* to recognize supervisors, managers, and volunteers whose contributions have enhanced the goals and objectives of the *Affirmative Employment/Special Emphasis Programs*.

National Disability Employment Awareness Month was recognized by agencies, including the Central Intelligence Agency, Federal Maritime Commission, Securities and Exchange Commission, Selective Service System, and the Departments of Energy and Treasury. Activities included presentations and demonstrations of computer technology, sensitivity training and workshops, and seminars which focused on employment, employment barriers, and attitudes toward people with disabilities, including disabled veterans.

The Department of Commerce held its fourth forum on employment issues. Among the seminars and workshops conducted was *An Orientation to Deafness*, which offered guidance to management officials on ways to design a better working environment for employees with hearing impairments.

Reasonable Accommodation:

The Department of Commerce held its fourth annual *Accessible Computer Technology Exhibit (ACT IV)*, which provides state-of-the-art computer technology for people with disabilities. The *ACT IV* introduced a "solutions showcase" comprised of Federal employees with disabilities in special work stations demonstrating how they perform their jobs using the latest developments in computer technology. In addition, the Department of Housing and Urban Development, the U. S. Geological Survey, the Department of Justice, and Department of the Navy's Office of Civilian Personnel Management - Southeast Regional Office sponsored conferences which involved the demonstration of state-of-the-art computer technology. These forums were designed to provide managers and supervisors with information and knowledge of available computer equipment for people with disabilities, including disabled veterans.

The Department of Agriculture established a new technology demonstration center, *Technology Accessible Resources Gives Employment Today*. This center provides individual assistance to managers and persons with disabilities in selecting accessible computer technology and assistive devices that will improve job performance, and help future staffing needs.

The Defense Information Systems Agency established a *Persons With Disabilities Program*, which has greatly enhanced the agency's disabled veterans' program.

The National Security Agency opened the *Center for Computer Assisted Technology*, the first of its kind in the Department of Defense. The Center displays, demonstrates and tests assistive and adaptive devices in order to provide assistance and identify alternative solutions to computer equipment problems that people with disabilities may encounter.

Development of a Reasonable Accommodation Guide is underway at the National Security Agency. The guide is designed to fill a major informational gap among Agency managers, supervisors, and personnel representatives.

The Tennessee Valley Authority established procedures for instituting its *Home-Based Employment* program for the severely disabled. Ten employees are awaiting placement.

Executive and Management Development:

The Department of Agriculture has expanded its outreach to veterans' organizations to help identify qualified disabled veterans for its *Senior Executive Service Candidate Development Program*.

Entry Level Hiring:

The Department of Veterans Affairs (VA) established a *Veterans' Benefits Counselor Intern Program* for blind veterans. Three veterans were selected for FY 1992.

More than 3,000 disabled veterans completed VA's vocational rehabilitation program and obtained employment. Four hundred and fifty used the special provisions, which give VA the ability to provide disabled veterans with on-the-job training or work experience through Government agencies.

The Department of Agriculture's Auburn, Alabama office recorded the first selection from the Job Ready Disabled Veterans Connection (JRDVC), for example, a disabled veteran was hired as a Computer Programmer, GS-5. In addition, the Department hired and trained 10 individuals with severe disabilities from its *Operation: Enable Recruitment and Training Program*. The purpose of the program is to provide a unique employment avenue for persons with disabilities, supplemented with skills enhancement training, to prepare for job success and transition into the job market.

Communication and Information:

The Central Intelligence Agency developed and published an agency specific Guide for Supervisors of Employees with Disabilities, which was distributed to all personnel officers and managers of people with disabilities. In addition, the Agency conducted training in the course titled, *Managing Diversity*.

The Department of Commerce revised its Personnel Policy and Procedures for Supervisors' Manual to emphasize the importance of the employment of disabled veterans. The Department also developed a Guidebook for Veterans' Preference and the Veterans' Readjustment Act based on new employment guidelines issued by OPM.

In support of its *Affirmative Employment Pilot Program*, the Federal Emergency Management Agency (FEMA), published a pamphlet entitled Service to All: FEMA and Civil Rights to familiarize all FEMA personnel with the extent of the Agency's responsibilities for civil rights.

The Environmental Protection Agency, in its semiannual newsletter Headquarters Disability Employment Digest, published a synopsis of the backgrounds of people with disabilities who are available for job consideration. The newsletter also addresses issues concerning employment of people with disabilities. In addition, the Agency's Research Triangle Park office prepared a handbook titled Hiring Disabled Workers to provide awareness to managers and supervisors on the employment of people with disabilities.

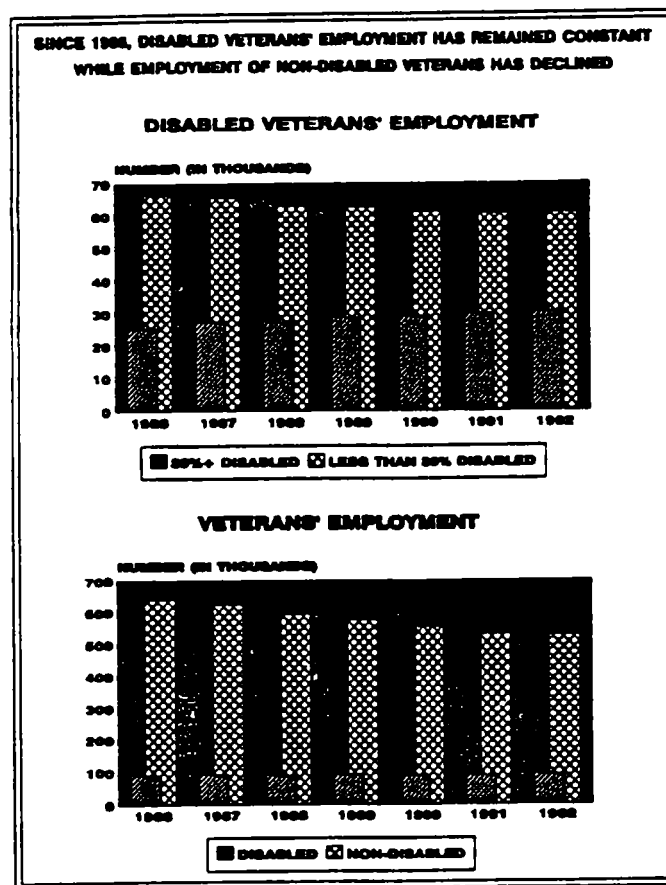
The Department of Interior's U.S. Geological Survey published a booklet for managers entitled Special Employment Programs Handbook, designed to provide information on job-redesign and reasonable accommodations for disabled veterans and other employees with disabilities.

► Data on Employment of Disabled Veterans

The representation of disabled veterans in the Federal workforce (4.3 percent) is five times greater than their representation in the civilian labor force (0.8 percent). For veterans with a 30 percent or more disability rating, the Federal employment rate (1.4 percent) exceeded the civilian rate (0.2 percent) seven-fold. (Note that these percentages reflect the most current civilian labor force data which were as of September 30, 1991).

Although total veterans' employment in the Federal service has been declining, the employment of disabled veterans has been fairly constant. There were 166,635 disabled veterans employed in executive branch agencies as of September 30, 1992, including 75,171 disabled veterans in the U.S. Postal Service (USPS), and 422 in the Tennessee Valley Authority (TVA). Onboard employment data for disabled veterans by agency as of September 30, 1992, are compared with the September 30, 1983, figures to show each agency's progress.

The number of 30 percent or more disabled veterans has consistently increased since 1985, while those veterans with less than a 30 percent disability rating have declined. As of September 30, 1992, there were 47,417 veterans with a 30 percent or more disability rating who were employed in executive branch agencies, including 16,860 in the USPS, and 158 in TVA.



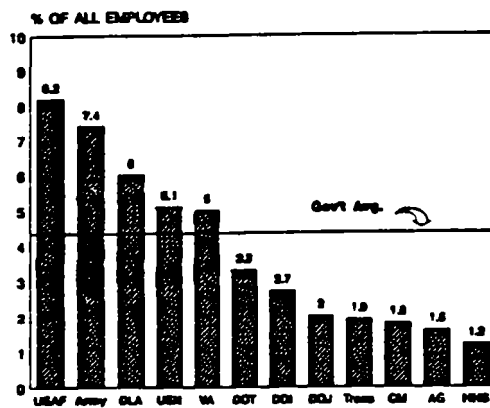
For FY 1992, the **Department of the Air Force** led all agencies in employing disabled veterans with 8.2 percent. The **General Services Administration (GSA)** and the **Interstate Commerce Commission (ICC)** led the medium and small agencies with 4.8 percent and 3.6 percent, respectively.

The **Department of the Army** led all agencies with 2.8 percent of its civilian workforce being 30 percent or more disabled veterans. GSA led the medium-sized agencies with 1.6 percent. Among the small agencies, the ICC and the **Equal Employment Opportunity Commission**, each with 0.8 percent, shared the lead.

NOTE: Due to space limitations, most charts and graphs list abbreviations of agencies' names. A list of these abbreviations and names is contained in the Appendix on pages 51-53.

**PERCENTAGE OF DISABLED VETERANS EMPLOYED
BY AGENCIES AS COMPARED TO THE GOVERNMENTWIDE
AVERAGE AS OF SEPTEMBER 30, 1992**

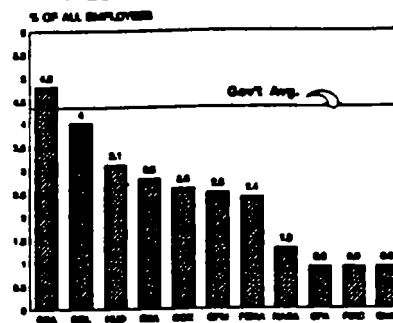
LARGE AGENCIES



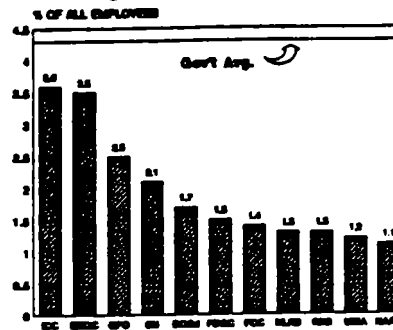
Note: Agencies are grouped according to size
Large - Above 37,000 employees
Medium - 6,000 to 37,000 employees
Small - Below 6,000 employees

* The Governmentwide average is 4.3% of all employees.

MEDIUM-SIZED AGENCIES



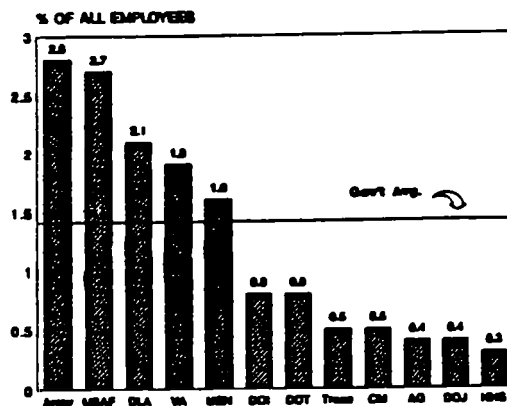
SMALL AGENCIES



FERC - Federal Energy Regulatory Commission
NASA - National Aeronautics & Space Administration
FED - Federal Reserve Board

**PERCENTAGE OF 30% OR MORE DISABLED VETERANS EMPLOYED
BY AGENCIES AS COMPARED TO THE GOVERNMENTWIDE
AVERAGE AS OF SEPTEMBER 30, 1992**

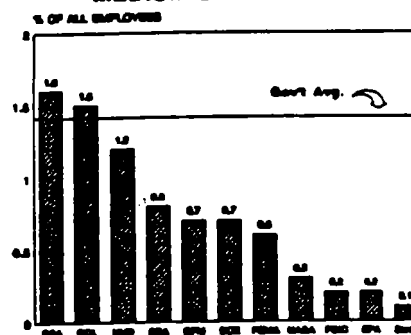
LARGE AGENCIES



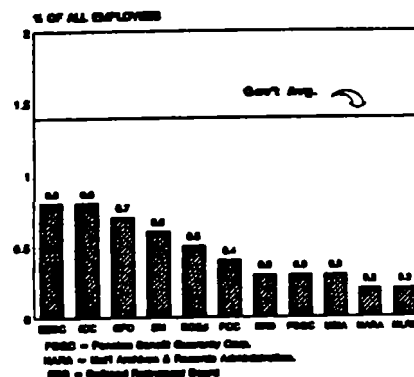
Note: Agencies are grouped according to size
 Large - Above 37,000 employees
 Medium - 6,000 to 37,000 employees
 Small - Below 6,000 employees

* The Governmentwide average is 1.4% of all employees.

MEDIUM-SIZED AGENCIES



SMALL AGENCIES



**ONBOARD EMPLOYMENT OF TOTAL EMPLOYEES, TOTAL DISABLED VETERANS, AND 30% OR MORE
DISABLED VETERANS, AS OF SEPTEMBER 30, 1983 AND 1992**

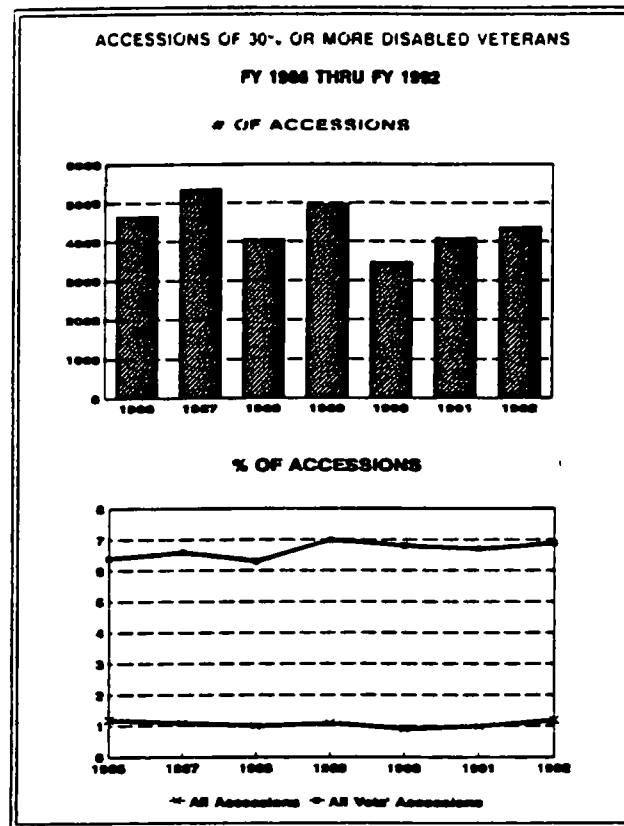
AGENCY	TOTAL EMPLOYEES		TOTAL DISABLED VETERANS					30% OR MORE DISABLED VETERANS				
	# 1983	# 1992	# 1983	% 1983	# 1992	% 1992	Chg in %	# 1983	% 1983	# 1992	% 1992	Chg in %
TOTAL:	2,712,709	2,881,966	168,926	6.2	166,635	5.8	-0.4	31,663	1.2	47,417	1.6	0.5
ACTION	543	425	22	4.1	12	2.8	-1.2	6	1.1	9	2.1	1.0
AID	3,261	3,454	58	1.8	35	1.0	-0.8	0	0.0	4	0.1	0.1
AG	130,248	138,765	2,649	2.0	2,173	1.6	-0.5	0	0.0	534	0.4	0.4
USAF	213,795	179,349	16,599	7.8	14,718	8.2	0.4	3,365	1.6	4,767	2.7	1.1
ABMC	55	47	6	9.1	4	8.5	-0.6	0	0.0	1	2.1	2.1
ARC	11	10	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
ACDA	175	256	3	1.7	2	0.8	-0.9	0	0.0	1	0.4	0.4
ARMY	330,923	289,473	22,168	6.7	21,434	7.4	0.7	5,360	1.6	8,044	2.8	1.2
CM	34,914	37,968	763	2.2	700	1.8	-0.3	125	0.4	204	0.5	0.2
CCR	267	90	2	0.7	2	2.2	1.5	0	0.0	1	1.1	1.1
CFTC	470	603	8	1.7	12	2.0	0.3	0	0.0	3	0.5	0.5
CPSC	625	547	4	0.6	4	0.7	0.1	2	0.3	0	0.0	-0.3
DCAG	3,732	5,842	211	5.7	156	2.7	-3.0	21	0.6	43	0.7	0.2
DIS	2,524	3,665	237	9.4	284	7.7	-1.6	10	0.4	67	1.8	1.4
DLA	47,285	64,540	2,909	6.2	3,900	6.0	-0.1	642	1.4	1,330	2.1	0.7
DMA	8,741	7,906	315	3.6	245	3.1	-0.5	49	0.6	62	0.8	0.2
DNA	635	840	29	4.6	31	3.7	-0.9	1	0.2	13	1.5	1.4
DOEd	5,504	5,272	147	2.7	88	1.7	-1.0	50	0.9	28	0.5	-0.4
DOE	17,477	20,925	606	3.5	637	2.6	-0.9	113	0.6	153	0.7	0.1
EPA	12,716	18,614	226	1.8	174	0.9	-0.8	26	0.2	45	0.2	0.0
EEOC	3,137	2,891	155	4.9	102	3.5	-1.4	8	0.3	23	0.8	0.5
EX-IM	374	437	4	1.1	3	0.7	-0.4	0	0.0	1	0.2	0.2
FCA	318	471	6	1.9	7	1.5	-0.4	0	0.0	2	0.4	0.4
FCC	1,908	1,868	48	2.5	27	1.4	-1.1	9	0.5	7	0.4	0.1
FEC	211	268	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
FEMA	5,164	7,126	168	3.3	172	2.4	-0.8	32	0.6	40	0.6	0.1
FDIC	3,803	22,521	66	1.7	208	0.9	-0.8	0	0.0	55	0.2	0.2
FLRA	319	258	6	1.9	5	1.9	0.1	0	0.0	1	0.4	0.4
FMC	267	211	12	4.5	8	3.8	-0.7	2	0.7	2	0.9	0.2
FMCS	394	325	12	3.0	8	2.5	-0.6	1	0.3	1	0.3	0.1
FMSHRC	58	55	1	1.7	3	5.5	3.7	1	1.7	1	1.8	0.1
FTC	1,415	1,008	16	1.1	7	0.7	-0.4	2	0.1	1	0.1	0.0
GSA	31,928	20,632	1,817	5.7	991	4.8	-0.9	356	1.1	321	1.6	0.4
HHS	143,254	129,497	2,454	1.7	1,615	1.2	-0.5	311	0.2	400	0.3	0.1
HUD	13,150	13,787	567	4.3	432	3.1	-1.2	151	1.1	160	1.2	0.0
IAF	74	75	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
DOI	82,313	86,050	2,521	3.1	2,341	2.7	-0.3	360	0.4	697	0.8	0.4
ITC	442	476	6	1.4	5	1.1	-0.3	3	0.7	1	0.2	0.5

**ONBOARD EMPLOYMENT OF TOTAL EMPLOYEES, TOTAL DISABLED VETERANS, AND 30% OR MORE
DISABLED VETERANS, AS OF SEPTEMBER 30, 1983 AND 1992**

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AGENCY	TOTAL EMPLOYEES		TOTAL DISABLED VETERANS					30% OR MORE DISABLED VETERANS				
	# 1983	# 1992	# 1983	% 1983	# 1992	% 1992	Chg in %	# 1983	% 1983	# 1992	% 1992	Chg in %
ICC	1,394	632	61	4.4	23	3.6	-0.7	4	0.3	5	0.8	0.5
DOJ	39,688	97,332	1,712	4.3	1,984	2.0	-2.3	154	0.4	360	0.4	-0.0
DOL	20,315	17,573	945	4.7	704	4.0	-0.6	215	1.1	258	1.5	0.4
MSPB	468	328	9	1.9	2	0.6	-1.3	3	0.6	0	0.0	-0.6
NASA	22,860	25,731	532	2.3	332	1.3	-1.0	107	0.5	79	0.3	-0.2
NCPC	51	49	2	3.9	2	4.1	0.2	2	3.9	2	4.1	0.2
NCUA	648	956	43	6.6	30	3.1	-3.5	2	0.3	5	0.5	0.2
NEA	336	308	1	0.3	4	1.3	1.0	0	0.0	2	0.6	0.6
NEH	296	305	3	1.0	3	1.0	-0.0	1	0.3	1	0.3	-0.0
NGB	280	372	19	6.8	23	6.2	-0.6	2	0.7	8	2.2	1.4
NLRB	2,782	2,167	46	1.7	29	1.3	-0.3	6	0.2	4	0.2	-0.0
NMB	57	57	3	5.3	1	1.8	-3.5	0	0.0	0	0.0	0.0
NSF	1,380	1,275	11	0.8	6	0.5	-0.3	0	0.0	3	0.2	0.2
NTSB	322	372	10	3.1	14	3.8	0.7	0	0.0	4	1.1	1.1
USN	314,574	294,909	15,038	4.8	14,944	5.1	0.3	2,870	0.8	4,763	1.6	0.8
NRC	3,538	3,594	59	1.7	45	1.3	-0.4	10	0.3	15	0.4	0.1
OSHR	117	77	5	4.3	7	9.1	4.8	0	0.0	1	1.3	1.3
CHAMPUS	181	216	13	7.2	16	7.4	0.2	4	2.2	8	3.7	1.5
ODS	11,912	17,155	81	0.7	152	0.9	0.2	9	0.1	46	0.3	0.2
OPM	6,696	6,975	194	2.9	171	2.5	-0.4	42	0.6	51	0.7	0.1
OSD	1,393	1,828	40	2.9	52	2.8	-0.0	7	0.5	19	1.0	0.5
OPIC	153	170	3	2.0	0	0.0	-2.0	0	0.0	0	0.0	0.0
PCC	1,687	875	68	4.0	35	4.0	-0.0	1	0.1	12	1.4	1.3
PEACE	751	977	1	0.1	2	0.2	0.1	0	0.0	2	0.2	0.2
PBGC	462	646	9	1.9	10	1.5	-0.4	2	0.4	2	0.3	-0.1
RRB	1,678	1,819	25	1.5	23	1.3	-0.2	0	0.0	6	0.3	0.3
SEC	1,844	2,664	38	2.1	28	1.1	-1.0	6	0.3	4	0.2	-0.2
SSS	337	302	18	5.3	8	2.6	-2.7	6	1.8	3	1.0	-0.8
SBA	4,976	5,915	212	4.3	164	2.8	-1.5	33	0.7	47	0.8	0.1
SM	4,258	5,435	142	3.3	113	2.1	-1.3	2	0.0	32	0.6	0.5
SAH	1,073	929	42	3.9	36	3.9	-0.0	3	0.3	10	1.1	0.8
STATE	14,294	16,948	190	1.3	145	0.9	-0.5	10	0.1	23	0.1	0.1
TVA	37,502	19,493	760	2.0	422	2.2	0.1	313	0.8	158	0.8	-0.0
DOT	62,956	70,567	2,439	3.9	2,312	3.3	-0.6	341	0.5	567	0.8	0.3
TREAS	128,809	163,671	3,679	2.9	3,177	1.9	-0.9	660	0.5	884	0.5	0.0
USUHS	675	727	3	0.4	14	1.9	1.5	0	0.0	4	0.6	0.6
USIA	4,376	5,148	81	1.9	60	1.2	-0.7	9	0.2	13	0.3	0.0
USPS	654,875	723,743	74,479	11.4	75,171	10.4	-1.0	12,765	1.9	16,860	2.3	0.4
VA	239,489	264,763	12,499	5.2	13,235	5.0	-0.2	3,195	1.3	5,090	1.9	0.6
ALL OTHER	21,020	58,264	591	2.8	2,687	4.6	1.8	73	0.3	1,042	1.8	1.4

Accession data on veterans with disabilities of 30 percent or more has fluctuated since 1986, averaging around 4,500 accessions per year. These 30 percent or more disabled veterans were involved in about 1 percent of all accessions and about 7 percent of all veterans' accessions over the 7-year period.



Disabled veterans accounted for 2.7 percent (7,453) of all Federal hires during FY 1992. Approximately 17.6 percent of all veterans hired in FY 1992 were disabled and 21.4 percent of all Vietnam-era veterans hired in FY 1992 were disabled.

Veterans who are 30 percent or more disabled represented 38.6 percent (2,876) of total disabled veteran hires in FY 1992. Nearly 6.8 percent of all veteran new hires were in the 30 percent or more disabled category.

The number and percent of disabled veteran accessions have declined since FY 1985. In FY 1992, there were 11,441 disabled veteran accessions, representing 3.3 percent of total accessions, compared to 22,762 in 1983.

ACCESSIONS OF TOTAL EMPLOYEES, TOTAL DISABLED VETERANS, AND 30% OR MORE DISABLED VETERANS, AS OF SEPTEMBER 30, 1983 AND 1992

AGENCY	TOTAL EMPLOYEES		TOTAL DISABLED VETERANS					30% OR MORE DISABLED VETERANS				
	# 1983	# 1992	# 1983	% 1983	# 1992	% 1992	Chg in %	# 1983	% 1983	# 1992	% 1992	Chg in %
TOTAL:	490,202	358,956	22,762	4.6	11,958	3.3	-1.3	6,628	1.4	4,517	1.3	-0.1
ACTION	100	27	3	3.0	0	0.0	-3.0	1	1.0	0	0.0	-1.0
AID	185	385	6	3.2	5	1.3	-1.9	0	0.0	1	0.3	0.3
AG	38,292	38,872	371	1.0	406	1.0	0.1	2	0.0	102	0.3	0.3
USAF	45,735	20,760	2,815	5.7	1,096	5.3	-0.4	966	2.1	449	2.2	0.1
ABMC	9	3	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
ARC	4	2	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
ACDA	27	41	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
ARMY	68,466	42,587	2,998	4.4	1,664	3.9	-0.5	1,233	1.8	666	1.6	-0.2
CM	6,162	8,104	65	1.1	108	1.8	0.7	16	0.3	37	0.6	0.3
CCR	30	7	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
CFTC	77	124	1	1.3	3	2.4	1.1	0	0.0	1	0.8	0.8
CPSC	99	106	0	0.0	2	1.9	1.9	0	0.0	0	0.0	0.0
DCAG	634	284	17	2.7	2	0.7	-2.0	5	0.8	0	0.0	-0.8
DIS	302	176	25	8.3	6	3.4	-4.9	5	1.7	2	1.1	-0.5
DLA	5,820	15,230	205	3.6	1,046	6.9	3.3	76	1.3	342	2.2	0.9
DMA	1,465	637	34	2.3	25	3.9	1.6	10	0.7	6	0.9	0.3
DNA	125	209	2	1.6	5	2.4	0.8	0	0.0	3	1.4	1.4
DOEd	609	645	6	1.0	5	0.8	-0.2	1	0.2	1	0.2	-0.0
DOE	1,919	3,622	47	2.4	51	1.4	-1.0	15	0.8	14	0.4	-0.4
EPA	1,538	2,009	7	0.5	10	0.5	0.0	2	0.1	5	0.2	0.1
EEOC	343	197	13	3.8	7	3.6	-0.2	4	1.2	2	1.0	-0.2
EX-IM	39	130	0	0.0	1	0.8	0.8	0	0.0	0	0.0	0.0
FCA	117	47	2	1.7	1	2.1	0.4	0	0.0	1	2.1	2.1
FCC	224	119	4	1.8	1	0.8	-0.9	1	0.4	0	0.0	-0.4
FEC	10	37	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
FEMA	1,733	3,284	22	1.3	14	0.4	-0.8	7	0.4	3	0.1	-0.3
FDIC	833	4,135	5	0.6	27	0.7	0.1	0	0.0	9	0.2	0.2
FLRA	61	28	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
FMC	24	5	1	4.2	1	20.0	15.8	0	0.0	1	20.0	20.0
FMCS	25	41	1	4.0	1	2.4	-1.6	1	4.0	0	0.0	-4.0
FMSHRC	16	8	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
FTC	222	95	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
GSA	4,561	1,712	171	3.7	53	3.1	-0.7	62	1.4	16	0.9	-0.4
HHS	24,552	16,316	191	0.8	145	0.9	0.1	57	0.2	62	0.4	0.1
HUD	1,347	463	23	1.7	9	1.9	0.2	7	0.5	2	0.4	-0.1
IAF	20	14	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
DOI	22,581	20,858	548	2.4	462	2.2	-0.2	139	0.6	175	0.8	0.2
ITC	99	64	0	0.0	0.0	0.0	0.0	0	0.0	0	0.0	0.0

**ACCESSIONS OF TOTAL EMPLOYEES, TOTAL DISABLED VETERANS, AND 30% OR MORE
DISABLED VETERANS, AS OF SEPTEMBER 30, 1983 AND 1992**

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AGENCY	TOTAL EMPLOYEES		TOTAL DISABLED VETERANS					30% OR MORE DISABLED VETERANS				
	# 1983	# 1992	# 1983	% 1983	# 1992	% 1992	Chg in %	# 1983	% 1983	# 1992	% 1992	Chg in %
ICC	46	50	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
DOJ	7,274	12,139	131	1.8	185	1.5	-0.3	23	0.3	51	0.4	0.1
DOL	3,270	1,083	78	2.4	36	3.3	0.9	32	1.0	11	1.0	0.0
MSPB	140	43	2	1.4	0	0.0	-1.4	2	1.4	0	0.0	-1.4
NASA	4,171	3,017	27	0.6	11	0.4	-0.3	6	0.1	5	0.2	0.0
NCPC	2	8	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
NCUA	142	94	12	8.5	2	2.1	-6.3	3	2.1	1	1.1	-1.0
NEA	70	49	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
NEH	69	79	1	1.4	0	0.0	-1.4	1	1.4	0	0.0	-1.4
NGB	56	93	3	5.4	1	1.1	-4.3	0	0.0	0	0.0	0.0
NLRB	491	202	6	1.2	0	0.0	-1.2	0	0.0	0	0.0	0.0
NMB	1	4	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
NSF	411	283	1	0.2	4	1.4	1.2	0	0.0	3	1.1	1.1
NTSB	41	66	1	2.4	1	1.5	-0.9	0	0.0	0	0.0	0.0
USN	60,082	28,188	1,945	3.2	1,244	4.4	1.2	642	1.1	424	1.5	0.4
NRC	388	309	1	0.3	6	1.9	1.7	0	0.0	2	0.6	0.6
OSHR	1	9	0	0.0	1	11.1	11.1	0	0.0	0	0.0	0.0
CHAMPUS	68	25	4	5.9	1	4.0	-1.9	1	1.5	0	0.0	-1.5
ODS	7,896	6,345	29	0.4	40	0.6	0.3	7	0.1	15	0.2	0.1
OPM	496	797	23	4.6	23	2.9	-1.8	9	1.8	10	1.3	-0.6
OSD	340	297	3	0.9	9	3.0	2.1	1	0.3	4	1.3	1.1
OSC	0	22	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
OPIC	46	82	2	4.3	0	0.0	-4.3	0	0.0	0	0.0	0.0
PCC	324	153	2	0.6	11	7.2	6.6	0	0.0	3	2.0	2.0
PEACE	293	274	2	0.7	1	0.4	-0.3	0	0.0	1	0.4	0.4
PBGC	173	123	5	2.9	2	1.6	-1.3	4	2.3	0	0.0	-2.3
PRC	0	4	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
RRB	290	134	3	1.0	2	1.5	0.5	0	0.0	2	1.5	1.5
SEC	245	592	2	0.8	2	0.3	-0.5	0	0.0	1	0.2	0.2
SSS	133	29	2	1.5	0	0.0	-1.5	1	0.8	0	0.0	-0.8
SBA	910	2,392	8	0.9	43	1.8	0.9	1	0.1	10	0.4	0.3
SM	440	988	8	1.8	23	2.3	0.5	1	0.2	9	0.9	0.7
SAH	300	83	27	9.0	4	4.8	-4.2	4	1.3	1	1.2	-0.1
STATE	1,225	2,854	9	0.7	16	0.5	-0.2	3	0.2	8	0.3	0.0
TVA	11,948	1,799	191	1.6	57	3.2	1.6	62	0.5	24	1.3	0.8
DOT	8,344	6,499	172	2.1	153	2.4	0.3	47	0.6	42	0.6	0.1
TREAS	36,150	23,709	564	1.6	401	1.7	0.1	203	0.6	135	0.6	0.0
USUHS	235	171	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
USIA	590	541	10	1.7	5	0.9	-0.8	3	0.5	1	0.2	-0.3
USPS	42,589	3,810	9,737	22.9	460	12.1	-10.8	2,134	5.0	133	3.5	-1.5
VA	56,082	48,854	1,588	2.8	2,038	4.2	1.3	656	1.2	888	1.8	0.6
ALL OTHER	16,025	33,280	782	4.9	2,021	6.1	1.2	172	1.1	833	2.5	1.4

**PROMOTIONS OF TOTAL EMPLOYEES, TOTAL DISABLED VETERANS, AND 30% OR MORE
DISABLED VETERANS, AS OF SEPTEMBER 30, 1983 AND 1992**

AGENCY	TOTAL EMPLOYEES		TOTAL DISABLED VETERANS					30% OR MORE DISABLED VETERANS				
	# 1983	# 1992	# 1983	% 1983	# 1992	% 1992	Chg in %	# 1983	% 1983	# 1992	% 1992	Chg in %
TOTAL:	411,817	390,944	17,520	4.3	14,118	3.6	-0.6	3,651	0.9	4,442	1.1	0.2
ACTION	67	30	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
AID	266	565	3	1.1	2	0.4	-0.8	0	0.0	0	0.0	0.0
AG	13,817	19,619	223	1.6	286	1.5	-0.2	0	0.0	75	0.4	0.4
USAF	40,443	22,487	2,676	6.6	1,456	6.5	-0.1	587	1.5	457	2.0	0.6
ABMC	6	37	0	0.0	2	5.4	5.4	0	0.0	0	0.0	0.0
ARC	0	2	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
ACDA	8	22	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
ARMY	57,996	37,827	3,196	5.5	2,019	5.3	-0.2	801	1.4	737	1.9	0.6
CM	4,699	7,025	87	1.9	84	1.2	-0.7	15	0.3	27	0.4	0.1
CCR	14	0	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
CFTC	82	106	1	1.2	3	2.8	1.6	0	0.0	0	0.0	0.0
CPSC	60	74	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
DCAG	677	1,276	29	4.3	15	1.2	-3.1	4	0.6	4	0.3	-0.3
DIS	174	350	11	6.3	17	4.9	-1.5	0	0.0	7	2.0	2.0
DLA	6,956	8,062	330	4.7	377	4.7	-0.1	82	1.2	132	1.6	0.5
DMA	1,854	2,357	74	4.0	75	3.2	-0.8	13	0.7	15	0.6	-0.1
DNA	63	126	1	1.6	3	2.4	0.8	0	0.0	0	0.0	0.0
DOEd	747	801	14	1.9	7	0.9	-1.0	2	0.3	2	0.2	-0.0
DOE	2,424	4,167	70	2.9	109	2.6	-0.3	17	0.7	32	0.8	0.1
EPA	1,883	4,647	25	1.3	26	0.5	-0.8	1	0.1	5	0.1	0.1
EEOC	341	370	18	5.3	5	1.4	-3.9	0	0.0	1	0.3	0.3
EX-IM	51	101	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
FCA	66	82	1	1.5	4	4.9	3.4	0	0.0	1	1.2	1.2
FCC	429	374	3	0.7	6	1.6	0.9	0	0.0	2	0.5	0.5
FEC	35	69	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
FEMA	437	483	13	3.0	25	5.2	2.2	1	0.2	2	0.4	0.2
FDIC	1,790	3,014	19	1.1	23	0.8	-0.3	2	0.1	7	0.2	0.1
FLRA	65	26	1	1.5	1	3.8	2.3	0	0.0	1	3.8	3.8
FMC	33	24	0	0.0	1	4.2	4.2	0	0.0	0	0.0	0.0
FMCS	20	35	1	5.0	1	2.9	-2.1	0	0.0	0	0.0	0.0
FMSHRC	2	3	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
FTC	169	120	2	1.2	0	0.0	-1.2	0	0.0	0	0.0	0.0
GSA	3,791	2,812	157	4.1	95	3.4	-0.8	32	0.8	25	0.9	0.0
HHS	28,462	26,161	316	1.1	229	0.9	-0.2	59	0.2	72	0.3	0.1
HUD	1,597	2,597	39	2.4	66	2.5	0.1	12	0.8	23	0.9	0.1
IAF	12	10	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
DOI	10,583	12,286	281	2.7	321	2.6	-0.0	41	0.4	95	0.8	0.4
ITC	100	82	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
ICC	80	49	5	6.3	2	4.1	-2.2	0	0.0	0	0.0	0.0

**PROMOTIONS OF TOTAL EMPLOYEES, TOTAL DISABLED VETERANS, AND 30% OR MORE
DISABLED VETERANS, AS OF SEPTEMBER 30, 1983 AND 1992**

AGENCY	TOTAL EMPLOYEES		TOTAL DISABLED VETERANS					30% OR MORE DISABLED VETERANS				
	# 1983	# 1992	# 1983	% 1983	# 1992	% 1992	Chg in %	# 1983	% 1983	# 1992	% 1992	Chg in %
DOJ	6,996	19,977	277	4.0	423	2.1	-1.8	21	0.3	95	0.5	0.2
DOL	2,227	2,049	61	2.7	59	2.9	0.1	16	0.7	18	0.9	0.2
MSPB	80	68	2	2.5	0	0.0	-2.5	0	0.0	0	0.0	0.0
NASA	4,241	5,535	78	1.8	59	1.1	-0.7	13	0.3	17	0.3	0.0
NCPC	5	2	1	20.0	0	0.0	-20.0	1	20.0	0	0.0	-20.0
NCUA	99	169	6	6.1	1	0.6	-6.5	0	0.0	0	0.0	0.0
NEA	45	101	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
NEH	68	51	1	1.5	0	0.0	-1.5	1	1.5	0	0.0	-1.5
NGB	59	88	0	0.0	2	2.3	2.3	0	0.0	1	1.1	1.1
NLRB	538	301	4	0.7	8	2.7	1.9	0	0.0	0	0.0	0.0
NMB	5	5	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
NSF	128	185	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
NTSB	18	48	0	0.0	1	2.1	2.1	0	0.0	0	0.0	0.0
USN	72,747	56,189	2,719	3.7	2,283	4.1	0.3	474	0.7	672	1.2	0.5
NRC	703	526	7	1.0	6	1.1	0.1	1	0.1	2	0.4	0.2
OSHC	7	5	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
CHAMPUS	45	36	3	6.7	3	8.3	1.7	1	2.2	3	8.3	6.1
ODS	1,616	244	12	0.7	8	3.3	2.5	1	0.1	0	0.0	-0.1
OPM	858	1,309	13	1.5	25	1.9	0.4	5	0.6	13	1.0	0.4
OSD	141	161	1	0.7	2	1.2	0.5	1	0.7	2	1.2	0.5
OSC	0	21	0	0.0	1	4.8	4.8	0	0.0	1	4.8	4.8
OPIC	18	32	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
PCC	545	272	16	2.9	9	3.3	0.4	0	0.0	0	0.0	0.0
PEACE	59	199	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
PBGC	72	66	0	0.0	1	1.5	1.5	0	0.0	1	1.5	1.5
PRC	0	0	0	0.0	0	0.0	0.0	0	0.0	0	0.0	0.0
RRB	264	390	2	0.8	3	0.8	0.0	0	0.0	1	0.3	0.3
SEC	406	622	5	1.2	3	0.5	-0.7	1	0.2	0	0.0	-0.2
SSS	78	45	2	2.6	1	2.2	-0.4	1	1.3	1	2.2	0.9
SBA	510	813	20	3.9	19	2.3	-1.6	5	1.0	5	0.6	-0.4
SM	287	676	5	1.7	15	2.2	0.5	0	0.0	5	0.7	0.7
SAH	197	31	7	3.6	0	0.0	-3.6	1	0.5	0	0.0	-0.5
STATE	1,991	2,787	16	0.8	17	0.6	-0.2	1	0.1	4	0.1	0.1
TVA	15,101	5,321	210	1.4	108	2.0	0.6	75	0.5	37	0.7	0.2
DOT	12,512	19,451	284	2.3	513	2.6	0.4	32	0.3	130	0.7	0.4
TREAS	39,531	49,032	746	1.9	701	1.4	-0.5	163	0.4	230	0.5	0.1
USUHS	140	74	1	0.7	0	0.0	-0.7	0	0.0	0	0.0	0.0
USIA	662	801	4	0.6	6	0.7	0.1	0	0.0	0	0.0	0.0
USPS	30,477	19,857	3,761	12.3	2,339	11.8	-0.6	653	2.1	569	2.9	0.7
VA	36,281	37,481	1,624	4.5	2,011	5.4	0.9	511	1.4	807	2.2	0.7
ALL OTHER	1,763	7,646	38	2.2	232	3.0	0.9	4	0.2	106	1.4	1.2

Special noncompetitive appointments for 30 percent or more disabled veterans permit agencies to make a noncompetitive temporary appointment leading to conversion to career or career-conditional employment of a qualified veteran who has a compensable service-connected disability of 30 percent or more. These appointments authority added 1,880 severely disabled veterans to the Federal rolls in 1992.

The OPM strongly encourages agencies to make greater use of this authority which provides them with a relatively easy method to hire qualified disabled veterans. During FY 1992, there were 949 conversions of these veterans to career or career-conditional appointments.

SPECIAL NONCOMPETITIVE APPOINTMENTS OF 30% OR MORE DISABLED VETERANS BY RACE, NATIONAL ORIGIN, AND SEX FY 1992

		Accessions		Conversions		Separations	
		#	%	#	%	#	%
Total Employees		1,880	100.0	949	100.0	1,455	100.0
Men		1,718	91.4	865	91.1	1,336	91.8
Women		162	8.6	84	8.9	119	8.2
Minorities		639	34.0	318	33.5	540	37.1
Black		450	23.9	199	21.0	383	26.3
Hispanic		99	5.3	55	5.8	89	6.1
Asian		70	3.7	41	4.3	44	3.0
Native American		20	1.1	23	2.4	24	1.6
Non-minorities		1,232	65.5	631	66.5	914	62.8
Others *		9	0.5	0	0.0	1	0.1

* Includes employees with unspecified minority status.

Source: U.S. Office of Personnel Management's Central Personnel Data File (CPDF).

**SPECIAL NONCOMPETITIVE APPOINTMENTS OF 30% OR MORE
DISABLED VETERANS BY AGENCY (FY 1992)**

Agency	Accessions		Conversions		Separations	
	#	%	#	%	#	%
Total, All Agencies	1,880	100.0	949	100.0	1,455	100.0
Agriculture	22	1.2	21	2.2	16	1.1
Commerce	5	0.3	2	0.2	3	0.2
Defense	1,254	66.7	536	56.5	1,022	70.2
Air Force	284	15.1	100	10.5	285	19.6
Army	449	23.9	198	20.9	480	33.0
Navy	184	9.8	150	15.8	116	8.0
Other Defense Activities	337	17.9	88	9.3	141	9.7
Education	0	0.0	1	0.1	1	0.1
Energy	2	0.1	5	0.5	3	0.2
Health and Human Services	18	1.0	7	0.7	11	0.8
Housing and Urban Development	1	0.1	2	0.2	8	0.5
Interior	87	4.6	19	2.0	72	4.9
Justice	5	0.3	7	0.7	0	0.0
Labor	4	0.2	4	0.4	5	0.3
State	2	0.1	3	0.3	0	0.0
Transportation	8	0.4	8	0.8	6	0.4
Treasury	27	1.4	23	2.4	14	1.0
Veterans Affairs	424	22.6	288	30.3	276	19.0
Total, Executive Departments	1,859	98.9	926	97.6	1,437	98.8
Environmental Protection Agency	0	0.0	0	0.0	0	0.0
Equal Employment Opportunity Comm.	0	0.0	0	0.0	0	0.0
Federal Communications Commission	0	0.0	0	0.0	0	0.0
Federal Deposit Insurance Corporation	1	0.1	1	0.1	1	0.1
Federal Emergency Management Agency	2	0.1	1	0.1	0	0.0
Federal Maritime Commission	1	0.1	1	0.1	0	0.0
General Services Administration	7	0.4	13	1.4	8	0.5
Government Printing Office	0	0.0	0	0.0	0	0.0
Int'l. Boundary and Water Commission	5	0.3	1	0.1	3	0.2
Interstate Commerce Commission	0	0.0	0	0.0	0	0.0
Nat'l. Aeronautics & Space Administration	0	0.0	0	0.0	1	0.1
Nat'l. Archives and Records Admin.	0	0.0	0	0.0	0	0.0
Office of Personnel Management	0	0.0	0	0.0	1	0.1
Pension Benefit Guaranty Corporation	0	0.0	0	0.0	0	0.0
Railroad Retirement Board	0	0.0	0	0.0	0	0.0
Selective Service System	0	0.0	0	0.0	0	0.0
Small Business Administration	3	0.2	3	0.3	2	0.1
Smithsonian Institution	1	0.1	0	0.0	1	0.1
All Other Agencies	1	0.1	3	0.3	1	0.1
Total, Independent Agencies	21	1.1	23	2.4	18	1.2

Source: U.S. Office of Personnel Management's Central Personnel Data File (CPDF).

VETERANS' READJUSTMENT AUTHORITY (VRA)

The VRA is a hiring authority for noncompetitive appointments of Vietnam-era and post-Vietnam-era veterans, which leads to competitive status upon satisfactory completion of 2 years of service. The VRA has provided improved employment opportunities for Vietnam-era veterans. Since the inception of the program in 1970, a total of 330,506 VRA appointments have been made.

Public Law 102-568, signed by the President on October 29, 1992, eliminated the requirement for Vietnam-era veterans to have a compensable disability, a separation from active duty for a disability incurred or aggravated in the line of duty, or a campaign or expeditionary medal for service during the Vietnam era. As a result, a Vietnam-era veteran qualifies for the VRA program by having served for a period of more than 180 days active duty and having other than a dishonorable discharge.

In FY 1992, a total of 10,701 VRA accessions were made: 7,765 new hires and 2,936 conversions of current employees to VRA positions.

Minorities accounted for 37.9 percent VRA new hires during FY 1992; 16.2 percent were women; and 16.6 percent were disabled.

VRA ACCESSIONS: FY 1985 THROUGH FY 1992

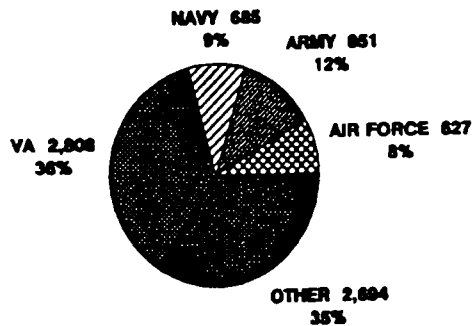
FY 1985	17,477	FY 1989	12,343
FY 1986	14,032	FY 1990	7,305
FY 1987	12,912	FY 1991	10,287
FY 1988	10,642	FY 1992	10,701

Note: VRA accessions is the sum of VRA new hires and conversions from other types of appointments to VRA.

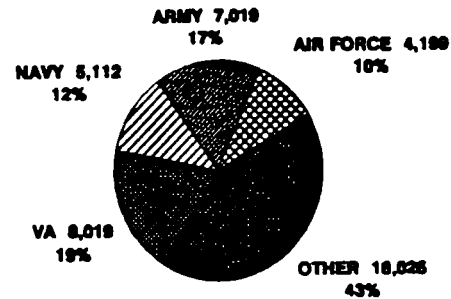
During FY 1992, 65 percent of VRA new hires were made in four Departments. Veterans Affairs led with 2,808 new hires, followed by Army with 951, Navy with 685, and Air Force with 627.

PERCENT DISTRIBUTION OF HIRES BY AGENCY: FY 1992

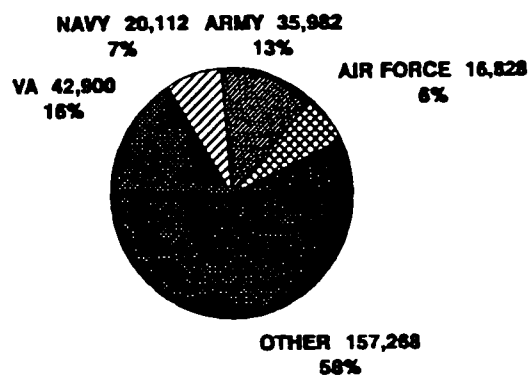
VRA NEW HIRES



VETERAN NEW HIRES



TOTAL NEW HIRES



TOTAL AND VETERANS' READJUSTMENT AUTHORITY NEW HIRES BY AGENCY (FY 1992)

Agency	Total New Hires	All VRA Hires % of			Minority VRA Hires a/ % of			Women VRA Hires % of		
		#	Total	Disab.	#	VRA's	Disab.	#	VRA'	Disab.
Total, All agencies	273,090	7,765	2.8	1,292	2,940	37.9	506	1,256	16.2	155
Agriculture	36,277	52	0.1	5	22	42.3	2	9	17.3	2
Commerce	5,333	103	1.9	6	21	20.4	1	16	15.8	—
Defense	92,237	2,737	3.0	447	913	33.4	162	526	19.2	53
Air Force	16,828	627	3.7	80	124	19.8	19	110	17.8	9
Army	35,982	951	2.6	150	343	36.1	58	208	21.9	11
Navy	20,112	685	3.4	118	275	40.1	51	115	16.8	16
Defense Logistics Agency	2,866	164	5.7	33	41	25.0	9	23	14.0	3
Other Defense Activities	16,449	310	1.9	66	130	41.9	25	69	22.3	14
Education	555	1	0.2	1	—	—	—	1	100.0	1
Energy	2,490	25	1.0	3	5	20.0	1	7	8.0	1
Health and Human Services	14,488	50	0.3	8	18	40.0	1	8	16.0	—
Housing and Urban Development	254	—	—	—	—	—	—	—	—	—
Interior	18,940	174	0.9	30	36	20.7	5	25	14.4	3
Justice	10,602	664	6.3	30	219	33.1	12	69	10.4	2
Labor	868	11	1.3	5	2	18.2	—	—	—	—
State	2,435	6	0.2	2	4	66.7	2	3	50.0	2
Transportation	4,740	389	8.2	33	71	18.3	6	65	16.7	3
Treasury	19,979	543	2.7	64	137	25.2	25	64	11.8	9
Veterans Affairs	42,900	2,808	6.5	621	1,401	49.9	276	435	15.5	73
Total, Executive Departments	252,098	7,563	3.0	1,255	2,849	37.7	491	1,227	16.2	149
Environmental Protection Agency	1,474	9	0.6	2	2	22.2	—	3	33.3	2
Equal Emplt. Opportunity Comm.	152	2	1.3	1	—	—	—	1	50.0	1
Federal Communications Comm.	90	2	2.2	—	—	—	—	—	—	—
Federal Deposit Insurance Corp.	3,835	2	0.1	1	2	100.0	1	—	—	—
Federal Emergency Mgmt. Agency	3,198	6	0.2	1	—	—	—	1	16.7	—
Federal Maritime Commission	2	—	—	—	—	—	—	—	—	—
General Services Administration	1,327	78	5.9	15	20	25.6	3	7	9.0	1
Government Printing Office	222	4	1.8	1	1	25.0	—	—	—	—
Interstate Commerce Commission	41	1	2.4	—	—	—	—	—	—	—
Nat'l Aeronautics & Space Admin.	1,450	8	0.6	1	3	37.5	—	2	25.0	—
Nat'l Archives & Records Admin.	437	3	0.7	1	2	66.7	1	—	—	—
Office of Personnel Management	648	16	2.5	5	10	62.5	4	4	25.0	1
Pension Benefit Guaranty Corp.	117	1	0.9	—	1	100.0	—	—	—	—
Railroad Retirement Board	100	1	1.0	—	1	100.0	—	—	—	—
Selective Service Administration	16	1	6.3	—	—	—	—	—	—	—
Small Business Administration	2,295	12	0.5	4	5	41.7	1	1	8.3	—
Smithsonian Institution	900	36	4.0	2	32	88.9	2	5	13.9	—
All Other Agencies	4,688	20	0.4	3	12	60.0	3	5	25.0	1
Total, Independent Agencies	20,992	202	1.0	37	91	45.0	15	29	14.4	6

a/ Employees with unspecified minority group are excluded from the base in calculating percent minority.

b/ Less than 0.05%.

Source: U.S. Office of Personnel Management's Central Personnel Data File (CPDF).

**TOTAL AND VETERANS' READJUSTMENT AUTHORITY
NEW HIRES BY PAY PLAN AND GRADE (FY 1992)**

Category	Total New	All VRA Hires % of			Minority VRA Hires a/ % of			Women VRA Hires % of		
	Hires	#	Total	Disab.	#	VRA'	Disab.	#	VRA'	Disab.
Total, All Pay Plans	273,090	7,765	2.8	1,292	2,940	37.9	508	1,256	16.2	156
Total, General Schedule	185,987	5,781	3.1	888	1,998	34.6	311	1,142	19.8	131
GS-1	6,100	14	0.2	5	10	71.4	3	3	21.4	1
GS-2	12,810	49	0.4	10	23	46.9	3	2	4.1	-
GS-3	39,576	697	1.8	176	356	51.1	75	150	21.5	31
GS-4	45,848	1,315	2.9	249	597	45.6	94	362	27.6	50
GS-5	29,928	1,192	4.0	143	409	34.4	54	282	23.7	23
GS-6	7,106	700	9.9	57	254	36.3	23	113	16.1	8
GS-7	14,658	621	4.2	80	135	21.7	25	96	15.8	9
GS-8	1,039	56	5.4	7	13	23.2	4	6	10.7	-
GS-9	9,414	659	7.0	91	115	17.5	19	75	11.4	5
GS-10 and above	19,508	478	2.5	71	86	18.0	11	51	10.7	4
Total, Regular Nonsupervisory	33,088	1,816	5.5	370	887	48.8	183	99	5.5	19
WG-1	6,476	880	13.6	211	541	61.6	117	54	6.1	13
WG-2	5,180	157	3.0	46	109	69.4	30	12	7.6	3
WG-3	3,643	73	2.0	14	22	30.1	6	5	6.8	1
WG-4	2,808	42	1.5	5	20	47.6	2	2	4.8	1
WG-5	4,541	128	2.8	22	58	45.3	11	5	3.9	-
WG-6	962	43	4.5	9	16	37.2	1	1	2.3	-
WG-7	1,622	52	3.2	10	20	38.5	5	2	3.8	-
WG-8	4,072	156	3.8	17	47	30.1	7	7	4.5	1
WG-9	1,134	39	3.4	6	8	20.5	-	1	2.6	-
WG-10	2,262	169	7.5	15	31	18.3	2	8	4.7	-
WG-11	297	54	18.2	10	12	22.2	2	1	1.9	-
WG-12 and above	91	23	25.3	6	3	13.0	-	1	4.3	-
All Other Pay Plans	54,015	168	0.3	34	55	32.7	12	15	8.9	5

a/ Employees with unspecified minority group are excluded from the base in calculating percent minority.

b/ Less than 0.05%

Source: U.S. Office of Personnel Management's Central Personnel Data File (CPDF).

ACCESSIONS TO VETERANS' READJUSTMENT APPOINTMENTS BY PAY PLAN AND GRADE (FY 1992)

Category	Total VRA Accessions	VRA Hires	Conversions to VRA
Total, All Pay Plans	10,701	7,765	2,936
Total, General Schedule	7,565	5,781	1,784
GS-1	14	14	0
GS-2	62	49	13
GS-3	991	697	294
GS-4	1,785	1,315	470
GS-5	1,553	1,192	361
GS-6	823	700	123
GS-7	815	621	194
GS-8	74	56	18
GS-9	825	659	166
GS-10 and above	623	468	145
Total, Regular Nonsupervisory	2,875	1,816	1,059
WG-1	1,092	880	212
WG-2	338	157	181
WG-3	118	73	45
WG-4	115	42	73
WG-5	300	128	172
WG-6	123	43	80
WG-7	105	52	53
WG-8	228	156	72
WG-9	88	39	49
WG-10	246	169	77
WG-11	69	54	15
WG-12 and above	53	23	30
All Other Pay Plans	261	168	93

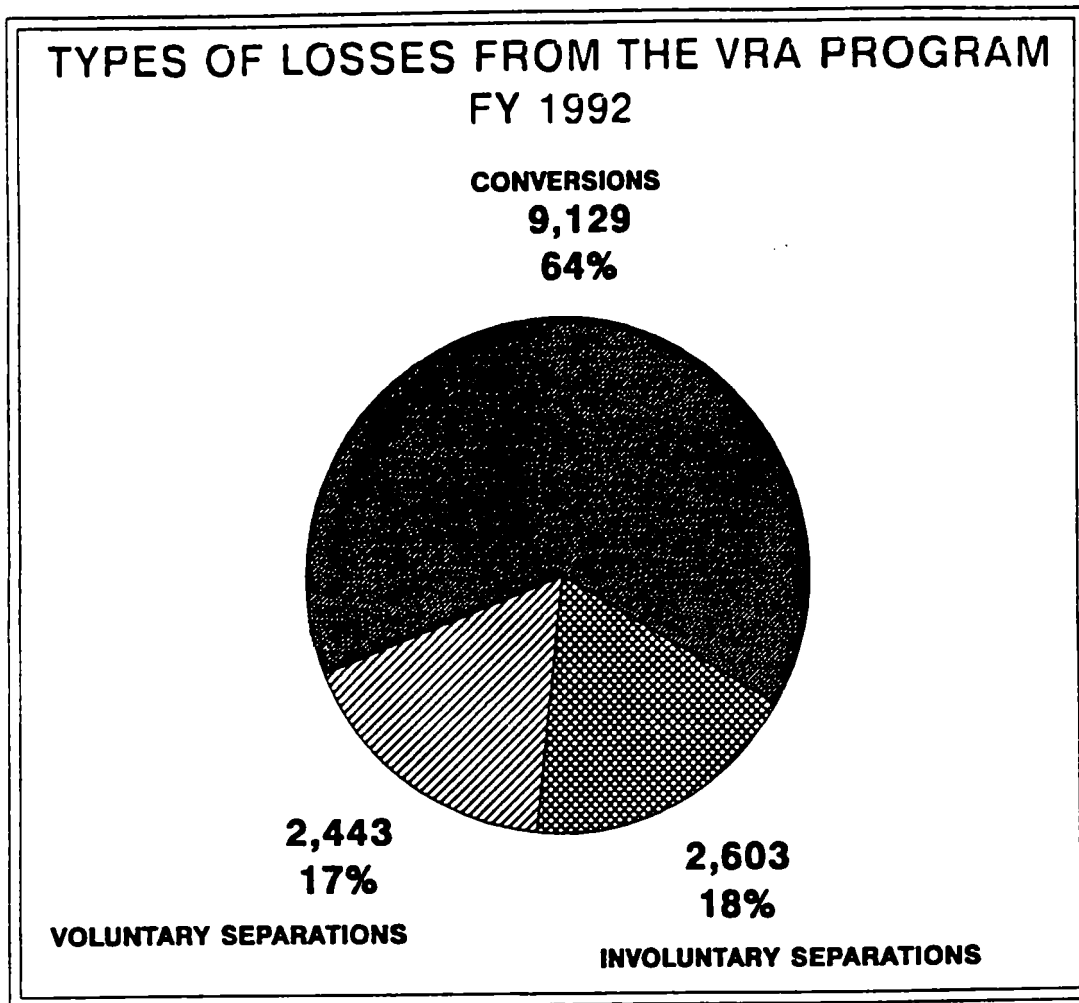
Source: U.S. Office of Personnel Management's Central Personnel Data File (CPDF).

ACCESSIONS TO VETERANS' READJUSTMENT APPOINTMENTS BY AGENCY (FY 1992)

Agency	Total VRA Accessions	VRA Hires	Conversions to VRA
Total, All Agencies	10, 701	7,765	2,936
Agriculture	75	52	23
Commerce	129	103	26
Defense	4,170	2,737	1,433
Air Force	838	627	211
Army	1,556	951	605
Navy	1,003	685	318
Defense Logistics Agency	272	164	108
Other Defense Activities	501	310	191
Education	1	1	0
Energy	36	25	11
Health and Human Services	60	50	10
Housing and Urban Development	4	0	4
Interior	319	174	145
Justice	721	664	57
Labor	15	11	4
State	6	6	0
Transportation	458	389	69
Treasury	631	543	88
Veterans Affairs	3,809	2,808	1,001
Total, Executive Departments	10,434	7,563	2,871
Environmental Protection Agency	11	9	2
Equal Employment Opportunity Commission	2	2	0
Federal Communications Commission	2	2	0
Federal Deposit Insurance Corporation	6	2	4
Federal Emergency Management Agency	11	6	5
Federal Maritime Commission	-	0	0
General Services Administration	110	78	32
Government Printing Office	5	4	1
Interstate Commerce Commission	1	1	0
National Aeronautics and Space Admin.	10	8	2
National Archives and Records Administration	7	3	4
Office of Personnel Management	19	16	3
Pension Benefit Guaranty Corporation	1	1	0
Railroad Retirement Board	1	1	0
Selective Service System	1	1	0
Small Business Administration	14	12	2
Smithsonian Institution	44	36	8
All Other Agencies	22	20	2
Total, Independent Agencies	267	202	65

Source: U.S. Office of Personnel Management's Central Personnel File Data (CPDF).

Of the 14,175 VRA losses during FY 1992, 64.4 percent (9,129) were conversions to career appointment. Of the remaining losses, 17 percent (2,443) were voluntary separations and 18 percent (2,603) were involuntary separations. Approximately 939 of the voluntary separations were actually changes from one Federal agency to another. By adding the agency changes to the conversions, more than 70 percent of veterans serving under VRA stayed in the Federal workforce.



VRA CONVERSIONS AND SEPARATIONS BY PAY PLAN AND GRADE GROUPINGS (FY '92)

	Total Losses *		Conversions		Voluntary Separations		Involuntary Separations	
	#	%	#	%	#	%	#	%
Total, All Pay Systems	14,175	100.0	9,129	64.4	2,443	17.2	2,603	18.4
General Schedule	7,696	100.0	4,992	64.9	1,694	22.0	1,010	13.1
GS 1-4	3,368	100.0	1,767	52.5	958	28.4	643	19.1
GS 5-8	3,082	100.0	2,178	70.7	618	20.1	286	9.3
GS 9 and above	1,246	100.0	1,047	84.0	118	9.5	81	6.5
Regular Supervisory (WG)	6,122	100.0	3,852	62.9	725	11.8	1,545	25.2
WG 1-4	3,028	100.0	1,542	50.9	507	16.7	979	32.3
WG 5-8	2,355	100.0	1,718	73.0	161	6.8	476	20.2
WG 9 and above	739	100.0	592	80.1	57	7.7	90	12.2
All Other Pay Systems	357	100.0	285	79.8	24	6.7	48	13.4

* Total losses is the sum of conversions and separations. "Losses" means termination from the VRA Program.

Source: U.S. Office of Personnel Management's Central Personnel Data File (CPDF).

VRA CONVERSIONS AND SEPARATIONS BY AGENCY (FY 1992)

Agency	Total Losses *	Conversions		Voluntary Separations		Involuntary Separations	
		#	%	#	%	#	%
Total, All Agencies	14,175	9,129	64.4	2,443	17.2	2,603	18.4
Agriculture	100	70	70.0	14	14.0	16	16.0
Commerce	79	57	72.2	20	25.3	2	2.5
Defense	(8,025)	(5,335)	66.5	(1,102)	13.7	(1,588)	19.8
Air Force	1,281	838	65.4	126	9.8	317	24.7
Army	3,265	1,935	59.3	539	16.5	791	24.2
Navy	2,513	1,827	72.7	289	11.5	397	15.8
Other Defense Activities	966	735	76.1	148	15.3	8	8.6
Energy	21	14	66.7	4	19.0	3	14.3
Health & Human Services	58	27	46.6	22	37.9	9	15.5
Housing & Urban Development	27	16	59.3	7	25.9	4	14.8
Interior	381	286	75.1	47	12.3	48	12.6
Justice	197	107	54.3	73	37.1	17	8.6
Labor	9	7	77.8	—	—	2	22.2
State	1	1	100.0	—	—	—	—
Transportation	195	130	66.7	37	19.0	28	14.4
Treasury	268	157	58.6	79	29.5	32	11.9
Veterans Affairs	4,524	2,723	60.2	988	21.8	813	18.0
Environmental Protection Agency	8	5	62.5	2	25.0	1	12.5
Equal Emplt. Opportunity Comm.	0	—	—	—	—	—	—
Federal Communications Comm.	0	—	—	—	—	—	—
Federal Deposit Insurance Corp.	7	7	100.0	—	—	—	—
Federal Emergency Mgmt. Agency	8	8	100.0	—	—	—	—
Federal Labor Relations Authority	0	—	—	—	—	—	—
Federal Maritime Commission	1	1	100.0	—	—	—	—
General Services Administration	166	117	70.5	22	13.3	27	16.3
Government Printing Office	9	6	66.7	2	22.2	1	11.1
Int'l Boundary & Water Comm.	8	8	100.0	—	—	—	—
Interstate Commerce Commission	0	—	—	—	—	—	—
Nat'l Aeronautics & Space Admin.	018	15	83.3	1	5.6	2	11.1
Nat'l Archives & Records Service	14	10	71.4	3	21.4	1	7.1
Nat'l Labor Relations Board	0	—	—	—	—	—	—
Office of Personnel Management	16	8	50.0	4	25.0	4	25.0
Pension Benefit Guaranty Corp.	0	—	—	—	—	—	—
Railroad Retirement Board	0	—	—	—	—	—	—
Securities & Exchange Comm.	2	—	—	1	50.0	1	50.0
Small Business Administration	10	6	60.0	3	30.0	1	10.0
Smithsonian Institution	22	8	36.4	11	50.0	3	13.6
U.S. Information Agency	0	—	—	—	—	—	—
U.S. Soldiers and Airmen's Home	1	—	—	1	100.0	—	—

* Total losses is the sum of conversions and separations. "Losses" means termination from the VRA program.

Source: U.S. Office of Personnel Management's Central Personnel Data File (CPDF).

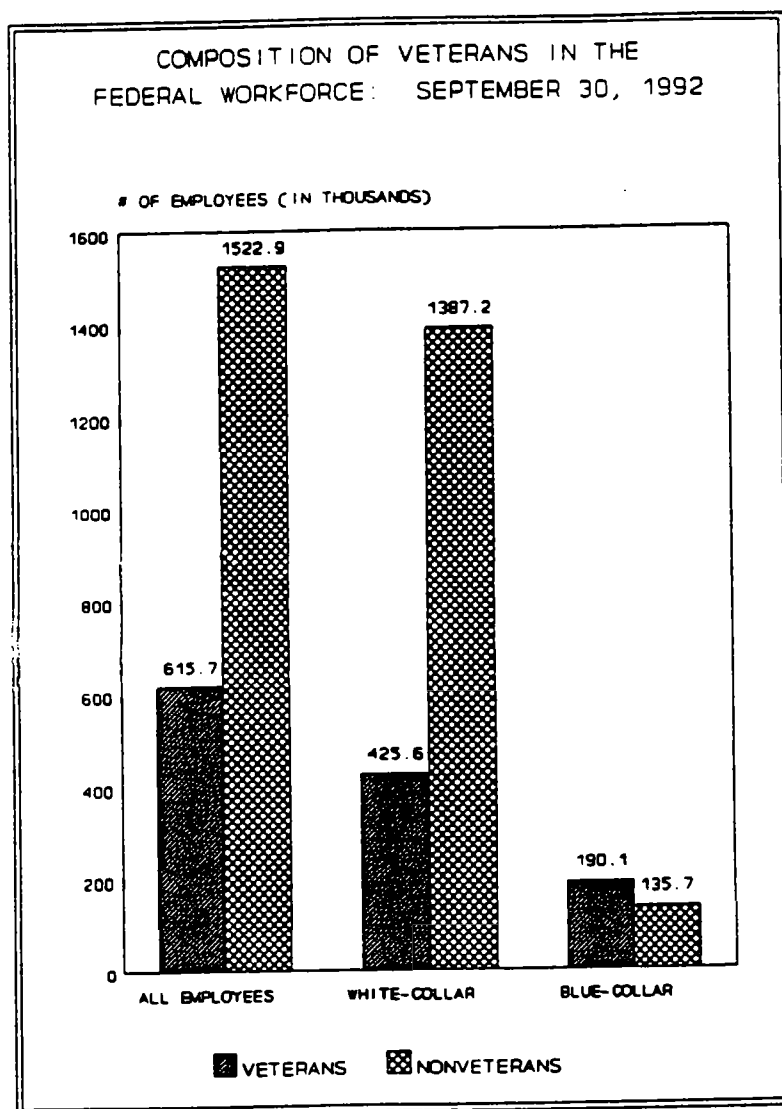
TYPES OF LOSSES FROM THE VRA PROGRAM FY 1992

Voluntary Separations	2,443
Resignation (during probation/trial period)	2,068
Termination (appointment in other agency)	314
Termination (military)	17
Termination (spouse relocating)	18
Removal (employee abandoned position)	5
Retirement (disability)	17
Retirement (other voluntary)	4
Involuntary Separations	2,603
Removal	89
Death	48
Termination (disability)	7
Termination (expiration of appointment)	714
Termination (RIF, displacement, lack of work/funds)	540
Termination (function moves to other agency)	625
Termination (other involuntary)	14
Resignation (in lieu of involuntary action)	38
Discharge (during probation/trial period)	393
Discharge (other)	135

SUMMARY OF VETERANS' EMPLOYMENT DATA: FY 1992

The representation of veterans in the Federal labor force is more than double that of the civilian labor force (CLF). The latest CLF data (as of 1991) were obtained from the U.S. Department of Labor's Bureau of Labor Statistics and show that 13.6 percent of the CLF (excluding the Federal sector) were veterans. The percentage of veterans in the Federal labor force rose from 28.7 percent in 1991 to 28.8 percent in 1992.

The Federal nonpostal workforce is composed of 615,730 veterans and 1,522,943 nonveterans. Approximately two-thirds of the veterans are white-collar workers and one-third are blue-collar workers.



DATA ON THE EMPLOYED FEDERAL AND CIVILIAN LABOR FORCES

CATEGORY	1991					1989					1987				
	FEDERAL		CIVILIAN		INDX	FEDERAL		CIVILIAN		INDX	FEDERAL		CIVILIAN		INDX
	#	%	#	%		#	%	#	%		#	%	#	%	
TOTAL EMPLOYEES	2,148	100.0	113,196	100.0	100	2,118	100.0	112,968	100.0	100	2,113	100.0	109,299	100.0	100
NONVETERANS	1,831	71.3	97,841	86.4	83	1,481	69.0	96,852	86.5	81	1,408	66.5	92,643	84.8	79
ALL VETERANS	315	28.7	15,355	13.6	211	837	31.0	16,116	14.5	213	707	33.5	16,656	15.2	220
VETS WITH SERVICE CONNECTED DISABILITY	91	4.2	911	0.8	527	82	4.3	941	0.8	521	93	4.4	1,030	0.9	467
30% OR MORE DISABILITY RATING	30	1.4	251	0.2	630	29	1.4	247	0.2	626	27	1.3	273	0.2	612
LESS THAN 30% DISABILITY RATING	61	2.8	610	0.6	627	53	3.0	643	0.6	623	66	3.1	690	0.6	495
UNKNOWN DISABILITY RATING	0	0.0	49	0.0	0	0	0.0	51	0.0	0	0	0.0	65	0.1	0
VETS w/ NO SERVICE CONNECTED DISABILITY	828	24.5	13,257	11.7	209	858	26.7	14,119	12.6	214	614	29.1	14,966	13.7	212
VETS, BUT PRESENCE OF DISABILITY NOT REPORTED	0	0.0	1,187	1.0	0	0	0.0	1,356	1.2	0	0	0.0	640	0.6	0
VIETNAM ERA VETERANS (VEV's)	350	16.3	6,654	5.9	277	364	17.2	6,606	6.0	285	360	17.0	6,504	6.0	280
VEV's WITH SERVICE CONNECTED DISABILITY	63	2.9	495	0.4	671	63	3.0	492	0.4	683	80	2.8	489	0.4	635
30% OR MORE DISABILITY RATING	22	1.0	140	0.1	629	21	1.0	138	0.1	612	19	0.9	115	0.1	655
LESS THAN 30% DISABILITY RATING	41	1.9	343	0.3	631	42	2.0	323	0.3	694	41	1.9	342	0.3	620
UNKNOWN DISABILITY RATING	0	0.0	13	0.0	0	0	0.0	30	0.0	0	0	0.0	32	0.0	0
VEV's w/ NO SERVICE CONNECTED DISABILITY	287	13.4	6,658	6.0	268	301	14.2	6,788	6.1	278	300	14.2	6,773	6.3	269
VEV's, PRESENCE OF DISABILITY NOT REPORTED	0	0.0	801	0.4	0	0	0.0	650	0.6	0	0	0.0	243	0.2	0

NOTE: The base for percent calculations is "Total Employees."

SOURCE: Federal data are taken from the Office of Personnel Management's Central Personnel Data File (CPDF) and cover only those agencies under DVAAP.

SOURCE: Civilian data are taken from surveys conducted by the Bureau of Labor Statistics, U.S. Department of Labor. These surveys are conducted every other year. Data as of 1991.

The "Index" calculations are based on Civilian Labor Force (CLF) percentages and Federal Labor Force (FLF) percentages as defined in the following formula: $(FLF\%) / (CLF\%) \times 100$.

If the "Index" = 100, then the FLF and CLF percents are at parity.

If the "Index" > 100, then the FLF percents exceed those of the CLF.

If the "Index" < 100, then the FLF percents are less than those of the CLF.

TRENDS IN VETERANS' EMPLOYMENT IN THE FEDERAL WORKFORCE

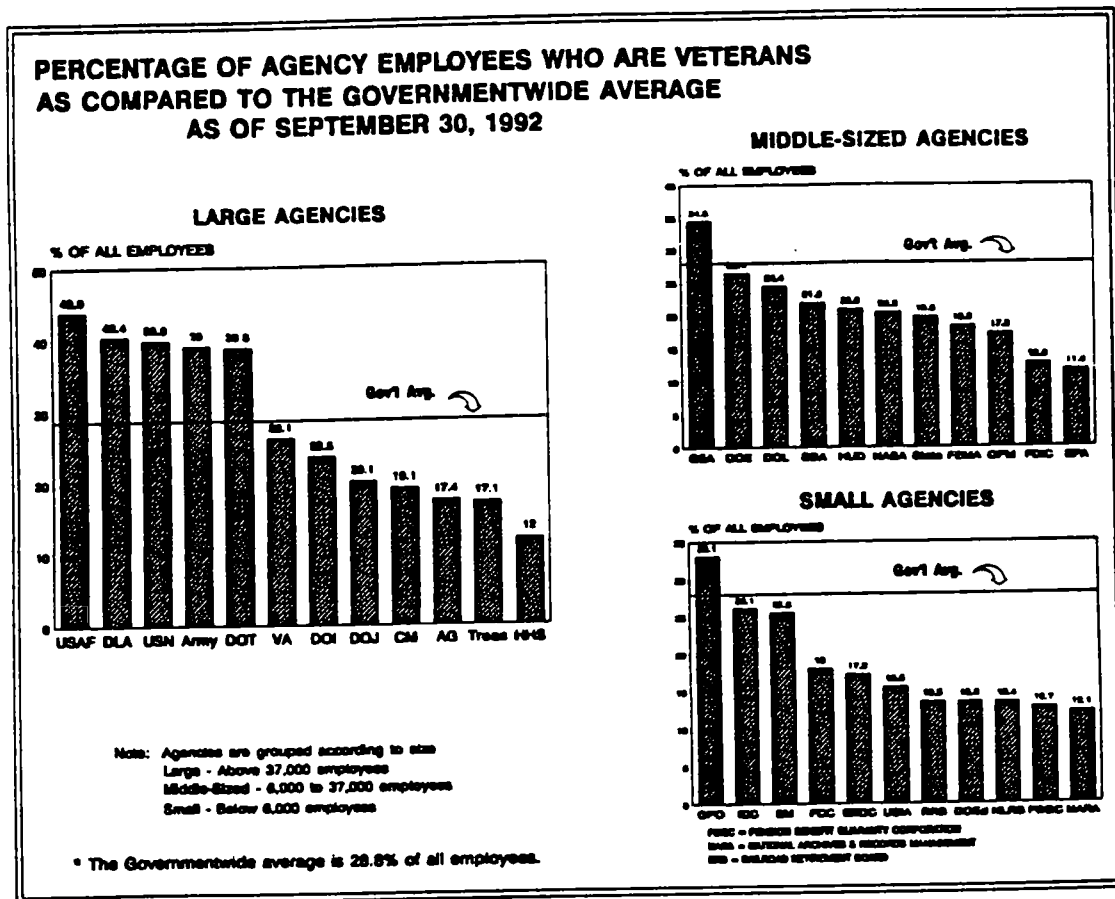
ONBOARD AS OF SEPTEMBER 30, 1992:

CATEGORY		1985	1986	1987	1988	1989	1990	1991	1992
TOTAL EMPLOYEES	#	2,082,818	2,074,377	2,112,494	2,093,942	2,118,553	2,116,758	2,145,750	2,138,673
ALL VETERANS	#	753,289	725,459	697,545	673,847	657,429	631,528	615,080	615,730
	% of Total	36.2	35.0	33.0	32.2	31.0	29.8	28.7	28.8
NONVETERANS	#	1,329,329	1,348,918	1,414,949	1,420,095	1,461,124	1,485,230	1,530,670	1,522,943
	% of Total	63.8	65.0	67.0	67.8	69.0	70.2	71.3	71.2
VIETNAM-ERA VETS	#	336,597	341,333	355,086	352,963	359,519	353,464	350,477	349,579
	% of Veterans	44.7	47.1	50.9	52.4	54.7	56.0	57.0	56.8
	% of Total	16.2	16.5	16.8	16.9	17.0	16.7	16.3	16.3
OTHER ERA VETS	#	416,692	384,126	342,459	320,884	297,910	278,064	264,603	266,151
	% of Veterans	55.3	52.9	49.1	47.6	45.3	44.0	43.0	43.2
	% of Total	20.0	18.5	16.2	15.3	14.1	13.1	12.3	12.4
VRA's	#	51,165	36,372	29,825	24,925	25,541	19,894	18,780	20,287
	% of Veterans	6.8	5.0	4.3	3.7	3.9	3.2	3.1	3.3
	% of Total	2.5	1.8	1.4	1.2	1.2	0.9	0.9	0.9
ALL DISABLED VETERANS	#	94,534	92,701	91,792	90,444	91,493	90,242	90,555	91,042
	% of Veterans	12.5	12.8	13.2	13.4	13.9	14.3	14.7	14.8
	% of Total	4.5	4.5	4.3	4.3	4.3	4.3	4.2	4.3
30% + DISABLED	#	24,423	25,718	26,885	27,290	28,647	28,992	29,856	30,399
	% of All Disabled	25.8	27.7	29.3	30.2	31.3	32.1	33.0	33.4
	% of Total	1.2	1.2	1.3	1.3	1.4	1.4	1.4	1.4
LESS THAN 30% DIS.	#	70,111	66,983	64,907	63,154	62,846	61,250	60,699	60,643
	% of All Disabled	74.2	72.3	70.7	69.8	68.7	67.9	67.0	66.6
	% of Total	3.4	3.2	3.1	3.0	3.0	2.9	2.8	2.8

Source: U.S. Office of Personnel Management's Central Personnel Data File (CPDF). Excludes the U.S. Postal Service and Tennessee Valley Authority.

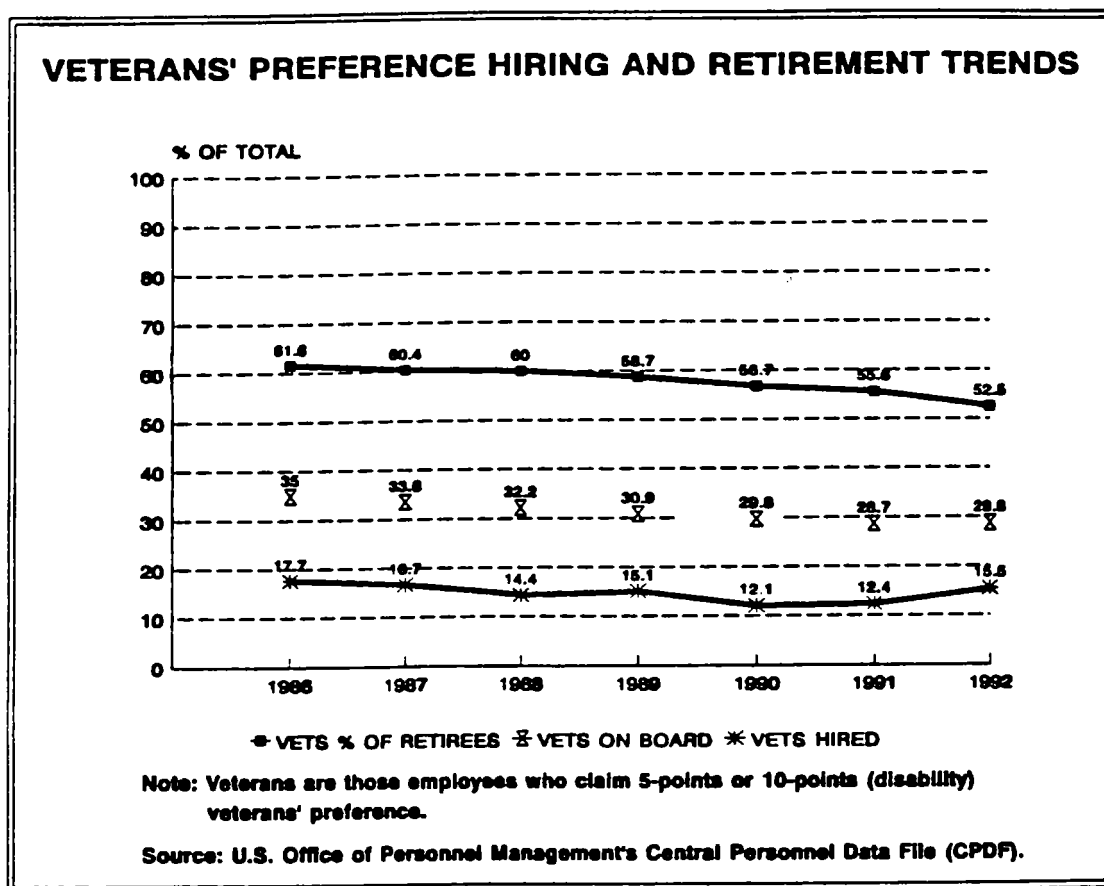
Note: Coverage are all agencies in the CPDF except for Army and Air Force National Guard.

In FY 1992, the Department of the Air Force led all agencies with veterans comprising nearly 44 percent of its workforce. The General Services Administration led the medium-sized agencies and the Government Printing Office led the small agencies with 34.5 and 33.1 percent, respectively.



Federal hiring decreased from 338,427 in FY 1991 to 273,090 in FY 1992. However, during the same period veteran new hires increased from 41,807 to 42,375. Veterans were represented in 15.5 percent of all Federal hires in 1992, an increase of 1.4 percent.

Veterans represented 52.5 percent of all Federal retirements, a decline of 3.1 percent in one year. The percentage of veterans in the workforce increased slightly in 1992 after years of decline.

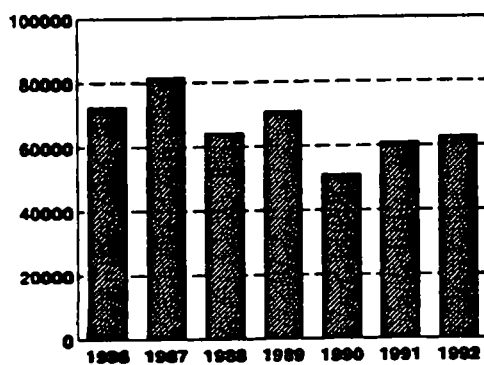


Veterans accessions, including new hires, restorations, reappointments, reinstatements, returns to duty and transfers, increased slightly in 1992.

NUMBER OF TOTAL VETERAN ACCESSIONS AND PERCENT OF ALL ACCESSIONS

FY 1986 THROUGH FY 1992

OF TOTAL VETERAN ACCESSIONS



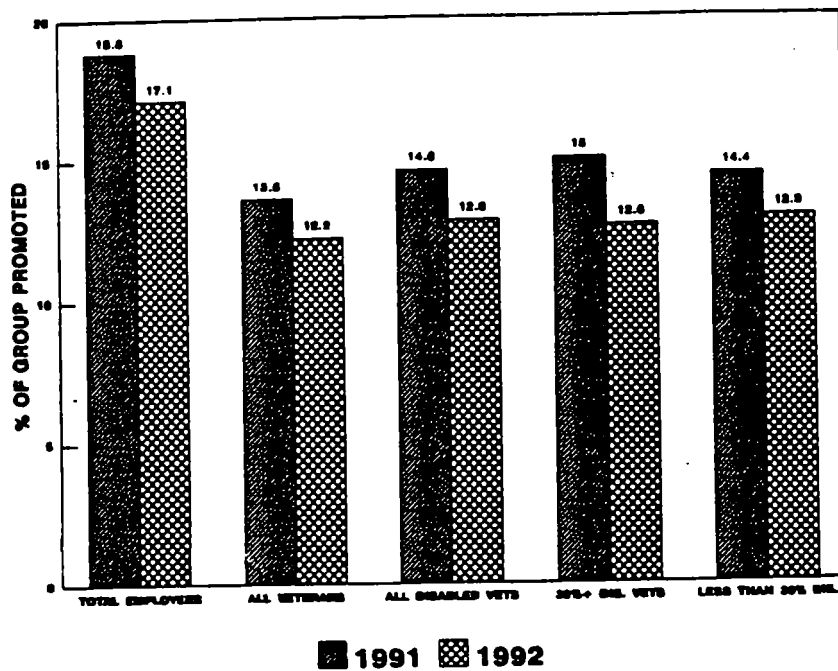
% OF ALL ACCESSIONS



Note: Total accessions include agencies' veteran accessions from other agencies.

SOURCE: U.S. Office of Personnel Management's Central Personnel Data File (CPDF)

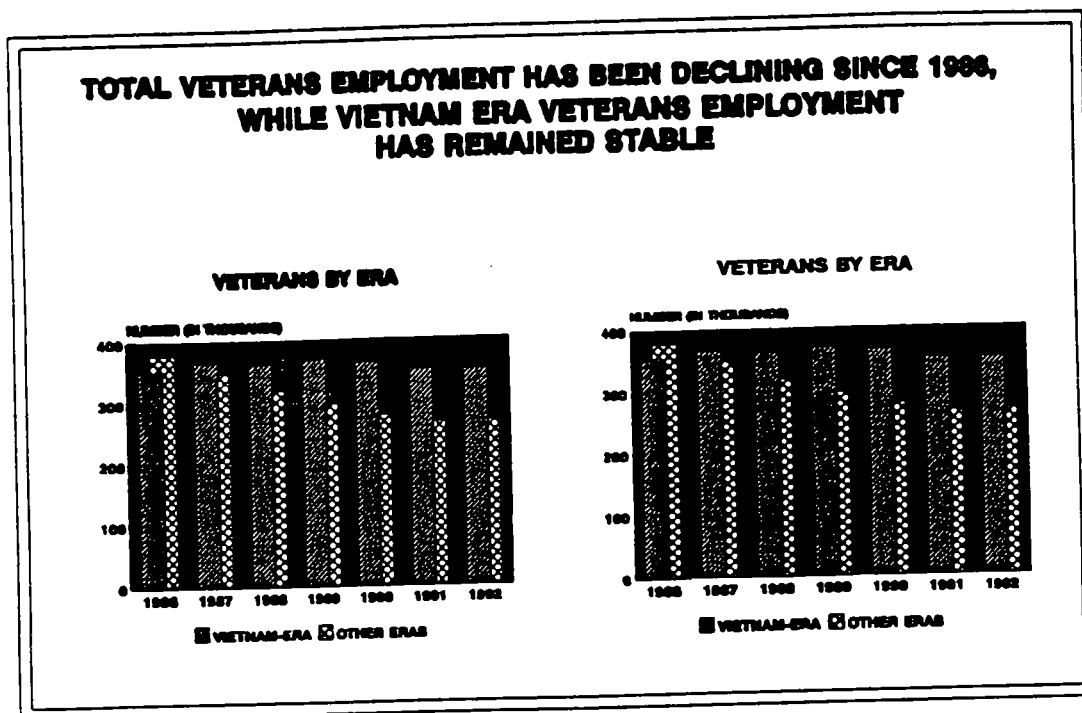
PROMOTION RATES FOR DIFFERENT VETERANS' CATEGORIES



Promotion rates excludes U.S. Postal Service and Tennessee Valley Authority

► Vietnam-era Veterans (VEV's)

Although the total Federal veteran population declined since FY 1985, employment of Vietnam-era veterans increased from 336,597 in FY 1985 to 349,579 in FY 1992. Also, since FY 1987, the number of VEV's has surpassed the number of veterans from other eras. However, this trend seems to be changing. In 1992, employment of veterans from other eras increased for the first time.



The representation of VEV's in the Federal labor force almost triples their representation compared to the civilian labor force. Vietnam-era veterans are 16.3 percent of Federal workers compared to only 5.9 percent of all civilian workers.

New hires of Vietnam-era veterans dropped from 20,717 in FY 1991 to 16,923 in 1992. In FY 1992, 6.2 percent of all Federal new hires and 39.9 percent of all veterans hired were VEV's. More than one out of five VEV new hires (or 3,624) were disabled. Approximately 28.4 percent of the VEV new hires were minorities and 6.5 percent were women.

SUMMARY OF SELECTED VETERAN NEW HIRES INFORMATION FOR FY 1992

Federal Hires

Total	273,090
Women	136,858
% of Federal Hires	50.1%
Minorities	87,968
% of Federal Hires	32.2%

Vietnam-era Veteran (VEV) Hires

Total	16,923
% of Federal Hires	6.2%
% of Veteran Hires	39.9%
Disabled VEV Hires	3,624
% of VEV Hires	21.4%
Minorities	4,809
% of VEV Hires	28.4%
Women	1,098
% of VEV Hires	6.5%

30% or More Disabled Veterans

Total Hires	2,876
% of Veterans Hires	6.8%
% of All Disabled Veteran Hires	38.6%
Women	290
% of 30% or More Veteran Hires	10%
Minorities	940
% of 30% or More Veteran Hires	33%

Veteran Hires

Total	42,375
% of Federal Hires	15.5%
Women	5,148
% of Veteran Hires	12.1%
Minorities	12,947
% of Veteran Hires	30.6%

VRA Hires

Total	7,765
% of Federal Hires	2.8%
% of Veteran Hires	18.3%
% of VEV Hires	45.9%
Women	1,256
% of VRA Hires	16.2%
Minorities	2,940
% of VRA Hires	37.9%
Disabled	1,292
% of VRA Hires	16.6%

All Disabled Veteran Hires

Total	7,453
% of Veteran Hires	17.6%
% of Federal Hires	2.7%
Women	847
% of Disabled Veterans	11.4%
Minorities	2,441
% of Disabled Veterans	32.8%

Source: U.S. Office of Personnel Management's Central Personnel Data File (CPDF).

APPENDIX:

LIST OF AGENCIES AND ABBREVIATIONS

ABBREVIATION:

ABMC
ACDA
ACTION
AG
AID
ARC
ARMY

CCR
CFTC
CHAMPUS

CIA
CM
CPSC

DCAA
DFAS
DIA
DIG
DIS
DISA
DLA
DMA
DNA

DOD
DOE
DOEd
DOI
DOJ
DOL
DOT

EPA
EEOC
EXEC
EX-IM

AGENCY:

American Battle Monuments Commission
Arms Control and Disarmament Agency
Action
Agriculture, Department of
Agency for International Development
Appalachian Regional Commission
Army, Department of the

Commission on Civil Rights, U.S.
Commodity Futures Trading Commission
DOD, Office of Civilian Health and Medical
Programs for the Uniformed Services
Central Intelligence Agency
Commerce, Department of
Consumer Product Safety Commission

Defense Contract Audit Agency
Defense Finance and Accounting Service
Defense Intelligence Agency
Defense Inspector General
Defense Investigative Service
Defense Information Systems Agency
Defense Logistics Agency
Defense Mapping Agency
Defense Nuclear Agency

Defense, Department of
Energy, Department of
Education, Department of
Interior, Department of the
Justice, Department of
Labor, Department of
Transportation, Department of

Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank of the United States

ABBREVIATION:

FCA
FCC
FDIC
FEC
FEMA
FLRA
FMC
FMCS
FMSHRC

FTC

GSA
GSA (Ext)

GPO

HHS
HUD

IAF
ICC
ITC

MSPB

NARA
NASA
NCPC
NCUA
NEA
NEH
NGA
NGB
NLRB
NMB
NRC
NSA
NSF
NTSB

AGENCY:

Farm Credit Administration
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Emergency Management Agency
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation and Conciliation Service
Federal Mine Safety and Health
Review Commission
Federal Trade Commission

General Services Administration
General Services Administration
(External Services)
Government Printing Office

Health and Human Services, Department of
Housing and Urban Development, Department of

Inter-American Foundation
Interstate Commerce Commission
International Trade Commission

Merit Systems Protection Board

National Archives and Records Administration
National Aeronautics and Space Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Gallery of Art
National Guard Bureau
National Labor Relations Board
National Mediation Board
Nuclear Regulatory Commission
National Security Agency
National Science Foundation
National Transportation Safety Board

ABBREVIATION:

ODS
OPIC
OPM
OSC
OSD
OSHRC

PBGC
PCC
PEACE
PRC

RRB

SAH
SBA
SEC
SM
SSS
STATE

TREAS
TVA

USAF
USIA
USN
USPS
USUHS

VA

AGENCY:

DOD, Office of Dependent Schools
Overseas Private Investment Corporation
Office of Personnel Management
Office of Special Council
DOD, Office of the Secretary of Defense
Occupational Safety and Health
Review Commission
Pension Benefit Guaranty Corporation
Panama Canal Commission
Peace Corps
Postal Rate Commission

Railroad Retirement Board

Soldiers' and Airmen's Home
Small Business Administration
Securities and Exchange Commission
Smithsonian Institution
Selective Service System
State, Department of

Treasury, Department of
Tennessee Valley Authority

Air Force, Department of
United States Information Agency
Navy, Department of the
United States Postal Service
DOD, Uniformed Services University of the
Health Sciences

Veterans Affairs, Department of

United States
**Office of
Personnel Management**

Washington, DC 20415-0001

In Reply Refer To:

Your Reference:

Mr. Stanley S. Herr
Chair, Federal Disability
Accommodations Working Group
Old Executive Office Building, Room 224
The White House
Washington, DC 20500

SEP 29 1994

Dear Mr. Herr:

This is in response to your request for information pertaining to Office of Personnel Management's efforts to provide leadership on the employment of persons with disabilities.

Item 1. Identify some of the specific accommodations issues that your department or agency is now addressing

OPM is:

- o Deciding on alternative formats for job application materials in keeping with the elimination of the SF 171. OPM is also seeking to make improvements in its employment information systems to meet the needs of the disabled.
- o Promoting a new governmentwide course that is called, "The Good Government Framework." The course promotes the need to uphold the merit principles. It covers the need for Federal workplaces that are free from discrimination based on any non-merit factor, including a "handicapping condition" (Disability).
- o Developing a "Front Line" training course for OPM's front-line service providers that covers the employment issues of persons with disabilities and their reasonable accommodation.
- o Working toward fully automating EEO data reporting requirements and implementing other recommendations of the National Performance Review concerning diversity and the employment of the disabled.

- o Participating in Partnership Council activities, including the establishment of a new internal organization for OPM's employees who are deaf.

Item 2. Produce or identify any reports that your agency has written or produced on the topics covered by this Working Group

OPM program accomplishments include:

- o Issuing the 1993 reports to Congress on the Disabled Veterans Affirmative Recruitment Program (DVAPP) and the Federal Equal Employment Recruitment Program (FEORP.) The reports focus on specific agency results and trends in reaching Federal equal employment opportunity goals.
- o Collecting Federal workforce statistics; and maintaining the central personnel data file (CPDF).

Item 3. Produce or identify any publications or brochures that you have written on those topics

OPM:

- o Eliminated the Federal Personnel Manual Chapter (FPM) 306, Selective Placement Programs, as a part of the "sunset" of the FPM. This recommendation was made to allow agency managers more opportunities to improve the internal management and accountability of such programs.
- o Co-sponsored the development of a new interagency video, called "Focus on Ability."
- o Developed a draft "Training Accessibility Handbook and Instructor's Guide - Guidelines for Making Government Training Programs accessible to persons with disabilities."
- o Co-sponsored the development of "A Call To Action - A Report On Increasing The Employment Of People With Disabilities In The Federal Sector."

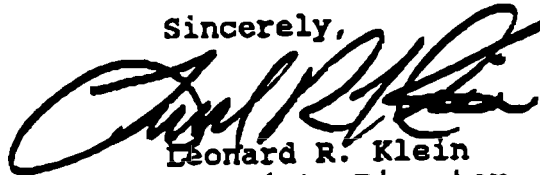
Item 4. Describe briefly any other issues, accomplishments, and problems that your agency has noted that bear on the charge of this Working Group

OPM:

- o Is co-sponsoring the Accessible Computer Technology Fair VII.
- o Continued to promote two automated referral programs for persons with disabilities. (1) Project ABLE (Able Beneficiaries' Link to Employers) is a reinvention laboratory designed to encourage the employment of beneficiaries of the Social Security Administration who are now willing and able to

work. (2) The Job Ready Disabled Veterans Connection (JRDVC) is designed to encourage the employment of disabled veterans who have completed vocational rehabilitation programs sponsored by the Department of Veterans Affairs. OPM is looking at ways to integrate these programs into other staffing services.

Sincerely,



Leonard R. Klein
Associate Director
for Career Entry

FOCUS ON ABILITY:

A Fact Sheet

What: *Focus on Ability* (hereafter referred to as *Focus*) is one of the latest and most innovative videos about persons with disabilities developed by the U.S. Office of Personnel Management (OPM). Produced by OPM's Office of Diversity, *Focus* motivates supervisors and managers to recruit, hire, and retain persons with disabilities. It also shows the proactive steps that government takes in employing persons with disabilities.

Focus features tips on interviewing persons with disabilities, advice on how to provide reasonable accommodations, and vignettes of real-life scenarios.

***Focus* is:**

Brief, but informative and thought-provoking; its length is 16 minutes on a standard video cassette.

Entertaining; it contains humorous vignettes that debunk myths and stereotypes.

Diverse; a cross-section of agencies and employees are in the video.

Accessible to the hearing-impaired; it has closed captioning for persons with deafness and hearing loss. The script of the video is available in alternative media formats.

Educational; it provides information on how to make reasonable accommodations and how to conduct job interviews.

Who: *Focus* is for Federal, state, and local governments; academic communities; and advocacy groups that work on behalf of persons with disabilities.

How: Featured are on-camera interviews with diverse Federal employees and an actor, Robert Daniels, who uses humor to depict typical workplace scenarios.

Where to Call: For price information and a copy of *Focus*, contact the National Archives Fulfillment Center at (301) 763-1891. If you have questions about programs or policies, contact Lucy Antone or Cheri Bridgeforth at (202) 606-1059.

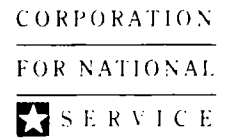
THE KEY TO MAKING THE WORKPLACE ACCESSIBLE AND INCLUSIVE IS IN EACH OF YOU!

September 29, 1994

TO: Stanley S. Herr, The White House

FROM: Nancy Voss, Director, Equal Opportunity Office

SUBJECT: Activities of the Corporation Regarding Accessibility



The Corporation has a number of initiatives on accessibility issues presently underway. However, allow me to first identify some of the unique ways the Corporation's authorizing statute addresses individuals with disabilities.

The National and Community Service Trust Act was signed into law a year ago. It amended the Domestic and Volunteer Service Act and the National and Community Service Act, and created the President's national service programs known collectively as AmeriCorps (providing service at the local level to address unmet human, education, environmental, and public safety needs and receiving in return an educational benefit plus a small stipend, health insurance and child care), and continued Learn and Serve, Foster Grandparent, Senior Companion, and Retired Senior Volunteer Programs.

Several sections of the law give priority to grant applicants that involve persons of different ages, ethnic groups, disabilities, etc. serving together. It contains nondiscrimination provisions which prohibit employment discrimination or discrimination in services provided because of prohibited factors, including disability, by any grantee of the Corporation, and any place an AmeriCorps member or a volunteer serving under a Corporation program is placed is considered a grantee for civil rights purposes.

In the Subtitle C grants program (grants to States, subdivisions or States, Indian tribes, public or private nonprofit organizations, and institutions of higher education to carry out national service programs), the Chief Executive Officer is required to reserve at least 1% of grant monies (up to a maximum \$5 million) for grants to assist entities in placing applicants who are individuals with a disability and grants for outreach to individuals with a disability.¹ In addition, under Subtitle C, national service participants

¹Section 129(5)(B) provides:

(i) In General -- The Chief Executive Officer shall make grants from a portion of the funds reserved . . . to entities that--

(I) receive a grant to carry out a national service program . . . ;

(II) demonstrate that the entity has received a substantial number of applications for placement in the national service program of persons who

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are required to have a high school diploma or equivalent or agrees to obtain one. However, section 138(c) provides a waiver if the program in which the individual seeks to become a participant conducts an independent evaluation demonstrating that the individual is incapable of obtaining a high school diploma or its equivalent.

Despite these provisions designed to ensure inclusion of and nondiscrimination toward individuals with disabilities, in the eligibility criteria, there is no provision for individuals receiving SSI and SSDI to retain eligibility during their term of national service. To address this issue until statutory changes may be made, the Corporation is working with the Social Security Administration to grant a waiver to these individuals under the auspices of national service being a demonstration program.

To implement the provisions to ensure inclusion, we are trying to develop a pilot project in conjunction with Education's Office of Special Education to recruit and place individuals with "targeted" disabilities ("targeted" as defined by OPM). The concept is that state Vocational Rehabilitation agencies would assist in recruitment, development of placement opportunities, and providing reasonable accommodation, in conjunction with the State Commissions in each state which serve as the primary Corporation grantee for many of the national service grants.

The Corporation's Equal Opportunity Office is responsible for compliance with section 504 for federally-conducted and -assisted programs, and it presently is developing three handbooks on disability issues for use by all Corporation grantees. These are

are individuals with a disability and who require a reasonable accommodation . . . or auxiliary aids . . . , in order to perform national service; and

(III) demonstrate that additional funding would assist the national service program in placing a substantial number of such individuals with a disability as participants in projects carried out through the program.

Section 129 (5)(C) provides:

(i) In General -- From the portion of the funds reserved . . . that is not used to make grants [to assist entities in placing applicants who are individuals with a disability] . . . , the Chief Executive Officer shall make grants to public or private nonprofit organizations to pay for the Federal share . . . of--

(I) providing information about the programs . . . to such individuals with a disability who desire to perform national service; and

(II) enabling the individuals to participate in activities carried out through such programs, which may include assisting the placement of the individuals to approved national service positions.

- a handbook on reasonable accommodation (based on EEOC's title I handbook but revised to apply to AmeriCorps members and volunteers rather than employees),
- a handbook on recruitment and interviewing (based on EEOC's guide for managers and supervisors, and President's Committee recruitment and interviewing materials) -- this will include extensive appendices of local resources for grantees, including:
 - (1) state-by-state listings of Federal programs related to disability and employment (e.g., Vocational Rehabilitation, Client Assistance Programs, Developmental Disability Councils),
 - (2) members of the President's Committee on Employment of Individuals with Disabilities,
 - (3) ADA Regional Technical Assistance Centers,
 - (4) ADA technical assistance grant projects 1991-1994,
 - (5) list of national nongovernmental technical assistance resources,
 - (6) list of organizations with expertise in specific disabilities,
 - (7) list of Federal agencies that enforce the ADA and agencies that provide technical assistance on the ADA,
 - (8) Veteran's Administration centers, and
 - (9) Corporation State Program Offices (we presently are in the process of confirming accuracy of telephone numbers and addresses for all of these lists)

We also have arranged for the National Library Service cassettes being sent to 700,000 blind individuals in November or December to contain a tag line promoting AmeriCorps participation and identify how to receive information, the Corporation has an "800" TDD number in its recruitment office, the "Launch" of AmeriCorps across the country on September 12th had sign language interpreters at the events, the AmeriCorps orientation video is captioned, and AmeriCorps materials and documents are in the process of being made available in large print, audio cassettes, and computer disks.



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES

THE ASSISTANT SECRETARY

TO : Stanley S. Herr
FROM : Howard Moses, Deputy Assistant Secretary
SUBJECT : Report to Federal Disability Accommodations
Working Group
DATE : September 27, 1994

1. Specific accommodations issues that the Department of Education is addressing.

- o The Department has concluded a review of the legal sufficiency of a proposed statement of work for emergency/back-up reader and interpreter services for ED employees. Presently, no adequate system exists for covering illness, vacations or other absences by staff readers and interpreters. The proposed contractual services offers the first such system of emergency and back-up services for the Department. Legal sufficiency was required to reconcile conflicts between procurement regulations and statutory requirements for reasonable accommodations.
- o The Office of Special Education and Rehabilitative Services/ED completed the establishment of a task order contract for braille services for departmental publications and documents through FY 1995.
- o The FY 1995 ED budget, submitted to OMB, requested the exclusion of Schedule A readers, interpreters and assistants from the FTE ceiling for the Department. Upon denial of this request by OMB, a Departmental pool of FTEs for readers, interpreters, and personal assistants was formulated within the current and projected FY 1995 ceilings. The pool is being managed by OSERS, and includes two FTE slots allocated for such reasonable accommodations.

The Secretary's Disability Work Group identified the creation of the pool as vital in addressing the issue of adequately providing reasonable accommodations. However, assigning only two slots to the pool for the entire Department limited its effect. In response, a policy proposal is currently under review for making the authority used in creating the pool of readers, interpreters, and personal assistants a flexible authority, thus allowing adequately coverage of all appropriate requests for reasonable accommodations. (See attached policy draft.)

Further, the Department's FY 1996 budget request, once again, includes the proposed exemption of Schedule A-related positions from the FTE ceiling.

- o The Department's fire safety evacuation plan and procedures are currently being revised, focusing on: 1) adequate audio and visual warning systems; 2) frontline and back-up buddy system; 3) evacuation training and coordination with local fire officials for individuals with disabilities; and 4) warning systems for building guests.
- o ED is currently developing a vigorous, nationwide network among disability rights organizations, centers for independent living, traditional civil rights organizations, vocational rehabilitation programs, and community based organizations for the recruitment of highly qualified individuals with disabilities and disabled individuals of color for departmental positions. Training for supervisors and staff with hiring authority on issues surrounding the hiring of qualified individuals with disabilities is currently being planned to supplement the recruitment initiative.
- o ED's Office of the General Counsel is leading the development of a Department policy for responding to requests for, and making ED documents and audio-visual materials available in braille, audiotape, e-text, open captioned and other alternative formats.
- o Accessibility standards and accommodations for employees with visual disabilities are being reviewed in the Department's move to a Windows-based LAN and electronic-mail system.
- o Improvements in the Department's voice-mail system includes: 1) the awarding of a contract for a system that accommodates the use of TDD equipment; and 2) the installation of equipment on all main office telephones that allow the detection of TDD calls for appropriate routing.

2. Reports developed or proposed by the Department of Education regarding the topics covered by the Working Group.

See attached.

PURPOSE: ACTION

DATE:

TO: The Executive Management Council
Through: ES _____

FROM: Judith E. Heumann, Assistant Secretary, OSERS
Rod McCowan, Assistant Secretary, OHRA

SUBJECT: Proposed Policy to expand Departmental pool of Schedule
A Reasonable Accommodations (including Interpreters,
Readers, and Personal Assistants)

As co-chairs of the Secretary's Work Group on the Recruitment, Advancement, and Access for People with Disabilities, we are recommending a policy proposal to address a long-standing problem related to the hiring and retention of qualified employees with disabilities. The problem is the inability to provide needed reasonable accommodations because of perceived administrative and budgetary constraints.

By law, we must provide reasonable accommodations for qualified employees with disabilities in those situations that such accommodations are essential to the performance of the primary functions of their jobs. Accommodations may include such services as readers for employees who are blind or visually impaired, sign language interpreters for employees who are deaf or hard of hearing, or notetakers and assistants for an employee with a manual or mobility disability. Accommodations might also include assistants or appropriately trained supervisors for developmentally disabled employees. Determining an appropriate accommodation must be considered based on the known disability and on a case-by-case basis. The costs of providing accommodations vary and are dependent upon the skill level and specific job duties of the individual employee, as well as the grade or pay level of the employee who needs the accommodation.

In cases where a full-time interpreter, reader, or personal assistant is required for high-level or professional employees, we and other agencies are usually able to provide these accommodations within our FTE ceiling and S&E budget, although some smaller agencies such as the Access Board sought and were given relief on their FTE ceiling levels to allow them to hire a reader/interpreter to accommodate the needs of several staff members. In the future, however, reduced staffing and S&E funding levels will make it more difficult to hire qualified people with disabilities who may require service-based accommodations. In such an environment, we envision substantially fewer employees with disabilities in the

Federal work force simply because we cannot provide reasonable accommodations within the constraints of FTE or budgetary restrictions. Managers could also be placed in the position of discriminating against qualified applicants with disabilities either by not offering them employment or by not providing accommodations required to enable such persons to perform effectively following employment. This is certainly counter to the intent the Secretary expressed in his memorandum of October 25, 1993 (attached).

LEGAL REQUIREMENTS

The Rehabilitation Act of 1973, as amended, (which applies to the Federal Government and federally funded programs and activities) and the Americans with Disabilities Act (ADA) of 1990 (which applies to the private sector and State and local government entities) require that we may not "...deny employment opportunities to an otherwise qualified job applicant or employee with a disability based on the need ... to make reasonable accommodation to such individual's physical or mental impairment." Accordingly, we have an obligation to provide reasonable accommodations within an atmosphere that is as restriction free as possible. Currently, the Schedule A appointing authority [Section 213.3102(11)] authorizes the provision of accommodations for employees who have disabilities. Moreover, these employees are legally entitled to those accommodations needed to perform their assigned job functions. Failure to provide accommodations may well result in discrimination against individuals with disabilities.

ISSUE

Recognizing that some applicants and employees with disabilities may require service based accommodations, the dilemma becomes one of providing these mandated accommodations in the most efficient and cost effective manner. The harsh reality is that under current policy, POCs must count assistants against their FTE ceiling. If POC's have reached their FTE ceiling, managers have and will make one of two inadequate choices: (1) not hiring persons with disabilities who need service-based accommodations or (2) reducing scarce program resources by utilizing diminishing FTEs for non-programmatic functions.

Currently, when there is one vacancy to fill, we may be forced to take an additional FTE allocated for another position which happens to be vacant in order to meet the accommodation needs of the employee with a disability. Alternately, if a second position is not vacant and no FTE is available, managers may well be forced to discriminate either by not hiring or by failing to meet the reasonable accommodation needs of that applicant subsequent to employment. If the choice is made to utilize two FTEs to hire the employee and to provide the accommodation, thus complying with the law, managers are then faced with a compromised ability to carry out it's offices functions and operations.

In past years, we and others have been able to make accommodations within our FTE ceilings or have been given permission to exceed those ceilings when needed to provide required accommodations. However, because of recent changes, Departments now may not exceed current FTE ceilings for any type of employee and must instead utilize another, existing FTE to hire an interpreter, reader, or assistant. If this is the only way to provide an accommodation, the result clearly will be a reduction in the number of staff positions available to carry out the work of the agency. This will also put supervisors and managers in the untenable position of having to choose between (1) not hiring (or retaining) a qualified employee with a disability who requires a service-based accommodation or (2) not providing that accommodation, either because an FTE is not available or for fear of not being able to carry out program functions with fewer staff. Selection of the second option may put the agency in jeopardy of violating anti-discrimination laws.

This issue has been addressed recently by the formation of a Departmental pool of FTEs for readers, interpreters, and personal assistants. The pool is being managed by OSERS. As of now, there have been two FTE slots allocated for this reasonable accommodation pool.

The Secretary's Disability Work Group feels that the creation of the pool was vital in addressing the issue of adequately providing reasonable accommodations. However, assigning only two slots to the pool for the entire Department doesn't seem adequate. The Secretary has been very clear about supporting efforts to diversify the Department's workforce. If we are to include qualified individuals with disabilities in our diversity efforts, including hiring, retaining and promoting those individuals, we must be prepared to adequately provide all reasonable and necessary accommodations.

Currently the Department employs 84 individuals with targeted disabilities. Of those 84 individuals, 15 are provided a reader, interpreter or personal assistant (17 percent) as reasonable accommodation. If the Department is successful in meeting the planned EEO goals for fiscal year 1994, which projects an increase of thirty-five percent (35%) of the number of employees with targeted disabilities, the number of FTE slots needed to provide accommodations would increase by six. This is assuming that the prevailing pattern remains consistent.

PROPOSED POLICY ACTION

The Disability Work Group proposes that the Department of Education establish a policy that addresses adequately providing reasonable accommodations to individuals with disabilities that is consistent with all applicable Federal laws. We recommend that the Department make the authority used in creating the pool of readers, interpreters, and personal assistants a flexible authority, thus allowing full coverage of all appropriate requests for reasonable

accommodations. The work group also recommends that the management of the reasonable accommodation pool be transferred from OSERS to the Office of Management.

DECISION

Approve _____ Signature _____ Date _____

Disapprove _____ Signature _____ Date _____

Other/Comments:

CONTACT: Howard Moses, OSERS, MES Bldg., Room 3006, 205-5465



U.S. Department of
Transportation

Office of the Secretary
of Transportation

400 Seventh St., S.W.
Washington, D.C. 20590

OCT 17 1994

Mr. Stanley S. Herr
Chair, Federal Disability
Accommodations Working Group
The White House
Washington, DC 20500

Dear Mr. Herr:

In response to your request at the initial meeting of the Federal Disability Accommodations Working Group of August 18, 1994, enclosed is a report delineating the activities regarding the Department of Transportation's (DOT) disability programming.

I am grateful for the opportunity to participate on this important task force, and anticipate some productive work ahead. Should you require further information, please feel free to call me at (202) 366-5840.

Sincerely,

A handwritten signature in cursive script, reading "Ken Tiktin".

Kenneth B. Tiktin
Program Manager

Enclosure

DEPARTMENT OF TRANSPORTATION'S (DOT) REPORT ON DISABILITY PROGRAMMING

1. Specific accommodations issues that DOT is currently addressing.

With approximately 40 Deaf and Hard of Hearing employees in the 3 headquarters buildings in Washington, DC, the Office of the Secretary of Transportation (OST) has spearheaded a reimbursable agreement with most of the operating administrations (OA) to contract 2 full-time sign language interpreters. The Deaf Employees Association for the Department of Transportation (DEAF/DOT), a chartered, non-profit organization has organized an ad-hoc committee to address accommodations issues relating to quality, quantity and inter-agency sharing. Officers of this committee meet regularly with program leaders from the Work Force Diversity and Special Programs Division within the OST Office of Personnel. Members from the committee were involved in the interviewing and awarding of the contract, however the problems of affording reasonable accommodations to this large group of employees is multifaceted.

Whereas an Experiential Workshop on Disability Awareness (EWDA) is offered to all OAs in all regions nationally, several issues persist that need to be addressed. Participation in the workshop remains largely voluntary, and marketing the program depends on the priority placed on disability programming by the Director of Personnel for each OA.

Additionally, budget cutbacks prevent the workshop from being widely disseminated. Summative evaluation has been unilaterally positive, and future hopes maintain that the workshop will get the attention it deserves, allowing compliance and accessibility issues to be addressed.

Although the Selective Placement Coordinators in the various agencies of DOT are well organized and meet monthly, one major issue that remains is the lack of full-time equivalent slots to accomplish the kind of recruiting mandated by the Equal Employment Opportunity Commission (EEOC). With downsizing and budget cutbacks, it is problematic for qualified individuals with disabilities to compete for the few positions that occur. Little or no progress in increasing the representation of people with either reportable or targeted disabilities has occurred during FY 1993.

Several task forces have been established departmentwide regarding physical accommodations and barriers that exist. Advisory groups and facility managers are undertaking the large task of not only making recommendations but commencing improvements as well. This task is mammoth; many older buildings are not yet accessible and many are only minimally accessible.

2

When offering programs or training at the national and sometimes regional level, contracted vans and buses transport employees. Often, if an employee utilizes a wheelchair, contracting for an accessible vehicle has been difficult and employees sometimes cannot attend the function that is accessible to their non disabled counterparts. Several meetings, problem solving and brainstorming sessions are leading toward the elimination of this serious barrier.

Attitudinal barriers remain despite training and awareness seminars. Several employees feel isolated and others believe they are being discriminated against by improper training and promotion opportunities.

2. Identify reports of interest to the working groups.
3. Publications or brochures to share with the task force.

In addition to the required annual reports submitted by DOT such as DVAAP/ FEORP/ EEOC, several of the OAs produce pamphlets, directives or policies regarding disability programming. For example, the United States Coast Guard (USCG) has established an intra-agency council to update their policy handbook on issues of hiring, training, promoting and retaining disabled personnel. The Federal Highway Administration (FHWA) personnel office has produced a beautifully written and graphically designed booklet to inform their employees about persons with various disabilities. Samples of these products are available upon request.

4. Departmental Initiatives and Accomplishments.

Internal Advancement Opportunities:

- Reestablished and reorganized the Department's Selective Placement Program which meets on a monthly basis. Guest speakers were often invited from other agencies; support was offered in the sharing of strengths and weaknesses of programs, and special events were held in the realm of disability employment.
- Established several working relationships with outside organizations to provide information, materials, and technical assistance on disability awareness.
- Provided feasibility practices to employees with disabilities and supervisors on work-related improvements, i.e., training, promoting and retaining. Frequently worked in the employee's office environment to demonstrate more adequate and appropriate methodology of work habits.
- Maintained comprehensive affirmative action programs for disabled veterans covering internal placement, training, and career development.

3

- Promoted six persons with disabilities into various occupations and grade levels within the Federal Transit Administration (FTA). These represented 6 percent of their total promotions.
- Maintained the unpaid Work Experience Program in FTA, to afford opportunities for disabled veterans to gain useful experience for private or public sector employment.
- The Office of Inspector General (OIG) entered into two unpaid Work Experience Program agreements with State Vocational Rehabilitation offices. The OIG later hired one of these unpaid workers as a permanent employee.
- OIG also sponsored two disabled veterans from the Veterans Affairs to gain office experience as well as computer skills.
- Maintained the working relationship with the President's Committee on Employment of People with Disabilities to provide advice and assistance in monitoring the Department's activities and to conduct disability awareness sessions.
- Recruited a disabled citizen for an unpaid work experience within the Federal Railroad Administration (FRA).
- Disabled veterans participated in Upward Mobility and other career development programs such as the Federal Highway Administration's 1994 Academic Study Program.
- The OIG provided sensitivity training for managers and supervisors on awareness issues pertaining to perspective applicants and clients as well as interviewing persons with disabilities.
- Provided on-the-job and formalized training to disabled employees.
- Continued the 1-day mentoring training session designed to assist prospective mentors in learning how to select and interact with proteges; provide guidance and career advice, as well as how to provide basic coaching and counseling.
- Established a Departmental task force to implement the President's directive on the Federal Workplace AIDS Education initiative.
- Developed Departmental policy on HIV/AIDS in the Federal workplace.
- The Federal Aviation Administration (FAA) formed the National Coalition of Federal Aviation Employees with Disabilities to promote equal employment opportunity and diversity for persons with disabilities in FAA.

Recruitment Efforts:

- Utilized the intern programs, i.e. Management Intern Program, Highway Engineer Training Program, Motor Carrier Training Program to identify and appoint qualified applicants with disabilities.
- Recruited applicants with disabilities by attending job fairs.
- Encouraged managers to consider using Schedule A and B appointing authorities when competitive procedures were not practical.

4

- Encouraged the use of temporary appointments, cooperative education, and the student and summer employment programs as a means of providing work experience to applicants with disabilities.
- Participated in several workshops with Operation Job Match, a nonprofit agency that prepares adults with physical disabilities for employment.
- Expanded contacts for obtaining referrals/applications from individuals with disabilities.
- Involved individuals with disabilities in actual recruiting activities (interviewing, job fairs, campus visits).
- Maintained contact with and refer vacancy announcements to State Vocational Rehabilitation agencies, Job Service Centers, and other nonprofit organizations to identify candidates with disabilities for vacant positions.
- Established an agreement to provide unpaid work experience with Arlington Mental Health Association and the Federal Transit Administration.

Training Efforts:

- Designed and conducted training courses to teach employees basic sign language to communicate with Deaf and Hard of Hearing employees.
- Conducted on-site sensitivity training for supervisors and co-workers of employees with hearing and visual disabilities.
- Conducted several sessions of the Disability Sensitivity Training designed to move employees beyond some of the cultural barriers; to address attitudes and misconceptions concerning individuals with disabilities; to address the appropriate etiquette of interviewing individuals with disabilities.
- Conducted over 30 Experiential Workshops on Disability Awareness (EWDA) to over 300 managers, supervisors, civil rights employees and personnelists.
- Conducted and videotaped HIV/AIDS Awareness Workshops for use by headquarters and field offices.

Publicity/Marketing:

- The Federal Transit Administration (FTA) received a Certificate of Recognition from the Prince George's Committee on Employment of Persons with Disabilities. This award was based on FTA piloting the High School/High Tech Program and its continued efforts with persons with disabilities.
- FTA also received a Certificate of Appreciation for significant contributions for the Summer Transportation Internship Program for Diverse Groups.
- Identified activities in celebration of National Disability Employment Awareness Month in October.
- Continued to distribute "A Manager's Guide to Employing Persons with Disabilities" to supervisors and managers in the Federal Highway Administration.

5

- Coordinated several meetings with members of Housing and Urban Development Administration (HUD) and DOT for interagency programming for persons with disabilities.
- Provided HIV/AIDS information and statistics in the Department's newsletter and closed circuit television station.

Accommodations:

- Hired two full-time interpreters to provide assistance in sign language interpreting and serve as a bridge of communication between Deaf and hearing employees.
- Installed a ramp in the parking garage.
- Installed a safety railing on the existing ramps.
- Established fire and evacuation procedures to accommodate the needs of the Deaf community.
- Established compliance study (facilities only) for Section 504.

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OOLE DISABILITY COMMISSION

Divider Title: _____

LEGI-SLATE Report for the 103rd Congress Wed, October 5, 1994 12:18pm (EDT)

Q U I C K B I L L
S. 2016 by Sen. Robert Dole (R-KS)
National Commission on the Future of Disability Act

Remarks by Members:

04/14/94 -- In The SENATE

Remarks by DOLE (R-KS) in "Congressional Record" (CR Page S-4334)

Remarks by HARKIN (D-IA) in "Congressional Record" (CR Page S-4337)

Remarks by BIDEN (D-DE) in "Congressional Record" (CR Page S-4338)

Washington Post Articles:

Currently, no articles found with reference to S. 2016

National Journal Articles:

Currently, no articles found with reference to S. 2016

CQ Weekly Report Articles:

Currently, no articles found with reference to S. 2016

BNA Online:

Currently, no articles found with reference to S. 2016

Report is Completed

Turn off your software print command

Press ENTER to continue:

Search of 9,520 Bills and Resolutions to Find 2...

Sponsored by Sen. Robert Dole (R-KS)
AND With reference in caption to 'DISABILITY'

S. 1256 by DOLE (R-KS) -- Disability Rights in American Foreign Policy Act of 1993 [62 lines]

Official Title (Caption):

A bill to amend the Foreign Assistance Act of 1961 to examine the status of the human rights of people with disabilities worldwide.

Most Recent Action:

07/16/93 -- In The SENATE

Introduced by DOLE (R-KS)

Referred to Senate Committee on Foreign Relations

Remarks by DOLE (R-KS) in "Congressional Record" (CR Page S-8912)

Full text of measure printed in "Congressional Record" (CR Page S-8912)

08/05/93 -- In The HOUSE

Extensions to Remarks by HOYER (D-MD) in "Congressional Record" (CR Page E-1995)

02/23/94 -- In The SENATE

Remarks by DOLE (R-KS) in "Congressional Record" (CR Page S-1741)

04/14/94 -- In The SENATE

Remarks by DOLE (R-KS) in "Congressional Record" (CR Page S-4334)

-----No. 2 of 2-----

S. 2016 by DOLE (R-KS) -- National Commission on the Future of Disability Act [228 lines]

Official Title (Caption):

A bill to establish a National Commission on the Future of Disability, and for other purposes.

Most Recent Action:

04/14/94 -- In The SENATE

Introduced by DOLE (R-KS)

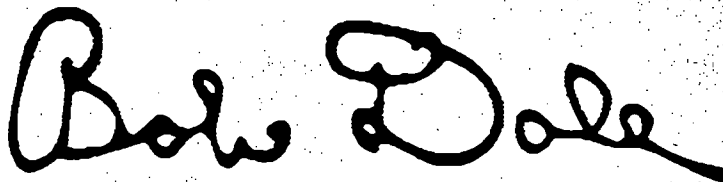
Referred to Senate Committee on Finance

Remarks by DOLE (R-KS) in "Congressional Record" (CR Page S-4334)

Full text of measure printed in "Congressional Record" (CR Page S-4336)

Remarks by HARKIN (D-IA) in "Congressional Record" (CR Page S-4337)

Remarks by BIDEN (D-DE) in "Congressional Record" (CR Page S-4338)

**NEWS****U.S. SENATOR FOR KANSAS****FROM:****SENATE REPUBLICAN LEADER**

FOR IMMEDIATE RELEASE
Monday, August 8, 1994

Contact: Clarkson Hine
(202) 224-5358

**DOLE REQUEST FOR STUDY OF FEDERAL SUPPORT FOR REHABILITATION
SCIENCE APPROVED BY SENATE**

WASHINGTON -- The U.S. Senate approved Senator Bob Dole's request for a \$1.2 million study by the National Academy of Science's Institute of Medicine (IOM) of ways to improve federal support for rehabilitation science and engineering. This request was included in the 1995 Labor/HHS/Education Appropriations Bill, expected to be approved by the Senate Wednesday.

"Advances in rehabilitation science are essential to realizing our nation's commitment to full participation of the 49-million Americans with disabilities," said Dole.

"However, there are important, unanswered questions of how adequate federal efforts are in both meeting the needs of the rapidly growing number of Americans with disabilities, and in realizing the new scientific and technological advances on behalf of people with disabilities," added Dole. "This funding would allow for the very first comprehensive examination of this important issue."

The National Academy of Science was chartered by Congress in 1863. In 1970, it created the Institute of Medicine to examine policy matters regarding public health and medical care, research, and education. IOM published Disability in America, a framework for a comprehensive national disability prevention program in 1993.

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DOLE HONORED ON ANNIVERSARY OF FIRST SENATE SPEECH
Wichita Eagle (WE) - FRIDAY, April 15, 1994
By: Tom Webb, Eagle Washington Bureau
Edition: City Edition Section: Main News Page: 3a
Word Count: 476

TEXT:

WASHINGTON If you're under 30, you won't remember a time when Bob Dole wasn't a senator from Kansas, fighting for his beliefs, needling Democrats and making provocative speeches.

On Thursday, Dole marked the 25th anniversary of his first Senate speech by giving proud and poignant views about Americans with disabilities. In return, he received a surprise tribute from someone who likes public speaking as much as he does President Bill Clinton.

Clinton visited a special Dole luncheon Thursday, lauding the Kansas Republican's "personal courage" on behalf of Americans with disabilities. That was the topic of Dole's first Senate speech on April 14, 1969, when the young Kansas senator challenged the country to improve access, job opportunities, health care and education for 42 million disabled Americans.

"Too many handicapped persons lead lives of loneliness and despair," Dole said in 1969. "Too many feel, and too many are cut off from our work-oriented society; too many cannot fill empty hours in a satisfying, constructive manner."

At Thursday's luncheon, Clinton said, "I went back and read Senator Dole's speech from 25 years ago. It reads as well today as it did then. Perhaps to those who weren't as sensitive as we should have been 25 years ago, it reads better today.

"It was one of those magic moments in the history of the Congress, and maybe of our country, which reminds us all that, for all our differences, there is a common core that unites us when we are all at our best."

The April 14 date carries a double meaning for Dole. It's also the day he became disabled himself, when he was seriously wounded and permanently disabled during World War II.

On Thursday, Dole marked the 25th anniversary of his Senate speech with warm tributes from both Republicans and Democrats some of whom have been savaged on occasion by Dole's caustic tongue, and some of whom have lashed back. It's also noteworthy that Dole was in the Senate for almost four months in 1969 before he made his first speech.

"But once he started, he was hard to shut up," wrote biographer

Richard Ben Cramer.

On Thursday, Dole updated his 1969 remarks about disabled Americans by highlighting both progress and obstacles. Major strides include the Americans with Disabilities Act, which opened access, and better health care through Medicare and Medicaid. But perhaps attitudes have changed the most, Dole suggested.

"Fifty years ago, we had a president, Franklin Roosevelt, who could not walk and believed it necessary to disguise that fact from the American people," he said. "Today I trust that Americans would have no problem in electing as president a man or woman with a disability."

CAPTION:

PHOTO: President Clinton praises Sen. Bob Dole's work on behalf of Americans with disabilities Thursday at a Washington luncheon for the Kansas Republican, at right with his wife, Elizabeth.
Associated Press
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Published semi-monthly by The Arc, a national organization on mental retardation
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Vol. 24 No. 8

April 28, 1994

IN BRIEF.....

- On March 31 the Social Security Administration released a proposal to reengineer the disability determination process. This proposal was then the subject of a hearing before the House Ways and Means Subcommittee on Social Security on April 14. Marty Ford of The Arc's Governmental Affairs Office testified. Public comments on the proposal are due May 27 (p.1).
- The Consortium for Citizens with Disabilities Housing Task Force testified before the House Committee on Banking, Finance, and Urban Affairs Subcommittee on Housing and Community Development on April 26. The CCD witness was Kate Rollason, Executive director of The Arc of Southern Maryland, who spoke on housing reauthorization legislation proposed by both the House and the administration (p.3).
- The leadership of the national disability community honored Sen. Robert Dole (R-Kan.) at an April 14 luncheon. Earlier in the day, the Senate minority leader addressed his colleagues on the 25th anniversary of his first major speech in the Senate. The topic of that 1969 speech was the status of individuals with disabilities. (p.7).

SOCIAL SECURITY ADMINISTRATION PUBLISHES REDESIGN PLAN FOR DISABILITY DETERMINATION PROCESS; HOUSE SUBCOMMITTEE HOLDS HEARING

On March 31 the Social Security Administration released a proposal to reengineer the disability determination process. Developed by the Disability Process Reengineering Team of 18 SSA employees, the report, "Disability Process Redesign," makes numerous recommendations for a radical redesign of the process for making decisions about whether individuals' disabilities qualify them for Supplemental Security Income or Social Security disability programs. (For background, see *Government Report*, Jan. 14.) The proposal was the subject of a hearing in the Ways and Means Subcommittee on Social Security. Public comments are requested by May 27.

The report focuses on ways to improve and streamline the disability decision-making process. In streamlining the initial application process, the proposal would place decision-making authority with a front-line disability claims manager who would interview the applicant, assist in collecting evidence and make the initial decision. This approach would allow more opportunities for face-to-face interaction between the applicant and the decision-maker, encourage applicants who are able to assist in the collection of evidence to support their claims, and eliminate a substantial amount of the time that the applicant's file awaits action by another person. The report also focuses on streamlining the administrative appeals process to significantly shorten the time an applicant waits for a final decision from Social Security.

The Arc and other advocacy organizations have praised these aspects of the proposal and their potential for making substantial improvements for people with disabilities who are applying for benefits. The reengineering team predicts the proposed changes would cut the average initial application process from the current 155 days to less than 40 days and would cut the average appeal time from one and one half years to approximately five months.

Included in the team's proposal is a plan to modify what is called the "disability decision methodology." This aspect of the proposal would:

- 1) eliminate the current "Listings of Impairments" and replace it with an "Index of Disabling Impairments." No functional assessment information would be included in this step of evaluating disability. Instead, the index "will describe impairments that will result in death or impairments that are so debilitating that any individual would be unable to engage in substantial gainful activity regardless of any reasonable accommodation that an employer might make in accordance with the Americans with Disabilities Act."

- 2) establish functional activities that comprise a baseline of occupational demands to be used in determining ability to perform SGA. Among other things, SSA will ensure that "the baseline of occupational demands that becomes the standard for evaluating the ability to perform substantial gainful activity considers any reasonable accommodations that employers are expected to make under the Americans with Disabilities Act."

The Arc, in conjunction with the Consortium for Citizens with Disabilities and the Save Our Security Coalition, has raised numerous concerns about the aspects of the proposal that address the disability decision methodology. These include the

relationship between ADA requirements for reasonable accommodations and the criteria for proving disability for purposes of the Social Security disability programs. The advocacy groups are engaged in a series of discussions with SSA reengineering team members to see whether the goals of the team can be reached without creating what the groups believe may be more barriers to eligibility.

The House Ways and Means Subcommittee on Social Security held a hearing on the Redesign Report on April 14. Marty Ford, of the The Arc's Governmental Affairs staff, testified regarding the initial reactions of the CCD Task Force on Social Security. Several other witnesses also raised the same concerns regarding the proposals for changes to the disability decision methodology.

The Arc and other advocates are continuing to analyze the proposal and to discuss concerns with SSA team members. The CCD will prepare and submit comments prior to the closing of the public comment period on May 27. The Arc will send information about major comments and concerns to state chapters in mid-May.

Copies of the reengineering team's complete report are available by calling SSA at (410) 966-8255. In addition, the entire report was published in the Federal Register April 15.

CCD HOUSING TASK FORCE TESTIFIES ON HOUSING REAUTHORIZATION LEGISLATION

The Arc and 14 other member organizations of the Consortium for Citizens with Disabilities Housing Task Force was represented by Kate Rollason, Executive director of The Arc of Southern Maryland, at a hearing in the U.S. House of Representatives on April 26. The hearing was before the Housing and Community Development Subcommittee of the House Committee on Banking, Finance, and Urban Affairs. The CCD was asked by the Subcommittee chairman, Rep. Henry Gonzales (D-Texas), to testify on behalf of "supportive housing" programs in the proposed housing reauthorization bill, H.R. 3838. The CCD used this opportunity to go beyond only the use of specific supportive housing programs to stress that people with disabilities, just like people without disabilities, have the need for a range of decent, safe, affordable and appropriate housing options in the community.

The testimony emphasized that while supportive housing programs are of importance to the disability community, not all people with disabilities are in need of "supportive housing" as characterized by current, specific HUD programs. The provision of housing must be based on individual need, not on the categorical determination that because a person has a mental or physical disability, he or she must always live someplace "special."

Specific recommendations were offered related to the Section 811 Supportive Housing for Persons with Disabilities program; the Congregate Housing Services Program; the Permanent Housing for Homeless Persons with Disabilities and Shelter Plus Care Programs under the McKinney Homeless Act; and the administration's new proposal for a set-aside of 5,000 units specifically for people with disabilities under the Section 8 Rental Certificate program. These recommendations are summarized below. Copies of the testimony can be received from The Arc's Governmental Affairs Office.

Section 811 Supportive Housing for Persons with Disabilities

The Section 811 program, formerly a part of the Section 202 program, has for years been one of the few federal sources of funding for housing for people with disabilities. It is a valuable resource to the disability community but one that needs to grow and change to address the increased demand for decent, affordable housing for people with disabilities and to reflect the evolving philosophy of the disability movement. Congress responded to the desires of the disability community in the National Affordable Housing Act in 1990 by expanding the options available under the Section 811 program to include the acquisition of units in condominium, cooperative, and other multi-family developments, as well as to include properties held by the Resolution Trust Corporation.

In the Housing and Community Development Act of 1992, a new tenant-based rental assistance component was added to the Section 811 program. This new assistance was designed to help compensate for the loss of housing resulting from the HCDA's provisions excluding non-elderly residents with disabilities from housing that is now being converted to elderly-only. This program component has never been funded. Due to the ever increasing need for a range of housing options within the community, the Section 811 tenant-based rental assistance program could be a tool to move the entire Section 811 program forward consistent with the thinking of the disability community. If implemented, not only could Section 811 be used to build or acquire new housing in a variety of integrated forms, but it could offer a new option - access to tenant-based rental assistance-giving individuals another choice....an important principle of the disability philosophy.

The CCD Housing Task Force recommended that:

- The Section 811 program be reauthorized in its entirety (both the capital advance/project-based rental assistance and the tenant-based rental assistance components) with adequate and specified funding authorization levels to ensure the viability of both components;

- There be a 50-50 split in the authorized funds between the Section 811 program and the Section 202 program based on the demonstrated need for more housing for people with disabilities in the community;

- Congress direct HUD to (1) comply with the congressional intent demonstrated in expanding the range of eligible Section 811 program options in the NAHA and the HCDA and (2) streamline the application and approval process for Section 811 making it reflect the fact that this is a grant program and no longer a loan program.

Congregate Housing Services Program

CCD testimony supported the reauthorization of the Congregate Housing Services Program and the recommended authorization level for the program included in H.R. 3838. There is a continuing and growing need to provide people with severe disabilities of all ages with an array of personal assistance and individualized support services to enable them to live independently in the community.

For example, sometimes the availability of certain services is all a person needs to be able to be independent. In St. Mary's County, Maryland, The Arc has been a CHSP grantee since 1982. The services provided through this grant, such as meal preparation, housekeeping, transportation, and personal assistance have allowed The Arc to serve people who were once not considered "appropriate" to live in the community. This augmentation to staffing has meant that the agency could bring people back from institutions or prevent them from having to go to one at all. These individuals have flourished in the community. Each of them attends some type of day program; several have developed the skills to be more independent and have moved to apartments and are working at jobs in the community with the necessary supports.

McKinney Programs

The Permanent Housing for Homeless Persons with Disabilities program and the Shelter Plus Care program provide outreach, housing, and supportive services to homeless people with disabilities. These programs recognize some of the significant challenges that homeless people with disabilities face, particularly those individuals who are not connected to a support system, such as family, friends, service providers or advocates.

For example, homeless people with disabilities often have significant and varying health care needs and some individuals require housing which is accessible to people who use wheelchairs, or who have visual or hearing impairments. Many individuals also need help applying for public assistance,

finding transitional housing placements, arranging for supportive services and ultimately finding permanent housing in communities of their choice. Many of these functions are far beyond the service capacity of most homeless shelter programs. Funding is a critical issue for these programs. While this has fluctuated over the years, requests for funding from community-based, non-profit organizations continue to grow. The CCD recommended that the committee significantly increase the authorized funding levels for these programs.

Section 8

Not all individuals with disabilities need specific "supportive housing" programs. Many need to be considered only on the basis of income for HUD public and assisted housing, rental assistance, and home ownership programs. Therefore, CCD testimony reflected support for a program that was included in the president's budget request and which will also be included in the administration's Housing Choice and Community Investment Act of 1994. This program would provide a set-aside of 5,000 rental assistance certificates for people with disabilities. The Section 8 set-aside, together with the Section 811 tenant-based assistance program, is a good first step toward increasing the availability of housing and the housing choices of people with disabilities. These two programs could help ensure that the housing needs of those individuals who need support services (Section 811) and those who need only housing assistance (Section 8) are addressed.

The CCD also recommended that public housing authorities that receive Section 8 certificates and vouchers be required to provide outreach services to individuals with disabilities so that they can obtain any available rental assistance. It was also recommended that PHAs be required to undertake outreach to landlords to increase the availability of housing for certificate holders. Without this type of outreach and assistance, there is the concern that people with disabilities will be unable to acquire the certificates and locate appropriate housing, resulting in the return of sorely needed certificates and the loss of housing availability.

For more than a decade, the lack of available affordable housing has been a critical problem for people with disabilities. The Arc and the CCD Housing Task Force are concerned that this will only get worse as PHAs and providers of federally-assisted housing implement their newly found ability to provide housing based on age and disability. Therefore, we will continue to work with Congress and the administration to ensure access for people with disabilities to federally-funded and federally-assisted housing programs for new construction, acquisition, rehabilitation, rental subsidies and home ownership.

DISABILITY COMMUNITY LAUDS SENATOR DOLE FOR
DISABILITY ADVOCACY ROLE

Leaders of the national disability community held a luncheon April 14 honoring Sen. Robert Dole (R-Kan.), the minority leader of the Senate. Earlier in the day, Dole addressed the Senate on the 25th Anniversary of his first major Senate speech on disability.

In his inaugural speech on disability policy in 1969 (the same year The Arc opened its Governmental Affairs Office), Dole described the status of the nation's then 42 million citizens with physical, mental and emotional disabilities (then referred to as "the handicapped"). He spoke eloquently of the numerous barriers facing those citizens to "live as normal, as full rich lives as possible." In calling for the creation of a presidential task force to review public and private sector roles, he called for action on the following topics:

- expansion of employment, transportation and recreation opportunities
- a directory or central clearinghouse to inform individuals and their families of available assistance
- removal of architectural barriers
- regional or community-based health care
- better special education
- income tax deductions and/or other financial assistance
- more attention on the families of the "handicapped people"
- increased dialogue and coordination between private and voluntary groups and government agencies to avoid multiplicity and duplication

Despite the remarkable progress made in the disability field in the past quarter of a century, each of those recommendations are still valid today.

In his speech on April 14, Dole reviewed progress during the past 25 years, particularly in the areas of barrier removal, special education, health care, attitudinal changes and international human rights. He decried the lack of health care for many people with disabilities and the persistent joblessness and poverty. He cited statistics indicating that 45 percent of families headed by a person with a disability and 65 percent of single parents or single individuals with a disability live in poverty.

To address these problems, Dole called for the enactment of legislation to establish a National Commission on the Future of Disability. He expressed the view that the Vocational

Rehabilitation program is outdated and the Social Security disability programs still discourage people from working. He also noted that expectations for people with disability have changed but much federal policy had yet to catch up to those new expectations.

He praised the disability advocacy community. He noted that there were few organizations representing people with disabilities in Washington in 1969 but that the forerunner of today's Consortium for Citizens with Disabilities was formed in the early '70s and that today "CCD is a vigorous association of over 100 member agencies, representing millions of Americans with disabilities and their families."

Honoring the senator were several dozen representatives from national disability groups, including The Arc, about a dozen senators and Rep. Major Owens (D-N.Y.) and Steny Hoyer (D-Md.). The new chairman of the President's Committee on Employment for People with Disabilities, Tony Coelho, presided over the event. President Clinton made a surprise appearance and warmly praised Dole for his contributions to the field of disability.



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THE WHITE HOUSE

WASHINGTON

TO: Members of the Federal Disability Accommodations Working Group

FROM: Stanley S. Herr *SSH*

SUBJ: Minutes of Initial Meeting and Reminder of Next Steps

DATE: September 12, 1994

On August 18th, the DPC's Federal Disability Accommodations Working Group met at the Old Executive Office Building for 90 minutes. Twenty-seven representatives from twenty agencies and White House units attended the inaugural meeting to carry out the charge to this working group outlined in Carol H. Rasco's memorandum of July 26th.

Our next meeting will be held on September 29th, 2:00 to 3:30 in room 472 OEOb. Please confirm your attendance and provide your clearance information by calling Beverly Pechtel at 456-5571 or faxing to 456-7028.

The August 18th meeting closely followed the attached agenda and included fine presentations by the listed individuals. The main points to emerge from those presentations and discussion included, but were not limited to the following:

- The charge to the Working Group was validated as clear and important from political, policy, and law compliance perspectives.

- The President has often expressed his commitment to full implementation of the ADA and Rehabilitation Act and thus to Federal leadership on accommodations issues.

- This Working Group presents a unique opportunity for this Administration to really make the Federal government a model employer, provider of customer services, source of accessible information, contractor and grantor to federally assisted entities, and manager of buildings, parks, and other tangible facilities in ways that benefit persons with disabilities and their families and companions.

- The Federal government must be an exemplar of good accommodations practices and policies to have credibility with the private sector as it seeks compliance with the ADA and Sections 503 & 504.

- The Federal government should be able to demonstrate the ability to structure reasonable accommodations inside our agencies without creating undue hardships.

- Yet many departments still don't understand the nature and range of accommodations needed; many employees are reluctant to ask for them; and recruitment, training, multi-media information, and other aspects of employment relationships with persons with disabilities remain problematic.

- These issues are civil rights issues, not just personnel ones.

- The solutions to these problems may have interagency and intergovernmental aspects, such as pooled resources (e.g., data banks on accommodations solutions, computerized complaint tracking systems, translator services, etc.) and additional resources to avoid disincentives to hiring persons with disabilities.

- Clearer policies and practices are needed to ensure grantee compliance as well as Federal compliance in a range of governmental programs that impact nearly one in seven Americans.

- As more federal employees with disabilities at policy making levels are hired, impacts of policy initiatives on citizens with disabilities may receive more direct and early attention.

- Although some departments are doing a better job to meeting the accommodations needs of their employees, customers, and the general public, there is considerable unevenness in performance.

- The Justice Department provided an overview of the legal obligations of the Federal government and offered to make that briefing available to DPC members and this Working Group in written form.

- The Access Board identified the multiple sources of technical assistance on accommodations available from within and without the government. They are also available for such consultations, and their technical assistance employees operate separately from compliance officers to minimize conflict.

- The Access Board is also working to unify and harmonize access standards.

- There is a need to share information across the Federal government on what is working, and what common issues are being encountered and creatively resolved, e.g., providing information in alternative formats, such as discs, tapes, braille, large print; the use and availability of assistive technology.

At the close of the meeting, each agency representative was given the following four-part assignment designed to give a quick snap-shot of activities within your respective agency or department:

1. identify some of the specific accommodations issues that your department or agency are now addressing.
2. produce or identify any reports that your agency has written or proposed on the topics covered by this Working Group.
3. produce or identify any publications or brochures that you have written on those topics.
4. describe briefly any other issues, accomplishments, and problems that your agency has noted that bear on the charge to this Working Group.

We agreed that these brief memorandums would be sent to me by September 22nd so that they could be distributed and discussed at the next meeting.

I look forward to reviewing those materials and to seeing you at our September 29th meeting.

DISTRIBUTION LIST

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OFFICE: Office of the Administrator (A)

PHONE: (202) 501-0800

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September 15, 1994

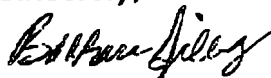
Mr. Stan Herr
OEOB
Washington, DC 20500

Dear Mr. Herr:

Per our conversation, I am forwarding the Bios of Ms. Susan Brummel and Mr. Raymond McCormick (Steve) for the September 29, 1994 meeting to be held from 2:00 - 3:30 pm in Room 472 of the OEOB.

Please contact me at (202) 501-0800 if I can be of any further assistance.

Sincerely,



Barbara O. Silby
Chief of Staff
General Services Administration

Susan Ann Brummel

Since 1982, have been a pioneer in the advancement of computer and telecommunications technology and services on behalf of people with disabilities.

Primary professional goal while in private practice at that time was to establish an effective service delivery system for clients whose disabling conditions required customized computer-based systems to accommodate work, education, and communication needs. Recognized lack of policy and technical personnel as the two primary deterrents to service delivery at that time.

In 1985, identified GSA as pivotal setting for advancing access policy. Hired by GSA to establish new program; created the Clearinghouse on Computer Accommodation (COCA) as a model for promoting technology service delivery in the Federal government.

Have managed COCA activities as it has grown from pilot concept to highly recognized program with exemplary business practices that are being replicated by federal agencies, state and foreign governments. Activities have included developing technical assistance procedures for supporting other agencies, drafting GSA's policy plan implementing Pub. L. 99-506, Section 508 on electronic equipment accessibility, drafting major portions of initial and final guidelines, extensive policy development assistance to implement the Telecommunications Accessibility Enhancement Act of 1988, conducting presentations and workshops, developing staffing and program plans, and hiring and training personnel.

Currently serve as Director of the Clearinghouse on Computer Accommodation (COCA) supervising staff of four. COCA has become a model governmentwide demonstration and technical resource center that assists Federal agencies adopt the policy and practice of accessible information technology applications, thus ensuring that employees and citizens with disabilities have equal access to work-related and public information services. Also serve as Acting Chair of the Council on Accessible Technology (COAT). COAT is comprised of senior officials from 30 agencies, committed to advancing an accessible information infrastructure.

B.S. University of Michigan
M.S. University of Wisconsin-Madison

Awards:

- 1986 - Administrator's Equal Opportunity Impact Award
- 1988 - Special Award for Exceptional Leadership and Innovation in Computer Support of Disabled Employees
- 1989 - Government Computer News Agency Award
- 1992 - "Excellence in Administration" Award
- 1994 - Federal 100 Award - Federal Computer Week

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BIOGRAPHY

RAYMOND S. MCCORMICK (Prefers to use Steve)

Birth Date: (b)(6) [001]

Grade: GS - 14

Title: Accessibility Program Manager
General Services Administration
Public Buildings Service
Office of Design and Construction

Steve has been GSA's Accessibility Program Manager since September 1985, and has also been GSA's Liaison to the Architectural and Transportation Barriers Compliance Board (ATBCB). Steve works directly with the Deputy Administrator who is an ATBCB Board member. He is responsible for developing GSA's accessibility policy and interpreting accessibility standards for all regional accessibility officers.

In addition, Steve is in charge of resolving accessibility complaints lodged against GSA operated facilities. He also reviews incoming requests for waivers or modifications of the Uniform Federal Accessibility Standards and recommends a course of action to the Commissioner of the Public Buildings Service of GSA.

OPTIONAL FORM 10 (7-90)

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**MEMORANDUM FOR: FICC Subcommittee on Integration and Continuity
of Services**

RE: Agenda for Subcommittee Meeting, July 28-29

DATE: July 11, 1994

Enclosed you will find a preliminary agenda for the upcoming meeting of the FICC Subcommittee on Integration and Continuity of Services. Also included are the minutes from our last meeting on April 28-29 and the minutes from our Interim Meeting on June 16. As you will recall, the subcommittee agreed to establish the interim meetings as a mechanism for federal subcommittee members to (1) learn more about communities and barriers to service integration, and to (2) identify potential strategies for coordination among federal programs.

At the meeting on July 28-29 we will continue to develop strategies for addressing our agreed upon focus: "reexamination of Federal, state, and local policies and procedures to assist families in negotiating the service system, in order to eliminate delays and unnecessary complexities in identification, assessment, and service delivery". In keeping with the strategy identified at our last meeting, we will focus on developing the criteria for the four community case studies to be solicited from states. The case examples will illustrate examples where service integration is not working, and will be used to provide ongoing guidance to the subcommittee. After we agree what needs to be included, we will work through SICC's to identify the four communities.

On Friday, I'd like to go back to a few issues which have been consistently represented in our discussions, but which have not been fully dealt with, nor put to rest. First is the issue of assessment, an already identified barrier, on which the FICC, through the Interagency Agreement, is supposed to be working. We need to decide how (or whether) we will address this (or any) specific issue. In preparation for this discussion, please review your agency's commitment to the Interagency Agreement to determine if it is still accurate.

Second is the issue of resources for subcommittee activities. We need to give some serious consideration to developing a strategy for generating/borrowing/piggy-backing on existing resources to carry-out/support subcommittee activities.

Finally, don't forget to bring/share information, materials, videos, etc. that may help us learn more about your program and its efforts toward service integration. We'll always leave time for this. See you on the 28th.



Merle McPherson, M.D.
Subcommittee Chair

**PRELIMINARY AGENDA
FICC SUBCOMMITTEE ON INTEGRATION/CONTINUITY OF SERVICE**

JULY 28-29, 1994

Thursday, July 28, 1994

- | | |
|---------------|--|
| 10:00 - 10:15 | * Overview of the Agenda
Review and Approve Minutes from April 28-29 Meeting |
| 10:15 - 10:30 | * Summary of June 16th Interim Meeting. |
| 10:30 - 12:00 | * Develop Criteria/Guidelines for Four Case Examples to Be Solicited from States to Guide Subcommittee |

Friday, July 29, 1994

- | | |
|---------------|---|
| 10:00 - 11:00 | * Discussion of the Subcommittee's Role in Addressing the Issue of Assessment as a Barrier to Service Integration |
| 11:00 - 11:30 | * Identification of Potential Resources to Support Subcommittee Activities. |
| 11:30 - 12:00 | * Information and Materials Related to Service Integration |
| 12:00 | * Adjourn |

**FICC Subcommittee on Integration and Continuity of Services
Minutes**

Thursday, April 28, 1994

Attending:

Carol Berman
Kim Boller
Pat Daniels
Duane French
Howard Foard
Ken McGill
William McLaughlin
Merle McPherson
Bonnie Strickland
Deb Ziegler

DRAFT

1. Dr. McPherson called the meeting to order at 10:00 AM. Members introduced themselves and the minutes from the November meeting were reviewed and approved (there was no subcommittee meeting in January due to inclement weather).
2. The proposed Framework for Subcommittee Activity paper was reviewed and approved for distribution to full FICC with the provision that the broader language from the statute would be used throughout the paper to define the population of children with special needs.
3. The results of the survey of subcommittee members was reviewed by Dr. McPherson (attached). The area of Coordination, as described in the Interagency Agreement, was identified by subcommittee members as most important. Discussion followed as to whether the subcommittee wanted to focus only in one area, or to address each of the five areas included in the Interagency Agreement. Members agreed to have the area of Coordination as a priority with each member agency selecting activities in each of the other four areas related to the work of their own agency or entity. Subcommittee members will clarify with their agencies their relationship with the FICC and the Interagency Agreement.
4. The issue of how to bring all subcommittee members to a common understanding of our vision was discussed and options for accomplishing this in an expeditious manner were suggested:
 - a. agencies might share what they are doing relative to service integration. This may include bringing in community constituents to provide direction for the subcommittee.

- b. the subcommittee might conduct an interagency consensus conference with families and communities to determine what's working and what isn't working relative to the services, etc. addressed in the Interagency Agreement.

Discussion followed on how to move forward relative to these suggestions. Dr. McLaughlin shared a possible mechanism for conducting such a conference through a NIDRR National Center or through an interagency transfer of funds to support such a conference.

Deb Ziegler suggested that the subcommittee already has access to a substantial amount of information from consumers, including the responses from the questionnaire sent out after the Combined Meeting. The Executive Committee needs to review those responses as a step toward identifying the specific issues that the subcommittee needs to address.

The subcommittee agreed that specific examples provided at the family, community, and state level would be helpful in determining how the subcommittee can be helpful. Carol Berman reviewed a study with six communities which has been conducted during the last six years to determine lessons learned, and suggested that perhaps the subcommittee might want to use a similar approach.

5. Howard Foard suggested that we approach our work from a more generic approach, where each agency can find a common ground in the issues facing children, families, and communities. There are some mechanisms already in place by several agencies which could be built upon to address our purpose.
6. Duane French suggested that we as a group (the FICC) should support a combined national policy agenda. He pointed out that while sharing our various initiatives would be a great help in educating ourselves, such an activity will not likely help families and children. We may be creating little pockets of success but may not be impacting the "system", which is really what we should be doing. We need to avoid "bureaucratizing" this activity to the extent that it makes no difference. We must identify a mechanism by which we can actually accomplish something, perhaps through an entity outside of the federal government that can operationalize real issues and make recommendations for change at the federal level to effect national policy. We need to utilize the resources that we already support such as national centers, UAP's, etc.
7. Ken McGill noted that the Interagency Agreement already has identified things that need to be done that are not already being done. He suggested focusing on these already existing agreements after some ratification from the participating agencies and customers that these are still legitimate

concerns. Perhaps we could develop policy recommendations based on what is and is not being done in relation to the Interagency Agreement action steps as they are already identified.

8. A general discussion of the Interagency agreement followed in terms of how it was developed, its intent, and whether it was really operational at this point in time. Duane French suggested that since the Agreement focuses on assessment, we should begin to operationalize on that issue. The committee agreed to expand the Interagency Agreement to go beyond child find and assessment to include service delivery.
9. The subcommittee agreed to act on the issues as stated in the Interagency Agreement. Dr. McPherson summarized as follows;
 - a. need to identify ways to stay connected to the real world, perhaps by bringing together a group of families, communities.
 - b. look at federal statutes to see how they overlap, and/or contradict one another, and use communities and families to help us make recommendations that can effect change.
 - c. take the document that is now written and go through each area to select an activity. For the meeting on Friday, each subcommittee member will go through the list of agreed upon actions and prioritize the top 2-3 activities for the subcommittee to address.

The meeting was adjourned at 12:00 noon.

Friday, April 29, 1994

Attending

Carol Berman
Kim Boller
Bobbie Stetner-Eaton
Ken McGill
Bill McLaughlin
Merle McPherson, Chairperson
Bonnie Strickland
Deb Ziegler

Visitors

Wes Brown
Mark Hull
Deb Sosa
Audrey Witzman
Frank Zolla

1. Dr. McPherson called the meeting to order at 10:00 AM. Beatriz Mitchell reviewed the results of the questionnaire which was distributed at the Combined Meeting in January regarding the role of the FICC, and suggested that more community-based responses might provide additional information. Dr. McPherson suggested that, if additional responses were solicited, respondents should be expanded to include health and others. Deb Ziegler indicated a need to refine the questions included on the questionnaire.
2. As planned, subcommittee members reviewed the summary of the Joint Actions outlined in the Interagency agreement to determine the specific focus of subcommittee activity. Discussion focused primarily on the following items from the summary:
 - a. provide Federal leadership in the re-examination of policies and procedures which may delay identification and service delivery (A-1 on summary).
 - b. Assist families in negotiating the application process (B-2)
 - c. Issue policy directives to foster collaboration (A-4a)
 - d. Focus special attention on to hard to reach families (A-4b)
 - e. Support exemplary models (D-1)

The subcommittee agreed to combine aspects of each of these items with the following focus:

Re-examination of Federal, state, and local policies and procedures to assist families in negotiating the service systems, in order to eliminate delays and unnecessary complexities in identification, assessment and service delivery.

3. Strategies for implementation were considered and agreement reached that subcommittee activity should occur at three levels:
 - a. Letter from Judy Heumann to additional agencies and entities providing services to young children and their families to engage their participation on the subcommittee.
 - b. Obtain from states, four case examples from communities where service integration is not working and use these examples to inform and guide the subcommittee.

- c. Bi-monthly interim meetings of the subcommittee, with an expanded membership to include representation from a broader and more representative service sector including private providers. The bi-monthly meetings would address such issues as examination and potential coordination of FY 96 priorities; developing common guidances; and identifying joint funding initiatives. Discussion also included the need (through staffing or contract) to identify a mechanism for conducting sophisticated analyses of the regulatory, policy, and legislative changes which would be needed to impact on already identified barriers such as eligibility and funding issues.
- 4. The subcommittee agreed upon an interim meeting date of June 16, 1994 from 9:00 AM - 12:00 noon. Bobbie Stetner-Eaton will arrange a meeting place. At this meeting the group will (a) examine current Federal efforts that are attempting to address the issue of service integration, and (b) hear an indepth discussion from one or more Federal initiatives. It is expected that each interim meeting of the subcommittee will hear from at least one community-based and/or state initiative.
- 5. Products and examples of information on service integration were shared by Dr. McPherson with an invitation to all members to share relevant information.

The meeting was adjourned at 12:00 noon.

INTERIM MEETING OF THE FICC SUBCOMMITTEE
ON INTEGRATION AND CONTINUITY OF SERVICES

Thursday June 16, 1994

DRAFT

Attending:

Merle McPherson, Chair
Carol Berman
Pat Daniels
Patty Kassold
Ken McGill
Roseanne Rafferty
Bobbie Stettner-Eaton
Bonnie Strickland
Rusty Toler
Barbara Wagner

Presenters:

Suzanne Bronheim
Virginia View

Dr. McPherson reviewed the agenda and shared a new systems document entitled Integrating Education, Health, and Human Services for Children, Youth, and Families: Systems that are Community-Based and School Linked. This document is significant in that it represents the consensus of a multitude of major stakeholders on the principles of systems integration. We will attempt to obtain copies for all subcommittee members.

Dr. McPherson reported on the FICC Reauthorization Hearing which was held on June 15, and shared the testimony given by a local parent, exemplifying the continuing barriers to services for children with special needs and their families.

Agency Activities

Members shared information on a number of linkage activities from their own agencies/entities:

Ken McGill (SSA) briefed the subcommittee on a regional SSI meeting which was co-sponsored by MCH, Medicaid, Part H, and Vocational Rehabilitation. Rusty Toller (SSA) described the Georgia Common Access Application which assists families by consolidating the application requirements of AFDC, WIC, and HUD.

Barbara Wagner (CMHS) reported on a recently formed HHS committee which appears to have a similar purpose as our subcommittee, and suggested that to the extent appropriate, that we communicate with that

Bobbie Stetner-Eaton (OSEP) reviewed the Service Integration Project which is a collaborative effort between the Assistant Secretary for Planning and Evaluation (ASPE) and the Office of Special Education Programs (OSEP). Bobbie will invite this project to present at our next interim meeting on September 1.

Patty Kassold (DOD) shared a 3-site project in which DOD and state Title V programs are collaborating to assure coordinated services for for military families and their children with special health care needs.

Rosanne Rafferty (NIDRR) identified several established interagency initiatives as well as new ones and suggested that we continue to build upon these to create new opportunities for collaboration at the community level.

We agreed that, to the extent possible, this subcommittee should also try to learn about, and coordinate with, service integration efforts of agencies not represented on the FICC.

Community Initiatives

As the subcommittee had previously agreed, the majority of the meeting focused on learning about existing community-based initiatives from which to inform the activities of the subcommittee. The Maternal and Child Health Bureau sponsored the first in a series of these presentations.

1. Suzanne Bronheim shared the Communities Can Initiative which has identified and provided technical assistance to fourteen diverse communities, building upon the strengths of these communities to create responsive systems of community service. Suzanne emphasized that in order to help we must (1) provide specific assistance, such as giving permission for states and communities to create consolidated programs to eliminate barriers that funding streams create, (2) provide support for communities in building generic system of care rather than categorical ones, and (3) help communities build upon what's already there, such as helping to leverage private support within the community. Communities Can is now being expanded to include additional communities. Information was shared on how communities affiliated with FICC constituencies could participate.
2. Virginia View shared Promoting Success in Service Integration: A Study of Six Communities, a recently completed six-community initiative to address issues of service integration for children with special health care needs and their families. Among lessons learned, Virginia emphasized that (1) attempts to replicate successful programs by simply replicating the same mix in different setting won't work. Issues and potential solutions are

different in every community and must be addressed differently (2) federal and state programs must establish (with input and vision from communities themselves) a common set of values and outcome expectations for integrated systems, (3) more attention must be focused on the developmental nature of collaboration (4) Federal and state programs need to provide leadership and support for service integration by providing good examples, and (5) data must be generated to support and further characterize well-integrated community systems of care. A final report on this initiative will be available soon.

Joint Initiatives

The subcommittee discussed potential joint initiatives and strategies for collaboration. It was noted that Reauthorization could create an opportunity to mandate greater collaboration at the federal and state level through laying the groundwork for establishing (a) common reporting requirements (b) a single reporting mechanism (c) coordinated assessment procedures, and (d) coordinated eligibility criteria among programs serving young children. This would require that agencies work together to make recommendations for reauthorization of Part H.

Leadership development was suggested as another possible area of joint interest and collaboration. We need to produce leaders who can cross boundaries to facilitate the development of, and sustain integrated community systems. Suzanne described a possible initiative for providing leadership grants for parents.

It was suggested that we look at permanent structures and mechanisms already being supported by Federal programs and expand the scope of these efforts to address issues of common concern.

There was general agreement that input must be solicited from families who are not part of the organized network of services. This representation is critical to determine what doesn't work for families who have difficulty navigating the system.

Three levels of collaboration were suggested as a framework for considering Federal coordination of priorities.

- * development of common initiatives which are commonly developed, presented, sponsored, funded, and monitored (ie. some interagency agreements).
- * development of collaboratively planned initiatives, in which agencies plan together the broad agenda of needed priorities, but each agency assumes responsibility for different identified priorities based on agency function.
- * Sharing priorities and initiatives as they are being developed even if

there is no collaboration. Often agencies are unaware of what others are funding, supporting, or requiring.

Two strategies for systematically obtaining input from communities on federal funding priorities might be (1) asking already identified communities affiliated with our agencies what they would like to see from the FICC, or (2) sponsoring a meeting of families serving on SICC's to make recommendations on funding priorities for service integration. The feasibility of creating a separate FICC priority drawn from funds voluntarily contributed by member agencies was discussed with agreement to pursue this option.

Rusty Toller (SSA) briefly discussed the Disability Reengineering Report which will have significant impact on how SSA addresses, defines, and assesses disability issues. We will ask that this report be shared at a future meeting of the FICC.

when The next interim meeting of the FICC will be on September 1 from 9:00AM - 12:00 noon at the Switzer Building, Room 3065. Don't forget the next regularly scheduled meeting of the FICC on July 28-29.

8-11-94

□ [Randy Smith]
Parental Networks

Connie Garner: Fed Inter. Coordinating Comm
(1991 -- IDEA Reauth.)

Kathi Way:

Johnny Bandini

coordination of early ed.

SSI.

- 1) Neonatal practitioners
- 2) spec. ed
- 3) parent w/ child disabled

5 depts ^{WIC} AS Pol - members ED HHS (2000 census)
age 0-8

7 parents

state ICC ^{5 styles} = 11+5 2/3 ^{1's Ed} Coordination of Funding Streams
Part H - IDEA -- reimburses Medicaid

3rd party payers

discrepancy

demonstrable delay:

3 doors of entry

Portability a problem (Mass.
If informed
eligibility - 5 domains or clinical assessment

25%/50% disability

"conditions w/ high probability of delay"

multiplicity of delay

discretion: "at risk" of delay CA.
all states track -- (not being used for home visits)

Coordination of services, funding, eligibility
criteria

not objecting

Fed \$ as subsidy

• MI, MA, HA environmental risks;

Service Package

4 deliverables at no out-of-pocket

Q: def of law

- evaluation + assessment ^{important if doing}
- case management ^{garnering all services as of the med necessity}
- development of plan
- procedural safeguards

indemnity approach ^Q payor of lt resort
v. Champas

can't impact cost to family: ^{not print 3rd party payees}
can bill family if no premed
↑; life-type limit

all 57 ~~Rep~~ States / + territories

"Garnering resources"

Part 14 --

Medicaid

"T. & V. - health services

SSI

Even start

1st start

Early start

child care block grant

no redundancy / efficiency

Beckett waiver

(appropriately resources)

Those eligible for 8 programs

not "enabled" people who

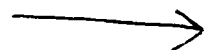
know ~~not~~ how to set things

1/3 405 million — (6-21)
 (moderate & severe)
 2Bil on health change
 ant of State & local — PT
 (transportation — OT)
 KW: " low ball \$2.5T
 doesn't include assistive tech
 where you go for PT/ST/OT?
 schools? clinics? home? public health?

hard jobs of paraprofessionals;
 cross-purposes

Kids / Medicaid reimbursement -- discontinues
 40% eligible nationally

log plan NO



gaps / conflicts of services

- es. reimbursement for transport
- es. preauthorization
- brain reorganization
- early -- reorganization, brain
- efficacy of 1st 36 months

1D--

Child Fund -- majority 2013
 but eligible from birth to 2)

- Pediatrics not aggressive

SSI -- 300% Medicaid | 133% - 1 parent / higher than SSI 100%
 disability | Zeblos criteria higher
 moderate to severe (then

SSI -- cash benefits will people be responsible

Ed / perceptions out of control
SSI (not just a check; but targeted;
what is outcome test?

numbers

middle ground

- individualized modifications -
- respite care
- assistive technology - Medicaid unit pay / common
- personal assistant

Case management

explanation

- # money
- ~~reputation~~ ends
- illustrate
- wrong ways that money spent

Clinton Presidential Records Digital Records Marker

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This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

NOTES ON DRAFT PROPOSAL

Divider Title: _____

EXECUTIVE OFFICE OF THE PRESIDENT

16-Sep-1994 05:04pm

TO: Stanley S. Herr

FROM: Jeremy D. Benami
Domestic Policy Council

SUBJECT: Friday update

Haven't seen you today, so here's my latest news:

- Spoke to Lisa. Word from OMB is we have the green light from Alice on the memo and on moving ahead.

- Next steps:

- meeting Monday with Lux. Can you let Lisa and Richard know what room it's in. [Me too!!]

- I am working to set up a legislative meeting. I am trading phone calls with folks but hope to nail it down for next week.

- Can you provide Pat Romani with the names and phone numbers of the three people we need to set conference calls with so she can begin to schedule for next week.

- I will take a crack at a draft one page memo from Carol and Alice to the agencies that will initiate discussions with them about this process.

Also: we have a 3:00 meeting today on the Childhood Disability Commission in Carol's office.

See you Monday.

FIRST DRAFT DRAFT saved as C:dispol

To: Carol H. Rasco

From: Stan Herr and Jeremy Ben-Ami

Subject: Options Paper on National Disability Policy Review

Date: August 11, 1994

We had a good discussion with Belle and four members of her staff this morning. Here is the discussion points we briefly raised. Appendix 1). Belle said she liked many of the ideas we canvassed, such as the broad approach that is values-based and draws on the President's overall philosophy on disability policy. She also liked the reference to the overseas experience, and noted that Alice Rivlin had written book on Swedish policy that might be usefully consulted. On time table, OMB initially ventured an ambitious April-June 1995 product, but quickly acknowledged that June 1995 or June 1996 might prove more realistic. We talked of the possibility of some interim report that could influence the 1997 budget process. On structure, they suggested a Task force co-chaired by you and Alice with some Secretaries, and a Working group level with DPC-OMB leadership and designness from various timetables. To advance our discussion further, they asked for our writings and we shared the following outline which we noted was purely a rough draft. In all, it seemed a positive initial exchange. Based on our discussion and input, they will work up a next draft on options.

OUTLINE OF IDEAS

I. Summary

- A. Carol's request to us
- B. Alice's concurrence with a "very big deal" review
- C. The whole enchilada approach versus sectorial reviews
- D. Federal disability review v. "anonymous horde" review
(see NYT, 8-10-94 re settlement discussions on the health care advisory task force suit, the quoted matter being the US position)
- E. Constraints imposed by the Federal Advisory Committee Act 5 U.S.C., App. 2 -- public forums can be held by the 3 presidential advisory committees

II. Background

- A. The Campaign promises on disability policy
- B. The centrality of the ADA
- C. The positive services to make the ADA work
- D. the mandate (and interest) of the National Council on Disability (NCD) to make recommendations on disability
- E. ditto -- the President's Comm. on Employment of People with Disabilities (PCEPD)
- F. ditto within the mental retardation/developmental disabilities fields for the President's Committee on mental Retardation (PCMR)

- G. OMB reviews on disability programs
- H. DPC paper on the status of the implementation of the ADA
- I. Highlights of other nations' experience: the Swedish plan; query Canada; Germany

III. Scope options

A. Conceptual issues raised in Belle's list of questions (see Appendix 2) concerning federal responsibilities, & policies advancing the President's disability credo: inclusion, independence and empowerment, and applied to the following program and topic clusters, such as:

- B. infant and toddler programs
- C. education programs (age 3 to 21)
- D. cash benefit programs
- E. medical and other health programs
- F. social services and family supports
- G. school to work transitional services, rehabilitation services and training; employment services
- H. access to, and integration with state and local government programs
- I. access to transportation systems
- J. access to housing
- K. shifts away from institutional settings to community-based options
- L. advocacy services and civil rights enforcement
- M. information and referral; & other government actions aimed at greater empowerment, inclusion, dignity, and independence
- N. services for older persons
- O. personal assistance, mentoring, surrogate decision-making options; guardianship reforms
- P. access to telecommunications and other assistive technology
- Q. services for prevention or minimization of disability
- R. federal government as model employer and other disability accommodations to job applicants, customers, and visitors (note: Federal Disability accommodations Working Group underway)
- S. all the rest of the items one could imagine

IV. Process options

- A. DPC/OMB joint working group on national disability policy
- B. augmented by federal employees from the three national advisory committees;
- C. or further augmented by agencies with specialized jurisdictions, e.g. the Access Board; EEOC; FCC.
- D. on a purely advisory level, and without direct connection to the working group, the NCD, PCEPWD, and PCMR can have their own outreach and policy recommendation groups to offer broader range of input and political base-touching. They may also be preparing their own policy recommendations on a national disability policy that could feed into this process. See App. 3.
- E. The Disability appointees meeting that you chair, can also be a forum for this policy development and as a focus group.

V. Recommendations

A. WHEN TO START?

B. Who starts?

C. Outcomes desired?

D. desire to bring some overall structure to the small, limited and uncoordinated national disability policy efforts to date

E. Chinese proverb: journey of 1000 miles begins with a single step

Appendices 1-3

DISCUSSION POINTS

Disability Policy Review

Some possible items for discussion today:

- What is the goal/scope of this effort:

- o broadest: a new national disability policy integrating all aspects of disability programs/policy

- o more narrow: better integration of income, health and education programs

- Timeframe

- o relates to goal - anywhere from one to three years

- Process

- o internal vs. public
 - o what level of agency involvement
 - o relation to existing bodies
 - o other outside involvement

- Product

- o report, recommendations, new legislation, etc.

xc: Jeremy
Stan

8/8

Per E-Mail - Belle's list

QUESTIONS FOR POSSIBLE DPC/OMB REVIEW OF DISABILITY

- ✓ o What is the Federal responsibility for people with disabilities? What is the rationale for assuming responsibility (e.g., insurance, indemnity, need)? Does the scope and nature of the responsibility differ based on age (children vs. adults?)
- o How are we meeting those responsibilities? What is the current array of programs? What services/benefits are they providing? How delivered? To whom? What are the gaps and overlaps?
- o What do we know about how recipients are doing? What data are we currently collecting, and what do we need?
- o What changes are needed to program purposes, and to program structure, to better meet Federal responsibilities? Are we currently targeting the correct individuals? Are we providing the correct array of services and benefits?
- o Should we revise statutes and regulations to align definitions of disability? How can we make sense of eligibility criteria for various programs, to minimize overlap and duplication of services and benefits, and ease administration and assessment of program performance and participant outcomes?
- o Should we move program focus towards participant outcomes?
- o Should we develop a legislative strategy to integrate cash benefit programs with service programs to promote beneficiary independence and self sufficiency and reduce the need for benefits?

From Belle

Appendices 3

MEMORANDUM TO CAROL H. RASCO FOR BRIEFING OF PRESIDENT CLINTON

FROM: Stanley S. Herr

SUBJ: Summary of "Operation People First: Toward a National Disability Policy"

DATE: April 29, 1994

Summary. Justin Dart and the staff of the President's Committee on Employment of People with Disabilities (PCEPD) have produced a good overview of the task of framing a coordinated and comprehensive national disability policy. The policy they urge would reshape laws, regulations, programs, and services at both the federal and state levels to conform to "the spirit and the letter of ADA" (the Americans with Disabilities Act). They see the overall goal of that policy as empowering people with disabilities to maximize their potential. Tony Coelho, as our newly appointed PCEPD chair, concurs in the report's findings and recommendations and echoes the "need for a cohesive national policy on disability," supportive of the ADA and designed to bring people into the mainstreams of our culture. Although the recommendations range from the highly general to the narrowly specific, they appear to reflect the Administration's main priorities in this field -- health care reform to ensure universal coverage and end pre-existing condition exclusions, and a broad array of ADA education, implementation and enforcement activities.

Report-making Process. "The Operation People First" report (the Report) is based on 60 teleconferences with 1200 "disability constituency leaders" in the 50 states, DC and the territories. Those conference calls were held from March 1993 to September 1993, and lasted for up to two hours. The aim was to represent the views of a cross-section of major disability constituencies (see pp. 5-6). The tone and substance reflects Mr. Dart's input and his strong empowerment rhetoric and dedication to vigorous ADA enforcement and health care reform enactment. It leads with our campaign pledges of fully integrating all persons with disabilities into mainstream society, and actively involving people with disabilities in "developing a national policy that promotes equality and opportunity." (p. 1). It sees President Clinton's participatory aims as consistent with the historical movement from "authoritarian paternalism" to a "society that puts individuals first" and will bring into the decision-making processes the "vast majority" of excluded Americans with disabilities. (p. 2).

Main Recommendations. The crux of the Report is that the U.S. lacks a coordinated and comprehensive policy consistent with the

ADA, and that a major overhaul of our disjointed laws and fragmented services is long overdue. (p. 23)
The recommendations which follow from those premises include:

- enactment of a right to health care for all persons regardless of income, health or disability status, thus eliminating a powerful work disincentive to stay on the disability rolls, and achieving parity of coverage and civil rights protection for mental disability needs (pp. 10-12, 17-18)

- dedication of more resources at federal and state levels to implement the ADA through wider information dissemination, White House and other governmental leadership, "forceful, proactive steps" to speed compliance, carrot and stick approaches to eliminate what is perceived as local and state governments' "footdragging", etc. (pp. 12-15, 24)

- initiation of an array of government actions from changing Medicaid-waivers to open more community-based services to closing "dehumanizing institutions for people with developmental and psychiatric disabilities;

from a national database of job opportunities and training programs to removal of a host of work disincentives; from targeting undeserved populations of minority, elderly, or rural Americans with disabilities to developing transition programs ... for graduating students with disabilities." (pp. 8-9, 20, 25)

- launching of media and multi-sector campaigns to change attitudes and overcome the pervasive stigma against people with disabilities, especially those with mental disabilities or AIDS (pp. 21-22, 25-26)

- reform of various service-delivery sectors to promote full and meaningful inclusion in schools, accessible, integrated and safe housing, effective and available transportation systems (especially in rural areas), affordable and consumer-controlled personal assistance services, and other changes (pp. 8-9, 19-21)

- improvement of advocacy, empowerment, and equal citizenship status and strategies through training in substantive rights and self-advocacy skills, affirmative action, coalitions

- creation of programs that focus attention on the difficulties of school-to-work/adulthood transitions, and the need for work-study programs, vocational training programs, internships, business partnerships with schools, and others steps to aid 18-year-olds who are now unprepared to work and are abruptly severed from sources of vocational, aid, counselling, assistance, and structured activity (pp. 9, 20-21).

Analysis. The executive summary displays a formidable array of building blocks to set in place for the desired national disability policy. (pp. 8-9). And this list is not even comprehensive. It says little about an accessible telecommunications system; the need for a full array of personal and family supports to avoid unnecessary guardianships, institutional stays, and other stigmatizing differences; reform of welfare and social security disability programs; the need for sports and recreation to minimize isolation and boredom; and a jobs or work-activity program commensurate with the unemployment

rate cited in the Report (76% of persons with severe disabilities unemployed). Nevertheless the Report's priorities are a good faith starting point. Although the Report acknowledges that the development of coordinated national disability will take several years and require cooperative work with the National Council on Disability, it does not spell out the appropriate next steps to do this task. The overlapping missions and charges of the President's Committee and the National Council on Disability will require some White House oversight. In line with your query yesterday, this appears to be a matter relevant to the DPC since we also receive the recommendations from the President's Committee on Mental Retardation which is now reenergized and soon will be capable of contributing to national disability policy.

Please let me know if I can offer you any further assistance or elaboration.

NT
NT

EXECUTIVE OFFICE OF THE PRESIDE
EXECUTIVE OFFICE OF THE PRESIDE

18-Aug-1994 01:58pm

TO: Stanley S. Herr
TO: Lisa B. Fairhall
TO: Richard E. Green

FROM: Jeremy D. Benami
Domestic Policy Council

SUBJECT: Thoughts on Disability Review

August 18, 1994

To: Stan Herr
Lisa Fairhall
Richard Green

From: Jeremy Ben-Ami

Re: Thoughts on Disability Review

The following are some thoughts on the process and politics of pulling off an ambitious national review of disability policy -- shaped by experiences in New York with similar complex issues and here with welfare reform. Most important, I would raise an early warning to be aware of the size, importance, and potential controversy of the effort we are about to undertake. How it is launched and how the groundwork is laid, internally in the administration and externally, is vitaly important.

Given the scope of this effort, I would suggest devoting all of September to laying the groundwork before beginning: meeting with agencies and outside players. In October, through a series of meetings and discussions, we would actually lay out an agenda, timetable and structure the process. The full-fledged review could begin within 2-3 months from now.

1. External Relations

Given the potential scope of this review, the early involvement

of key non-federal players will be important. This includes:

- Congressional leaders - including staff
- State/local representatives
- Interest Groups
- Existing Commissions

Before a process or an agenda begins to float, we should hold early meetings with key players in each of these areas to solicit ideas and advice and coordinate a process that will allow them input and involvement. In light of the FACA restrictions, we will need to structure this as a federal working group. However, we can make every effort to lay out a framework for our work that permits outside groups and individuals to have constructive input into the process.

I would suggest the following steps:

- early development of an outreach strategy that identifies key leaders in the advocacy, legislative, and intergovernmental arenas with whom we need to work. A couple of political shepherds within the administration who understand the politics of the community and can help act as liaison would be helpful in this process (late August)
- meetings in September with identified leaders to share initial thoughts about such a process, to solicit ideas about agenda, framework, process, etc.

2. Internal Administration

Just as important as getting the outside players on board is ensuring that the agencies and key appointees are part of the process from the beginning. They have to have room to shape the agenda and the process from the outset or they will not be bought in.

My suggestions here:

- Laying the groundwork for this process will require a series of meetings
- Start with a Carol/Alice meeting with high-level players which opens with a review (like the OMB disability review) and raises some questions, opening the door to the introduction the task force idea and the review. I would leave all issues open - membership, agenda, structure - rather than walking into a meeting with a blueprint. We'll end up with something we can live with and we'll start off on the right foot.
- Follow this meeting with a series of meetings with designated agency representatives to get their input and advice during September.
- Close this process with the first meeting of the actual working group in early October where the results of these initial meetings are laid out for group consideration as to agenda, structure, and process.

One tricky question: Who should actually be on the task force? If you name the Secretaries, you won't get their involvement - see, e.g., Interagency Council on the Homeless. However, strategically picking people at the Dep, Asst, and DAS level may get their personal involvement. Let's discuss.

I hope these thoughts are helpful. I look forward to lunch tomorrow.

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