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U.S. DEPARTMENT OF TRANSPORTATION
ONE DOT DISABILITY COMMITTEE MEETING

400 7 TH STREET, S.W., CONFERENCE ROOM: 4438/40
WASHINGTON, DC 20590

THURSDAY, APRIL 20, 2000 AT 1:30 – 3:00 P.M.

PROPOSED AGENDA

WELCOME REMARKS

INTRODUCTIONS

SPECIAL GUESTS

- MR. JONATHAN M. YOUNG, ASSOCIATE DIRECTOR FOR DISABILITY OUTREACH,
THE WHITE HOUSE, OFFICE OF PUBLIC LIAISON

MINI-JOB FAIR

INTRODUCTION OF INDIVIDUALS SEEKING FEDERAL EMPLOYMENT

HIGHLIGHTS OF MARCH MEETING

- ONE DOT DISABILITY MONTHLY MEETINGS

PROGRAM UPDATE

- DIRECTORY OF PEOPLE WITH DISABILITIES (PwD) PROGRAM MANAGERS
- OPM WORKSHOP – ACCESSING OPPORTUNITY: THE PLAN FOR EMPLOYMENT OF
PEOPLE WITH DISABILITIES IN THE FEDERAL GOVERNMENT
- THEME – NATL' DEAF AWARENESS WEEK AND NATL' DISABILITY AWARENESS MONTH
- DOT ADVISORY COMMITTEE ON THE PRESIDENT'S INITIATIVE ON HIRING PERSONS
WITH DISABILITIES

NEW BUSINESS

- 2000 EMPLOYMENT FAIR NATIONAL TOUR, WASHINGTON DC CONVENTION CENTER, MAY 4, 2000

SPECIAL ANNOUNCEMENTS - PWD PROGRAM MANAGERS AND THE DISABILITY RESOURCE CENTER STAFF

UPCOMING TRAINING EVENTS

- ADVANCED SEPMS MAY 16-18, WASH DC
RUSHFORD & ASSOCIATES (www.Rushfordtraining.com)

NEXT MEETING – MAY 18, 2000 AT 1:30 P.M., DOT, ROOM: 4438/40

MEETING ADJOURNED

REMINDER! PwD PROGRAM MANAGERS ARE ENCOURAGED TO BRING 20-25 COPIES OF THEIR VACANCY ANNOUNCEMENTS AND OTHER HANDOUTS. ALSO, INDIVIDUALS SEEKING EMPLOYMENT OPPORTUNITIES ARE ENCOURAGED TO BRING COPIES OF THEIR RESUME/FEDERAL EMPLOYMENT APPLICATIONS.

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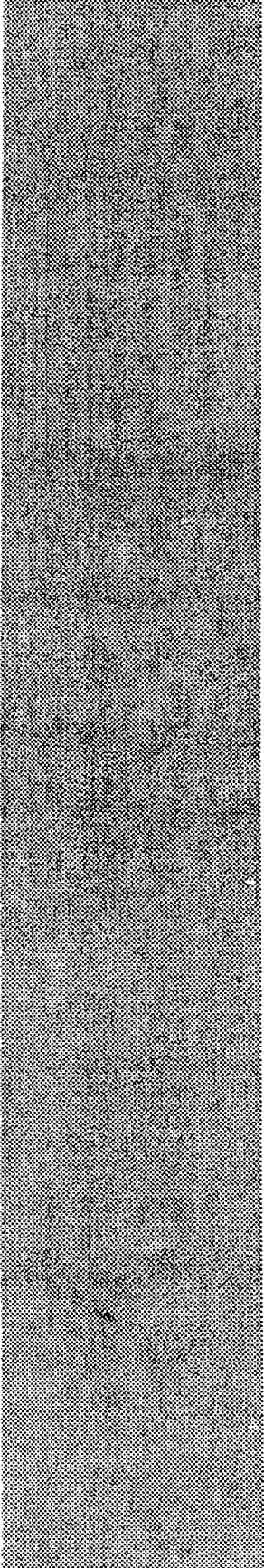
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www.usajobs.opm.gov
www.fedworld.gov
www.dot.gov

VACANCY ANNOUNCEMENTS - FAX-ON-DEMAND...

1-800-225-3784 or 1-800-525-2878



The DOT Disability Services Center:

A Model for Workplace Accommodation

Prepared by:

The DOT Disability Services Center Planning Team

Date:

February 1999

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Foreword

The Planning Team

This report was prepared by the DOT Disability Services Center Planning Team, under the direction and leadership of Mr. Ronald Stroman, Director, Departmental Office of Civil Rights, and Mr. George Fields, Director, Transportation Administrative Services Center (TASC). The team consisted of key officials in the Department of Transportation, designated representatives of the Department's key disabled employees' associations, and two employees detailed to carry out all administrative functions on behalf of the planning team.

Planning Team Members

The DOT Disability Services Center Planning Team consisted of the following members:

Mr. Ronald A. Stroman

Team Co-Chair

Director, Departmental Office of Civil Rights

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Mr. George C. Fields

Team Co-Chair

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Office of the General Counsel, OST
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Role of the Planning Team

The primary role of the Planning Team was to prepare the following report, which proposes the organization structure, resources requirements, and services to be provided by the DOT Disability Services Center. The team analyzed the current state of workplace accommodation within DOT; solicited input from employees; and formed an advisory group consisting of DOT employees with disabilities, managers of employees with disabilities, and Selective Placement and Disability Program Coordinators from the DOT modal administration.

The team analyzed the information collected, reviewed the organization structure and resources within DOT, and collected information from other Federal Government centers for workplace accommodation. The team leaders then met with officials from each of the modes, to get their input on how the Center could best suit the needs of their individual organizations. After careful consideration and analysis of all information collected, the team prepared this proposal, which outlines the

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Helen Hagin, RSPA
Stephanie Hamilton, FTA
Fred Herbold, FHWA
Kirsten Hernblad, FHWA
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Monica Summitt, FTA
Eleni Triantafell, FHWA
Gabrielle Valdivieso, TASC
Michael Wilson, FHWA
Michael Winter, FTA
Blane Workie, OST

Role of the Advisory Group

The Advisory Group provided input and feedback on the content of the proposal, including organization structure, resources, and services to be provided. The Secretary asked that his staff ensure that input on the Center would come directly

Executive Summary

On June 29, 1998, in an historic meeting between Secretary of Transportation Rodney E. Slater and members of the Department of Transportation internal disability community, the Secretary committed to establishing a Department-wide Disability Services Center. The Center would ensure full inclusion and equal opportunity for disabled employees in all initiatives, programs and services of the United States Department of Transportation (DOT).

The Secretary charged key members of his Senior Staff and members of the disability community within DOT to form the organization structure and operations plan for the Services Center. This proposal is a result of that directive. On September 30, 1998, the Secretary expressed his continuing endorsement of the Center concept and requested that the proposal be coordinated throughout DOT.

The Department of Transportation currently employs more than 3,000 identified employees with disabilities. So that these identified employees and others who may not yet be identified can perform job duties and participate in all aspects of DOT life, accommodation may be necessary to facilitate full inclusion. The DOT currently has no centralized system for providing needed accommodations; therefore, many employees are unable to perform critical job functions or are unable to participate in DOT activities. Many employees have never received needed job accommodations, or have experienced difficulty with DOT facilities accessibility.

The DOT is required by law to provide reasonable accommodations to employees under Section 504 of the Rehabilitation Act of 1973, and the Department must also comply with several other civil rights laws pertaining to the employment of people with disabilities and accessibility of Federal Government facilities. Recently, for example, the President signed into law the Workforce Investment Act, which amends Section 508 of the Rehabilitation Act of 1973 to ensure that all Federal employees and persons seeking Federal services will have access to all electronic technologies. A workplace accommodation center will help guarantee that employees are receiving needed services, accommodations and technologies, and that the DOT is in compliance with all applicable laws.

for all Americans as we move toward the 21st century. The DOT Disability Services Center will ensure that employees with disabilities can be seated at the table and can contribute fully their ideas, unique skills, and professionalism toward achieving the mission of DOT.

1

Background

Introduction

On June 29, 1998, an historic meeting was held between representatives of the internal U.S. Department of Transportation (DOT) disability community, and U.S. Secretary of Transportation Rodney E. Slater. During this meeting, representatives of DOT Accessibility/Disability Awareness (DOT/ADA) and the Deaf Employees Association for the Department of Transportation (DEAF/DOT) informed the Secretary that accommodation for employees with disabilities is dependent on individual operating administration programs or on the effort of individual managers. Whether or not an employee with a disability receives appropriate or necessary job accommodations depends on where the employee works and whether that employee's operating administration or manager places a high priority on workplace accommodations.

The representatives of the two employee associations recommended that, in accordance with the principles of ONE DOT¹, a centralized service delivery system for workplace accommodation should be established within DOT, so that all DOT employees, regardless of organizational or geographical location, can have access to needed accommodations and services. Furthermore, the employee association representatives stated that such accommodations are critical for ensuring that all employees can participate in all aspects of the Department's programs and services.

¹DOT Strategic Plan 1997-2002, pp. 57-60.

Architectural Barriers Act of 1968

The Architectural Barriers Act (ABA) of 1968, as amended, mandates that buildings and facilities designed, constructed, altered, or leased with Federal funds must be made accessible to persons with physical disabilities. It was enacted to ensure that people with disabilities were not excluded from entering the work force due to physical barriers. The ABA is a relatively modest law aimed at promoting fuller participation of people with disabilities by requiring that the needs of people with disabilities be considered when designing, constructing, or renovating public buildings.

Section 501 of the Rehabilitation Act of 1973

Section 501 of the Rehabilitation Act of 1973, as amended, imposes the duty of nondiscrimination (i.e. the duty of reasonable accommodation) and the duty of affirmative action on the federal government. Although section 501 does not contain an explicit requirement that the federal government not discriminate against the disabled in their employment practices, this requirement is read into the affirmative action requirements of section 501. Section 501 requires federal agencies to develop and update annually their affirmative action plans for the hiring, placement, and advancement of individuals with disabilities. The purpose of the affirmative action plan is to ensure sufficient employment opportunities for individuals with disabilities.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits the federal government, federal contractors and recipients of federal funds from discriminating against the disabled not only in employment but in all aspects of any program or activity that receives Federal financial assistance. Regulations implementing section 504 refined the definition of discrimination against individuals with disabilities to include the failure to make reasonable accommodation unless such an accommodation would cause the employer undue hardship. The reasonable accommodation requirement focuses on overcoming present obstacles to employment and is intended to increase access to employment for individuals with disabilities.

action requiring significant difficulty or expense and lists various factors to be considered in making this determination.

It is important to note that Federal agencies, because they are covered under Section 504 of the Rehabilitation Act of 1973, do not have to comply with the provisions of the ADA. Last year, however, Congress directed the Access Board to evaluate the UFAS and the ADAAG, and to create one set of accessibility standards that will apply to both the Federal Government and the private sector. Thus it is important to become familiar with the ADAAG now in anticipation of the new standards to be adopted in the near future.

DOT Historical Perspective

The Department of Transportation currently employs more than 3,000 people who identify themselves as persons with disabilities. This number represents approximately 7 percent of DOT's total civilian population, minus those with special medical requirements for employment, such as air traffic controllers or law enforcement personnel.

Currently, job accommodations are provided to employees within the modal organizations on a case-by-case basis. A few modes (or sub-organizations within the modes) have specific programs which provide accommodations or ensure accessibility to employees. Some modes may provide services that are needed by some of their employees, but then deny other forms of accommodation to other employees. Some employees must rely on their individual managers to provide accommodations, which can lead to misunderstandings, inappropriate accommodations being provided, or no accommodations being provided at all. Moreover, because of the inconsistent manner in which accommodations are provided, the Operating Administrations and the Department have no means of tracking the level of funding which has been devoted to accommodations, or evaluating whether they are providing those services in a manner that fulfills all legal and regulatory obligations.

In general, accommodations gaps occur in four areas:

- facilities accessibility;

devised to convert two other rest rooms in other stacks to wheelchair-accessible facilities, so that employees with mobility impairments would still be able to use the rest room during the renovations process.

Case Study 2: Modal Consolidation Relocation Project

Recently, the Department has undertaken a massive project to consolidate modal organizations or programs within modes on single floors or in single areas of the building, rather than having a single agency's offices spread throughout the building. To achieve the necessary goals of the project, some office spaces have been completely redesigned during the relocation process.

During the relocation and renovation, opportunities to improve accessibility of office spaces were often overlooked. New entrance doors are still not fully accessible, and some inner office doors could have been retrofitted with paddle knobs instead of standard round knobs. Reception counters in some offices may be too high for greeting wheelchair users or others of short stature.

Discussion: Often, employees with disabilities find themselves in the position of reminding facilities managers and others about accessibility requirements for new construction or alterations. In the case of Federal buildings, the standards can be found in the Uniform Federal Accessibility Standards (UFAS), issued by the Access Board. These standards are as important to know as safety standards and other building codes, yet, they are often overlooked by teams that are responsible for designing new spaces or making alterations to existing spaces.

All employees of this Department have been hired to perform specific job functions. Yet, employees with disabilities have spent unreasonable amounts of time working with facilities managers to ensure accessibility in their office buildings. This behind-the-scenes work by individuals with disabilities has been necessary for them to ensure their continued access to services of the Department, but that work has taken important time away from the disabled employees' actual job functions. Because job accommodation is a time-consuming effort for employees with disabilities, they are

Case Study 4: Procuring Technology Accommodations for New Employees

In 1992, an employee with a visual impairment was interviewed for a professional position within the Federal Highway Administration (FHWA). The manager who had interviewed this individual was aware of his visual impairment at the time of the interview, and began discussing his accommodation needs soon after the interview had taken place. The Selective Placement Coordinator informed the job candidate that the agency would most likely make an offer of employment, but that before the offer could be made, the agency would have to determine how best to handle his job accommodations.

The employee stated that he relied on closed-circuit television (CCTV) technology to read materials, and that he would need text-enlarging software and a large monitor for using a computer. The cost of these accommodations totaled more than \$5,000.

The manager turned to the Office Director for funding for the needed equipment, and the Office Director indicated that the funds would not be available, and that he believed the Office of Personnel and Training should pay for the accommodations for new employees. The Office of Personnel and Training responded that it did not have a central fund for providing accommodations, and suggested that the funds should come from the program funds for the office in which the employee would be assigned. The discussions of which office would be responsible for providing funds for the accommodations continued for several weeks, which delayed the procurement process. The prospective employee "checked in" periodically with the Selective Placement Coordinator, who would inform him that the offer of employment could not be made until the matter of how the employee would be accommodated would be resolved.

Finally, the employee's accommodation needs were addressed, and the program office agreed to purchase the needed equipment. The prospective employee received the offer of employment, following a 10-week delay.

Because there are very few employees who would need this device in FTA, the Deaf employees felt that purchasing the TTY modem would not pose an undue hardship on the FTA budget. (The TTY modem and software costs about \$300 per unit, and only approximately three employees were making the request.)

After seeking specific information on the budget status of FTA, the affected employees learned that this upgrade constituted a small fraction of the technology funds for FTA. With the intervention of an official from the budget office, the employees were able to order the needed equipment--- but only after serious delays and unnecessary frustrations.

Case Study 7: Office Space Accommodations

An employee of the Office of the Secretary, who was in a wheelchair, requested a special desk that would accommodate her wheelchair. The employee was told that the funding did not exist to procure her needed furniture, and agreed to provide her with a large table as a substitute for the desk. The table was too short, however, to accommodate the employee's needs, so the table was raised by placing Xerox paper reams under the table legs. This poor substitute for an actual accessible work desk remained in place until a new desk was purchased, some 7 to 8 months later.

Discussion: The most often cited reason for denial of accommodations as cited by employees with disabilities is lack of funding for those accommodations. In general, the Department does not have centralized systems for accommodations services within the modes, so employees must usually rely on their individual managers or program offices to provide accommodations. This method of service delivery is problematic for several reasons:

- Program offices do not routinely budget for accommodations for employees with disabilities as part of their general program funds.
- The lack of built-in resources causes serious delays in providing job accommodations.

security officers came to the Civil Rights Director's Office, accompanied by an officer of the Federal Protective Service. The security guards asked the officer to arrest the Civil Rights Director for breaking security. The Civil Rights director then called the office of the Chief Counsel in FTA for assistance. After much explaining, the Civil Rights Director was not arrested and the visitor was allowed to remain in the building for the scheduled meeting.

Discussion: The previous example illustrates a basic lack of knowledge about accommodations requirements under the law. In dealing with this incident, clearly, the security guards were not trained on the types of service animals that people with disabilities can use, and which ones have been granted the right to enter public facilities. Following this incident, the Civil Rights Director in FTA, with the participation of the visitor with the assistance dog, provided training to the security force on service animals. The written policy on service animals was changed to include mobility assistance dogs and hearing dogs. While it is commendable that positive actions were taken following this incident, if the security force had been properly trained from the beginning, the entire embarrassing episode could have been avoided.

A primary function of the DOT Disability Services Center will be explaining requirements for accommodation to managers and supervisors to help them better understand what their roles and responsibilities are, and to help clear up any misunderstandings or misinformation that might occur. The Services Center staff will also work with DOT service providers, such as Security Operations or Facilities Services to help them understand their roles and responsibilities. The Services Center can advise what is "reasonable," both in terms of civil rights responsibilities and practical solutions. When necessary, the Services Center can help to negotiate a solution in accommodations disputes.

Attitudinal Barriers Toward Individuals with Disabilities

Case Study 9: Disability Awareness Training Programs

The Department of Transportation has made several attempts to increase inclusion and understanding of disability issues through various training mechanisms. The Office of the Secretary developed a

After these concerns were expressed, OST did not hold any further sessions of the experiential workshop due to a decrease in demand. However, the course was not removed from the general course catalog. Recently, FAA has been using this training model in its own disability awareness programs, and has extended that training to other modes in the field. The FAA is apparently unaware of the strongly voiced concerns about the drawbacks of the methodology used.

Discussion: The previous example illustrates a widespread barrier to employees with disabilities — the attitudes of others. The DOT should foster positive relationships between employees with disabilities and others, and should not participate in any program or activity that could have an unintended negative effect. The DOT Disability Services Center will develop training initiatives that will increase awareness of disability issues in a positive manner, involving real people with disabilities in the development of training and in training delivery processes.

The DOT Disability Services Center will work with employees and managers to resolve potential conflicts or misunderstandings about job accommodations, and will facilitate a more open means of communication when necessary. The Center will clearly define the circumstances under which an accommodation can be approved or denied, so that all persons affected by the accommodation can understand their roles and responsibilities in the accommodation process.

What Our History Can Teach Us

The examples listed above are not isolated incidents; rather, they are examples of the most common difficulties faced by employees with disabilities in DOT, or members of the public who may do business with DOT. The problems are widespread throughout the Department. While many of these incidents or specific problems have been corrected on a case-by-case basis, the “learning curve” of preventing similar problems has not yet been established in the Department, leading to these same incidents recurring with new employees or new situations, all over again.

2

Mission of the Center

To ensure that employees with disabilities in the United States Department of Transportation can participate fully and contribute to all aspects of the Department's work, programs, and services.

Goals of the Center

1. Provide Information About and Resources for Obtaining Workplace Accommodations

Because it is the policy of the United States Department of Transportation that in the recruitment, training and advancement of its own workforce, all reasonable accommodation will be made to encourage persons with disabilities to perform their job functions and to participate in the services and use the facilities of the Department. The Center will serve as an information clearinghouse on issues associated with workplace accommodation, and provide funding and resources for acquiring those accommodations in both Headquarters and in the field.

2. Advise the Department on Maintaining, Improving, or Increasing Facilities and Program Accessibility

Because it is the policy of the United States Department of Transportation to be fully inclusive of all members of its workforce, it is imperative to ensure that all facilities and programs of the Department are fully accessible to individuals with disabilities. The Center will serve as a policy advisor on accessibility to ensure that the Department is in full compliance with all applicable laws on accessibility of

3

Overview of the DOT Disability Services Center

The Disability Services Center ("the Center") of the United States Department of Transportation will provide assistance under four broad categories:

1. Provide information on and resources for obtaining workplace accommodations;
2. Advise the Department on maintaining, improving, or increasing facilities and program accessibility;
3. Promote the inclusion of the disability perspective in Departmental programs and initiatives; and
4. Increase awareness of disability issues among all Department employees through education and training.

Organization Structure

In applying the concept of the ONE DOT Management Strategy, where the Department will act as a unified organization, the Secretary has committed to forming a Disability Services Center that will provide a consistent level of service, accommodation, and inclusion to all of its employees with disabilities. The Secretary stated that he desires this Center to be a "model" center for the Federal Government. To do this, the center must accomplish two main things:

General Operations

Who Are the Customers of the Disability Services Center?

The DOT Disability Services Center will provide services to all DOT employees, regardless of organizational placement or geographical location. Persons who may be most likely to use the Services Center may include:

- employees with disabilities,
- managers and supervisors of employees with disabilities,
- disability program coordinators and selective placement coordinators,
- civil rights or human resources management officials, and
- any DOT organizational unit whose programs may have a direct impact on employees with disabilities (such as facilities planners, event coordinators, and other service providers).

Many of the programs and services of the DOT Disability Services Center will be of benefit to all employees, such as education and awareness initiatives. In short, any employee of the Department of Transportation who feels that he or she may benefit from the services provided by the Services Center is eligible to use those services.

Following the initial intake, the Services Center staff may perform an additional job needs assessment to determine what are the best accommodations for the given situations. A successful job needs assessment will include input from the employee with a disability and the manager or supervisor of that employee.

What is a Job Needs Assessment?

Choosing appropriate workplace accommodations is best done on a case-by-case basis. It is important to understand always that disabled individuals have different capabilities and varying degrees of disabling conditions. Accommodation needs must be evaluated in the light of an individual's job responsibilities and technical environment (*e.g.*, workstation configuration). For employees with disabilities and their supervisors, selection of appropriate accommodations can be very challenging.

A Job Needs Assessment is a technical analysis to identify what specific accommodations are suitable and/or necessary for a given individual's situation. The Center will conduct such assessments for offices and agencies within the Department, as requested, using a team approach. The employee in question and his or her supervisor should always be members of the team. Others who can make valuable contributions to an assessment on a case-by-case basis can include: individuals with background and experience in human resource management; rehabilitation services professionals; computer support teams; and experts in occupational safety, procurement, and/or facilities management.

It is critical to the success of the assessment that the supervisor be involved to the extent practicable in the decisionmaking process. It will be important to understand the employee's job requirements from the supervisor's perspective so that the employee can be accommodated to the fullest extent needed for fulfilling those requirements.

A Job Needs Assessment always involves a three-part analysis.

- **The job itself** must be reviewed; what are its essential elements and what skills are required for its performance?

Specific Services to be Provided

The following sections describe in general the services that the DOT Disability Services Center will provide. A more detailed listing of specific accommodations for different types of disabling conditions is included in Chapter 7, "Appendices" of this Proposal.

Services and Programs to Increase Full Inclusion

Information Resource Library — The Center will become a central repository within the Department for information associated with disabilities and the employment of disabled persons. It will maintain this information in a variety of formats utilizing the best and latest technology that is available. Any and all information maintained by the Center will be made available in fully accessible formats.

Product Information — The Center will maintain a complete and up-to-date file on available technology that can be used to make the workplace more accessible. Full information regarding availability and funding sources for such products will also be included, as well as information about procurement options.

Service Providers — The Center will maintain a complete and up-to-date file on various kinds of services that are required by disabled persons, both in the workplace and in areas associated with work, such as child care, medical facilities that are convenient and accessible to the workplace, and so forth.

Training Resources — The Center will function as a central clearinghouse of information about training opportunities in a wide variety of areas related to the employment of persons with disabilities. The Center will assess the current state of disability awareness training available to Department employees, and determine the appropriateness of such training. The Center will develop new training vehicles, as needed, or determine opportunities where disability awareness issues could be added to the content of some already available courses.

In addition, the Center will provide accommodations that employees with disabilities may need in order to participate in any approved form of official training,

purchase needed technologies for employees with disabilities as a result of performing job needs assessments.

Technology Needs Assessment — The Center will undertake as a one-time task an inventory of existing technology that the Department has already procured for its disabled employees. The Center will then be able to function as a central point of contact if and when a given office within the Department has a one-time need for a particular piece of equipment that may already be available in another office.

The Center will also attempt to assess the Department's technology weakness and identify what kinds of available and off-the-shelf equipment should be considered for priority acquisition.

Technology Acquisition Program — Because budgets within individual offices are limited, the Center can play an invaluable role in coordinating the acquisition of new equipment designed to increase job accessibility for disabled workers. Once the inventory identified above has been completed and the Department's overall technology needs are identified, the Center can provide those accommodations to employees who need them.

Demonstrate New Technologies — The Center will be the obvious unit within the Department to arrange for the demonstration of promising new technologies that can assist disabled employees in the workplace; the Center will also maintain relationships with external public and private agencies to ensure that the Department is kept fully aware of new technologies as they are developed.

The kind of technological breakthroughs to assist disabled persons that we can expect to see in the next decade are impossible to predict or categorize. The Department will be able to harness these technologies to the performance of its mission more effectively, however, if there is a single unit responsible for arranging tests and demonstrations as such equipment comes on the market.

Ensuring Inclusion of Employees with Disabilities in Department Work Groups, Initiatives and Special Programs

There has been an understandable tendency throughout the Department to seek out disabled employees for service on committees and working groups when their perspectives and contributions *as disabled employees* will add value to the task at hand. Disabled employees both welcome and recognize the importance of such assignments and undertake them willingly and even enthusiastically. These are typically instances, though, where non-disabled employees are the ones who identify the need for the perspective that a disabled employee is then asked to provide.

It is also necessary that disabled employees participate fully in Departmental activities without, and apart from, any need that is only recognized and identified by non-disabled employees.

Disabled employees obviously have professional contributions to make by virtue of their own background and training. This is why they were hired by the Department in the first place.

But disabled employees can also provide a unique perspective on general issues and policies by virtue of their status as disabled employees, a perspective whose importance non-disabled employees may not be able to discern or appreciate in advance.

The Center can serve a valuable role within the Department by arranging for disabled employees to serve on working groups and committees; it will be able to do so in a way that is balanced and without putting excessive demands on any one, or on any few, of the Department's disabled employees.

Systems Improvement

The matter of workplace accessibility is usually thought to involve physical barriers and movement through (office) space. In the contemporary world, though, questions of accessibility also arise in "cyberspace" and involve the extent to which computer applications and software are "user-friendly" to disabled employees.

job coaching for cognitively disabled workers. Training that involves heightened awareness of the condition of a specific individual will be developed and provided with the involvement of that individual, and only *with the consent* of the affected individual. (As an example, some employees may feel more comfortable if a co-worker knows how to respond to a seizure, while other employees may not wish to reveal their seizure disorder to co-workers at all.)

Promoting the Full Inclusion of Persons with Disabilities in Departmental Initiatives

President Clinton has often said that the people who work for the United States Government should look like the America they serve. Consequently, the federal workforce has been in the forefront when it comes to issues of diversity. The quality of work this workforce produces reflects a richness that only diversity can bring.

In matters of diversity, though, disabled Americans have something unique and special to contribute, something that is also very important to the effective fulfillment of the mission of the Department of Transportation.

The Department is charged by law with important enforcement responsibilities for the Americans With Disabilities Act. Consequently it is important for the Department to ensure that its own employees are accommodated and that barriers to a successful employment experience are removed.

Determination of Reasonable Accommodation and Negotiation

The Disability Services Center will serve as a negotiator to help settle accommodations disputes between employees and their managers. It is hoped that by encouraging open discussion, along with educating managers and employees on the requirements for job accommodation, that most disputes can be settled before the problem escalates to the formal complaint stage. If, however, an employee feels that the problems cannot be resolved through the Services Center, or that the manager is unwilling to carry out the suggestions of the Services Center, the employee will have the same opportunity to initiate a complaint in the modal or Departmental office of Civil Rights, as appropriate, and such complaints will be managed separately and apart from the Services Center itself.

4

First-Year Implementation

First-Year Operations

Start-Up

Upon approval of this proposal, we can immediately implement the steps needed to open the Disability Services Center, and become fully operational within three months of approval. Our goal is to begin the implementation process and be fully operational in early 1999. The following steps will need to take place before opening can occur:

- At the request of the Secretary, we have circulated this proposal among the modal administrations, to solicit any concerns or new ideas, and will invite the unions with national consultation rights to comment;
- Hire the necessary staff, as described in the later section of this report, "Staffing," and familiarize them with the nature and types of accommodations;
- Locate an appropriate space that will provide necessary room for the current and future programs of the Services Center, and modify that space, as necessary, to ensure full accessibility by employees with disabilities;
- Procure the necessary equipment and furniture needed by the staff and visitors of the Services Center;

- ***Advise the Department on Maintaining, Improving, or Increasing Facilities and Program Accessibility*** The Services Center staff will work as the employee liaison to the Director of the Departmental Office of Civil Rights and the Secretary to ensure that the policies and programs of the Department foster full inclusion of employees with Disabilities in DOT. The liaison will serve as a central contact point for employees to express accommodations concerns. The liaison will also work with other Departmental programs or services (such as Facilities Services or Security Operations, etc) to ensure that the accessibility needs of employees with disabilities are incorporated into all Departmental initiatives.
- ***Promote full inclusion of individuals with disabilities in Departmental programs and initiatives.*** The Center will work with various programs in the Department to ensure that persons with disabilities are included in all aspects of the Department's programs and activities. This level of inclusion goes beyond involving disabled employees' input into matters of disability policy — instead, this philosophy allows for the disability perspective to be included “at the table” when forming all programs of the Department. The Center may assist DOT's organizations in locating disabled representatives to task forces, working groups, or special activities, so that disabled employees have a fair opportunity to be represented when such efforts are undertaken in the Department.
- ***Increase awareness of disability issues among all Department employees through education and training.*** During the first year of operation, the Services Center staff will determine the extent of currently available disability awareness training, and begin to analyze the appropriateness of that training. The Center will work toward developing a standard disability awareness training course that will be tested and implemented during FY 2000. The Center staff will also look at other available training courses (such as management training or diversity seminars) to determine which of these other courses should include topics of discussion on disability issues.

Program Development for FY 2000 and Beyond

During the first year of operation, the Center staff will begin planning for the next years' services and operations, toward the goal of expanding the program to provide the full complement of services needed by the Department of Transportation and its employees. The additional programs that will be added include the following:

- Technology Demonstration Center
- Disability Awareness and Education Programs
- Expansion of Job Accommodations Fund
- DOT Media Accessibility Program, and
- Workplace Ergonomics Initiative

These programs will be fully explained in the next chapter.

This chapter outlined the initial requirements for opening the DOT Disability Services Center and providing some essential services in the first year. The budget and other resources are clearly defined, as is the potential for growth in future years of the programs. This outline demonstrates that even in its first year, the DOT Disability Services Center can be — and will be — a model for workplace accommodation.

5

Long-Term Plan Program Expansion in FY 2000

New Programs

Beginning in the second year of operation, the DOT Disability Services Center will begin to expand the programs it offers, toward the goal of a full-service program that will benefit all employees. The Center will continue to provide the services listed in Chapter 4, "*First-Year Implementation*," but will expand those services to ensure delivery to more customers within DOT.

What follows is an explanation of the new programs which will be offered by the Disability Services Center.

Technology Demonstration Center — The Services Center will begin building a Technology Demonstration Center that will showcase commonly used adaptive computer technologies, as integrated with the commonly used software and hardware systems in DOT. The program will continue to partner with other Government Disability Services Programs in the area of technology demonstration, but some adaptive equipment may function differently in the computer environments that are specific to DOT. For this reason, it will be necessary to have our own demonstration capabilities with our own unique systems as part of that demonstration.

For example, a technology center in another Government facility may show the use of hands-free typing technology as integrated with that agency's preferred word-processing software. DOT's own word-processing systems vary from mode to mode, and the Center will need to be able to demonstrate how that same hands-free

The impact of this regulation for Federal agencies cannot be overstated. In FY 2000, the Architectural and Transportation Barriers Compliance Board (The Access Board) will issue standards that will determine what constitutes "accessible" in terms of using electronic technology.

To some extent, these new standards may drive software companies to change their products to make them compliant with these standards. But the Federal Government must be proactive in ensuring that all software or hardware purchases or developments comply with this regulation.

To facilitate this proactive approach, the Center will establish a Technology Accessibility Review Board, consisting of the Chief Information Officer for the Department, Center Technology Specialists, IT Specialists from within each mode, and persons with disabilities who would be end-users of technologies. The board will be responsible for reviewing each new major software purchase, software upgrade, or hardware systems upgrade to ensure that they are fully compliant with Section 508. Some software or hardware is purchased on an individual basis to be used by individual employees for specific job functions. The board may not need to be involved in those purchasing decisions, but any software or system that will be widely used in an office, a single mode, or in the Department as a whole may be required to comply with Section 508 of the Rehabilitation Act. The Technology Accessibility Review Board will perform reviews and make recommendations as large purchases are under consideration, to ensure that the items will be fully accessible before final purchasing decisions are made.

The Board will also conduct periodic reviews of multimedia presentations, or Internet Web pages to ensure that these communications are developed in a manner that is compliant with Section 508, and will develop a set of guidelines for technology accessibility that is based on the Access Board standards, but will be easy to follow for DOT agencies when they develop their own products or materials.

Expanded Services

Beginning in FY 2000, the Center can offer expanded services to ensure accommodation to many employees around the nation. The first-year funding was a starting point to develop the program and begin assessing and fulfilling

free typing software, or specially designed desk chairs. It is anticipated that though this portion of our employee population will not represent the greatest need in terms of cost for individual accommodation, it will represent the single largest accommodated group. In providing these job accommodations, DOT can expect to reduce costs for Worker's Compensation, because employees who might otherwise be unable to work, can continue performing their job functions.

6

Budget and Other Resources

The Center will operate under an allocation-based funding system, and each mode will contribute to that fund annually based on percentage of total civilian population (minus other employees who have specific medical requirements for their jobs, such as air traffic controllers and fire fighters). An allocation-based funding system is necessary versus a fee-for-service funding mechanism, because a fee-for-service system can create a situation in which employers can decide whether or not to provide accommodation based on funding priorities for individual organizations. The figures for total civilian population (versus population of disabled employees) were used for several reasons:

- it is impossible to predict over the course of a year exactly how many disabled employees each mode has or will gain or lose during that same time frame;
- the majority of persons with disabilities fall outside of the definition of “targeted disabilities,” which are the ones most likely to be self-identified at the time of hiring— many people with temporary disabilities, or hidden conditions may not have self-identified as disabled at the time of hiring, but are still entitled to accommodations;
- in general, the majority of disabling conditions occur as the result of a natural aging process; therefore, persons who may not have been disabled at the time of hiring may develop disabling conditions during their time in service;
- some of the programs, particularly relating to education and training programs and universal design of facilities and systems, are of benefit to all employees, rather than only the disabled employees; and

including providing supervision for the TASC employees, and providing guidance on operational issues such as budget and other concerns

TASC Service Providers — It is expected that among the two staff members, that one will be an “expert” in the area of technology accommodations, and the other will be an “expert” in the area of service accommodations (such as interpreting services, Braille transcription, etc.). Both staff will serve cross-functionally, however, and will be able to fill needs on demand as necessary. The TASC service providers will also be primarily responsible for marketing and program development functions for the Center, with input, as needed or desired, from the DOCR staff person.

DOCR Reasonable Accommodations Specialist — This staff member will work hand-in-hand with the TASC Service Providers, but with an emphasis on determining the basis for reasonable accommodation. This individual will report to the Director for DOCR, and as such, provides a built-in system of checks and balances for ensuring accommodation. This individual will also focus on matters of facilities acquisition, remodeling, systems improvements, and contracting procedures to ensure that all applicable regulations are being met to the fullest extent. This individual will serve as a negotiator to help resolve accommodations disputes between managers and employees, and will help managers and employees to become more aware of their roles and responsibilities in the accommodations process.

TASC Program Assistant — Will perform all necessary administrative functions for the Center, including typing of letters and memos, filing, greeting customers, tracking of customer intake forms, answering telephones, and other related duties. The Program Assistant will be primarily responsible for cataloging and updating the product information and library resources for the Center.

Fiscal Year 2000

Proposed Budget for FY 2000

The proposed budget for FY 2000 for the Disability Services Center is based upon the experience of existing centers within the Government as adapted for DOT circumstances. The budget represents new services and functions that will be provided by the Center beyond those provided in the start up year, and an expanded ability to provide needed accommodations to employees with disabilities. The budget is approximately \$1.9 million of which \$1.3 is for direct provision of accommodations to disabled employees. A small budget (approximately \$75,000) has also been established to develop and provide awareness training. The remaining costs are for staff and associated administrative costs for delivering services, including a small amount for funding the ongoing activities of the Advisory Committee, and \$50,000 for purchasing of technology demonstration equipment.

Staffing

The Center will be housed within TASC under the oversight of an existing TASC business practice. One member of the staff will be designated as team leader, coordinating day to day activities of the Center. Staff will include:

- 2 TASC Service Providers,
- 1 TASC Information Technology Specialist,
- 1 TASC Training and Development Specialist,
- 1 OST Departmental Office of Civil Rights Reasonable Accommodation Specialist.
- 1 TASC Program Assistant

TASC Team Leader — One of the following employees will be designated as Team Leader for the TASC employees of the Center. This individual will take care of leave requests and other managerial concerns that arise on a day-to-day basis.

managers and employees, and will help managers and employees to become more aware of their roles and responsibilities in the accommodations process.

TASC Program Assistant — Will perform all necessary administrative functions for the Center, as described in the previous year.

Other Resources Requirements

In addition to traditional resources for establishing programs, the Disability Services Center will make creative use of available resources within DOT or the Federal Government to allow greater access to services and to provide those services in an efficient and cost-effective manner. Examples of these resources can include the following:

Establish Working Relationships with Modal IT Teams — To ensure full compliance with Section 508 of the Rehabilitation Act of 1973, the Services Center will have to establish a working relationship with the IT teams for each of the Operating Administrations of the Department. The Services Center will advise the modal work groups on accessibility requirements, or suggest modifications to software that is being procured or developed, to ensure full compliance. The Services Center will form the Technology Accessibility Review Board to work with the modal IT Teams to make access improvements, or to review proposed systems changes for ensuring accessibility. This centralized point of contact for IT and related matters will help to ensure consistency of accessibility among electronic technologies used by the modes.

Continuation of Other Previously Established Partnerships or Cooperative Agreements — The Center will continue any previously established partnerships or cooperative agreements (as described in the previous Chapter), as appropriate for ensuring the continued smooth operation of the Center and its services, to enhance the services it provides, or to share its own knowledge with other organizations, as others have shared with it, in the development of its own programs.

This chapter detailed the funding, staffing and other resources requirements for the DOT Disability Services Center. The Center described in this and in the previous

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Appendices

Appendix 1— Discussion of Other Federal Government Centers for Workplace Accommodation

Many Federal agencies already have centers for workplace accommodation to provide technologies and services to their employees and guests. In forming the Proposal for the DOT-wide Disability Services Center, Planning Team members visited many of the disability services programs in the other agencies, to learn how those centers operate, including how they are organized and how they obtain needed funding.

It is interesting to note that each agency that is engaged in providing accommodations services to its employees does so in a manner that is entirely unique to the culture and needs of its own organization. As such, it is difficult to hold one facility above the rest as a model by which DOT can build its own facility. Rather, it is best to look at the operations of each of these centers together, and based on the entire body of information available, build our own program in DOT that is unique to the culture and specific needs of the organization and its employees.

What follows is a brief description of some of these existing programs, including the organization structure, resources requirements, and services provided. Where possible, strengths and weaknesses for each individual program are included.

The TARGET center has a conference room and presentation center that includes eight separate workstations emphasizing different types of technologies for accommodating various disabilities. The TARGET center also operates a resources library to enable research and review of various accommodations.

Although TARGET is an excellent resource for learning about available technologies, and for individual employees to determine which technologies may suit their specific job needs, the TARGET center does not provide funds or services for direct acquisition of needed accommodations. Employees who come to the TARGET center can try the technologies to determine what they need, but the employees must be able to obtain those accommodations through their individual programs and management structures. This is an acknowledged weakness of the TARGET program, because managers or program offices may not be able to or may not be committed to providing accommodations to their employees

General Services Administration CITA

The General Services Administration (GSA) operates a program known as the Center for Information Technology Accommodation (CITA) in its Washington, D.C. headquarters location. The center is the Government's program office exhibiting technical leadership in universal access through full collaboration with Information Technology planners.

The CITA operates similarly to the TARGET center described above, in that while it does provide extensive information and demonstration of technologies, it does not directly provide the technologies to employees who need them. Any Federal employee may seek advice or evaluation services from the CITA, including employees with disabilities, their managers, or individuals needing information on workplace ergonomics for the purpose of managing repetitive strain injuries.

Social Security Administration Disability Services Team

The Social Security Administration operates a cross-functional team consisting of members from the civil rights office, the personnel office, and the information technology group. This team has been formed to address the various accommodations needs of employees throughout the agency's nationwide network of offices and service centers, and is centrally funded within SSA.

Appendix 2 — Definitions of Disabling Conditions

Specific categories of disabilities follow below; however, these categories do not constitute an all-inclusive list of disabilities that will be accommodated through the Services Center.

Mobility and Dexterity Disabilities — Factors that limit mobility and/or dexterity may include (but are not limited to) spinal-cord injuries, cerebral palsy, post polio syndrome, spina bifida, stroke, amputation, and other conditions. Persons with such disabilities may require the use of wheelchairs, walkers, crutches, canes and/or various kinds of prosthetic devices.

Visual Disabilities — Visual disabilities are conditions that affect vision and that require assistance beyond ordinary corrective lenses. Some individuals with visual disabilities are able to read large print, and/or distinguish basic shapes and colors. Others are only able to distinguish light from dark, while still others may lack the ability to receive any visual stimulation whatsoever. The specific accommodation needed by someone with a visual disability depends directly on the nature of that individual's level of vision.

Auditory Disabilities — Persons who are Deaf or Hard of Hearing routinely need accommodations based on their own primary means of communication. Some people use telephone amplifiers, while others will require a TTY or similar device. Some rely on lip-reading for communication, while others use sign language interpreters. Many people who are Deaf or Hard of Hearing use a combination of communication tools to fit different needs and situations, such as one technique during one-on-one meetings, another during large group meetings, and so forth.

Speech Disabilities — Speech disabilities that affect a person's ability to speak clearly may include stroke, cerebral palsy, diseases of the larynx, deafness, and a variety of other conditions. Some people with speech disabilities will need oral interpreters; others rely on technology such as speech amplifiers, voice-synthesized communication boards, or other devices that facilitate communication. The preferred method of communication can often vary depending on the situation.

Appendix 3 — Description of Technologies or Services, or Other Accommodations for Employees with Disabilities

The accommodations listed in this section are examples of the types of technologies, products or services that an employee may request as an accommodation. This list is provided for educational purposes, and should not be construed as finite or all-inclusive.

Accommodations for Individuals with Dexterity or Mobility Impairments

Voice Recognition Systems — allow users to “type” by using voice alone or in conjunction with the mouse or keyboard. These systems provide users with the capability to create text and perform computer functions by speaking. These systems learn the user’s voice and speaking style, and therefore, can accommodate most accents or speech impairments. These systems allow users to create memos, reports, and spreadsheets, perform computer commands, or navigate the Internet.

Alternative Keyboards — can facilitate the use of personal computers. Miniature keyboards are available for mouth stick users or one-handed typists. Ergonomically designed keyboards can reduce the stress for persons with limited hand function or with repetitive strain injuries.

Keyboard Enhancement Programs — these software packages increase the speed and improve the accuracy of typing. Users can reduce the number of keystrokes by applying macros or word prediction programs that can finish words that the user has begun typing.

Alternative Pointing Devices — numerous products exist for persons who are unable to operate a standard computer mouse, such as trackballs, joysticks, and touchpads.

Alternative Input Systems — allow users to “type” by pointing a lightweight device at the computer monitor. The pointing device can be mounted on the user’s head,

Print Enlargers — Print enlargers can enlarge the contents of a computer screen, or if using a closed-circuit television (CCTV) device, can enlarge printed materials, handwritten notes, diagrams, and wired circuitry. The user can enlarge the images anywhere from 4 to 60 times, and can also control print size, color contrast, and color selection.

Braille Displays — Braille displays create Braille output of computer screens on a “refreshable” output peripheral device. The Braille output is produced one line at a time. These displays can be compatible with word processing, database, and spreadsheet applications.

Portable Note Takers — Note-taking devices allow users to store up to 1,000 pages of notes, which can be voice synthesized, uploaded to a computer, sent to a printer, or edited in a word processor. Note taking devices are portable and can fit comfortably on a table top or in the user’s lap.

Braille Embossers — Braille embossers produce hard copy Braille output from a computer. Embossers are used in conjunction with Braille translators, which control formatting and type of Braille produced.

Human Readers — Sometimes, because of the complexity or irregularity of some printed material, it may be impossible for people with visual impairments to access materials through technology alone. In those instances, a human reader may be necessary to facilitate that access. A reader can read aloud any printed or electronic materials, and can add descriptive information of graphics or diagrams that may not translate in synthesized reading.

Sighted Guides — In unfamiliar situations, such as with travel or training, it may be necessary to provide a sighted guide to persons with visual impairments, especially if that individual is traveling alone. It will be up to the employee to determine whether he or she would need such assistance in unfamiliar surroundings.

Orientation Services — When a new employee comes on board who has a visual impairment, it may be necessary to provide orientation services so that the employee can become familiar with his or her surroundings. Employees with visual impairments may need to be trained on the relationship between his or her own work space and the surrounding areas of the office, and will need to learn how to

TTY Modems — TTY modems allow computers to emulate TTY transmission signals to in effect allow the user to use a computer for TTY calls. TTY software provides a full-screen view of telephone conversations, allows users to save or retrieve messages, and to retrieve messages from remote locations.

Amplification Devices — Infrared, FM, and loop assistive listening devices make meetings or other large gatherings accessible for individuals who are Hard of Hearing.

Telephone Amplifiers — Telephone amplifiers can be added on or built-in to standard telephone equipment to facilitate telephone use for individuals who are Hard of Hearing.

Note Takers — Note takers will take meeting notes for people who are Deaf or Hard of Hearing, because it is difficult to stay focused on an interpreter or on mouth movements and write notes simultaneously.

Accommodations for Individuals Who Have Cognitive or Developmental Disabilities

Supervisor Training— The Disability Services Center will work with supervisors or managers of individuals with cognitive or developmental disabilities to ensure that the supervisor has effective management strategies for explaining job tasks and responsibilities to the employee. Sensitivity training may also be necessary to ensure that the supervisor understands the scope of an individual's cognitive impairment, and to provide the supervisor with effective communications strategies.

Job Coaching or Specialized Training— The Disability Services Center may provide directly or contract with job coaching specialists for persons with cognitive or developmental disabilities. Job coaches can be especially useful for some individuals who are learning new skills or procedures.

Accommodations for Persons with Learning Disabilities

Accommodations for people with learning disabilities vary widely from person to person, depending on the nature of the disability itself. What follows is a listing of

arrangements could be short-term or long-term, depending on the needs of the individual employee.

Accommodations for Persons with Hidden Disabilities

Hidden disabilities can include a wide variety of conditions such as short- or long-term illnesses, seizure disorders, and a variety of other conditions. What accommodations may be needed will depend on the nature of the condition itself. For example:

Awareness Training for Supervisors and Co-Workers— In some situations, an employee may feel uncomfortable discussing the particulars of a medical condition with supervisors and co-workers, but may request assistance with explaining the effects of a condition. As an example, an employee who has epilepsy may want to explain to his or her co-workers about what to do in the event of a seizure. Such requests would come directly at the request of the affected employee.

Any other accommodations as listed above may be granted depending on the affect of the disabling condition.

Accommodations for Individuals with Temporary Disabilities

Temporary disabilities vary widely, and the effects of those conditions vary widely. An employee who is able to work, but will need accommodations for the extended period of the disability, may request services from the Services Center.

Depending on the nature of the disability, whether it results in mobility impairments, vision impairments or other effects, any of the above-listed accommodations may be appropriate, especially if the only alternative to providing accommodations would be an expensive Workers Compensation Claim.

Disabled Employment By Grade Range By Administration (Permanent Employees) End of Fiscal Year 1998																	
Grade	OST	USCG	FAA	FHWA	FRA	SLSDC	FTA	NHTSA	RSPA	OIG	MARAD	STB *	BTS	TASC	Total	DOT Employment	
																%	Total
SES	2	0	6	4	1	0	1	1	0	2	2	1	0	0	20	5.5	365
WG-GR	0	85	38	0	0	1	0	1	1	0	16	0	0-	1	143	6.8	2,118
Other	1	1	59	0	0	0	0	0	0	0	1	0	0	0	62	5.0	1,239
Total	38	363	2,092	246	56	8	43	40	49	27	56	7	2	19	3,046	4.8	63,805
Avg. Gr.	11.6	9.4	11.8	10.9	11.4	9.7	11.5	12.7	11.4	11.8	11.9	14.2	14.0	10.0	11.5		12.2

Source: "DOT Workforce Demographics: October 1, 1997 to September 30, 1998"

*not covered by the Disability Services Center program

Numbers of Employees in Excepted Job Categories Due to Specified Medical Requirements for Performing Critical Job Functions (as of 9/30/98)					
Mode	Total Civilian Population	Firefighters	Law Enforcement	Air Traffic Controllers	Total Employees in Excepted Job Categories
OST	504	0	0	0	0
FHWA	3,457	0	0	0	0
FRA	694	0	0	0	0
FTA	481	0	0	0	0
RSPA	840	0	0	0	0
OIG	438	0	90	0	90
BTS	43	0	0	0	0
STB	120	0	0	0	0
TASC	271	0	0	0	0
Total	63,805	53	187	20,538	20,778

Some positions within the Department other than those covered by the job categories above may have specific physical qualifications standards that require an annual physical. Frequently (but not always) these will be certain wage grade positions that require climbing ropes for inspection purposes or other similar types of duties that are the essential functions of the positions. In these cases, while reasonable accommodation may be possible in very rare instances, the likelihood is so low that it is appropriate to exclude them from the general population count in determining the distribution of costs for the Disability Services Center.

Should an operating administration wish to identify such positions in order to adjust their population share, the personnel officer must annually provide a certified list of excluded positions to the Disability Service Center that are encumbered at the end of the preceding Fiscal Year. For planning purposes, this certification must be received by the Center not later than January 31 of each year. It should include the

Appendix 5 — Modal Distribution Tables

Distribution of Funds for FY 1999

This table represents in thousands of dollars the obligations of each mode toward the cost of first-year operations for the Disability Services Center.

Distribution of Funds for FY 2000

The following table represents the funding requirements for operating a fully-functional DOT-wide Disability Services Center beginning in FY 2000. As with the previous table, the distribution of funds is based on percentage of total civilian population (less those individuals in excepted job categories).

**DEPARTMENT OF TRANSPORTATION
VACANCIES
IN THE WASHINGTON METROPOLITAN AREA
FOR THE WEEK OF APRIL 18 TO APRIL 25, 2000
JOB VACANCY HOTLINE NUMBER (202) 366-9397**

Web Address:
http://www.tasc.dot.gov/Connection_docs/washvac.html

CLERICAL VACANCIES

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
Secretary (OA) FG-318-9	FAA	Airports Hdqtrs.- Wide	1006	AWA-ARP-00- 1MC010-50045	4/24/00
Secretary (OA) FG-318-8	FAA	FAA-Wide	1007	AWA-ATT-00- 2RB0029-50072	5/1/00
Secretary (OA) FG-318-8/9	FAA	Hdqtrs.-Wide	1008	AWA-ATT-00- 2RB0072-49979	4/24/00
Secretary (OA) FG-318-7	FAA	FAA-Wide	1009	AWA-ATT-00- 2RB0044-50071	5/1/00

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GENERAL ADMINISTRATIVE AND OFFICE SERVICES
VACANCIES

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
Program Analyst GS-343-11/12	NHTSA	All Sources	2002	NHTSA 00-45	4/21/00
Program Analyst GS-343-13	USCG	All Sources Local Commuting Area Arlington, VA	2003	00-100-6GM	4/17/00
Personnel Officer GS-201-15	TASC	Govt.-Wide Status	2004	TASC-00-044- OH	5/1/00

Supv. Military Personnel Management Specialist GS-205-9/9	USCG	USCG Personnel Command, Administration & Coordination Staff Local Commuting	2005	00-341-3AP	5/14/00

		Area			
Lead Regional Case Management Specialist GS-301-14	USCG	All Sources	2006	CG-00-268-6GM	4/24/00
Computer Specialist GS-334-13	USCG	All Sources	2009	CG-00-162-3MG	4/17/00
Disability Program Specialist GS-12/13	TASC	All Sources	2012	TASC-00-041- SR	4/21/00
Associate Administrator for Administration ES-301	FMCSA	All Sources	2013	HR0816ES	5/12/00
Case Management Specialist GS-301-11/13	USCG	All Sources	2014	CG-00-307-6GM	4/24/00

Deputy Assistant Administrator for Public Affairs FX-340	FAA	All Sources	2015	AWA-APA- 2000-200-10044	5/12/00
Supv. Program Analyst (Oil Pollution Act) GS-343-14	USCG	All Sources	2018	CG-00-294-6GM	4/24/00
Program Analyst GS-343-9/12	NHTSA	All Sources	2020	NHTSA 00-48	4/28/00
Program Analyst GS-343-13/13	NHTSA	All Sources	2021	NHTSA 00-52	5/1/00
Administrative Assistant NF-303-3	USCG	All Sources	2023	NF-303-3	Indefinite
Computer Systems Analyst GS-334-9/11	USCG	All Sources	2025	CG-00-313-3GD	5/1/00

Computer Specialist GS-334-12/13	USCG	All Sources	2026	CG-99-884-3MG	4/24/00
Program Operations Specialist GS-301-7/9/11/12	TASC	Govt.-Wide Wash., Metro Area	2027	TASC-00-047-SR	4/28/00
Staff Assistant (OA) GS-303-8/9	RSPA	All Sources	2028	RSPA-00-23	5/4/00
Program Analyst GS-343-14/15	BTS	All Sources	2029	BTS-00-053SC	5/5/00
Program Analyst GS-33-14/15	OST	DOT-Wide Wash., Metro Area	2030	OST-00-052SC	4/27/00
Staff Assistant GS-303-9	FHWA	FHWA-Wide	2031	HF0162MP	5/8/00

Administrative Program Assistant GS-303-08	FHWA	FHWA-Hdqtrs.- Wide Wash., Metro Area	2032	HF0161TL	5/1/00
Personnel Management Specialist FV-201-J	FAA	FAA-Wide	2033	AWA-AHR-00- MP2000-49956M	5/1/00
Management & Program Analyst FV-343-J	FAA	Govt.-Wide Status	2035	AWA-AND-00- 2PR0424-50007	4/19/00
Personnel Management Specialist GS-201-13	USCG	Govt.-Wide Status	2039	2000-051-3AP	6/20/00
Program Anlayst GS-343-11/12	NHTSA	All Sources	2041	NHTSA 00-45	4/21/00
Personnel Assistant (OA)	USCG	All Sources	2042	CG-99-981-3AP	6/16/00

GS-203-5/7					
Personnel Management Specialist GS-201-7	USCG	Govt.-Wide Status	2045	2000-054-3AP	4/28/00

Personnel Management Specialist GS-201-11/12	USCG	Govt.-Wide Status	2046	2000-045-3AP	6/20/00
Management Assistant (OA) FG-344-6/7	FAA	ATS-Wide	2047	AWA-AOP-00- 2AE0287-50067	4/24/00
Management & Program Analyst FG-343-9/11/12	FAA	ATS Hdqtrs.-Wide Only	2048	AWA-ARR-00- 2FW0420-49986	5/4/00
Management & Program Analyst FG-343-14	FAA	Hdqtrs.-Wide	2049	AWA-ATX-00- 2RB0093- 50004M	4/19/00

Computer Specialist FG-334-12/13	FAA	All Sources	2051	AWA-AIR-00-1JR394-49305	Indefinite
Computer Specialist GS-334-13	USCG	All Sources	2052	CG-00-162-3MG	4/17/00
Resource Center Director ES-340	FHWA	All Sources	2054	HF0149ES	4/27/00
Computer Specialist GS-334-11/12	USCG	All Sources	2055	CG-00-287-3MG	4/24/00
Management & Program Analyst FV-343-J	FAA	Govt.-Wide Status	2056	AWA-AUA-00-2FW0413-49877	4/20/00
Management & Program Analyst FV-343-J	FAA	All Sources	2057	AWA-AUA-00-2FW0413-49850	4/20/00

Computer Systems Analyst GS-334-12/13	FRA	All Sources	2061	AR1524	4/28/00
Director, Office of Information & Management Services ES-343	FHWA	All Sources	2062	HF0151ES	4/27/00

Lead Financial Systems Administrator GS-301-15	USCG	All Sources	2063	CG-00-251-3JW	4/17/00
Management Analyst GS-343-12/13	USCG	All Sources	2064	CG-00-256-6GM	4/17/00
Program Analyst GS-343-13	FHWA	All Sources McLean, VA	2065	HF0113DX	4/21/00

Military Personnel Relations Technician GS-204-6/7	USCG	All Sources	2066	CG-00-171-3MG	4/24/00
Program Manager GS-340-15/15	NHTSA	All Sources	2067	NHTSA 00-41	5/1/00
Program Support Assistant (OA) GS-303-7/8	FHWA	DOT-Wide Wash., Metro Area	2102	HF0155TL	4/24/00
Computer Specialist GS-334-11/12	USCG	All Sources	2103	CG-00-220-3GB	4/20/00
Regulatory Ombudsman GS-301-15	FMCSA	DOT CTAP Eligibles Only	2105	HM0814EE	4/24/00
Personnel Management Specialist GS-2101-12/13	FHWA	Govt.-Wide Wash., Metro Area	2108	HF0159AA	5/1/00

Administrative Program Coordinator GS-301-12	FHWA	FHWA-Wide	2109	HF0156LS	5/1/00
Management & Program Analyst FV-343-J	FAA	All Sources	2121	AWA-AUA-00- 2FW0413-49850	4/20/00

Computer Specialist FV-334-J	FAA	Govt.-Wide	2122	AWA-AUA-00- 2FW0412-49878	4/20/00
Computer Specialist FV-334-J	FAA	All Sources	2126	AWA-AUA-00- 2FW0412-49835	4/20/00
Management & Program Analyst FV-343-J	FAA	Govt.-Wide	2127	AWA-AUA-00- 2FW0413-49877	4/20/00
Director, National Pollution Funds	USCG	All Sources	2125	CG-SES-00-01	4/28/00

Center ES-340					

ENGINEER AND ARCHITECTURE VACANCIES

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
Research Highway Engineer GS-810-12/13	FHWA	All Sources	3001	FHPT-99-047BM	12/30/00
Aerospace Engineer FG-861-13/14	FAA	All Sources	3006	AWA-AST-00- 1EI0007-49435	Indefinite
Highway Engineer GS-810-14/15	FHWA	All Sources	3007	HF0104DX	4/24/00
Aerospace Engineer FG-861-13/14	FAA	All Sources	3010	AWA-AIR-00- 1JR0388-49091	Indefinite

Naval Architect GS-871-13	USCG	All Sources	3012	CG-00-272-3AP	5/3/00
General Engineer GS-801-13/13	USCG	All Sources	3013	CG-00-315-3MB	5/1/00
General Engineer FV-801-J	FAA	All Sources	3014	AWA-AND-00- 2PR0409- 49794M	4/20/00

General Engineer FV-801-J	FAA	Govt.-Wide Status	3015	AWA-AND-00- 2PR0410- 49796M	4/20/00
Civil Engineer (Transportation Planning) GS-810-9	FHWA	All Sources	3021	LF0113DX	4/5/00
Naval Architect GS-871-13	USCG	All Sources	3022	CG-00-272-3AP	5/3/00

Electronics Engineer/General Engineer FV-855/801-J	FAA	Govt.-Wide	3023	AWA-AUA-00- 2F0411-49880	4/20/00
Electronics Engineer/General Engineer FV-855/801	FAA	All Sources	3025	AWA-AUA-00- 2FW0411- 49831	4/20/00
General Engineer FV-801-j	FAA	Govt.-Wide	3028	AWA-AND-00- 2PR0410- 49796M	4/20/00
General Engineer FV-801-J	FAA	All Sources	3029	AWA-AND-00- 2PR0409- 49794M	4/20/00
Supv. Naval Architect GS-871-15	MARAD	MARAD Employees & Status CTAP Eligibles	3031	MA-2000-17	4/18/00
Aerospace Engineer FG-861-13/14	FAA	All Sources	3032	AWA-AIR-00- 1JR0388-49091	Indefinite

Aerospace Engineer FG-861-13/14	FAA	All Sources	3033	AWA-AST-00-1EI0007-49435	Open Continuous
Aerospace Engineer FG-861-13/14	FAA	Govt.-Wide Status	3034	AWA-AST-00-1EI0007-49489	Open Continuous

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TRANSPORTATION AND SUPPLY VACANCIES

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
Transportation Specialist GS-2101-14/15	FHWA	All Sources	4001	HF0120DX	5/8/00
Supv. Marine Transportation	USCG	All Sources	4002	CG-00-248-6GM	4/24/00

Specialist GS-2101-13					
Senior Transportation Specialist GS-2101-15	FRA	FRA-Wide Status	4003	FRA 24M	4/18/00
Railroad Safety Inspector GS-2121-12/12	FRA	All Sources	4005	FRA-99-56K	Indefinite
Transportation Specialist GS-2101-13	FHWA	All Sources	4006	HF0126DX	5/1/00
Transportation Specialist GS-2101-14	FHWA	All Sources	4007	HF0125DX	5/1/00
Transportation Specialist GS-2101-13	FHWA	Govt.-Wide Status	4008	HF0158BM	5/1/00

Transportation Specialist GS-2101-14	FHWA	Govt.-Wide Status	4009	HF0157BM	5/1/00
Highway Safety Specialist GS-2125-9/11	NHTSA	All Sources	4010	NHTSA 00-53	4/26/00
Air Traffic Control Specialist FG-2152-15	FAA	FAA-Wide	4011	AWA-AAT-00-2RB0090-50074	4/26/00
Aviation Technical System Specialist FV-2186-I	FAA	All Sources	4012	AWA-ASD-00-2PR0416-49949	4/20/00

Aviation Technical System Specialist FV-2186-I	FAA	Govt.-Wide Status	4013	AWA-ASD-00-2P40417-49952	4/20/00
Air Traffic Control Specialist FG-2152-14	FAA	FAA-Wide	4014	AWA-ATX-00-2RB0092-50001	4/19/00

Aviation Technical Systems Program Manager FV-2186-K	FAA	All Sources	4015	AWA-AUA-00- 2FW0418-49958	4/21/00
Aviation Technical Systems Program Manager FV-2186	FAA	Govt.-Wide Status	4016	AWA-AUA-00- 2FW0418-49971	4/21/00
Transportation Specialist GS-2101-13/14	FHWA	All Sources	4018	HF0123DX	5/1/00
Program Manager, Intelligent Transportation Systems (ITS)	FHWA	All Sources	4019	HF0148ES	4/27/00
Transportation Specialist GS-2101-13	FHWA	All Sources	4020	HF0105DX	5/12/00

Transportation Specialist GS-2101-13	FHWA	Govt.-Wide Status	4022	HF0115EE	5/12/00
Aviation Technical Systems Program Manager FV-2186-K	FAA	Govt.-Wide Status	4023	AWA-AUA-00- 2FW0418-49971	4/21/00
Associate Administrator for Research, Technology & Info Mgmt. ES-2101	FMCSA	All Sources	4027	HM0817ES	5/12/00

Director, Office of Data Analysis & Information Systems ES-2101	FMCSA	All Sources	4028	HM0815ES	5/12/00
Director, Office of Enforcement & Compliance ES-2101	FMCA	All Sources	4030	HM0818ES	5/12/00

Program Manager, Intelligent Transportation Systems (ITS) ES-2101	FHWA	All Sources	4031	HF0148ES	4/27/00

**OTHER
VACANCIES**

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
Director, Office of Budget & Finance ES-505	FHWA	All Sources	5006	HF0150ES	4/27/00
Visual Information Specialist GS-1084-12/12	BTS	All Sources	5007	BTS-00-049SC	5/23/00
Paralegal Specialist (Clerk of Court)	USCG	All Sources	5008	CG-00-281-3JW	5/1/00

GS-950-9/11					
Contract Specialist GS-1102-14	TASC	Govt.-Wide Wash., Metro Area	5010	TASC	4/19/00
Mathematical Statistician GS-1529-14	BTS	All Sources	5012	BTS-00-033SC	8/30/00
Mathematical Statistician GS-1529-13	BTS	All Sources	5013	BTS-00-034SC	8/30/00

Mathematical Statistician GS-1529-15	BTS	All Sources	5014	BTS-0-035SC	8/30/00
Paralegal Specialist GS-950-9/11	USCG	All Sources	5016	CG-00-295-3JW	5/8/00

International Trade Specialist GS-1140-13/14	SLSDC	All Sources	5017	SLS-DE-2000-10	4/28/00
Paralegal Specialist FG-950-7/9/11/2	FAA	AGC-Wide Hdqtrs. Only	5018	AWA-AGC-00- 1EI0003-50107	5/2/00
Chief, Scientific & Tech. Advisor for Investment Analysis & Operations EV-1515	FAA	All Sources	5023	AWA-ASD- 2000-400-10040	Indefinite
Marine Inspector (Senior) GS-1801-13/14	USCG	All Sources	5024	CG-00-278-3AP	5/10/00
Deputy Chief Counsel ES-9051/4	MARAD	All Sources	5025	MA-SES-2000-3	6/19/00
Purchasing Agent GS-1105-5/7	USCG	All Sources	5031	CG-00-164-3MG	4/24/00

Contract Specialist GS-1102-5	USCG	All Sources	5034	AR1227	5/31/00
Contract Specialist GS-1102-5	USCG	Outstanding Scholar Program & CTAP/ICTAP Program	5035	AR5129	5/31/00
Contract Specialist GS-1102-9/13	FHWA	All Sources	5036	HF0119DX	4/24/00
Supv. Procurement Analyst GS-1102-15	OST	Govt.-Wide Wash., Metro Area	5103	OST-00-039-OH	4/27/00
Psychologist Research GS-180-12/13	FHWA	All Sources	5104	HF0124DX	4/24/00

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Economist GS-110-9/13	FRA	All Sources	5105	AR1019	4/21/00
Economist GS-110-9/11/12/13	FRA	Govt.-Wide Status	5106	AR1023	4/27/00
Mathematical Statistician GS-1529-9/11/12	BTS	All Sources	5107	BTS-00-16SC	8/29/00
Technical Advisor & Chief Scientist for Information Technology EV-1550	FAA	All Sources	5115	AWA-AIO-99-4-10029	Indefinite
Scientific & Technical Advisor for Human Factors FV-101-00	FAA	All Sources	5121	AWA-AAR-99-2FW0332-47550M	9/29/00
Contract	TASC	Govt.-Wide	5131	TASC-00-043-SR	4/19/00

Specialist GS-1102-14		Status Wash., Metro Area			

ALL SOURCES/NONSTATUS - Vacancy is open to all applicants.

STATUS - Candidates must be current Federal Competitive Service employees or former employees with Competitive Service Reinstatement Eligibility.

GOVERNMENT WIDE - Vacancy is open to all Federal employees with Competitive Status.

CTAP Career Transition Assistance Program. Selection priority consideration is given to qualifying displaced DOT employees.

ICTAP - Interagency Career Transition Assistance Program. Selection priority considerations is given to qualified displaced federal employees

General Schedule (GS) - Position is under the General Schedule pay system

Wage Grade Pay System (WG) - Positions are under the "blue collar" pay scale. Hourly rates vary according to job location. Other designators may include WL, WS, WD, WJ, WK and XF.

**DOT CONNECTION "CUSTOMER SERVICE CENTER" JOB LINE 366-9397
WASH., METRO AREA/ OUTSIDE THE WASH., METRO 1-800-525-2878**

TDD 366-7630

**OPERATING ADMINISTRATIONS WITHIN THE DEPARTMENT OF
TRANSPORTATION**

PERSONNEL OFFICES:

Office of the Secretary (OST)

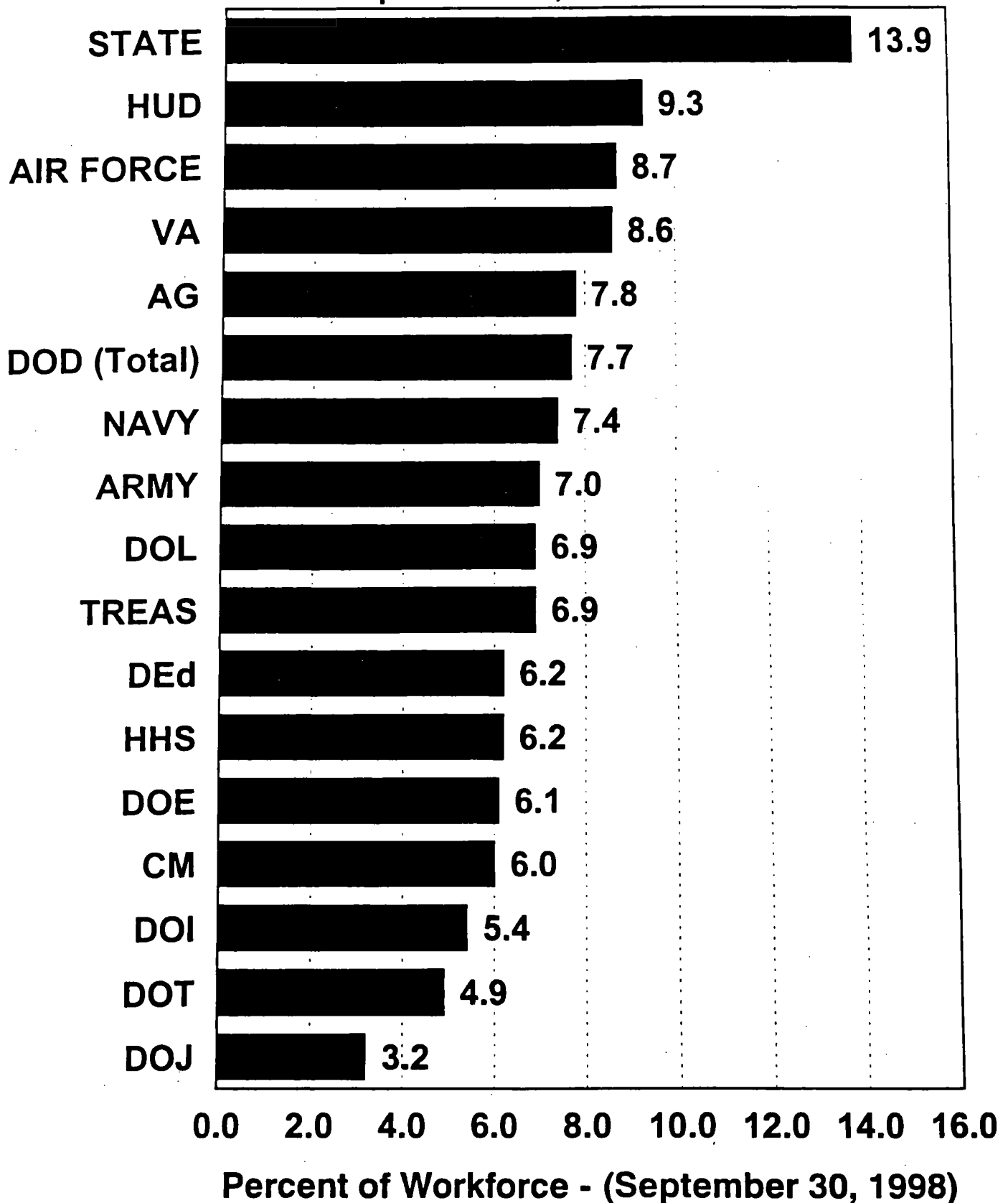
366-4075

Bureau of Transportation Statistics (BTS)	366-4075	
Surface Transportation Board (STB)	366-4075	
Transportation Adm. Service Ctr. (TASC)	366-4075	
United States Coast Guard (USCG)	267-2331	
Federal Aviation Administration (FAA)	267-8008/8007	
Federal Highway Administration (FHWA) 366-0164	366-0541	TDD-
Federal Motor Carrier Safety Administration (FMCSA)	366-3749	
Federal Railroad Administration (FRA) 493-6432	493-6111	TDD-
Federal Transit Administration (FTA) 366-6064	366-5525	TDD-
Maritime Administration (MARAD)	366-4141	
National Highway Traffic Safety Administration (NHTSA) 366-2602	366-1784	TDD
Office of Inspector General (OIG)	366-2677	
Research and Special Programs Administration (RSPA)	366-5608	
Saint Lawrence Seaway Development Corp. (SLSDC)	366-0091	

EMPLOYMENT REPRESENTATION OF EMPLOYEES WITH DISABILITIES (INCLUDING TARGETED DISABILITIES) IN THE FEDERAL GOVERNMENT*

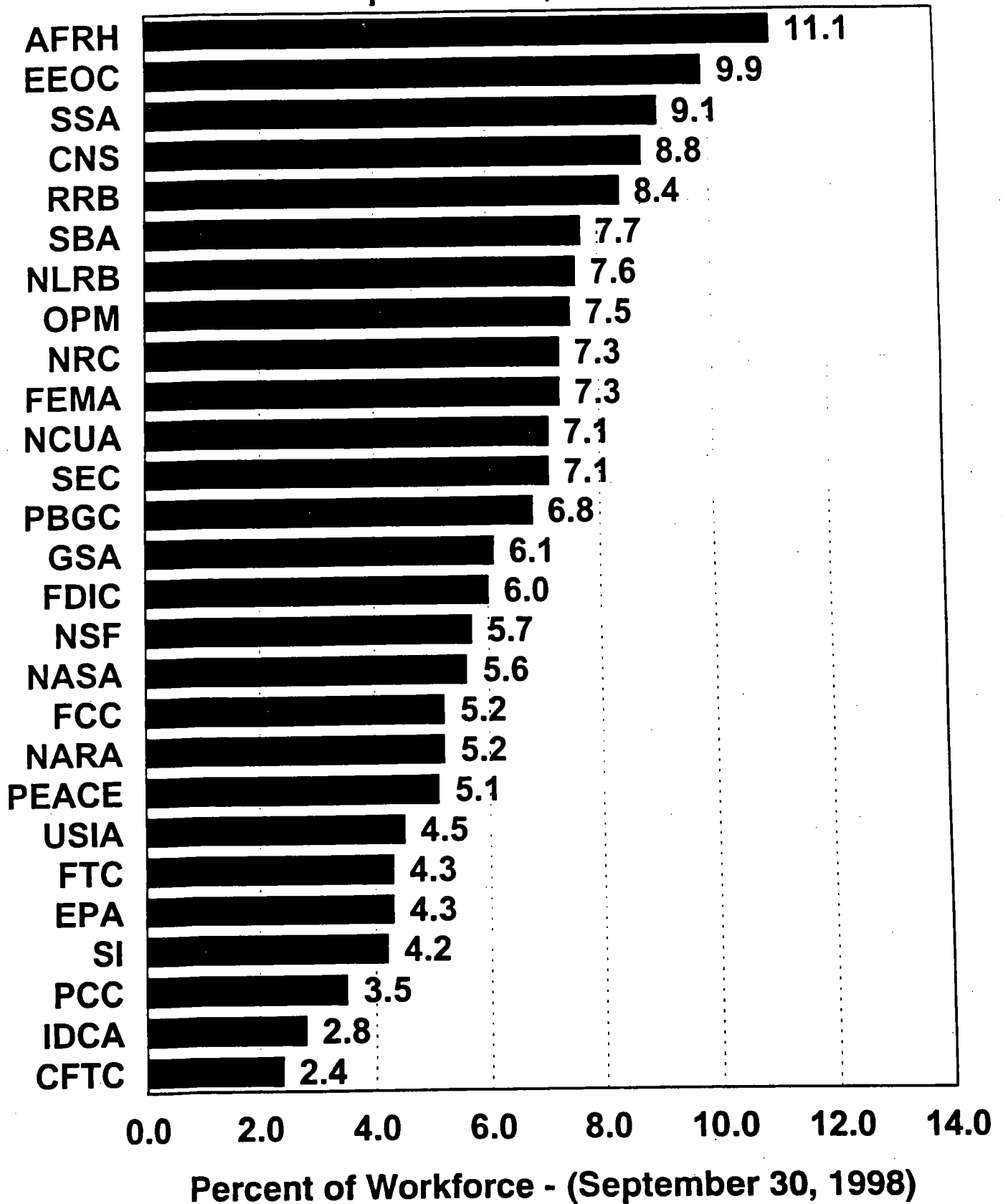
* Targeted disabilities, as defined by the Equal Employment Opportunity Commission (EEOC), are disabilities "targeted" for emphasis in affirmative action planning. These are: deafness, blindness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, mental retardation, mental illness, and genetic or physical condition affecting limbs and/or spine. EEOC recognizes that some disabilities that are not targeted are nevertheless just as severe or more severe than some disabilities that are targeted.

**Representation of Employees with Disabilities in Federal
Executive Departments
September 30, 1998**



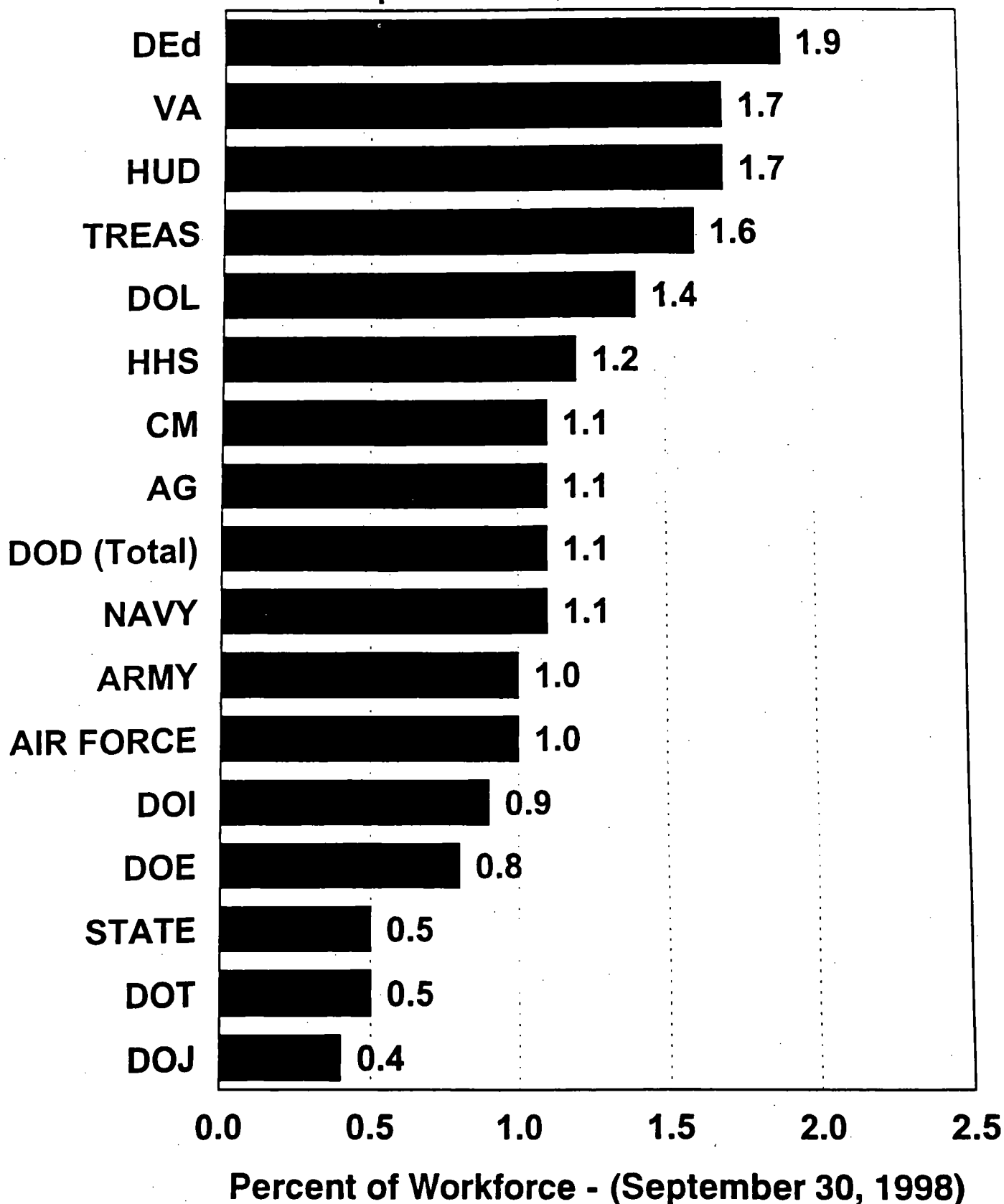
SOURCE: U.S. OPM's CENTRAL PERSONNEL DATA FILE (NOTE: STATISTICS IN THIS CHART MAY VARY FROM OTHER RELEASES DUE TO DIFFERENCES IN COVERAGE (e.g., AGENCY, WORK SCHEDULE, TENURE, AND AS-OF DATES).)

**Representation of Employees with Disabilities in Federal
Independent Agencies (500+ Employees)
September 30, 1998**



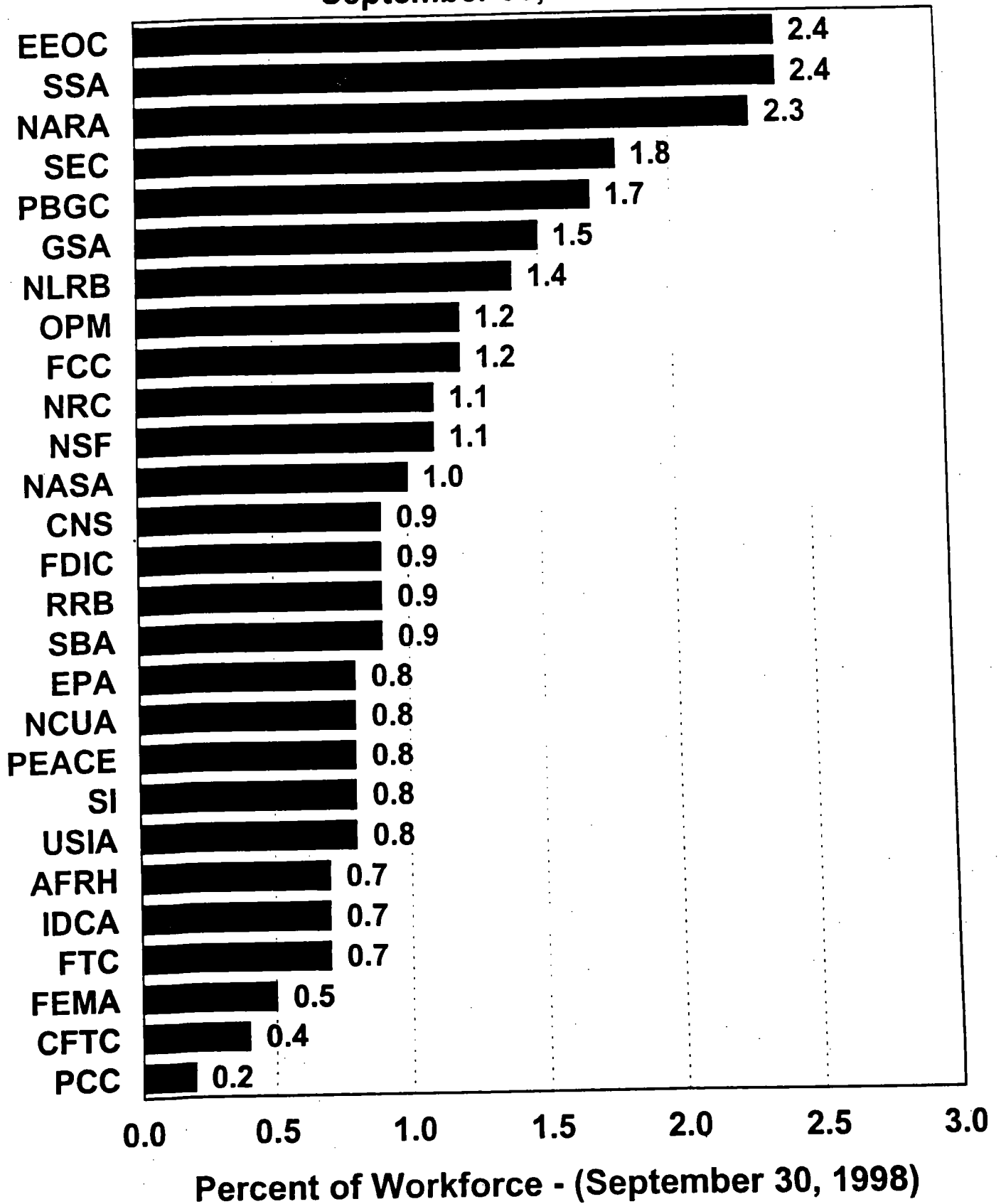
SOURCE: U.S. OPM's CENTRAL PERSONNEL DATA FILE (NOTE: STATISTICS IN THIS CHART MAY VARY FROM OTHER RELEASES DUE TO DIFFERENCES IN COVERAGE (e.g., AGENCY, WORK SCHEDULE, TENURE, AND AS-OF DATES)).

**Representation of Employees with EEOC-Targeted
Disabilities in Federal Executive Departments*
September 30, 1998**



SOURCE: U.S. OPM's CENTRAL PERSONNEL DATA FILE (NOTE: STATISTICS IN THIS CHART MAY VARY FROM OTHER RELEASES DUE TO DIFFERENCES IN COVERAGE (e.g., AGENCY, WORK SCHEDULE, TENURE, AND AS-OF DATES).)

**Representation of Employees with EEOC-Targeted Disabilities
in Federal Independent Agencies (500+ Employees)*
September 30, 1998**



SOURCE: U.S. OPM's CENTRAL PERSONNEL DATA FILE (NOTE: STATISTICS IN THIS CHART MAY VARY FROM OTHER RELEASES DUE TO DIFFERENCES IN COVERAGE (e.g., AGENCY, WORK SCHEDULE, TENURE, AND AS-OF DATES)).

LIST OF AGENCY ABBREVIATIONS

EXECUTIVE DEPARTMENTS

Air Force - Department of the Air Force
Agriculture - Department of Agriculture
Army - Department of the Army
Commerce - Department of Commerce
Defense - Department of Defense (does not include Army, Air Force, Navy)
Education - Department of Education
Energy - Department of Energy
HIIS - Department of Health and Human Services
HUD - Department of Housing and Urban Development

Interior - Department of Interior
Justice - Department of Justice
Labor - Department of Labor
Navy - Department of the Navy
State - Department of State
Transportation - Department of Transportation
Treasury - Department of Treasury
VA - Department of Veterans Affairs

INDEPENDENT AGENCIES (500+ TOTAL EMPLOYEES)

AFRH - Armed Forces Retirement Home
CFTC - Commodity Futures Trading Commission
CNS - Corporation for National and Community Service
EEOC - Equal Employment Opportunity Commission
EPA - Environmental Protection Agency
FCC - Federal Communications Commission
FDIC - Federal Deposit Insurance Corporation
FEMA - Federal Emergency Management Agency
FTC - Federal Trade Commission
GSA - General Services Administration
IDCA - International Development Cooperation Agency
NARA - National Archives Records Administration
NASA - National Aeronautics Space Administration
NCUA - National Credit Union Administration

NLRB - National Labor Relations Board
NRC - Nuclear Regulatory Commission
NSF - National Science Foundation
OPM - Office of Personnel Management
PBGC - Pension Benefit Guaranty Corporation
PCC - Panama Canal Commission
PEACE - Peace Corps
RRB - Railroad Retirement Board
SBA - Small Business Administration
SEC - Securities and Exchange Commission
SI - Smithsonian Institution
SSA - Social Security Administration
USIA - United States Information Agency

PEOPLE WITH
DISABILITIES

USE OF
SPECIAL APPOINTING
AUTHORITIES

SPECIAL APPOINTING AUTHORITIES APPLICABLE TO PERSONS WITH DISABILITIES

◆ There are five appointing authorities in Title 5 of the Code of Federal Regulations specific to hiring persons with disabilities; four apply to all persons with disabilities and one is specific to disabled veterans:

- **ALL POPULATIONS:**

- 5 CFR 213.3102 (II); Readers, Interpreters, and Other Personal Assistants
- 5 CFR 213.3102 (t); Persons with Mental Retardation
- 5 CFR 213.3102 (u); Persons with Severe Physical Disabilities
- 5 CFR 213.3202 (k); Persons recovered from Mental Illness

- **VETERAN SPECIFIC:**

- 5 CFR 316.302 (b)(5)/402 (b)(5); 30 percent or more Disabled Veterans

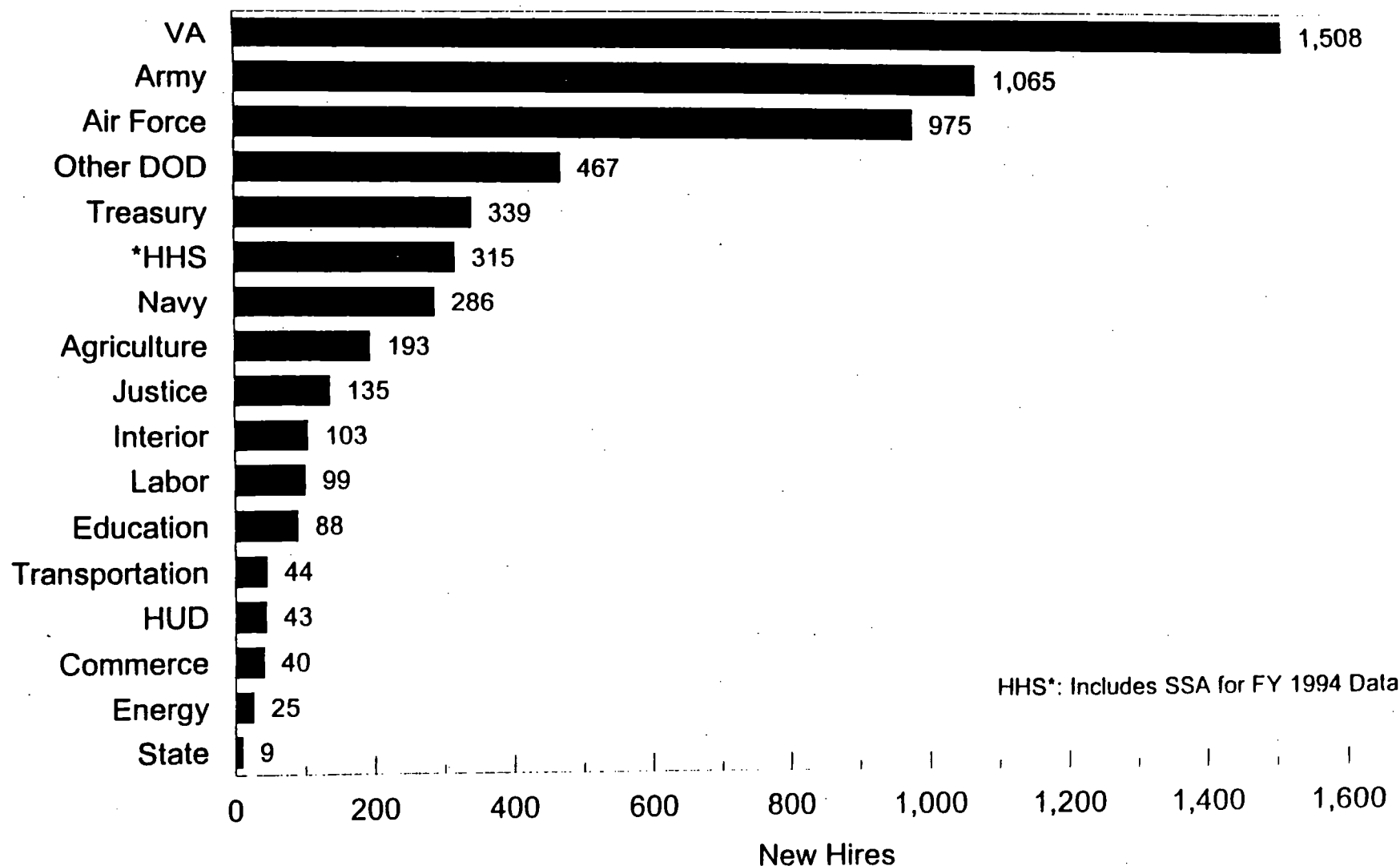
SPECIAL APPOINTING AUTHORITIES APPLICABLE TO PERSONS WITH DISABILITIES (Cont'd)

FY 1998

- ◆ **Employees with disabilities hired under these 5 special appointing authorities (1,133) accounted for approximately 8.6 percent of all employees with disabilities hired (13,162) during FY 1998.**
- ◆ **The top three Federal agencies (the Departments of Veterans Affairs, the Army, and the Air Force) using these appointing authorities during the last five years accounted for over half (3,548) of all hires (6,392) made under these special appointment authorities for persons with disabilities.**

Use of 5 Special Appointing Authorities for Hiring Persons with Disabilities Among Executive Departments in the Last 5 Years

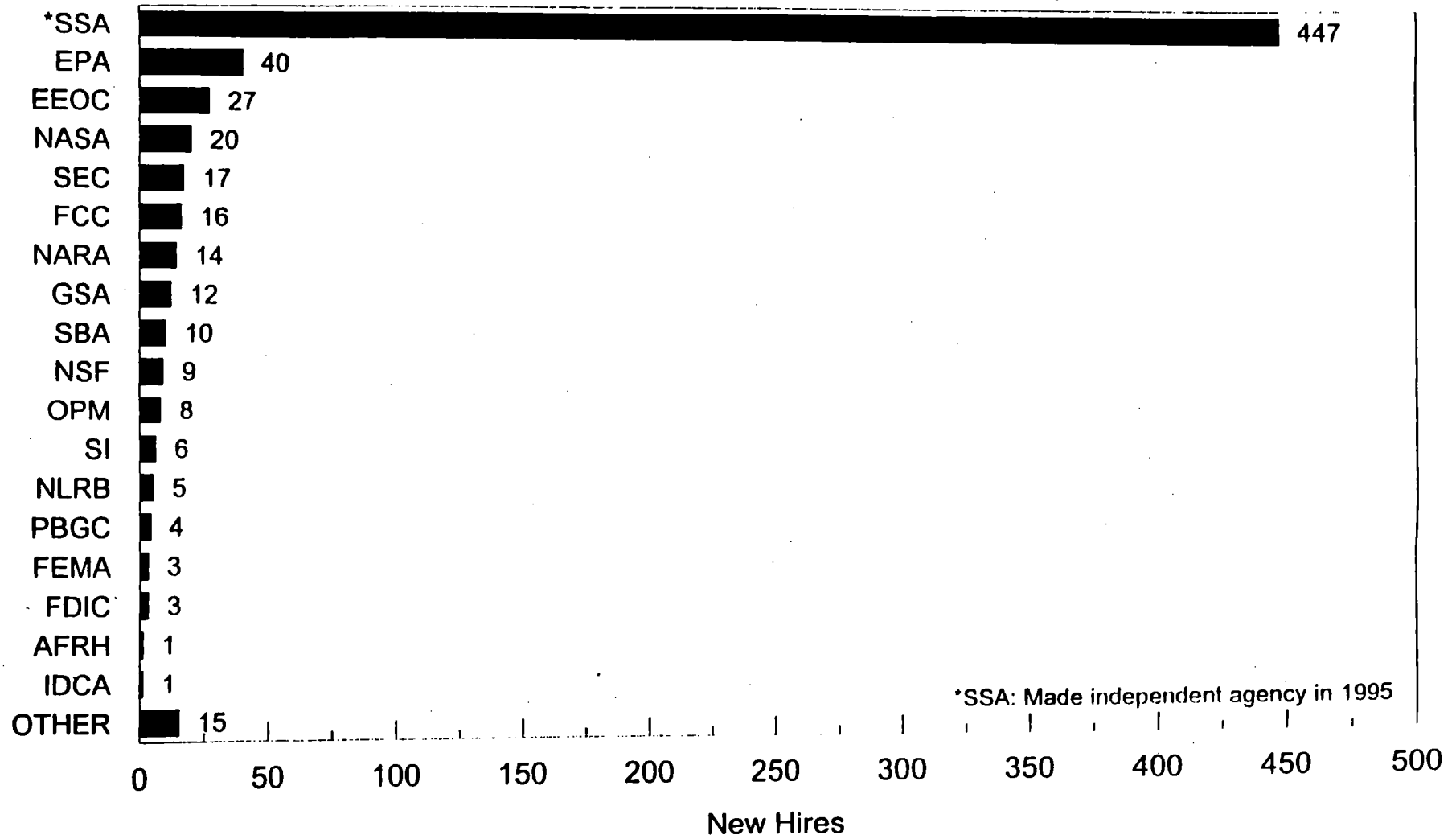
(Total Use for 1994-1998 Period = 6,392)



SOURCE: U.S. OPM's CENTRAL PERSONNEL DATA FILE (NOTE: STATISTICS IN THIS CHART MAY VARY FROM OTHER RELEASES DUE TO DIFFERENCES IN COVERAGE (e.g., AGENCY, WORK SCHEDULE, TENURE, AND AS-OF DATES).)

Use of 5 Special Appointing Authorities for Hiring Persons with Disabilities Among Independent Agencies (500+ Employees) in the Last 5 Years

(Total Use for 1994-1998 Period = 6,392)



SOURCE: U.S. OPM's CENTRAL PERSONNEL DATA FILE (NOTE: STATISTICS IN THIS CHART MAY VARY FROM OTHER RELEASES DUE TO DIFFERENCES IN COVERAGE (e.g., AGENCY, WORK SCHEDULE, TENURE, AND AS-OF DATES)).

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Energy - Department of Energy
HHS - Department of Health and Human Services
HUD - Department of Housing and Urban Development

Interior - Department of Interior
Justice - Department of Justice
Labor - Department of Labor
Navy - Department of the Navy
State - Department of State
Transportation - Department of Transportation
Treasury - Department of Treasury
VA - Department of Veterans Affairs

INDEPENDENT AGENCIES (500+ TOTAL EMPLOYEES)

AFRH - Armed Forces Retirement Home
CFTC - Commodity Futures Trading Commission
CNS - Corporation for National and Community Service
EEOC - Equal Employment Opportunity Commission
EPA - Environmental Protection Agency
FCC - Federal Communications Commission
FDIC - Federal Deposit Insurance Corporation
FEMA - Federal Emergency Management Agency
FTC - Federal Trade Commission
GSA - General Services Administration
IDCA - International Development Cooperation Agency
NARA - National Archives Records Administration
NASA - National Aeronautics Space Administration
NCUA - National Credit Union Administration

NLRB - National Labor Relations Board
NRC - Nuclear Regulatory Commission
NSF - National Science Foundation
OPM - Office of Personnel Management
PBGC - Pension Benefit Guaranty Corporation
PCC - Panama Canal Commission
PEACE - Peace Corps
RRB - Railroad Retirement Board
SBA - Small Business Administration
SEC - Securities and Exchange Commission
SI - Smithsonian Institution
SSA - Social Security Administration
USIA - United States Information Agency

The U.S. Equal Employment Opportunity Commission

FOR IMMEDIATE RELEASE
Wednesday, March 1, 2000

CONTACT: Reginald Welch
David Grinberg
(202) 663-4900
TTY: (202) 663-4494

EEOC ISSUES PROPOSED RULE ON APPLICATION OF THE ADA TO THE FEDERAL SECTOR WORKFORCE

WASHINGTON -- The U.S. Equal Employment Opportunity Commission (EEOC) today issued a Notice of Proposed Rulemaking (NPRM) to clarify the application of the employment provisions of the Americans with Disabilities Act of 1990 (ADA) to federal government workers. The text of the NPRM is scheduled for publication in today's Federal Register and is also available on the Commission's web site at www.eeoc.gov.

"This proposed rule will assure that federal employees have the same rights as all other employees to be free of disability discrimination," said EEOC Chairwoman Ida L. Castro. "This represents another step in our ongoing effort to improve the federal sector EEO complaint system and make it a model for employers nationwide."

When Title I of the ADA (employment provisions) was enacted, some of the legal requirements of the ADA differed from the Rehabilitation Act, even though the two laws shared the same purpose: ending employment discrimination based on disability. In 1992, Congress made the laws the same by amending the Rehabilitation Act to apply the ADA standards to federal employment.

This NPRM proposes to update the EEOC's Rehabilitation Act regulation to incorporate this change. It is responsive to feedback from federal stakeholders seeking clarification, especially on the topic of reassignment. The proposed regulation would highlight changes in the law, for example:

- The ADA provides that reassignment is a reasonable accommodation subject only to the limit of undue hardship. The regulatory limits on reassignment of federal employees with disabilities, formerly included in 29 C.F.R. § 1614.203(g), have been deleted.
- The ADA defines the term "direct threat," providing that an employer may disqualify an individual from employment based on health or safety concerns only if the employer can demonstrate that the person poses "a significant risk of substantial harm" to self or others, even with reasonable accommodation. Under the old Section 501 regulation, the individual was required to prove that he/she could safely perform his/her job, as part of establishing that he/she was a "qualified individual with a disability."

The application of the ADA's nondiscrimination standards has no impact on federal affirmative action obligations or programs.

"We are eager for federal agencies and individuals with disabilities to review this proposed rule

and offer constructive comments in accordance with the rulemaking process," said Chairwoman Castro. "We will carefully review and give serious consideration to all public comments as a final rule is drafted."

Public comments must be submitted by May 1, 2000, to the Executive Secretariat, U.S. Equal Employment Opportunity Commission, 1801 L Street, N.W., Washington, D.C. 20507.

Title I of the ADA prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions of employment. Section 501 of the Rehabilitation Act prohibits employment discrimination against employees and applicants with disabilities in the federal sector.

In addition to the ADA and the Rehabilitation Act, the EEOC enforces Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on race, color, religion, sex, and national origin; the Age Discrimination in Employment Act, which prohibits discrimination against individuals 40 years of age or older; sections of the Civil Rights Act of 1991; and the Equal Pay Act. Further information about EEOC is available on the agency's web site (www.eeoc.gov).

This page was last modified on March 1, 2000.



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President's Committee on Employment of People with Disabilities



Workforce Recruitment Program

The 2000 Workforce Recruitment Program database will be available beginning March 17. Fill your summer or permanent hiring needs with talented college students with disabilities. These candidates, from more than 150 colleges and universities, represent all majors, and range from college freshmen to graduate students and law students. Many levels of experience. An excellent pool to consider for your internship positions. To get a free copy of the entire WRP database on CD-ROM, fax a request on company letterhead to WRP Manager at (724) 891-0275. As an alternative, you can call (724) 891-3533 to get names, background and contact information on candidates whose skills match your needs.

Program Description: Coordinated by the President's Committee and the U. S. Department of Defense, the Workforce Recruitment Program aims to provide summer work experience, and in some cases full-time employment, for college students with disabilities. The program develops partnerships with other federal agencies, each of whom makes a commitment to provide summer jobs and a staff recruiter. Each year, recruiters interview about 1,000 students with disabilities at colleges and university campuses across the nation, and develop a data base listing the qualifications of each student. As of 1996, private sector employers have been able to utilize the data base. Employers in the private and public sectors who are interested in more information about the program should contact Paul Meyer (meyer-paul@pcepd.gov). College career counselors or disability student services providers who would like to schedule a recruitment trip to their campuses in 2001 should contact Betsy Kravitz (kravitz-betsy@pcepd.gov). Students interested in the program must work through their colleges. Due to limited staff resources, the President's Committee cannot respond to direct student inquiries.

- [Workforce Recruitment Program \(for Employers\) - brochure](#)
- [The Workforce Recruitment Program \(Information for Colleges\) - brochure](#)

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President's Committee on Employment of People with Disabilities



What's New at the President's Committee Website

April 13, 2000

- New job links: Lucent Technologies in twelve locations including [California](#), [Colorado](#), the [District of Columbia](#), [Florida](#), [Kansas](#), [Maryland](#), [Missouri](#), [New York](#), [North Carolina](#), [Pennsylvania](#), [Texas](#), and [Virginia](#). Also a link to [American Eagle Federal Credit Union](#) in Connecticut.
- Information on [National Disability Employment Awareness Month \(NDEAM\)](#) added to the site.

April 10, 2000

- [Aspiring Entrepreneurs with Disabilities Invited to Attend Workshops on Small Business and Self-employment](#)

April 6, 2000

- New job links: [Deloitte & Touche Tax Technologies LLC](#) and [Career Service Authority](#).
- A new speech from the Chairman: [American Rehabilitation Counseling Association and National Career Development Association](#).

March 30, 2000

- A new job link: [Ingalls Memorial Hospital](#).
- Washington FAX: [March/April 2000](#).

March 23, 2000

- A new job link: [Roaring Fork Transit Agency](#).

March 17, 2000

- Information and an Application for the [National Leadership Conference for Youth with Disabilities](#)
- A new job link: [John Knox Village](#).

March 9, 2000

- Two new job links: [United States Coast Guard](#) and the [University of Missouri - Columbia](#).

March 8, 2000

- [Employers Gain Free Resource for Recruiting Workers with Disabilities for Job in Many Fields](#)

February 28, 2000

- [President's Committee to Select 100 Young People with Disabilities for National Leadership Conference](#)

February 25, 2000

- [Washington Mutual Vice President Appointed to President's Committee](#)

February 18, 2000

- [Higher Education Scholarships Available for Students with Disabilities](#)

February 10, 2000

- A new job link to [Cahners Business Information](#).

February 1, 2000

- New job links to [The Pennsylvania State University](#), [Pitney Bowes Inc.](#), [National Journal Group, Inc.](#), [CAST](#), [Bechtel Systems and Infrastructure, Inc. \(BSII\)](#).

January 20, 2000

- A new job link to [CSX Technology](#).

January 12, 2000

- Press Release: [Young Leader Appointed to President's Committee on Employment of People with Disabilities](#).

January 11, 2000

- New job links to [The Communitarian Network](#), [PricewaterhouseCoopers](#) and [NAI Personnel in Virginia and the District of Columbia](#).
- Press Release: [University of Illinois Freshman Awarded Nike Scholarship for Student with a Disability](#)

January 6, 2000

- Changes to our [Business Leadership Network \(BLN\)](#), including several new start ups.

[Text version]

President's Committee on Employment of People with Disabilities



[SEARCH](#)

[SITE MAP](#)

The Workforce Recruitment Program for College Students with Disabilities

What is the Workforce Recruitment Program?

The Workforce Recruitment Program for College Students with Disabilities (WRP) is a resource for businesses nationwide to identify qualified temporary and permanent employees from a variety of fields. Applicants are highly motivated postsecondary students and recent graduates eager to prove their abilities in the workforce.

What Does the Program Offer Employers?

- Job candidates pre-screened through face-to-face interviews
- Information about each applicant's qualifications
- Referral pools tailored to specific job requirements
- Access to candidates across the nation, by state or by school
- Flexibility in hiring for summer internships or permanent positions
- Opportunity to identify outstanding interns for permanent staffing needs
- Freedom to conduct independent interviews after referrals are made

And all of these services are free!

What Can Summer Interns Do for Your Business?

- Undertake special projects postponed for lack of time or resources
- Assist permanent staff with key projects
- Share specialized knowledge and innovative technical skills
- Assume responsibilities of staff on vacation or leave of absence
- Prove that qualified people with disabilities make excellent employees
- Contribute in a wide variety of areas, including business, human resources,
- communications, engineering, science, computer science and administrative support

How Does the Program Work?

Annually, trained recruiters conduct personal interviews with

interested students on college and university campuses. From these interviews, a database is compiled containing information on more than 1,000 college students and recent graduates seeking temporary or permanent jobs.

The database is available on CD-ROM to employers at no cost. Employers may search the database by state or by job category to identify qualified applicants for their job openings. Each search will generate candidate profiles, which include academic and demographic data, contact information and recruiter comments. Employers are free to conduct independent interviews with candidates, and are under no obligation to hire.

To Access the Database . . .

To obtain a complimentary copy of the CD-ROM and instructions for its use, fax a request on company letterhead to "WRP Manager" at (202) 376-6868. Please be sure to indicate clearly the company's street address and telephone number.

As an alternative, employers may contact the President's Committee's Job Accommodation Network (JAN) toll-free at (800)526-7234 (Voice/TTY) to have a specialist conduct a database search for applicants who meet specific job qualifications.

Employers: For More Information about the Program . . .

Contact the WRP Coordinator at the President's Committee on Employment of People with Disabilities.

- 1331 F Street, N.W.
- Washington, DC 20004
- (202) 376-6200 Voice
- (202) 376-6205 TYY
- meyer-paul@pcepd.gov E-mail
- kravitz-betsy@pcepd.gov E-mail

The Workforce Recruitment Program is cosponsored by the President's Committee on Employment of People with Disabilities and the Department of Defense.

"It isn't just work experience. It was life experience . . . It's very empowering. For the first time, I was truly on my own."

- Muffi Lavigne
Director, Project Inclusion, United Cerebral Palsy
Associations
WRP Participant, Summers 1991, 1992, 1993

"Diversity works. Employees like Paulette from the Workforce Recruitment Program bring their unique talents and life experiences together with those of others, resulting in better services to the client."

[Text version]

President's Committee on Employment of People with Disabilities



SEARCH

SITE MAP

Workforce Recruitment Program

What Is the Workforce Recruitment Program?

The Workforce Recruitment Program for College Students with Disabilities (WRP) is a resource to connect public and private sector employers nationwide with highly motivated postsecondary students and recent graduates with disabilities who are eager to prove their abilities in the workforce. Employers seek to fill both temporary and permanent positions in a variety of fields.

Myths, stereotypes, and misconceptions about people with disabilities often stand in the way when people with disabilities look for jobs, resulting in a high rate of unemployment. Statistics show that people with disabilities from minority backgrounds encounter even greater difficulty in obtaining work. The WRP aims to eliminate this workplace discrimination one student, one employer, and one job at a time.

Who Is Eligible to Participate in the WRP?

An applicant for the program must

- have a substantial disability
- be a United States citizen
- be enrolled in an accredited two-year or four-year college or university, or a graduate or professional school, as a degree-seeking student taking at least a half-time course load OR
- be enrolled in such an institution as a degree-seeking student taking less than a half-time course load in the enrollment period immediately prior to graduation OR
- have graduated from such an institution within the past six months

What Does the WRP Offer to Colleges and Universities?

The WRP provides a unique opportunity for colleges and universities to

- tap into a system that has been successfully placing students with disabilities in summer and permanent jobs in the public and private sectors for several years, at no cost to the school, the student, or the employer

- bring together the resources of their disability services and career services offices to promote more effectively the job seeking skills and career readiness of their students with disabilities
- provide their students with disabilities a chance to grow personally and professionally through participation in this nationwide program

What Does the WRP Offer to Eligible Students?

The WRP is an excellent way for students with disabilities in all fields of study to

- market their abilities to a wide variety of potential employers across the United States
- sharpen their interviewing skills during a required one-on-one meeting with a WRP recruiter
- gain valuable skills, experience, and contacts on the job
- prove that people with disabilities can be excellent employees

How Does the Program Work?

The WRP operates on the following timeline:

- By October 31, the schedule of recruitment visits to schools is confirmed.
- From late January through the end of February, recruitment visits, which include 30-minute personal interviews with individual students, are conducted.
- By late March, a data base composed of student information gathered during recruitment visits is made available to employers in the public and private sectors.
- Once the data base is released, interested employers make direct contact with students about temporary and permanent job offers. The data base is active for one year.

The WRP is co-sponsored by the President's Committee on Employment of People with Disabilities and the Department of Defense, with support from other federal agencies.

How Can You Participate?

- If you are a college coordinator for disability services or career services, contact the WRP Coordinator at the President's Committee on Employment of People with Disabilities at 1331 F Street, NW, Third Floor, Washington, DC 20004; (202) 376-6200 Voice; (202) 376-6205 TTY; (202) 376-6219 Fax; kravitz-betsy@pcepd.gov E-mail.
- If you are an eligible student, share this brochure with your school's disability services or career services coordinator, and ask him or her to contact the WRP Coordinator. Please understand that we work directly with college coordinators, and cannot respond to inquiries from individual students.

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**DEPARTMENT OF TRANSPORTATION REGIONAL VACANCIES
OUTSIDE WASHINGTON METROPOLITAN AREA**

April 18 to April 25, 2000

JOB VACANCY HOTLINE NUMBER 1-800-525-2878

www.tasc.dot.gov/Connection_docs/REGVAC2.html

CLERICAL AND GENERAL ADMINISTRATIVE VACANCIES

<u>POSITION</u> <u>TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF</u> <u>CONSIDERATION</u>	<u>DOC.</u> <u>ID</u> <u>NO.</u>	<u>ANNOUNCEMENT</u> <u>NO.</u>	<u>CLOSING</u> <u>DATE</u>
Computer Specialist, Supv. GS-334-13	USCG	Gov't-wide(Status) Martinsburg, WV	6101	CG-00-073-6TC	4/24/00
Computer Specialist GS-334-11/12	USCG	Gov't-wide(Status) Seattle, WA	6102	CG-00-267-1MS	4/24/00
Administrative Mgmt. Specialist FG-303-9	FAA	FAA/AEA-wide Queens, NY	6105	AEA-AAT-00-063- 49920	4/20/99
Employee Involvement Coordinator FG-301-13	FAA	FAA/AWP-wide Various Locations, CA	6107	AWP-AAF-00- 14JRF-49926	4/19/00
Transportation Finance Mgr. GS-301-13	FHWA	Gov't-wide Ames, IA	6108	LF0132DX	4/24/00

Transportation Finance Mgr. GS-301-13	FHWA	All Sources Ames, IA	6109	LF01361A	4/24/00
Program Assistant (OA) 303-6/7	FHWA	Gov't-wide(Status) Atlanta, GA	6110	AF0169SR	4/24/00
Program Mgr. (Div. Administrator) GS-340-15	FHWA	FHWA-wide Salem, OR	6111	HF0154KG	4/24/00
Logistics Mgmt. Spec. FG-346-9	FAA	FAA-wide Atlanta, GA Temp. NTE 2 yrs.	6117	ASO-AAF-00-B758- 50031	4/26/00
Logistics Mgmt. Spec. FG-346-7	FAA	FAA-wide Atlanta, GA Temp. NTE 2 yrs.	6118	ASO-AAF-00-B757- 50029M	4/26/00

CLERICAL AND GENERAL ADMINISTRATIVE VACANCIES

<u>POSITION</u> <u>TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF</u> <u>CONSIDERATION</u>	<u>DOC.</u> <u>ID</u> <u>NO.</u>	<u>ANNOUNCEMENT</u> <u>NO.</u>	<u>CLOSING</u> <u>DATE</u>

Equal Opportunity Specialist GS-360-11/12	FHWA	All Sources Frankfort, KY	6119	AF0161DX	4/24/00
Environmental Protection Specialist GS-028-12	FHWA	Gov't-wide(Status) Jackson, MI	6120	AF0170MS	5/1/00
Equal Opportunity Specialist GS-360-11/12	FHWA	Gov't-wide(Status) Frankfort, KY	6121	AF0172KY	5/1/00
Administrative Officer FG-341-9/11	FAA	FAA-wide Atlanta, GA Local commuting area	6122	ASO-AAF-00-B755-50024	4/26/00
Computer Specialist (Help Desk) FG-334-7/9/11/12	FAA	All Sources Burlington, MA	6123	ANE-AIR-00-055-49933	5/1/00
Computer Specialist (Help Desk) FG-334-7/9/11/12	FAA	Gov't-wide(Status) Burlington, MA	6125	ANE-AIR-00-056-49928	5/1/00

Contract Specialist GS-1102-5/9	USCG	Gov't-wide(Status) Alameda, CA	6126	00-389-1CP	4/24/00
Contract Specialist GS-1102-7/11	USCG	All Sources Warwick, RI	6127	00-350-6IJ	5/8/00
Contract Specialist GS-1102-7	USCG	All Sources Warwick, RI	6128	AR1641	5/8/00
Transportation Specialist (Strategic Planning/Quality Journey Coordinator) GS-2101-13 or 14	FHWA	All Sources Atlanta, GA	6129	AF0162DX	5/8/00
Transportation Program Coordinator Transportation Specialist GS-2101-11/12 or Highway Engineer GS-810-11/12	FHWA	Gov't-wide(Status) Little Rock, AR	6130	AF0176AR	5/8/00

CLERICAL AND GENERAL ADMINISTRATIVE VACANCIES

<u>POSITION</u> <u>TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF</u> <u>CONSIDERATION</u>	<u>DOC.</u> <u>ID</u>	<u>ANNOUNCEMENT</u> <u>NO.</u>	<u>CLOSING</u> <u>DATE</u>
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			<u>NO.</u>		
Transportation Program Coordinator Transportation Specialist GS-2101-11/12 or Highway Engineer GS-810-11/12	FHWA	All Sources Little Rock, AR	6131	AF0165DX	5/5/00
Quality Management and Safety Specialist GS-301-11	FHWA	FHWA/WFLH-wide Vancouver, WA	6133	LF0152WL	5/1/00
Program Assistant GS-303-6/7	FMCSA	Gov't-wide(Status) Austin, TX	6134	AM0804TX	5/8/00
Environmental Protection Specialist FG-0028-13	FAA	FAA/ASW-wide Albuquerque, NM	6135	ASW-AF-00-172-49892	5/9/00
Computer Specialist FG-334-9/11	FAA	All Sources College Park, GA	6136	ASO-AFS-00-B762-50108	5/3/00

Computer Specialist FG-334-11	FAA	FAA/FA-wide Fort Worth, TX	6137	ASW-FS-00-178- 49995	5/3/00
Clerk GS-303-1/3	USCG	All Sources Falmouth, MA	6138	00-291-6MM	9/30/00
Program Analyst GS-343-13	FHWA	All Sources McLean, VA	6140	HF0113DX	4/21/00
Program Analyst GS-343-13	FHWA	Gov't-wide(Status) McLean, VA	6141	HF0117BM	4/21/00
Program Analyst FG-343-12	FAA	FAA/AWP-wide San Diego, CA	6142	AWP-AAF-00- 14KCM-50037	5/3/00
Secretary (OA) FV-318 E or F	FAA	FAA/ANM-wide Renton, WA	6143	ANM-AT-00- ANM500-49412	4/25/00
Computer Specialist GS-334-7/11	USCG	All Sources Elizabeth City, NC	6144	AR1531	5/1/00

Computer Specialist GS-334-13	USCG	All Sources Martinsburg, WV Local commuting area	6147	00-384-6IJ	4/24/00
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CLERICAL AND GENERAL ADMINISTRATIVE VACANCIES

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
Program Assistant(OA) GS-303-6/7	FMCSA	All Sources Austin, TX	6148	AM0806DX	5/8/00
Supv. Program Analyst (Oil Pollution Act) GS-343-14	USCG	All Sources Arlington, VA	6153	CG-00-294-6GM	4/24/00

ENGINEERING AND TRANSPORTATION RELATED VACANCIES

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
Supv. Aviation Safety Inspector (Operations) FG-1825-14	FAA	FAA/FS-wide Anchorage, AK	7100	AAL-FS-00-070- 49822M	4/19/99

ATC Specialist (T) Support Specialist AT-2152-GI	FAA	FAA/AWP-wide Palm Springs, CA	7115	AWP-AT-00-13AE- 49903	4/19/00
Supv. ATC Specialist (T) Operations Supv. AT-2152-LJ	FAA	FAA-wide Los Angeles, CA	7116	AWP-AT-00-13JR- 49943	4/19/00
Supv. Aviation Safety Inspector Supv. Airworthiness FG-1825-15	FAA	FAA/AWP-wide Van Nuys, CA	7117	AWP-FS-00-13LRS- 49727	4/19/00
Aviation Safety Inspector (Avionics) FG-1825-14	FAA	FAA-wide Phoenix, AZ	7118	AWP-FS-00-13SLG- 49782	4/19/00
Supv. Aviation Safety Inspector (Operations)(Supv. Principal Operations Inspector) FG-1825-15	FAA	FAA-wide Phoenix, AZ	7119	AWP-FS-00-13SLG- 49795	4/19/00

ENGINEERING AND TRANSPORTATION RELATED VACANCIES

<u>POSITION</u> <u>TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF</u> <u>CONSIDERATION</u>	<u>DOC.</u> <u>ID</u> <u>NO.</u>	<u>ANNOUNCEMENT</u> <u>NO.</u>	<u>CLOSING</u> <u>DATE</u>

Highway Engineer (Geotechnical Engineer) GS-810-11/12	FHWA	All Sources Vancouver, WA	7120	LF0131DX	4/24/00
Highway Engineer (Mobility/ITS Engineer) GS-810-12	FHWA	All Sources Madison, WI	7121	LF0133DX	4/24/00
Highway Engineer (Metropolitan Planning Engineer) GS-810-12	FHWA	Gov't-wide(Status) Madison, WI	7122	LF0138WI	4/24/00
Highway Engineer (Geotechnical Engineer) GS-810-11/12	FHWA	Gov't-wide(Status) Vancouver, WA	7124	LF0135WL	4/24/00
Highway Engineer (Engineering Coordinator) GS-810-13	FHWA	FHWA-wide Trenton, NJ	7125	AF0171NJ	5/1/00
Highway Engineer (Transportation Engineer) GS-810-12	FHWA	Gov't-wide(Status) Columbus, OH	7126	LF0140OH	5/1/00

Highway Engineer (Sr. Transportation Engineer) GS-810-13	FHWA	FHWA-wide Phoenix, AZ	7127	LF0141AZ	5/1/00
Highway Engineer (Statewide Transportation Planner) GS-810-12	FHWA	Gov't-wide(Status) Olympia, WA	7129	LF0143WA	5/1/00
Highway Engineer (Transportation & Environmental Engineer) GS-810-12	FHWA	Gov't-wide(Status) Olympia, WA	7130	LF0146WA	5/1/00

ENGINEERING AND TRANSPORTATION RELATED VACANCIES

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
Highway Engineer (Sr. Operations Engineer) GS-810-13	FHWA	Gov't-wide(Status) Lakewood, CO	7131	LF0145CO	5/1/00
Highway Engineer (Contract Development Engineer) GS-810-13	FHWA	FHWA-wide Lakewood, CO	7132	LF0148CL	5/1/00

Highway Engineer (Transportation & Environmental Engineer) GS-810-12	FHWA	All Sources Olympia, WA	7133	LF0139DX	5/1/00
Highway Engineer (Senior Operations Engineer) GS-810-13	FHWA	All Sources Lakewood, CO	7134	LF0138DX	5/1/00
Highway Engineer (Statewide Transportation Planner) GS-810-12	FHWA	All Sources Olympia, WA	7135	LF0135DX	5/1/00
Highway Engineer (Transportation Engineer) GS-810-12	FHWA	All Sources Columbus, OH	7136	LF0134DX	5/1/00
General Engineer FG-801-12/13	FAA	All Sources Atlantic City International Airport, NJ	7137	ACT-AAR-00-410- 50075	4/24/00

Civil Engineer FG-810-14	FAA	All Sources Beckley, WV	7138	AEA-ARP-00-12- 49819	4/24/00
Aviation Safety Inspector (Maintenance) Journeyman (A/C) FG-1825-12	FAA	FAA-wide Schiller Park, IL	7139	AGL-FS-00-0042- 49953	4/25/00

ENGINEERING AND TRANSPORTATION RELATED VACANCIES

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
Aviation Safety Inspector (ACM)(PPM) FG-1825-13	FAA	FAA-wide Seattle, WA	7140	ANM-FS-00-SEA- 49980	4/25/00
SATCS(T) Air Traffic Mgr. MSS-4(LVL7) AT-2152-GL	FAA	FAA-wide Sarasota, FL	7141	ASO-AAT-00-A208- 50022	4/26/00
Supv. Aviation Safety Inspector FG-1825-14	FAA	FAA/FS-wide Miami, FL Local commuting area	7142	ASO-AFS-00-B750- 50010	4/25/00

Aviation Safety Inspector (AW) (A/C)Avionics (Multiple Positions) FG-1825-14	FAA	FAA-wide Miami, FL	7143	ASO-AFS-00-B751- 50011	5/30/00
SATCS(T) (Operation Supervisor) (Level 12, MSS -2) AT-2152-LJ	FAA	FAA-wide Dallas/Ft. Worth, TX	7144	ASW-AT-00-181- 50018	4/25/00
SATCS, Operations Supv. (MSS-2, Level 7) Temp. NTE 2 yrs. AT-2152-GJ	FAA	FAA/AEA-wide Roanoke, VA	7145	AEA-AAT-00-064- 50009	4/26/00
Aerospace Engineer FG-861-13	FAA	All Sources Renton, WA	7146	ANM-AIR-00-190S- 50036	4/24/00
Aerospace Engineer (Propulsion Branch) FG-861-13	FAA	All Sources Renton, WA	7148	ANM-AIR-00-140S- 50027	4/21/00

ATC Specialist (CPC) AT-2152-KH	FAA	FAA-wide Olathe, KS	7149	ACE-AT-00-0057- 50092	5/2/00
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ENGINEERING AND TRANSPORTATION RELATED VACANCIES

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
General Engineer FV-801-I	FAA	All Sources Atlantic City International Airport, NJ	7150	ACT-AAR-00-520- 50117	5/4/00
Airway Transportation System Specialist FG-2101-12/13	FAA	FAA/AGL-wide Aurora, IL	7151	AGL-AAF-00-0089- 50032	5/2/00
Operations Manager FG-2152-14	FAA	FAA/AGL-wide Huron, SD	7152	AGL-AT-00-0079- 50080	5/2/00
Air Traffic Manager AT-2152-FL(MSS-4)	FAA	FAA/AGL-wide Terre Haute, IN	7153	AGL-AT-00-0081- 50084	5/2/00
Aviation Safety Inspector GA PAI	FAA	FAA-wide Springfield, IL	7154	AGL-FS-00-0044- 50040	5/2/00

FG-1825-14					
ATCS (Support Specialist) MSS-1 NTE 1 yr. AT-2152-HI	FAA	FAA.ANE-wide Manchester, NH	7155	ANE-AAT-00-059-50028	4/26/00
SATCS (Operations Manager) MSS-3 NTE 2 yrs. AT-2152-KK	FAA	FAA-wide Nashua, NH	7156	ANE-AAT-00-057-49996	4/26/00
Operations Manager AT-2152-LK	FAA	FAA/AGL-wide Elgin, IL	7157	AGL-AT-00-0078-50079	4/25/00
Supv. Traffic Mgmt. Coordinator AT-2152-LJ	FAA	FAA/AGL-wide Elgin, IL	7158	AGL-AT-00-0077-50078	4/25/00
Engineer, Electronics GS-0855-13	RSPA	All Sources Cambridge, MA	7159	PH-NF-0-1272	5/8/00
Engineer, General, Supv. GS-801-15	RSPA	All Sources Cambridge, MA	7160	PH-NF-0-1273	5/9/00

ENGINEERING AND TRANSPORTATION RELATED VACANCIES

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
Highway Engineer (Geotech) GS-810-7/9/11/12	FHWA	Gov't-wide Sterling, VA	7161	AF0174EL	5/1/00
Highway Engineer (Research and Technology) GS-810-7/9/11/12	FHWA	All Sources Santa Fe, NM	7162	AF0166DX	5/8/00
Highway Engineer (Geotech) GS-810-7/9/11/12	FHWA	All Sources Sterling, VA	7163	AF0163DX	5/1/00
Supv. ATC Specialist T AT-2152-KL	FAA	FAA-wide St. Louis, MO	7164	ACE-AAT-00- ATNSP28-50098	5/2/00
Supv. Aviation Safety Inspector (Manufacturing) FV-1825	FAA	FAA-wide Kansas City, MO	7165	ACE-AIR-00-0052- 49925	5/2/00

Highway Engineer (Area Engineer) GS-810-11/12	FHWA	Gov't-wide(Status) Trenton, NJ	7166	AF0175NJ	5/8/00
Transportation Specialist (Strategic Planning/Quality Journey Coordinator) GS-2101-13 or 14	FHWA	Gov't-wide(Status) Atlanta, GA	7167	AF0173SR	5/8/00
Highway Engineer (Research and Technology) GS-810-7/9/11/12	FHWA	Gov't-wide(Status) Santa Fe, NM	7168	AF0177NM	5/8/00
Highway Engineer (Mobility/ITS Engineer) GS-810-12	FHWA	Gov't-wide(Status) Madison, WI	7169	LF0149WI	5/8/00

ENGINEERING AND TRANSPORTATION RELATED VACANCIES

<u>POSITION</u> <u>TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF</u> <u>CONSIDERATION</u>	<u>DOC.</u> <u>ID</u> <u>NO.</u>	<u>ANNOUNCEMENT</u> <u>NO.</u>	<u>CLOSING</u> <u>DATE</u>
Highway Engineer (Design Engineer) GS-810-9/11/12	FHWA	Gov't-wide(Status) Lakewood, CO	7170	LF0150CL	5/12/00

Supv. Highway Engineer GS-810-14	FHWA	FHWA-wide Lansing, MI	7171	LF0151MI	5/8/00
Highway Engineer GS-810-9 Term Seasonal NTE 4 yrs.	FHWA	All Sources Vancouver, WI	7172	LF0141DX	5/1/00
Civil Engineering Technician GS-802-9 Term Seasonal NTE 4 yrs.	FHWA	All Sources Vancouver, WA	7173	LF0140DX	5/1/00
Highway Engineer GS-810-9 Term Seasonal NTE 1 yr.	FHWA	All Sources Vancouver, WA	7174	LF0142DX	5/1/00
Civil Engineering Technician GS-802-7 or 9 Term Seasonal NTE 1 yr.	FHWA	All Sources Vancouver, WA	7175	LF0143DX	5/1/00

Civil Engineering Technician GS-802-5/6/7	FHWA	All Sources Vancouver, WA	7176	LF0144DX	5/1/00
Civil Engineer GS-810-5 or 7	FHWA	All Sources Vancouver, WA	7177	LF0145DX	5/1/00

WAGE GRADE AND OTHER VACANCIES

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
Contract Specialist GS-1102-14	USCG	All Sources Lockport, LA	8102	CG-00-223-3MG	5/1/00

WAGE GRADE AND OTHER VACANCIES

<u>POSITION TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF CONSIDERATION</u>	<u>DOC. ID NO.</u>	<u>ANNOUNCEMENT NO.</u>	<u>CLOSING DATE</u>
Supv. Contract Specialist GS-1102-14	USCG	All Sources Marinette, WI	8103	CG-00-224-3MG	5/1/00

Community Planner (Transportation Planner) GS-020-12	FHWA	Gov't-wide(Status) Madison, WI	8107	LF0139WI	4/24/00
Painter WG-4102-9	USCG	All Sources Miami, FL	8108	CG-2000-004-6MM	4/24/2000
Research Psychologist GS-080-12/13	FHWA	Gov't-wide(Status) McLean, VA	8109	HF0152BM	4/24/00
Research Psychologist GS-0180-12/13	FHWA	All Sources McLean,, VA	8110	HF0124DX	4/24/00
Payroll Technician GS-544-5/6	SLSDC	All Sources Massena, NY	8112	SLS-DE-2000-08	5/5/00
Resource Center Director ES-0340 Anticipated Vacancy	FHWA	All Sources San Francisco, CA	8116	HF0149ES	4/27/00
Purchasing Agent GS-1105-8	FHWA	CTAP/ICATAP Vancouver, WA	8117	LF0142WL	4/24/00

Community Planner (Statewide Transportation Planner) GS-020-12	FHWA	Gov't-wide(Status) Olympia, WA	8119	LF0144WA	5/1/00
Community Planner (Transportation Planner) GS-020-12	FHWA	Gov't-wide(Status) Columbus, OH	8120	LF0147OH	5/1/00
Community Planner (Transportation Planner) GS-020-12	FHWA	All Sources Columbus, OH	8121	LF0137DX	5/1/00
Community Planner (Statewide Transportation Planner) GS-020-12	FHWA	All Sources Olympia, WA	8122	LF0136DX	5/1/00
Collection Clerk GS-503-5	USCG	All Sources Falling Waters, WV	8123	AR0964	4/24/00

WAGE GRADE AND OTHER VACANCIES

<u>POSITION</u> <u>TITLE/SERIES/GRADE</u>	<u>ADMIN.</u>	<u>AREA OF</u> <u>CONSIDERATION</u>	<u>DOC.</u> <u>ID</u> <u>NO.</u>	<u>ANNOUNCEMENT</u> <u>NO.</u>	<u>CLOSING</u> <u>DATE</u>

Painter WG-4102-9	USCG	All Sources Boston, MA	8124	CG-00-276-6MM	5/8/00
Operations Research Analyst GS-1515-11/13	USCG	All Sources Groton, CT	8125	00-230-2MJ	5/30/00
Painter WG-4102-9	USCG	All Sources Miami, FL	8126	CG-2000-004-6MM	4/24/00
Investigator, Criminal Supv. GS-1811-14	USCG	USCG-wide(Status) Miami, FL	8127	CG-00-311-3GB	4/24/00
Air Conditioning Mechanic WG-5306-10	USCG	Gov't-wide(Status) Elizabeth City, NC	8128	00-334-2DK	4/24/00
Summer Jobs GS-9999-3/4	USCG	All Sources Honolulu, HI	8129	00-334-1PL	5/12/00
Real Property Assistant	USCG	USCG-wide(Status)	8130	00-375-1CP	5/1/00

GS-1101-5/6		Alameda, CA			
Visual Information Specialist GS-1084-11 NTE 1 yr.	USCG	All Sources Portsmouth, VA	8131	00-304-6TC	5/1/00
Education Technician(Lead Early Child Development Tech) GS-1702-5	USCG	All Sources Alameda, CA	8132	00-329-01MW	5/1/00
User Fee Collection Clerk GS-503-5	USCG	All Sources Miami, FL	8133	00-330-6MM	5/8/00
Instructional Systems Specialist GS-1750-12	USCG	All Sources Yorktown, VA	8134	00-332-6IJ	5/1/00
Health & Physical Education Instructor AD-1710-00	USCG	All Sources New London, CT	8135	00-213-2MJ	4/21/00
User Fee Collection GS-503-5	USCG	All Sources Houston, TX	8136	00-346-6GM	5/1/00

Librarian GS-1410-11	USCG	All Sources New London, CT	8137	AR0618	5/8/2000

WAGE GRADE AND OTHER VACANCIES

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Accounting Technician GS-525-7	USCG	All Sources Woodbine, NJ	8138	00-369-2JA	5/1/00
Recreation Aid GS-0189-1	USCG	All Sources Yorktown, VA	8139	00-378-6IJ	4/24/00
Summer Jobs GS-9999-3/5	USCG	All Sources Seattle, WA Portland, OR	8140	00-379-1IC	5/30/00
Librarian GS-1410-11	USCG	All-Sources New London, CT	8141	00-199-2MJ	5/17/00
Electrician WG-2805-10	USCG	Gov't-wide(Status) Alameda, CA	8142	00-390-1CP	4/24/00

		Local commuting area			
Housing Management Specialist GS-1173-11	USCG	Gov't-wide(Status) Alameda, CA	8143	00-392-1CP	5/5/00
Health & Physical Education Instructor AD-1710-00	USCG	All Sources New London, CT	8164	00-213-2MJ	4/21/00
Cook (Summer Position) WG-7404-4	USCG	All Sources Portland, ME Temp, Summer	8167	00-292-6Mm	9/30/00
Structural Worker WG-3801-8	USCG	All Sources Baltimore, MD	8171	AR3800	7/31/2000
Psychologist, Research GS-180-13	USCG	All Sources Groton, CT	8197	CG-00-262-2MJ	6/27/00
Inspector, Marine GS-1801-7/12	USCG	All Sources Portland, ME Providence, RI	8204	CG-00-218-1TC	4/27/00

		Seattle, WA			

Clerical Announcements can be found in the binder marked "CLERICAL."

ALL SOURCES/NON-STATUS: Vacancy is open to all applicants.

STATUS: Candidates must be current Federal Competitive Service employees
or former employees with Competitive Service Reinstatement Eligibility.

GOVERNMENT-WIDE: Vacancy is open to all Federal employees with Competitive Status.

CTAP: Career Transition Assistance Program. Selection priority consideration is given to qualified displaced DOT employees.

ICTAP: Interagency Career Transition Assistance Program. Selection priority consideration is given to qualified displaced federal employees.

GENERAL SCHEDULE (GS): Position is under the General Schedule pay system.

WAGE-GRADE PAY SYSTEM (WG): Positions are under the "blue collar" pay system. Hourly rates vary according to job location. Other designators may include WL, WS, WD, WJ, WK, and XF.

**DOT CONNECTION "CUSTOMER SERVICE CENTER" JOB LINE (202) 366-9397
WASH. METRO AREA/OUTSIDE THE WASH METRO AREA 1-800-525-2878**

TDD (202) 366-7630

OPERATING ADMINISTRATIONS WITHIN THE DEPARTMENT OF TRANSPORTATION

PERSONNEL OFFICES:

Office the Secretary (OST) (202) 366-4075

Bureau of Transportation Statistics (BTS) (202) 366-4075

Surface Transportation Board (STB) (202) 366-4075

Transportation Adm. Service Ctr. (TASC) (202) 366-4075

United States Coast Guard (USCG) (202) 267-2331

Federal Aviation Administration (FAA) (202) 267-8008/8007

Federal Highway Administration (FHWA) (202) 366-0541

TDD (202) 366-0164

Federal Railroad Administration (FRA) (202) 493-6111

	TDD (202) 493-6432	
Federal Transit Administration (FTA)		(202) 366-5525
	TDD (202) 366-6064	
Maritime Administration (MARAD)		(202) 366-4141
National Highway Traffic Safety Administration (NHTSA)		(202) 366-2603
	TDD (202) 366-2602	
Officer of Inspector General (OIG)		(202) 366-2677
Research and Special Programs Administration (RSPA)		(202) 366-4432
Saint Lawrence Seaway Development Corp. (SLSDC)		(202) 366-0091