

DOE 3300.2A

5-18-92

THIS PAGE MUST BE KEPT WITH **DOE 3300.2A, AFFIRMATIVE ACTION PROGRAM** FOR HANDICAPPED PERSONS.

DOE 3300.2A, AFFIRMATIVE ACTION **PROGRAM** FOR HANDICAPPED PERSONS, HAS REVISED **DOE 3300.2** TO REFLECT ORGANIZATIONAL TITLE, ROUTING **SYMBOL**, AND OTHER EDITORIAL REVISIONS TO INCORPORATE CHANGES REQUIRED BY SEN-6. NO SUBSTANTIVE CHANGES HAVE BEEN MADE. DUE TO THE NUMBER OF PAGES AFFECTED BY THE REVISIONS, THE ORDER HAS BEEN ISSUED AS A REVISION.

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- e. Federal Personnel Manual (**FPM**) Chapter 306, "Selective Placement Program", which covers programs designed to assist qualified handicapped persons in obtaining employment consistent with their level of **skills** and abilities.

5. DEFINITIONS

- a. **Handicapped Person.** One who has a physical **or** mental impairment which substantially limits one or more of his or her major life activities, has record of such impairment, or is regarded as having such an impairment.
- b. **Major Life Activities.** Functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working.
- c. **Physical or Mental Impairment.** Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following systems: neurological, **musculoskeletal**, special sense organs, cardiovascular, reproductive, digestive, genito-urinary, heroidic and lymphatic, skin and endocrine, or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- d. **Reasonable Accommodation.** Adaptations or adjustments required to make the working environment suitable and usable for disabled persons without causing extreme hardship or expense to the employer. Such accommodations may include: modification of the worksite; removal or physical barriers; provision of aids, devices, interpreters, or assistants; modification of job tasks; changing work hours or schedules; placement in a position where a given disability constitutes less of a handicap to job placement or adapting written materials in a usable format for blind persons.
- e. **Targeted Disabilities.** Disabilities targeted for emphasis in comprehensive affirmative action programs. The disabilities and the codes that represent them on the Standard Form 256, "**Self-identification of Reportable Handicap,**" are as follows: deafness (16 and 17), blindness (23 through 25), missing extremities (28 and 32 through 38), partial paralysis (64 through 68), complete paralysis (71 through 78), convulsive disorders (82), mental retardation (90), mental illness (91), and distortion of limbs and/or spine (92).

6. **PROGRAM OBJECTIVES.** The following are the objectives of the Affirmative Action Program **for Disabled** Persons:

- a. Employ disabled persons in a broad range of grade levels and occupational series commensurate with their qualifications whose underrepresentation has been increased due to the omission of Departmental procedures which unnecessarily exclude or limit them because of position structure or design, or architectural, transportation, communication, procedural, attitudinal barriers, or the inaccessibility of electronic office equipment.
- b. Delegate appropriate authority to direct and accomplish program goals.
- c. Include sources of disabled persons within external recruitment sources.
- d. Assure that program policies and procedures for merit promotion, upward mobility, and training programs provide an equal basis for all employees to participate.
- e. Assure accessibility of buildings and facilities.
- f. Provide electronic office equipment for disabled persons.
- g. Maintain data collections systems for purposes of program assessment and planning.
- h. Establish a program evaluation system.

7. **RESPONSIBILITIES.**

- a. **Director of Administration and Human Resource Management.**
 - (1) Delegates to the Director of Civil Rights the responsibilities for preparing, implementing, and evaluating the program.
 - (2) Assures that adequate resources are allocated to achieve program objectives.
- b. **Director of Civil Rights.**
 - (1) Serves as the program officer and assures that PSOs and SSOs prepare and implement AAP plans for disabled persons.
 - (2) Assures that a Departmentwide coordinator is designated for the selective placement of disabled persons.

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- (3) Assures that merit promotion plans, upward mobility programs, and other **advancement** programs provide an equal opportunity for disabled persons to compete.
- (4) Establishes program goals and objectives to meet the requirements as set forth in management directives issued by the EEOC.
- (5) Establishes a **Departmentwide** reporting system for the **AAP** program for Disabled Persons, and submit reports **to the EEOC** as required.

c. Director of Information **Resources Management**, through the Director of Information Resources Management **Policy, Plans, and Oversight**.

- (1) Promulgate General Services Administration policies and guidance which provide for the accessibility of electronic office equipment to all employees.
- (2) Implement **Departmentwide** policies which assure that disabled employees shall:
 - (a) Have access to the same data bases, and operating and application programs;
 - (b) Be equipped with adaptive programs and devices to support identified disabilities;
 - (c) Have computing capability, not appreciably less than that of non-disabled persons end users in the same position and office; and
 - (d) Be supported in manipulating data so as to attain end results equivalent to that of a non-disabled person user.

d. Director of Personnel.

- (1) Assures that personnel programs and procedures are in place to support the goals and objectives of the **AAP** Plan for Disabled Persons.
- (2) Assures that the Office of Personnel staff and their DOE Field Office counterparts are kept abreast of special appointment authorities, and other relevant staffing provisions that promote the hiring of disabled persons.

e. Departmentwide Selective Placement Coordinator.

- (1) Provides:
 - (a) Management expertise regarding the interpretation of existing and new policy concerning selective placement of disabled persons as it is promulgated by the EEOC, **OPM**, Executive Order, Federal Law, or statute.
 - (b) Liaison with the central offices of: **OPM**, the Veterans Administration, the Department of Labor, similar offices of the United States Employment Service, and the Rehabilitation Services Administration on issues concerning the program.
 - (c) Continuing liaison with national headquarters of organizations providing employment services to disabled persons.
 - (d) Assistance to local selective placement coordinators.
 - (e) Requested assistance in researching and implementing reasonable accommodations for disabled persons.
- (2) Participates as an active member of the Federal Task Force on Disabled Persons.
- (3) Evaluates the overall effectiveness of the program and proposes necessary modifications to meet **Departmentwide** objectives.
- (4) Prepares the **Departmentwide** AAP Plan for Disabled Persons and Departmental level reports concerning the program.

f. Program Secretarial Officers.

- (1) Assure that adequate resources are committed to accomplish established program objectives.
- (2) Delegate appropriate authority to direct and achieve the objectives of the program.
- (3) Provide that electronic office equipment is accessible to disabled persons.

g. Personnel Officers.

- (1) Designate local coordinators for the selective placement of disabled persons.

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(2) Assure that:

- (a) Resource groups which service disabled persons are included in local recruitment efforts;
- (b) **Local** merit promotion plans, awards, upward mobility; and training programs provide an equal opportunity for disabled persons to participate;
- (c) Staffing specialists are knowledgeable of the special appointing authorities for disabled persons and utilize them whenever feasible;
- (d) Local program objectives meet the requirements established under the Departmental program plan;
- (e) External reports concerning the status of disabled employees are prepared and submitted to the Departmentwide Coordinator.
- (f) **PAY/PERS** and other internal data systems are utilized for program effectiveness; and
- (g) Reasonable accommodations are available when identifying, monitoring, and eliminating architectural barriers for disabled persons.

h. Local Selective Placement Coordinators.

- (1) Prepare and implement an affirmative action program plan which will achieve the goals/objectives set forth in this Order and which will establish a special recruitment effort on behalf of disabled persons with targeted disabilities.

(2) Participate in:

- (a) Implementing the local action items of the program plan which includes recruitment efforts on behalf of disabled persons having a targeted disability;
- (b) Carrying out local, reasonable accommodations for disabled employees; and
- (c) The removal of architectural barriers to disabled persons.

(3) Provide:

- (a) Guidance and assistance to disabled employees, including those who become disabled after their initial appointment; and

- (b) Information on **vocational** rehabilitation services available to disabled persons in the immediate area.
- (4) Assure that:
 - (a) Counseling is provided to applicants for disability retirement; and
 - (b) Appropriate consideration of reassignment is extended in lieu of retirement.
- (5) Publicize the affirmative action program in order to create an awareness of the abilities of disabled employees and to dispel myths and misconceptions about their qualifications, capabilities, and needs.

i. Managers and Supervisors.

- (1) Ensure that:
 - (a) Policies concerning disabled employees and applicants are carried out within their respective organizations;
 - (b) EEOC applies to and is an integral part of all aspects of their personnel policies and practices in employment, advancement, and treatment of employees who may be physically, mentally, or emotionally disabled; and
 - (c) All vacant positions are reviewed to determine whether duties can be performed or restructured to accommodate a disabled employee.
- (2) Provide staff involved with the affirmative action program **for disabled** persons the opportunity to participate in training courses which will enhance their expertise in providing selective placement assistance.

8. REASONABLE ACCOMMODATIONS.

- a. DOE shall make reasonable accommodation to the known physical or mental limitations of a disabled applicant or employee, unless it can be demonstrated that the accommodation would impose an undue hardship on the mission of a Departmental Element.
- b. Reasonable accommodation may include, but shall not be limited to:
 - (1) Making facilities readily accessible, **useable**, and safe for disabled persons;

- (2) Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, appropriate adjustment of or modification of examinations, and the provision of readers and interpreters;
 - (3)** Reassignment within a Departmental Element; and
 - (4) Providing electronic office equipment that is accessible to disabled users.
 - c. Reassignment shall be in accordance with local merit staffing plans and labor-management agreements. However, language in these documents does not supersede the provisions of the Rehabilitation Act of 1973 and its implementing regulations pertaining to reasonable accommodations.
 - d. In clarifying the value and nature of a particular accommodation, DOE officials **should** determine the following:
 - (1) That the accommodation is necessary for the performance of duties, and will give the disabled person the opportunity to function on a more equal basis with coworkers;
 - (2) What effect the accommodation will have on local operations and on the employee's performance; and
 - (3) To what extent the accommodation compensates for the disabled person's limitations,
 - e. In determining whether an accommodation would impose an undue hardship on the mission of a Departmental Element, the following factors are to be considered.
 - (1) The overall size of the program with respect to the number of employees, number and type of facilities, and size of budget;
 - (2) The type of operation, including the composition and structure of the **workforce**; and
 - (3) The nature and cost **of** the accommodation.
 - f. Upon request, the local selective placement coordinator will document to an applicant or an employee why a reasonable accommodation was denied.
9. DOCUMENTATION. The EEOC Management Directive 713 requires Federal agencies to maintain on file the following specific types of documentation at the Departmental and **field** element levels:

a. Departmentwide.

- (1) Copy of this Order and copies of local office affirmative action program plans for disabled persons.
- (2) Copies of all time-limited plans written and submitted to the EEOC.
- (3) Names and job descriptions of principal personnel responsible for **Departmentwide** implementation of the affirmative action program for disabled persons.
- (4) A listing of organizational units and installations required to develop affirmative action programs for disabled persons.
- (5) Copies of internal guidance issued to servicing personnel offices concerning disabled persons.
- (6) Statistics concerning **Departmentwide** hiring, **placement**, advancement, and retention of disabled persons, particularly those with targeted disabilities.

b. Local Office.

- (1) Guidance received from Headquarters concerning the affirmative action program for disabled persons.
- (2) A copy of this Order and a copy of the local affirmative action program plan for disabled persons.
- (3) Names and job descriptions of principal personnel responsible for program implementation.
- (4) Information provided to managers, supervisors, and employees with respect to affirmative action on behalf of disabled persons.
- (5) Data concerning hiring, placement, advancement, and retention of disabled employees, especially those with targeted disabilities.

10. REPORT. Local selective placement coordinators will forward to the **Departmentwide** Coordinator by 11-15 each year information concerning program activities on behalf of disabled persons. The particular **format** of the report will be provided to the **local** coordinators in advance of the reporting due date.

BY ORDER OF THE SECRETARY OF ENERGY:



DONALD W. PEARMAN, JR.
Acting Director
Administration and Human
Resource Management

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