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General Information - Agency Handicap Program

Guidelines for Employment of Handicapped Individuals (OEEO/HANDICAP PROGRAM):

For Purposes of Federal employment a "handicapped person" is one who "(A) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (B) has a record of such impairment; or (C) is regarded as having such an impairment."

29 CFR 1613 defines "qualified handicapped individual" as one who can perform "the essential functions of the job or jobs for which he or she is being considered with reasonable accommodation to his or her handicap."

An agency shall give full consideration to the hiring, placement, and advancement of qualified mentally and physically handicapped persons and shall make reasonable accommodation to the known physical or mental limitations of a qualified handicapped applicant or employee unless the agency can demonstrate that the accommodation would impose an undue hardship on the operation of its program.

Reasonable accommodation is a logical adjustment made to a job and/or the work environment that enables a qualified handicapped person to perform the duties of that position. Reasonable accommodation is required for qualified handicapped applicants and employees. The concept of reasonable accommodation applies to selection, placement, recruitment, training, promotion, reassignment, and developmental assignments. Accommodations can only be determined on a case-by-case basis, taking into consideration the applicant, his/her specific disability and the existing limitations, the essential duties of the particular job, the work environment, and the reasonableness of the proposed accommodation. Accommodation is highly individualized and the applicant or employee should be consulted before accommodation is made.

Reasonable accommodation may include, but shall not be limited to: (1) Making facilities readily accessible to and usable by handicapped persons, and (2) job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, appropriate adjustment or modification or examinations, the provision of readers and interpreters, and other similar actions.

Regulations require agencies to make reasonable accommodation unless the agency can demonstrate that the accommodation would impose an undue hardship on the operation of its program. Factors to be considered in determining undue hardship include:

The overall size of the agency with respect to number of employees, number and type of facilities, and size of budget.

The type of operation, including the composition and structure of the work force.

The nature and cost of the accommodation needed.

No agency may use any employment test or other selection criterion that screens out qualified handicapped persons or any class of handicapped persons. Tests concerning employment shall be selected and administered so as to ensure that the test results accurately reflect the applicant's or employee's ability to perform the position or type of positions in question rather than reflecting the applicant's or employee's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure.)

An agency may make preemployment inquiry into an applicant's ability to meet the medical qualification requirements, with or without reasonable accommodation, of the position in question, i.e., the minimum abilities necessary for safe and efficient performance of the duties of the position in question. The purpose of the medical examination must be to determine an individual's current physical or mental ability, not to speculate on the long-term possibility that the condition will progress or lead to inability to work. Any individual with a self-identified handicap who has demonstrated the ability to satisfactorily perform the duties of the position involved shall receive a waiver of physical requirements.

Accommodation made by the CIA Office of Security in processing applicants is in regard to the methods for communicating with deaf or non-verbal individuals. All handicapped applicants are required to meet the same security criteria as non-handicapped applicants.

CIA EEOC exemptions are in the areas of reporting statistics and onsite inspection by EEOC personnel of implementation of guidance for selection procedures and elimination of architectural barriers. These exemptions are based on the National Security Act. Advice on specific issues is provided by the Office of General Counsel.

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CENTRAL INTELLIGENCE AGENCY MEDICAL QUALIFICATIONS PROCESSING

Medical qualification for employment with the Agency is based on an extensive medical evaluation. This evaluation is designed to determine that the prospective employee has the physical and mental capability to perform the duties of a particular position. The medical evaluation consists of a comprehensive review of the medical history and records provided by the applicant, a complete physical examination including X-ray and laboratory studies, and a psychological/psychiatric evaluation. The physical examination and interviews are completed at Agency facilities in Washington, D.C., at no expense to the applicant. On occasion, the applicant may be required to provide information from his or her personal physician concerning an existing medical condition.

In accordance with affirmative action requirements of several statutes concerning employment of individuals with handicaps, the existence of a handicap is not automatically disqualifying. However, applicants with handicapping conditions are evaluated in the same manner as non-handicapped individuals with the realization that some conditions may require an accommodation of the work environment. Usually this determination is made during the processing phase in consultation with the Selective Placement Coordinator and the prospective supervisor and with the applicant's consent.

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GOALS

Congressional Resolution 39 set America's goals "to foster public understanding, full participation, and acceptance of disabled persons" through expanded educational and employment opportunities; expanded and strengthened research and rehabilitation programs and facilities; increased application of technology to minimize the effects of disability; expanded participation in cultural and social activities; and expanded international exchanges of information and experience.

The Federal Government also set a very concrete goal for employment of the physically challenged: By the end of the Decade of Disabled Persons --1992 -- 1 percent of the employees of every Federal agency and department shall be multiple or severely handicapped individuals.

Although the total number of handicapped employees has increased approximately 25% since 1983, both the overall percentage and the percentage of multiple or severely handicapped have decreased each year since 1983. Employment of the physically challenged appears not to have kept pace with overall employment growth. It has not even held its own. With half of the "Decade" passed, it appears we are approximately one-third of the way to this goal.

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FY 1987 Affirmative Action Program Accomplishment Report

DRAFT

18 December 1987

Mr. Douglas Bielan
Director, Public Sector Programs
Equal Employment Opportunity Commission
Washington, D.C. 20507

Dear Mr. Bielan:

Attached is the FY 1987 Affirmative Action Program Accomplishment Report and FY 1988 Affirmative Action Plan Update in regard to handicapped applicants and employees of the Central Intelligence Agency.

This Agency remains most supportive of and committed to the spirit of PL 93-112 and will continue to promote the employment and advancement of handicapped persons.

Robert E. Fitzgerald

Attachment:
As stated

DRAFT

HANDICAP PROGRAM
AFFIRMATIVE ACTION PROGRAM
ACCOMPLISHMENT REPORT AND UPDATE

1 October 1986 through 30 September 1987

The Central Intelligence Agency is committed to a policy that (a) ensures equal employment opportunity and gives full consideration to the employment, placement, and advancement of qualified handicapped individuals, disabled veterans, and Vietnam-era veterans; (b) prohibits discrimination based on physical or mental handicapping conditions; and (c) promotes affirmative action on behalf of individuals with handicaps.

Although statutory law and national security regulations preclude the release outside CIA of specific information concerning its workforce and organizational structure, I can state that handicapped employees with targeted disabilities are spread throughout the grade ranges from GS-02 to SIS. The largest group is in the GS-07 to GS-11 range, followed closely by the GS-12 to GS-15 group. Statistical gathering for internal monitoring will be modified to reflect the recent EEOC changes.

ACTION ITEM 1: RECRUITMENT

The Handicap Program Manager, with the guidance of the Director, Equal Employment Opportunity, coordinated with other EEO Program Managers, component EEO officers, and Agency Recruitment Officers in the implementation of an effective recruitment program that included visits to selected facilities, participation in Career Day functions, and attendance at various conferences.

Since the Agency is near ceiling, recruitment during FY 1988 will emphasize the special EEO oriented student programs. Actions will be directed toward high school seniors as well as college students. Employees with handicaps will be encouraged to participate in recruiting events.

ACTION ITEM 2: PLACEMENT

The Handicap Program Manager conducted the initial pre-employment placement of all professional, technical, and clerical applicants with disabilities, including disabled veterans. Applications were circulated to appropriate offices and interviews and required testing scheduled. The Program Manager ensured that each applicant's qualifications were given adequate review and that any rejection was not based solely on disability.

Despite the fact that the Agency is near ceiling, our goal for FY 1988 is to increase the percentage of handicapped EODs compared to FY 1987.

DRAFT

ACTION ITEM 3: CAREER DEVELOPMENT

Career development is governed by the Career Service to which each employee belongs. The Handicap Program Manager promoted component-sponsored training of employees with handicaps and ensured the provision of appropriate accommodations. Each system contains intrinsic safeguards that prohibit discrimination based on disability. Their effectiveness was monitored by the Handicap Program Manager in coordination with the EEO Complaints Officer.

Included within the Handicap Program is the Sign Language Interpreter Service. This service is currently undergoing an evaluation to determine its adequacy in meeting the needs of a growing force of deaf employees. The evaluation will be complete, plans made, and most actions implemented by the end of FY 1988.

The Handicap Program Manager is currently coordinating two special runnings of a Safety and Health Course with the Office of Medical Services Safety Officer. One course will be designed for employees requiring sign language interpreters, and the other course will be designed to accommodate employees with mobility impairments. If successful, these two courses will be held once each year.

Other special plans for FY 1988 include the formation of a Task Force for Technical Accommodation. It will include key people in information technology, employment, medical services, and security, as well as representatives of disability groups. The Handicap Program Manager will serve as an advisor to this task force and will be a key person in referring questions on accommodation to the experts. A resource lab with examples of accommodating devices and an exhibit of some available devices is being planned during FY 1988.

ACTION ITEM 4: FACILITIES MODIFICATION

Older Agency structures and facilities have been made accessible to disabled employees as required. The Handicap Program Manager, in coordination with the Office of Logistics, will ensure that all future building modification and construction, including the current Headquarters expansion, comply with the Uniform Federal Accessibility Standards.

Goals for FY 1988 include surveying past measures labeled as temporary to ensure that permanent measures have continued to go forward. There are also areas where basic accommodation has been made but enhancements are being viewed. An example of the latter is a sound enhancement system for large meeting areas, that would enable hearing impaired but not totally deaf employees to better participate in workshops and other career developing programs.

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EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

AAH
Larry [Signature]
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MEMORANDUM

TO : EEO Directors &
Directors of Personnel

FROM : Douglas J. Bielan
Director
Public Sector Programs

Douglas J. Bielan per [Signature]

DATE : August 22, 1986

SUBJECT : List of Agencies Reporting 1.00 Percent or More
Representation of Persons with Targeted Disabilities

The list of agencies reporting 1.00 percent or more representation of persons with targeted disabilities found in Appendix A of EEO-MD-711A has been updated on the basis of FY 85 accomplishment reports submitted to the Equal Employment Opportunity Commission. The updated list is attached.

AGENCIES WITH 1.00 PERCENT OR MORE REPRESENTATION OF PERSONS
WITH TARGETED DISABILITIES AS OF SEPTEMBER 30, 1985

The following data were taken from agency submissions of 1985 accomplishment reports, pursuant to EEO-MD-711A. The agencies listed report 1% or more representation of persons with targeted disabilities. The governmentwide average is 1.02 percent.

AGENCY	TOTAL WORK FORCE	EMPLOYEES WITH TARGETED DISABILITIES	PERCENTAGE OF WORK FORCE WITH TARGETED DISABILITIES
COMMITTEE FOR PURCHASE FROM THE BLIND AND OTHER SEVERELY HANDICAPPED	16	3	18.75
POSTAL RATE COMMISSION	58	4	6.90
FEDERAL MARITIME COMMISSION	220	7	3.18
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	2,178	62	2.85
PENSION BENEFIT GUARANTY CORPORATION	460	11	2.39
EDUCATION	5,021	113	2.25
FEDERAL MINE SAFETY & HEALTH HEALTH REVIEW COMMISSION	47	1	2.13
COMMISSION ON CIVIL RIGHTS	236	5	2.12
ARMS CONTROL & DISARMAMENT AGENCY	189	4	2.12
FEDERAL RESERVE SYSTEM	1,493	30	2.01
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	3,156	61	1.93
UNIFORMED SERVICES UNIV. OF THE HEALTH SCIENCES	813	15	1.85
NATIONAL GALLERY OF ART	708	13	1.84
EXPORT-IMPORT BANK	351	6	1.71
VETERANS ADMINISTRATION	247,156	4,073	1.65
NATIONAL ENDOWMENT FOR THE HUMANITIES	245	4	1.63

AGENCY	TOTAL WORK FORCE	EMPLOYEES WITH TARGETED DISABILITIES	PERCENTAGE OF WORK FORCE WITH TARGETED DISABILITIES
DEFENSE NUCLEAR AGENCY	776	12	1.55
TREASURY	136,427	2,095	1.54
SECURITIES AND EXCHANGE COMMISSION	1,903	28	1.47
ACTION	486	7	1.44
DEFENSE MAPPING AGENCY	9,221	132	1.43
OCHAMPUS	218	3	1.38
DEFENSE LOGISTICS AGENCY	52,092	711	1.36
OFFICE OF PERSONNEL MANAGEMENT	6,626	89	1.34
GENERAL SERVICES ADMINISTRATION	25,835	346	1.34
AIR FORCE	217,588	2,890	1.33
HEALTH AND HUMAN SERVICES	144,495	1,808	1.25
LABOR	18,307	210	1.15
HOUSING & URBAN DEVELOPMENT	12,374	139	1.12
FEDERAL COMMUNICATIONS COMMISSION	1,907	21	1.10
ARMY	354,634	3,828	1.08
NATIONAL LABOR RELATIONS BOARD	2,609	28	1.07
DEFENSE, DEPARTMENT OF (SUMMARY)	1,049,722	11,414	1.06
FEDERAL DEPOSIT INSURANCE CORPORATION	6,328	66	1.04
DEFENSE INVESTIGATIVE SERVICE	3,521	36	1.02