

United States  
Environmental Protection Agency

Management Division  
Personnel & Manpower  
Development Branch  
230 South Dearborn Street  
Chicago, Illinois 60604

February 1979

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**AFFIRMATIVE  
ACTION PLAN  
FOR  
EMPLOYMENT  
OF THE HANDICAPPED**

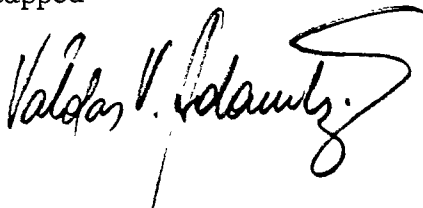


UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION V

DATE: FEB 01 1979

SUBJECT: Employment of the Handicapped  
Disabled Veterans

FROM: John McGuire  
Regional Administrator



TO: All Supervisors

I would like to take this opportunity to remind you of our Agency's commitment to give full consideration to handicapped individuals in placement and in advancement opportunities within the Agency. As Regional Administrator, I will make every effort to see that this Region fulfills the Agency's commitment, and I ask that each of you do the same. With your help, we can make the remainder of FY 1979 a meaningful period in employment and advancement of the handicapped.

Region V's 1979 Affirmative Action Plan for employment of the Handicapped has been approved by Headquarters, and is attached for your review. If you have any questions concerning action items, target dates, etc., please contact Mr. James V. Byrne, or Mr. Rick L. Slagle in the Personnel and Manpower Development Branch.

Attachment

1979 AFFIRMATIVE ACTION PROGRAM PLAN ON EMPLOYMENT  
OF THE HANDICAPPED AND DISABLED VETERANS

OBJECTIVE I. To Properly Administer the Selective Placement Programs through Effective Policy, Appropriate Resources and Necessary Publicity

<u>ACTION ITEM</u>	<u>IMPLEMENTATION STEPS</u>	<u>OFFICIALS RESPONSIBLE</u>	<u>TARGET DATE</u>
Publicize the FY79 Regional Plan	Regional Administrator will sign a memo to all employees and will discuss the importance of program at Regional Staff Meeting	Regional Coordinator	1/31/79
Establish goals for Regional Coordinator's time spent with program	Regional Coordinator will devote at least 5% of his/her time on the Selective Placement Program	Personnel Officer and Regional Coordinator	7/1/78 & cont.
Display posters and/or literature on "Hire the Handicapped"	Order available posters from the Civil Service Commission and local rehabilitation agencies, and display on all main bulletin boards	Regional Coordinator	12/1/78
Forward Regional Affirmative Action Plan to the Agency Coordinator	Prepare and submit plan in accordance with guidelines and target date	Personnel Officer and Regional Coordinator	10/31/78
Forward accomplishment reports to the Agency Coordinator	Prepare and submit accomplishment report by target dates	Personnel Officer and Regional Coordinator	1/31/79 & 5/31/79
Distribute Affirmative Action Plan to all regional managers and supervisors	Arrange for distribution once approved by Headquarters	Regional Coordinator	11/30/78
Regional Coordinator will be given appropriate training in carrying out his/her responsibilities	Schedule appropriate selective placement training courses for the Regional Coordinator	Training Officer	6/30/79

OBJECTIVE II. To Establish an Internal Evaluation System to Effectively Review and Improve the Program

<u>ACTION ITEM</u>	<u>IMPLEMENTATION STEPS</u>	<u>OFFICIALS RESPONSIBLE</u>	<u>TARGET DATE</u>
Evaluate plan in accordance with Agency guidelines	Same as Action Item	Regional Coordinator	1/31/79 - 5/31/79
Involve handicapped employees in the evaluation and administration of the program	Solicit comments from handicapped employees in seeking ways to make improvement in the program	Regional Coordinator	1/31/79 & cont.

OBJECTIVE III. Maintain an Accurate Internal Data Information System and Utilize this Information in Program Planning and Evaluation

Establish hiring and/or promotion goals for handicapped and disabled veterans	Evaluate regional handicap data for the purpose of establishing action goals	Division/Office Directors and Regional Coordinator	9/30/78
	Evaluate program in meeting these goals	Regional Coordinator	6/30/79

OBJECTIVE IV. To Include Available Sources of Handicapped Persons in EPA's Recruitment Effort

Communications with leaders from vocational rehabilitation agencies, and organizations representing disabled individuals and veterans groups will be maintained to develop mutual understanding of needs	Periodic meetings will be held with representatives of appropriate agencies	Training Officer and Regional Coordinator	10/1/78 & cont.
Mailing lists of veterans' organizations, vocational rehabilitation agencies, etc., will be developed, reviewed and updated periodically	Develop addresses and contacts - review and update addresses and contacts annually	Training Officer and Regional Coordinator	12/31/78

## OBJECTIVE IV. Cont.

<u>ACTION ITEM</u>	<u>IMPLEMENTATION STEPS</u>	<u>OFFICIALS RESPONSIBLE</u>	<u>TARGET DATE</u>
vacancy announcements will be sent to appropriate agencies on the list which can refer handicapped and disabled applicants	Same as Action Item	Regional Coordinator	Continuing
Regional publication materials will be reviewed to ensure that language is non-discriminatory	Same as Action Item	Office of Public Affairs	Continuing
Promote the use of VRA appointments to managers and supervisors	Issue a memo to all supervisors and managers encouraging the use of VRA appointments	Regional Coordinator	12/31/78
Promote employment of handicapped individuals in the Cooperative Education Program	Same as Action Item	Personnel Officer and Regional Coordinator	8/15/78 & cont.
	Review program results	Regional Coordinator	6/30/79

OBJECTIVE V. To Include Handicapped Employees in Advancement and Training Programs

Develop training plans for and counsel handicapped employees regarding training opportunities	a. Meet with handicapped employees and determine career goals and training needs.	Supervisor	Continuing
	b. Develop training plans	Handicapped employees, supervisor, training officer	Continuing
	c. Make training opportunities known to handicapped employees		
	d. Follow up to see how effective training has been	Training Officer	6/30/79

## OBJECTIVE V. Cont.

<u>ACTION ITEM</u>	<u>IMPLEMENTATION STEPS</u>	<u>OFFICIALS RESPONSIBLE</u>	<u>TARGET DATE</u>
Develop and present training materials on the handicap program in supervisory courses	Include materials on the program in personnel management seminars and training courses for managers and supervisors	Training Officer	9/1/78
Ensure that advancement opportunities are open to the handicapped	Open vacancy announcements to the handicapped as appropriate	Regional Coordinator	7/1/78
Provide on-the-job training opportunities for disabled veterans	Use paid employees where possible - otherwise, consider voluntary service	Regional Supervisors	6/30/79

OBJECTIVE VI To Insure the Accessibility of EPA Facilities to All

Determine extent to which architectural barriers still exist in EPA facilities	Survey building, utilizing handicapped employees when appropriate, to determine if barriers still exist	Chief, General Services Branch	3/31/79
Remove any remaining barriers	Prioritize identified barriers, and coordinate with the General Services Branch and GSA for removal of barriers	General Services Branch. GSA with input from Regional Coordinator	6/30/79