

**THE FOUNDATIONS AND STRATEGIES  
TO ENABLE INDIVIDUALS WITH SIGNIFICANT DISABILITIES  
TO ACQUIRE AND SUSTAIN EMPLOYMENT  
WITH FEDERAL AGENCIES**

**PREPARED FOR**

**MANAGEMENT AND  
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This document seeks to be a review of the varieties of information related to the hiring of people with significant disabilities by federal agencies and in particular the Chalmers Wylie Veteran Administration Hospital, among a variety of federal agencies located in Franklin County, Ohio. It is intended that this document provide substantive information, the foundations necessary to establish and sustain such a federal hiring initiative and a strategy for proceeding.

## **PART 1. PRESIDENTIAL EXECUTIVE ORDER ON DISABILITY HIRING JULY 26, 2010**

The impetus for this renewed hiring initiative comes in substantive part from the following order. On the twentieth anniversary of the signing of the Americans with Disabilities Act, ADA, President Barack Obama made the following executive order concerning hiring of people with disabilities:

***The White House  
Office of the Press Secretary  
For Immediate Release  
July 26, 2010***

### ***Executive Order-- Increasing Federal Employment of Individuals with Disabilities***

***By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to establish the Federal Government as a model employer of individuals with disabilities, it is hereby ordered as follows:***

***Section 1. Policy. Approximately 54 million Americans are living with a disability. The Federal Government has an important interest in reducing discrimination against Americans living with a disability, in eliminating the stigma associated with disability, and in encouraging Americans with disabilities to seek employment in the Federal workforce. Yet Americans with disabilities have an employment rate far lower than that of Americans without disabilities, and they are underrepresented in the Federal workforce. Individuals with disabilities currently represent just over 5 percent of the nearly 2.5 million people in the Federal workforce, and individuals with targeted disabilities (as defined below) currently represent less than 1 percent of that workforce.***

***On July 26, 2000, in the final year of his administration, President Clinton signed Executive Order 13163, calling for an additional 100,000 individuals with disabilities to be employed by the Federal Government over 5 years. Yet few steps were taken to implement that Executive Order in subsequent years.***

***As the Nation's largest employer, the Federal Government must become a model for the employment of individuals with disabilities. Executive departments and agencies (agencies) must improve their efforts to employ workers with disabilities through increased recruitment, hiring, and retention of these individuals. My Administration is committed to increasing the number of individuals with disabilities in the Federal workforce through compliance with Executive Order***

**13163 and achievement of the goals set forth therein over 5 years, including specific goals for hiring individuals with targeted disabilities.**

**Sec. 2. Recruitment and Hiring of Individuals with Disabilities.**

**(a) Within 60 days of the date of this order, the Director of the Office of Personnel Management, in consultation with the Secretary of Labor, the Chair of the Equal Employment Opportunity Commission, and the Director of the Office of Management and Budget, shall design model recruitment and hiring strategies for agencies seeking to increase their employment of people with disabilities and develop mandatory training programs for both human resources personnel and hiring managers on the employment of individuals with disabilities.**

**(b) Within 120 days of the date the Office of Personnel Management sets forth strategies and programs required under subsection (a), each agency shall develop an agency specific plan for promoting employment opportunities for individuals with disabilities. The plan shall be developed in consultation with and, as appropriate, subject to approval by the Director of the Office of Personnel Management and the Director of the Office of Management and Budget, and shall, consistent with law, include performance targets and numerical goals for employment of individuals with disabilities and sub goals for employment of individuals with targeted disabilities.**

**(c) Each agency shall designate a senior-level agency official to be accountable for enhancing employment opportunities for individuals with disabilities and individuals with targeted disabilities within the agency, consistent with law, and for meeting the goals of this order. This official, among other things, shall be accountable for developing and implementing the agency's plan under subsection (b), creating recruitment and training programs for employment of individuals with disabilities and targeted disabilities, and coordinating employment counseling to help match the career aspirations of individuals with disabilities to the needs of the agency.**

**(d) In implementing their plans, agencies, to the extent permitted by law, shall increase utilization of the Federal Government's Schedule A excepted service hiring authority for persons with disabilities and increase participation of individuals with disabilities in internships, fellowships, and training and mentoring programs.**

**(e) The Office of Personnel Management shall assist agencies with the implementation of their plans. The Director of the Office of Personnel Management, in consultation with the Director of the Office of Management and Budget, shall implement a system for reporting regularly to the President, the heads of agencies, and the public on agencies' progress in implementing their plans and the objectives of this order. The Office of Personnel Management, to the extent permitted by law, shall compile and post on its website Government wide statistics on the hiring of individuals with disabilities.**

**Sec. 3. Increasing Agencies' Retention and Return to Work of Individuals with Disabilities.**

**(a) The Director of the Office of Personnel Management, in consultation with the Secretary of Labor and the Chair of the Equal Employment Opportunity Commission, shall identify and assist agencies in implementing strategies for retaining Federal workers with disabilities in Federal employment including, but not limited to, training, the use of centralized funds to provide reasonable accommodations, increasing access to appropriate accessible technologies, and ensuring the accessibility of physical and virtual workspaces.**

**(b) Agencies shall make special efforts, to the extent permitted by law, to ensure the retention of those who are injured on the job. Agencies shall work to improve, expand, and increase successful return to work outcomes for those of their employees who sustain work-related injuries and illnesses, as defined under the Federal Employees' Compensation Act (FECA), by increasing the availability of job accommodations and light or limited duty jobs, removing disincentives for FECA claimants to return to work, and taking other appropriate measures. The Secretary of Labor, in consultation with the Director of the Office of Personnel Management, shall pursue innovative re employment strategies and develop policies, procedures, and structures that foster improved return to work outcomes, including by pursuing overall reform of the FECA system. The Secretary of Labor shall also propose specific outcome measures and targets by which each agency's progress in carrying out return to work and FECA claims processing efforts can be assessed.**

**Sec. 4. Definitions.**

**(a) "Disability" shall be defined as set forth in the ADA Amendments Act of 2008.**

**(b) "Targeted disability" shall be defined as set forth on the form for self identification of disability, Standard Form 256 (SF 256), issued by the Office of Personnel Management, or any replacements, updates, or revisions thereto.**

**c) Not less than 1 year after the date of this order and in consultation with the Equal Employment Opportunity Commission, the Department of Labor, and the Office of Management and Budget, the Office of Personnel Management shall review the effectiveness of the definition of targeted disability set forth in SF 256 and replace, update, or revise it as appropriate.**

**Sec. 5. General Provisions.**

**(a) Nothing in this order shall be construed to impair or otherwise affect:**  
**(i) authority granted by law to a department or agency, or the head thereof; or**  
**(ii) functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.**

**(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations, and shall not be construed to require any Federal employee to disclose disability status involuntarily.**

**(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the**

**United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.**

**BARACK OBAMA**

**THE WHITE HOUSE,  
July 26, 2010.**

There are key parts to this executive order that clearly lend themselves to this Franklin County federal hiring initiative.

In Sec 2, Part a “Within sixty days.....shall design model recruitment and hiring strategies for agencies seeking to increase their employment of people with disabilities and develop mandatory training programs for both human resources personnel and hiring managers on the employment of individuals with disabilities. and

b) Within 120 days of the date the Office of Personnel Management sets forth strategies and programs required under subsection (a), each agency shall develop an agency specific plan for promoting employment opportunities for individuals with disabilities..... and shall, consistent with law, include performance targets and numerical goals for employment of individuals with disabilities and sub goals for employment of individuals with targeted disabilities. and

(c) Each agency shall designate a senior-level agency official to be accountable for enhancing employment opportunities for individuals with disabilities and individuals with targeted disabilities within the agency....., shall be accountable for developing and implementing the agency's plan under subsection (b)..... and

(d) In implementing their plans, agencies, to the extent permitted by law, shall increase utilization of the Federal Government's Schedule A excepted service hiring authority for persons with disabilities and increase participation of individuals with disabilities in internships, fellowships, and training and mentoring programs.”

This executive order provides a great impetus to the Franklin CBDD federal hiring initiative with the Chalmers Wylie Veterans Administration Hospital.

## **PART 2. RULES AND CONDITIONS FOR FEDERAL HIRING OF INDIVIDUALS WITH MENTAL RETARDATION, SEVERE PHYSICAL DISABILITIES, OR PSYCHIATRIC DISABILITIES**

The following excerpt is from the United States Office of Personnel Management related to special conditions for hiring individuals with Mental Retardation, Severe Physical Disabilities, or Psychiatric Disabilities. It provides the process for a person with a disability to be hired by a federal agency through non-competitive hiring.

### **1. United States Office of Personnel Management**

#### ***“Job Seekers with Disabilities***

*Federal agencies fill jobs two ways, competitively and non-competitively. Persons with disabilities may apply for jobs filled either way. People who are selected for jobs must meet the qualification requirements for the jobs and be able to perform the essential duties of the jobs with or without reasonable accommodation.*

#### **a. Jobs Filled Competitively**

*Jobs that are filled competitively are advertised through [USAJOBS](#). Each job advertisement contains instructions on how to apply. Approximately 16,000 jobs are available each day.*

*[USAJOBS](#) contains two ways to complete an application: The Federal Job Search and Application Form, OF-612, and the Online Resume Builder. In addition to this basic application, most advertisements require applicants to submit additional statements about their qualifications for the job.*

*Applicants can register to receive an email every day that matches the type of job they are interested in obtaining. The email notification lasts for 120 days. Applicants can renew their email registration before it expires.*

#### **b. Jobs Filled Non-competitively**

*People with Mental Retardation, Severe Physical Disabilities, or Psychiatric Disabilities and have documentation from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits may apply for non-competitive appointment through the Schedule A ([5 C.F.R. 213.3102\(u\)](#)) hiring authority. **Applicants with documentation may apply directly to agencies' Selective Placement Coordinators or equivalent to be considered for jobs. Applicants should send a resume plus the pertinent documentation to the Selective Placement Coordinator or equivalent.***

#### **c. Appointment Authorities**

The Federal Government has a special Schedule A ([5 C.F.R. 213.3102\(u\)](#)) appointing authority for persons with Mental Retardation, Severe Physical Disabilities, or Psychiatric Disabilities.

[Disabled veterans](#) may also be considered under special hiring programs for disabled veterans with disability ratings from the Department of Veterans Affairs of 30% or more.

#### **d. Proof of Disability and Certification of Job Readiness**

Eligibility for appointment under this Schedule A ([5 C.F.R. 213.3102\(u\)](#)) authority consists of two parts:

1. **Proof of Disability:** An individual wishing to be hired under this Schedule A ([5 C.F.R. 213.3102\(u\)](#)) authority must provide proof he or she is indeed an individual with mental retardation, severe physical disability, or psychiatric disability. This proof must be provided to the hiring agency before an individual can be hired.  
*This proof may be in the form of documentation obtained from licensed medical professionals, state or private vocational rehabilitation specialists, or any Government agency that issues or provides disability benefits.*
2. **Certification of Job Readiness:** **An individual hired under this authority must be ready to perform the job for which they are being considered. This certification is a statement that the individual is likely to succeed in the performance of the duties of the position for which he or she is applying.** For instance, the certification of job readiness for an individual applying for a position as an Administrative Assistant or an Accountant may state that the "individual is likely to succeed performing work in an office environment." This certification of job readiness may be obtained from the same individuals that provided the proof of disability. The certification may be on the same documentation as the proof of disability or it may be a separate document. In situations where an individual has the proof of disability documentation, but not the certification of job readiness, hiring agencies have the discretion to place an individual on a temporary appointment under Schedule A ([5 C.F.R. 213.3102\(u\)](#)) to determine an individual's job readiness.

#### **e. Finding a Position**

In addition to competing for a position by applying through a vacancy announcement, the Federal Government's Selective Placement programs include a special hiring authority for hiring people with Mental Retardation, Severe Physical Disabilities, or Psychiatric Disabilities.

**You may apply for employment directly to agencies, which may use this authority to streamline the appointment of people with disabilities. If you are interested in being considered under this special authority, and have proof of disability from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits, you should contact the Federal**

**agency where you wish to work. Ask for the Selective Placement or Disability Employment coordinator or their equivalent.**

Certain veterans may also be considered under special hiring programs for [disabled veterans](#) with disability ratings of 30% or more. Your Department of Veterans Affairs vocational rehabilitation counselor should be able to provide you with additional information about this process.

The Federal Government's hiring options include excepted service special appointing authorities for people with disabilities. Federal employers are authorized to use these authorities when considering certain people with disabilities (those who have severe physical, cognitive, or psychiatric disabilities or who have a history of or who are regarded as having such disabilities). The authorities provide a unique opportunity to demonstrate the potential to successfully perform the essential duties of a position with or without reasonable accommodation in the workplace.

- **Schedule A, 5 CFR 213.3102(t)** for Hiring People with Mental Retardation. This authority is used to appoint persons with cognitive disabilities (mental retardation) who meet the eligibility requirements. Upon completion of 2 years of satisfactory performance the employee may qualify for conversion to the competitive service.
- **Schedule A, 5 CFR 213.3102(u)** for Hiring People With Severe Physical Disabilities. This authority is used to appoint persons with severe physical disabilities who: (1) under a temporary appointment have demonstrated their ability to perform duties satisfactorily; or (2) have been certified by a counselor from a State vocational rehabilitation agency (SVRA) or the Department of Veterans Affairs Vocational Rehabilitation Office as likely to succeed in performance of duties. Upon completion of two years of satisfactory service under this authority, the employee may qualify for conversion to the competitive service.
- **Schedule B, 5 CFR 213.3202(k)** for Hiring People Who Have Recovered from Mental Illness. This authority permits appointments at Grades GS-15 and below when filled by individuals who: (1) are placed at a severe disadvantage in obtaining employment because of a psychiatric disability evidenced by hospitalization or outpatient treatment and have had a significant period of substantially disrupted employment because of the disability; and (2) are certified to a specific position by a State vocational rehabilitation counselor or a Department of Veterans Affairs counseling psychologist (or psychiatrist) who indicates that they meet the severe disadvantage criteria stated above, that they are capable of functioning in the position to which they will be appointed, and that any residual disability is not job related. Employment under this authority may not exceed two years following each significant period of mental illness.

In addition, federal employers can use the following hiring authorities to provide assistance to employees with disabilities:

- **Schedule A, 5 CFR 213.3102(II)** for Hiring Readers Interpreters, and Other Personal Assistants. This authority permits appointments of readers, interpreters, and personal assistants for employees with severe disabilities when filled on a full-time, part-time, or intermittent basis. Upon completion of at least one year of

satisfactory service under this authority, the employee may qualify for conversion to the competitive service.

#### **e. Certification**

*An individual who has a physical disability is considered to have met OPM qualification standards for either a temporary competitive service appointment or an excepted service Schedule A appointment when an appropriate certification is received from a [State Vocational Rehabilitation Agency \(SVRA\)](#) or the [Department of Veterans Affairs](#). The certification is prepared by a counselor on the basis of job-site inspection, analysis of job tasks, and evaluation of the proposed appointee's abilities and disabilities. The certification must state that in the counselor's judgement the proposed appointee is able to perform the duties of the position and is physically qualified to do the work safely. The certification must be supported by a medical report and a narrative statement documenting the counselor's conclusions. Factors to be discussed include training, education, work history, modification of job or worksite if needed, and limitations of the proposed appointee.*

*The certification required for an [excepted service Schedule A appointment](#) of an individual who is mentally retarded need only state that the individual has the ability to perform the duties of the position; is physically able to do the job safely; and can maintain himself or herself in the work environment. No medical report is required. The certification required for appointment of individuals with psychiatric disabilities under an excepted Schedule B appointment must include documentation of a history of mental illness which includes periods of hospitalization or outpatient treatment within the previous two years; a statement by a psychologist or psychiatrist as to the individual's capability to function in the work setting; and a statement indicating that the individual is currently unemployed or has had a significant period of substantially disrupted employment within the previous two years.*

*Any of these certificates must be maintained in a separate, confidential folder, rather than in the person's official personnel folder (OPF). This material is not to be included or placed into the individual's OPF or Employee Medical Folder.*

#### **f. Competitive Versus Excepted Service**

*A good number of people with disabilities start their federal career in the excepted Service while most federal jobs are in the Competitive Service. Congress excepted certain jobs and groups from the Competitive Service. In the competitive service individuals must compete for positions through examination. The end result is that individuals are placed on a competitive register in rank order of their rating. Agencies then can select from the top three candidates on the list when vacancies arise.*

*Complete information on competitive versus excepted appointments are presented in "[The Book of U.S. Government Jobs](#)."*

**Reference Link:** <http://www.opm.gov/disability/peoplewithdisabilities.asp>

## **2. Agency Selective Placement Program Coordinator (SPPC)**

Most Federal agencies have a Selective Placement Program Coordinator, Special Emphasis Manager (SEM) for employment of adults with disabilities, or equivalent, who helps agency management recruit, hire and accommodate people with disabilities at that agency. These Coordinators or Managers have many roles and responsibilities, including:

- Advising managers about candidates available for placement in jobs under special hiring authorities, and providing managers with information on reasonable accommodation and needs assessments for applicants and employees.
- Helping managers determine the essential duties of the position, identify architectural barriers and possible modifications that allow people with disabilities to perform essential duties.
- Helping persons with disabilities get information about current job opportunities, types of jobs in the agency and how these jobs are filled, and reasonable accommodation.
- Working with public and private organizations involved in the placement of applicants with disabilities to provide information about their agency program and job opportunities and to facilitate the placement of applicants with disabilities in their agency.
- Monitoring and evaluating selective placement program efforts and activities for people with disabilities to determine their effectiveness, and making changes as needed to improve program effectiveness.

Managers develop, manage and evaluate the agency's Affirmative Employment Program for Individuals with Disabilities. They are primarily located at agency headquarters and can provide information on coordinators at local installations. Use the [Selective Placement Program Coordinator \(SPPC\) directory](#) to find a Coordinator. Each agency is responsible for monitoring the activities of its designated Selective Placement Coordinators and also for notifying OPM when a new coordinator is selected. When a new Selective Placement Coordinator is selected, agencies must notify OPM by sending an email to [DisabilityEmployment@OPM.gov](mailto:DisabilityEmployment@OPM.gov)

**Reference link:** <http://www.opm.gov/disability/SSPCoord.asp>

### **3. United States Department of Veterans Affairs**

The following policy comes from the department's web site and it's commitment to hiring programs dedicated toward people with disabilities and would govern the Chalmers Wylie Veterans Administration Hospital.

*"The United States Department of Veterans Affairs is committed to enhancing the employment and advancement of persons with disabilities. Individuals with a certification letter from VA or a state vocational rehabilitation office are encouraged to apply for noncompetitive appointment.*

*The Computer/Electronic Accommodations Program (CAP) provides accommodation solutions to eliminate barriers to employment for people with visual, hearing, cognitive, communication, and dexterity disabilities.*

*In addition to CAP, VA supports the following Executive Orders (EOs) designed to benefit those with disabilities.*

- *EO 13078, Increasing Employment of Adults with Disabilities*
- *EO 13145, To Prohibit Discrimination in Federal Employment Based on Genetic Information*
- *EO 13163, Increasing the Opportunity for Individuals with Disabilities to be Employed in the Federal Government*
- *EO 13164, Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation*
- *EO 13217, Community-Based Alternatives for Individuals with Disabilities”*

#### **4. United States Department of Defense and Job Accommodations**

The following is the policy statement for the U.S. Department of Defense and their position on job accommodations. It is referenced here in order to show their recognition of the need for job accommodations for people with disabilities and a reference for the Defense Supply Center located in Columbus, Ohio near the VA hospital which might be considered as a federal hiring site as well.

*“The Department of Defense (DoD) recognizes that persons with disabilities have a right to full and fair consideration for any job for which they apply. It strives to offer an environment in which all can reach their highest potential and make a difference for our country. Having a disability will not be a disadvantage to you in being considered as an applicant for employment with the DoD or in pursuing career opportunities, once you become an employee. Whether it is working on advanced communications systems, designing advanced avionics, or writing procurement contracts worth millions of dollars, the challenge is here for individuals with the right skills, motivation and attitude. Most DoD employees obtain their jobs competitively by establishing eligibility on a [U.S. Office of Personnel Management](#) (OPM) or agency-sponsored list of eligibles. This is done by either having your experience and education evaluated without a written test and/or by passing an appropriate written test. If passing a written test is required for consideration, special testing arrangements may be available, if requested.*

*Agencies, including the DoD, fill vacancies by requesting a list of qualified applicants from OPM. For a very small number of positions, agencies may hire directly without using the OPM approved list of eligibles. The agency may then interview and select candidates referred to them.*

*When you reach this stage of the process, special interview arrangements may be made if accommodations are needed and requested.*

*DoD hiring officials are authorized to use special hiring authorities when considering certain people with disabilities (those who have a severe physical, cognitive or emotional disability, or a history of having such disabilities or are perceived as having such disabilities.) The use of these authorities is not mandatory.*

*To request special consideration with the Office of the Secretary of Defense (OSD) agencies, see the special announcement which appears at the bottom of the [Job Announcement page](#).*

## **How to Qualify and Apply for Selective Placement Programs**

*If you are interested in being considered under these special hiring authorities, you must contact either a state vocational or [Department of Veterans Affairs](#) rehabilitation counselor and request their assistance. They will review and prepare the necessary documents. You should ask them to provide you with a certification statement that describes your ability to perform the essential duties of the position, which you are interested. Once you have obtained this certification statement, you should contact us or the Federal agency where you wish to work. Ask for the contact person that handles the Selective Placement Program. These agency representatives work closely with people with disabilities and the hiring officials. They help match applicant core skills – along with applicant/employee reasonable accommodation needs – to available jobs. Any disabled veteran can contact the [Department of Veterans Affairs](#) Vocational Rehabilitation and Counseling Offices for information on veterans' benefits and related employment services. Certain veterans may also be considered under special hiring programs--disabled veterans with [30% or more](#) disability ratings or [Vietnam Era Veteran Readjustment Act](#) opportunities.*

### **Other Factors in Selective Placement**

*DoD supervisors frequently make "a reasonable workplace accommodation", if requested, in either the duties of the job, or where and how job tasks are performed.*

*Examples of workplace "reasonable accommodation," include:*

- *Providing interpreters, readers, or personal assistants.*
- *Modifying job duties.*
- *Restructuring work sites.*

*Providing flexible work schedules or work sites.*

### **Computer/Electronic Accommodations Program (CAP)**

The Department of Defense (DoD) has a long-standing commitment to providing equal employment opportunities for people with disabilities. DoD's goal is to increase the representation of individuals with disabilities to 2 percent of its civilian workforce. To support this goal, DoD established the [Computer/Electronic Accommodations Program](#) (CAP). The CAP Office serves the DoD community by:

- Buying accommodations to make computer and telecommunications systems accessible to employees with disabilities, as required by Public Laws;
- Funding sign language interpreters, readers, and personal assistants for employees attending long-term training (two days or more); and
- Providing expertise in solving accessibility problems through the use of software, hardware, and other assistive technology.

CAP's services make the DoD work environment more accessible to employees with visual, hearing, dexterity, cognitive, and communication impairments. Since its inception in October 1990, the CAP Office has provided over 14,000 accommodations throughout the DoD community. By aligning itself with DoD Components in promoting awareness, team building, and reengineering, CAP ensures quality and timely support to the DoD community by working to achieve its mission.

CAP's purpose is to ensure that all DoD employees with disabilities get the equipment that best suits their needs, at no charge to the organization. CAP also provides accommodations to ensure that DoD hospitals, clinics, personnel offices, training centers, and dependent schools are accessible.

CAP strives to provide assistive technology and accommodations to ensure people with disabilities have equal access to the information environment and opportunities in DoD. The TRICARE Management Activity, a field activity in the Office of the Assistant Secretary of Defense (Health Affairs), serves as the executive agent for CAP.

The CAP staff is here to assist DoD employees, supervisors, and managers. With the right accommodations, people with disabilities have the power to excel. For additional information, contact the [CAP web site](#) or call the CAP Office at 703-681-8811 (Voice/TTY)

The Office of Personnel Management sponsors a nationwide Telecommunications Device for the Deaf (TDD) service at (912) 744-2299. Persons with hearing loss can contact telephone relay operators for alternative assistance by locating the number in your local telephone book.

*Reference Link:*

<http://www.whs.mil/hrd/Apply/SpecialEmployment/PeopleWithDisabilities.cfm>

**PART 3. STRATEGIZES FOR THE FRANKLIN COUNTY BOARD OF DD IN WORKING WITH THE CHALMERS WYLIE VETERANS ADMINISTRATION HOSPITAL (OR OTHER FEDERAL AGENCIES) TO ASSIST INDIVIDUALS WITH SIGNIFICANT DISABILITIES TO ACQUIRE AND SUSTAIN EMPLOYMENT WITHIN THE AGENCY.**

Parts 1 and 2 provide the foundation for a federal initiative for the employment of persons with disabilities. This part builds a strategy for this initiative.

An effective strategy for the Franklin County Board of DD to interface with the Chalmers Wylie Veterans Hospital and other federal agencies is provided in this section. While the VA hospital and other federal agencies may be very eager to implement a federal hiring initiative for people with disabilities pursuant to the presidential executive order, Board staff and consultants can assist them through professional consultation on the following:

- 1) Identify the Selective Placement coordinator(s) for the VA hospital and schedule a meeting with the coordinator(s);
- 2) Identify the interest of VA in this initiative, what it would take from VA's perspective to make this happen and offer the assistance of the Franklin CBDDD staff;
- 3) Identify any internal capacity building with management and staff that may be needed and facilitate their participation noting that this would be FCBDD paid under a special funding initiative. Discuss what corporate development is intended to do and the potential benefits to making this a highly successful venture. Indicate that the corporate building project will be developed with consultants that will work with VA management to meet their needs and improve success of this hiring initiative through effective mutually agreed upon interventions, policy changes, staff training, in accommodations for people with disabilities, on-going liaison training., etc.;
- 4) Ask for a tour of the hospital to survey possible positions. Look for ways to job carve creating efficiencies where over qualified and highly paid personnel are performing functions that could be done by FCBDD candidates. Expand the scope of possible positions toward being creative and exploring new and carved opportunities.

There are many functions in a hospital that can be performed successfully by people with significant disabilities, which may include:

- a) preparing and mailing letters;
- b) scanning medical records;
- c) collating and creating patient charts;
- d) unloading supplies, stocking supplies;

- e) nurse assistants;
- f) work in laboratories including instrument tray assemble and sterilization;
- g) patient delivery in the hospital including taking patients for services;
- h) housekeeping and janitorial services;
- i) delivery of supplies to locations.
- j) grounds keeping and related duties
- k) laundry including folding and delivery of laundry to hospital floors
- l) a variety of food service functions.

These are jobs that people with developmental disabilities commonly perform at Seattle Children's Hospital, Cincinnati Children's Hospital Medical Center and the Cleveland Clinic. There are many other possibilities that can be discovered when touring the job sites and talking with staff.

5) Establish goals and outcomes related to the individuals interested in and capable of working for this federal hiring initiative so that they can be readily provided to the VA;

- a) How many persons with disabilities will the program promote for employment in the first twelve months and over the next 2-5 years?
- b) Identify that this initiative will be done under Schedule A, non-competitive hiring of the U.S. Office of Personnel Management and that the individuals will be job ready and certified by the Ohio Rehabilitation Services Commission as having a qualifying disability;
- c) What is the envisioned selection process for these individuals and specify roles and authorities for the VA Hospital as well as the roles for the Franklin CBDD and what application process accommodations might be recommended similar to those followed by the Department of Defense;
- d) What are the positions that the hospital needs filled and most importantly providing a range of applicants with significant disabilities who are trained and capable of performing these positions;
- d) What kinds of job accommodations might they need?
- e) What do you envision as the compensation that individuals should be receiving?
- f) What are the conditions of employment for the individuals related to full-time of 35 hours or more or part-time 20-25 hours per week?
- g) What is the proposal for use of board paid job coaches and the transition to natural supports provided by VA?
- h) What additional services and supports can FCBDD provide to VA in implementing this project in the first year and long-term?

i) What additional benefits are projected that may accrue to the VA hospital by participating in this initiative?

k) How do you ensure effective job matching and what will be the process for successful acclimation of each employee and what is the strategy if the match does not work?

This consultation can greatly assist the VA's hiring initiative, shorten the process and with effective consultation and intervention make it highly successful. Building the process one person at a time can build success and trust. Being willing to help the hospital at all stages of development including the use of corporate development consultants can also go a long way to building a long-term and profitable venture for the hospital, the employees with disabilities and the Franklin CBBDD.