

98-2485

DD/A Registry
78-3433

29 AUG 1978

Executive Registry
78-6255

DD/A Registry
File Personnel

MEMORANDUM FOR : Director of Central Intelligence
FROM : [Redacted] Acting Director of Personnel
VIA : Deputy Director for Administration STATINTL
SUBJECT : 1979 Affirmative Action Plan for Employment,
Placement, and Advancement of Handicapped
Individuals and Disabled Veterans

1. Action Requested: This memorandum requests your approval of the attached Headquarters Notice (attachment A), and the Selective Placement Program paper which includes a Report of Accomplishments for 1978, an Introduction to the 1979 Plan, and a Plan of Action for 1979 (attachment B).

2. Basic Data: Section 501 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and Section 403 of the Vietnam Era Veterans' Readjustment Act of 1974 (Public Law 93-509) direct all agencies in the Executive Branch to develop and submit annually to the Civil Service Commission comprehensive affirmative action programs for the hiring, placement, and advancement of handicapped individuals, disabled veterans, and employees who become disabled on the job. The Civil Service Commission requires that an Agency policy statement be issued which clearly indicates top management's commitment to and support of these programs and that a report of accomplishments addressing the objectives of the plan for the previous year be submitted with the new annual Plan of Action. A program assessment is also required and is contained in Part C of the Selective Placement Program paper.

Since the inception of the formal program in 1974, the Agency has hired 51 persons (14 since July 1977) with handicaps of varying degrees of severity (including extreme near-sightedness, muscular dystrophy, cerebral palsy, total deafness and total blindness). We estimate that there are at least 100 handicapped employees on duty; however, since the original information was obtained through a component managerial survey and not by employee participation, we believe this figure to be on the low side.

3. Recommendation: It is recommended that the Headquarters Notice and Selective Placement Program paper be approved.

STATINTL



APPROVED/DISAPPROVED

/s/ Stansfield Turner

Director of Central Intelligence

11 SEP 1978

Date

Attachments

DISTRIBUTION:

Original - Return to D/Pers

1 - DDCI

1 - ER

1 - DDA

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OP/SPD/PPB/



(28 Aug 78)

STATINTL

13 SEP 1978

13 SEP 1978

U. S. Civil Service Commission
Office of Selective Placement Programs
Staffing Resources Division
Bureau of Recruiting and Examining
Washington, D. C. 20415

Gentlemen:

Enclosed is the Central Intelligence Agency's 1979 Plan of Action for Employment, Placement, and Advancement of Handicapped Persons, including Disabled Veterans, in accordance with instructions contained in FPM Letter No. 306-13.

The Central Intelligence Agency Act of 1949, as amended (50 U.S.C.A. 403g), charges the Director of Central Intelligence with the responsibility for protecting sources and methods of intelligence collection. Within that context, it is not possible for us to provide the statistical data requested in the FPM Letter.

██████████ currently Chief of our Professional Placement Branch, continues to serve as the Coordinator for Selective Placement of the Handicapped and Disabled Veterans. Her telephone number is ██████████

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Sincerely,

(Signed) F. W. M. Janney

F. W. M. Janney
Director of Personnel

Enclosure

Dist:

- 0 - Add
- 1 - ER
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OP/SPD/PPB/██████████mal (1 Sep 78)
Retyped: OD/Pers:jmk (12 Sep 78)

THIS NOTICE IS CURRENT UNTIL RESCINDED

11 SEP 1978

PERSONNEL

STATINTL

EMPLOYMENT, PLACEMENT AND ADVANCEMENT
OF PERSONS WITH HANDICAPS, INCLUDING DISABLED VETERANS

STATINTL

Recission: [REDACTED], 9 August 1977

1. Section 501 of the Rehabilitation Act of 1973 (P.L. 93-112) and Section 403 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (P.L. 93-508) require that each Executive Branch Agency develop and carry out an effective program to expand employment opportunities for handicapped persons and disabled veterans. These laws also require annual and/or semiannual reports of accomplishments, annual affirmative action plans, and an annual assessment of the program. The Agency's policy concerning the Federal Government's programs to provide equal employment opportunities for handicapped individuals and disabled veterans is outlined in this notice. (The term "handicapped" as used in the remainder of this notice will include disabled veterans.)

2. It is Agency policy that selecting and appointing officials and all others in a position to influence appointments or promotions will not discriminate against any candidate because of physical, mental, or emotional handicap. We will encourage qualified handicapped individuals to apply for employment with the Agency and insure that all are given thorough and equitable consideration. Employees who become disabled and are unable to continue in their duties will be offered reassignment or job modification as an alternative to retirement or other separation due to disability, wherever practicable. When our facilities fail to meet the need of an employee or an applicant selected for appointment, we will make timely recommendations for modification to appropriate persons.

3. The Affirmative Action Plan for 1979 has been approved by the Civil Service Commission and is supportive of the Agency's policy. A summary of the plan, and our accomplishments for 1978 will be published in future notices. Copies of the complete plan and accomplishments report will be available in Component and Directorate Personnel Support Staffs and in the Library, Room GD19 Headquarters.

STATINTL

[REDACTED]

PERSONNEL

4. Responsibility for the Agency-wide coordination of the Agency's affirmative action efforts on behalf of the handicapped rests with the Director of Personnel. Responsibility for implementation of the principles of the program and for integrating them into the overall management system rests with the managers and supervisors who are responsible for the day-to-day management of Agency personnel. Miss [REDACTED] serves as the Agency-wide Coordinator while the senior Directorate and Component Personnel Officers are designated as Assistant Coordinators. The role of the coordinators is to serve as the focal point for advice, guidance, and assistance to managers and employees and to coordinate the efforts of the individual managers in implementing this program. I am counting on each employee to support this program and to help make it a success. Questions and/or suggestions regarding this program should be directed to [REDACTED] on extension [REDACTED] Room 836, Ames Building.

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/s/ Stansfield Turner

STANSFIELD TURNER
Director

DISTRIBUTION: ALL EMPLOYEES (1-6)

AFFIRMATIVE ACTION PROGRAM PLAN

FISCAL YEAR

1979

Central Intelligence Agency

Name of Organization

Washington, D.C. 20505

Address

Stansfield Turner, Director of Central Intelligence

Name and Title of Head of Organization

/s/ Stansfield Turner

Signature

11 SEP 1978

Date

Irene Markovich

Name of Selective Placement Coordinator

Signature

STATINTL

Date

28 August 1978

Part A

CENTRAL INTELLIGENCE AGENCY

SELECTIVE PLACEMENT PROGRAM

PART A - REPORT OF ACCOMPLISHMENTS 1 July through 30 June 1978

1. GENERAL

The focus of the Central Intelligence Agency's 1978 Affirmative Action Plan for the Selective Placement Program centered on six major program areas: recruitment; data collection and reporting; training; placement practices; accessibility of facilities; and program evaluation. In assessing the program and reviewing our accomplishments, we found that we: a) completed three objectives (8, 9, 10); b) failed to reach the goals of two despite completion of all of the action items (1, 3); c) were unable to complete any action items of one (6); and d) completed some action items of four which we have determined need further study (2, 4, 7, 11). Specifics concerning these objectives are outlined in the status portion of this report.

In addition to the foregoing, we have found once again, that we continue to realize achievements in activities not specifically part of the formal plan. These achievements, summarized in a later paragraph, are indicative of the continually growing awareness and interest in the program and a commitment to its goals on the part of management and employees.

2. STATUS

OBJECTIVE 1: Increase by 25% the number of handicapped new hires in FY 1978.

ACTIONS TAKEN:

- A. We reviewed the recruitment guides to determine the need for clarification and refinement with regard to physical requirements. We determined that, while a statement concerning physical requirements probably would be helpful as a reminder of the program, we believe it would have no significant effect on our efforts. We thus concluded that it was not necessary to amend the guides at this time.
- B. We extended communications with rehabilitation centers and educational institutions where handicapped individuals are enrolled. Although we noticed a slight increase in the number of disabled veteran referrals toward the close of the reporting period, we received fewer applications from handicapped individuals overall. We thus did not meet our goal and indeed, hired fewer handicapped persons than the preceding year. As noted in the Assessment in Part C., several factors have had an effect on our ability to hire:

a) our continuing limited requirements; b) a personnel reduction in one Directorate; and c) we receive few qualified candidates through veterans and rehabilitation organizations.

OBJECTIVE 2: Determine the feasibility of providing handicapped persons with work experience on an unpaid basis through State Rehabilitation Agencies.

ACTIONS TAKEN:

- A. We reviewed the program in relation to Agency personnel practices and determined that further review at a policy-making level probably is necessary. In our dealings with rehabilitation organizations in general, we have found that their job-ready clients usually are interested in immediate employment, or have been trained in fields where we have few or no needs. Because of the length of our clearance processing, we are not able to offer immediate employment and thus have had little success in placing individuals referred by these contacts. We plan to reach a conclusion on this issue within the next few months.

OBJECTIVE 3: Increase by 25% the number of disabled veteran new hires in FY 1978.

ACTIONS TAKEN:

- A. We reviewed the recruitment guides to determine the need for clarification and refinement with regard to physical requirements and, as noted in objective 1, determined that it was not necessary to amend the guides.
- B. We expanded contacts with military institutions in several areas of the country and provided updated recruitment information and literature to the various organizations. We noted a slight increase in disabled veteran referrals toward the close of the reporting period. While we did not meet our goal of a 25% increase of new hires over the previous year, we did realize 75% of that goal.

OBJECTIVE 4: Explore the possibility of making unpaid training and work experience available to disabled veterans.

ACTIONS TAKEN:

- A. We reviewed the program in relation to Agency personnel practices and determined that further review at a policy-making level is probably necessary. As noted in previous reports, we have had little success in the past in locating disabled veterans to meet our limited needs. Many who are referred by contacts often are in need of immediate employment which we are unable to offer because of our clearance processing requirements. We plan to reach a conclusion on this issue within the next few months.

OBJECTIVE 5: Obtain information from employees regarding the existence or history of disabling conditions.

ACTIONS TAKEN:

- A. As stated in the Assessment in Part C., we were unable to complete this objective because of workload, time, and resource constraints. We have included this project as an action item in Objective 8 of the 1979 plan although there has been some concern expressed regarding the validity of collecting essentially confidential medical information in this manner.

OBJECTIVE 6: Update information on disabled veterans with regard to current status of their designation.

ACTIONS TAKEN:

- A. Because we did not complete objective 5, which information is to serve as the basis for updating, we did not complete this objective.

OBJECTIVE 7: Develop orientation and training programs to increase knowledge of the handicapped program and enhance supervisory skills.

ACTIONS TAKEN:

- A. We reviewed training materials and films and monitored lectures being presented on the program with the Agency and determined that a course, or seminar, on this specific subject would probably be more effective.

- B. As a result of the foregoing, we purchased the Civil Service Commission's training kit for the course entitled "Successful Supervision of Handicapped Employees" (SSHE) with a view towards adapting it for use within the Agency.
- C. We have had preliminary discussions with Office of Training officials and concluded that we could adapt the SSHE kit but that the Coordinator should continue to address students in the Management Seminar. It was our conclusion that the talk developed by the Coordinator covers the subject sufficiently for inclusion in the Management Seminar.

OBJECTIVE 8: Determine if Agency medical standards are unnecessarily restrictive to the employment of handicapped persons including disabled veterans.

ACTIONS TAKEN:

- A. We held discussions with representatives of the Office of Medical Services and determined that there was no need at this time to establish a review committee to complete this objective. Pre-employment medical examinations are conducted for all applicants for Agency employment with special consideration given handicapped individuals and disabled veterans. In these cases, we review the specific duties the applicants will be expected to perform in relation to the applicant's disabling condition. On occasion, we have inspected the work site also. A determination is made on a case by case basis as to the medical qualification by the applicant for a specific position. Discussions between the Agency's Medical Officer and officials at the Civil Service Commission led to the establishment of this procedure.

OBJECTIVE 9: Determine if current disability retirement processing procedures include satisfactory effort to retain personnel who become disabled.

ACTIONS TAKEN:

- A. We completed a review of our procedures and concluded that no changes are necessary at this time. The Coordinator reviews the files of each individual considering disability retirement and determines, through conversations with the employee or the personnel office of his/her component, whether or not the employee would prefer reassignment. The reassignment option has not been used as most of the employees appear to have

conditions which preclude continued employment in any capacity, or there are no suitable positions available.

OBJECTIVE 10: Assure accessibility of facilities.

ACTIONS TAKEN:

- A. We monitored on a continuing basis the progress of modification projects planned or undertaken. As noted in the Assessment in Part C., most of the barriers have been eliminated and work is continuing on the remainder in Agency-owned buildings. Some of the facilities have been deemed structurally infeasible to modify.
- B. Requirements for correction of architectural barriers are being included in leases of non-Agency-owned buildings, where feasible, as those leases are renegotiated.

OBJECTIVE 11: Establish criteria and procedures for evaluating the status of the handicapped program to insure that objectives are met.

ACTIONS TAKEN:

- A. We reviewed the guidelines provided by the Civil Service Commission in 1977 and the measurement standards we had set for the 1978 Affirmative Action Plan. It was our conclusion that the measurement standards probably could be developed as criteria for assessment and evaluation of the program.
- B. We have included action items on this program in the 1979 Affirmative Action Plan.

ADDITIONAL ACCOMPLISHMENTS:

- A. The Director met with a representative group of handicapped employees to discuss their needs, perceptions and problems. As a result of this meeting, we are considering the possibility of hiring a full-time sign language interpreter and of purchasing a busette which will accommodate persons in wheelchairs who need to travel between Agency buildings on official business.

- B. We purchased a Triformation Systems LED-120 printer which produces electronically received data in braille.
- C. The Library is providing space to display information and reference material on the handicapped program so that it is accessible to the majority of employees.
- D. We have compiled a listing of employees with sign language capabilities, and developed a corps of cleared professional interpreters to assist in training courses, briefings, counseling, interviews, etc.
- E. Several groups of employees in various buildings are learning sign language during their lunch periods.
- F. We have set aside parking spaces at Headquarters Building for handicapped visitors and installed signs directing them to the appropriate lane -- which is close to the electronically controlled doors.
- G. We continued to publicize the program by including articles in the Director's Notes, the Directorate of Administration's Exchange, by posting pictures of the Handicapped Program Advisory Committee, and pictures of a deaf employee conducting a briefing with the aid of an interpreter.
- H. We designated the week of 24-28 July as "CIA Handicapped Awareness Week". Our program covered an exhibition of equipment, films, literature, and posters during that week. The Gallaudet Dancers gave a performance on 27 July.

Part B

PART B - INTRODUCTION TO THE ANNUAL AFFIRMATIVE ACTION PROGRAM PLAN

ADMINISTRATIVE ORGANIZATION

The Director of Central Intelligence is responsible for the general direction of the Agency's Affirmative Action Program for Employment, Placement, and Advancement of Handicapped Individuals and Disabled Veterans. The Director of Personnel is responsible for the Agency-wide coordination and guidance of the program while managers and supervisors are responsible for implementing the principles of the program and for integrating them into their daily management activities.

The Agency-wide Selective Placement Coordinator is responsible for monitoring the program and for providing staff level assistance to all managers, supervisors, and employees to insure the success of the Program. Senior Personnel Officers in the Directorates and Components serve as assistant coordinators and are responsible for monitoring the program and providing advice and guidance within their components.

All employees are responsible for supporting and participating where possible in the achievement of the objectives of the program.

Part C

PROGRAM ASSESSMENT AND PLAN OF ACTION FOR 1979

PART C - PLAN OF ACTION FOR 1979

PROGRAM GOAL

The Central Intelligence Agency is committed to a policy that insures equal opportunity and full consideration for employment, placement and advancement of qualified handicapped individuals and disabled veterans; prohibits discrimination based on physical or mental handicap; and promotes affirmative action programs on behalf of handicapped persons and disabled veterans. The successful achievement of this goal will be evidenced by:

- handicapped persons being employed in a broad range of occupational categories and grade levels with career advancement commensurate with opportunities within the organization; and
- Agency policies that do not discriminate against, exclude, or limit the participation and consideration of handicapped individuals because of job structure or design, or because of architectural, transportation, communication, procedural, or attitudinal barriers.

AGENCY-WIDE OBJECTIVES

The Agency-wide objectives for the Selective Placement Program are as follows:

1. Achieve full commitment to program goals.
2. Commit adequate resources to support program efforts.
3. Delegate appropriate authority to direct and accomplish program efforts.
4. Include sources of handicapped persons and disabled veterans in ongoing recruitment efforts.
5. Ensure that handicapped individuals and disabled veterans receive equal opportunity in hiring, placement, and retention.
6. Include handicapped employees in merit promotion, upward mobility, and training programs.
7. Evaluate program status and achievements in a systematic manner.
8. Maintain an internal data collection system for purposes of Agency-wide program assessment and planning.
9. Assure accessibility of facilities.

LEVELS OF RESPONSIBILITY FOR AFFIRMATIVE ACTION PLANS

The Agency-wide coordinator is responsible for:

1. setting Agency-wide objectives;
2. developing an action plan for management of the program;
3. providing assistance and guidance to managers, supervisors, and employees;
4. annually updating the affirmative action plan;
5. evaluating program effectiveness;
6. preparing annual and/or semi-annual reports and plans for submission to the Civil Service Commission.

Assistant Coordinators are responsible for:

1. carrying out actions to support Agency objectives;
2. monitoring program effectiveness within their components;
3. assessing progress within their components in meeting program goals.

AFFIRMATIVE ACTION PLAN
1978 - 1979

Objective 1: ACHIEVE FULL COMMITMENT TO PROGRAM GOAL

Situation as it exists: A policy statement signed by the Director is published annually and distributed to Agency employees. New employees are briefed on the program, and managers, Personnel Officers, Recruiters, Office Heads, Equal Employment Opportunity Counselors, Investigators and Officers, Federal Women's Program Members, etc., are addressed periodically. Summaries of the Affirmative Action Plan, accomplishments report, and assessment are published and distributed Agency-wide with 1 copy for each 6 employees, as are the semi-annual reports on disabled veterans actions. The complete affirmative action package is made available in central locations in each component. Articles are published on occasion in the "Notes from the Director", and the Directorate of Administration's "Exchange". During "National Employ the Handicapped Week", a special notice is published. There is evidence, however, that some managers, supervisors and recruiters do not fully understand the goals of the program.

Opportunity for change: Supervisory and managerial awareness of the goals of the program and thus their commitment to them, can be increased through training, publicity and incentives.

<u>ACTION</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICIAL</u>
1. Train supervisors.	Require all supervisors of handicapped employees to attend the Successful Supervision of Handicapped Employees training course.	On-going	Assistant Coordinators and Component Training Officers
2. Brief managers and recruiters on program goals.	Seek out and arrange opportunities to discuss the program and status of employment of handicapped persons and disabled veterans.	On-going	Agency-wide Coordinator

<u>ACTION</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICIAL</u>
3. Increase awareness of selective placement techniques.	Include a paragraph on Selective Placement Programs in Directorate Personnel Management Handbooks and the Supervisor's handbook.	31 Dec 78	Directorate Assistant Coordinators and Agency-wide Coordinator
	Brief managers and Personnel Officers on the subject.	On-going	Agency-wide Coordinator
4. Publicize successful efforts made by Agency supervisors.	Include articles in the Handicapped Program Newsletter and post on official bulletin boards.	On-going	Agency-wide Coordinator

Objective 2: COMMIT ADEQUATE RESOURCES TO SUPPORT PROGRAM EFFORTS

Situation as it exists: The Chief of the Professional Placement Branch in the Office of Personnel has been serving as the Agency-wide Coordinator for Selective Placement Programs. An assistant was assigned in April 1977 on a temporary basis to aid the Coordinator who, because of the press of workload and priorities in other activities of the Branch, has been able to spend less than 50% of her time on selective placement matters. The senior Personnel Officers in approximately 50 Agency components serve as Assistant Coordinators for their components. Because our known handicapped (including disabled veteran) population is relatively small and widespread, the Assistant Coordinators, on the average, are spending sufficient time on selective placement activities to support the program. In the Spring of 1978, it was determined that a full-time Agency-wide Coordinator is necessary and a position was transferred to the Professional Placement Branch for that purpose.

Opportunity for change: None at this time.

ACTION

None indicated

Objective 3: DELEGATE APPROPRIATE AUTHORITY TO DIRECT AND ACCOMPLISH PROGRAM EFFORTS

Situation as it exists: Appropriate delegations of authority have been made and we have experienced no problems in this area.

Opportunity for change: None at this time

ACTION

None indicated

Objective 4: INCLUDE SOURCES OF HANDICAPPED PERSONS AND DISABLED VETERANS IN ONGOING RECRUITMENT EFFORTS

Situation as it exists: Agency recruiters maintain contacts with organizations serving handicapped individuals and disabled veterans, including military installations, employment services, etc. throughout the United States. They also develop new contacts as requirements change or new leads develop. The Agency-wide Coordinator maintains additional local contacts and expands them as needed to meet specific requirements or developments. Since we do not have a vacancy announcement system, information concerning our needs is provided to these organizations by the recruiters and the Coordinator. Requests for information concerning employment opportunities with the Agency are answered as they are received.

Opportunity for change: None at this time.

ACTION

None indicated

Objective 5: ENSURE THAT HANDICAPPED INDIVIDUALS AND DISABLED VETERANS RECEIVE EQUAL OPPORTUNITY IN HIRING, PLACEMENT, AND RETENTION

Situation as it exists:

- Hiring: The Agency-wide Coordinator reviews all applications received from handicapped individuals and disabled veterans from all sources prior to referral to the appropriate Agency components for employment consideration. She also reviews all those not selected prior to a final reject decision to insure that consideration was equitable and free of discrimination. In some instances, the Agency-wide Coordinator makes additional suggestions or referrals for further review. We did not meet our goal of increasing new hires by 25% for this period, nor did we place any individuals under the unpaid work experience program. In addition, we hired fewer handicapped individuals and disabled veterans than the preceding period. The shortfall and decrease in hiring can be attributed to several factors: a) we have been in a selective hiring posture for several years with requirements limited primarily to clericals, electrical engineers, research economists, computer specialists, physical scientists and linguists with near-native fluency in "hard languages"; b) a personnel reduction in one Directorate resulted in a surplus of employees, some of whom were placed in positions in other components which ordinarily might have been filled by outside recruitment; c) contacts with veterans' and other organizations serving handicapped individuals have produced few candidates in the professional and technical fields of our primary interest; and d) we made little progress in our objective to determine opportunities for unpaid work experiences. A review of our records reveals that the majority of our applicants reach us through means other than our own recruitment efforts, and most of them do not have the qualifications we are seeking. The Agency regulations covering equal employment opportunity, and recruitment and appointment policies include a statement of Agency policy which prohibits discrimination on the basis of handicap.
- Placement: The 50 handicapped individuals and disabled veterans who have been hired through the handicapped program range in grade from GS-03 to GS-14 and fill positions in 31 occupational categories in 23 offices. Of the 50, 27 are professional and technical employees and 23 are clerical.
- Retention: All applications for disability retirement are reviewed by the Agency-wide Coordinator in order to determine if the employee wishes, and is able to be reassigned rather than retire. When work-related problems arise with handicapped employees, the Coordinator, Assistant Coordinators and supervisors work together to alleviate the problem. In addition to in-house sources, assistance is sought from vocational rehabilitation counsellors, and others with expertise in the field of the employee's handicap (e.g., counsellors at Gallaudet are most helpful when we have work-related problems with deaf employees).

Opportunity for change:

Hiring: With the assistance of the Agency-wide Coordinator, Agency recruiters could expand their college recruitment process to include a special effort to locate qualified handicapped individuals and disabled veterans.

Placement: Except for a preponderance of deaf employees in computer and clerical positions, there appears to be no problem in this area. The employment of deaf persons as noted above is primarily the result of a combination of availability and need, plus referrals of their friends for similar type jobs by these employees.

Retention: None at this time.

<u>ACTION</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICIAL</u>
1. Increase efforts to locate qualified handicapped individuals and disabled veterans at colleges and universities where the Agency normally recruits.	Issue instructions to recruiters and advise them of specific requirements to be filled by handicapped individuals.	On-going	Agency-Wide Coordinator
	Inform contacts at educational institutions of the Agency's interest in hiring handicapped and disabled veterans and seek referrals of qualified candidates.	On-going	Recruiters
2. Expand recruitment efforts to other colleges and universities where handicapped persons and disabled veterans are enrolled in disciplines of interest to the Agency.	Obtain whatever information is available on institutions where there are concentrations of handicapped persons and establish contacts.	31 Oct 78	Agency-wide Coordinator and Recruiters

<u>ACTION</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICIAL</u>
3. Assure that applicants for employment continue to receive equal consideration for positions for which they qualify.	Continue to review applications of handicapped and disabled veterans and monitor the review system.	On-going	Agency-wide Coordinator
4. Assure that handicapped and disabled veterans employees who experience work-related problems receive appropriate assistance, treatment and/or reassignment.	Develop and issue instructions to Assistant Coordinators concerning the handling of work-related problems of handicapped and disabled veteran employees (including the availability of rehabilitation counsellors, job restructuring, etc.).	28 Feb 79	Agency-wide Coordinator
5. Assure that applicants for disability retirement continue to receive consideration for reassignment if desired.	Continue to review applications for disability retirement.	On-going	Agency-wide Coordinator

Objective 6: INCLUDE HANDICAPPED EMPLOYEES AND DISABLED VETERANS IN MERIT PROMOTION, UPWARD MOBILITY AND TRAINING PROGRAMS

Situation as it exists:

Merit promotion: The Agency's policy is that promotion is based on merit. The primary assessment mechanism employed (though others may be utilized) is that of comparative evaluation of employees in a particular grade and/or function. Such evaluation of all employees in grades GS-09 through

GS-14 must be accomplished at least annually while evaluation of employees in grades GS-08 and below for the purpose of promotion may be accomplished at any time but at least annually. Supervisors provide performance appraisals of all personnel within their jurisdiction in furtherance of the comparative ranking process. Promotion recommendations for all employees through GS-15 are reviewed and approved by representatives of the Director of Personnel. (Promotion to and within supergrade levels are handled by higher-level authorities). Promotion criteria are published in the Directorate Personnel Management Handbooks and made available to all employees. While there are individual cases where employees do not believe they advance as quickly as they feel they should, we are not aware of any significant problems in this area.

Upward Mobility: The established career development processes within each component allow equal consideration of handicapped employees for existing or anticipated vacancies based on qualifications, performance records and potential. In addition, the Agency's internal vacancy notice system has no discriminatory restrictions for application by any employee who meets the basic qualifications required for the position. Employees participate on a voluntary basis in formalized upward mobility programs in individual components with those interested in the programs able to submit applications for consideration at times established for each program.

Training: All full- and part-time permanent employees, including handicapped, attend the mandatory entrance-on-duty orientation programs. Handicapped employees are scheduled for other training as appropriate to their job needs. The one exception has been training for deaf employees who, until recently, were not able to participate fully in in-house training courses. With the acquisition of a corps of cleared sign language interpreters, the problem no longer exists. The Office of Training is making a survey to determine the training needs of deaf employees for the coming year. The most-used training facilities are accessible; however, one site is considered structurally infeasible to renovate. Should a handicapped employee be scheduled for training which would normally be conducted at this site, alternative arrangements would be made.

Opportunity for change:

Merit promotion: No changes identified at this time

Upward mobility: No changes identified at this time

Training: No changes identified at this time

Objective 7: EVALUATE PROGRAM STATUS AND ACHIEVEMENTS IN A SYSTEMATIC MANNER

Situation as it exists: The Selective Placement Program is an integral part of the Agency's personnel management system. The Agency-wide Coordinator develops the affirmative action program in consultation with managers and others involved in the completion of objectives, including the Handicapped Program Advisory Committee (HPAC). If time permits, the Committee (consisting of the Agency-wide Coordinator and handicapped representatives of our major components) reviews the plan prior to final publication. Program assessment and evaluation is accomplished by the Agency-wide Coordinator as a regular part of the process of developing the affirmative action plan; however, no effort has been made to date to include evaluation of the program as part of internal personnel management surveys. While criteria for evaluating the program have not been formalized, the 1978 Affirmative Action Plan included measurement standards for the program areas of recruitment, data collection and reporting, training, accessibility of facilities, program evaluation, publicity, and regulations.

Opportunity for change: The measurement standards established for major program areas in the 1978 Affirmative Action plan could be expanded to cover the nine basic objectives now required by the Commission and any other areas of concern to the Agency. These measurement standards could be developed to serve as criteria for assessment and evaluation of the effectiveness of the Selective Placement Program. Input from Assistant Coordinators and HPAC could be utilized.

<u>ACTION</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICIAL</u>
1. Issue instructions for program evaluation.	Review previously established measurement standards for applicability to the current CSC objective requirements.	31 Jan 79	Agency-wide Coordinator
	Amend and expand as necessary to cover the nine basic objectives and any other area of Agency concern.	31 Mar 79	Agency-wide Coordinator, Assistant Coordinators, and HPAC

<u>ACTION</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICIAL</u>
2. Develop a system for information sharing.	Prepare status reports which summarize activities and accomplishments to provide feedback to Agency managers and Assistant Coordinators.	Quarterly	Agency-wide Coordinator

Objective 8: MAINTAIN AN INTERNAL DATA COLLECTION SYSTEM FOR PURPOSES OF AGENCY-WIDE ASSESSMENT AND PLANNING

Situation as it exists: The system established several years ago for maintenance of records on handicapped applicants for employment seems to be working well. We have not established a satisfactory mechanism for identifying employees who were on duty prior to enactment of the law, or who have become disabled since enactment of the law. We have not conducted the survey recommended by the Civil Service Commission primarily because of time, workload and resource constraints. Some concern has been expressed as to the validity of collecting confidential medical information in this manner. Our personnel computer system is prepared to accept coding of handicaps, and controls for production of reports and accessibility of the information have been established. Disabled veterans are currently recorded in the computer system and reports are produced on demand; however, the type of handicap is not coded.

Opportunity for change: Records on employee handicap status are not complete. The survey suggested by CSC might be adapted to serve as a basis for obtaining the necessary information.

<u>ACTION</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICIAL</u>
1. Develop a plan of action and procedures for the survey if deemed feasible.	Review the guidelines in detail and determine where changes can be made to meet the Agency's needs.	30 Nov 78	Agency-wide Coordinator, OMS/PSS, HPAC

<u>ACTION</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICIAL</u>
2. Conduct a survey to obtain handicap data on current employees.	Prepare drafts of issuances for review and approval by the Director of Personnel.	31 Mar 79	Agency-wide Coordinator
	Brief component Personnel Officers and managers on the survey and its purpose so as to insure full cooperation.	30 Apr 79	Agency-wide Coordinator
	Arrange for distribution of questionnaire to all Agency employees.	30 May 79	Agency-wide Coordinator
	(Insertion of the information into the computer system will not be completed until the next Fiscal Year.)		

Objective 9: ASSURE ACCESSIBILITY OF FACILITIES

Situation as it exists: A survey was conducted several years ago to identify architectural barriers in Agency-owned and leased buildings. Most of the barriers have been eliminated in Agency-owned buildings and leases for others include a requirement that barriers will be eliminated. Work is continuing on those barriers which still exist (lowered telephones, etc.). Because our deaf and blind population is so small, special warning devices for evacuation purposes have not been installed; however, arrangements exist within offices to accomplish the safe evacuation of personnel with these handicaps. Preliminary discussions on the feasibility of installing visual alarms have been held. Arrangements for evacuation of mobility-handicapped personnel have been included in building evacuation plans but are seen by those with such handicaps as less than desirable. A recent fire drill at Headquarters

revealed that some area wardens were not familiar with procedures for evacuating persons with mobility handicaps. Parking spaces have been set aside at the Headquarters building to accommodate handicapped visitors and signs have been installed on the compound directing visitors to these spaces. Arrangements for parking spaces for handicapped visitors at other buildings are now being made. Handicapped employees are given preferential parking places at their request and depending upon the nature of the handicap. Persons in wheelchairs are unable to use the Agency shuttle bus system; however, consideration is being given to obtaining a "busette" which can be used to transport mobility-handicapped employees between buildings for official business requirements. Braille floor identification signs have been purchased and will be installed in elevator banks in the Headquarters building.

Opportunity for change: Evacuation procedures for mobility-handicapped employees can be reviewed in consultation with experts in the safety area to determine if they are indeed the most effective methods. Employees with mobility handicaps can then be assured that the methods devised will meet their needs. Work can continue on the elimination of barriers in all buildings occupied by the Agency. Evacuation procedures for handicapped employees can be publicized and area wardens can be sensitized to the needs of handicapped employees during an evacuation.

<u>ACTION</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICIAL</u>
1. Determine current needs for removal of architectural barriers.	Review current status of Agency-owned and leased buildings.	30 Sep 78	Agency-wide Coordinator, C/LSD
	Prepare plans for removal of barriers where architecturally feasible.	30 Nov 78	C/LSD
2. Revise current evacuation procedures if necessary and publish them in an appropriate manner.	Review current procedures with safety experts and establish alternative procedures.	28 Feb 79	Agency-wide Coordinator, OS/Safety Branch

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<u>ACTION</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICIAL</u>
3. Develop guidelines for providing transportation assistance.	Prepare appropriate notice for publication. Assure that employees with mobility problems are provided assistance in locating suitable transportation.	On-going	Agency-wide Coordinator