

EXECUTIVE SECRETARIAT

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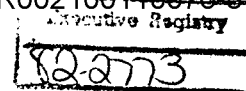
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Remarks:

For necessary action. Also please give me a call re paragraph checked.

[Signature]
Executive Secretary
26 March 1982

Date



Interagency Committee on Handicapped Employees

Office of the Secretariat
Equal Employment Opportunity Commission
2401 E Street, N.W.
Washington, D.C. 20506

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William J. Casey, Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

Section 501 of the Rehabilitation Act of 1973 (Public Law 93-112) requires every department, agency, and instrumentality of the executive branch of the Federal government to submit to the Equal Employment Opportunity Commission (EEOC) an annual affirmative action program plan and an accomplishment report in regard to hiring, placement, and advancement of handicapped individuals. Section 403 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (Public Law 93-508) requires a separate specification of plans for disabled veterans.

The Interagency Committee on Handicapped Employees (ICHE) was established by section 501 to provide a focus for Federal and other employment of handicapped individuals. Statutory members of the Committee are the Secretary of Defense, Secretary of Labor, Secretary of Education, Administrator of Veterans Affairs, Administrator of General Services, Director of the Office of Personnel Management, Chair of the Federal Communications Commission, and Chair of the Equal Employment Opportunity Commission or their designees.

In consultation with the Interagency Committee, EEOC reviews agency affirmative action program plans and accomplishments and submits an annual report to Congress. The 1981 report was reviewed by the ICHE on February 16, 1982.

This report indicates that your agency did not submit an affirmative action accomplishment report for FY 1981 or an affirmative action program plan for FY 1982. EEOC forwarded instructions regarding these requirements to agencies in EEO-MD-709, dated October 6, 1981. ✓

Also, the 1981 report to Congress indicates that your agency failed to submit the FY 1980 accomplishment report and the FY 1981 program plan required by EEO-MD-708, dated February 24, 1981.

The FY 1982 program plan should be prepared as quickly as possible to allow adequate time for implementation. In addition, even though your agency did not submit an FY 1981 program plan, every effort

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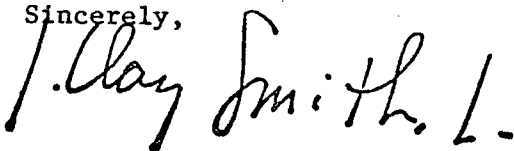
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should be made to submit as complete a report as possible of FY 1981 accomplishments. If your staff needs assistance in completing these materials, please call Sharon Wilkin of EEOC's Office of Government Employment (703-756-6051).

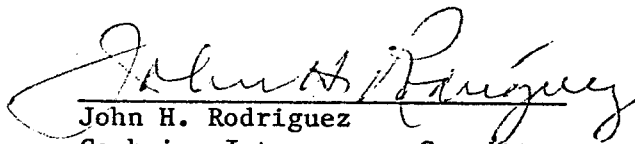
The members of the ICHE have statutory responsibility for helping EEOC assure that Federal agencies comply with the laws named above. On behalf of the Interagency Committee, we are asking for your personal support and assistance in ensuring that your agency submits required affirmative action plans and reports. Furthermore, we are asking for your personal attention to see that your agency's FY 1982 plan is prepared and fully implemented.

We are confident of your desire to comply with statutory requirements, and we will be happy to work with you in any way that would be helpful.

Sincerely,



J. Clay Smith, Jr.
Cochair, Interagency Committee
on Handicapped Employees
Commissioner, Equal Employment
Opportunity Commission



John H. Rodriguez
Cochair, Interagency Committee
on Handicapped Employees
Deputy Under Secretary for
Intergovernmental and Interagency
Affairs, Department of Education