

U. S. Department of Energy



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# Operational Plan and Desktop Reference For The Disability Employment Program

*"Promoting Employment Opportunities For  
Individuals With Disabilities"*

2013-2014



U.S. DEPARTMENT OF  
**ENERGY**

## MESSAGE FROM THE CHIEF HUMAN CAPITAL OFFICER

The U. S. Department of Energy is committed to fostering a culture of diversity. We recognize that individuals with disabilities are an untapped talent pool and possess skills and competencies that the Department needs to remain competitive.



It is my honor to forward the U. S. Department of Energy's *"Operational Plan and Desktop Reference for the Disability Employment Program"* for 2013 - 2014. This plan is updated periodically to include new goals and objectives, provide current demographic data, and regulatory and policy updates. The Plan fully supports the President's Executive Order 13548. This resource includes primary goals and objectives that move the Department forward in its commitment to recruit, hire, and retain individuals with disabilities and targeted disabilities over the next 3 years.

Based on employee self-identification of a disability, as of March 2013, employees with disabilities represented 9.7 percent of our workforce, of which 1.94 percent have targeted disabilities. With your continued leadership and support, the Department can improve the representation of people with disabilities in our workforce by focusing on the goals and objectives in this Operational Plan.

The Plan provides valuable information on available recruitment sources and hiring flexibilities that can be used in conjunction with your workforce and succession planning efforts to establish a highly talented and diverse workforce. Whenever possible, hiring managers should utilize Schedule A appointments, student entry-level programs, and seasonal programs as referenced in the Plan.

We look forward to your creative ideas as we work to develop a dedicated, high-performing workforce and stand ready to assist you in this effort.

A handwritten signature in black ink, appearing to read "Robert C. Gibbs". The signature is fluid and cursive.

Robert C. Gibbs  
Chief Human Capital Officer

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## INTRODUCTION

The Department of Energy (DOE) is fully committed to improving our efforts to employ Federal workers with disabilities and targeted disabilities through increased recruiting, hiring, and retention. Although millions of people with disabilities work, two-thirds of this labor pool is still untapped. Recruiting and retaining workers with disabilities is one strategy to counter the effects of the aging and shrinking workforce. This untapped labor pool can offer a source of skilled employees and can contribute to increasing retention and reducing turnover.

DOE hiring increased during Recovery Act years and returned to normal rates during FY11 and FY12. This, combined with budgetary impacts resulted in a larger than normal reduction of total hires over the last two year period. During FY12, hires of individuals with disabilities decreased only slightly; 8 percent of the Department's new hires voluntarily identified themselves as an individual with a disability, and .2 percent were individuals with targeted disabilities. In FY11, 8.5 percent of the new hires were individuals with disabilities, and of those .4 percent had targeted disabilities.

According to the Bureau of Labor Statistics (BLS) report USDL-13-1102 dated, May 3, 2013, the unemployment rate of persons with a disability was 13.6%; over 86% higher than the rate for those with no disability. The information in this report was obtained from the Current Population Survey (CPS), a monthly sample survey of about 60,000 households that provides statistics on employment and unemployment in the United States. Some highlights from the 2012 data are:

- For all age groups, persons with a disability were much less likely to be employed than for those with no disability.
- The unemployment rate of persons with a disability was well above the rate of those with no disability.
- Nearly one-third of workers with a disability were employed part-time.

This Operational Plan and Desktop Reference was developed to increase DOE hiring options for people with disabilities. It provides the supporting framework along with strategic goals and objectives that link with the DOE Human Capital Strategic Plan.

## **OVERVIEW**

### **Increasing Federal Employment of People with Disabilities Initiative**

President Obama issued Executive Order 13548, *Increasing Federal Employment of Individuals with Disabilities*, on July 26, 2010. The Order emphasizes the Government's role as a catalyst in becoming a model employer for individuals with disabilities to include recruitment, hiring, and retention. The Order also adopts the goal set forth in Executive Order 13163 signed on July 26, 2000 by President Clinton of hiring 100,000 people with disabilities into the Federal Government over 5 years, including individuals with targeted disabilities.

Key components of the Executive Order 13548 include: 1) senior level leadership commitment; 2) establishing performance targets and numerical goals for employment of individuals with disabilities and sub-goals for employment of individuals with targeted disabilities consistent with law; 3) increase the use of Schedule A excepted service hiring authority; 4) human resources personnel and hiring managers are required to receive mandatory training on hiring people with disabilities; 5) improve, expand, and increase successful return-to-work outcomes for employees who sustain work-related and illnesses as defined under the Federal Employees Compensation Act (FECA); 6) retaining Federal workers with disabilities through training and the use of centralized accommodation funds to provide reasonable accommodation.

## **PURPOSE**

The purpose of this plan is to provide operational guidance on the Disability Employment Program to human resources professionals, Administrative Officers, managers, applicants and current employees with disabilities. Strategic goals and objectives are identified along with a number of options and resources designed to facilitate the hiring process and attract people with disabilities to DOE. In addition, elements of the DOE Operational Plan and Desk Reference for the Veterans' Employment Initiative are also included as it relates to the hiring of disabled Veterans. To view the Veterans Plan in its entirety see:

<http://energy.gov/hc/downloads/operational-plan-and-desktop-reference-veterans-employment-program>.

The *U.S. Department of Energy Operational Plan and Desktop Reference for the Disability Employment Program* is a living document that will be revised as necessary to maintain its effectiveness. Our success in executing this initiative depends on the commitment of management, dedication of resources, and a collaborative approach that integrates elements of this Operational Plan with the organization's current and future workforce planning strategies.

The Office of the Chief Human Capital Officer utilized a collaborative approach in the development of this Operational Plan. Input was obtained from representatives across the agency including: human resources offices, headquarters program offices, field sites and Power Marketing Administrations. Agency collaborations continue and disability employment groups are engaged in the planning, execution, and integration of individuals with disabilities through the hiring and retention practices of the human capital management processes and systems.

## **SCOPE**

This guidance applies to all DOE and NNSA Departmental Elements including those who obtain delegated examining services from outside the DOE Office the Chief Human Capital Officer.

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## **PROGRAM MISSION**

Increase the recruitment, hiring, and retention of people with disabilities within the Department of Energy and the National Nuclear Security Administration.

## **PROGRAM VISION**

The Department of Energy demonstrates commitment to people with disabilities by identifying and promoting excellence in the recruitment, on-boarding, development, and retention. This vision is supported by educating individuals with disabilities, human resources professionals, and managers to best meet their needs.

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## **OVERARCHING GOALS**

For FY13, the Departmental goals for hires of people with disabilities remain at 7%; and 1.25% for those with targeted disabilities. The Department will reassess hiring goals annually and establish new hiring goals as needed.

The Office of the Chief Human Capital Officer is committed to providing the assistance needed for the Department to reach this goal. Successful execution requires collaboration, and the strategic integration of the Disability Employment Program with current workforce planning and hiring methodologies. In addition, this Plan has been integrated with the Department's Human Capital Strategic Plan to ensure accountability and commitment to this initiative. The following guiding principles must be applied to ensure consistency in the use of the disability employment program, authorities, and flexibilities for recruitment and retention.

- A collaborative approach will be used for the execution of the Disability Employment Initiative where information and ideas are shared across program lines for increased effectiveness and transparency.
- Disability employment hiring practices are consistent with regulatory requirements, policy, OPM and DOE guidance, and merit system principles.
- Hiring officials and human resources offices are accountable for aligning disability recruitment efforts with hiring initiatives.
- In addition to USAJobs, managers and human resources offices will market all job and applicable internship opportunities through one or more of the following:
  - Disability employment resources (see Appendix C and D);
  - Vocational rehabilitation centers; and/or
  - DOE Selective Placement Coordinators (see Office of Personnel Management website <http://www.opm.gov/policy-data-oversight/disability-employment/selective-placement-program-coordinator-directory/>)
  - Social Media websites
- All applicable vacancy announcements are to include language encouraging individuals with disabilities to apply, and offer instructions for how to apply under Schedule A.

## **Obstacles to Hiring Individuals with Disabilities**

As the Federal Government begins to focus more attention to the hiring and retention of individuals with disabilities, it is helpful to be aware of obstacles faced by individuals with disabilities and identify solutions. The Department's Plan is designed to integrate hiring practices that will address challenges and open the door to individuals with disabilities seeking employment. Some challenges that have been identified include:

- Economic conditions
- Complex and sometimes lengthy Federal hiring process
- Need for supportive infrastructure
- Under-utilization of Schedule A Hiring Authority
- Misperception that individuals with disabilities are not likely to be the best candidates or qualified to perform professional scientific positions
- Individuals with disabilities may be reluctant to self-identify their disability due to fear of harassment or discrimination
- Individuals with disabilities may be discouraged from applying for Federal jobs because the vacancy announcements are difficult to comprehend and the online application process is unnecessarily difficult
- False beliefs, myths and stereotypes about individuals with disabilities including aptitude for employment persist

## **KEY FOCUS AREAS**

The Department of Energy's *Operational Plan and Desk Reference for the Disability Employment Program* aligns with the following key areas as outlined in the Office of Personnel Management memorandum "*Model Strategies for Recruitment and Hiring of People with Disabilities*" dated November 8, 2010, as required under Executive Order 13548. The Plan provides the strategic framework necessary for organizations across the Department to attract, hire and retain individuals with disabilities with the right skills and career aspirations to meet our workforce needs. Focused attention, resources and tools are being established in each of the six areas to aid DOE organizations.

1. Leadership Commitment – establishes governance structure and infrastructures dedicated solely to the employment of individuals with disabilities in the Federal government.

### DOE Achievements:

- The Deputy Chief Human Capital Officer was designated as the senior-level official accountable for enhancing the employment opportunities for individuals with disabilities within the department.
- The Department of Energy has designated a Program Manager for Disability Employment Initiative with responsibility for recruitment, hiring and retention of people with disabilities.
- Selective Placement Coordinators, Disability Employment Program and Veteran Points-of-Contact have been identified within program offices, field sites and power marketing administrations and are responsible for advocating and executing this initiative within their areas.



- Program Manager participates in White House Disability Conference Calls sponsored to provide updates on various disability issues as well as to introduce persons who work on disability issues in the Federal government
  - DOE Participated in Executive Order 13548 Training “Increasing Federal Employment of People with Disabilities” on January 20, 2011
2. Skills Development and Employment – focuses on improving the hiring, development and retention of individuals with disabilities and promoting the usage of Schedule A excepted service hiring authority for career opportunities with the Federal Government.

DOE Achievements:

- Partnered with the U.S. Department of Labor Office of Disability Employment Policy to conduct on-site and virtual Schedule A authority and disability etiquette training for HR staff and hiring managers.
  - Reviewed identified mission-critical occupations and those positions in which individuals with disabilities and Veterans are frequently hired across DOE. This information is shared with State vocational rehabilitation agencies, State Disability Service agencies as well as transition assistance coordinators within the U.S. Department of Veterans Affairs and other Veterans’ employment services.
  - Selective placement coordinators are encouraged to use the OPM Shared Register of Candidates with Disabilities
  - A Memorandum of Understanding has been established with the U.S. Department of Veterans Affairs, for the use of Veterans Vocational Rehabilitation and Training Programs in the DC area to support the rehabilitation of Veterans and facilitate hiring.
3. Marketing and Outreach – creates a marketing and talent strategy designed to target individuals with disabilities, to include disabled Veterans and improve collaborative outreach relationships with community and governmental groups.

DOE Achievements:

- The marketing campaign will make use of a wide variety of resources including Facebook, Twitter and other sites widely used by individuals with disabilities and disabled Veterans.
  - DOE Student Ambassadors have reached out to career placement offices, networks providing services to students with disabilities, and Veteran groups on college campuses and integrated group leadership as part of their network.
4. Information Gateway – creates a single-source website for receiving accurate and consistent employment information and resources for individuals with disabilities, disabled Veterans, human resources (HR) professionals, and hiring officials.

DOE Progress and Achievements:

- Launched a comprehensive DOE Jobs One Portal website showcasing a central entry point for applicants interested in obtaining employment information and applying for opportunities across the department.

- On a bi-monthly basis, a copy of the OPM Shared Register of Candidates with Disabilities seeking Federal employment is shared with the DOE Disability Points-of-Contacts and Selective Placement Coordinators for consideration.
  - Selective Placement Coordinators, Disability Employment Program and Veteran Points-of-Contacts have been identified within program offices, field sites, and Power Marketing Administrations. These contacts are responsible for advocating and executing this initiative within their areas.
5. Reasonable Accommodation – ensures that individuals with disabilities enjoy equal access to all employment opportunities. A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability.

DOE Progress:

- The Office of Economic Impact and Diversity is responsible for providing policy and guidance to managers regarding reasonable accommodation.
  - Reasonable accommodation procedures are being revised.
  - Developed a webpage with information about reasonable accommodation and obtaining assistive technology. See: <http://energy.gov/hc/wellness-program/headquarters-accomodation-program>.
6. Protecting Our Workers and Ensuring Reemployment (POWER) Initiative – ensures that the department will increase the return-to-work outcomes and coordinate with the Department of Labor’s Office of Workers’ Compensation Programs (OWCP) to make accommodations available to injured Federal employees who sustain serious workplace injuries or illnesses.

DOE Progress and Achievements:

- Notified servicing HR offices of the POWER initiative, numeric goals and targets established by the Department of Labor.
- The Office of Health, Safety and Security developed a training module about the Power Initiative. This module was included in the mandatory OWCP refresher training provided for managers and supervisors.

**PROGRAM COORDINATION AND MANAGEMENT**

Success in attracting, recruiting and retaining dedicated, highly skilled people with disabilities and helping them to assimilate into the DOE/NNSA workforce depends on commitment at all levels of the Department and collaboration across program lines. The following chart identifies goals and objectives designed to increase the number of individuals with disabilities attracted to and subsequently hired into the DOE/NNSA workforce. Following the chart are clearly defined roles and responsibilities for all levels that support attainment of these identified goals and objectives.

## GOALS AND OBJECTIVES

Goals and Objectives	Milestones	Measure	Measurement Approach	Expected Result
<b>1. Leadership Commitment</b>	a. Memorandum from Deputy Secretary to Heads of Elements b. Establish an operating plan c. Establish contacts with disability employment network groups d. Chief Human Capital Officer memorandum	a. Managers integrate disability recruitment and retention practices into workforce and succession plans; and Resources committed to achieving goals and objectives. b. Standard practices/ procedures communicated across the department and supported by management c. Increased recruitment of individuals with disabilities d. Increased activity and attention to disability recruitment, hiring and retention	a. Reports that track recruitment activity; data from DOEInfo b. Reports and HC accountability audits c. DOEInfo held accountable for results d. Managers held accountable for results	a. Increase disability hires, performance and retention rates b. Standardized approach implemented; and clearly defined expectations communicated across the complex c. Increased understanding of Federal government hiring processes, and increase in applicants with disabilities d. Increase in hires and retention rates; local outreach and partnerships established
<b>2. Skills Development</b>	a. Participate in vocational rehabilitation programs b. Managers and HR Professionals trained in use of disability authorities and hiring flexibilities c. Encourage employees with disabilities to participate in mentoring programs d. Promote usage of OPM Shared Register of candidates with disabilities	a. Number of hires from vocational rehabilitation programs b. Number of HR Professionals and hiring managers trained; increased knowledge of disability hiring authorities and flexibilities within HR and hiring managers c. Number of participants; increase in satisfaction and understanding of Departmental operations d. Number of hires from shared register	a. Collaboration, evaluations, and reports b. Tracked through CHRIS/participation lists c. Collaboration, and reports d. Collaboration, evaluation, and reports	a. Increased use of Schedule A appointments and other hiring flexibilities b. Managers and HR professionals benefit from understanding flexibilities/authorities; c. Helps acclimate individuals with disabilities to DOE; provides support and networking d. Increased individuals included in the workforce
<b>3. Marketing and Outreach</b>	a. Develop talent marketing strategy b. Market frequent hire and mission critical positions to individuals with disabilities c. Promote job opportunities to disability outreach groups through social media d. Engage Energy Student Ambassadors to promote disability employment on college campuses and thru campus publications	a. Participation levels in: disability recruitment activities and workshops; outreach to disability groups at colleges/ universities and job fairs. b. Information is accessible c. Number of individuals with disabilities participants; Number of positions available; d. Number of campus activities targeted to individuals with disabilities conducted by DOE Ambassadors	a. Reports and collaboration b. Information available online; c. Annual reports d. Reports of Ambassador activities	a. Increased interest in DOE; Increased recruitment rates of individuals with disabilities b. Assists individuals with disabilities in identifying employment opportunities c. Increased DOE Visibility, greater communication and transparency; d. Greater focus of DOE opportunities for individuals with disabilities on campuses

<b>Goals and Objectives</b>	<b>Milestones</b>	<b>Measure</b>	<b>Measurement Approach</b>	<b>Expected Result</b>
<b>4.Information Gateway</b>	a. Establish information on website for individuals with disabilities b. Utilize social media, mobile technologies, and virtual events to target individuals with disabilities and market outreach groups	a. Content of interest to individuals with disabilities; and established by December 31, 2013 b. Variety of media used, and number of job postings in conjunction with Veteran recruitment events	a. Web content implemented b. Reports	a. Establishes commitment to and creates a supportive environment for individuals with disabilities b. Informs and attracts - individuals with disabilities through social networking
<b>5.Reasonable Accommodation</b>	a. Establish reasonable accommodation POC list b. Review and update reasonable accommodation procedures and post on website c. Establish and maintain contacts with DOD Computer /Electronic Accommodations Program (CAP) and Job Accommodation Network (JAN)	a. Managers and employees have access to POCs b. Standard practices/ procedures established c. Track the number of employees/applicants requesting reasonable accommodation	a. Easily accessible information b. Managers held accountable for results c. Collaboration and reports	a. Timely processing of requests b. Increased retention of individuals with disabilities c. Data can be reviewed to determine where program modifications are needed
<b>6.Protecting Our Workers and Ensuring Reemployment (POWER) Initiative</b>	a. Communicate goals and target of POWER initiative to servicing HR offices, managers and supervisors b. Ensure managers and supervisors are trained and understand their role in accomplishing the return-to-work goals	a. Quarterly review of worker compensation files to determine if any accommodations can be made to return the employee to work b. Quarterly review OWCP Chargeback Reports	a. Monitor and review quarterly OWCP Chargeback Reports b. Managers held accountable for results	a. Reduction in the length of time employees are on Worker's Compensation b. Decrease in the length of time employees are on OWCP

## **ROLES AND RESPONSIBILITIES**

### **Role of Senior Leadership**

- Actively champion and promote disability recruiting, hiring, and retention across the Department.
- Hold direct reports accountable for achieving results, and provide the necessary personnel and financial resources to support the Disability Employment Program.
- Engage in activities and events designed to market the Department's vital missions to disability employment outreach groups, academia, constituent groups, and any other identified public outlet.
- Comply with Merit System Principles (5 U.S.C. 2301(b)) and Prohibited Personnel Practices (5 U.S.C. 2302(b))

## **Role of the Office of the Chief Human Capital Officer (OCHCO)**

The DOE Office of the Chief Human Capital Officer and NNSA's Office Management and Budget work in partnership with the Disability Employment Initiative. Consequently, program execution and management are in alignment.

- Establish and maintain a Department-wide framework, including policies, procedures and strategies for executing the Disability Employment Program and reasonable accommodation in accordance with regulation and merit system principles.
- Provide guidance and strategic direction to Departmental Elements on the variety of programs, authorities, and flexibilities that can be used to attract and hire individuals with disabilities.
- Establish individuals with disabilities webpage and implement tools for managers and HR professionals to use in marketing, recruiting and reaching individuals with disabilities.
- Collaborate and partner with internal and external stakeholders in the execution of activities to recruit, develop and retain individuals with disabilities in accordance with agency needs.
- Coordinate and share information on recruitment and training resources established MCT#139ahric
- through interagency efforts and disability outreach organizations.
- Provide training for HR professionals and hiring officials in the application of individuals with disabilities hiring authorities and flexibilities.
- Lead meetings and teleconferences to share information, best practices, execution strategies, and to provide guidance on the Program.
- Evaluate recruitment, hiring, retention practices, and statistics of individuals with disabilities to meet program reporting requirements and implement necessary changes.

## **Role of Human Resources (HR) Offices, DOE Disabilities Employment Coordinators, and DOE Veterans Employment Coordinators**

- Implement all aspects of the Disability Employment Program – marketing, recruitment, hiring and retention.
- Serve as an advocate to promote individuals with disabilities recruitment, hiring, and retention within their area of responsibility.
- Collaborate and educate hiring officials to broadly promote career opportunities to target individuals with disabilities. Whenever possible, include media outlets such as: disability organizations, news and job boards, websites, Facebook, Twitter, YouTube, LinkedIn, etc.
- Participate in recruitment and marketing activities and conduct workshops and information sessions of interest to individuals with disabilities.
- Periodically review practices of Departmental Elements for compliance with law and regulation
- Collaborate with state job placement services to offer workshops for individuals with disabilities.
- Provide guidance and assistance to individuals with disabilities seeking career opportunities.

- Collaborate with hiring officials, Special Emphasis Program Managers, and others to facilitate the recruitment and hiring of individuals with disabilities through a wide use of employment programs, hiring authorities, and recruitment incentives.
- Provide technical guidance and assistance to managers on the effective usage of special hiring authorities to attract individuals with disabilities in accordance with regulation, DOE policy and established procedures.
- Establish and maintain relationships with disability groups at colleges and universities for recruitment of individuals with disabilities into entry-level employment and student programs such as the Career Pathways Program.
- Collaborate and partner with vocational rehabilitation coordinators to market DOE mission areas, advertize career opportunities, and/or conduct workshops to educate individuals with disabilities on the DOE mission.
- Monitor return-to-work successes under the President's Protecting Our Workers and Ensuring Reemployment (POWER) Initiative and identify injured employees under the Federal Employees' Compensation Act (FECA), who would benefit from accommodations and reassignment.
- Monitor progress of individuals with disabilities recruitment and hiring activities, collect data, and provide input to the Office of the Chief Human Capital Officer for reporting requirements.
- Track and report on metrics to the Office of the CHCO as requested.
- Provide guidance and assistance to applicants, employees, and managers on request for reasonable accommodation.
- Comply with Merit System Principles (5 U.S.C. 2301(b)) and Prohibited Personnel Practices (5 U.S.C. 2302(b))
- Adjudication of Veterans Preference.

### **Role of Hiring Officials/Managers**

- Actively support and promote individuals with disabilities recruitment, marketing, and hiring within the organization.
- Integrate individuals with disabilities hiring and promotion strategies including the broad use of hiring authorities and flexibilities into workforce and succession plans, and hiring practices.
- Collaborate with HR offices, DOE Disability Employment Points of Contact, and DOE Selective Placement Coordinators to broadly promote career opportunities. Include media such as: individuals with disabilities organizations, news and job boards, websites, Facebook, LinkedIn, YouTube, etc.
- Comply with laws, regulations, DOE policies and established procedures to give qualified individuals with disabilities appropriate consideration and preference.
- Require all personnel involved in the hiring process to be trained in the effective use and application of disability hiring authorities, laws and regulations.
- Exercise a variety of individuals with disabilities recruitment and hiring options such as vocational rehabilitation programs, student employment, and/or internships to simplify hiring processes for individuals with disabilities seeking employment.
- Widely promote opportunities for individuals with disabilities to get involved in projects and assignments that will help them to develop the knowledge and skills that lead to advancement.

- Work with training officers to provide training opportunities for individuals with disabilities that will help them to address skill gaps and training needs.
- Provide flexibility within workplace schedules to allow for training and development.
- Encourage employees with disabilities to participate in mentoring programs.
- In accordance with law, assure assistive technologies are provided as needed, and special needs are addressed through the Employee Assistance Program.
- Integrate individuals with disabilities' training needs with Individual Development Plans and, as appropriate, with vocational rehabilitation training plans, and track completion.
- In collaboration with the servicing human resources office, quarterly monitor return-to-work successes under the President's Protecting Our Workers and Ensuring Reemployment (POWER) Initiative and seek positions in which injured employees may benefit from reasonable accommodations or permanent reassignment.
- Provide guidance and assistance to applicants, employees and managers on request for reasonable accommodation.
- Receive process and document reasonable accommodation requests and approve and provide the accommodation or forward the request to the appropriate official for consideration.
- Comply with Merit System Principles (5 U.S.C. 2301(b)) and Prohibited Personnel Practices (5 U.S.C. 2302(b))

#### **Role of the Office of Learning and Workforce Development (HC-20)**

- Provide in-depth mandatory training and annual re-training to managers, supervisors and human resource professionals on the disability employment initiative, special hiring authorities and specific procedures for hiring individuals with disabilities.
- Prepare job aids for the hiring process, orientations and templates for the types of training to be provided, revising as needed.
- Load any OPM-approved web based training on the DOE Learning Management System and market to the appropriate audience.
- Report associated training completion to agency program administrator.
- Partner with supervisors, staff, training officers and agency program administrators to address employee training related needs.
- Assist and match individuals with disabilities interested in a mentoring program.
- Encourage individuals with disabilities to participate in professional development programs.
- Include individuals with disabilities component in DOE Employee Orientation.

#### **Role of the Selective Placement Coordinator (servicing human resources office)**

- Advise hiring officials about candidates available for placement under special hiring authorities and provide managers with information about reasonable accommodation and needs assessments for applicants and employees.
- Assist hiring officials in determining essential duties of the position, identifying architectural barriers and possible modifications that allow people with disabilities to perform essential duties.
- Assist individuals with disabilities to obtain information about current job opportunities, types of occupations in the agency, how jobs are filled and reasonable accommodation.

- Work with public and private organizations involved in the placement of applicants with disabilities to provide information about the department, job opportunities, and to facilitate the placement of applicants.
- Monitor and evaluate selective placement program efforts and activities for people with disabilities to determine their effectiveness, make changes as needed and improve the overall effectiveness.
- Comply with Merit System Principles (5 U.S.C. 2301(b)) and Prohibited Personnel Practices (5 U.S.C. 2302(b))

**Role of DOE Employee Assistance Program (EAP)**

- Provide services to assist individuals with disabilities in becoming acclimated to the work environment.
- Collaborate with hiring officials to address workplace and organizational challenges as well as needs of individuals with disabilities who seek assistance.

**FREQUENT HIRE AND MISSION CRITICAL POSITIONS**

Mission Critical and Frequent Hire Occupations represent excellent opportunities for individuals with disabilities. An analysis has been done to determine which positions individuals with disabilities were most frequently hired into within the last two fiscal years.

Frequent Hire Occupations			
DOE Mission Critical Occupations	Individuals with Disabilities	Individuals with Targeted Disabilities	Veterans
Budget/Financial Management		X	X
Contract Management	X	X	X
Electrical Engineer	X		X
General/Nuclear Engineer	X		X
Human Resources	X	X	X
Information Technology Specialist	X	X	X
Program Management	X		X

**INTEGRATING OPTIONS AND STRATEGIES FOR HIRING INDIVIDUALS WITH DISABILITIES**

Hiring flexibilities exist and use of these options is encouraged to meet workforce needs across the Department. An organization may select one or more that best meets their needs in attracting individuals with disabilities into their workforce. Additional information on individuals with disabilities and the Special Appointment Authorities listed in the table on the next page may be found on the Office of Personnel Management website <http://www.opm.gov/disability/index.asp> and available online training videos <http://golearn.gov/HiringReform/index.htm>.

***Veterans Opportunity to Work (VOW) Act of 2011***

The Act requires Federal agencies to treat certain active duty service members as preference eligibles for appointments in the competitive service. Disability ratings, if applicable, would not have been determined at this stage. Service members who submit a “certification” when



applying for a job are to be treated as preference eligibles under Section 2108. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is signed.

**SPECIAL APPOINTMENT AUTHORITIES**

Managers are encouraged to consider utilizing the various Special Appointment Authorities available to streamline the recruitment and hiring of individuals with disabilities and disabled Veterans. In an effort to avoid redundancy and to maximize resources, action items for compensable Veterans with disabilities are included in the *DOE Operational Plan and Desktop Reference for Veterans Employment* (<http://humancapital.doe.gov/resources/SOP-and-Reference-Veterans-Employment-Initiative.pdf>).

The following table provides a quick glimpse of these Authorities.

<b>Special Appointment Authorities for Individuals and Veterans with Disabilities</b>		
<b>Appointment Authority</b>	<b>Benefits for Hiring Managers</b>	<b>Eligibility</b>
<p><b>Scheduled A Appointments 5CFR 213.3102(u)</b></p> <ul style="list-style-type: none"> <li>• Non-competitive conversion after 2 years satisfactory performance</li> </ul>	<ul style="list-style-type: none"> <li>• Can appoint without competition</li> <li>• Fill positions quickly</li> <li>• No vacancy announcement needed</li> <li>• Certification of job readiness no longer needed</li> </ul>	<ul style="list-style-type: none"> <li>• Persons with disabilities</li> </ul>
<p><b>Veterans Recruitment Appointment (VRA) Public Law 107-288, 5 C.F.R. Part 307</b></p> <ul style="list-style-type: none"> <li>• Appointments Up to GS-11 or equivalent</li> <li>• Hired into excepted service to positions otherwise in competitive service</li> <li>• Non-competitive conversion after 2 years satisfactory performance</li> <li>• Use if separated from active duty within the last 3 years</li> </ul>	<ul style="list-style-type: none"> <li>• Can appoint eligible Veteran without competition</li> <li>• Fill positions quickly</li> <li>• No vacancy announcement needed; or use of open continuous announcement</li> </ul>	<ul style="list-style-type: none"> <li>• Veteran with disability</li> <li>• Served on active duty in Armed Forces during a war declared by Congress</li> <li>• Served in a campaign or expedition for which a Campaign Badge/ Expeditionary Medal is authorized</li> <li>• Served in a military operation for which an Armed Forces Service Medal was awarded</li> </ul>
<p><b>30% or More Disabled Veterans 5 U.S.C. 3112; 5 C.F.R. 316.302, 316.402, 315.707</b></p> <ul style="list-style-type: none"> <li>• Appointments at any grade level</li> <li>• Appointment to any position where Veteran meets qualification requirements</li> <li>• Time-limited: Appointments min. 60 days</li> <li>• Non-Competitive Conversion at any time during time-limited appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Fill positions quickly</li> <li>• No vacancy announcement needed</li> </ul>	<ul style="list-style-type: none"> <li>• Disabled Veterans with a rating of 30% or more compensable service-connected disability</li> </ul>

### Appropriate Appointment Citations:

All personnel actions related to a veteran appointment under a special hiring authority should incorporate the mandatory statements and authorization codes as set forth in the OPM Guide to Processing Personnel Actions under Chapter 11 and Chapter 9. This quick reference chart is included for convenience and is not meant as a substitute for the OPM Guide. For more information, see: <http://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Processing-Personnel-Actions>.

<b>If the Person is Being Employed As</b>	<b>Nature of Action</b>	<b>NOAC Code</b>	<b>Auth Code</b>	<b>Authority</b>
<i>VRA</i> is employed under <i>VRA</i> in different agency	Transfer	130	J8M	Pub. L. 107-288
<i>VRA</i> no NTE and is not on your agency rolls	Exc. Appt.	170	J8M	Pub. L. 107-288
<i>VRA</i> no NTE and is on your agency rolls	Conv. to Exc. Appt.	570	J8M	Pub. L. 107-288
<i>VRA</i> under temporary appt. and is not on your agency rolls	Exc. Appt. NTE (date)	171	J8M	Pub. L. 107-288
<i>VRA</i> under temp appt. and is on your agency rolls	Conv. to Exc. Appt. NTE (date)	571	J8M	Pub. L. 107-288
<i>VRA</i> completed 2 year appt.	Conv. to Career Appt.	500	LYM	Reg. 315.705
<i>VRA</i> completed 2 year appt.	Conv. to Career-Cond. Appt.	501	LYM	Reg. 315.705
<b>30% or More</b> and is not on your agency rolls	Appt. NTE (date)	115	NEM	Reg. 316.302(b)(4)
<b>30% or More</b> and is on your agency rolls	Conv. to Appt. NTE (date)	515	NEM	Reg. 316.302(b)(4)
<b>Conversion of Temp Appointment Under 30% or More</b> and is on your agency rolls	Conv. to Career-Cond. Appt.	501	LZM	Reg. 315.707
<b>Conversion of Temp Appointment Under 30% or More</b> and is on your agency rolls	Conv. to Career Appt.	500	LZM	Reg. 315.707
<b>Schedule A</b> (Severe Physical Disabilities) no NTE and is not on your agency rolls	Exc. Appt.	170	WUM	213.3102(u)
<b>Schedule A</b> (Intellectual Disability) no NTE and is not on your agency rolls	Exc. Appt.	170	WTA	213.3102(u)
<b>Schedule A</b> (Psychiatric Disability) no NTE and is not on your agency rolls	Exc. Appt.	170	WTB	213.3102(u)
<b>Schedule A</b> (Severe Physical Disabilities) no NTE and is on your agency rolls	Conv. to Exc. Appt	570	WUM	213.3102(u)
<b>Schedule A</b> (Intellectual Disability) no NTE and is on your agency rolls	Conv. to Exc. Appt	570	WTA	213.3102(u)
<b>Schedule A</b> (Psychiatric Disability) no NTE and is on your agency rolls	Conv. to Exc. Appt	570	WTB	213.3102(u)
<b>Conversion of Schedule A, Sec. 213.3102</b>	Conv. to Career Appt	500	L1M	Reg. 315.709
<b>Conversion of Schedule A, Sec. 213.3102</b>	Conv. to Career-Cond. Appt.	501	L1M	Reg. 315.709

## EMPLOYMENT PROGRAMS AND INTERNSHIPS

There are a number of Federal employment programs and intern program opportunities available to aid in addressing workforce needs. These programs offer additional options that can assist managers in entry and mid-level hiring of individuals with disabilities and Veterans with disabilities. Servicing human resources offices must ensure that opportunities for all positions within these programs are open and fair. Please see the Entry Level/Students website for more information: <http://jobs.energy.gov/home-page/entry-level-students>.

### *Career Pathways Program (Executive Order 13562 and 5 CFR 362)*

On December 27, 2010, President Obama signed Executive Order (E.O.) 13562 establishing the Career Pathways Programs, which is comprised of the Internship Program, the Recent Graduates Program and the Presidential Management Fellows (PMF) Program. The Executive order also established a new excepted service Schedule D, a new excepted service appointing authority found in [5 CFR 213](#). The Career Pathways program supplements the competitive hiring process for students and recent college graduates. Upon completion of program requirements, participants may be eligible for non-competitive conversion to a Federal career or career conditional position. For more information, see: <http://energy.gov/hc/employment-and-staffing/recruitment-and-hiring/career-pathways>. Additional information can be found at: <http://www.opm.gov/hiringreform/pathways/>.

### *Intern Program*

The intern program is for students and individuals accepted for enrollment in a qualified educational program. The Internship Program provides students with paid opportunities to explore Federal careers while remaining enrolled in school. Internship appointments can take place at any time of the year so long as the candidate maintains a student status. All rules regarding veterans' preference, nepotism, ethics, prohibited personnel practices, and merit system principles apply. The program offers flexible work schedules, competitive pay, and the ability to gain experience while still completing their academic pursuits. The Internship Program is comprised of two paths:

- Interns **with** a Not-to-Exceed (NTE) date, and
- Intern **without** a NTE date

### *Recent Graduate Program*

The Energy/NNSA Career Pathways Recent Graduate Program offers developmental opportunities for individuals who have recently graduated within the last two years or obtained certificates from qualifying educational institutions. This one year program will offer training opportunities, mentorship, and the ability to gain meaningful work experience with the Department of Energy. Appointments may be made up to the GS-09 (or equivalent) grade level. Recent Graduates in a STEM-related field (science, technology, engineering or math) may be appointed up to the GS-11 (or equivalent) level.

Preference eligible Veterans prevented from applying during the 2 year timeframe due to a military service obligation begin their 2-year eligibility period upon release or discharge from active duty. In this case, Pathways eligibility for a veteran cannot exceed 6 years from the date on which the veteran completed his or her degree (or certification).

The Recent Graduate Program serves as a supplement to DOE's workforce pipeline development efforts. It does not replace nor substitute competitive procedures. This authority should be used in conjunction with other hiring authorities based on the Office's overall hiring. The Career Pathways Program is just one of the key components of the Department's workforce planning strategy.

#### *Presidential Management Fellows Program (PMF)*

This program is another viable opportunity to hire individuals with disabilities. The PMF program is a 2-year leadership and career development and training program that attracts outstanding individuals at the graduate degree level who have an interest in and commitment to a career in public service. PMF candidates are Master's degree candidates, who are nominated by their colleges or universities, to apply for the program. Finalists must complete a rigorous and competitive process administered by the Office of Personnel Management (OPM) which will subsequently approve a list of PMF finalists in mid-March to early April to be considered and hired into the Federal workforce. PMF hires can be made at the GS-9, GS-11 or GS-12 level or equivalent. Additional information on the Program may be found by visiting <http://www.pmf.opm.gov>.

#### Intern Programs (Professional Development)

Intern programs such as the Workforce Recruitment Program (WRP) and stipend based programs are a valuable recruitment tool for attracting individuals with disabilities into the workforce. See Appendix E for more information on the WRP. Intern development programs such as the WRP are designed to provide conversion strategies that facilitate hiring. Managers are strongly encouraged to integrate the use of intern programs as a recruitment vehicle to achieve workforce and succession planning objectives.

#### Simplified Hiring Through Veterans Employment Programs

The following programs provide training and practical job experience for Veterans and military service personnel who have been or are facing medical separation from active duty. Additional resources are offered to assist employers in matching and training participants. While there is no obligation to hire the Veteran, the goal of the programs is for the Veteran to obtain employment in the hosting office or in a similar office. See Title 38, C.F.R. Chapter 31 for more information.

#### *VR&E On the Job Training Program (OJT)*

Through this program, the Veteran is hired at the apprentice level and Veterans Affairs supplements the salary up to the maximum allowable under on-the-job training regulations. As the Veteran progresses through training, DOE pays more of the salary until the Veteran reaches the full performance level. This program is similar to the Federal Career Intern Program. Offices wishing to utilize this option instead of FCIP will

collaborate with the Office of Human Resource Services (HC-30) or your servicing human resources office to develop a program in accordance with regulation and DOE policy.

*VR & E Non-Paid Work Experience Program (NPWE)*

The Office of the DOE Chief Human Capital Officer has established a Memorandum of Understanding with the Veterans Affairs Washington Regional Office for participation in the DC Metropolitan area. Through this program the Veteran works towards gaining and/or strengthening particular skill sets over a 90-day period and VA pays the monthly subsistence allowance. Servicing human resources offices with delegated examining authority will develop internal standard operating procedures and work directly with local Veterans Affairs Employment Coordinators to establish a Memorandum of Understanding for participation in their areas.

<b>Quick Comparison of Vocational Rehabilitation Programs</b>		
	<b>OJT</b>	<b>NPWE</b>
<b>Benefits to Your Organization</b>		
• Easy Access to quality Veterans prescreened for specific position	✓	✓
• Does not require an FTE or salary dollars	✓	✓
• Salary costs supplemented by Veterans Affairs up to the journeyman level		✓
• Offers 90-day period to assess Veteran’s fit before hiring		✓
• Longer Program Period – similar to internship	✓	
• Minimal paperwork	✓	✓
• New pool of candidates weekly	✓	✓
<b>Benefits to the Veteran</b>		
• Establishes employment history	✓	✓
• Provides exposure to employment opportunities in selected occupations	✓	✓
• Provides training and development to build skills necessary to meet basic qualification requirements for the position of interest	✓	
• Offers short-term opportunity to develop job skills that will lead to employment		✓
• Easy access to opportunities that offer consideration toward employment (foot-in-the-door)	✓	✓

More details about the Non-Paid Work Experience Program are available in the DOE Operational Plan and Desktop Reference for the Veterans’ Employment Initiative found at: <http://energy.gov/hc/employment-and-staffing/recruitment-and-hiring/veterans-recruitment>.

**KEY ELEMENTS OF THE DISABILITY EMPLOYMENT  
RECRUITMENT AND RETENTION PROCESS**

**Recruitment**

Resources are identified in the plan to assist managers in attracting and hiring individuals with disabilities as outlined in the goals and objectives. Hiring officials are ultimately responsible for achieving these goals and must integrate disability hiring into their recruitment and succession planning strategies. To assist in this process, information on disability hiring resources is provided in Appendix C and D.

The Office of the Chief Human Capital Officer and human resources professionals will partner with hiring officials to help them achieve these goals. Annually, the Office of the Chief Human Capital Officer will organize and conduct a number of corporate recruiting events to help managers attract talent. Program Offices should collaborate with their servicing HR offices to actively participate whenever possible and integrate these sources into recruitment plans. The corporate events are expected to be supplemented by recruitment of individuals with disabilities within the local areas including colleges and universities. Whenever possible, Veterans and/or people with disabilities should accompany HR professionals to recruitment events. Veteran and Disability employment points-of-contact have been established within each of the program/HR areas to provide valuable input into processes and strategies, and offer an additional level of service to individuals with disabilities. They will collaborate with managers, human resources professionals, special employment program coordinators, and internal and external stakeholders on the hiring of individuals with disabilities. For detailed information, see “Roles and Responsibilities” on pages 10 - 13.

### **Best Practices in Recruitment**

The Department’s ability to attract and retain top talent requires that the recruitment message resonate with the audience. DOE offers innovative, secure careers with rapid growth potential and the opportunity to be a part of a smart, creative and supportive workforce. The Office of the Chief Human Capital Officer launched the “Only Here.....will you define the future of energy” marketing and branding campaign. Some marketing messages DOE will include on corporate marketing and within the local communities are:

- DOE is committed to fostering a culture of diversity
- Our innovative careers allow you to work with the most exciting technologies and scientific advances available
- We discover, deliver and manage the energy breakthroughs that keep the nation and its economy safe and secure.
- DOE invests thousands of dollars in employee training
- There are more Nobel Laureates in DOE than all other agencies combined
- Some of the most cutting-edge research and technology can be found within DOE and its National Laboratory System
- DOE has leadership training programs

In addition to building the right recruitment message, DOE is committed to reaching individuals with disabilities through the use of social networking sites. DOE Headquarters has expanded its use of social networking. LinkedIn is a site that enables candidates to locate job information through word search capabilities. Facebook and Twitter are used to build fun, interactive activities that will attract candidates by teaching them about the DOE mission. In the coming months, DOE expects to launch a new interactive game for mobile devices that will teach players about DOE mission areas.

Recruiting individuals with disabilities across the Department will take a collaborative effort among human resources professionals and disability employment coordinators. There are a

number of activities currently underway by human resources offices to improve the hiring of persons with disabilities:

- The Selective Placement Coordinators across the department respond to numerous inquiries from candidates seeking employment information under the Schedule A hiring authority and the hiring process.
- The Environmental Management Consolidated Business Center (EMCBC) has established networking relationships with area universities disability employment offices. The EMCBC notifies Schedule A applicants of missing documentation in their application, and provides links to disability employment resources.
- The Office of Science, Oak Ridge Office (ORO) networks with a variety of local organizations supporting individuals with disabilities. For example, they work closely with the East Tennessee Technology Access Center to have certified counselors visiting the workstations of newly hired individuals with disabilities to identify any accommodations that might be provided in their work areas in order to enhance their comfort and potential success. In addition to identifying helpful workplace devices and aids, this review by a certified counselor provides both the employer and the employee with advice and guidance about how to better arrange the work station, necessary equipment, etc.
- The Southwestern Power Administration (SWPA) continues to compile a list of organizations for persons with disabilities and forwards announcements to those organizations. SWPA responds to all requests from individuals with disabilities seeking assistance in finding a federal position, and provides detailed information on the Schedule A hiring authority. Often these individuals are seeking jobs in Agencies other than DOE, but have not been able to find other SPPC contacts in Oklahoma.
- The Idaho Operations Office participated in two *Hiring Our Heroes* career fairs presented by the U.S. Chamber of Commerce in 2012/2013. This is a job fair for veterans, active duty military members, Guard and Reserve members, and military spouses. Contact is maintained with local Department of Labor Veterans' Coordinator and the local Veteran's Administration Coordinator to assist veterans with the job application process. ID has also provided a training session to local hiring managers to educate them on Veteran hiring authorities.
- The National Energy Technology Laboratory (NETL), partnered with the U.S. Department of Veterans Affairs/Regional Office in utilizing the VetSuccess Program to provide a work experience opportunity for a disabled veteran whose skills fit well in the Site Operations organization at NETL.
- The National Nuclear Security Administration (NNSA) Equal Employment Opportunity Program Manager and Deputy Manager are members of the New Mexico Federal Executive Board's (FEB) Diversity Council. The FEB Diversity Council sponsors an annual Federal Career Expo which provides employment information to persons with individuals on how to apply for Federal jobs under Schedule A. The FEB also sponsors monthly instruction specifically on the USAJOBS application process. In addition, NNSA continues to support the Operation Warfighter (OWF) program.



### **Job Matching**

Human resource professionals and Selective Placement Coordinators within the DOE/NNSA program areas must be prepared to offer guidance and informational resources as needed to assist the individuals with disabilities in better positioning themselves for the right career opportunities and navigating the hiring process.

### **Removing Barriers**

There are a number of barriers, both real and perceived, to the employment of individuals with disabilities. Many of the goals and objectives established in this plan were designed to remove barriers. With collaboration, proper planning and the broad use of available resources, many of these obstacles can and should be eliminated.

All too often DOE career opportunities are of a scientific and highly technical nature that requires specialized skills and educational requirements. For certain highly technical positions, candidate pools are limited and competition for talent is high. For this reason, substantial effort and pre-planning must take place that results in a list of the highest qualified candidates for the position.

### **Encourage Individuals with Disabilities to Apply**

All vacancy announcements, student employment, and internship opportunities must include a statement encouraging individuals with disabilities to apply. In addition, the announcements will contain information explaining how to apply under Schedule A.

The OPM Shared Register of Schedule A candidates with disabilities is available to the disability employment points-of contact. The shared register includes candidates for the following frequently hired occupational groups: contracting, legal, finance/accounting, engineering, human resources, mathematics, admin support, logistics, business administration, information technology/computer science, healthcare, languages, and criminal justice. The OCHCO will continue to share this register with servicing human resources offices.

### **Increased Use of Hiring Flexibilities**

Human Resources professionals should educate and encourage hiring officials in the use of special hiring authorities and flexibilities to improve the time it takes to hire talent. DOE provides annual training on special hiring authorities through the On-line Learning Center. The sessions are also available through the HR University: <http://www.hru.gov/>. For more information see the FedshireVets website: <http://www.fedshirevets.gov/job/shav/index.aspx#vra>.

### **Reasonable Accommodation**

In accordance with regulation, managers must determine and provide reasonable accommodations, increasing technology access, and ensuring the accessibility of physical and virtual workspaces for individuals with disabilities. “Title I of the Americans with Disabilities Act of 1990 (the ADA), requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship.” For a list of the DOE Reasonable Accommodation POCs see Appendix F.



"In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities."

There are three categories of "reasonable accommodations":

- "(i) modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires; or
- (ii) modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or
- (iii) modifications or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities."

Reasonable accommodation is available to qualified applicants and employees with disabilities.<sup>(5)</sup> Reasonable accommodations must be provided to qualified employees regardless of whether they work part- time or full-time, or are considered "probationary." Generally, the individual with a disability must inform the employer that an accommodation is needed."<sup>1</sup>

For more information on reasonable accommodation see: <http://energy.gov/hc/downloads/doe-reasonable-accommodation-procedures> or the Equal Employment Opportunity Commission (EEOC): <http://www.eeoc.gov/policy/docs/accommodation.html>.

### **Relatives**

A relative may work in the same agency with an employee when there is no direct reporting relationship and the employee is not in a position to influence or control the relative's appointment, employment, promotion or advancement within the agency (see 5 CFR 362.105 (f)). In addition, rules of impartiality in performing official duties and ethics apply. For additional information about these regulations you may visit <http://www.oge.gov/Topics/Use-of-Government-Position-and-Resources/Remaining-Impartial/>.

### **Protecting Our Workers and Ensuring Reemployment (POWER) Initiative**

On July 19, 2010, President Obama established a 4-year Protecting Our Workers and Ensuring Reemployment (POWER) Initiative, covering fiscal years 2011 through 2014. The POWER Initiative extends prior workplace safety and health efforts of the Federal Government by setting more aggressive performance targets, encouraging the collection and analysis of data on the causes and consequences of frequent or severe injury and illness, and prioritizing safety and health management programs that have proven effective in the past.

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<sup>5</sup> Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under Americans With Disabilities Act

**Protecting Our Workers and Ensuring Reemployment (POWER) Initiative (Continued)**

The POWER initiative sets forth minimum targets for improvement in each of the seven goals below.

- Goal 1 – Reduce total injury and illness case rates
- Goal 2 – Reduce lost time injury and illness case rates
- Goal 3 – Analyze lost time injury and illness data
- Goal 4 – Increase the timely filing of workers’ compensation injury and illness notices
- Goal 5 – Increase the timely filing of wage-loss claims
- Goal 6 – Reduce lost production day rates
- Goal 7 – Increase return to work outcomes for Federal employees who sustain serious workplace injuries or illness

**FY09 POWER Baseline and Targets  
FY11 through FY14**

<b>Department of Energy Goals</b>	<b>FY 09 Performance</b>	<b>FY 11 Targets</b>	<b>FY 12 Targets</b>	<b>FY13 Targets</b>	<b>FY14 Targets</b>
Total Case Rate	1.66	1.64	1.59	TBD	TBD
Loss Time Case Rate	0.67	1 or less	1 or less	1 or less	1 or less
Timeliness (Forms CA-1 and CA-2)	63.8%	65.7%	70.0%	75.0%	80.0%
Timeliness (Form CA-7)	74.4%	74.4%	74.4%	74.4%	74.4%
Lost Production Days	17	16.8	16.7	16.5	16.3

Note:

- Total case rates for FY 2012 through FY 2014 will be published annually.
- If the Department maintains a lost time case rate at one or less per year, no further reduction is required.

For additional information about the POWER Initiative visit

<http://www.dol.gov/owcp/dfec/power/>. In addition, return-to-work resources are available at:

<http://www.dol.gov/odep/return-to-work/index.htm> and

[http://www.dol.gov/owcp/dfec/ppt/JobOffers/JOBOFFERS\\_files/frame.htm](http://www.dol.gov/owcp/dfec/ppt/JobOffers/JOBOFFERS_files/frame.htm)

DOE Progress:

In FY12 DOE met its POWER goals. For more information see the FY12 Occupational Safety and Health Report:

[http://www.hss.doe.gov/sesa/corporatesafety/feosh/docs/FY2012\\_DOE\\_Annual\\_FEOSH\\_Report\\_to\\_OSHA.pdf](http://www.hss.doe.gov/sesa/corporatesafety/feosh/docs/FY2012_DOE_Annual_FEOSH_Report_to_OSHA.pdf).

## **Orientation**

In addition to undergoing the agency orientation, as is true with any new employee, an office orientation is necessary to help individuals with disabilities become acclimated to the office and provide every opportunity for success. Specialists and managers should be prepared to discuss the mission of the office and its program areas, office environment and management expectations, offer information on where to find available resources, and introduce the staff. Suggested topics for a discussion with the immediate supervisor should include: a review of the requirements of position; the performance evaluation process; and a question and answer session. DOE participants of military vocational rehabilitation programs should have already undergone the office orientation and this step would be unnecessary unless hired into a different office within DOE.

## **Mentoring**

Each new hire below the full performance level will be assigned a mentor to offer individualized assistance that can help them quickly assimilate into the DOE environment and become a highly effective member of the workforce. The mentor should be someone other than the manager who can answer day-to-day questions and provide that essential link between training and real life application. Mentored employees have a stronger commitment to the organization and are less likely to leave.<sup>2</sup> While many employees expect to change jobs within 2 to 3 years, this timeframe can often be extended with good coaching and mentoring. Also, check with your local training office for a mentoring program that can provide an additional level of mentoring. In Headquarters, the Office of Learning and Workforce Development (HC-20) manages the Department's Mentoring Program and can work with your office to find a match.

## **Social Networking**

A new level of transparency has been created within government and the use of social networking sites such as Facebook and Twitter have changed the way we communicate. The use of social media sites to search for job information is commonplace while progressive organizations are using it to stimulate conversation and community around their products and services.

The Office of the Chief Human Capital Officer has implemented the use of virtual recruitment, Facebook and Twitter for the purpose of marketing the Department and attracting top talent. Information of importance for individuals with disabilities will be integrated within the coming year. Whenever these capabilities are established within DOE elements, use of social networking for marketing and recruitment is encouraged and assist the Department in attracting top talent.

## **Opportunities for Socializing**

Positive business impact and retention result from enabling collaboration and fostering community among employees. Managers are encouraged to provide opportunities for individuals with disabilities to collaborate with local disability employment groups. These practices help to establish a broader knowledge base, and often result in increased confidence and job satisfaction.

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<sup>2</sup> 10/11/2006 Corporate Mentoring Programs on the Upswing: Society for Industrial and Organizational Psychology

## **Training and Development**

DOE policy stipulates that employees must have an Individual Development Plans (IDP). Hiring officials will offer additional assistance, as needed for individuals with disabilities to establish an IDP that addresses their individual skills gaps and helps to prepare them for advancement opportunities. A broad range of developmental options including participation in leadership development programs must be integrated into succession planning and IDPs to enhance the knowledge and skills of all employees. Where training resources are limited, look for low or no cost options, such as online learning. Consult your local training administrator for assistance.

## **Monitoring Progress**

DOE Order 331.1C, Employee Performance Management and Recognition Program established requirements and responsibilities for performance management at GS-15 and below, or equivalent. See: <https://www.directives.doe.gov/directives/0331.1-BOrder-c/view>. In addition to these requirements, good management practices include frequent on-going communication with the employee. Progress should be monitored throughout the year as opposed to only when performance evaluations are due. Through regular observation and feedback, hiring officials can increase employee motivation and success. Communications become stronger and the employee is given an opportunity to provide input. Employees who are encouraged to feel they have contributed to the mission are generally more enthusiastic and motivated. More importantly, frequent interactions allow management to identify barriers that can prove to be an obstacle to the employee's success and address these issues through timely adjustments of resources, training, or assignments necessary for the individuals with disabilities to be successful.

In addition, frequent communication creates opportunities for hiring officials to provide timely, informal recognition for a job well done, outside of the formal awards process. This also leads to a higher level of job satisfaction, performance and retention.

## **Program Evaluation**

### **Program Performance Measures**

- Individuals with disabilities recruitment and retention practices are integrated into recruitment and succession planning
- Information and resources are readily available for Individuals with disabilities and hiring officials
- HR Professionals and hiring officials are trained in the use of Schedule A hiring authority
- Resources are dedicated to Individuals with disabilities recruitment and retention
- Increased activity in Individuals with disabilities recruitment events, job fairs, and workshops
- Colleges and universities become part of the DOE network
- Increase in number of individuals with disabilities hired
- Wide use of sources, media and networks to attract individuals with disabilities
- IDPs established for training purposes

### Tracking Program Performance

Servicing human resources offices are responsible for collecting, tracking and reporting data associated with their efforts under the disability employment initiative. Hiring officials will be held accountable for results through the 5 year accountability audits. In addition, hiring officials are required to provide any requested data to the Office of the Chief Human Capital Officer in a timely fashion. Periodically, analyses and reviews will be conducted to determine the efficacy of the program. Improvements will be made, as necessary, to remove identified barriers and enhance opportunities for employees with disabilities.

**APPENDICES**

**SELF IDENTIFICATION OF DISABILITY**

**SELF-IDENTIFICATION OF DISABILITY**  
*(see instructions and Privacy Act information on reverse)*

Last Name, First Name, and MI	Date of Birth (mm/yy)	Social Security Number	ENTER CODE HERE _____ > <input type="text"/>
<p><b>Definition:</b>                  An individual with a disability: A person who (1) has a physical impairment or mental impairment (psychiatric disability) that substantially limits one or more of such person's major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment. This definition is provided by the Rehabilitation Act of 1973, 29 U.S.C. 701 et. seq., as amended.</p>		<p><b>Purpose:</b>                  Self-identification of disability status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.</p>	
<p><b>Part I. Targeted/Severe Disabilities</b></p> <p><b>Hearing</b>                  18 - Total deafness in both ears (with or without understandable speech)</p> <p><b>Vision</b>                  21 - Blind (inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception)</p> <p><b>Missing Extremities</b>                  30 - Missing extremities (missing one arm or leg, both hands or arms, both feet or legs, one hand or arm and one foot or leg, one hand or arm and both feet or legs, both hands or arms and one foot or leg, or both hands or arms and both feet or legs)</p> <p><b>Partial Paralysis</b>                  69 - Partial paralysis (because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including both hands; any part of both arms or legs; one side of the body, including one arm and one leg; and/or three or more major body parts)</p> <p><b>Complete Paralysis</b>                  79 - Because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including both hands; one or both arms or legs; the lower half of the body; one side of the body, including one arm and one leg; and/or three or more major body parts</p> <p><b>Other Impairments</b>                  82 - Epilepsy                  90 - Severe intellectual disability                  91 - Psychiatric disability                  92 - Dwarfism</p>		<p><b>Part II. Other Disabilities</b></p> <p><b>Hearing Conditions</b>                  15 - Hearing impairment/hard of hearing</p> <p><b>Vision Conditions</b>                  22 - Visual impairments (e.g., tunnel or monocular vision or blind in one eye)</p> <p><b>Physical Conditions</b>                  26 - Missing extremities (one hand or one foot)                  40 - Mobility impairment (e.g., cerebral palsy, multiple sclerosis, muscular dystrophy, congenital hip defects, etc.)                  41 - Spinal abnormalities (e.g., spina bifida, scoliosis)                  44 - Non-paralytic orthopedic impairments: chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body                  51 - HIV Positive/AIDS                  52 - Morbid obesity                  61 - Partial paralysis of one hand, arm, foot, leg, or any part thereof                  70 - Complete paralysis of one hand                  80 - Cardiovascular/heart disease with or without restriction or limitation on activity; a history of heart problems w/complete recovery                  83 - Blood diseases (e.g., sickle cell anemia, hemophilia)                  84 - Diabetes                  86 - Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.)                  87 - Kidney dysfunction (e.g., required dialysis)                  88 - Cancer (present or past history)                  93 - Disfigurement of face, hands, or feet (such as those caused by burns or gunshot wounds) and noticeable gross facial birthmarks                  95 - Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia, etc.)                  98 - History of alcoholism</p> <p><b>Speech/Language/Learning Conditions</b>                  13 - Speech impairment - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy                  94 - Learning disability - a disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) (e.g., dyslexia, ADD/ADHD)</p> <p><b>Other Options</b>                  01 - I do not wish to identify my disability status. (Please read the notes on the next page.) (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.)                  05 - I do not have a disability.                  06 - I have a disability, but it is not listed on this form.</p>	



**The Rehabilitation Act of 1973**

The Rehabilitation Act of 1973 (P.L. 93-112) requires each agency in the executive branch of the Federal Government to establish programs that will facilitate the hiring, placement, and advancement of individuals with disabilities. The best means of determining agency progress in this respect is through the production of reports at certain intervals showing such things as the number of employees with disabilities who are hired, promoted, trained, or reassigned over a given time period; the percentage of employees with disabilities in the workforce and in various grades and occupations; etc. Such reports bring to the attention of agency top management, the U.S. Office of Personnel Management (OPM), and the Congress deficiencies within specific agencies or the Federal Government as a whole in the hiring, placement, and advancement of individuals with disabilities and, therefore, are the essential first step in improving these conditions and consequently meeting the requirements of the Rehabilitation Act.

The disability data collected on employees will be used only in the production of reports such as those previously mentioned and not for any purpose that will affect them individually. The only exception to this rule is that the records may be used for selective placement purposes and selecting special populations for mailing of voluntary personnel research surveys. In addition, every precaution will be taken to ensure that the information provided by each employee is kept to the strictest confidence and is known only to those individuals in the agency Personnel Office who obtain and record the information for entry into the agency's and OPM's personnel systems. You should also be aware that participation in the disability reporting system is entirely voluntary, **with the exception of employees appointed under Schedule A, SECTION 213.3102(u) (Severely Physically Handicapped); and Schedule B, section 213.3202(k) (Mentally Recovered)**. These employees will be requested to identify their disability status and if they decline to do so, their correct disability code will be obtained from medical documentation used to support their appointment. No other employees will be required to identify their disability status if they feel for any reason it is not in their best interest to have this information officially recorded outside of medical records. We request only that anyone wishing to have this information entered in the agency's and OPM's personnel systems indicate this to their personnel office, rather than intentionally miscoding themselves, since false responses will seriously damage the statistical value of the reporting system.

In those instances where the employee is or was hired under Schedule A, section 213.3102(t) (Mental Retardation), the Personnel Director or his/her designee (a Vocational Rehabilitation Counselor may also be helpful) **will assist the individual in completing this form and ensure that the employee fully understands the meaning of the form and the options available to him/her, as noted above.**

Employees will be given every opportunity to ensure that the disability code carried in their agency's and OPM's personnel systems is accurate and is kept current. They may exercise this opportunity by asking their Personnel Officer to see a printout of the code and definition from their records. The code carried on employees in the agency's system will be identical to that carried in OPM's system.

Your cooperation and assistance in establishing and maintaining an accurate and up-to-date disability report system is sincerely appreciated.

**Privacy Act Statement**

Collection of the requested information is authorized by the Rehabilitation Act as amended (P.L. 93-112). Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permits agencies to use the SSN as the means for identifying persons with disabilities in personnel information systems. Your SSN will only be used to ensure that your correct disability code is recorded along with other employee information that your agency and OPM maintain on you. Furnishing your SSN or any other data requested for this collection effort is voluntary and failure to do so will have no effect on you. It should be noted, however, that where individuals decline to furnish their SSN, the SSN will be obtained from other records in order to ensure accurate and complete data. Employees appointed under Schedule A, section 213.3102 (t) (Severe Intellectual Disorder), Schedule A, Section 213.3102 (u) (Severely Physically Handicapped) or Schedule A, section 213.3202 (gg) (Persons with psychiatric disabilities) are requested to furnish an accurate disability code, but failure to do so will not affect them. Where employees hired under one of these appointing authorities fail to disclose their disability(ies), however, the appropriate code will be determined from the employee's existing records or medical documentation physically submitted upon appointment.



**ROLLUPS, REDEFINITIONS, AND ADDITIONS TO DISABILITY CODES**

<b>Targeted Disabilities (Severe)</b>			
<b>New SF 256 Category</b>	<b>Old SF 256 Category</b>	<b>New Code &amp; Definition</b>	<b>Previous Code &amp; Definition</b>
Hearing	Hearing Impairments	18- Total deafness in both ears (with or without understandable speech)	16- Total deafness in both ears, with understandable speech. 17- Total deafness in both ears, and unable to speak clearly.
Vision	Vision Impairments	21- Blind (inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception)	23- Inability to read ordinary size print, not correctable by glasses (Can read oversized print or use assisting devices such as glass or projector modifier). 25- Blind in both eyes (No usable vision, but may have some light perception)
Missing Extremities	Missing Extremities	30- Missing extremities (missing one arm or leg, both hands or arms, both feet or legs, one hand or arm and both feet or legs, both hands or arms and one foot or leg, or both hands or arms and both feet or legs)	28- One arm 32- One leg 33- Both hands or arms 34- Both feet or legs 35- One hand or arm and one foot or leg 36- One hand or arm and both feet or legs 37- Both hands or arms and one foot or leg 38- Both hands or arms and both feet or legs
Partial Paralysis	Partial Paralysis	69- Partial paralysis (because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including both hands; any part of both arms or legs; one side of the body, including one arm and one leg; and/or three or more major body parts)	64- Both hands 65- Both legs, any part 66- Both arms, any part 67- One side of body, including one arm and one leg 68- Three or more major parts of the body (arms and legs)

<b>Targeted Disabilities (Severe)</b> <b>Continued</b>			
<b>New SF 256 Category</b>	<b>New SF 256 Category</b>	<b>New SF 256 Category</b>	<b>New SF 256 Category</b>
Complete Paralysis	Complete Paralysis	79- because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including both hands; one or both arms or legs; the lower half of the body; one side of the body, including one arm and one leg; and/or three or more major body parts	71- Both hands 72- One arm 73- Both arms 74- One leg 75- Both legs 76- Lower half of body, including legs 77- One side of body, including one arm and one leg 78- Three or more major parts of the body (arms and legs)
Other Impairments	Other Impairments	82- Epilepsy	82- Convulsive disorder (e.g. epilepsy)
		90- Severe intellectual disability	90- Mental retardation (A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A)
		91- Psychiatric disability	91- Mental or emotional illness (A history of treatment for mental or emotional problems)
		92- Dwarfism	92- Severe distortion of limbs and/or spine (e.g. dwarfism, kyphosis [severe distortion of back])

Non-targeted Disabilities			
New SF 256 Category	Old SF 256 Category	New Code & Definition	Previous Code & Definition
Hearing Conditions	Hearing Impairments	15- Hearing impairment/hard of hearing	15- Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid)
Vision Conditions	Vision Impairments	22- Visual impairments (e.g., tunnel or monocular vision or blind in one eye)	22- Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected-"Tunnel vision") 24- Blind in one eye
Physical Conditions	Missing Extremities	26- Missing Extremities (one hand, one foot, or one hand and one foot)	27- One hand 29- One foot
	<i>[New code: no corresponding old category name.]</i>	40- Mobility impairment	<i>[New code: no corresponding old code.]</i>
		41- Spinal abnormalities (e.g., spina bifida, scoliosis)	<i>[New code: no corresponding old code.]</i>
		51- HIV Positive/AIDS	<i>[New code: no corresponding old code.]</i>
		52- Morbid obesity	<i>[New code: no corresponding old code.]</i>
		95 - Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia, etc.)	<i>[New code: no corresponding old code.]</i>
		98 - History of alcoholism	<i>[New code: no corresponding old code.]</i>
	Non-paralytic Orthopedic Impairments (Because of chronic pain, stiffness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body)	44- Non-paralytic orthopedic impairments: chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body	44- One or both hands 45- One or both feet 46- One or both arms 47- One or both legs 48- Hip or pelvis 49- Back 57- Any combination of two or more parts of the body

	Partial Paralysis	61- Partial paralysis of one hand, arm, foot, leg, or any part thereof	61- One hand 62- One arm, any part 63- One leg, any part
	Complete Paralysis	70- Complete paralysis of one hand	70- One hand
	Other Impairments	80- Cardiovascular/heart disease with or without restrictions or limitation on activity; a history of heart problems w/ complete recovery	80- Heart disease with no restriction or limitation of activity (History of heart problems with complete recovery)  81- Heart disease with restriction of limitation of activity
		83 - Blood diseases (e.g., sickle cell anemia, hemophilia)	<i>[Roughly same as new code. Inserted for reference.]</i>
		84 - Diabetes	<i>[Roughly same as new code. Inserted for reference.]</i>
		86 - Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.)	<i>[Roughly same as new code. Inserted for reference.]</i>
		87 - Kidney dysfunction (e.g., required dialysis)	<i>[Roughly same as new code. Inserted for reference.]</i>
		88- Cancer (Present or past history)	88- Cancer- a history of cancer with complete recovery 89- Cancer- undergoing surgical and/or medical treatment
		93 - Disfigurement of face, hands, or feet (such as those caused by burns or gunshot wounds) and noticeable gross facial birthmarks	<i>[Roughly same as new code. Inserted for reference.]</i>
Speech/Language/Learning Conditions	Speech Impairments	13 - Speech impairment - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy	<i>[Roughly same as new code. Inserted for reference.]</i>

	Other Impairments	94 - Learning disability - a disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) (e.g., dyslexia, ADD/ADHD)	<i>[Roughly same as new code. Inserted for reference.]</i>
<b>Other Options</b>			
<b>New SF 256 Category</b>	<b>Old SF 256 Category</b>	<b>New Code &amp; Definition</b>	<b>Previous Code &amp; Definition</b>
Other Options	<i>[No old title.]</i>	01 - I do not wish to identify my disability status. (Please read the notes on the next page.) (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.)	<i>[Roughly same as new code. Inserted for reference.]</i>
		05 - I do not have a disability.	<i>[Roughly same as new code. Inserted for reference.]</i>
		06 - I have a disability, but it is not listed on this form.	<i>[Roughly same as new code. Inserted for reference.]</i>

**Notes:**

- Beginning 09/26/2010, new hires will complete the new SF 256. Agencies may, but are not required to, resurvey their current employees with the new SF 256.
- Every code on the new SF 256 appears on the table above.
- Combining new (bolded) and old codes, the following common definitions apply:
  - Targeted disability = 16 – **18, 21**, 23, 25, 28, **30**, 32 – 38, 64 – **69**, 71 – **79**, 82, 90 – 92
  - Non-targeted disability = 06, 13, 15, 22, 26, 27, 29, **40, 41**, 44 – 49, **51, 52**, 57, 61 – 63, 70, 80, 83 – 89, 93 – **95**, 96 – **98**
  - No disability = 04, 05
  - Disability status unknown = 01,

**FORMS FOR NPWE VOCATIONAL REHABILITATION PROGRAM**

OMB Approved No. 2900-0678  
Respondent Burden: 15 Minutes

<b>Department of Veterans Affairs</b>																			
<p><b>AGREEMENT TO TRAIN ON THE JOB DISABLED VETERANS</b> (Chapter 31, Title 38, U.S. Code)</p>																			
<p><b>Privacy Act Notice:</b> VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, published in the Federal Register. Your obligation to respond is required to obtain or retain benefits. The requested information is considered relevant and necessary to determine maximum benefits under the law. Payment of accrued benefits cannot be made unless the information requested is furnished as required by existing law (38 CFR 3.1000 and 3.1001). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others may be subject to verification through computer matching programs with other agencies.</p> <p><b>Respondent Burden:</b> We need this information to determine, establish or verify your eligibility for VA Vocational Rehabilitation and Employment benefits (38 U.S.C. 5902). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 15 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB internet Page at <a href="http://www.whitehouse.gov/omb/library/OMB/INVA/EPA.html#VA">www.whitehouse.gov/omb/library/OMB/INVA/EPA.html#VA</a>. If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.</p>																			
<p>THIS AGREEMENT, entered into as of the _____ day of _____, 20____, between (Legal Name and Address of the Establishment) _____</p> <p>(hereinafter referred to as the Establishment) and the Department of Veterans Affairs for the purpose of implementing the provisions of Chapter 31, Title 38, U.S. Code with reference to training on the job of disabled veterans, provides:</p> <p>A. That the Establishment will:</p> <ol style="list-style-type: none"> <li>1. Accept, from time to time and within its own discretion in each case, disabled veterans for a course of training on the job which will render each employable in accordance with the provisions of law for the following job objectives:</li> </ol>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">JOB OBJECTIVE</th> <th style="text-align: center;">LENGTH IN MONTHS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	JOB OBJECTIVE	LENGTH IN MONTHS																	
JOB OBJECTIVE	LENGTH IN MONTHS																		
<ol style="list-style-type: none"> <li>2. Maintain in its file a detailed course of training for each occupation for which training will be made available to veterans.</li> <li>3. Provide competent instruction to each veteran in accordance with his or her individual training program prepared by the Department of Veterans Affairs in collaboration with the Establishment, subject to such subsequent modifications as may be mutually agreed upon as being necessary to effect the successful rehabilitation of each veteran.</li> <li>4. Provide close supervision of each veteran while he or she is undergoing training, in order that the employment objective may be reached within the time limits stated in his/her individual training program.</li> <li>5. Furnish, at the Establishment's expense, to each veteran such books, tools, equipment, and material as are customarily furnished without cost by the Establishment to all other trainees in the same course.</li> <li>6. Maintain adequate progress reports which will at any time disclose the performance of each veteran in training.</li> <li>7. Report to the Department of Veterans Affairs Regional Office serving the area in which each veteran is receiving training, in such form and at such times as may be required, information as to the conduct and progress of each veteran in training and the amount of wages plus any other remuneration paid to him or her by the Establishment.</li> </ol>																			

VA FORM 28-1904  
OCT 2005

8. Report immediately to the Regional Office of the Department of Veterans any situation regarding each veteran in training which indicated the need for attention of the Department of Veterans Affairs.
9. Cooperate with the Department of Veterans Affairs in the carrying out of any supervisory function required for the Department of Veterans Affairs by law and Veterans Affairs regulations.
10. Upon completion of the training, issue to each veteran a signed statement or certificate which will indicate the length and type of training provided, and the fact that he or she has satisfactorily completed his or her individual training program.

B. That the Department of Veterans Affairs will:

1. Enter veterans as they are eligible and available into those training programs in which the Establishment will accept them.
2. Exercise supervision of the veterans in training to the extent necessary to protect the interest of the Federal Government and the veterans.
3. Furnish to each veteran, at the expense of the Department of Veterans Affairs, such books, tools, equipment, and materials, in addition to any supplied by the Establishment, commonly required by the Establishment to be supplied and personally owned by other trainees, not under the Veterans Affairs jurisdiction, pursuing the same training in the Establishment.
4. Assume the responsibility of keeping the Establishment currently informed of any and all modifications of the law and Veterans Affairs regulations affecting the training program for disabled veterans.
5. Remove from training status any veteran whose personal conduct, lack of application to his or her training, or unsatisfactory quality of work is such as to jeopardize the interest of the veteran, the Establishment, or the Veterans Affairs, provided, however, that when a veteran is being trained under terms of apprentice indenture, the terms of such indenture shall control insofar as such terms are not incompatible with the provision of the law governing the veteran's training, or with the interests or policies of the Department of Veterans Affairs.

C. Further, that:

1. Each veteran in training under this Agreement will be under the control and supervision of the Establishment and will be subject to the same rules and regulations governing the conduct of other comparable employees of the Establishment.
2. This Agreement may be terminated by the Establishment or the Department of Veterans Affairs on fifteen (15) days notice.

FOR THE ESTABLISHMENT		
DATE	SIGNATURE	TITLE
FOR THE DEPARTMENT OF VETERANS AFFAIRS		
DATE	SIGNATURE OF VOCATIONAL REHABILITATION AND EMPLOYMENT REPRESENTATIVE	NAME AND LOCATION OF VA REGIONAL OFFICE DEPARTMENT OF VETERANS AFFAIRS

<b>Department of Veterans Affairs</b>		<b>DESIGNATION OF CERTIFYING OFFICIAL(S)</b>	
<b>GENERAL INSTRUCTIONS</b>			
1. This form <b>MUST ONLY</b> be completed by a responsible official with the authority to designate certifying officials for the school or training establishment. 2. This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of all certifying officials, not just the changed information.			
<b>SPECIFIC INSTRUCTIONS</b>			
1. Item 1: Enter the complete name and address of the school or training establishment. 2. Item 2: Enter the certifying official's telephone number. 3. Item 3: Enter the certifying official's fax number. 4. Item 4: Enter the certifying official's e-mail address. As an alternative, you may enter the e-mail address for the office where the certifying official works. 5. Item 5A: Enter the complete name and title for each designated certifying official. Have each person sign the form on the same line as his or her name and title. If any of the certifying officials have limited jurisdiction, note such limitations in Item 6, "Remarks". Use space below if needed. 6. Item 5B: If facsimile (e.g., rubber stamp) signatures will be used for any certifying officials, enter a sample in the appropriate block. In addition, have the individual initial next to the sample. 7. Item 5C: If veterans and other eligible persons will be claiming individualized tutorial assistance, complete these blocks. 8. Items 7 and 8: Sign and date the form. The person signing the form must be a person of significant authority, i.e., registrar, academic dean, or higher.			
<b>PURPOSE:</b> This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.			
1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT <i>(Include ZIP Code)</i>		<b>FOR VA USE ONLY</b>	
2. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S) <i>(Include Area Code)</i>		3. FAX NUMBER OF CERTIFYING OFFICIAL(S) <i>(Include Area Code)</i>	
4. E-MAIL ADDRESS OF CERTIFYING OFFICIAL(S)			
5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT			
A. OFFICIALS DESIGNATED TO SIGN VA ENROLLMENT CERTIFICATIONS, CERTIFICATIONS OF CHANGE IN STUDENT STATUS, CERTIFICATIONS OF DELIVERY OF ADVANCE PAYMENTS, CERTIFICATIONS OF PURSUIT, ATTENDANCE, FLIGHT TRAINING, ON-THE-JOB OR APPRENTICESHIP TRAINING (AS APPLICABLE), OTHER CERTIFICATIONS OF ENROLLMENT ARE:			
NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			
(4)			
B. THE USE OF THE FOLLOWING FACSIMILE (e.g., rubber stamp) SIGNATURES FOR THE OFFICIALS LISTED IN ITEM 5A ABOVE ARE AUTHORIZED.			
(1)		(2)	
(3)		(4)	



5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT <i>(Continued)</i>			
C. FOR POSTSECONDARY EDUCATIONAL INSTITUTIONS ONLY - OFFICIALS DESIGNATED TO SIGN THE SCHOOL PORTION OF VA FORM 22-1990T, APPLICATION AND ENROLLMENT CERTIFICATION FOR INDIVIDUALIZED TUTORIAL ASSISTANCE, ARE:			
NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			
6. REMARKS			
<p><b>It is hereby certified that</b> the Department of Veterans Affairs will be notified of any changes in the designations shown on this form as they occur.</p>			
7. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL			8. DATE
PENALTY - The law provides that whoever makes any statement of a material fact knowing it to be false shall be punished by fine or imprisonment or both.			
<p>PRIVACY ACT NOTICE: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, and published in the Federal Register. An example of a routine use (e.g., VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training). Your obligation to respond is required to obtain or retain education benefits. VA cannot recognize you as the proper certifying official unless the information is furnished as required by existing law (38 U.S.C. 3680(g)). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others is subject to verification through computer matching programs with other agencies.</p>			
<p>RESPONDENT BURDEN: We need this information to identify you as the certifying official for your school or job training establishment when reporting pursuit of training for veterans and other eligible persons (38 U.S.C. 3684). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 10 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at <a href="http://www.whitehouse.gov/library/omb/OMBINV.VA.EPA.html#VA">www.whitehouse.gov/library/omb/OMBINV.VA.EPA.html#VA</a>. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.</p>			

## Resources and Websites

### Recruiting People with Disabilities

Many of the following websites provide free services for employers.

- **AbilityJobs.com:** [www.abilityjobs.com](http://www.abilityjobs.com) - Largest stand-alone resume bank specifically for job seekers with disabilities. Employers can post job opportunities or search resumes to find qualified persons with disabilities.
- **Careers and the DisABLED Career Expo for People with Disabilities:** <http://eop.com/expos.phpled> - Brings industry and government together with people with disabilities who are entry level and professionals in all career disciplines.
- **Career Opportunities for Students with Disabilities (COSD):** <http://www.cosdonline.org/> - A unique and dynamic national professional association comprised of more than 600 colleges and universities and over 500 major national employers.
- **Clearedjobs.net:** [www.clearedjobs.net/](http://www.clearedjobs.net/) - Fee for service, includes job search engine, job fairs and marketing services to attract professionals with security clearances.
- **Disability.gov:** [www.disability.gov/employment](http://www.disability.gov/employment) - Offers job seekers, employers, and employees practical information about finding a job, recruiting and hiring people with disabilities, and job accommodations.
- **Employer Assistance and Resource Network (EARN):** [www.earnworks.com](http://www.earnworks.com) – Funded by the Office of Disability Employment Policy (ODEP), EARN provides recruiting, hiring, and business case resources for employers, service providers, and individuals with disabilities.
- **Emerging Leaders:** <http://www.emerging-leaders.com/> - A highly competitive program that places undergraduate and graduate students with disabilities in fulfilling summer internships and provides them with leadership development opportunities.
- **Equal Employment Opportunity Commission:** [www.eeoc.gov](http://www.eeoc.gov) - Schedule A How-To Guides
  - o The ABCs of Schedule A for Applicants with Disabilities
  - o The ABCs of Schedule A for Disability Program Managers and/or Selective Placement Coordinators
  - o The ABCs of Schedule A for Hiring Managers
  - o The ABCs of Schedule A for Human Resources Professionals
  - o The ABCs of Schedule A for Service Providers
- **Employment Network or Vocational Rehabilitation Center:** <http://www.ssa.gov/work/> and [www.rehabnetwork.org](http://www.rehabnetwork.org) - Locate candidate pipeline via partnerships such as Ticket to Work.
- **Equal Opportunity Publications (EOP):** <http://eop.com/index.php> - EOP led the way in diversity recruitment with a portfolio of seven national career magazines, a diversity website, online job board, and Career Expos for women, members of minority groups, and people with disabilities

- **Job Accommodation Network (JAN):** <http://jan.wvu.edu/> - A free service of ODEP that provides productivity tools and strategies for hiring, accommodating, and retaining employees with disabilities.
- **Job Opportunities for Disabled American Vets (JOFDV):** <http://www.jofdav.com/> - Posts job openings by employers for a small fee. Provides information on employers, assistance with cover letters, and interview tips.
- **Office of Personnel Management:** <http://www.opm.gov/disability/index.asp> – Access a variety of resources related to the employment of people with disabilities
- **Office of Disability Employment Policy (ODEP), U.S. Department of Labor:** [www.dol.gov/odep](http://www.dol.gov/odep) - Provides national leadership by developing and influencing disability-related employment policy and practice affecting the employment of people with disabilities.
  - o Employer Resources: <http://www.dol.gov/odep/categories/employer/>
  - o Publications: <http://www.dol.gov/odep/pubs/publicat.htm>
- **The American Association of People with Disabilities (AAPD):** <http://www.aapd.com>. The country's largest cross-disability membership organization which is responsible for disability mentoring day and assists students obtain internships in private and public sector to include Capital Hill.
- **The Ticket to Work Gateway to Federal Employment** <http://www.cessi.net/ttw/Gateway/> - Social Security Administration (SSA) and State Vocational Rehabilitation (VR) agencies have a long history of working together to assist individuals who receive Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) benefits in obtaining and maintaining employment. This program offers a direct connection to information and opportunities for jobs in agencies throughout the Federal government
- **The US Business Leadership Network (USBLN):** <http://www.usbln.org/> - National disability organization that serves as the collective voice of over 60 Business Leadership Network affiliates across North America.
- **OPM Shared Register of Candidates with Disabilities:** [shomme@benderconsult.com](mailto:shomme@benderconsult.com) A register of individuals who have an interest in working for Federal agencies and who satisfy the requirements of positions Federal agencies are frequently required to fill.
- **National Center on Workforce and Disability:** <http://www.onestops.info/> -
- **Strategic Connections: Recruiting Candidates with Disabilities:** [www.dol.gov/odep/pubs/fact/connect.htm](http://www.dol.gov/odep/pubs/fact/connect.htm) – Assistance in matching skills to jobs opportunities and identifying qualified candidates with disabilities.
- **Workforce Recruitment Program (WRP) for College Students with Disabilities:** <https://wrp.gov> - The WRP is a recruitment and referral program that connects Federal and private sector employers nationwide with highly motivated postsecondary students and recent graduates with disabilities.



**Publications:**

Among the publications for individuals with disabilities, these two selected publications include employment segments and can be used to promote career opportunities through print or online options.

**Ability Magazine** is ranked in the top 50 magazines in the World. It is the leading magazine covering health, disability, and human potential. For information see: <http://www.abilitymagazine.com/404.html>.

**Careers and the disAbled Magazine** is published by Equal Opportunity Publications. Annually, the magazine recognizes the Top 50 Employers for Individuals with Disabilities. See: <http://www.eop.com/awards-CD.php>.

**Military Publications:** There are numerous military publications that can be used to attract talent. The following two selected publications have wide distribution and readership among the military community:

**GI Jobs** – <http://www.gijobs.com/>

**Military Times: Edge** – Distributed in Military Times paper. See: <http://www.militarytimesedge.com/>.

**Job Fairs:**

The Office of the Chief Human Capital Officer coordinates participation in a number of job fairs. Information on job fairs is included in the DOE recruitment calendar that can be found by visiting: <http://humancapital.doe.gov/jobs/calendar.htm>.

## **LIST OF ADDITIONAL RESOURCES FOR PEOPLE WITH DISABILITIES**

### **Assistive Technologies:**

**Computer Electronic Accommodations Program (CAP):** [www.tricare.mil/cap/](http://www.tricare.mil/cap/) - this program provides free assistive technology and accommodations for the newly recruited college students. Submit a request form, complete needs assessments, browse assistive technology, or get your questions answered at the CAP web site.

### **Additional Vocational Rehabilitation Programs:**

**Army Wounded Warrior Program (AW2):** <http://www.aw2.army.mil/> - Helps severely injured soldiers develop job skills before returning to duty or transitioning to Veteran status.

**America's Heroes at Work:** <http://www.americasheroesatwork.gov/employipilot/> - Department of Labor (DOL) program for returning service members with Traumatic Brain Injury (TBI) and Post-Traumatic Stress Disorder (PTSD).

### **College Recruitment and Referral Program:**

#### **Workforce Recruitment Program (WRP)**

<https://wrp.gov/LoginPre.do?method=login> - a recruitment and referral program that connects federal sector employers nationwide with highly motivated postsecondary students and recent graduates with disabilities who are eager to provide their abilities in the workplace through summer or permanent jobs. Co-sponsored by the Department of Labor's Office of Disability Employment Policy (ODEP) and the Department of Defense with the participation of many other Federal agencies, the WRP has provided employment opportunities for over 5,000 students since 1995.

### **Contractor Support for Military Recruitment:**

**Recruit Military, LLC:** <https://www2.recruitmilitary.com/> (Veteran owned and operated) - Fee based membership services include recruitment events across the U.S., job board, magazine and e-mail blasts to 400,000<sup>+</sup> registered candidates. Member organizations become known as Veteran-friendly through being highlighted on television, radio, and in newspaper interviews at Expos.

**Vital Program for Navy wounded warriors:** <http://www.smartsolutionscorp.com/navy-wounded-warrior-project.htm> (Disabled Veteran owned, small business located in Fairfax, VA)

### **Credentialing Resources:**

#### **Resources for Traumatic Brain Injury (TBI) and Post-Traumatic Stress Disorder (PTSD):**

<http://www.americasheroesatwork.gov/> - Site information and tools for employers to help returning service members succeed in the workplace. DOL will work with employers to provide accommodation. This can be as simple as a quiet work space, and the ability to take a 15 minute break twice a day.

**DOE Disability Employment POCs****Department of Energy**  
**Disability Employment POCs**

<b>Name</b>	<b>Organization</b>	<b>Phone Number</b>	<b>e-Mail Address</b>
Donna Friend	Headquarters Policy	202-586-5880	donna.friend@hq.doe.gov
Kenneth Fields	Headquarters Operations – (Primary)	202-586-0283	kenneth.fields@hq.doe.gov
Rhonda Kennedy	Headquarters Operations – (Alternate)	202-586-3544	rhonda.kennedy@hq.doe.gov
Heather Bain	Bonneville Power Administration	360-418-2586	hbain@bpa.gov
Donna Wachter	EE/Golden Field Office	720-356-1807	donna.wachter@go.doe.gov
Michelle Litmer	EMCBC	513-246-0514	michelle.litmer@emcbc.doe.gov
Lisa Bonser	EM/ Richland Operations	509-376-0124	lisa.bonser@ri.doe.gov
Deanna Yates	EM/Savannah River Operations	803-952-6925	deanna.yates@srs.gov
Monica Grindle	EM/Savannah River Operations	803-952-5512	monica.grindle@srs.gov
Lisa McCartney	FE/National Energy Technology Laboratory – (Primary)	412-386-6018	lisa.mccartney@netl.doe.gov
Beverly Ledford	FE/National Energy Technology Laboratory – (Primary)	304-285-4509	beverly.ledford@netl.doe.gov
Michan Lange	FE/Strategic Petroleum Reserve Project Office	504-734-4231	michan.lange@spr.doe.gov
Edith Ramos	Office of Inspector General – (Primary)	202-586-2470	edith.Ramos@hq.doe.gov
Julia Dankwa	Office of Inspector General – (Alternate)	202-586-9271	julia.dankwa@hq.doe.gov
Nancy Sims	NE/Idaho Operations	208-526-4160	simsnk@id.doe.gov
Joanne Stone	NNSA /Service Center/Albuquerque – (Primary)	202-586-5816	joanne.stone@nnsa.doe.gov
Victoria Frank	NNSA /Service Center/Albuquerque – (Alternate)	202-586-4811	victoria.frank@nnsa.doe.gov
Bethany Deglau	NNSA/ Naval Reactors	412-476-7253	bethany.deglau@nnp.doe.gov
Terri Sosa	SC Headquarters	202-586-8460	terri.sosa@science.doe.gov
Georgette Cochran	SC/Chicago Operations Office – (Primary)	630-252-2150	georgette.cochran@ch.doe.gov
Claudette Harden	SC/Chicago Operations Office – (Alternate)	630-252-2128	claudette.harden@ch.doe.gov
Jill Stephenson	SC/Oak Ridge Operations Office	865-576-0677	stephensonmj@oro.doe.gov
Carol Rice	Southeastern Power Administration	706-213-3822	carolr@sepa.doe.gov
Joel Seymour	Southeastern Power Administration	706-213-3810	joels@sepa.doe.gov
Linda Schumann	Southwestern Power Administration	918-595-6639	linda.schumann@swpa.gov
Sandi Coate	Western Area Power Administration	720-962-7115	coate@wapa.gov

As of May 15, 2013

**DOE Reasonable Accommodations POCs**

**Department of Energy**  
**Reasonable Accommodation POCs**

<b>Name</b>	<b>Organization</b>	<b>Phone Number</b>	<b>E-mail</b>
Donna Friend	Headquarters Policy	202-586-5880	donna.friend@hq.doe.gov
Suzanne Piper	Headquarters Operations	202-586-8515	suzanne.piper@hq.doe.gov
Dave Penk	Bonneville Power Administration	503-230-4184	dppenk@bpa.gov
Sharon Hale-Mockley	Bonneville Power Administration	503-230-5274	shale-mockley@bpa.gov
Donna Wachter	EE/Golden Field Office	303-275-4917	donna.wachter@go.doe.gov
Kimberly Dellinger	EM/CBC	513-246-0520	kimberly.dellinger@emebc.doe.gov
Shantelle Taylor	EM	202-586-8250	shantelle.taylor@hq.doe.gov
Santos Ortega	EM/Richland Operations Office	509-376-2083	santos.ortega@rl.doe.gov
Deanna Yates	EM/Savannah River Operations	803-952-6925	deanna.yates@srs.gov
Lisa McCartney	FE/National Energy Technology Laboratory	412-386-6018	lisa.mccartney@netl.doe.gov
Michan Lange	FE/Strategic Petroleum Reserve Project Office	504-734-4231	michan.lange@spr.doe.gov
Julia Dankwa	Office of Inspector General	202-586-9271	Julia.Dankwa@hq.doe.gov
Jan Ogilvie	NE/Idaho Operations Office	208-526-9272	ogilvie@id.doe.gov
Joanne Stone	NNSA	202-586-5816	Joanne.Stone@mnsa.doe.gov
Bethany Deglau	NNSA/Naval Reactors Offices	412-476-7253	bethany.deglau@navy.mil
Georgette Cochran	SC/Chicago Office	630-252-2150	georgette.cochran@ch.doe.gov
Rufus Smith	SC/Oak Ridge Office	865- 576-4988	Smithrh@oro.doe.gov
Terri Sosa	SC/Headquarters	202-586-8460	terri.sosa@science.doe.gov
Carol P. Rice	Southeast Power Administration	706-213-3822	carolr@sopa.doe.gov
Janet Hagar	Southwestern Power Administration	918-595-6622	janet.hagar@swpa.gov
Shirley Shumate	Southwestern Power Administration	918-595-6686	shirley.shumate@swpa.gov
Sandi Coate	Western Area Power Administration	720-962-7115	coate@wapa.gov

As of 7-16-2013