DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362

IN REPLY REFER TO
NAVSEAINST 12720.2
Ser 00H5/36
9 April 1986

NAVSEA INSTRUCTION 12720.2

From: Commander, Naval Sea Systems Command
To: All Offices Reporting Directly to COMNAVSEA Distribution List

Subj: EMPLOYMENT OF HANDICAPPED INDIVIDUALS AND DISABLED VETERANS

Ref: (a) OPNAVINST 12720.2 of 2 Feb 82, Subj: Equal Employment Opportunity Program Management
(b) Rehabilitation Act of 1973, Section 501 (P.L. 93-112)
(c) Vietnam Era Veterans Readjustment Assistance Act of 1974 (P.L. 93-508)
(d) Office of Personnel Management Handbook on Reasonable Accommodations, March 1980
(e) Code of Federal Regulations, Title 29, Section 1613.701-709
(f) SECNAVINST 12720.3A of 31 Jan 85, Subj: Employment of Handicapped Individuals and Disabled Veterans
(g) Equal Employment Opportunity Commission Management Directives 711 and 711A
(h) Civil Service Reform Act of 1978
(i) FPM Chapter 720 Subchapter 3
(j) FPM Letter 720-7

Encl: (1) Program Definitions
(2) Special Provisions for Handicapped Individuals and Disabled Veterans
(3) NAVSEA Handicap Committee

1. Purpose. To issue NAVSEA policies and procedures for the administration and management of the Handicapped and Disabled Veterans Program.

2. Cancellation. NAVSEA Instruction 12306.1C of 31 July 1983.

3. Applicability. Requirements set forth in this instruction provide coverage of both appropriated and nonappropriated fund employees in accordance with reference (a).

4. Policy

a. The Naval Sea Systems Command is committed to an affirmative action program to eliminate underrepresentation of

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handicapped individuals and disabled veterans in all categories of Navy civilian employment. This policy is in direct support of the overall Equal Employment Opportunity (EEO) program objective to fully integrate all protected groups into the workforce in all grade levels and occupations. The program requires consistent and persistent organizational efforts by heads of activities and supervisors and managers, in instituting effective personnel practices and procedures in eliminating attitudinal, employment, and architectural barriers, and providing reasonable accommodations.

b. Reference (a) provides that civilian employees and applicants for employment shall not be discriminated against on the basis of nondisqualifying physical and mental handicap. References (a) through (c) require that all members of the civilian workforce be afforded equal opportunity for advancement to their maximum potential.

c. In addition to providing equal opportunity for the total civilian workforce, affirmative employment programs shall be established and directed at handicapped individuals and disabled veterans for employment in accordance with references (a) through (j). Affirmative action efforts will emphasize employment of individuals with severe handicapping conditions, targeted disabilities, and disabled veterans with disabilities of 30 percent or more.

d. Vacancy announcements shall include an appropriate statement relative to acceptance of applications from handicapped individuals and disabled veterans. The use of special appointing authorities will be addressed on vacancy announcements to alert eligible applicants of special hiring consideration available for handicapped individuals and disabled veterans. Enclosures (1) and (2) provide program definitions and a summary of special provisions and hiring authorities for use in promoting effective program management.

e. References (d) and (e) require Federal agencies to make reasonable accommodation to the known physical or mental qualified handicapped applicant or employee unless the agency can demonstrate that the accommodation would impose an undue hardship on the operation of its program. These determinations must be made on a case-by-case basis but there are some factors to be considered in determining undue hardship. These include:

(1) The overall size of the activity with respect to number of employees, number and type of facilities, and budgetary resources.

(2) The type of operation, including the composition and structure of the workforce.

(3) The nature and cost of the accommodation needed. While most accommodations need not be costly or adversely affect the operation of an activity program, all alternatives should be explored to determine that the reasonable accommodation proposed is the most effective one for both the employee and the activity.

5. Responsibility

a. Heads of shore activities shall develop Affirmative Action Program Plans (AAPPs) which will establish and define goals and objectives that result in positive actions consistent with all applicable laws and regulations which are directed toward employment of handicapped individuals and disabled veterans. AAPP action items will address, but are not limited to, facility accessibility, reasonable accommodations, and the use of special appointing authorities. Heads of activities shall:

(1) Develop and implement specific programs aimed at increasing the representation of the handicapped individuals and disabled veterans within the workforce.

(2) Develop and implement effective program evaluation systems, including data collection and reporting requirements.

(3) Ensure that AAPPs and accomplishment reports for handicapped individuals and disabled veterans are prepared for submission to higher echelons in a timely manner.

(4) Ensure the removal of architectural barriers where possible.

(5) Ensure provision of reasonable accommodation in the workforce.

(6) Evaluate program progress against stated goals and objectives.

b. Supervisors and managers shall monitor equal opportunity conditions in their areas and shall be responsible for carrying out the program. Their role in this program is to advocate and execute employment practices which are targeted toward creating and maintaining a work environment free of discrimination.

c. Handicap Program Manager

(1) Manages the Handicapped/Disabled Veterans Program and monitors program progress.

(2) Develops an Affirmative Action Program Plan and Accomplishment Report for Handicapped Individuals and Disabled Veterans.

(3) Provides training for supervisors and managers on their handicap affirmative action responsibilities.

(4) Provides guidance and recommendations on reasonable accommodation and facility modification issues.

(5) Recruits handicapped individuals and disabled veterans.

(6) Provides counseling for supervisors, managers and handicapped employees.

The Handicap Program Manager for NAVSEA Headquarters (SEA OOH5) is located in the NAVSEA EEO Office.

d. Selective Placement Coordinator

(1) Recruits and places handicapped individuals and disabled veterans and provides placement follow-up.

(2) Provides opportunities for career development, training and advancement.

(3) Performs job analysis, job modification, job restructuring or reassignment.

(4) Provides recommendations to the Line Manager or Handicap Program Manager for program improvement.

(5) Advises supervisors and managers about special appointing authorities and other personnel actions.

The Selective Placement Coordinator for NAVSEA Headquarters is located in the Consolidated Civilian Personnel Office, Crystal City.

e. The handicap committee is comprised of a group of employees who assist the Head of the activity and EEO officials in carrying out their responsibilities associated with the

handicap program. In addition, shore activities are encouraged to establish a handicap committee to address issues concerning handicapped individuals and disabled veterans and make recommendations to the Head of the activity or to the Deputy EEO Officer. Enclosure (3) is a guide and may be used for developing a handicap committee charter.

f. Employees and applicants are encouraged to identify their handicap status data by filling out a Standard Form 256, Self Identification of Medical Disability, when they enter on board, during orientation, or to update the personnel data system. The data collected on handicapped employees and applicants will be used only to produce statistical data for affirmative action purposes. Employees are given every opportunity to ensure that the handicap code carried in the personnel system is accurate and kept current. A copy of a Standard Form 256 may be obtained from the Equal Employment Opportunity Office. A sample Standard Form 256 is shown on page 5 of enclosure (1).

6. Reporting Requirments

a. Affirmative Action Program Plans for handicapped individuals and disabled veterans will be prepared in the format prescribed in reference (f). Annual update of accomplishment reports for handicapped individuals will be prepared in accordance with reference (g).

b. Accomplishment reports for disabled veterans program will be prepared in accordance with Office of Personnel Management guidance prescribed in references (i) and (j).

7. Action. Addressees shall ensure that all EEO programs directed at handicapped individuals and disabled veterans under their cognizance meet the requirements set forth in this instruction.

H. L. YOUNG
Vice Commander

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PROGRAM DEFINITIONS

1. Architectural Barriers. The Architectural Barriers Act of 1968 (P.L. 90-480) requires that federally-owned buildings be designed and constructed to be accessible to the physically handicapped. For federally-owned buildings constructed prior to 1968, accessibility is covered by Section 501 of the Rehabilitation Act of 1973 which requires Federal agencies to make reasonable accommodation to the known physical or mental limitations of a handicapped employee or applicant unless it can be shown that the accommodation would cause undue hardship on the activity. Federal personnel regulations forbid discrimination against a handicapped applicant or employee on the basis of facility inaccessibility. Barrier free planning should address as a minimum: parking and approaches to building entrances; travel within the building to include stairs and or elevators, wider doors, lowering of telephones and drinking fountains; hazards which include identifications of dangerous areas, visible and audible fire alarms; etc.

2. Attitudinal Barriers. Attitudinal barriers usually result from a lack of experience and interaction with disabled individuals. This lack of familiarity has nourished negative attitudes concerning employment of the disabled. The non-disabled person may have misconception about disability or may experience discomfort because he or she does not know what to say or do. Every person has limitations and is handicapped in one way or another. In our society some limitations are more easily accepted than others. This attitude is subject to stereotypical thinking, and concentrates on disability rather than on ability. However, it can often be changed by actual experience employing disabled individuals. As we learn about each other in a work situation, our prejudices and misconceptions can dissolve. The more interaction, the more comfortable we will feel with each other.

3. Barriers. Barriers are obstacles that prevent a disabled person from accomplishing certain goals. Four categories of barriers are: attitudinal, physical, policies and practices, and communication barriers.

4. Disability. A physical or mental condition which limits an individual's activities or functions. It may be the result of injury, disease, new growth or malfunction. It may be temporary, progessive, or permanent.

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5. Disabled Veteran. A disabled veteran is a veteran who is entitled to compensation under laws administered by the Veterans Administration or a person who was discharged or released from active duty because of a service-connected disability. (Source: FPM Chapter 720 Subchapter 3)

6. Facility Accessibility. Federally occupied and funded buildings and facilities, by law, must be designed, constructed, or altered, in accordance with standards so as to be accessible to and usable by the physically handicapped.

7. Handicapped Individual. For purposes of Federal employment a "handicapped person" is defined as an individual who: (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

a. "Physical or mental impairment" means (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term includes such diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, and muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; drug abuse; and alcoholism.

b. "Major life activities" means functions, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

c. "Has record of such an impairment" means that an individual may be completely recovered from a previous physical or mental impairment but the attitudes of employers, supervisors, and co-workers toward that previous impairment may result in an individual experiencing difficulty in securing, retaining, or advancing in employment. This would also include persons who may have been erroneously classified and may experience discrimination based on the misclassification.

d. "Is regarded as having such an impairment" refers to those individuals who are perceived as having a handicap, whether the impairment exists or not, but who, because of employer,

supervisor or co-worker attitudes or for any other reason, may experience difficulty in securing, retaining, or advancing in Federal employment.

8. Physical Barriers. Physical barriers include architectural, transportation, site, and equipment conditions that prevent or make difficult access to disabled employees. Architectural barriers may include heavy doors, narrow doorways, steps, and stairs. Site barriers include steep inclines, elevator controls that are too high, and uneven surfaces. Physical and site barriers can be removed through modifications of the work environment. Modifications should enable the disabled employee to work next to and use the same facilities as other workers.

9. Qualified Handicapped Individual. A qualified handicapped individual, with respect to employment, can perform the essential functions of the job, with or without reasonable accommodation, without endangering the health and safety of the individual or others and who, depending upon the type of appointing authority being used:

a. Meets the experience and, or education requirements of the position in question, or,

b. Meets the criteria for appointment under one of the special appointing authorities for handicapped individuals. Reasonable accommodation is not required for persons who are not qualified for the position in question.
(Source: 29 C.F.R. 1613.702.)

10. Reasonable Accommodation

a. A reasonable adjustment made to a job or work environment that enables a handicapped person to perform the duties of that position.

b. Accommodations can only be determined on a case-by-case basis, taking into consideration the applicant or employee, his or her specific disability and the existing limitations, the essential duties of the particular job, the work environment, and the reasonableness of the proposed accommodation. In all cases, the applicant or employee should be consulted before an accommodation is made. Accommodations are highly individualized and what may have been successful for one disabled person may not be appropriate for another. The concept of reasonable accommodation does not apply only to selection and replacement. It also is considered in recruitment, training, promotion, reassignment, and developmental assignments. For purposes of

reasonable accommodation, affirmative action, and nondiscrimination, handicapped individuals must be qualified for the employment they seek.
(Source: Personnel Management Series, PMS 720-A of March 1980, Handbook of Reasonable Accommodation).

11. Selective Placement Program. The Selective Placement Program was organized to provide guidance for Federal agencies in implementing policies on hiring, placement, and advancement of handicapped individuals, disabled veterans and rehabilitated offenders. The program is designed to assist these individuals in obtaining and retaining employment. Emphasis is on the ability, rehabilitation efforts, and present job readiness. (Source FPM Chapter 306)

12. Special Recruitment Program. Special recruitment efforts using alternative procedures for handicapped individuals that will be similar to but different than FEORP for minorities and women.

13. Targeted Disabilities. Certain disabilities selected for a target group which provides a focus on severe handicaps that traditionally have caused persons to be excluded from the workforce and that can be identified relatively easily for recruitment purposes. Targeted disabilities are listed on the sample form, Standard Form 256, on page 5.

14. Temporary Disabilities. Temporary disability is defined as a disability which is not permanent in nature. Employees or applicants for employment with temporary disabilities are to be afforded reasonable accommodation in the same manner as those individuals with permanent disabilities. Reasonable accommodation will be provided unless it can be shown that the accommodation would cause undue hardship on the activity.

SAMPLE STANDARD FORM 256

Attachment 1 to FPM Ltr. 290-10 (1-)
APPENDIX B

Self-identification of Medical Disability

Last Name	Birth Date (Mo./Yr.)	Social Security Number

ENTER CODE HERE →

DEFINITION OF A REPORTABLE DISABILITY: A physical or mental disability is NOT determined by a person's ability to perform his or her work but by a disability, or a history of such disability, which is likely to cause the employee to experience difficulty in obtaining, maintaining or advancing in employment. This does not apply solely to an employee's current position, but applies to the total career life cycle of that employee. *(In the case of multiple disabilities, choose the code which describes the impairment that would most likely result in such difficulties.)*

	Code
GENERAL CODES	
I do not wish to have my disability status officially recorded outside my medical records. *(Before using this code, please read the reverse side of this form, which explains the need for obtaining this information. (Note your agency may use this code if, in their judgement you have used an incorrect code.))*	01
I have no disability of the types listed in the codes below	04
SPEECH IMPAIRMENTS	
Severe speech malfunction or inability to speak, hearing is normal *(Examples: defects of articulation (unclear language sounds), stuttering, aphasia (impaired language function); laryngectomy (removal of the "voice box"))*	13
HEARING IMPAIRMENTS	
Hard of hearing *(Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid)*	15
Total deafness in both ears, with understandable speech	16
Total deafness in both ears, and unable to speak clearly	17
VISION IMPAIRMENTS	
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")*	22
Inability to read ordinary size print, not correctable by glasses *(can read oversized print or use assisting devices such as glass or projector modifyer)*	23
Blind in one eye	24
Blind in both eyes *(No usable vision, but may have some light perception)*	25
MISSING EXTREMITIES	
One hand	27
One arm	28
One foot	29
One leg	32
Both hands or arms	33
Both feet or legs	34
One hand *and* one foot or leg	35
One hand or arm *and* both feet or legs	36
Both hands or arms *and* one foot or leg	37
Both hands or arms *and* both feet or legs	38
NONPARALYTIC 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.)*	
One or both hands	44
One or both feet	45
One or both arms	46
One or both legs	47
Hip or pelvis	48
Back	49
Any combination of two or more parts of the body	57
PARTIAL PARALYSIS *(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)*	
One hand	61
One arm, any part	62
One leg, any part	63
Both hands	64
Both legs, any part	65
Both arms, any part	66
One side of body, including one arm and one leg	67
Three or more major parts of the body *(arms and legs)*	68
COMPLETE PARALYSIS *(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is complete loss of ability to move or use a part of the body, including legs, arms and/or trunk.)*	
One hand	70
Both hands	71
One arm	72
Both arms	73
One leg	74
Both legs	75
Lower half of body, including legs	76
One side of body, including one arm and one leg	77
Three or more major parts of the body *(arms and legs)*	78
OTHER IMPAIRMENTS	
Heart disease with no restriction or limitation of activity *(History of heart problems with complete recovery)*	80
Heart disease with restriction or limitation of activity	81
Convulsive disorder *(e.g., epilepsy)*	82
Blood diseases *(e.g., sickle cell disease, leukemia, hemophilia)*	83
Controlled diabetes with no restriction of activity	84
Diabetes with limitation of activity due to complications such as retinitis, neuritis, etc.	85
Pulmonary or respiritory disorders *(e.g., tuberculosis, emphysema, asthma, etc.)*	86
Kidney dysfunctioning *(e.g., if dialysis (use of an artificial kidney machine) is required, etc.)*	87
Cancer - a history of cancer with complete recovery	88
Cancer - undergoing surgical and/or medical treatment	89
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 scheduled A)*	90
Mental or emotional illness *(A history of treatment for mental or emotional problems)*	91
Severe distortion of limbs and/or spine *(e.g., dwarfism, kyphosis (severe distortion of back), etc.)*	92
Disfigurement of face, hands, or feet *(e.g., distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects (gross facial birth marks, club feet, etc.))*	93

Standard Form 256 (1-77)
U.S. Civil Service Commission
FPM Chap. 290

Attachment 1 to FPM LTR. 290-10 (13)
APPENDIX B

The Rehabilitation Act of 1973 (P.L. 93-112) requires each agency in the Executive branch of the Federal Government to establish definite programs that will facilitate the hiring, placement, and advancement of handicapped individuals. 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 handicapped employees hired, promoted, trained, or reassigned over a given time period; the percentage of handicapped employees in the work force and in various grades and occupations; etc. Such reports bring to the attention of agency top management, the Civil Service Commission, and the Congress deficiencies within specific agencies or the Federal Government as a whole in the hiring, placement, and/or advancement of handicapped individuals, and therefore are the essential first step in improving these conditions and consequently meeting the requirements of the Rehabilitation Act.

The handicap 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. In addition, every precaution will be taken to ensure that the information provided by each employee is kept in the strictest confidence and is known only to the employee and the one or two individuals in the agency Personnel Office who obtain and record the information for entry into the agency's and the Commission's personnel systems. You should also be aware that participation in the new reporting system is entirely voluntary, and that no employees will be required to identify their handicap status if they feel for any reason it is not in their best interest to have this information officially recorded outside of their medical records. We request only that anyone not wishing to have this information entered in the agency's and the Commission'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 new reporting system.

[In those instances where the employee is or was hired under Schedule A 213.3102(t) (Mental Retardation), the Personnel Director, their designee, (a Vocational Rehabilitation counselor may also be helpful) will assist the individual in completing this form, and ensure that they fully understand the meaning of the form and the options available to them.]

Employees will be given every opportunity to ensure that the handicap code carried in their agency's and the Commission's personnel system is accurate and is kept current. They may exercise this opportunity by asking their Personnel Office to see a printout of the code and definition from their record, by notifying Personnel any time their handicap status changes, and by initiating action in either of these cases to have the necessary change made to their records. The code carried on employees in their agency's system will be identical to that carried in the Commission's system, and any changes to the agency records will result in the same change being made to the Commission's records.

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

Privacy Act Notice:
Collection of the requested information is authorized by the Rehabilitation Act of 1973 (P.L. 93-112), but you are not required to supply the information. Any information you furnish will be used only for the purpose of producing statistical reports to show agency progress in hiring, placement, and advancement of handicapped individuals. The reports will be used to inform agency top management, the Civil Service Commission, the Congress, and the Public of the status of programs for employment of the handicapped. There will be no consequence to you whether or not you furnish the information since it will not be used in any determination that affects you individually. Furthermore, all of the reports mentioned above will be in the form of aggregate totals and will not identify you in any way as an individual.

STANDARD FORM 256 BACK (1-77)

SPECIAL PROVISIONS FOR HANDICAPPED INDIVIDUALS AND DISABLED VETERANS

1. Excepted Appointments

a. The excepted appointing authorities in Sections 213.3102 and 213.3202 of Schedules A and B were developed to allow employment of physically and mentally handicapped persons who are disabled in such a way that they may not be expected to meet the qualifications and obtain an appropriate position through the competitive system.

b. The 700 hour temporary appointment can be used to provide an opportunity for a handicapped applicant to demonstrate his or her abilities to perform the duties of a position. There is no grade restriction and it is not necessary to establish a temporary position to use this type of appointment. The employing office makes no commitment for permanent employment, but appointment to a continuing position may be made if satisfactory performance standards are met (competitive or excepted appointments). If a handicapped person receives a 700 hour temporary appointment on the basis of certification by a state vocational rehabilitation agency or the Veterans Administration, he or she can then be converted to a Schedule A appointment. If a handicapped person receives a 700 hour temporary appointment on the basis of the application of minimum Office of Personnel Management (OPM) qualification standards, he or she may be converted to a competitive appointment. (This appointing authority is not applicable to non-appropriated fund employees.)

c. Schedule A appointments are positions other than those of a confidential or policy determining character for which it is not practical to examine. Mentally retarded persons and severely physically handicapped persons can be hired non-competitively on Schedule A appointments if they have been certified by a state vocational rehabilitation counselor or by the Veterans Administration to a specific position. Any significant promotion or change in position would require recertification. At the end of two years of successful performance, these individuals may be non-competitively converted to a competitive career-conditional or career appointment. The time served under a 700 hour temporary appointment does not count toward the two year time period for the conversion. Appointing Authorities:

(1) 213.3102(t) Position filled by mentally retarded applicants.

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(2) 213.3102(u)	Position filled by severely physically handicapped persons who have been certified by state vocational rehabilitation agencies or Veterans Administration or who have demonstrated their ability to perform under a temporary appointment.
(3) 213.3102(v)	Applicants with financial need or mentally retarded and severely handicapped
(4) 213.3102(w)	Stay-In-School Program.
(5) 213.3102(ll)	Interpreters, readers, and personal assistants.

d. Schedule B positions are those other than a confidential or policy determining character for which it is not practical to hold a competitive examination that OPM may prescribe.

A mentally restored person may be hired through excepted appointment authority in Section 213.3202(k) of Schedule B. Individuals appointed under this authority must meet the minimum qualifications for the position and grade and additionally be certified by either a State or Veterans Administration Vocational Rehabilitation Counselor as being capable of functioning in the specific position. Appointments made under Section 213.3202(k) are for a period not to exceed 2 years. This authority does not permit conversion to competitive appointments, therefore individuals wishing to continue Federal service must compete for future Federal appointment or have reinstatement eligibility. Prior approval of OPM is required for appointments under Section 213.3202(k). Appointing Authority:

213.3202	Position filled by mentally restored applicants.

e. Disabled Veterans with a notice of compensable disability of 30% or more from the Veterans Administration which is dated within the preceding year can be hired on a temporary appointment and subsequently converted non-competitively to a career-conditional or career competitive appointment at any time.

f. Veterans Readjustment Appointment (VRA). Under VRA, eligible Vietnam Era veterans may be hired for positions at grades 1 through 9 without competing in civil service

examinations. The VRA program combines work experience and self development training on the basis of the veterans' interests and abilities and the personnel needs of the agency. Subject to successful job performance and satisfactory participation in the agreed to training, VRA appointments may be converted after two years from excepted appointments to competitive career conditional appointments. Disabled veterans, clients of the Veterans Administration, may train in Federal agencies and be non-competitively appointed to the position for which trained in any agency having a suitable vacancy. Appointing Authorities:

307.103	Veterans Readjustment Appointment (VRA).
315.604	Disabled Veterans.
315.707	Veterans with 30% Disability.
316.402(b)(4)	Temporary Appointment Vietnam Era Veterans.
316.402(b)(5)	Temporary Appointment of Veterans with 30% Disability.

(This appointing authority does not apply to nonappropriated fund employees.)

2. Personal Assistants

a. The need for assistant services varies among severely physically handicapped persons depending on the individual's circumstances. For example, a person who is totally paralyzed from the neck down may have sufficient movement in one hand to operate an electric wheelchair but may need assistance during meals, arranging work materials, handling of urinary bags, or transferring from a wheelchair to a taxi or other modes of transportation. However, there are others who may need a minimum of assistance, in such activities as being pushed to and from the work site and cafeteria.

b. Public Law 96-523 authorized heads of agencies to employ, with or without pay, personal assistants, or to assign such assistance as may be necessary to enable handicapped employees to perform their work either at the worksite or while on official travel.

3. Reading/Interpreting Assistance

a. Reading Assistance. A person employed as a reader should be able to read well and articulate clearly. The degree of technical reading skill needed will vary according to the type and volume of material to be read and will vary depending on the blind employee's occupation and ability to use assistive devices. The provision of reading services may also be appropriate for other handicapped employees who have disabilities that interfere with their ability to read or perform computations.

b. Interpreter Assistance. Interpreting involves translating the spoken word into sign language to enable deaf or hearing-impaired persons to communicate with hearing persons. An interpreter is one who has completed an interpreting training program and/or is certified by a recognized certifying body such as the National Registry of Interpreters for the Deaf.

c. Public Law 96-523 authorizes agency heads to employ or assign persons to provide reading assistance for blind employees and interpreting services for hearing-impaired employees. Readers paid by Federal funds may be given excepted appointment under Section 213.3102(11) of Schedule A. They may be hired on a full-time, part-time or intermittent basis. Public Law 96-523 also provides authority for employment of unpaid readers or interpreters without regard to provisions governing appointment in the competitive service. Readers or interpreters not compensated by the government (volunteers, paid by nonprofit organizations or by the handicapped employee from personal fund or from state vocational rehabilitation funds) are entitled to certain employee benefits such as a coverage under worker's compensation laws.

NAVSEA HEADQUARTERS HANDICAP COMMITTEE

CHARTER

ARTICLE I - NAME

The NAVSEA Handicap Committee is hereafter referred to as the Committee.

ARTICLE II - OBJECTIVE

The objectives of the Committee are: (1) to afford the employment of qualified handicapped individuals in the workforce by ensuring that recruitment opportunities are designed to reach and attract handicapped applicants; (2) advise COMNAVSEA via SEA OOH of any attitudinal, physical or facility barriers in the Command and ensure adequate accommodations are available for all handicapped employees; (3) increase supervisors' and managers' awareness of the capabilities of handicapped individuals; and (4) ensure that handicapped employees are treated fairly and equitably on their jobs.

ARTICLE III - MEMBERSHIP

Section 1 - Composition

a. General. The committee membership is made up of both civilian and military personnel. The term of each Committee member will normally commence in January and be effective for two years regardless of positions subsequently held. Members of the Committee may serve another term only if replacements have not been nominated and approved. Membership will be limited to 15 individuals.

b. Representation. The committee membership will consist of volunteer NAVSEA personnel; however, inability to participate or poor attendance at Committee or Subcommittee meetings will lead to the member being asked to resign in favor of a replacement member.

c. Selection Procedures. Volunteers and nominees will be solicited through THE OBSERVER in the form of an application. The application will be received by the Committee and submitted to the EEO office for approval or placed on a waiting list.

d. Officers. The Committee will have a Chairperson, Vice-Chairperson, Secretary, and Assistant Secretary. Each January officers will be selected by ballot for a one-year term.

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ARTICLE IV - SUBCOMMITTEES

Section 1 - Suggested subcommittees may be established as follows:

a. The Recruitment and Placement Subcommittee. Recommends appropriate programs to ensure that supervisors and managers are aware of the various recruitment and training opportunities designed to reach handicapped employees and to ensure that such recruitment and training opportunities exist and are current. The subcommittee coordinates these efforts with the Consolidated Civilian Personnel Office-Crystal City.

b. The Architectural Barriers Subcommittee. Recommends corrections of architectural barriers in the Command and work-related environment.

c. The Publicity and Awareness Subcommittee. Publicizes the functions of the Committee.

d. The Fair and Equitable Treatment Subcommittee. Receives employees' oral or written concerns or comments and refers them to responsible officials in the NAVSEA EEO office for appropriate action.

ARTICLE V - FUNCTIONS

Section 1 - The Committee shall:

a. Strive for the achievement of the objectives stated in Article II.

b. Serve as a "sounding-board" for determining attitudes of and toward handicapped employees throughout the Command and making recommendations on handicapped matters to the Headquarters Deputy EEO Officer on proposed solutions.

c. Recommend to the Headquarters Deputy EEO Officer policies and procedures which will contribute to the effectiveness of the handicap program.

d. Take on specific tasks as deemed necessary or as assigned by the Headquarters Deputy EEO Officer or COMNAVSEA.

e. Establish goals and objectives of the Committee for each calendar year.

f. Develop actions items for inclusion in the Command's Affirmative Action Program Plan for Handicapped Individuals and Disabled Veterans and monitor actions under the plan.

Section 2 - The Chairperson shall:

a. Conduct all regular and special Committee meetings.

b. Prepare and distribute an agenda prior to all Committee meetings.

c. Preside over Committee meetings, assign tasks, and appoint subcommittees.

d. Arrange for periodic meetings with the Headquarters Deputy EEO Officer.

e. Present Committee recommendations, when appropriate, to COMNAVSEA via Headquarters Deputy EEO Officer.

f. Attend EEO training courses or briefings as required.

Section 3 - The Vice Chairperson shall serve in the absence of the Chairperson and perform the functions of the Chairperson.

Section 4 - The Secretary shall:

a. Maintain the Committee records, except those specifically assigned to others.

b. Keep minutes of all regular and special meetings of the Committee.

c. Sign the approved minutes prior to submission to the Chairperson or Vice Chairperson.

d. Maintain the Committee roster and attendance.

e. Distribute the approved minutes to all Committee members and the Headquarters Deputy EEO Officer.

f. Advise all Committee members of time and location of all meetings.

g. The Assistant Secretary will serve in the absence of the Secretary.

Section 5 - The Assistant Secretary shall serve in the absence of the Secretary and perform the functions of the Secretary.

Section 6 - Member. Each member reports to the Committee Chairperson on a collateral duty basis and shall:

a. Attend scheduled Committee and Subcommittee meetings.

b. Notify the Chairperson or Secretary if you are unable to attend a meeting, or of impending termination of membership on the committee.

c. Submit agenda items to the Chairperson one week prior to scheduled Committee meetings.

d. Be prepared to discuss all agenda items at the committee meetings.

e. As a result of Committee or Subcommittee meeting actions, carry out tasks and assignments as directed by the Chairperson or Subcommittee Chairperson.

f. Attend EEO training courses or briefing as required.

g. Notify the Chairperson of the Subcommittee if you are unable to attend a Subcommittee meeting.

Section 7 - Associate Members. Serve as a resource individual on the Committee and carry out special tasks and assignments as directed. The term of an associate member is indefinite. Associate members are not full-time Committee members and are generally specialists in specific areas (i.e., personnel, EEO, position management, space management, safety, etc.).

ARTICLE VI - AMENDMENTS

The Committee will review the Charter and implementing instructions annually and recommend changes to the Headquarters Deputy EEO Officer as required.

ARTICLE VII - MEETINGS

Regular meetings will be held monthly or as scheduled by the Chairperson. Regular Subcommittee meetings will be held as scheduled by the respective Subcommittee Chairpersons.