



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK, VIRGINIA 23551-4615

COMNAVRESFORINST 12720.6 CH-1

N00

13 MAY 2013

COMNAVRESFOR INSTRUCTION 12720.6 CHANGE TRANSMITTAL 1

From: Commander, Navy Reserve Force

Subj: EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES

Encl: (1) Special Recruitment Authorities

1. Purpose. To transmit a change to the basic instruction.
2. Action. Remove enclosure (1) of the basic instruction, and replace with enclosure (1) of this change transmittal.

A handwritten signature in black ink, appearing to read "B. P. Cutchen", with a long horizontal stroke extending to the right.

B. P. CUTCHEN  
Deputy

Distribution:

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<https://www.navyreserve.navy.mil>

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Special Recruitment Authorities

1. Schedule A, 5 CFR 213.3102(11), for hiring readers, interpreters, and personal assistants. This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities.
2. Schedule A, 5 CFR 213.3102(u), for hiring Individuals with Intellectual Disabilities, Severe Physical Disabilities, or Psychiatric Disabilities and have documentation certifying the disability from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); any Federal agency, state agency, agency of the District of Columbia, or a U.S. territory that issues or provides disability benefits may apply for non-competitive appointment through the Schedule A (5 C.F.R. 213.3102(u)) hiring authority. Individuals may be appointed to a temporary appointment. The individual may then be converted to a permanent excepted appointment whenever management determines he/she has the ability to perform the duties of the position.
3. 5 CFR 315.604 for hiring veterans with disabilities enrolled in a Veterans Affairs (VA) training program. This authority is used to hire veterans with disabilities who are eligible for training under the VA vocational rehabilitation program (38 U.S.C. Chapter 31). The veterans may enroll for training or work experience at an agency under the terms of an agreement between the agency and VA. While enrolled in the VA program the veterans are not federal employees for most purposes, but are beneficiaries of the VA. Upon successful completion, the host agency and VA give the veterans Certificates of Training showing the occupational series and grade levels of the positions for which trained. The Certificate of Training allows any agency to appoint the veterans non-competitively under a status quo appointment that may be converted to permanent status at any time.

Enclosure (1)

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4. 5 CFR 315.707 for hiring disabled veterans with 30 percent or more disability. This authority permits agencies to appoint veterans who retired with a 30 percent or more disability rating or who have a service-connected compensable disability of 30 percent or more. The disabled veteran must first be appointed to a time-limited appointment of more than 60 days. The disabled veteran may then be converted to a permanent career or career conditional appointment at any time.

5. 5 CFR 316.201(b) for hiring worker-trainees for programs such as the Welfare to Work program. On March 8, 1997, the President directed federal agencies to expand the use of the worker-trainee authority, under Temporary Appointment Pending Establishment of a Register and other excepted service hiring authorities to appoint welfare recipients to entry-level positions. Accordingly, we may utilize the worker-trainee authority as an additional tool to increase employment opportunities for people with disabilities under the Welfare to Work program.

Enclosure (1)





## DEPARTMENT OF THE NAVY

COMMANDER NAVY RESERVE FORCE

2000 NAVY PENTAGON

WASHINGTON, D.C. 20350-2000

COMNAVRESFORINST 12720.6

N00CP

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### COMNAVRESFOR INSTRUCTION 12720.6

From: Commander, Navy Reserve Force

Subj: EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES

Ref: (a) Rehabilitation Act of 1973, Section 501  
(b) E.O. 13548  
(c) E.O. 13163  
(d) Civilian Human Resource Manual 1601  
(e) Civilian Human Resource Manual 1604  
(f) DON memo of 6 Oct 11

Encl: (1) Special Recruitment Authorities  
(2) OPM Shared List Resume Access of Individual with Disabilities  
(3) Standard Form 256 Self-Identification of Disability  
(4) Reportable Disabilities  
(5) COMNAVRESFOR Disability Workforce Composition/COMNAVRESFOR Proposed Hiring Projections  
(6) Outcome Metrics  
(7) COMNAVRESFOR Action Plan for the Employment of Individuals with Disabilities: Strategic Focus

1. Purpose. To establish Commander, Navy Reserve Force (COMNAVRESFOR) policy for the employment of individuals with disabilities per references (a) through (f).

2. Background. Reference (a) as amended, requires federal agencies to take proactive measures to provide equal opportunity (EO) to qualified individuals with disabilities in all aspects of federal employment. President Barack Obama issued reference (b), which directs federal agencies to improve their efforts to recruit, hire, train, and retain individuals with disabilities. COMNAVRESFOR is committed to meeting the goals established by reference (b) and the Department of the Navy (DON).

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3. Policy. To ensure individuals with disabilities have an equal opportunity to compete in all aspects of employment by identifying and eliminating barriers that may exist in the hiring, development, recognition, and retention at all levels of the Navy Reserve Force.

4. Responsibilities

a. COMNAVRESFOR is responsible for:

(1) Communicating the leadership's commitment to hiring qualified Individuals with Disabilities (IWDs) and Individuals with Targeted Disabilities (IWTDs) to all levels of the workforce.

(2) Establishing a hiring goal for the command.

b. Executive Director is responsible for:

(1) Serving as the Command Disability Champion.

(2) Overall program direction.

(3) Promoting the need to consider individuals with disabilities in the recruitment process, ensuring reasonable accommodations are considered and granted, and identifying and eliminating or minimizing barriers to recruitment of individuals with disabilities.

(4) Monitoring the command's progress in meeting the goals established by the EO and DON plan.

c. Director, Civilian Personnel Programs (DCPP) is responsible for:

(1) Providing advice and guidance to managers and supervisors on the instruction, applicable laws, and regulations.

(2) Serving as member of the working group chaired by the Command Disability Champion.

(3) Expanding recruitment efforts by encouraging managers to utilize all sources available to fill vacancies through special hiring authorities such as Schedule A, Veterans



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Recruitment Appointment, Workforce Recruitment Program (WRP), 30 percent or more compensable disabled veterans, and Veterans Employment Opportunities Act.

(4) Ensuring each Human Resource Office (HRO) utilizes the script developed by the Office of Civilian Human Resources (OCHR) to seek interest from the hiring officials in using the Schedule A hiring authority. The hiring official's interest will be tracked and submitted to OCHR to assist in the identification of potential barriers to the employment of individuals with disabilities.

(5) Assisting with efforts to identify and eliminate barriers to equal opportunity for individuals with disabilities.

(6) Evaluating the use of various hiring sources for the recruitment of individuals with disabilities, to include the Office of Personnel Management's shared register of individuals with disabilities.

d. Command Deputy Equal Employment Opportunity (EEO) Officer is responsible for:

(1) Providing advice and guidance to managers and supervisors on the instruction, and applicable laws and regulations.

(2) Ensuring quarterly reports are submitted on the command's progress of meeting the EO and DON goals.

(3) Ensuring training completion reports are submitted to the DON.

(4) Serving as an advisor to the working group chaired by the Command Disability Champion.

(5) Providing technical assistance to managers and supervisors on request for reasonable accommodation.

(6) Partnering with the Computer Electronic Accommodation Program (CAP) to obtain timely and effective accommodations.

(7) Working with the DCPD, managers and supervisors, regions, employees, and affinity groups to identify and eliminate barriers to equal opportunity for individuals with disabilities.

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(8) Developing and implementing training for managers and supervisors.

(9) Providing assistance to employees who may be experiencing employment problems due to reasonable accommodation issues.

(10) Briefing managers and supervisors on trends, training needs, and participation rate of IWD.

(11) Encouraging partnerships and coalitions with public and private organizations involved in the placement of individuals with disabilities.

(12) Expanding efforts to share information on employment by participating in community outreach activities, seminars, workshops, and conferences.

(13) Participating in recruitment trips to colleges and universities, and other recruitment events that focus on attracting individuals with disabilities.

(14) Serving as the program manager for the WRP.

(15) Implementing the Exit Survey to track individuals with disabilities perceptions and reasons for departures.

(16) Facilitating focus groups with employees to identify potential barriers or areas of concern.

e. Reserve Component Commanders are responsible for:

(1) Designating an individual to serve as Disability Program Coordinator.

(2) Ensuring all managers and supervisors complete mandatory training.

(3) Ensuring an appropriate barrier analysis is conducted to identify and eliminate any barriers to the participation of IWDs and IWTDS in the workforce.

(4) Ensuring quarterly reports are submitted on the regions progress, toward implementing action items, and DON goals to the Command Deputy EEO Officer.



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(5) Ensuring all requests for reasonable accommodation are processed and tracked per reference (d).

f. Managers and Supervisors are responsible for:

(1) Supporting the command's plan for the increased participation of individuals with disabilities.

(2) Completing the required training.

(3) Processing requests for accommodations per reference (d).

(4) Working with the DCPD to determine recruitment methods necessary to increase representation of people with disabilities.

(5) Ensuring the area of consideration for vacancies is broad enough to allow individuals with disabilities the opportunity to apply for selection or advancement.

(6) Ensuring individuals with disabilities have equal access to training that will improve job-related qualifications.

(7) Considering redesigning and restructuring positions to establish developmental opportunities when vacancies occur.

(8) Considering the offering flexible schedules (i.e. alternative work schedule, tele-work).

(9) Developing mentoring program for individuals with disabilities, as needed.

g. Public Affairs Officer is responsible for supporting the advancement of individuals with disabilities by publishing information and success stories in command publications.

h. Deputy Chief of Staff for Information Technology is responsible for ensuring the command is in compliance with (Section 508 of the Rehabilitation Act of 1973) as amended.

## 5. Command Strategy/Initiatives

a. Survey the workforce annually to validate their disability status.



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b. Provide training and technical assistance to managers and supervisors on the use of special hiring authorities and reasonable accommodation.

c. Conduct an appropriate barrier analysis to identify and eliminate barriers to equal opportunity for IWDs and IWTDs.

d. Monitor workforce trends, competency assessments, and gap analysis to ensure recruitment, retention, and development initiatives address current and future mission requirements. This is accomplished by conducting an annual workforce planning and forecasting analysis.

e. Wounded Warrior Program (WWP): COMNAVRESFOR will recruit, select, and retain Wounded Warriors who are ready and able to work.

f. Recruitment: COMNAVRESFOR will participate in career expos, job fairs, WRP, and WWP with colleges/universities and affinity groups to connect with individuals with targeted disabilities.

g. COMNAVRESFOR will partner with federal, state, and private organizations:

(1) Job Accommodations Network.

(2) CAP.

(3) Colleges and Universities.

(4) Council of State Administrators of Vocational Rehabilitation and local State Vocational Rehabilitation Coordinators.

(5) Veterans Administration Rehabilitation Coordinators.

(6) WWP.

(7) National Industries for the Severely Handicapped.

(8) Bender Consulting.

(9) WRP.

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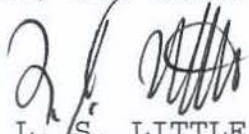
h. Retention: Recruiting and selecting individuals with disabilities are only part of the process. The command must retain the employees by providing appropriate accommodations, mentorship, guidance, and recognition to IWDs and IWTDs.

i. Resource Management Board will consider command goals for recruitment and retention of individuals with disabilities as well as requirements for reasonable accommodation when reviewing and approving requests for new and restructured positions.

j. COMNAVRESFOR managers and Human Resources professionals will focus on the specific strategies identified per enclosure (7).

6. Action. Commanders, commanding officers, and officers-in-charge shall develop plans and issue guidance to their subordinate commands to increase the participation of individuals with disabilities in the workforce.

7. The point of contact in this matter will be the Command Deputy EEO Officer at COMM: (757) 322-5658.

  
L.S. LITTLE  
Deputy

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2. Schedule A, 5 CFR 213.3102(u), for hiring Individuals with Intellectual Disabilities, Severe Physical Disabilities, or Psychiatric Disabilities and have documentation certifying the disability from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); any Federal agency, state agency, agency of the District of Columbia, or a U.S. territory that issues or provides disability benefits may apply for non-competitive appointment through the Schedule A (5 C.F.R. 213.3102(u)) hiring authority. Individuals who have a certification of job readiness from one of the above authorities may be appointed to a permanent excepted service appointment, and will qualify for conversion to the competitive service after 2 years of satisfactory service. Individuals without a certification of job readiness may be appointed to a temporary appointment. The individual may then be converted to a permanent excepted appointment whenever management determines he/she has the ability to perform the duties of the position.
3. 5 CFR 315.604 for hiring veterans with disabilities enrolled in a Veterans Affairs (VA) training program. This authority is used to hire veterans with disabilities who are eligible for training under the VA vocational rehabilitation program (38 U.S.C. Chapter 31). The veterans may enroll for training or work experience at an agency under the terms of an agreement between the agency and VA. While enrolled in the VA program the veterans are not federal employees for most purposes, but are beneficiaries of the VA. Upon successful completion, the host agency and VA give the veterans Certificates of Training showing the occupational series and grade levels of the positions for which trained. The Certificate of Training allows any agency to appoint the veterans non-competitively under a status quo appointment that may be converted to permanent status at any time.

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OPM Shared List Resume Access of Individuals with Disabilities

1. New users can gain access to the Shared List by completing the following steps:

Step 1: Join the OPM Shared List of People with Disabilities Contact Group, click on the provided links: Join the Contact Group, and <https://max.omb.gov/maxportal/register/group/AGY-OPM.DISABILITIESHIRING>

Note 1: If you already have a MAX account, you will automatically be added to the group.

Note 2: If you do not have a MAX account, you must first fill out a short registration form. The form can be found at: <https://max.omb.gov/maxportal/registrationForm.action>. Once you've completed the registration form, you will automatically be added to the group.

Step 2: Visit the OPM Shared List on the Homepage at: <https://max.omb.gov/community/x/SpEZIQ>. The individuals on the list are screened and interviewed by Bender Consulting. View helpful resources, search the shared list for candidates, and view resumes provided by Bender Consulting.

Step 3: For more information on registering for/or using the Community or the Shared List, contact MAX Support via e-mail at: [maxsupport@omb.eop.gov](mailto:maxsupport@omb.eop.gov) or COMM: (202) 395-6860.

Step 4: If anyone is considering an applicant for employment, please notify your civilian personnel liaison or contact Civilian Personnel Department N00CP.

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## Standard Form 256

**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"/>
<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.		<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.		
<b>Part I. Targeted/Severe Disabilities</b>  <b>Hearing</b> 18 - Total deafness in both ears (with or without understandable speech)  <b>Vision</b> 21 - Blind (inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception)  <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)  <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)  <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  <b>Other Impairments</b> 82 - Epilepsy 90 - Severe intellectual disability 91 - Psychiatric disability 92 - Dwarfism		<b>Part II. Other Disabilities</b>  <b>Hearing Conditions</b> 15 - Hearing impairment/hard of hearing  <b>Vision Conditions</b> 22 - Visual impairments (e.g., tunnel or monocular vision or blind in one eye)  <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, dysphagia, etc.) 98 - History of alcoholism  <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)  <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. 08 - I have a disability, but it is not listed on this form.		

Print Form

Save Form

Clear Form



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Reportable Disabilities

Targeted/Severe Disabilities;

Hearing:

18 - Total deafness in both ears (with or without understandable speech) .

Vision:

21 - Blind (inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception) .

Missing Extremities:

30 - Missing extremities (missing one arm or leg, both hands or arms, both feet or legs, one hand or 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) .

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) .

Complete Paralysis:

79 - Because of brain, nerve or muscle impairment, including palsy and cerebral palsy, there is 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.

Other Impairments:

82 - Epilepsy  
90 - Severe intellectual disability  
91 - Psychiatric disability  
92 - Dwarfism

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Other Disabilities

Hearing:

15 - Hearing impairment/hard of hearing.

Vision:

22 - Visual impairments (e.g. tunnel or monocular-vision or blind in one eye).

Physical Conditions:

- 26 - Missing extremities (one hand or 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 - Human immunodeficiency virus Positive/Acquired immune deficiency syndrome
- 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., require 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



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Speech/Language/Learning Conditions:

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, attention deficit disorder/attention deficit hyperactivity disorder).

Other Options:

01 - I do not wish to identify my disability status.

05 - I do not have a disability.

06 - I have a disability, but it is not listed on this form.

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Table 1: COMNAVRESFOR Disability Workforce Composition

FY 2008 through FY 2011 Total Workforce with Disability Composition						
Workforce Disability Status	FY 2009	Percentage	FY 2010	Percentage	FY 2011	Percentage
Not Identified	13	2.80%	13	2.69%	12	2.56%
No Disability	416	89.65%	432	89.44%	410	87.62%
Non-Targeted Disabilities	32	6.90%	35	7.25%	42	8.97%
Targeted Disabilities	3	0.65%	3	0.62%	4	0.85%
Disabilities Total	45	7.55%	48	7.91%	54	9.82%
Total Workforce	464	100%	483	100%	468	100%

Data Source: Defense Civilian Personnel Data System (DCPDS)

Table 2: COMNAVRESFOR Proposed Hiring Projections

Hiring Percentage/Number to Achieve	FY 2012 Baseline (Target)	FY 2013 (Target)	FY 2014 (Target)	FY 2015 (Target)	FY 2016 (Target)
Total Individuals with Disabilities	9.82%	10.32%	10.82%	11.32%	12.00%
Individuals with Targeted Disabilities	0.85%	1.28%	1.70%	2.13%	2.56%



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Outcome Metrics:

Strategy A: Recruit and Hire: Recruit and hire individuals with targeted and non-targeted disabilities that assist the command in accomplishing its mission.

Action Item(s)	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
1. Develop IWD Activities for FY 12-16  Plan to update annually and coordinate with regions	Use internet, intranet, and e-mail systems to assist in recruiting individuals with disabilities and to raise awareness of COMNAVRESFOR	Post quarterly tracking reports of IWD/IWTD hires	Post quarterly tracking reports of IWD/IWTD hires	Post quarterly tracking reports of IWD/IWTD hires	Post quarterly tracking reports of IWD/IWTD hires
2. Report quarterly numbers to the DON	All DON mandated reports will be completed and ready for internal leadership review at least 2 weeks prior to the deadline	Provide DON quarterly updates	Provide DON quarterly updates	Provide DON quarterly updates	Provide DON quarterly updates
3. Ensure Vacancy Announcements include information related to Individuals with Disabilities/ Targeted Disabilities	19% of Announcements include information	50% of Announcements include information	60% of Announcements include information	70% of Announcements include information	80% of Announcements include information

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Outcome Metrics:

Strategy B: Develop Organizational cultural strategies that can enhance the command's retention of Individuals with Disabilities.

Action Item(s)	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
1. Collaborate annually with HRO, HRSCs, and DCPD on competency gaps, training objectives, scheduling and process for implementing mandatory training for management officials	55% of Stakeholders participate	60% of Stakeholders participate	65% of Stakeholders participate	70% of Stakeholders participate	75% of Stakeholders participate
2. Conduct Informal Lunch and Learns on Disabilities topics and leading practices	Annually	2 per year	3 per year	4 per year	4 per year
3. Create FAQs for hiring managers on non-competitive hiring authorities	Release inaugural FAQs	Update annually	Update annually	Update annually	Update annually
4. Conduct Disability Verification Survey	Annually	Annually	Annually	Annually	Annually



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Outcome Metrics:

Strategy C: Develop strategies that facilitate the efficient and effective return to work of Individuals with Disabilities.

Action Item(s)	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
1. Collaborate with Workers Compensation Specialist to update report	Annually	Bi-Annually	Quarterly	Monthly	Monthly
2. Provide status reports on data	Annually	Bi-Annually	Quarterly	Monthly	Monthly
3. Actively market various non-competitive hiring programs to meet workforce goals	Annually	Bi-Annually	Quarterly	Quarterly	Quarterly

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Outcome Metrics:

Strategy D: Develop mandatory training programs for both Human Resources personnel and hiring managers on the employment of Individuals with Disabilities.

Action Item(s)	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Developing and implementing training for managers, hiring officials and HR	Q3  Develop initial framework	Q4  Update training and offer updates	Q4  Update training and offer updates	Q1  Update training and offer updates	Q4  Update training and offer updates
Pull DART Data on Individuals with Disabilities	Q2  Provide Managers annual updates	Q2  Provide Managers annual updates	Q2  Provide Managers annual updates	Q2  Provide Managers annual updates	Q2  Provide/ Managers annual updates
Create and Update FAQs for hiring managers on non-competitive hiring authorities	Q4  Issue initial FAQs	Q4  Annual update	Q4  Annual update	Q4  Annual Update	Q4  Annual update



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COMNAVRESFOR Action Plan for the Employment of Individuals  
with Disabilities: Strategic Focus

1. President Obama signed EO 13548, on July 26, 2010, which celebrates the 20th Anniversary of the Americans with Disabilities Act and Executive Order 13163.

2. This instruction will utilize four strategic focus areas which align with the EO and DON requirements. The focus areas are:

<u>RECRUITMENT AND HIRING</u>	<u>ENHANCING AGENCY RETENTION</u>	<u>RETURN TO WORK FOR INDIVIDUALS WITH DISABILITIES</u>	<u>TRAINING OF MANAGERS AND HR PROFESSIONALS</u>
Align Recruitment and Hiring efforts to Implement Executive Order signed by President Obama on July 26, 2010.	Collaborate with key disability partners and champions to enhance agency retention.	Align diversity trends and demographics in workforce planning efforts to assist persons to return to work.	Engage and train hiring officials on Schedule A hiring and provide resources to align with training of managers.

3. The strategic focus will address COMNAVRESFOR's planning efforts covering FY 2012 through 2016 and includes the following:

a. Strategies to recruit, hire, and retain individuals with disabilities, including individuals with targeted disabilities.

b. A description of how the command will increase return-to-work outcomes for employees who sustained work-related injuries and illnesses as defined under the Federal Employees Compensation Act (FECA).

c. Signed certification identifying the name of the command's senior-level official who will be accountable for enhancing employment opportunity options and return to work initiatives for individuals with disabilities and targeted disabilities within the claimancy.

d. A description of how COMNAVRESFOR will ensure the participation of senior officials and managers/supervisors in

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mandatory training and assess the impact of leadership's use of effective tools and hiring flexibilities to recruit, hire, and retain individuals with disabilities.

4. Strategic Focus: Recruitment and Retention

a. The recruitment strategy will utilize technology, existing hiring flexibilities, such as OPM's Schedule A hiring authority and recruitment sources such as the Wounded Warrior Program and Bender Consulting's Shared Register of Candidates with Disabilities, and pre-hiring consultation with Human Resources staff. The designated Human Resources (HR) Specialist will talk to the hiring official(s) for the position, prior to posting any announcements.

b. During the meeting the HR Specialist will outline the various hiring flexibilities and options available to the selecting official. The HR Specialist, dependent upon the expressed needs, provides the hiring official with a pre-screened Certification Listing of Schedule A applicants, to include individuals with disabilities and targeted disabilities. The Human Resource Specialist will encourage hiring officials to consider these certifications for several reasons: provides quality applicants, reduces time to obtain an applicant, and resource savings.

c. COMNAVRESFOR will provide opportunities which increase the use of Schedule A, hiring authority for individuals with disabilities. This will be accomplished by referring Schedule A certificates, the Shared Register, and increased selection of individuals with disabilities through student hiring, internships, training and mentoring programs, and fellowships such as the Presidential Management Fellows (PMFs) program

d. COMNAVRESFOR will partner with various organizations dedicated to the identification and referral of individuals with disabilities such as employment coordinators with the Veterans Administration and state departments of rehabilitative services. COMNAVRESFOR will also participate in the Wounded Warrior Program with the Human Resources Service Center East and the Naval Sea Systems Command to identify, recruit, select, train, and retain Wounded Warriors in the workforce.

e. Given the historical recruitment and retention patterns of the COMNAVRESFOR civilian workforce (relatively low



recruitment volume with low levels of employee turnover), when it is known that vacancies will occur, it is critical that selecting officials and their HR partners confer in advance of recruitment regarding the targeting of individuals with disabilities as potential candidates.

f. Recruiting and selecting individuals with disabilities are only part of the process. The command must enhance retention of the employees by providing appropriate accommodation, mentorship, guidance, and recognition to IWTDS.

g. The importance and success of any hiring initiative rests with the leadership, more specifically, with senior leadership of the command in recognizing this business imperative. The Command Disability Champion will encourage managers and supervisors to consider individuals with disabilities in the recruitment process and ensure appropriate reasonable accommodation is provided to the employees.

h. The Command Deputy EEO Officer is accountable for educating supervisors and managers on the barrier analysis process to identify and eliminate barriers to equal opportunity for individuals with disabilities.

i. Our retention strategies will include training and development, mentoring, effective reasonable accommodation programs, equitable performance management processes, and access to Employee Assistance Programs.

5. Employment Opportunities for Students with Disabilities. In addition to other appointing authorities, we will continue to employ students with disabilities through student employment programs to ensure greater emphasis on these employment strategies to recruit and retain students with disabilities. COMNAVRESFOR will:

a. Continue to use the Student Career Employment Program (SCEP) and Student Temporary Employment Program (STEP) and offer employment opportunities to some students with disabilities through this program.

b. Participate in the Pathways Program, once it is fully implemented. The program will encompass the SCEP, STEP, and

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PMF Program. The new program will offer additional employment opportunities to individuals with disabilities.

c. Continue to participate in the WRP, which employs students with disabilities in offices throughout the headquarters.

d. Encourage managers and supervisors to use the WRP database to fill permanent positions as well as temporary positions.

e. Utilize the PMF Program, where applicable, to hire qualified individuals with disabilities. The program is a two-year, entry-level career development and training program designed to attract Master's and Doctoral students in a variety of academic disciplines. Upon successful completion of the two-year internship, PMFs are eligible for conversion to permanent status.

f. Work with management to improve outreach efforts through campus visits, targeting of professional organizations and publications and using technology in recruiting to recruit individuals with disabilities. Provide staff members (particularly those individuals with disabilities) the opportunity to participate in campus visits to recruit students with disabilities through the WRP.

g. Improve the awareness of student employment programs through training with managers and supervisors as additional avenues to attract students with disabilities as they become available.

6. Strategic Focus: Return to Work for Injured Employees.

a. The DCPD will offer assistance to our managers and supervisors in assessing the duties of the injured employee and providing the necessary accommodation to return injured employees back to a safe and healthy work environment. We will make special efforts, to the extent permitted by law, to ensure the retention of those who are injured on the job and are prepared to return to work. This includes working to improve, expand, and increase successful return-to-work outcomes for employees who sustain work-related injuries and illnesses as defined under the FECA.



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b. COMNAVRESFOR is dedicated to incorporating the seven goals of President Obama's Protecting Our Workers and Ensuring Reemployment Initiative plan. We will utilize strategies to effectively return injured employees back to work. The strategies include: the opportunity to work part time, telecommuting, modifying work duties, modifying schedules, and implementing reasonable accommodation. The strategies will assist injured workers in returning to work in a suitable time, reduce lost time injury rates, and production rates. Training of employees and managers will be enhanced and strongly supported through recent legislative changes. Mandatory training opportunities will be available to managers and supervisors that assist with implementing the Executive Order. In addition, the Human Resources for Managers and Supervisors course is required for all supervisors and managers. All managers and supervisors will be required to complete training on barrier analysis and reasonable accommodation. Required training will focus on improving the knowledge and understanding of the recruitment of individuals with disabilities, barrier analysis, and reasonable accommodation. Increased understanding, therefore, should lead to enhancement of the recruitment and retention of individuals with disabilities.