

US EPA ARCHIVE DOCUMENT



AFFIRMATIVE EMPLOYMENT PROGRAM PLAN  
FOR  
PERSONS WITH DISABILITIES



FY 2002  
PLAN UPDATE  
&  
FY 2001  
ACCOMPLISHMENT REPORT



**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN  
FOR  
PERSONS WITH DISABILITIES**



**FY 2002  
PLAN UPDATE  
&  
FY 2001  
ACCOMPLISHMENT REPORT**



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

JUN 13 2002

THE ADMINISTRATOR

MEMORANDUM

**SUBJECT:** Affirmative Employment for People with Disabilities

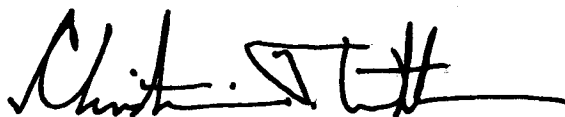
**TO:** Assistant Administrators  
General Counsel  
Inspector General  
Chief Financial Officer  
Associate Administrators  
Regional Administrators  
Staff Office Directors

The U.S. Environmental Protection Agency remains committed to having our workforce reflect America's diversity, and that strong commitment extends to people with disabilities.

The attached *FY 2002 Affirmative Employment Plan Update & FY 2001 Accomplishment Report for Persons with Disabilities*, which focus on our goals and objectives for the recruitment, hiring, and accommodation of people with disabilities, clearly show that EPA needs to increase significantly our hiring of those with targeted and non-targeted disabilities. To comply with the Agency's commitment under Executive Order 13163 to hire 1,000 new employees with disabilities over a five-year period – FY 2001 through FY 2005 – we must promptly implement an effective strategy and an aggressive recruitment and hiring campaign. For this important initiative, I am directing all Headquarters and Regional offices to use their best efforts to make 15 percent of new hires individuals with disabilities, with 20 percent of that group to be people with targeted disabilities.

The Office of Civil Rights and the Office of Human Resources and Organizational Services will be working together to assist offices and regions to meet these hiring goals. OCR will also be distributing quarterly workforce statistical information that will report our progress toward our goals. For more information about this initiative, please contact Daiva Balkus, Director, OHROS, or Karen Higginbotham, Acting Director, OCR.

Thank you for your cooperation in helping EPA meet our goals for the employment of people with disabilities.

  
Christine Todd Whitman

Attachment

**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN  
FOR  
PERSONS WITH DISABILITIES  
AGENCY-WIDE PLAN**

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**AFFIRMATIVE EMPLOYMENT PROGRAM  
FOR PERSONS WITH DISABILITIES**

**ANNUAL AFFIRMATIVE EMPLOYMENT PLAN  
FY 2002 PLAN UPDATE  
FY 2001 ACCOMPLISHMENT REPORT**

Name of Organization: **U.S. Environmental Protection Agency**

Address of Organization: 1200 Pennsylvania Avenue, NW  
Washington, DC 20460

Organization Level: **Agency-Wide**

Number of Employees Covered By Plan: 18,735 Total Permanent and Temporary

963 Total Number of Employees with Disabilities

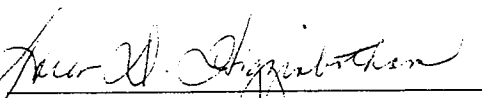
186 Employees with Targeted Disabilities

Name of Contact Persons Preparing Form  
Kathleen Coleman/Susan M. Morris

Telephone No.  
(202) 564-7288/7292

**Name/Title of Principal EEO Official**

KAREN HIGGINBOTHAM  
Acting Director, Office of Civil Rights



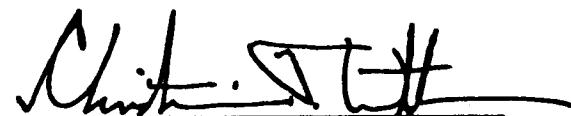
Signature of Principal EEO Official

*Certifies that this Report is in compliance with EEOC MD-713*

May 1, 2002  
Date

**Name/Title of Head of Organization**

CHRISTINE TODD WHITMAN  
Administrator



Signature of Agency Head

*Certifies that this Report is in compliance with EEOC MD-713*

JUN 13 2002  
Date

JUN 13 2002

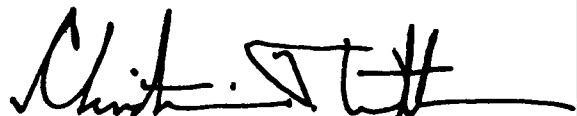
**SUBJECT:** Policy on the Employment of Persons with Disabilities

**TO:** All Employees

Every American has the right to work and yet recent polls indicate that almost three out of every four people with severe disabilities are unemployed. EPA must seek to include persons with disabilities in its pursuit of continued progress in protecting public health and safeguarding the environment. Toward that end, it is a great opportunity for us to advance the employment of qualified people with disabilities, while also competing for talented professionals, addressing the challenges of a shrinking conventional labor pool, and preparing for a large portion of the EPA workforce to retire during the next several years.

I reaffirm EPA's commitment to the recruitment and retention of qualified people with disabilities, and I encourage managers and hiring officials to take advantage of specialized authorities that facilitate the expedient hiring of citizens with disabilities. I am also pleased to announce an agreement with the Department of Defense Computer Electronic Accommodations Program that will enable EPA to obtain assistive technology as reasonable accommodations at no charge and within 48 hours after a request is initiated. This will effectively reduce two major hiring barriers of cost and timely delivery of reasonable accommodations.

As part of EPA's commitment, I ask every employee to help erode some of the myths and stereotypes that can too often prevent the hiring of qualified people with disabilities. I also ask managers and supervisors with hiring authority to make a commitment in meeting EPA's hiring goal of 1,000 persons with disabilities over the next five years.

  
Christine Todd Whitman  
Administrator

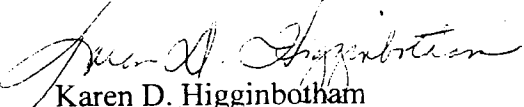
JUN 13 2002

## ACKNOWLEDGEMENTS

The success of any program is measured by the support and commitment received from the leadership and key players in an organization. At EPA, this includes the support of the Administrator, Deputy Administrator, Assistant Administrators, Regional Directors, Program Management Officers, Managers and Supervisors, Special Emphasis Program Managers, Union Officials, EEO Counselors, Non-Labor Employee Groups, and others involved with the Office of Civil Rights. The almost 18,000 employees of EPA contribute in their own special and individual ways - professionally, ethnically, culturally, and personally - in meeting EPA's mission to protect our human health and environment.

The Office of Civil Rights has a responsibility to process claims of discrimination and to manage an effective affirmative employment program. In that regard, a large part of our mission is to be a catalyst for change as we attempt to eliminate any under-representation and build upon our diversity. We have made a commitment to increase our representation of persons with disabilities and develop effective strategies for doing so. With a small committed staff, we regularly depend on the HQ's Offices, Regional Offices, Laboratories, and the many employees, who serve on a collateral-duty basis as Special Emphasis Program Managers and EEO counselors.

I would like to take this opportunity to thank Ms. Kathleen Coleman, who assumed the responsibility for developing this Plan, with assistance provided by Ms. Susan M. Morris, Workforce Diversity & Analysis Team Leader, and Mirza Baig, Acting National Asian Pacific Program Manager. Ms. Marsha Minter, Associate Director is to be commended for providing her continued support. They received enormous support from the HQ's and field offices in capturing and submitting all of the many accomplishments realized by their individual organizations and Agency in attempting to meet our affirmative employment goals and objectives for persons with disabilities. We appreciate the many contributions and hope that this Plan will be used by your organizations and distributed throughout the workforce.

  
Karen D. Higginbotham  
Acting Director



**AFFIRMATIVE EMPLOYMENT PROGRAM PLAN  
FOR  
PERSONS WITH DISABILITIES**

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**I. INTRODUCTION**

The U.S. Environmental Protection Agency (EPA) is a regulatory agency of the Federal executive branch responsible for implementation of the federal laws designed to promote public health by protecting our nation's air, water, and soil from harmful pollution. EPA endeavors to accomplish its mission systematically by proper integration of a variety of research, monitoring, standard-setting, and enforcement activities. As a complement to its other activities, EPA coordinates and supports research and anti-pollution activities of state and local governments, private and public groups, individuals, and educational institutions. EPA also monitors the operations of other federal agencies with respect to their impact on the environment.

The EPA is headed by an Administrator appointed by the President with the advice and consent of the Senate. The organization's senior executive management consists of a Deputy Administrator, nine Assistant Administrators, three Associate Administrators, an Inspector General, a Chief Financial Officer, a General Counsel, thirteen Staff Office Directors, and ten Regional Administrators.

Organizationally, the Agency is comprised of thirteen major program offices, ten regional offices, and several laboratory sites. Program offices are "functional divisions" headed by the Agency's Assistant Administrators, or equivalent positions. Program offices are constructed along media and topic lines in the Agency. The Assistant Administrators manage the Headquarter's program offices and report to the Administrator. Regional offices, headed by Regional Administrators, conduct work in support of Agency programs. The laboratory sites are also components of various program offices and report through the program's hierarchy. The Office of Civil Rights (OCR), a staff office within the Office of the Administrator, is responsible for the equal employment opportunity program, which includes the development and submission of the Affirmative Employment Accomplishment Report and Plan Update for Persons with Disabilities.

**A. PURPOSE:** The FY 2001 Affirmative Employment program (AEP) Accomplishment Report for Persons with Disabilities and FY 2002 AEP Update Report presents EPA's progress in improving the employment and advancement opportunities of persons with disabilities. The reports also document the status of significant program objectives directed toward achieving work force parity for this targeted group.

**B. AUTHORITY:** The Equal Employment Opportunity Commission (EEOC), pursuant to Section 501 of the Rehabilitation Act of 1973, as amended by Public Law 99-506, 100 Stat. 1807, requires Federal agencies to develop and implement affirmative employment programs to eliminate the under-representation of persons with disabilities in the Federal work force.

Further, policies, procedures, guidance and formats for the development and submission of annual Affirmative Employment Program Accomplishment Reports and Affirmative Employment Plan Updates are contained in the Equal Employment Opportunity Commission's EEO Management Directive 713, dated October 6, 1987. The OCR administers the development and execution of this program requirement through the senior-level EPA management structure and provides guidance and instructions for the preparation and submission of this required information to all EPA organizations nationwide.

**C. DATA SOURCE:** The statistical information included in the preparation of this report is obtained from the Environmental Payroll System (EPAYS) as of September 30, 2001. The EPAYS system stores and maintains current and historical data on all EPA employees.

**D. PART I: PROGRAM PLAN UPDATE:** This report, for the period October 1, 2001 to September 30, 2002, presents numerical objectives (goals) for employment of persons with "Targeted Disabilities" (TD) based on the permanent EPA workforce data.

**E. PART II: REPORT OF ACCOMPLISHMENTS:** This report, for the period October 1, 2000 to September 30, 2001, presents a statistical analysis of the status of persons with disabilities in various employment categories and by certain personnel actions.

**F. GENERAL DISCUSSION OF THE AGENCY'S DISABILITY PROGRAM:** Annually, the EPA files a report with the EEOC describing progress it has made to achieve the goals toward parity. It compares the representation of disabled persons in its workforce with that of the disabled population nationally. Additionally, EPA files a report of its program plans for the next fiscal year.

Included in this report is statistical information which indicates that the Agency must continue to develop strategies to improve the representation of persons with disabilities. OCR, along with the Office of Human Resources and Organizational Services (OHROS), and EPA's National Disability Advisory Council (DAC), will work with Agency management officials to improve the employment status of persons with disabilities during Fiscal Year 2002.

## PART 1: PROGRAM PLAN UPDATE

FOR THE PERIOD OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002  
 NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PERSONS  
 WITH TARGETED DISABILITIES (TD) (BASED ON PERMANENT WORK FORCE)

This form indicates EPA's numerical objectives for hiring people with disabilities and people with targeted disabilities during FY 2002. The objectives for hiring are based on losses and accessions to the workforce during FY 2001.

### ANTICIPATED CHANGES IN WORK FORCE

	<u>From October 1, 2001 to September 30, 2002</u>	
	<u>Number (+) or (-)</u>	<u>Percent Change (+) or (-)</u>
LOSSES (Total Work Force)	-1000	-5.6%
LOSSES (With Disabled Reported)	-50	-5.4%
LOSSES (Targeted Disabilities)	-10	-5.5%
ACCESSIONS (Total Work Force)	+1000	+5.6%
ACCESSIONS (With Disabled Reported)	+150	+16.2%
ACCESSIONS (Targeted Disabilities)	+35	+19.2%

	<u>Work Force Actual Data as of 9/30/01</u>		<u>Anticipated Changes in Work Force From 10/1/01 to 9/30/02</u>		<u>Anticipated Data as of 9/30/02</u>	
TOTAL WORK FORCE	17,707	100%	0	0.0%	17,707	100%
DISABLED REPORTED	926	5.23%	+ 100	10.8%	1,026	5.79%
TARGETED DISABILITIES	182	1.03%	+ 25	13.7%	207	1.23%

### NUMERICAL OBJECTIVES FOR THE PERIOD 10/1/2001 TO 9/30/2002:

A. Total Number of Accessions of Persons with Targeted Disabilities (TD):	35
B. Percent Accessions of Persons with TD:	3.5%
C. Total Number of Persons with TD on board as of 9/30/2002:	207
D. Percent of Work Force with TD as of 9/30/2002:	1.17%

## PLAN FOR SPECIAL RECRUITMENT PROGRAM

EPA set a goal for hiring people with disabilities and people with targeted disabilities based on projections and an estimate of opportunities. In setting goals for FY 2000, EPA considered budgetary constraints requiring reductions in the workforce by 1,000 positions, mainly through attrition.

FY 2000 goals for hiring people with disabilities (3) and people with targeted disabilities (2) were both met by the Agency. However, the following new strategies will be used during this year to help EPA meet its new objective:

### NEW RECRUITING STRATEGIES

### TARGET DATES

- |  |          |
|--|----------|
| 1. EPA recently began using an on-line application system called EZHire. This system also contains a database of organizations to which the system automatically sends out vacancy announcements when they are posted. In order to increase the applicant pool of qualified individuals with disabilities, OCR is continuing to update the database used by EZHire with new names of employment organizations and schools that reach the disability community. | On-going |
| 2. EPA will increase its participation at job fairs designed to attract applicants with disabilities.  | On-going |

**FACILITY/ ACCESSIBILITY**

**A. OBJECTIVES FOR BARRIER REMOVAL THAT WERE ESTABLISHED IN PREVIOUS SUBMISSIONS BUT HAVE NOT BEEN ACCOMPLISHED**

OBJECTIVES	ORIGINAL TARGET DATES	REVISED TARGET DATES	REVISED REMOVAL STRATEGIES
Not all bathrooms are accessible at EPA's Waterside Mall complex. There are accessible bathrooms in the facility, however, employees have to travel to different floors from where they are stationed to use one of these bathrooms.	On-going	September 30, 2002	EPA will have all employees relocated from the Waterside Mall complex to EPA's new headquarters at Federal Triangle by September 30, 2002.

**B.LIST ANY ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN**

1. EPA has begun, and will continue, improving the lighting (brightness) in its Ariel Rios facility, which has been restricted due to the historical status of the building.	1. On-going
2. EPA will improve the availability of parking spaces for employees with disabilities, especially for those who park scooters in cages located in certain areas of the parking structure at the Ronald Reagan International Trade Center.	2. On-going
3. EPA will develop and implement improved safety measures for and accessibility of bathrooms for its employees with disabilities, such as adding automatic door openers and pull cords for requesting assistance.	3. On-going
4. EPA will improve lighting in certain conference rooms to enhance employee's ability to see sign language interpreters during electronic/computerized presentations, which require a darker room.	4. September 30, 2002

<p>5. EPA's Office of Environmental Information is currently creating a database of products that meet Section 508 requirements. This database will be placed on the Agency's Accessibility website to be used as a resource for managers purchasing new information technology.</p>	<p>5. On-going</p>
<p>6. EPA, together with two other Federal agencies located in the Ronald Reagan International Trade Center, is planning to conduct a Section 508 Technical Exposition for managers and employees of all three agencies to review and test products that can be used by the agencies to make their information technology 508 compliant.</p>	<p>6. July 2002</p>

EEOC FORM 440 (Pg. 4)(10/87)

**ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES OR PROCEDURE  
WHICH RESTRICT THE HIRING, PLACEMENT OR ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES**

**A. BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES HAVE NOT YET BEEN INSTITUTED**

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	CURRENT TARGET DATES	DATES INDICATED PREVIOUSLY
N/A				

**B. BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED**

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
Managers' lack of awareness of the laws, regulations, guidelines and Executive Orders pertaining to employees with disabilities.	Education of the managers.	OCR has been and will continue conducting 2-day training classes until all managers at EPA throughout the country are trained on these issues, as well as general EEO issues.	September 30, 2002
EPA is a very decentralized organization, making it difficult for upper-level management to be aware of concerns and perceive inequities of staff. Because employees are often hesitant to express true feelings to management, their concerns are often not expressed.	Obtain information from employees with disabilities while preserving their privacy.	OCR will undertake a national study on the quality of life for persons with disabilities. The study will examine actual/perceived access to employment opportunities, high visibility assignments, awards, and promotions; and effectiveness of reasonable accommodations to assure success and positive work experiences.	September 30, 2002

The target dates indicated should be prior to the end of the Fiscal Year covered by this Plan so that substantial progress toward elimination of barriers will have been made by that time. All barriers listed in Item "A" above should be removed prior to the end of the Fiscal Year covered by this Plan.

## PART II: REPORT OF ACCOMPLISHMENTS

### AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES FOR THE PERIOD OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2001

#### STAFFING COMMITMENTS

The following data indicates EPA staffing commitments for the Affirmative Action Program for Persons with Disabilities as of September 30, 2001. The data includes the National Program Manager, the full-time staff sign language interpreter, and collateral-duty Persons with Disabilities Special Emphasis Program Managers.

#### A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:

##### 1. AGENCY-WIDE RESPONSIBILITY (DEPARTMENT-WIDE, IF APPLICABLE).

- Number of persons; Total staff years: 1 Full-Time Equivalent allocated to the program.

##### 2. RESPONSIBILITY FOR MAJOR OPERATING COMPONENTS (IF NONE, INDICATE "NOT APPLICABLE" <N/A>). N/A

#### B. ALL OTHER PERSONNEL (NOT ACCOUNTED FOR ABOVE) AT HEADQUARTERS, IN COMPONENT AGENCIES, OR IN FIELD INSTALLATIONS RESPONSIBLE FOR THE MANAGEMENT AND COORDINATION OF THE PROGRAM:

<u>PERCENTAGE OF TIME ALLOCATED TO THE PROGRAM</u>	<u>INDICATE NUMBER IN EACH GROUP</u>
1 - 5 %	0
6 - 10 %	0
11 - 25 %	19
26 - 75 %	0
76 - 100 %	1
<b>TOTAL</b>	<b>20</b>

#### C. NUMBER OF AGENCY PERSONNEL OFFICES WITH APPOINTING AUTHORITY: 11.



**TOTAL PERMANENT WORK FORCE**  
**SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM**  
**FOR**  
**EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES\***

	TOTAL WORK FORCE	PERSONS WITH DISABILITIES	%	NO DISABILITY (04-05)	%	OTHER (01) AND NOT AVAILABLE	%	PERSONS WITH TARGETED DISABILITIES	%
SEPTEMBER 30, 2000	17,732	888	5.0	16,614	93.7	230	1.3	159	0.9
FY 2001 OBJECTIVE	16,752	841	5.0	<No Objective>.	<No Objective>.	<No Objective>.	<No Objective>.	156	0.9
SEPTEMBER 30, 2001	17,707	926	5.2	16,559	93.5	222	1.3	182	1.0
TOTAL NUMBER OF ACCESSIONS FROM OCT. 1, 2000 TO SEPT. 30, 2001			831	INSTRUCTIONS:  THE DATA ON THIS PAGE ARE FOR PERMANENT TENURE (FULL-TIME, PART- TIME AND INTERMITTENT) AND PERMANENT NON-APPROPRIATED FUND EMPLOYEES.					
TOTAL NUMBER OF LOSSES FROM OCT. 1, 2000 TO SEPT. 30, 2001			856						

\*Numbers in parentheses refer to codes on Standard Form 256.

**TOTAL (PERMANENT) WORK FORCE** Continued

**SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM  
FOR  
EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES\***

**SPECIAL RECRUITMENT PROGRAM -- ACCESSIONS AND LOSSES -- TARGETED DISABILITIES (PERMANENT ONLY)**

	DEAF (16,17)	BLIND (23,25)	MISSING EXTREMITY (28,32-38)	PARTIAL PARALYSIS (64-68)	COMPLETE PARALYSIS (71-78)	CONVULSIVE DISORDERS (82)	MENTALLY RETARDED (90)	MENTAL ILLNESS (91)	DIST. LIMB /SPINE (92)	TOT. TARGET DISAB.
On-Board Persons with Targeted Disabilities As of 09/30/00	22	20	10	35	11	27	13	15	6	159
Applications from 10/1/00 to 09/30/01	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>	<No Infor.>
Accessions from 10/1/00 to 09/30/01	1	6	2	5	2	3	1	7	0	27
Losses/Voluntary & Involuntary Separations 10/1/99 to 09/30/01	0	1	0	1	1	0	0	1	0	4
On-Board Persons with Targeted Disabilities As of 09/30/01	23	25	12	39	12	30	14	21	6	182

\*For information on collection of applicant data, see 46 PR 11285 (February 6, 1981)

**TOTAL TEMPORARY WORK FORCE**  
**SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM**  
**FOR**  
**EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES\***

	TOTAL WORK FORCE TEMP	PERSONS WITH DISABILITIES TEMP	%	NO DISABILITY (04-05) TEMP	%	OTHER (01) AND NOT AVAILABLE	%	PERSONS WITH TARGETED DISABILITIES	%
SEPTEMBER 30, 2000	1,038	42	4.0	979	94.3	17	1.6	3	0.3
SEPTEMBER 30, 2001	1,028	37	3.6	975	94.8	16	1.5	4	0.4
TOTAL NUMBER OF ACCESSIONS FROM OCT. 1, 2000 TO SEPT. 30, 2001			621	INSTRUCTIONS:			THE DATA ON THIS PAGE PROVIDES INFORMATION ON TEMPORARY TENURE, TEMPORARY INTERMITTENT, AND TEMPORARY NON-APPROPRIATED FUND EMPLOYEES.		
TOTAL NUMBER OF LOSSES FROM OCT. 1, 2000 TO SEPT. 30, 2001			631						

\*Numbers in parentheses refer to codes on Standard Form 256

**ACCESSIONS AND LOSSES (TEMPORARY) -- TARGETED DISABILITIES**

TEMPORARY EMPLOYEES ONLY	DEAF (16,17)	BLIND (23,25)	MISSING EXTREMITIES (28,32-38)	PARTIAL PARALYSIS (64-68)	COMPLETE PARALYSIS (71-78)	CONVUL. DISORDERS (82)	MENTALLY RETARDED (90)	MENTAL ILLNESS (91)	DIST. LIMB /SPINE (92)	TOTAL TARGET DISAB.
On-Board Persons with Targeted Disabilities As of 09/30/00	0	1	0	0	1	0	0	1	0	3
Accessions from 10/1/00 to 09/30/01	0	3	0	3	0	0	0	2	0	8
Losses from Voluntary & Involuntary Separations 10/1/00 to 09/30/01	0	1	0	0	0	0	0	1	0	2
Conversions to Permanent Employment 10/1/00 to 09/30/01	0	2	0	2	1	0	0	0	0	5
On-Board Persons with Targeted Disabilities As of 09/30/01	0	1	0	1	0	0	0	2	0	4

\*Numbers in parentheses refer to codes on Standard Form 256.

\*\*Coding was changed during the year from Complete Paralysis (71-78) to Partial Paralysis (64-68) mid-year.

## PERMANENT WORK FORCE

### ANALYSIS OF WORKFORCE: WHITE COLLAR (GS,GM, SES, AND ALL OTHER)

As of September 30, 200

CATEGORY	GS-1	GS-2	GS-3	GS-4	GS-5	GS-6	GS-7	GS-8	GS-9	GS-10	GS-11	GS-12	GS/ GM- 13	GS/ GM-14	GS/ GM-15	SES	OTHER W.C.	TOTAL W.C.
Total Work Force	2 .0	9 .1	22 0.1	90 0.5	140 0.8	156 0.9	698 3.9	359 2.0	707 4.0	121 0.7	828 4.7	2,649 15.0	6,563 37.1	3,052 17.3	1,884 10.6	266 1.5	146 0.8	17,692
Not Identified	0	0	0	3 1.4	1 .5	2 0.9	7 3.2	3 1.4	9 4.1	4 1.8	14 6.3	28 12.7	88 39.8	40 18.1	16 7.2	1 0.5	5 2.3	221
Not Available	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No Disability Reported (04-05)	1 0.0	7 0.0	13 0.1	69 0.4	110 0.7	135 0.8	620 3.7	329 2.0	649 3.9	108 0.7	767 4.6	2,475 15.0	6,193 37.4	2,885 17.4	1,794 10.8	253 1.5	137 0.8	16,545
Other Disabled (06)	1 0.1	2 0.2	9 1.0	18 1.9	29 3.1	19 2.1	71 7.7	27 2.9	49 5.3	9 1.0	47 5.1	146 15.8	282 30.5	127 13.7	74 8.0	12 1.3	4 0.4	926
Total Targeted	0	1 .5	6 3.3	9 4.9	14 7.7	8 4.4	23 12.6	5 2.7	16 8.8	0	12 6.5	25 13.7	39 21.4	16 8.8	5 2.7	2 1.1	1 0.5	182
Deaf (16-17)	0	0	0	1 4.3	4 17.4	0	2 8.7	1 4.3	6 26.1	0	2 8.7	1 4.3	4 17.4	2 8.7	0	0	0	23
Blind (23,25)	0	0	1 4.0	0	2 8.0	2 8.0	6 24.0	1 4.0	3 12.0	0	2 8.0	1 4.0	4 16.0	1 4.0	2 8.0	0	0	25
Missing Extremities (28-38)	0	0	0	1 8.3	0	0	0	0	1 8.3	0	0	3 25.0	5 41.7	2 16.7	0	0	0	12
Partial Paralysis (64-68)	0	0	0	1 2.6	2 5.1	2 5.1	5 12.8	1 2.6	2 5.1	0	2 5.1	8 20.5	8 20.5	5 12.8	1 2.6	1 2.6	1 2.6	39
Complete Paralysis (71-78)	0	0	0	0	0	0	0	1 8.3	1 8.3	0	1 8.3	4 33.3	2 16.7	1 8.3	2 16.7	0	0	12
Convulsive (82)	0	0	1 3.3	0	0	0	5 16.7	1 3.3	2 6.7	0	1 3.3	5 16.7	11 36.7	4 13.3	0	0	0	30
Mentally Retarded (90)	0	0	2 14.3	6 42.9	3 21.4	2 14.3	0	0	1 7.1	0	0	0	0	0	0	0	0	14
Mental Illness (91)	0	1 4.8	2 9.5		3 14.3	2 9.5	4 19.0	0	0	0	2 9.5	2 9.5	4 19.0	1 4.8	0	0	0	21
Distortion Limb/Spine(92)	0	0	0	0	0	0	1 16.7	0	0	0	2 33.3	1 16.7	1 16.7	0	0	1 16.7	0	6

EEOC FORM 440 (Pg. 9)(10/87)

**PERMANENT WORK FORCE**  
**ANALYSIS OF WORK FORCE: BLUE COLLAR (FEDERAL WAGE SYSTEM)**

As of September 30, 2001

CATEGORY	WD/G 1	WD/G 2	WD/G 3	WD/G 4	WD/G 5	WD/G 6	WD/G 7	WD/G 8	WD/G 9	WD/G 10	WD/G 11	WD/G 12	WD/G 13	WD/G 14	WD/G 15	OTHER BC **	TOTA L WC **
Total Workforce	0	3 20.0	1 6.7	0	1 6.7	1 6.7	0	2 13.3	2 13.3	1 6.7	2 13.3	0	0	0	0	2 13.3	15 100%
Not Identified (01)	0	0	0	0	1 100.0	0	0	0	0	0	0	0	0	0	0	0	1
Not Available or Unspecified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NO HANDICAP (04-05)	0	3 21.4	1 7.1	0	0	1 7.1	0	2 14.3	2 14.3	1 7.1	2 14.3	0	0	0	0	2 14.3	14
Handicap Reported (06,13-94)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Targeted Disabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deaf (16,17)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Blind (23,25)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Missing Extremities (28,32-38)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Partial Paralysis (64-68)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Complete Paralysis (71-78)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Convulsive Disorders (82)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mental Retardation (90)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mental Illness (91)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Distortion of Limbs/Spine (92)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*Numbers in parentheses refer to codes on Standard form 256.

\*\*Includes unspecified GS and all other White Collar pay plans.

Note: Percentages to be calculated on basis of total employees in each of the categories in column on the left; Agencies that use other personnel systems should adapt form.

EEOC FORM 440 (Pg. 9A)(10/87)

**PERMANENT WORK FORCE**

**ANALYSIS OF WORK FORCE: TYPES OF OCCUPATIONS (PROFESSIONAL; ADMINISTRATIVE; TECHNICAL; CLERICAL; OTHER WHITE COLLAR; SUPERVISORY, LEADER, AND NONSUPERVISORY BLUE COLLAR**

CATEGORY	PROF	ADMIN	TECHNICAL	CLERICAL	OTHER WC	SUPERVISORY BC	LEADER BC	NONSUPER BC	TOTAL WF
Total Workforce	8,241 46.5	7,717 43.6	703 4.0	957 5.4	74 0.4	0	2 0.0	13 0.1	17707
Not Identified (01)	122 55.0	78 35.1	9 4.1	12 5.4	0	0	0	1 0.5	222
Not Available or Unspecified	0	0	0	0	0	0	0	0	0
No Disability (04-05)	7,784 47.0	7,226 43.6	626 3.8	838 5.1	71 0.4	0	0	12 0.1	16557
Disability Reported (06,13-94)	335 36.2	413 44.6	68 7.3	107 11.6	3 0.3	0	0	0	926
Total Targeted Disabilities	47 25.8	73 40.1	20 11.0	40 22.0	2 1.1	0	0	0	182
Deaf (16,17)	6 26.1	9 39.1	4 17.4	4 17.4	0	0	0	0	23
Blind (23,25)	4 16.0	10 40.0	4 16.0	6 24.0	1 4.0	0	0	0	25
Missing Extremities (28,32-38)	5 41.7	6 50.0	0	1 8.2	0	0	0	0	12
Partial Paralysis (64-68)	15 38.5	14 35.9	4 10.3	6 15.4	0	0	0	0	39
Complete Paralysis (71-78)	4 33.3	7 58.3	0	1 8.3	0	0	0	0	12
Convulsive Disorders (82)	8 26.7	17 56.7	3 10.0	2 6.7	0	0	0	0	30
Mental Retardation (90)	0	1 7.1	0	13 92.9	0	0	0	0	14
Distortion of Limbs/Spine (92)	1 16.7	4 66.7	1 16.7	0	0	0	0	0	6
Mental Illness (91)	0	0	0	0	0	0	0	0	0

**REPORT ON FACILITY ACCESSIBILITY**  
**BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR**

**A. SUMMARY OF EPA BARRIER REMOVAL ACTIVITY**

EPA is continuing to move to new headquarters buildings from the Waterside Mall complex. This should be completed by September 30, 2002. This will eliminate the facility barriers that existed at the Waterside Mall complex and ensure accessible bathrooms and accessible entrances.

**B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?**

NOT APPLICABLE  YES  NO; DESCRIBE

**C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTENDING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.**

Because most of EPA's facilities are leased through GSA, whenever a problem arises, (for example, the automatic door openers stop working), EPA has to wait for GSA to process the request for the repair or modification, and often has little or no control over the project. This causes delays not attributed to EPA, but perceived as such.

**D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.**

Increase communication and follow-up with GSA on facility matters.

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**ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES**

EPA initiated a mandatory training of all EPA managers throughout the Agency on civil rights and EEO issues. The 2-day training course is conducted jointly by EEOC and EPA and includes a large session of the Rehabilitation Act of 1973 and resources for finding effective reasonable accommodations.

Additionally, EPA continues to educate human resource officials on the hiring authorities available for the recruitment of individuals with disabilities and the resources available for finding effective reasonable accommodations.

EEOC FORM 440 (Pg.12)(10/87)



**PERMANENT WORK FORCE**

**PROMOTIONS AND CAREER DEVELOPMENT PROGRAMS**

**OCTOBER 1, 2000 TO SEPTEMBER 30, 2001**

CATEGORY*	ON-BOARD AS OF 9/30/01	PROMOTIONS		CAREER DEVELOPMENT (GRADES 5-12)		SENIOR LEVEL CAREER DEVELOPMENT PROGRAMS (GRADES 13-15)		DEVELOPMENT PROGRAMS	
		NUMBER	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT
Total Workforce	17,707	2,418	13.7	25	0	Data Not Available		Data Not Available	
Not Identified (01)	222	26	11.7	0	0				
Not Available or Unspecified	0	0	0	0	0				
No Disability (04-05)	16,559	2,232	13.5	19	0				
Disability Reported (04, 13-94)	926	160	17.2	6	0				
Total Targeted Disabilities	182	47	25.8	2	0				

COMPUTATIONS:

PERCENT PROMOTIONS =  $\frac{\text{NUMBER}}{\text{ON-BOARD IN CATEGORY}}$

PERCENT DEVELOPMENT PROGRAMS =  $\frac{\text{SLOTS IN CATEGORY}}{\text{ON-BOARD IN CATEGORY}}$

COMPUTATIONS ARE TO BE BASED ON ACTIONS DURING THE REPORTING PERIOD. FOR PROMOTIONS, USE STANDARD FORM 50, NATURE OF ACTION CODES 702 AND 542. FOR CAREER DEVELOPMENT (GRADES 5-12), COUNT SLOTS FILLED UNDER FORMAL UPWARD MOBILITY PROGRAMS, APPRENTICESHIP PROGRAMS, AND OTHER TRAINING AND DEVELOPMENT PROGRAMS, AS WELL AS APPOINTMENTS THAT MOVE PEOPLE NON-COMPETITIVELY THROUGH A SERIES OF PROMOTIONS WITH SOME TYPE OF TRAINING IN THE PROCESS. INCLUDE BOTH BLUE COLLAR AND WHITE COLLAR POSITIONS. FOR SENIOR LEVEL CAREER DEVELOPMENT (GRADES 13 - 15) PROGRAMS, COMPUTATIONS ARE TO BE BASED ON THE NUMBER OF INDIVIDUALS ENROLLED IN FORMAL EXECUTIVE AND MANAGEMENT DEVELOPMENT PROGRAMS DURING THE REPORTING PERIOD.

\*Number in parenthesis refer to codes on Standard Form 256 EEOC FORM 440 (Pg. 13) (10/87)

# **AFFIRMATIVE EMPLOYMENT PROGRAM FOR PERSONS WITH DISABILITIES**

## **NOTEWORTHY ACTIVITIES/INITIATIVES**

**FY 2001**

### **HEADQUARTERS AND AGENCY WIDE**

The Persons With Disabilities Program (PWD) resides in EPA's Office of Civil Rights (OCR). During the period, the National Program Manager for Persons with Disabilities continued with the implementation of a national strategy and program to increase the representation of persons with disabilities and targeted disabilities, which included the following activities:

- EPA provided training for its Regional and Program collateral-duty Special Emphasis Program Managers (SEPMs) for the Persons with Disabilities Program at the annual SEPM conference held July 23-27, 2001.
- In response to Executive Order 13164, "Establishing Procedures to Facilitate the Provision of Reasonable Accommodation," EPA created a Task Force that developed a draft document setting forth written procedures for requesting and providing reasonable accommodation. This document is proceeding through the Agency's Directives' Clearance process that is mandatory for the approval of all Agency policy or manuals.
- In response to the Administrator's initiative on diversity, EPA's Office of Civil Rights sponsored a mandatory civil rights training for all EPA supervisors throughout the country. This training, conducted jointly by EEOC and OCR, consists of a 2-day training on civil rights and EEO issues, including a significant portion on the government's rights and responsibilities under the Rehabilitation Act.
- EPA partnered with the Department of Defense's Computer/Electronic Accommodations Program (CAP) to improve the resources available and installation of information technology to employees with disabilities at EPA.
- To ensure compliance with the guidelines on Section 508 developed by the Access Board, EPA created a work group to develop policy or recommend necessary changes to current procedures. As a result, the Agency created contract provisions to be included in all information technology contracts; the Agency trained its contract officers and specialists on the new contract provision; the Agency delegated authority to allow Branch Chiefs to certify equipment purchased is Section 508 compliant to eliminate any procurement bottlenecks; the OCR distributed a memorandum to all employees outlining the steps an employee is required to take to file a complaint under Section 508; the Agency drafted a Section 508 policy outlining the Agency's requirements and requiring any

undue burden arguments to be approved by the Senior Information Resource Management Officers; and, the Agency conducted training on Section 508 issues and compliance.

The National Disability Program Manager provided training on disability issues on recruiting, interviewing, and hiring people with disabilities to Headquarters and Regional managers. The training was increased from 1- to 3-hour sessions, and included new topics, such as employment law and communicating with persons with disabilities.

- EPA web sites (the top 20 from each of the 14 Program Offices and 10 Regions) were surveyed by the Department of Justice and found to be compliant with Section 508.
- EPA continued partnering with Federal, state, local, and other rehabilitation organizations and employment agencies throughout the country to improve its pool of qualified applicants with disabilities. Organizations EPA partnered with included: the National Federation of the Blind; Washington, D.C., Maryland and Virginia Departments of Rehabilitation Services; Columbia Lighthouse for the Blind; Outcomes; Service Source; American Council for the Blind; Target Community and Education Services; and, the President's Committee On Employment of People with Disabilities. EPA also included these organizations in its EZHire database, which automatically distributes job announcements to those organizations listed.
- EPA participated in an aggressive recruitment effort to encourage top students with disabilities to apply for the EPA Intern Program. The EPA Intern Program is a leadership developmental program for top students in the country. In the class of 2001, 8 out of 32 students hired were students with disabilities.
- In May 2001, OCR participated in the National Job Fair for People with Disabilities held in Washington, DC and the National Federation for the Blind Job Fair in July 2001. At least two persons with disabilities were hired by EPA and several potential candidates have been identified by HQ and Regional offices to receive job offers.
- As part of National Disability Awareness Month in October 2001, the following training programs were conducted by OCR: Psychiatric Disabilities in the Work Place; Succeeding with a Disability in the Federal Government; and Understanding Mental Health Issues.
- EPA's Office of Administration and Resource Management (OARM) initiated a program to provide resources and centrally fund architectural and engineering services for eliminating physical barriers in the workplace. This program was initiated in Region 9 and extended to the entire Agency. Additionally, OARM funded a study on issues arising with the evacuation of persons with disabilities to better prepare for emergencies in the future.
- EPA's Office of Research and Development's (ORD) five Laboratories expanded their recruitment efforts by networking with coordinators at local state rehabilitation offices and universities to increase

the applicant pool of persons with disabilities for each of the Laboratories. The Laboratories assessed all their web sites and made modifications for them to meet Section 508 requirements. “Lessons learned” were shared to improve the process. Additionally, both staff and managers received training on disability issues.

- EPA’s Office of Water (OW) formed a Diversity Network. This group, which includes employees with disabilities, is committed to ensure that opportunities for professional development and recognition are afforded to all employees at EPA. OW also provided training to management on disability issues.
- EPA’s Office of Prevention Pesticides and Toxic Substances (OPPTS) improved communications and awareness by holding panel discussions on disability issues, presenting videos on disability issues, and providing opportunities for employees with disabilities to talk directly with senior management regarding proposed actions to support employees with disabilities.
- EPA’s Office of Air and Radiation’s (OAR) Deputy Assistant Administrator held listening sessions with its employees to hear concerns regarding disability issues. These listening sessions resulted in requiring mandatory training for all OAR supervisors on disability issues throughout the Agency.

## REGIONAL LEVEL

### EPA Region I (Boston):

- Conducted sensitivity and awareness training on issues involving hidden disabilities such as seizure disorders.

### EPA Region II (New York City):

- Continued to develop a close working relationship with the New York State Vocational Rehabilitation Services (VESID) for referrals of candidates.

### EPA Region III (Philadelphia):

- Sponsored the following training for all its employees: 1) A presentation by Tim Harrington entitled, "Building Communities-One Person at a Time" which focused on the recruitment of people with disabilities; 2) A presentation on assistive technology by the Pennsylvania's Initiative on Assistive Technology; and 3) A training session conducted by EPA's National Program Manager for People with Disabilities.

### EPA Region IV (Atlanta):

- Conducted a Technology Expo for managers and employees to educate them on a broad range of technology used in providing reasonable accommodations.
- Sponsored a training for managers conducted by the EPA National Program Manager for People with Disabilities.

### EPA Region V (Chicago):

- Partnered with the Illinois Rehabilitation Services Agency for conducting annual job fairs. This relationship resulted in hiring 2 summer interns with disabilities.

### EPA Region VI (Dallas):

- Sponsored a training session for managers conducted by Choice Employment on both legal requirements under the ADA as well as awareness on disability issues.

### EPA Region VII (Kansas City):

- Conducted training sessions on disability awareness and compliance with Section 508.

EPA Region VIII (Denver):

- Participated in local job fairs to recruit potential qualified employees with disabilities.
- Conducted several open forums/brown bag sessions for raising the awareness of the abilities of persons with disabilities, including topics on service dogs and specific medical conditions.

EPA Region IX (San Francisco):

- Participated on the San Francisco Mayor's Committee for the Employment of People with Disabilities. This committee provides an increased source of qualified applicants with disabilities through networking and its annual job fair.
- Created a Resume Database to house all the current resumes of people with targeted disabilities. This database is available to managers and hiring officials.
- Sponsored a training for managers conducted by the EPA National Program Manager for People with Disabilities.

EPA Region X (Seattle):

- Sponsored training for managers conducted by the EPA National Program Manager for People with Disabilities.

## **AFFIRMATIVE EMPLOYMENT PROGRAM FOR PERSONS WITH DISABILITIES**

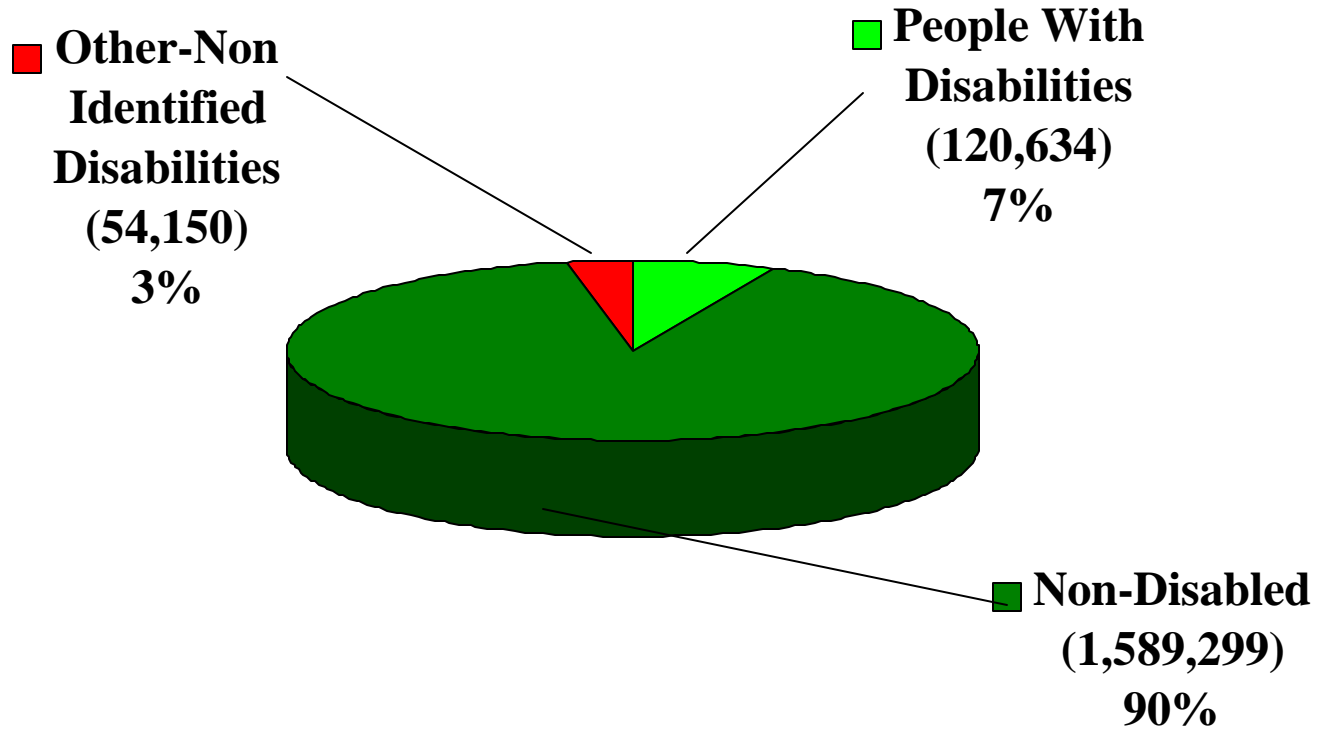
### **PLANNED INITIATIVES**

**FY 2002**

#### **AGENCY WIDE**

- Efforts will continue to educate managers, human resource staff and personnel specialists on mechanisms for increasing the hiring for people with disabilities and on maintaining links with organizations that can assist EPA in improving its applicant pool of people with disabilities.
- OCR will undertake a national study on the quality of life for persons with disabilities at EPA. The study will examine access and perceived access to employment opportunities, and examine the rate of participation of people with disabilities in high profile assignments, and in receiving awards and promotions. The study will also look at the effectiveness of reasonable accommodations in helping to assure a successful and positive employment experience at EPA for people with disabilities. (Previously listed on Form EEOC 440, p. 4).
- EPA's Office of Environmental Information (OEI) is creating a database of products that meet Section 508 requirements. This database will be placed on the Agency's accessibility website to be used as a resource for managers purchasing new information technology.
- EPA, together with two other federal agencies located in the Ronald Reagan International Trade Center, is planning to conduct a Section 508 Technical Exposition, for managers and employees of all three agencies to view and test products that can be used by the agencies to make their information technology 508 compliant.
- EPA managers will continue to receive mandatory Civil Rights training that will include issues affecting employees with disabilities.

## People With Disabilities As of September 30, 2001

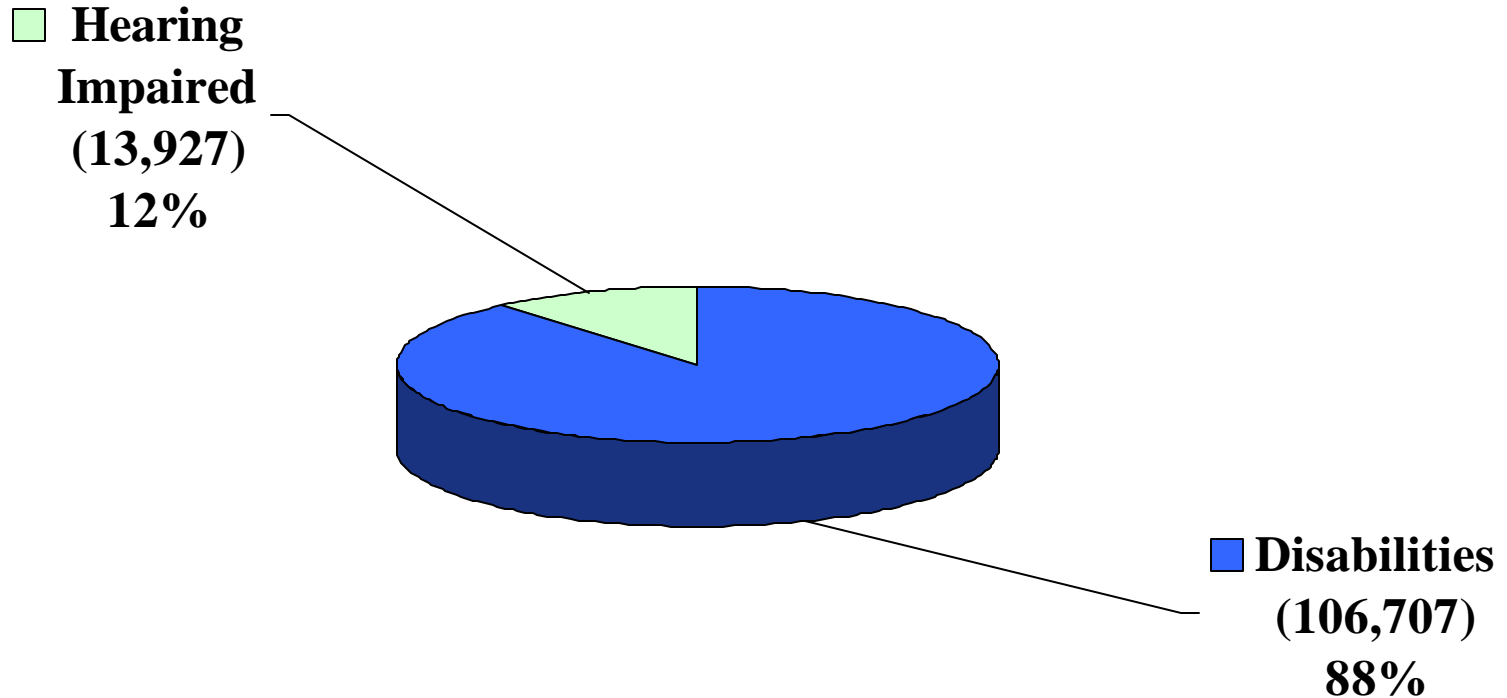


**Federal Executive Branch**

Source: Demographic Profile of Federal Workforce-OPM & EPAYS



# Persons with Targeted Disabilities Hearing Impaired

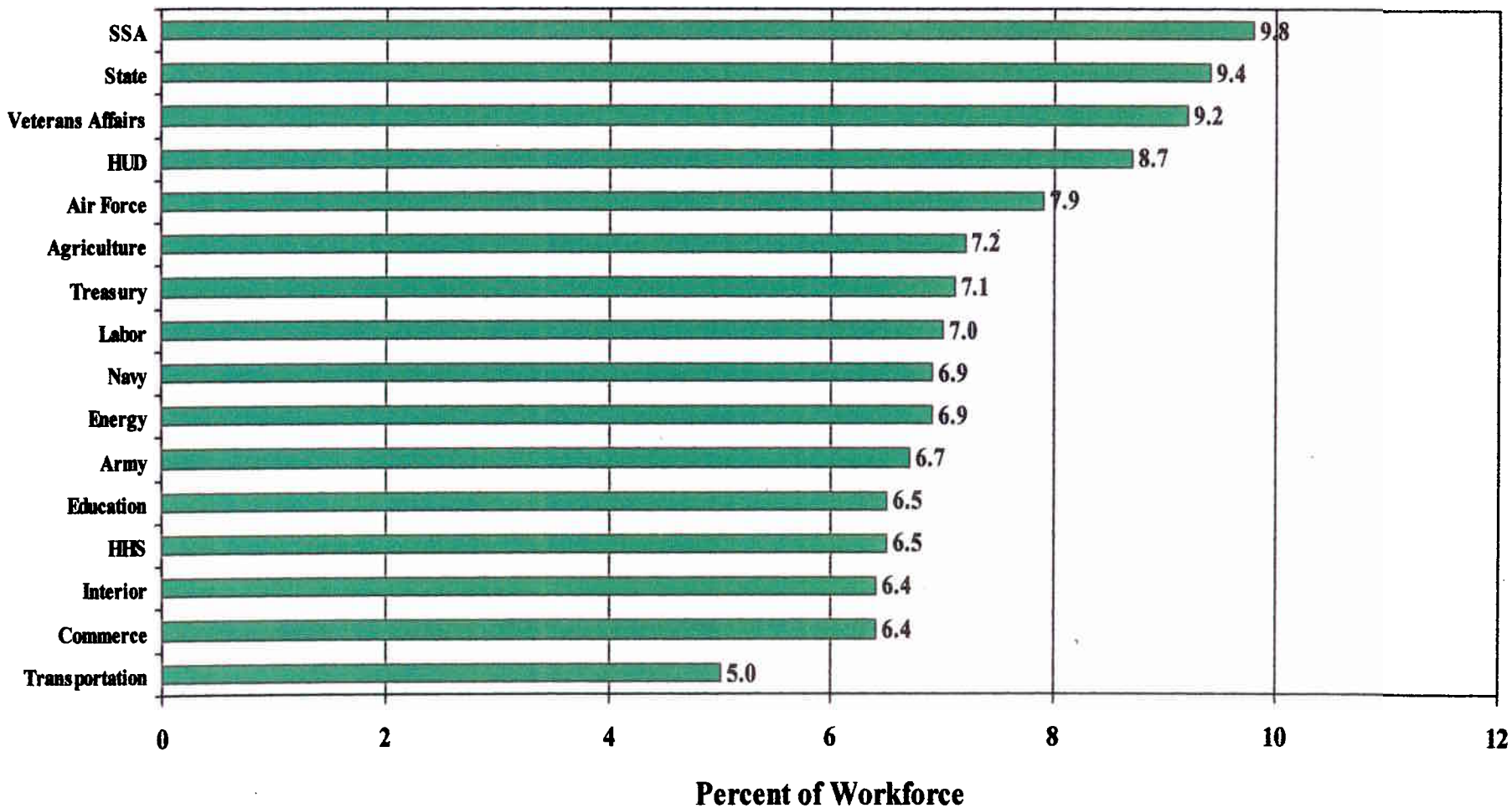


## Federal Executive Branch Workforce

Source: OPM 9/30/01 Demographic Profile

# Representation of People with Disabilities Among Federal Executive Departments

September 30, 2001



Source: Demographic Profile of the Federal Workforce, September 30, 2001, OPM – Office of Workforce Information

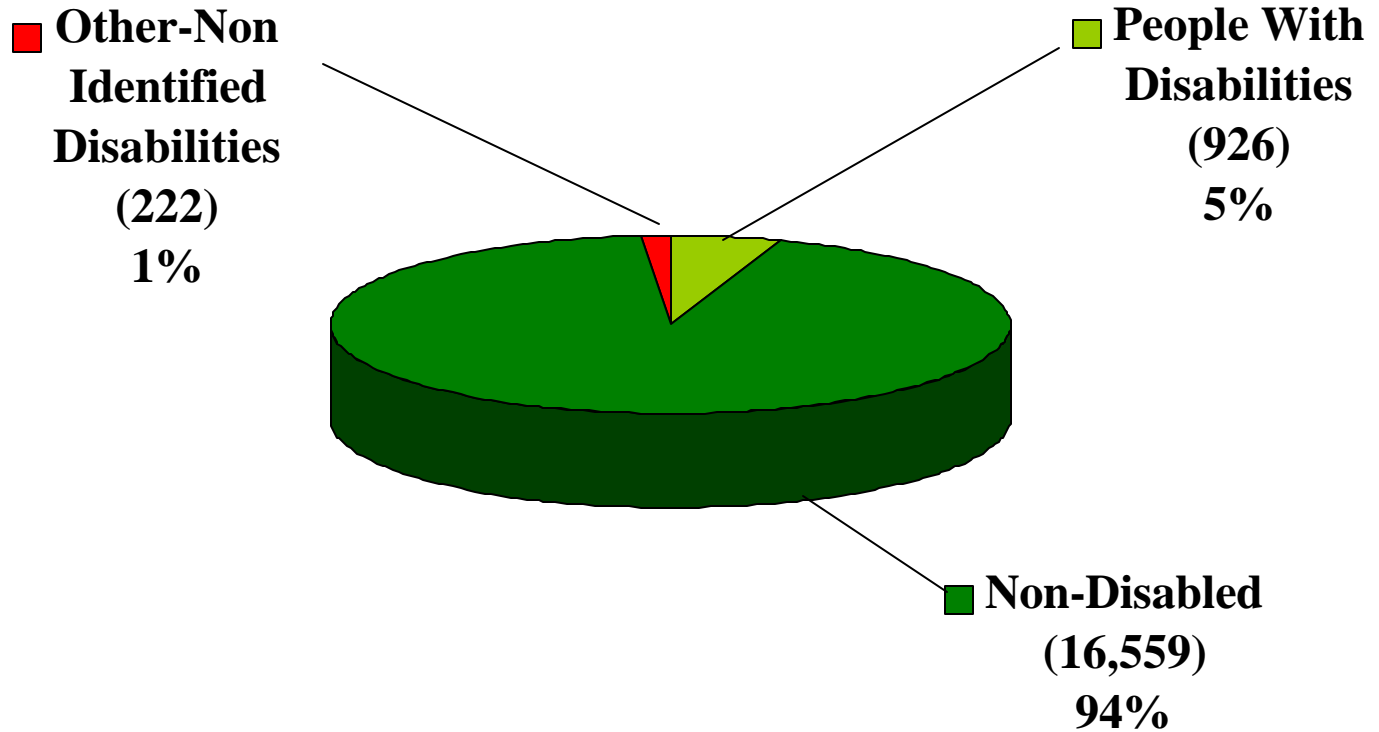
# Federal Executive Branch Agencies with 500+ Employees and People with Disability Representation Exceeding 5 Percent

September 30, 2001



Source: Demographic Profile of the Federal Workforce, September 30, 2001, OPM – Office of Workforce Information

## People With Disabilities As of September 30, 2001



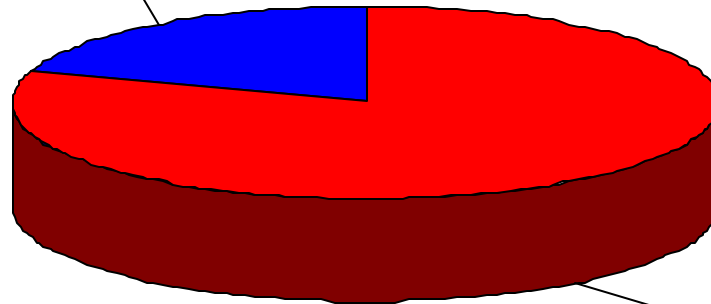
**U. S. Environmental Protection Agency Permanent Workforce**

Source: EPAYS

# People With Disabilities

## As of 9/30/01

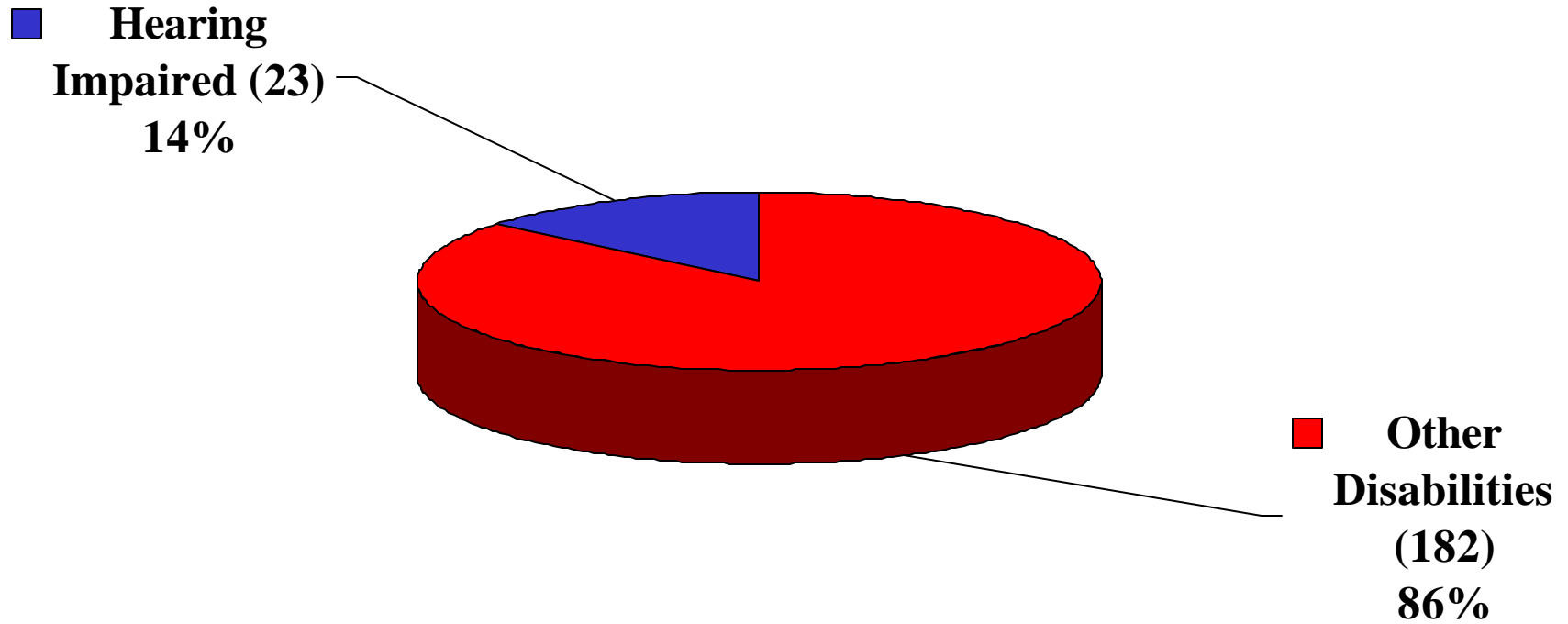
■ Targeted  
Disabilities  
(182)  
20%



■ People With  
Disabilities  
(744)  
80%

U.S. Environmental Protection Agency

# Persons with Targeted Disabilities Hearing Impaired



**U.S. Environmental Protection Agency**

Source: EPAYS; Persons with Hearing Impairments are the least represented of the targeted disabilities

# Targeted Disabilities As of 9/30/01 Total 182

