

For: FFAS Employees

Disability Employment Program Manager (DEPM)

Approved by: Deputy Administrator, Management



1 Overview

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Background

FFAS has established the DEPM to:

- coordinate activities and developing policies and procedures for implementing the affirmative employment, training, and reasonable accommodation requirements of the Disability Employment Program
- provide a central resource for all employees concerning disability issues.

DEPM shall comply with applicable statutes, implementing regulations, executive orders, case law, EEOC guidance, etc.

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Purpose

This notice:

- identifies DEPM
- describes responsibilities of DEPM
- informs employees how to contact DEPM.

<p>Disposal Date</p> <p>January 1, 2002</p>	<p>Distribution</p> <p>All FAS, FSA, and RMA employees; State Offices relay to County Offices</p>
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Notice PM-2229

2 Disability Employment Program

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**FFAS DEPM
Contact**

FFAS DEPM is Nicole White. Direct questions about this notice to Ms. White, as follows.

Address	Telephone Numbers
HRD, Domestic Operations Branch STOP 0596 1400 Independence Avenue, SW Washington, DC 20250-0596	Telephone: 202-418-9013 TDD: 202-418-9116 FAX: 202-418-9121

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**DEPM
Responsibilities**

Implementation of the Disability Employment Program requires coordination and collaboration with specialists from human resources, civil rights, and other experts, as necessary. DEPM shall perform the responsibilities in the following table.

Responsibility	Description
Recruitment, employment, and placement	Develops recruitment outreach, in conjunction with KCAO, Personnel Division and FFAS Civil Rights offices. Monitors disability employment and separation statistics on a regular basis and prepares trend analyses, as necessary. Provides input into the development and implementation of the Affirmative Employment Program Plan and annual report. Develops and implements the annual Disabled Veterans Affirmative Action Program Plan and report.
Employee utilization	Monitors promotions and training opportunities to ensure accessibility to people with disabilities. Conducts strategy sessions, as necessary, to determine barriers to these opportunities and ways to overcome the barriers.

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2 Disability Employment Program (Continued)

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DEPM
Responsibilities
(Continued)

Responsibility	Description
Policies and procedures	<p>Participates in the review of standards and guides developed by the Department, EEOC, Department of Justice, etc.</p> <p>Makes recommendations for utilization in the mission area.</p> <p>Develops policies and procedures, as necessary, for implementation of the program.</p> <p>Advises field counterparts on the program and general disability issues.</p>
Training	<p>Develops and conducts disability awareness training for managers and employees.</p> <p>Develops and implements ongoing disability awareness panels on specific disabilities and disability-related issues.</p> <p>Advises field counterparts of training opportunities.</p> <p>Provides training for field counterparts, as needed.</p>
Reasonable accommodations	<p>Develops policies and procedures for the review and implementation of accommodation requests.</p> <p>Evaluates and approves or denies accommodation requests for offices serviced by HRD, as provided in 31-PM, using guidance provided by EEOC and departmental policy.</p> <p>Develops, in collaboration with the employee, employee representative, and management, an accommodation plan to implement accommodations.</p> <p>Note: Managers should refer to 31-PM at the time of the initial request.</p> <p>Provides technical assistance to the Kansas City Accommodation Coordinator and the State Administrative Officers for accommodation requests. Works closely with these representatives.</p> <p>Serves as a resource on disability and accommodation questions.</p>
