

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP 1400.11

10/4/95

SUBJ: WESTERN-PACIFIC REGION PEOPLE WITH DISABILITIES PROGRAM

1. **PURPOSE.** This order describes the functions and responsibilities of the Western-Pacific Region's People With Disabilities Program (PWDP).
2. **DISTRIBUTION.** This order is distributed to branch level and above in the regional office and a limited distribution to all field offices and facilities in the Western-Pacific Region.
3. **BACKGROUND.** The regulatory requirements of 29 CFR 1614.101 and Subpart A, Section 1614.102(b)(3) provides that all government agencies will establish and implement a People With Disabilities Program. This order specifically addresses the establishment of the Western-Pacific regional program.
4. **MISSION.** The PWDP Committee provides a forum for an interchange of ideas concerning civil rights matters, specifically those related to an awareness of disabilities issues.
5. **RESPONSIBILITIES.** This order outlines the program's functions and responsibilities including the establishment of a PWDP Program Manager and Committee. The PWDP and the Committee are under the jurisdiction of the Civil Rights Staff, AWP-9.
 - a. The **People with Disabilities Program Manager** will be on the Civil Rights Staff, AWP-9, and serve as the focal point between the Committee and AWP-9. The Program Manager is responsible for advancing the program objectives in conjunction with the Committee and their activities.
 - b. A **People with Disabilities Program Committee** shall serve in an advisory capacity to the Region and provide advice, guidance, and appropriate support to the People with Disabilities Program Manager consistent with the People with Disabilities Act. Committee responsibilities are as follows:
 - (1) **Provide program analysis** by identifying and addressing the EEO problems and barriers that adversely impact people with disabilities in the work force, and applicants for employment.

Distribution:
A-X-3; A-FOF-0 (LTD)

Initiated By:
AWP-9

(2) Monitor intra-agency movement of employees with disabilities in the areas of recruitment, hiring, promotions, educational development/training, retention, details and reassignments.

(3) Provide resources and guidance to managers, supervisors, and employees regarding accommodation issues.

(4) Coordinate and assist in providing ongoing briefings and awareness training seminars, in conjunction with the Civil Rights Staff and the Human Resource Management Division on the regulatory requirements of the program, attitudinal barriers to the employment of persons with disabilities, and related issues.

6. OBJECTIVES. The objectives of the Program will be to:

- a. Identify barriers to employment and advancement of People with Disabilities.
- b. Encourage and assist People with Disabilities to achieve their highest career potential consistent with merit principles and individual ambition and abilities.
- c. Increase managerial awareness of the People with Disabilities Program objectives.
- d. Develop, monitor, prepare and analyze statistical information to assess the representation and progress of People with Disabilities.
- e. Participate in activities of other Government agencies, colleges, universities and community organizations to further the goals and objectives of the People with Disabilities Program.
- f. Publicize the People with Disabilities Program.
- g. Participate in regional recruitment efforts.

7. PWDP COMMITTEE MEMBERSHIP. Membership is comprised of a chairperson and representatives from various divisions and staff offices.

- a. The Chairperson will be selected by the Committee in October of each year and serve a one year term coinciding with the fiscal year.

b. Committee membership nominations will be initiated each July. Selections will be completed by the Program Manager, with the concurrence of AWP-9, by the end of August.

c. Initial membership in the Committee will be comprised of employees assigned to the Regional Headquarters building and serve a one-year term. This membership will expire the end of the fiscal year 1996. Subsequent membership will be limited to a non-consecutive two-year term.

d. Meetings will be held the first Tuesday of the month.

e. A representative of PWDP will serve on the Regional Diversity Council.

f. The Committee is not restricted to people with disabilities. Membership will be representative of the work force.



Lynore C. Brekke
Acting Regional Administrator
Western-Pacific Region