

FY 01

NAVAL POSTGRADUATE SCHOOL



**PERSONS WITH DISABILITIES
(PWD)**

**UPDATE AND ACCOMPLISHMENT
REPORT**

**NAVAL POSTGRADUATE SCHOOL
PERSONS WITH DISABILITIES (PWD)**

FY01 UPDATE AND ACCOMPLISHMENT REPORT

**Prepared by: Command Equal Opportunity Program
Naval Postgraduate School
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CERTIFICATION

Reporting Period: October 1, 2000 through September 30, 2001

Department of the Navy

Naval Postgraduate School (NPGS)

UIC: 62271

NPGS MONTEREY

Naval Postgraduate School, 1 University Circle, Monterey, CA 93943-5001

NPGS MONTEREY Address

Number of Employees Covered by This Report: 1065 (Permanent and Temporary Employees)

Deborah A. Baity , Command Deputy Equal Employment Opportunity Officer

Name and Title of Contact Person

Deborah A. Baity , Command Deputy Equal Employment Opportunity Officer

Name and Title of Principal EEO Official

Certifies that this plan is in compliance with 5 CFR Chapter 720

SIGNATURE OBTAINED

20 DEC 2001

Signature of principal EEO Official

Date

SIGNATURE OBTAINED

20 DEC 2001

Captain Frank C. Petho, Deputy Superintendent, USN

Name and Title of Head of NPGS

Certifies that this plan is in compliance with 5 CFR Chapter 720

Signature of Head of NPGS MONTEREY

Date

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POLICY STATEMENT

This command fully supports the policies of the Federal Government and Department of the Navy to provide affirmative employment opportunities to persons with disabilities. Appropriate consideration is given to persons with disabilities when recruiting and hiring employees. All management personnel are advised of requirements to reasonably accommodate persons with disabilities, including their development, advancement, and retention as employees. It is my personal commitment to ensure that all employment actions effected by the Naval Postgraduate School Monterey, supports the mission and goals of the command, and complies with Department of the Navy policies on employment of persons with disabilities.

SIGNATURE OBTAINED

Captain Frank C. Petho
Deputy Superintendent, USN

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EXECUTIVE SUMMARY

This report represents an analysis of FY01 data relative to Naval Postgraduate School, Monterey. The total employment, accessions, and separations conducted an analysis of the persons with disabilities workforce.

RESOURCES ALLOCATED

	1-5%	6-10%	11-25%	26-75%	76-100%
NUMBER OF HQ PERSONNEL ALLOCATED TO THE PROGRAM					
NUMBER OF PERSONNEL ALLOCATED TO THE PROGRAM	3 (HRSC/HRO/EEO)				

WORKFORCE COMPARISON

	END FY00 %	END FY01 %	CHANGE
NUMBER IN TOTAL WORKFORCE	1059	1065	+6
NUMBER AND % TARGETED DISABLED *	6/0.6%	5/0.5%	-0.1%
NUMBER AND % ALL DISABLED	132/12.5%	82/7.7%	-4.8%

During FY01, 50 losses occurred, 1 of those losses were persons with targeted disabilities.

The Department of Navy (DON) goal for employment for persons with targeted disabilities is 2%; the actual on-board percentage of persons with targeted disabilities for DON ending FY00 is 1.17%. The on-board percentage for this targeted group at NPGS MONTEREY is 0.5%. For NPGS to achieve parity with DON goals, the command would require seventeen (17) additional employees with targeted disabilities.

** Targeted disabilities identifies deafness, blindness, or have missing extremities, partial paralysis, complete paralysis, convulsive disorders, mental illness, or distortion of limbs or spine.*

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**DESCRIPTION OF EXTERNAL RECRUITING METHODS TO SEEK OUT
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All recruitment sources are made available for the external recruitment and placement of persons with disabilities. These sources included:

- OPM Delegated Examining Authorities
- Temporary Hiring Authorities
- Veteran Readjustment Authority
- Schedule (A) Appointing Authority
- DOD Summer Employment Program
- RESUMIX
- Outstanding Scholar Program
- Direct Hiring Authority
- Student Employment Programs
- DOD Priority Placement Program
- Military Spouse Preference Program
- E-Recruiting

Vacancy announcements are distributed to state Employment Development Department (EDD) offices, community agencies providing support to persons with disabilities, and veteran organizations throughout the area. Vacancy announcements and job information may also be found in the Human Resources Office Job Information Centers and on the Office of Personnel Management (OPM) website, www.usajobs.opm.gov, Department of the Navy's (DON) website, www.donhr.navy.mil, and the Human Resources Service Center Southwest (HRSC-SW) toll free telephone number 1-800-831-0622.

All external HRSC-SW vacancy announcements now include the following:

“The Department of the Navy provides reasonable accommodations to applicants with disabilities (Executive Order 13164 Requiring Federal Agencies To Establish Procedures To Facilitate the Provision of Reasonable Accommodation). Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff to ensure that the Department of the Navy can consider such requests. The decision to grant accommodation will be made on a case-by-case basis.”

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The deployment of RESUMIX, the automated resume referral and processing system, continued to improve recruitment timeliness and broaden the applicant pool from which selections are made. Extensive outreach and marketing efforts continue to promote maximum awareness and participation. Job announcements are now open continuously for all applicants, regardless of location, for all positions serviced by the HRSC-SW. Applicants and employees alike will submit one resume on-line, or by mail, and gain consideration for any number of job occupations without the requirement to apply in person.

The HRSC-SW, in conjunction with the Commander Navy Region Southwest, Human Resources Office (CNRSW, HRO), marketed and utilized the Department of Defense Summer Employment Program to attract and place students with disabilities in summer jobs programs through the Workforce Recruitment Program (WRP) for College Students with Disabilities. The WRP is a resource used to connect nationwide public and private sector employers seeking to fill both temporary and permanent positions with highly motivated post secondary students and recent graduates with disabilities in positions in a variety of fields.

FAXBACK continues to be available for potential applicants to query, request, and receive a fax from HRSC-SW with specific job announcement information at the requestor's specified fax number.

These outreach and distribution methods have made it easier for disabled individuals to apply for jobs with DON, as there are numerous avenues to research employment opportunities, and actually submit resumes for consideration without a requirement to appear in person. Further, these methods remove possible barriers to employment for disabled individuals.

Extensive outreach efforts will continue to target recruitment at a variety of organizations having high concentrations of disabled individuals such as:

- Department of Rehabilitation
- Urban League
- Veteran Organizations
- Braille Institute
- Goodwill Industries
- County Career Centers
- Employment Development Department (EDD)
- ACCESS San Diego
- North County Rehabilitation
- Able-Disabled Advocacy
- San Diego Workforce Partnership
- San Diego Center for the Blind

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The HRSC-SW and the HRO continued to publicize updated internal merit promotion appointments. Additionally, employment information is available on the Internet, toll free telephone, or FAXBACK. Training opportunities are also listed on the Navy website, www.donhr.navy.mil.

RESUMIX allows all incumbent employees and veterans the opportunity to submit for consideration to numerous additional jobs on-line or by mail.

**IDENTIFICATION OF CRITERIA OR METHODS TO REVIEW AND IMPROVE PWD
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The HRO and HRSC-SW will continue to monitor persons with disabilities employment workforce data. Due to tightened base security, parking for disabled employees has changed. NPGS HRO-EEO will conduct a command-wide survey of all employees to determine if there is a change in their designated disability code, determine which employees have Department of Motor Vehicle placards so the command can designate appropriate parking spaces, and determine which employees would need assistance during an emergency situation/evacuation because of their medical condition.

NOTEWORTHY INITIATIVES

In FY01 HRSC-SW strengthened its recruitment efforts of qualified persons with disabilities by combining and delivering its RESUMIX Briefing with a brief on current Presidential Executive Orders designed to increase the Navy's recruitment and hiring practices of persons with disabilities. The brief was delivered to targeted non-profit community organizations specializing in job training and job placement of persons with disabilities.

The revamped presentation outlined Federal resume preparation, resume submittal procedures and the selection process. In addition, key elements of Presidential Executive Order 13163, Increasing the Opportunity for Persons With Disabilities to be Employed in the Federal Government, Executive Order 13164, Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation, and Executive Order 13171, the Hispanic Hiring Initiative were covered during the briefs. NPGS HRO/EEO completed an NPS Guide on Reasonable Accommodations for all employees. NPGS provided seven employees with physical disabilities with successful reasonable accommodations, and assisted four employees with paperwork for disability retirement. Accommodations ranged from assigning parking spaces, telework/telecommuting agreements, modified work schedules, reassignment to a

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different job, to procurement of ergonomic chairs, computer/adaptive equipment, and other ergonomic equipment.

FY01 REPORT ON AGENCY FACILITY ACCESSIBILITY

Summary of Agency Barrier Removal

NPGS accomplished the following facility barrier removals:

1. Elevator Maintenance. Some of the elevators within the buildings on campus were either broken or were closed down for repair. On occasion the broken elevators had an impact on our disabled employees from getting to their designated worksite. With the help of the Public Works Department, contracts were initiated and all of the elevators were serviced and are operable. If the elevators are down for any reason, EEO is notified and will monitor progress, and determine if temporary accommodations are needed.

2. Sidewalk Accessibility. Public Works Department is in the process of modifying all curbs throughout the campus.

3. Handicap Parking Spaces. NPGS Parking Team, with members of the Persons with Disabilities Committee, surveyed all parking spaces and redistributed handicapped spaces. Spaces were designed near buildings for public access and employee availability. Excess parking in areas no longer in use was recoded. With the demolition of older buildings and deletion of parking near buildings due to security reasons, the Disability Committee will remain active to provide on-going accessibility of parking for the disabled as well as school-wide usage of spaces.

4. Intranet and Internet Use. NPGS Intranet and Internet websites have been checked and approved for use under Section 508 of the Rehabilitation Act for accessibility by people with disabilities.

Barrier Removal to be Accomplished in the Coming Year

1. Ramp into Herrmann Hall Ballroom

Specifications have been developed and the contract has been signed to begin construction of a ramp leading from the hallway into the ballroom. This will allow entrance through the main hallway to the ballroom instead of entrance in the back of the building up an elevator to the rear entrance of the ballroom.

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2. Conduct a survey of all disabled employees to determine actual location and if assistance is needed during an emergency situation. Once this information is obtained, the Fire and Police Departments will be advised so that they can include it in the Command's Emergency Disaster Preparedness Plan. Survey will also determine what employees have a DMV Parking Placard.

3. Conduct a survey of all NPS employees asking them to update their Handicap Identification Form for input into Modern System.