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	Civilian Personnel  SPECIAL EMPHASIS PROGRAM - INDIVIDUALS WITH DISABILITIES	
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DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, DC 20314

ER 690-1-306

CEHR-E

Regulation  
No. 690-1-306

15 July 1998

Civilian Personnel  
SPECIAL EMPHASIS PROGRAM - INDIVIDUALS WITH DISABILITIES

1. Purpose. The purpose of this regulation is to provide policy and guidance to ensure implementation of the Special Emphasis Program (SEP) for individuals with disabilities as outlined in Army Regulation 690-12.
2. Applicability. This regulation applies to all USACE commands.
3. References.
  - a. Title 5, CFR, part 720.
  - b. AR 690-12, Equal Employment Opportunity and Affirmative Action.
  - c. AR 690-300, Chapter 306, Selective Placement Programs.
  - d. EEO Management Directive 713, Affirmative Action for Hiring, Placement, and Advancement of Individuals with Handicaps.
4. Distribution. Approved for public release, distribution is unlimited.
5. Responsibilities.
  - a. Activity commanders will provide full support to the Command's SEP by appointing a program manager and committee members as necessary and by ensuring a viable program exists within their command.
  - b. Human Resources Officers will monitor their organization's SEP and ensure that the Program Manager is appropriately appointed, that committee members are representative of the organization's work force, and that a record is maintained on the program activities.

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This regulation supersedes ER 690-1-306, dated 10 September 1984.

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c. Equal Employment Opportunity Officers (EEO) will provide support, which may include publicity in conjunction with other EEO programs, assistance in work force analysis, and participation in advisory committees on employment of individuals with disabilities.

d. The SEP for Individuals with Disabilities program manager will serve as the subject matter expert on various issues affecting the employment of individuals with disabilities, develop and implement an effective program for hiring and advancing individuals with disabilities, develop and monitor the annual Affirmative Action Program Plan and Accomplishment Report for the Hiring, Placement, and Advancement of Handicapped Individuals, and develop and monitor the Disabled Veterans Affirmative Action Program (DVAAP).

6. Policy. This command fully supports the policy to give full and fair employment consideration to individuals with disabilities. This includes hiring, placement, training, advancement, and retention in positions for which the skills of these individuals can be utilized to the maximum extent possible consistent with sound staffing and performance requirements. All commanders and responsible officials are expected to support Army affirmative action programs for individuals with disabilities. Barriers will be removed and reasonable accommodations made whenever possible. Medical standards will not be used to arbitrarily eliminate an individual with disabilities from consideration for employment, training, advancement, or retention.

7. Program Managers.

a. Each activity will appoint a program manager, normally a personnel specialist, at least at the GS-07 level, trained in the role, and able to devote sufficient time to develop a positive and effective program.

b. The program manager serves as the technical advisor to the SEP committee and may chair the committee.

8. SEP Committees.

a. Each activity will appoint an SEP committee to provide information about the concerns and needs of individuals with disabilities in their respective organizations and to initiate programs to enhance the career development of individuals with disabilities. The committee should be a working group and be representative of the work force; therefore, membership should include both individuals with and without disabilities.

b. The committee will have stated objectives, regularly scheduled meetings, and prepare minutes of each meeting.

(1) Committee objectives should include--

(a) Establishing and maintaining contacts with local public and private organizations designed to assist individuals with disabilities and disabled veterans.

(b) Providing career information, counseling, or other assistance.

(c) Identifying potential recruitment sources for applicants with disabilities and assisting applicants when preparing applications.

(d) Serving as mentors and advocates for individuals with disabilities.

(e) Assisting in barrier analysis, removal of architectural barriers, obtaining necessary devices, and reviewing possible reasonable accommodation initiatives.


(f) Reviewing and forwarding nominations for Outstanding Handicapped Army Employee of the Year Awards.

(g) Providing sensitivity training to the work force and assuring that there is adequate training to all committee members on applicable legislation regarding disability issues.

(2) Information on significant meeting accomplishments or plans will be forwarded to the HQUSACE, CEHR-E.

c. Annual observance activities such as recognition of National Disability Employment Awareness Month are encouraged but not the sole or primary focus of the committee.

FOR THE COMMANDER:



ALBERT J. GENETTI, JR  
Major General, USA  
Chief of Staff