

DPM Chapter 306

Selective Placement Programs

Subchapter 3. Agency's Role

3-1. GENERAL

a. **Policy.** The Department is committed to administering an affirmative action program to assist handicapped individuals in obtaining and retaining employment consistent with their level of skills and abilities and their capability for safe and efficient job performance. Emphasis is on ability rather than disability and on rehabilitation efforts and present job readiness.

b. Management responsibilities.

(1) The Assistant Secretary for Administration provides overall program leadership, direction and guidance to the Heads of Operating Administrations to assist them in fulfilling their selective placement program responsibilities for Federal employers.

(2) The Office of Personnel and Training in the Office of the Secretary is responsible for program management in the Department by issuing guidance to operating administrations on the selective placement program.

(3) Personnel Officers administer the affirmative action program and in performing that function will:

- (a) keep the position of Coordinator for Selective Placement filled by a qualified staff member who has been freed from other duties sufficiently to perform the selective placement function.
- (b) integrate selective placement into the functioning of the entire personnel staff so that employment of the handicapped is not viewed solely as the responsibility of the Selective Placement Coordinator. Staff members concerned with all personnel functions should be familiar with the affirmative action program in their areas of responsibility.
- (c) provide for the development of effective affirmative action plans for activities within their purview in support of the hiring and advancement of handicapped individuals.

(4) Managers and supervisors will maintain their awareness and support of the employment program for handicapped individuals through supervisory training courses, issuances in DOT publications and through job placements of handicapped applicants and employees.

3-2. COORDINATOR PROGRAM

b. Functions of the coordinator.

(1) The Departmental Coordinator for Selective Placement, who is the principal staff assistant on the staff of the Office of Personnel and Training for administration of the selective placement program, performs the following activities in addition to those specified in paragraph 3-2.b.(1) of Federal Personnel Manual (FPM) Chapter 306:

- (g) prepares the Department's annual Affirmative Action Program Plan Update and Report of Accomplishments and reporting plan progress to management.
- (h) monitors and evaluates program status, including the extent of implementation of the current Affirmative Action Program Plan Update, and results in terms of both numbers employed and services performed in support of the program.
- (i) keeps immediate supervisor and the Director of Personnel and Training informed of program status and problems warranting his/her attention or that of higher authority.
- (j) chairs the Department of Transportation Handicapped Employee Advisory Committee and through it coordinating the guiding implementation of the program in the operating administrations.
- (k) refers applicants for employment to operating administration selective placement coordinators.