



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

December 22, 1998

MEMORANDUM TO: Chairman Jackson

FROM:

William D. Travers
Executive Director for Operations

SUBJECT:

FY98 PROGRAM PLAN UPDATE AND ACCOMPLISHMENT REPORT
ON THE AFFIRMATIVE ACTION PROGRAM PLAN FOR HIRING,
PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH
HANDICAPS

The Equal Employment Opportunity Commission (EEOC) requires agencies to submit an annual Program Plan Update and Accomplishment Report on their Affirmative Action Plan for Hiring, Placement, and Advancement of Individuals with Handicaps. Section 501 of the Rehabilitation Act of 1973, as amended requires the Federal Government to provide equal employment opportunity for individuals with handicaps who are Federal employees or applicants for Federal employment. The objective of this Act is for the Federal Government to become a model employer of persons with disabilities. It also ensures that qualified individuals with handicaps and Federal employees who become disabled after appointment, have a full measure of opportunities to be hired, placed, and advanced in a broad range of grade levels and occupational series commensurate with their qualifications. These regulations also state that Agency policies should not unnecessarily exclude or limit persons with disabilities because of job structure or design; or because of architectural, transportation, communication, procedural or attitudinal barriers.

Attached for your approval and signature is a transmittal letter to EEOC; attached thereto is the FY98 Program Plan Update and Accomplishment Report on the Affirmative Action Program Plan for Hiring, Placement, and Advancement of Individuals with Handicaps. As indicated in the report, of a total work force of 2,978 employees, 194 identified themselves as having a handicap. Of this 194, 28 are reported as having one of the following targeted disabilities: deafness, blindness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, mental retardation, mental illness, and distortion of limbs and/or spine. The accuracy of these numbers is totally dependent upon the number of employees who chose to complete the self-identification of handicap form provided to them upon entering the NRC and when the

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U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Office of Federal Operations

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MEMORANDUM

TO : Federal Agency Directors of EEO/Directors of Personnel

FROM : R. Edison Elkins, Director
Federal Sector Programs

SUBJECT : EEO-MD-713 Accomplishment Reports and Plan Updates for People with Disabilities

This is a reminder that all FY 1998 Accomplishment Reports should be submitted to this office by December 31, 1998 and should comply with all the requirements specified in EEO-MD-713. A number of reports we received last year did not have all the required information. The requirements are listed below by size of agency.

Agencies with 1,001 or more employees (EEOC Form 440)

- Numerical objectives are identified in plan and all calculations are correct.
- Summary data for both the permanent and temporary work force are complete and accurate. Please note that "targeted disabilities" are a subset of "reportable disabilities; thus, the number and percent of employees having reportable disabilities include employees with targeted disabilities.
- Data report for white collar and blue collar (pages 8 and 9 of EEOC Form 440) is consistent with data for PATCOB (page 10 of EEOC Form 440).
- Both number of applications received from persons with disabilities and number of permanent employment conversions are provided. If none, show "0".
- Complete and accurate data for promotions and career development are included.
- Report is signed by head of agency.

Small agencies with 1,000 or fewer employees (EEOC Form 441)

- Include work force profiles for both permanent and temporary employees. If no temporary employees, state "no temporary work force" on page 2-A of EEOC Form 441.
- Data for work force profiles are complete and accurate. Please note "targeted disabilities" are subset of "reportable disabilities"; thus, the number and percent of employees having reportable disabilities include employees with targeted disabilities.
- Appropriate targeted disability codes are listed
- Indicate number of applications from persons with targeted disabilities. If none, show "0".
- Report is signed by head of agency.

All reporting requirements for EEO-MD-713 must be met before our review of reports can be completed. As always, we are prepared to provide technical assistance to those agencies requesting help.

If you have any questions, or need further assistance, please contact Philip B. Calkins, Director, Affirmative Employment Programs Division at 202-663-4560.

Thank you for your cooperation.