



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT  
SAN DIEGO, CALIFORNIA 92140

DepO 12720.4  
1E:KSZ:jj  
17 June 1983

DEPOT ORDER 12720.4

From: Commanding General  
To: Distribution List

Subj: Employment of the Handicapped and Disabled Veterans

Ref: (a) Rehabilitation Act of 1973 (P.L. 93-112, as amended)  
(b) Vietnam Era Veterans Readjustment Act of 1974  
(c) FPM 306  
(d) FPM Ltr 720-7  
(e) EEOC Management Directive 711  
(f) SECNAVINST 12720.3

Encl: (1) Affirmative Action Plan for the Employment of Handicapped Individuals and Disabled Veterans, FY 83-88

1. Purpose. To set forth the policy of this Command regarding employment of the handicapped and disabled veterans in accordance with the provisions of references (a) through (f), and to publish enclosure (1) consistent with those references.

✓ 2. Cancellation. Depot Order 12306.1C.

3. Policy. This Command fully supports the basic concept of equal and meaningful employment, and selective placement of qualified handicapped individuals and disabled veterans, including the emotionally restored and mentally retarded, emphasizing ability as the criterion for selection rather than disability. Consonant with references (d) and (e), special emphasis will be given to the employment and advancement of 30 percent or more disabled veterans and persons with "targeted disabilities", as defined in reference (e).

4. Responsibility. The Employment Superintendent, Civilian Personnel Office, is designated as the Selective Placement Program Manager for civil service employment. The Deputy Equal Employment Opportunity Officer (NAFI) is designated as the Selective Placement Program Manager for all nonappropriated fund activities.

5. Coordinating Instructions

a. Organization Commanders, Officers in Charge and all supervisors will:

(1) Actively support the employment program for qualified handicapped individuals and disabled veterans.

(2) Continually review their job vacancy requirements to determine whether the duties can be performed or modified to accommodate a qualified handicapped individual or disabled veteran.

(3) Consider the unique needs of the handicapped in their overall analyses of manpower requirements.

b. Selective Placement Program Managers will:

(1) Develop and promote the employment of qualified handicapped individuals and disabled veterans.

(2) Take action to enhance managers' and supervisors' awareness and knowledge of the program.

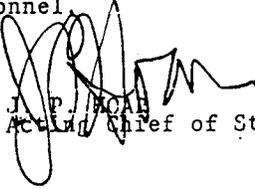
(3) Maintain appropriate records and submit reports to higher authority as required.

DepO 12720. 4  
17 June 1983

(4) Develop recruitment procedures to assure that qualified handicapped individuals and disabled veterans are considered for employment.

(5) Assure that recruitment opportunities reach and attract qualified handicapped individuals and disabled veterans.

6. Applicability. This Order is applicable to all Depot organizations employing civil service and/or nonappropriated fund personnel.



J. P. McARTHUR  
Acting Chief of Staff

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AFFIRMATIVE ACTION PROGRAM PLAN FOR EMPLOYMENT OF  
HANDICAPPED INDIVIDUALS AND DISABLED VETERANS  
FY 83-88

<u>ACTION ITEMS</u>	<u>IMPLEMENTATION PROCESS</u>	<u>RESPONSIBLE OFFICER OR OFFICIAL</u>	<u>TARGET DATE</u>
1. Elimination of architectural barriers which served as inhibitors in employment of the handicapped.	a. Continue efforts to identify architectural barriers which would serve as obstacles to handicapped employees.	Managers/Public Works Officer (PWO) Maintenance Officer (MtcOfcr)	Continuing
	b. Take appropriate action to identify existence of architectural barriers to AC/S, G-4.	Managers/PWO/MtcOfcr	Continuing
	c. Take such action as necessary to effect removal of architectural barriers where feasible.	AC/S, G-4	Continuing
2. Implementation of local Affirmative Action Plan (AAP).	a. Publish Depot Commander's policy on employment of the handicapped and disabled veterans.	Civilian Personnel Director (CPD)/Selective Placement Program Managers (SPPM)	30 Apr 1983
	b. Update instructions for implementation of the handicapped employment program citing requirements and responsible officials.	CPD/SPPMs	31 May 1983
3. Implement, with modifications when necessary, procedures for the systematic evaluation of activity progress in meeting AAP goals.	a. Depot directive will be issued implementing our local AAP items.	CPD/SPPMs	31 May 1983
	b. Review, on quarterly basis, the progress being made in attaining the goals of the AAP. Where necessary, operating officials will be contacted for required input.	CPD/SPPMs	31 Mar, 30 Jun, 30 Sep, 31 Dec each year
4. Provide widest possible circulation of vacancy announcements.	a. Establish contact and maintain liaison with as many Federal, State and local agencies as possible which deal with any form of placement assistance for handicapped and/or disabled veterans. Provide vacancy announcements to all such organizations.	SPPMs	Continuing
	b. Review all established contacts on a quarterly basis for purpose of updating information.	SPPMs	31 Mar, 30 Jun, 30 Sep, 31 Dec each year

<u>ACTION ITEMS</u>	<u>IMPLEMENTATION PROCESS</u>	<u>RESPONSIBLE OFFICER OR OFFICIAL</u>	<u>TARGET DATE</u>
5. Continue to ensure that PDs and JDs do not contain unnecessary restrictive requirements which would prohibit employment of the handicapped and disabled veterans.	During maintenance reviews and at such time as positions become vacant or when existing PDs/JDs are amended or rewritten, special attention will be given to qualifications and requirements necessary to perform the work. When unnecessary qualifications or requirements are found to exist which may be restrictive to the employment of the handicapped, they shall be removed from the PDs/JDs.	Supervisor/Managers/ Civil Service and NAFI Classification Specialists	Continuing
6. Maintain liaison with local veterans' organizations for purpose of recruitment, training assistance and additional services.	Maintain liaison established with California Vocational Rehabilitation Service to determine areas in which this Command may be of assistance in providing unpaid work experience for their clients.	SPPM for Civil Service	Continuing
7. Maintain program of unpaid work experience for disabled veterans.	Program has been established and liaison with the Veterans Administration will continue. Current listings of all occupations in which we can provide work experience for disabled veterans has been provided. Basic developmental training plans will be maintained for each occupation subject to modifications required for each individual case.	SPPM for Civil Service/Employee Development Specialist	Continuing
8. Provide placement follow-up on all handicapped employees to ensure proper placement and utilization of skills and abilities.	Individual follow-up placement. Actions will be initiated as required.	SPPMs	Continuing
9. Continue to ensure no discrimination against veterans or handicapped in local hiring practices.	a. Hiring and promotion procedures will be reviewed to ensure no procedures or requirements are cited which would tend to discriminate against disabled veterans or handicapped employees or applicants.	SPPM	Continuing
	b. Selection procedures will be analyzed to identify any selection	SPPMs	Continuing

<u>ACTION ITEMS</u>	<u>IMPLEMENTATION PROCESS</u>	<u>RESPONSIBLE OFFICER OR OFFICIAL</u>	<u>TARGET DATE</u>
	barriers potentially impeding employment and/or promotion of handicapped individuals, particularly, those with "targeted disabilities", and/or disabled veterans. Alternative selection procedures will be explored as appropriate.		
10. Continue to provide training on Selective Placement Program.	Continue to provide training to all supervisors on programs involving unpaid work experience, excepted appointments for disabled veterans and other special authority appointments which apply to handicapped employees and disabled veterans.	SPPM for Civil Service/Employee Development Specialist	Continuing
11. Maintain program for disabled veterans with a compensable service connected disability of 30 percent or more.	On a continuing basis, remind all current employees to notify Employment Office if they have a 30 percent or more compensable service connected disability. Constantly review Retention Registers to ensure proper position of 30 percent or more disabled veterans on registers. Ensure that 30 percent or more disabled veterans are given proper consideration for non-competitive appointments for current vacancies. Ensure that employees are converted to career or career-conditional if veteran meets current regulations.	SPPM for Civil Service	Continuing

