

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: KAY COLES JAMES (...signed July 12, 2002...)
Director

SUBJECT: Disability Employment Website

In President Bush's New Freedom Initiative, he has called upon us to increase opportunities for people with disabilities in all areas. The President expects the Federal Government to be a model employer of people with disabilities. If we are to recruit and retain a diverse, well-qualified workforce focused on results for the American people, we must increase employment opportunities for people with disabilities.

To help in this effort, the Office of Personnel Management worked closely with key agencies with disability employment responsibilities to develop a new website, www.opm.gov/disability. People with disabilities collaborated in the development of this website and, as a result, it is comprehensive and user-friendly. This site is a tremendous resource--a one stop source of information for applicants, managers, and human resources professionals. It embodies the spirit of the President's New Freedom Initiative and provides an excellent resource to help Federal agencies achieve the President's objectives.

The site contains many valuable features. Highlights include:

- A training module for managers on reasonable accommodation;
- New guidance to make it easier for people with disabilities to apply for Federal jobs by obtaining an initial certification of disability;
- Information about telework;
- A recruitment brochure for people with disabilities, which can be reproduced locally;
- Frequently asked questions;
- An annotated list of federal agencies with leadership responsibility on disability employment; and,
- An updated version of People with Disabilities in the Federal Government: An Employment Guide.

To maximize the value of the site, I ask that you take an active role in disseminating information about it among your managers, supervisors, human resources professionals, and more importantly, among your constituent groups. I count on your support.

cc: Directors of Human Resources
Directors of Equal Employment Opportunity