

9 Reading assistants are given excepted appointments. These persons may be volunteers or they may be compensated by the blind employee or a nonprofit organization. Readers are not entitled to life insurance and health benefits but, if they serve on a full-time or substantially full-time basis, this service will become creditable for retirement coverage in a salaried position. Although not subject to civil service laws, readers who are veterans have statutory appeal rights after one year of current continuous employment.

(b) Coverage

1 The illustrative interview questions in this instruction, and in CSC Form 698, Work Sheet for Reviewing Placement of Handicapped, outline the general scope of inspection coverage for this program.

2 Information on the above form serves the needs of the Veterans Federal Employment Representatives in the regions and the Medical Division in the central office. Information is necessary in greater depth, however, for use of the Bureau of Inspections in analyzing the Governmentwide operation of the program and preparing reports for the Chairman and other interested audiences.

(c) Factfinding Techniques and Sources of Information

1 Completion of CSC Form 698.

2 Use of illustrative interview questions discussed below. These questions are not all-inclusive, but rather illustrate the type of information desired. Questions need not be answered individually. A summary statement may be made if there is no program or if there is limited program activity. In any event, the presence or absence of a program; the extent and nature of activity; and good and bad features of the program as it is found to be operating, should be determined. Whenever possible, trends also should be ascertained. If adverse trends are found by comparison with results of previous years, the cause of these trends should be established.

3 An important source of information about the sincerity with which an activity is conducting this program is a review of the activities of the coordinator for placement of the handicapped.

4 The review of the staffing activity may give sufficient information to show whether persons with physical or mental impairments receive proper consideration for placement, since sound placement principles are the same whether they are applied to people with physical handicaps or to those who do not have handicaps. If the review of staffing does not provide sufficient information, the inspector should use other factfinding techniques as appropriate.