

d What review is made to ascertain whether there are patterns of nonselections due to handicaps?

e If patterns of nonselection because of handicaps have been found, what action has been taken?

5 What trends have developed in the placement of the handicapped?

a How does the program activity for the past 12 months compare with activity during the previous year?

b What caused a changing trend, either favorable or unfavorable?

c What has been the coordinator's participation in the development and implementation of the program for placement of the handicapped?

6 Does the agency have a written agreement with the Commission for the use of Schedule A authority for the mentally retarded?

7 What are the responsibilities of local management for employment of the mentally retarded, and what has management done to assume these responsibilities?

8 Has it been necessary to reengineer duties or to create new positions to make possible the appointment of mentally retarded? 1/

9 Are special arrangements necessary in connection with employment of the mentally retarded (i.e., arranging transportation, housing, off-the-job supervision, etc.)? 2/

10 Is special orientation and job training provided for the retarded?

11 What efforts have been made to assure acceptance of the mentally retarded by the total workforce?

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1/ The President has said that extra positions (positions in excess of existing ceilings) should not be established to accommodate this program. However, the reorganizing of duties to create a set of duties (position) that a mentally retarded person can perform is encouraged. For example, routine, less complex duties may be removed from a number of positions and placed in a single position filled by a mentally retarded person.

2/ If such arrangements are necessary, they are the responsibility of social services or persons outside the installation. Federal agencies are not asked, and are not expected, to employ persons who are untrained, incompetent, emotionally unstable, or unable to maintain themselves in the work environment. Agency management is not expected to make any special arrangements beyond those made for nondisabled employees or other handicapped.