ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MIKE MONRONEY AERONAUTICAL CENTER
OKLAHOMA CITY, OKLAHOMA

AC 3300.10A

1/28/91

SUBJ: EMPLOYMENT OF HANDICAPPED INDIVIDUALS AND DISABLED VETERANS

1. PURPOSE. This order restates the Aeronautical Center policy for an affirmative action program in the hiring, placement, and advancement of handicapped individuals and disabled veterans.

2. DISTRIBUTION. This order is distributed to all managers and supervisors at the Aeronautical Center. It will be used as a guide for active participation in the handicapped program.

3. CANCELLATION. Order AC 3300.10 dated December 16, 1976, is canceled.

4. POLICY. It is the policy of the Federal Aviation Administration and the Aeronautical Center to provide full support to the affirmative action program for employment of the handicapped. Management at all levels must ensure visibility of equal opportunity for employment of the physically impaired, the mentally retarded or mentally restored, and the disabled veteran.

5. OBJECTIVES AND RESPONSIBILITIES.

a. The Manager, Employment Branch (AAC-14), is designated Selective Placement Coordinator with responsibility to carry out a successful program effort by assuring the accomplishment of the following objectives:

(1) Assess the status of the current program for employment of handicapped and the environment (including but not limited to mobility and accessibility factors) in which the handicapped must function.

(2) Coordinate the efforts with State, Veterans Administration, and other vocational rehabilitation programs.

(3) Promote understanding on the part of managers and supervisors of their responsibilities in dealings with the handicapped.

(4) Ensure that recruitment opportunities are designed to reach and attract handicapped persons.

b. All supervisors are responsible for taking positive steps to open new opportunities wherein the handicapped can gain meaningful employment. This will include efforts in behalf of current employees as well as new hires.

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Division

Distribution: A-Y-5

Initiated By: AAC-14