

U.S. Department of Labor Office of Disability Employment Policy



November 2016

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TAB 1: AGENCY ORGANIZATIONAL OVERVIEW

Mission

ODEP's mission is to develop and influence policies and practices that increase the number and quality of employment opportunities for people with disabilities. ODEP is the only non-regulatory federal agency that promotes policies and coordinates with employers and all levels of government to increase workplace success for people with disabilities.

Authorizing Legislation

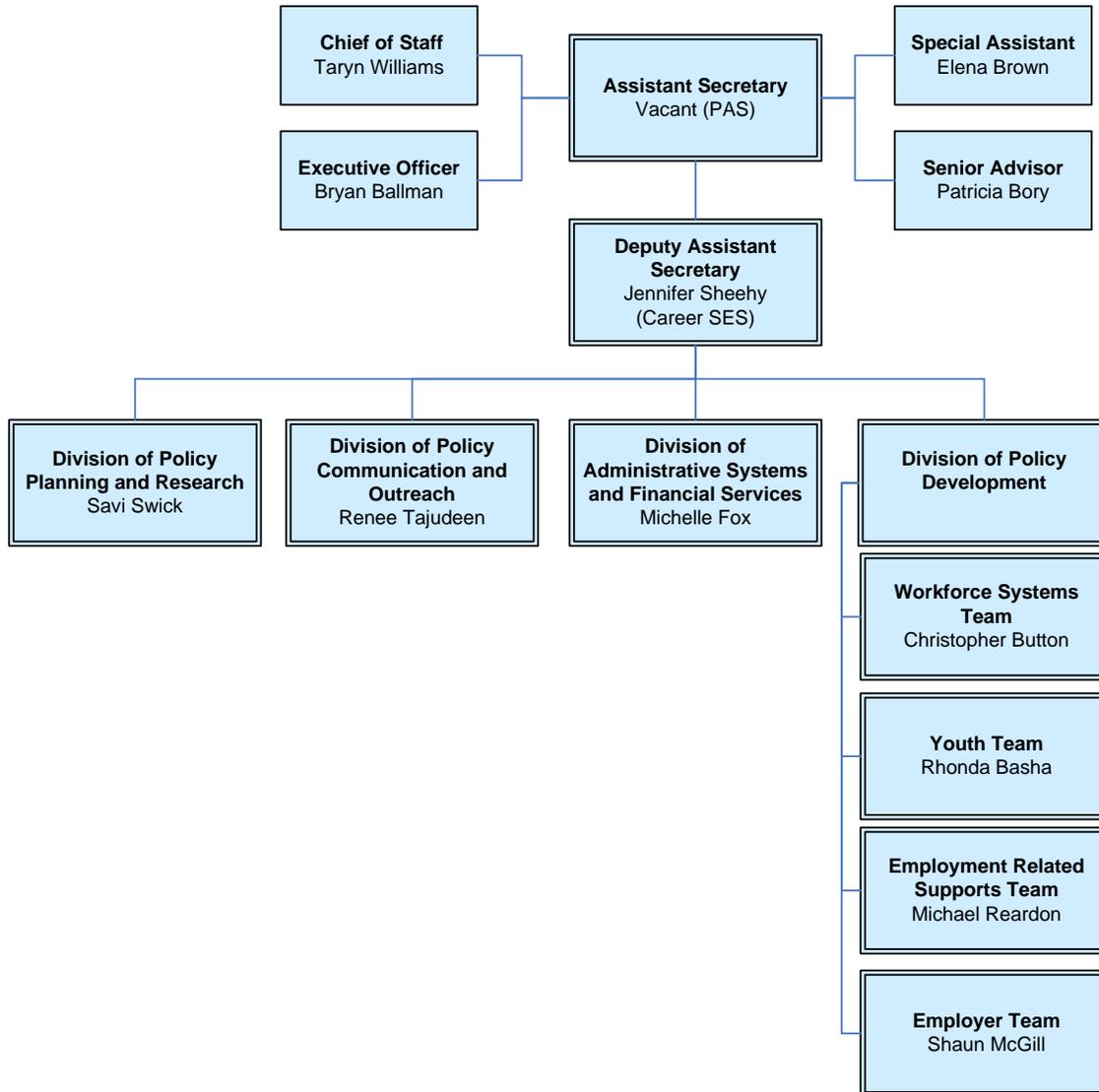
ODEP is funded each year in the Department of Labor's appropriation legislation. It began in Fiscal Year 2001 in which Congress determined that, "...there is established in the Department of Labor an office of disability employment policy which shall, under the overall direction of the Secretary, provide leadership, develop policy and initiatives, and award grants furthering the objective of eliminating barriers to the training and employment of people with disabilities. Such office shall be headed by an Assistant Secretary." 29 U.S.C. 567b

Organizational Structure

ODEP is led by its Assistant Secretary who directly manages the Deputy Assistant Secretary (Career SES). The Deputy Assistant Secretary manages four divisions: the Division of Policy Development, the Division of Policy Planning and Research, the Division of Administrative and Financial Services, and the Division of Policy Communication and Outreach. The Division of Policy Development contains four teams: Workforce Systems, Youth, Employer-Supports, and Employer. ODEP's other divisions are not divided into teams. ODEP's budget request is 48 FTE and we have 51 onboard.

Organizational Chart

Office of Disability Employment Policy Organization Chart



TAB 1: Agency Organizational Overview

Workforce At-A-Glance

DEPARTMENT OF LABOR EMPLOYMENT *				
AS OF 11/1/2016 - ODEP				
AGENCY				
Subagency	National Office	Total		
ODEP	52	52		
Total	52	52		
RACE & GENDER				
Ethnicity	F	M	Total	
Asian	3	0	3	
Black	10	4	14	
Hispanic	2	3	5	
Two or more Races	0	1	1	
White	21	8	29	
Total	36	16	52	
BARGAINING UNIT				
Local 12			31	
Non-BU			21	
SUPERVISORY**				
Non Supervisor			42	
Supervisor			10	
WORK SCHEDULE				
F-Full Time			52	
REGIONS				
Natl Ofc			52	
Total			52	
GRADE DISTRIBUTION				
00			1	
07			1	
09			4	
11			4	
12			3	
13			9	
14			18	
15			12	
Total			52	
DISABLED STATUS				
No Disability			27	
Non-targeted			10	
Targeted			15	
APPOINTMENT TENURE				
Indefinite			1	
Permanent			51	
RETIREMENT ELIGIBILITY				
Early Out			4	
Eligible			8	
Not Eligible			40	
METRO D.C. AREA EMPLOYEES BY BUILDING				
FRANCES PERKINS BLDG			52	
Total			52	
Includes regional employees working in the D.C. area				
GRADE 13 & ABOVE				
Ethnicity	F	M		
Asian	3	0		
Black	6	4		
Hispanic	1	1		
Two or more Races	0	1		
White	17	7		

* Permanent and Temporary Employees
 ** Supervisor count includes manager levels 2 and 4

Organizational Changes During the Past Eight Years

In FY 2011, ODEP reorganized its structure so that the Division of Administrative and Financial Services and the Information Technology Manager reported directly to the Deputy Assistant Secretary (DAS) rather than to the Assistant Secretary. ODEP also abolished the Senior Executive Service (SES) position that was then supervising the Division of Policy Development. The Division of Policy Development is now supervised by the DAS. Finally, it elevated three GS-14 Team Lead positions to GS-15 Supervisors in the Division of Policy Development. The changes were intended to unify the budget, strategic planning, operations, and performance management functions under one supervisor for a more efficient organization.

Key Leaders

Assistant Secretary: Vacant

Deputy Assistant Secretary (Career-SES): Jennifer S. Sheehy

Chief of Staff (Career): Taryn Williams

Senior Advisor (Political): Patricia Bory

TAB 2: 30/60/90 DAYS – STATE OF PLAY

Key Meetings, Decisions and Announcements

March 2017 (exact date, TBD): California State University at Northridge (CSUN) Annual International Technology and Persons with Disabilities Conference (San Diego)-The Assistant Secretary typically attended this meeting in the past which is focused on assistive technology and how it can improve employment opportunities for people with disabilities.

April 2017 (exact date, TBD): SourceAmerica's National Training and Achievement Conference-The Assistant Secretary typically attended this meeting in the past. SourceAmerica is one of two U.S. nonprofits designated in the Javits-Wagner-O'Day Act to support nonprofit agencies participating in the AbilityOne Program. That program provides employment opportunities for people who are blind or have other significant disabilities by providing them opportunities to produce goods and services under federal contracts.

Key Agency Stakeholders

ODEP works with a broad range of stakeholders, including employers and employer organizations; Federal, State, and local governments; disability-focused organizations; service providers, including workforce system professionals and youth service professionals; individuals with disabilities and their families; and the general public. Nevertheless, there are several national disability organizations that should be engaged immediately. These include:

- The American Association of People with Disabilities (AAPD) is non-profit organization that is working to increase the political and economic power of people with disabilities. The AAPD is particularly interested in working with private sector employers to increase job opportunities for people with disabilities.
- The Consortium for Citizens with Disabilities (CCD) is a coalition of national consumer, advocacy, provider and professional organizations working to achieve federal legislation and regulations that assure children and adults with disabilities are fully integrated into the mainstream of society. CCD has a deep interest in increasing competitive integrated employment (CIE) opportunities for people with significant disabilities. CEI is employment at or above minimum wage in which workers with disabilities are not segregated, but work alongside workers without disabilities.
- The National Council on Independent Living (NCIL) the longest-running national cross-disability, grassroots organization run by and for people with disabilities. NCIL represents thousands of organizations and individuals including: individuals with disabilities, Centers for Independent Living (CILs), Statewide Independent Living Councils (SILCs), and other organizations that advocate for the human and civil rights of people with disabilities throughout the United States. NCIL is primary interested in increasing opportunities for people with significant disabilities in competitive integrated employment and the gradual phase-out of the Section 14(c) certificate program of the Fair Labor Standards Act administered by the Department of Labor's (DOL) Wage and Hour Division (WHD). The

certificate program allows people with disabilities to be paid less than the minimum wage in certain situations.

- The National Disabilities Rights Network (NDRN) works to improve the lives of people with disabilities by guarding against abuse; advocating for basic rights; and ensuring accountability in health care, education, employment, housing, transportation, and within the juvenile and criminal justice systems. NDRN is the non-profit organization for the federally mandated Protection and Advocacy (P&A) Systems and the Client Assistance Programs (CAP) for individuals with disabilities. Collectively, the Network is the largest provider of legally based advocacy services to people with disabilities in the United States. NDRN is interested in facilitating more job opportunities for people with significant disabilities in competitive integrated employment.
- The National Federation of the Blind (NFB) is the largest organization of the blind in America. NFB is dedicated to the complete integration of the blind into society on a basis of equality. NFB is interested in the gradual phase out of the Section 14(c) program and increasing competitive integrated employment opportunities for blind workers.
- The National Organization on Disability (NOD) is a private, non-profit organization that promotes the full participation and contributions of people with disabilities in all aspects of life. NOD is interested in leveraging the new regulations implementing Section 503 of the Rehabilitation Act of 1973 to increase job opportunities for people with disabilities with federal contractors. In 2013, DOL's Office of Federal Contract Compliance Programs (OFCCP) published a Final Rule prohibiting federal contractors and subcontractors from discriminating in employment against individuals with disabilities (IWDs), and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals.

ODEP has formal alliances with several key partners that are critical to ODEP's mission of improving disability employment opportunities that would also demand prompt attention. These include:

- The Association of University Centers on Disabilities (AUCD) is a membership organization that brings together university-based interdisciplinary programs and community resources nationwide to achieve meaningful change for people with disabilities. AUCD is interested in developing and sharing resource on the value of hiring and retaining workers with disabilities.
- The National Industry Liaison Group (NILG) is the premier employer association on affirmative action and equal employment opportunity in the United States. They are a non-profit organization formed in 1992 for the main purposes of improving communications between OFCCP and Industry Liaison Groups (ILGs); and, enhancing the quality and overall effectiveness of Industry Liaison Groups. The NILG is interested in leveraging the new regulations implementing Section 503 of the Rehabilitation Act of 1973 to increase job opportunities for people with disabilities with federal contractors.
- The US Business Leadership Network (USBLN) is a national non-profit that helps business drive performance by leveraging disability inclusion in the workplace, supply chain, and marketplace. The USBLN serves as the collective voice of nearly 50 Business Leadership Network affiliates across the United States, representing more than 5,000 businesses.

USBLN is interested in developing strategies to encourage businesses to recruit, hire, retain, and promote people with disabilities.

- The Society for Human Resource Management (SHRM) is the world’s largest HR professional society, representing 285,000 members in more than 165 countries. For nearly seven decades, the Society has been the leading provider of resources serving the needs of HR professionals and advancing the practice of human resource management. SHRM is interested in providing employers and others, including small businesses, with information guidance, and access to training resources that will help them recruit, hire, advance and retain talented workers with disabilities.

ODEP has also been working with state intermediary associations such as the Council of State Governments, the National Council of State Legislatures, and the National Governors’ Association, to provide information on best practices and policies in disability employment that states can adopt to improve employment opportunities for people with disabilities.

TAB 3: INITIATIVES

Policy and Regulatory Issues

Over the last eight years, ODEP policy work has focused on eliminating barriers preventing people with disabilities from achieving full employment. Consequently, ODEP has worked to coordinate national policy on disability employment. In fact, ODEP is the only non-regulatory federal agency focused specifically on employment policy for people with disabilities, exploring how federal, state and employer policies, programs, and practices all affect outcomes. A principal component of ODEP's policy work has involved its collaboration with other DOL agencies to improve disability employment policy at the Department. For example, ODEP partnered with the Employment and Training Administration (ETA), DOL to create more accessible, innovative, and efficient American Job Centers (AJCs) through the Disability Employment Initiative (DEI). Through DEI, the Department awarded over \$123 million to 49 projects within 28 states to improve education, training, and employment outcomes of individuals with disabilities using AJCs. The disability employment strategies utilized in these grants were derived from policies and best practices that ODEP validated through research and demonstration projects within and outside the public workforce system. ODEP also worked extensively with ETA to provide technical assistance to Congress on legislation that ultimately became the Workforce Innovation and Opportunity Act (WIOA). Since the enactment of WIOA in 2014, ODEP has been collaborating extensively with ETA on the WIOA implementation, including contributing to the development of proposed regulations, and providing technical assistance. In addition, ODEP worked closely with ETA and DOL's Wage and Hour Division (WHD) as it managed and participated in the Advisory Committee on Increasing Competitive Integrated Employment for Individuals with Disabilities established by WIOA. The Committee issued its final report on September 15, 2016 containing 33 comprehensive recommendations to the Secretary and Congress on how to increase job opportunities for people with significant disabilities and the implementation and oversight of the Section 14(c) certificate program under FLSA. ODEP looks forward to addressing the recommendations in its future policy work.

ODEP also worked with other DOL agencies to help workers with disabilities more fully participate in the workforce. For example, ODEP worked with OFCCP on developing and implementing new regulations to increase disability hiring by federal contractors. It works with the Office of Workers Compensation Programs (OWCP) to help federal employers return injured workers to their jobs and with the Veterans' Employment and Training Service to increase the hiring of veterans with disabilities. In addition, ODEP regularly works with the Bureau of International Labor Affairs (ILAB) to provide technical assistance on international disability issues, with the Occupational Safety and Health Administration to improve the safety of workers with disabilities, and with the Women's Bureau to improve job opportunities for women with disabilities. ODEP also works with WHD to update their policies impacting workers with disabilities, including workers with significant disabilities, and with the Employee Benefits Security Administration (EBSA) to enhance the financial security of workers with disabilities. ODEP also partnered with the Bureau of Labor Statistics (BLS) to develop, for the first time, data on the employment and workforce participation rates of people with disabilities. It also partnered with DOL's Office of the Assistant Secretary for Administration and Management (OASAM) to develop a comprehensive strategic plan for DOL to hire more workers with disabilities. The number and scope of the ODEP collaborations across the

Department have ensured that the needs of people with disabilities are addressed in nearly all of DOL's programs designed to improve the quality and quantity of jobs for all Americans.

ODEP has worked diligently with many federal agencies outside DOL to infuse disability employment policies and best practices into their activities and initiatives. For example, ODEP worked with the Department of Transportation (DOT) to improve transportation options for job seekers and workers with disabilities. In addition, ODEP and the Department of Education (ED) co-lead a federal workgroup which developed and is implementing a comprehensive, data driven federal plan to help youth and young adults with disabilities successfully transition from school to fulfilling careers. ODEP also worked closely with the Office of Personnel Management (OPM) and the Equal Employment Opportunity Commission (EEOC) in developing and successfully implementing an Executive Order which increased the federal employment of individuals with disabilities. ODEP worked with the Social Security Administration (SSA), ED and the Department of Health and Human Services (HHS) to explore effective early interventions to divert people who become disabled from Social Security Disability Insurance if they are able to work. ODEP also worked with the Department of Justice (DOJ) and 17 other federal agencies and programs to improve enforcement and implementation of the Americans with Disabilities Act (ADA). In short, ODEP has worked or is working with virtually every federal department and many of their federal agencies in a similar fashion.

ODEP also works extensively with State and local governments to help them implement innovative and effective disability employment policies and practices. For example, ODEP provided extensive technical assistance to help states adopt "Employment First" strategies that help publicly-financed systems align policies and funding to make integrated employment the priority for people with disabilities. ODEP also has provided extensive support for State and local governments to better coordinate their programs that help youth and young adults with disabilities successfully transition from schools to careers. Similarly, ODEP provided technical assistance to states on Individualized Learning Plans (ILPs), based on ODEP's research which shows that ILPs are a valuable college and career readiness strategy for youth with disabilities. In addition, ODEP recently launched an initiative to increase the capacity of state intermediary groups to help state and local officials develop and adopt disability inclusive workforce policies. ODEP's work in increasing the capacity of State and local government to employ their residents with disabilities is a critical part of its mission, along with aligning, coordinating, and leveraging federal, state, and local efforts and resources.

ODEP also directed considerable research and policy expertise to helping employers overcome barriers to disability hiring and fill their talent needs. Through the Employer Assistance and Resource Network on Disability Inclusion (EARN) (www.AskEARN.org), ODEP provided technical assistance, training, policy and issue briefs to advance disability inclusion among employers. ODEP's Job Accommodation Network (JAN) provided technical assistance to thousands of employers and individuals on workplace accommodations and disability employment issues. ODEP also conducted research with two major business schools on the levers that compel employers to hire people with disabilities and subsequently created an employer engagement framework to increase disability hiring. ODEP maintains Alliance agreements with numerous employer organizations to provide information and connect these employer organizations with effective practices and disability policies. ODEP created the Partnership for Employment and Accessible Technology (PEAT), a multi-faceted initiative, to promote the employment, retention

and career advancement of people with disabilities through the development and use of accessible technology. Through its Campaign for Disability Employment (CDE), ODEP reached millions of Americans and employers with public service announcements (PSA) that promoted high expectations about the value that people with disabilities bring to the workforce. ODEP's efforts to engage employers in the disability employment arena and provide them with the knowledge and the tools they need to recruit, hire, retain and promote workers with disabilities are unique. Moreover, disability employment policy must be aligned with meeting employers' needs to fully leverage other federal investments to increase disability hiring. ODEP connects employers to the resources they need to improve their diversity and inclusion efforts.

Major Grants and Contracts

ODEP largest grant program is the Disability Employment Initiative (DEI) which is jointly funded and administered by ODEP and ETA to improve the ability of American Job Centers (AJCs) to effectively serve youth and adults with disabilities. Six states (California, Connecticut, Idaho, Maryland, Massachusetts and Minnesota) received \$14,972,986 in FY 2016 to fund this work. ODEP contributed \$9 million to fund these grants and the evaluation of them. The current grants are funded through FY 2019. Since 2010, the Department has awarded grants worth more than \$123 million through the DEI initiative to 49 projects in 28 states to improve education, training, and employment outcomes of youth and adults with disabilities.

ODEP also manages the Pathways Community College Demonstration in which two cooperative agreements were awarded to increase the capacity of community colleges to provide inclusive integrated education, career development and training services to youth and young adults with disabilities. The Pathways Demonstration builds upon the implementation experiences of ETA's Trade Adjustment Assistance Community College and Career Training (TAACCT) grant program as applicants had to be prior recipients of the TAACCT grants. The Pathways Community College Grants started in FY 2014 and are funded for approximately \$2 million in 2017. This will allow Pellissippi State Community College in Knoxville, Tennessee, and Onondaga Community College in Onondaga, New York, to run pilot programs. These grants end in 2019.

ODEP also manages several technical assistance centers to help it identify, develop and disseminate best practices and policies that can improve employment opportunities for people with disabilities. These include:

- The Leadership for Employment and Advancement of People with Disabilities (LEAD) Center works to break down silos in existing systems, policies, and practices that impede disability employment and build the capacity of the workforce investment center to meet the needs of job seekers with disabilities. The National Disability Institute in Washington, DC received \$1,098,573 in FY 2016 to manage LEAD. Grant activities will end in September 2018.
- The National Collaborative on Workforce and Disability for Youth (Youth TA Center) Cooperative Agreement promotes the adoption and implementation of youth-focused policy strategies and effective practices to improve employment outcomes for youth. In FY 2016, the Institute for Educational Leadership in Washington, DC received \$1,088,028 to fund this cooperative agreement scheduled. Activities for this grant end in September 2018.

- The EARN (Employer Assistance and Resource Network for Disability Inclusion) is a technical assistance center that provides resources, confidential assistance, and training to guide employers of all sizes in the public and private sectors to recruit, hire, retain, and advance individuals with disabilities. The EARN cooperative agreement is managed by the Viscardi Center in Albertson, New York and is funded for \$1.85 million for 2017. It is scheduled to end date of September 30, 2019.
- The Job Accommodation Network (JAN) is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues. Those who benefit from JAN's services include private employers of all sizes, government agencies, employee representatives, and service providers, as well as people with disabilities and their families. JAN is a cooperative agreement grant funded for \$2.5 million per year. The West Virginia University Research Corporation manages JAN through a cooperative agreement which runs from September 2012 to September 2017.
- The Partnership on Employment and Accessible Technology (PEAT) works to promote the employment, retention, and career advancement of people with disabilities through the development, adoption, and promotion of accessible technology. PEAT is in the fifth and final year of its funding in which the Rehabilitation Engineering and Assistive Technology Society of America in Arlington, Virginia is receiving \$950,000 per year. The grant ends on September 15, 2018.

Audits and Reports

The Office of Inspector General issued a report on September 26, 2013 entitled, “Verification of Office of Disability Employment Policy Remediation Efforts for Prior-Year Information Technology Security Recommendations.” The report verified that ODEP had mitigated 14 identified weaknesses from a September 2010 audit of the Web site Disability.gov and closed the associated plan of action and milestones.

Management

IT opportunities/challenges

ODEP has no major internal IT challenges. However, it continues to provide extensive subject matter support in evaluating accessible technology for the Department and supporting compliance with Section 508 of the Rehabilitation Act for shared services and enterprise solutions both within DOL and across the Government.

Personnel/engagement

Employee engagement remains a top priority for ODEP, because having a high-performing workforce is essential for accomplishing our mission. In 2016, ODEP took a new approach in our Employee Viewpoint Survey (EVS) action plan, which will be implemented through FY 17, through the establishment of the Employee Engagement Group (EEG). With equal representation of bargaining unit members (including union representation) and senior staff/managers, the EEG is leading ODEP’s efforts to meaningfully engage our workforce. Based on an analysis of staff input collected over the past year regarding areas for possible improvement, the EEG identified the following five areas to concentrate on: building a model onboarding experience; strengthening opportunity for all staff to develop professionally and contribute to a high-performing team;

focusing on diversity and inclusion and building more trust; and providing more opportunities for purposeful and meaningful collaboration across teams. Three staff led advisory workgroups will assist the EEG in carrying out this work focused on the following: Professional Development; Diversity and Inclusion; and Cross-Team Collaboration. ODEP recommends building upon the success of the EVS and continuing implementation of the EEG group. As a result of the Employee Viewpoint Survey, ODEP also plans to do a partial renovation in FY 17 to address space and lighting deficiencies in its's annex area. The renovation budget for the project is \$1 million.

Calendar

- May 2017 – Announce Theme for National Disability Employment Awareness Month (which is in October)
- July 2017 – Workforce Recruitment Program Awards
- July 26, 2017 – Anniversary of Passage of Americans with Disabilities Act
- August 2017 – National Industry Liaison Group Annual Conference (San Antonio, TX)
- September 2017 – USBLN Annual Conference and Circle Meeting
- October 2017 – National Disability Employment Awareness Month

TAB 4: BUDGET

BUDGET AUTHORITY AND FTE SUMMARY

(Dollars in millions)

	FY 2013 Enacted	FY 2014 Enacted	FY 2015 Enacted	FY 2016 Enacted	FY 2017 Request
Budget Authority	\$36.8	\$37.7	\$38.5	\$38.2	\$38.5
FTE	51	51	51	50	48

At-A-Glance

- The Office of Disability Employment Policy (ODEP) was authorized by Congress in FY 2001. ODEP develops and influences policies and practices to increase the number and quality of employment opportunities for people with disabilities.
- Since FY 2010 ODEP has been appropriated funds each year for the Disability Employment Initiative (DEI) and works closely with ETA to use those funds to build the capacity of American Job Centers (AJCs) to serve people with disabilities and improve the employment outcomes of individuals with disabilities.

Budget and FTE Trends

- ODEP’s appropriation increased to a high of \$39.0 million in FY 2010 and is currently funded at \$38.2 million. Aside from increases to address inflationary costs, there are no changes requested for ODEP in the FY 2017 President’s Request.
- ODEP’s authorized FTE has ranged between 48 and 52 since FY 2010. While ODEP has always used most of its authorized FTE, the authorized level was reduced to 48 FTE for FY 2016 due to lapsing three FTE in FY 2015.
- ODEP’s budget authority was reduced by \$2.0 million in FY 2013 due to sequestration. ODEP was able to avoid furloughing employees, and instead reduced spending in grants and contracts.
- With the exception of variations in funding, ODEP’s appropriation language has remained unchanged over the previous eight fiscal years.

Staff Contacts

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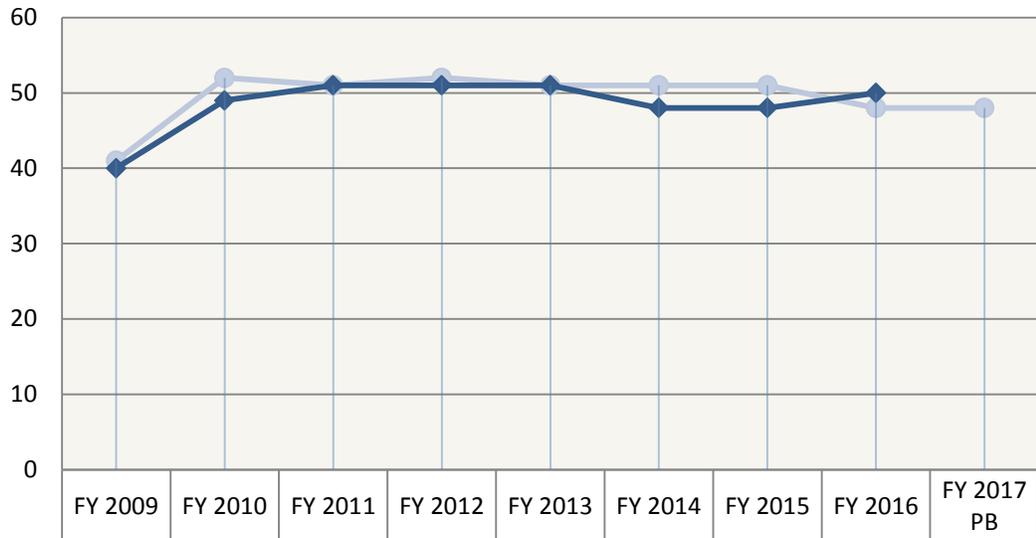
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ODEP

Authorized FTE vs. Actuals, FY 2009-2017



Authorized	41	52	51	52	51	51	51	48	48
Actuals	40	49	51	51	51	48	48	50	

ODEP

Request vs. Enacted, FY 2009-FY 2016
(Dollars in millions)



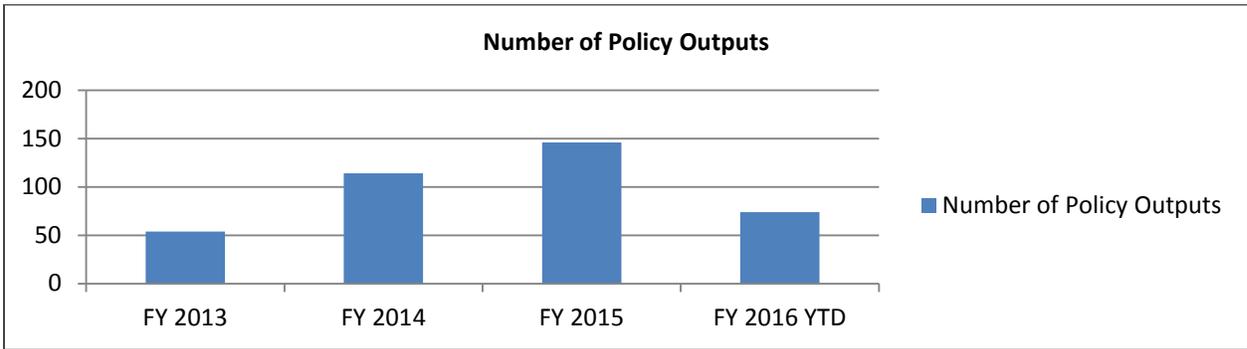
ODEP

FY 2009 Inflation Adjusted BA vs. FY 2009-FY 2016 Enacted BA
(Dollars in millions)



TAB 5: AGENCY PERFORMANCE

ODEP supports and educates public and private employers to adopt and implement policies and practices that will increase employment opportunities for people with disabilities. ODEP tracks policy outputs which include interpretation of current policy or recommendations to change policies. The number of annual policy outputs may vary greatly based on enacted legislation or the issuance of federal guidelines.



ODEP participates in tens of thousands of technical assistance and outreach events annually in order to share information and raise awareness. ODEP also tracks the Number of Effective Practices which includes tools that aid in the adoption and implementation of practices and policies to enhance employment opportunities of people with disabilities. Effective Practices include toolkits, program models, and publications.

Performance Goal ODEP 3.1 – Foster inclusive workplaces to promote the employment, reemployment, retention, and advancement of people with disabilities.

