



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402

USNA/AACINST 12713.6A  
24/Empl  
1 May 1979

USNA/AAC INSTRUCTION 12713.6A

From: Superintendent, U. S. Naval Academy/Annapolis Area Coordinator

Subj: Mentally handicapped, physically handicapped, and disabled veterans; employment and placement of

Ref: (a) Federal Personnel Manual Chapter 306  
(b) USNAINST 12339.1  
(c) Federal Personnel Manual Chapter 713 and accompanying CMMI's

Encl: (1) Sample Standard Form 78

1. Purpose. To establish policy and procedures for the training, employment, placement, and utilization of the mentally handicapped, physically handicapped, and disabled veterans at the Naval Academy and activities serviced by the Naval Academy, Civilian Personnel Department.

2. Cancellation. USNA Instruction 12713.6.

3. Policy

a. In accordance with reference (a), the Naval Academy supports employment of persons who are fully qualified physically and psychologically to perform the tasks of established positions. In addition, the Naval Academy supports the national effort for training and employing the handicapped and disabled veterans and also encourages them to compete for positions in the Federal service as well as in the civilian community. The employment and/or training of a prospective employee with permanent disabilities is predicated upon that employee being able to perform the duties of an established job and/or training position in a satisfactory manner on a continuing basis. This same criteria applies to on-board employees who develop permanent disabilities during the course of their employment. (R)

b. Employees disabled as a result of occupational injury or occupational illness are not assured assignment of limited duty; however, the Naval Academy's obligation to injured employees will be met insofar as suitable work assignments are available. Employees with occupational disabilities of a temporary nature, six months or less, will be retained in their current rating in a light duty work status if their services can be productively utilized.

c. As indicated in paragraph 3a. above, the Naval Academy will use a specified training plan (such as the unpaid work experience program) to stimulate the employability of handicapped personnel referred to the Civilian Personnel Department by the local State Vocational Rehabilitation Center. Placement for training will be made after evaluation of the disabled person by the Vocational Rehabilitation Counselor of Vocational Rehabilitation, Maryland State Department of Education. The prospective trainee's ability and potential, as well as the trainee's projected adaptability, will be important considerations in finalization of placement either competitively or through an excepted appointment. Each trainee shall be assigned to a specific supervisor, and responsibility for on-the-job training will be delegated to the immediate supervisor or his/her delegate. (R)

d. The normal competitive process will be supplemented to the extent necessary by special examining procedures. The excepted appointment authority is available to provide continuing employment for severely handicapped trainees; and, with Office of Personnel Management (OPM) approval, implementation of this appointment will be utilized. (R)

e. No hard and fast guides can be established as to what constitutes a physical handicap as the determination for placement or employment is based on the abilities remaining with the individual rather than on an evaluation of what he/she cannot do. It is also recognized that the motivation and adaptability of the employee is often a most decisive factor.

4. Responsibility

a. The Naval Hospital is responsible for conducting a physical examination of prospective and on-board employees to determine their qualifications for continued employment or promotion; i.e., what they can do and what they cannot do. These examinations are conducted in accordance with the Federal Personnel Manual and CSC Handbook for the Selective Placement of the Handicapped. Individuals referred to the Naval Academy for vocational rehabilitation training must have completed physicals and psychological appraisals submitted to the Civilian Personnel Department via their State Vocational Rehabilitation Counselors before consideration will be given to a training plan and employment.

b. On a case-by-case basis, cost center heads are responsible for administrative determinations as to the availability of positions that can be filled by employees with limiting physical handicaps. Job engineering of current positions will be considered in this process. The Safety Manager and the Selective Placement Coordinator for Employment of the Handicapped, Civilian Personnel Department, are available for guidance on an as-needed basis. (R)

1 May 1979

- R) c. Supervisors are responsible for initiating requests for medical evaluations of their employees when they have reason to believe work efficiency or personal safety is jeopardized by an employee's physical condition as referred to in reference (b).
- d. Line supervisors will reassign employees with physically limiting handicaps within their respective work areas to the extent possible. Staffing Specialists should be contacted by selecting officials for guidance on reassigning employees. Cost center heads are further responsible, when an employee's condition becomes unsuitable for one work area, to attempt to find placement elsewhere within their area of responsibility where the services of the employee can be efficiently utilized.
- R) e. When possible, the Employment Division, Civilian Personnel Department, will initiate placement of employees with altered physical abilities into the most suited positions available when cost center heads cannot arrange placement within their own cost center.
- f. The Security Officer, Safety Manager, and the Public Works Officer will assist in modification of the physical plant, to the extent practicable, to facilitate employment of the handicapped.

5. Retention of employees who develop physical handicaps

- R) a. An employee who develops a physical handicap that is expected to last more than six months will be referred to the cost center head or department head by the Civilian Personnel Department for special altered work assignment or for placement in a different work assignment. If the cost center head or department head can provide suitable work on a continuing basis, the employee will be placed in a work status. If suitable work on a continuing basis cannot be provided, the employee will be placed in an appropriate leave status pending placement action by the Employment Division, Civilian Personnel Department.
- b. An employee who develops a physical handicap that is expected to be healed or controlled sufficiently to allow his/her return to full duty in less than six months (total time) will be referred for work with temporary restrictions. If the senior supervisor can provide suitable work, affirmative endorsement is placed on enclosure (1), "Certificate of Medical Examination", Standard Form 78, and the employee is placed in a work status. If suitable work cannot be provided, negative endorsement is placed on the Standard Form 78, and the employee is placed in appropriate leave status. Placement action will not be initiated.

6. Placement of handicapped employees

- R) a. Employees with physical handicaps that prevent their retention in their department will be considered for placement elsewhere in the Naval Academy. However, no placement action outside the employee's shop or office will be attempted for periods of disability of less than six months. Placement consideration based on the employee's work record and completed Standard Form 78 will be initiated by the Employment Division, Civilian Personnel Department, extension 2698, upon request of the cost center head. The Employment Division, Civilian Personnel Department will:
- R) (1) Review employee's qualifications (physical and experience) to determine for what positions he/she is qualified.
- (2) Review all Naval Academy vacancies to determine whether there are any for which the employee is fully qualified.
- R) (3) Select the available position or positions (same or a lower representative rate) that provide the employee a pay rate equal to his/her present rate or that lesser rate closest to it.
- (4) Prior to this placement, either lateral or by change to lower grade, counsel the employee with a balanced presentation of the advantages and disadvantages of disability retirement versus reassignment by the Retirement Specialist, Civilian Personnel Department, extension 2804. The employee must be advised that the acceptance of another position voids disability retirement eligibility.
- A) (5) When a suitable vacancy, documented by an SF-52 for recruitment, has been identified as a position for which the employee meets the minimum qualification standards and a determination is made by the Occupational/Environmental Health Officer that the disabled/handicapped employee can perform the duties, the appropriate selecting official will be notified by the Employment Division, Civilian Personnel Department, of the placement action being taken and the effective date. Change-to-lower grade placement actions will only be taken at the employee's request.
- A) (6) Advise employee concerning availability of counselling by a State Vocational Rehabilitation Counselor with regard to re-training for another occupation.
- A) b. Should an employee not be placed as described above, action such as separation-disability, voluntary disability retirement, or agency initiated disability retirement will be taken.

R) 7. Employment of the physically handicapped and disabled veterans

- a. The Selective Placement Coordinator for Employment of the Handicapped within the Civilian Personnel Department will coordinate the employment of the handicapped and disabled veterans using OPM special authorities with the assistance of the Baltimore Area Office Selective Placement Specialist.
- b. An applicant with a disability of a permanent or indefinite nature that disqualifies him/her for the position for which he/she is being examined will be rejected. However, if it appears he/she can qualify for some other available position, the Standard Form 78 will be prepared and returned with the applicant for placement action by the Employment Division, Civilian Personnel Department. If the applicant can be reached on a proper OPM register of eligibles or is eligible for reinstatement, affirmative

endorsement is placed on the Standard Form 78, and the Employment Division, Civilian Personnel Department, completes the pre-employment process.

8. In accordance with reference (c), the discrimination complaint procedure has been extended to include handicapped persons who feel they were discriminated against because of a physical handicap. The discrimination complaint procedure as described in reference (c) falls under the jurisdiction of the Deputy Equal Employment Opportunity Officer. (A)

9. Counselling of handicapped employees

a. The senior supervisor in the employee's department will counsel the handicapped employee as to: (R)

- (1) Availability of work within his/her physical limitations.
- (2) Need for employee cooperation and adherence to the limitations imposed.
- (3) If suitable work cannot be assigned, the reason for not doing so.
- (4) The administrative procedures involved in placement action, if such placement is contemplated.

b. Workers' compensation counselling may be arranged by the employee or the senior supervisor by contacting the Safety Manager, extension 3777. (R)

c. Retirement counselling may be arranged by the employee or the senior supervisor by contacting the Retirement Specialist, Civilian Personnel Department, extension 2804. (R)

d. The Selective Placement Coordinator for Employment of Handicapped Persons and Disabled Veterans can be reached in the Employment Division, Civilian Personnel Department, extension 2698. (A)

  
J. W. BLANCHARD, Jr.  
Deputy for Operations

Distribution:  
AA (plus 30 CPD)

TO BE GIVEN TO PERSON  
EXAMINED WITH A PRE-  
ADDRESSED "CONFIDENTIAL-MEDICAL" ENVELOPE.

# UNITED STATES CIVIL SERVICE COMMISSION CERTIFICATE OF MEDICAL EXAMINATION

Form Approved  
Budget Bureau  
No. 50-R0073

### Part A. TO BE COMPLETED BY APPLICANT OR EMPLOYEE (typewrite or print in ink)

1. NAME (last, first, middle)	2. SOCIAL SECURITY ACCOUNT NO.	3. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	4. DATE OF BIRTH
5. DO YOU HAVE ANY MEDICAL DISORDER OR PHYSICAL IMPAIRMENT WHICH WOULD INTERFERE IN ANY WAY WITH THE FULL PERFORMANCE OF THE DUTIES SHOWN BELOW? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If your answer is YES, explain fully to the physician performing the examination)</i>		6. I CERTIFY THAT ALL THE INFORMATION GIVEN BY ME IN CONNECTION WITH THIS EXAMINATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF  <i>(signature of applicant)</i>	

### Part B. TO BE COMPLETED BEFORE EXAMINATION BY APPOINTING OFFICER

1. PURPOSE OF EXAMINATION <input type="checkbox"/> PREAPPOINTMENT <input type="checkbox"/> OTHER (specify)	2. POSITION TITLE
3. BRIEF DESCRIPTION OF WHAT POSITION REQUIRES EMPLOYEE TO DO	
4. Circle the number preceding each functional requirement and each environmental factor essential to the duties of this position. List any additional essential factors in the blank spaces. Also, if the position involves law enforcement, air traffic control, or fire fighting, attach the specific medical standards for the information of the examining physician.	

**A. FUNCTIONAL REQUIREMENTS**

1. Heavy lifting, 45 pounds and over	15. Crawling (    hours)	25. Far vision correctable in one eye to 20/20 and to 20/40 in the other
2. Moderate lifting, 15-44 pounds	16. Kneeling (    hours)	26. Far vision correctable in one eye to 20/50 and to 20/100 in the other
3. Light lifting, under 15 pounds	17. Repeated bending (    hours)	27. Specific visual requirement (specify)
4. Heavy carrying, 45 pounds and over	18. Climbing, legs only (    hours)	28. Both eyes required
5. Moderate carrying, 15-44 pounds	19. Climbing, use of legs and arms	29. Depth perception
6. Light carrying, under 15 pounds	20. Both legs required	30. Ability to distinguish basic colors
7. Straight pulling (    hours)	21. Operation of crane, truck, tractor or motor vehicle	31. Ability to distinguish shades of colors
8. Pulling hand over hand (    hours)	22. Ability for rapid mental and muscular coordination simultaneously	32. Hearing (aid permitted)
9. Pushing (    hours)	23. Ability to use and desirability of using firearms	33. Hearing without aid
10. Reaching above shoulder	24. Near vision correctable at 13" to 16" to Jumper 1 to 4	34. Specific hearing requirements (specify)
11. Use of fingers		35. Other (specify)
12. Both hands required		
13. Walking (    hours)		
14. Standing (    hours)		

**B. ENVIRONMENTAL FACTORS**

1. Outside	11. Silica, asbestos, etc.	20. Working on ladders or scaffolding
2. Outside and inside	12. Fumes, smoke, or gases	21. Working below ground
3. Excessive heat	13. Solvents (degreasing agents)	22. Unusual fatigue factors (specify)
4. Excessive cold	14. Greases and oils	23. Working with hands in water
5. Excessive humidity	15. Radiant energy	24. Explosives
6. Excessive dampness or chilling	16. Electrical energy	25. Vibration
7. Dry atmospheric conditions	17. Slippery or uneven walking surfaces	26. Working closely with others
8. Excessive noise, intermittent	18. Working around machinery with moving parts	27. Working alone
9. Constant noise	19. Working around moving objects or vehicles	28. Protracted or irregular hours of work
10. Dust		29. Other (specify)

### Part C. TO BE COMPLETED BY EXAMINING PHYSICIAN

1. EXAMINING PHYSICIAN'S NAME (type or print)	3. SIGNATURE OF EXAMINING PHYSICIAN
2. ADDRESS (including ZIP Code)	<i>(signature)</i> <i>(date)</i>

IMPORTANT: After signing, return the entire form intact in the pre-addressed "Confidential-Medical" envelope which the person you examined gave you.

78-110

Enclosure (1)

STANDARD FORM NO. 78  
OCTOBER 1969 (REVISION)  
CIVIL SERVICE COMMISSION  
504 770

1 May 1979

NOTE TO EXAMINING PHYSICIAN: The person you are about to examine will have to cope with the functional requirements and environmental factors circled on the other side of this form. Please take them, and the brief description of job duties above them, into consideration as you make your examination and report your findings and conclusions.

1. HEIGHT: \_\_\_\_\_ FEET, \_\_\_\_\_ INCHES. WEIGHT: \_\_\_\_\_ POUNDS.

2. EYES:  
 (A) Distant vision (Snellen): without glasses: right 20 left 20 ; with glasses, if worn: right 20 left 20  
 (B) What is the longest and shortest distance at which the following specimen of Jaeger No. 2 type can be read by the applicant? Test each eye separately.

Jaeger No. 2 Type  
 employees in the Federal classified service may be required by the Civil Service Commission or its authorized representative. This order will supplement the Executive Orders of May 29 and June 18, 1923 (Executive Order, September 4, 1924).

without glasses:                      with glasses, if used:  
 R. \_\_\_\_\_ in. to \_\_\_\_\_ in.                      R. \_\_\_\_\_ in. to \_\_\_\_\_ in.  
 L. \_\_\_\_\_ in. to \_\_\_\_\_ in.                      L. \_\_\_\_\_ in. to \_\_\_\_\_ in.

(C) Color vision: Is color vision normal when Ishihara or other color plate test is used?  YES  NO  
 If not, can applicant pass lantern, yarn, or other comparable test?  YES  NO

3. EARS: (Consider denominators indicated here as normal. Record as numerators the greatest distance heard.)

Ordinary conversation:

Audiometer (if given):

250	500	1000	2000	3000	4000	5000	6000	7000	8000

RIGHT EAR \_\_\_\_\_; LEFT EAR \_\_\_\_\_  
 20 ft.                      20 ft.

4. OTHER FINDINGS: In items a through l briefly describe any abnormality (including diseases, scars, and disfigurements). Include brief history, if pertinent. If normal, so indicate.

a. Eyes, ears, nose, and throat (including tooth and oral hygiene)

e. Abdomen

b. Head and back (including face, hair, and scalp)

f. Peripheral blood vessels

c. Speech (note any malfunction)

g. Extremities

d. Skin and lymph nodes (including thyroid gland)

h. Urinalysis (if indicated)

Sp. gr. \_\_\_\_\_ Sugar \_\_\_\_\_ Blood \_\_\_\_\_  
 Albumen \_\_\_\_\_ Casts \_\_\_\_\_ Pus \_\_\_\_\_

i. Respiratory tract (X-ray if indicated)

j. Heart (size, rate, rhythm, function)

Blood pressure \_\_\_\_\_

Pulse \_\_\_\_\_

EKG (if indicated)

k. Back (special consideration for positions involving heavy lifting and other strenuous duties)

l. Neurological and mental health

CONCLUSIONS: Summarize below any medical findings which, in your opinion, would limit this person's performance of the job duties and/or would make him a hazard to himself or others. If none, so indicate.

- No limiting conditions for this job  
 Limiting conditions as follows: