

**Affirmative Action Plan for
Individuals with Disabilities and
for Protected veterans**



2021 Plan Year

Dallas/Fort Worth International Airport Board

October 1, 2020 to September 30, 2021

Affirmative Action Plan

for

**Individuals with Disabilities and
for Protected Veterans**

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PLAN YEAR

2021

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I. Policy Statement
41 CFR 60-741.44(a) and 41 CFR 60-300.44(a)

It is the policy of Dallas/Fort Worth International Airport ("DFW") to seek and employ qualified personnel at all locations and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, demotion, transfer, layoff and termination of employment. To achieve this, DFW will take affirmative action to employ and advance in employment individuals with disabilities and also disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans and Armed Forces service medal veterans (collectively, "protected veterans") and will administer all personnel actions without regard to disability or protected veteran status and base all such decisions on valid job requirements. DFW will ensure that applicants and employees are informed of the contents of its Equal Employment Opportunity Policy Statement (the "EEO Policy")(Exhibit 1) by posting it on DFW bulletin boards in employee break rooms, on DFW's intranet and on DFW's external internet website. These postings will be done in a manner that is accessible and understandable to individuals with disabilities, including disabled veterans.

This affirmative action program has the complete support of the Chief Executive Officer ("CEO") as well as the Dallas/Fort Worth International Airport Board (the "Board"), who the CEO reports to. The Board and the CEO have assigned overall responsibility for implementation of the affirmative action program to the EEO Administrator. DFW maintains an audit and reporting system to determine overall compliance with its equal employment opportunity mandates and to respond to any specific complaints applicants or employees file with DFW's Human Resources department.

Applicants and employees shall not be subjected to harassment, intimidation, threats or coercion or discrimination because they have engaged in or may engage in any of the following activities:

- Filing a complaint;
- Assisting or participating in an investigation, compliance evaluation, hearing or any other activity related to the administration of section 503 of the Rehabilitation Act, as amended ("section 503") or the Vietnam Era Veterans Readjustment and Assistance Act, as amended ("VEVRAA"), or any other Federal, State or local law requiring equal employment opportunity for individuals with disabilities or protected veterans;
- Opposing any act or practice made unlawful by section 503 or VEVRAA or their implementing regulations or any other Federal, State or local law requiring equal employment opportunity for individuals with disabilities or protected veterans; or
- Exercising any other right protected by section 503 or VEVRAA or their implementing regulations.

II. Review of Personnel Processes
41 CFR 60-741.44(b) and 41 CFR 60300.44(b)

DFW reviews its employment practices to ensure that personnel processes provide for careful, thorough and systematic consideration of the job qualifications of applicants and employees who are individuals with known disabilities or protected veterans, for job vacancies filled by hiring, promotion or transfer and for all training opportunities.

DFW also ensures that its personnel processes do not stereotype individuals with disabilities or protected veterans in a manner which limits their access to jobs for which they are qualified.

DFW reviews and makes modifications to its personnel processes as necessary to ensure compliance with applicable requirements. The following procedures facilitate these reviews:

- DFW offers applicants, those offered jobs and incumbent employees the opportunity to self-identify as individuals with disabilities or as protected veterans. These self-identification forms are available for review by the U.S. Department of Labor and by DFW officials for use in investigations and internal compliance activities.
- In each case where an applicant or employee with a known disability or a protected veteran is rejected for employment or promotion, DFW maintains records identifying the reason for the rejection as well as a description of any accommodations considered if the inability to perform the essential functions of the job due to a disability was the reason for rejection. To the extent that this information relates to the individual's medical condition or history, it shall be maintained on separate forms and in separate medical files and treated as a confidential medical record, as required by 41 CFR 60-741.23(d) and 41 CFR 60-300.23(d).
- DFW keeps records that contain a description of any accommodation which made it possible to place an individual with a disability or protected veteran on the job. To the extent that this information relates to the individual's medical condition or history, it shall be maintained on separate forms and in separate medical files and treated as a confidential medical record, as required by 41 CFR 60-741.23(d) and 41 CFR 60-300.23(d).

III. Review of Physical and Mental Qualifications 41 CFR 60-741.44(c) and 41 CFR 60-300.44(c)

DFW has reviewed the physical and mental qualifications of all its jobs. None have requirements that tend to screen out disabled individuals, including disabled veterans, unless the requirement is job-related and consistent with business necessity. DFW will continue to periodically review its jobs for requirements that tend to screen out disabled individuals, including disabled veterans. DFW will also review the physical and mental qualifications of a job whenever the job specifications for that job are revised, or when a new job is created.

For those jobs which require a post-offer, pre-placement physical examination, all entering employees in the same job category are subject to the same examination, regardless of disability. To the extent physical examination criteria may tend to screen out conditional new hires or employees with disabilities, the criteria are carefully reviewed to ensure they are job-related and consistent with business necessity. DFW understands that it has no obligation to hire, as a reasonable accommodation, an individual with disability whose accommodation poses an undue hardship to DFW or where the individual with a disability poses a direct threat to the health or safety of the individual or others in the workplace.

Information obtained about an applicant's or employee's medical condition or history shall be collected and maintained on separate forms and in separate medical files. These files shall be kept confidential except that

- Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the applicant or employee and necessary accommodations;
- First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
- Government officials engaged in enforcing the laws administered by OFFCP or enforcing the Americans With Disabilities Act, as amended, shall be provided with relevant information on request.

**IV. Reasonable Accommodation to Physical and Mental Limitations
41 CFR 60-741.44(d) and 41 CFR 60-300.44(d)**

DFW will offer reasonable accommodation to the known physical and mental limitations of an otherwise qualified individual with a disability unless it can demonstrate that the accommodation will impose an undue hardship on the operation of its business or where the individual with a disability poses a direct threat to the health or safety of the individual or others in the workplace.

As a matter of affirmative action, if an employee with a known disability is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, DFW shall confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, DFW shall confidentially inquire whether the employee is in need of a reasonable accommodation. This does not mean that unsatisfactory performance will be allowed to continue. The purpose of a reasonable accommodation is to enable the employee to perform the job in accordance with standards established by DFW for all employees in the same or a similar position.

Employees may also contact the Risk Management department at any time to request an accommodation.

**V. Harassment
CFR 60-741.44(e) and CFR 60-300.44(e)**

DFW prohibits harassment of employees on account of their status as individuals with disabilities or protected veterans. Any employee who believes he or she has been harassed in violation of this policy is urged to bring the matter to the immediate attention of his or her supervisor or the Human Resources Consultant or DFW Ethics Line at 1-866-366-1723.

**VI. External Dissemination of Policy, Outreach and Positive Recruitment
CFR 60-741.44(f) and CFR 60-300.44(f)**

DFW shall undertake appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit qualified individuals with disabilities and protected veterans. Following are some of the efforts taken by DFW to disseminate our policy externally and to attract qualified individuals with disabilities and protected veterans:

- DFW sends written notification of its policy related to affirmative action efforts to all subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.
- DFW enlists the assistance and support of recruiting sources that are capable of referring qualified individuals with disabilities and protected veterans for employment with DFW, including but not limited to the Texas Workforce Commission and national and local veterans' service organizations.
- As required by applicable regulations, DFW lists employment opportunities (except executive and top management positions, those we expect to fill internally and those expected to last three days or less) with the Texas Workforce Commission.
- DFW includes images of individuals with disabilities and protected veterans in consumer, promotional, diversity and recruitment marketing materials.

- DFW conducts briefing sessions with representatives from recruiting resources who are in a position to refer individuals with disabilities and protected veterans. The briefing sessions include airport tours, descriptions of existing and future job openings, and explanation of DFW's selection process.
- DFW evaluates the possibility of participating in work study programs with rehabilitation facilities and schools which specialize in training or educating individuals with disabilities and protected veterans.
- DFW participates in job fairs which focus on individuals with disabilities and protected veterans.
- Newspaper advertisements and other recruiting communications include a statement that DFW is an equal employment opportunity employer, or words to that effect.

VII. Internal Dissemination of Policy
41 CFR 60-741.44(g) and 41 CFR 60-300.44(g)

DFW recognizes that a strong outreach program will be ineffective without adequate internal support from supervisory and administrative personnel and other employees. In order to ensure greater employee cooperation and participation in DFW's efforts, with respect to individuals with disabilities and protected veterans, DFW has developed the following internal procedures to communicate its obligation to engage in these affirmative action efforts. These procedures are designed to foster understanding, acceptance and support among DFW's executive management, supervisory and other employees and to encourage such persons to take the necessary actions to aid DFW in meeting its obligations.

- DFW's EEO Policy is posted in DFW's and the Board's Policies and Procedures manuals
- DFW's EEO Policy Statement is posted on DFW's bulletin boards in employee break rooms, on DFW's intranet and on DFW's external internet website.
- DFW's EEO Policy and its affirmative action plans are discussed in new employee orientation and in management training programs.
- DFW's EEO Policy and its affirmative action plans are discussed during special meetings with executive, management and supervisory personnel. At these meetings, the intent of the policy and affirmative action program and individual responsibility for implementation of the policy and program is explained. Further, DFW's CEO conveys his support for the policy and the affirmative action program.
- DFW's EEO Policy and its affirmative action plans are discussed during employee meetings.
- The Invitation to Self-Identify as an individual with a disability or as a protected veteran is posted at the DFW Board internet. Employees are welcome to complete and submit this online form at any time.
- DFW's affirmative action plans are available for inspection by employees in the Human Resources Department, Board's intranet and the DFW external internet website.
- Newsletters published by the DFW Board and discrete departments include articles on the accomplishments of individuals with disabilities and protected veterans.

VIII. Audit and Reporting System
41 CFR 60-741.44(h) and 41 CFR 60-300.44(h)

An important element in effectively implementing our EEO Policy and affirmative action program is an adequate internal audit and reporting system. Through the development of this system, we can measure the effectiveness of policy and affirmative action program. Toward this purpose, we have developed a system that:

- Measures the effectiveness of the DFW affirmative action program;
- Indicates any need for remedial action;
- Determines the degree to which our objectives have been attained;
- Determines whether known individuals with disabilities and protected veterans have had the opportunity to participate in all DFW sponsored educational, training, recreational and social activities;
- Measures DFW's compliance with the affirmative action program's specific obligations; and
- Documents the actions taken to comply with this audit and reporting system obligation and retains these documents and required in the recordkeeping subsections of implementing regulations for both section 503 and VEVRAA.

IX. Responsibility for Implementation
41 CFR 60-741.44(i) and 41 CFR 60-300-44(i)

David Comeaux has been assigned the position of EEO Administrator and has the full support of the Board and DFW's executive management, in being responsible for implementing, monitoring and administering DFW's affirmative action program. David Comeaux's name appears on all external and internal communications regarding the affirmative action program.

X. Training of Personnel Involved in Selection
41 CFR 60-741.44(j) and 41 CFR 60-300.44(j)

All personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes shall be trained to ensure that the commitments in the DFW affirmative action program relating to individuals with disabilities and protected veterans are implemented.

XI. Data Collection Analysis
41 CFR 60-741.44(k) and 41 CFR 60-300.44(k)

DFW has collected data regarding total number of job openings, total number of jobs filled, total number of applicants for all jobs, total number of applicants who self-identified as individuals with disabilities who were hired, total number of applicants who self-identified as protected veterans who were hired and total number of applicants hired.

EXHIBIT A

**EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT**

DALLAS/FORT WORTH INTERNATIONAL AIRPORT

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

1. It is the policy of the Dallas/Fort Worth International Airport Board (Board) that no job applicant or employee shall be discriminated against on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation gender identity, or protected activity.
2. Managers shall ensure that all personnel programs and actions including, but not limited to, hiring, promotion, transfer, corrective action, termination of employment, layoffs, returns from layoffs, leaves of absence, compensation, benefits, Board-sponsored training, educational tuition assistance, and social and recreational programs shall be administered without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation gender identity, or protected activity.
3. Managers shall base employment decisions on the principles of equal employment opportunity and with the intent to further the Board's commitment to diversity and equal employment. At no time will any employee, or applicant for employment, who exercises his/her rights under the Board's Equal Employment Opportunity policy be subject to corrective action or have his/her opportunities for employment adversely affected for doing so.
4. Managers shall take affirmative action to ensure that qualified veterans and persons with a disability are introduced into the workforce, are encouraged to aspire for promotion, and that applicants from such groups are carefully and thoroughly considered as promotional opportunities arise.
5. The Board invites any employee or any applicant for employment to review the Board's written Affirmative Action Plan. This plan is available for inspection upon request between the hours of 8:30 a.m. to 5:00 p.m., Monday through Friday, in the Human Resources Department. Any questions should be directed to the Chief Executive Officer, the Vice President of human Resources, the employee's supervisor, or a Human Resources representative.
6. Applicants and employees are invited to self-identify as outlined in the invitation attached to the Board's written Affirmative Action Plan.
7. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities:
 - a) Filing a complaint under federal or state law or Board policy;
 - b) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to any federal, state or local law requiring equal opportunity for individuals with disabilities or veterans;
 - c) Opposing any act or practice made unlawful by any federal, state, or local law requiring equal opportunity for individuals with disabilities or veterans; or
 - d) Exercising any other right protected by federal or state law.

Conclusion

The Board is committed to equal employment opportunity for all employees and employment applicants. In all employment transactions, it is the intention of the Board to use every good faith effort to accomplish the objectives of its Equal Employment Opportunity policy as embodied in the Affirmative Action Plan.

A handwritten signature in black ink, appearing to read "Sean Donohue". The signature is fluid and cursive, with the first name "Sean" and last name "Donohue" clearly distinguishable.

Sean Donohue
Chief Executive Officer

**INVITATION TO SELF-IDENTIFY FOR
PROTECTED VETERANS**



INVITATION TO SELF-IDENTIFY FOR PROTECTED VETERANS

Note: This voluntary Invitation to Self-Identify may be extended at any time.

The Dallas/Fort Worth International Airport Board (Board) is a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) and the Jobs for Veterans Act of 2002 (JVA), as amended in 2007, which requires government contractors to take affirmative action to employ and advance in employment Armed Forces service medal veterans, recently separated veterans, and other protected veterans as covered by the Act. If you are a covered veteran and would like to be considered under the affirmative action program, please let us know. You may inform us of your desire to be identified at any time in the future.

The Board's Affirmative Action Plan contains a number of elements designed to eliminate stereotyping of covered veterans in Board employment practices and to encourage such persons to seek employment with the Board and advancement within the Board organization. Board managers will be advised that their performance will be evaluated, in part, on the success of their affirmative action efforts and will be trained so as to eliminate negative stereotyping and to encourage careful, objective assessment of the experience, qualifications and capabilities of covered veterans. The Board will coordinate with recruiting sources to encourage their referral of covered veterans for Board positions and to arrange for follow-up and feedback on such efforts. The Board will seek technical assistance from organizations representing or serving covered veterans, and will participate in job fairs with or for covered veterans. The Board will periodically re-evaluate physical and mental job qualifications that may tend to screen out covered veterans. During annual performance reviews, the Board will undertake career counseling for covered veterans employed by the Board and will include covered veterans in promotional and/or recruitment advertising.

Submission of self-identifying information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be kept confidential and used only in ways that are not inconsistent with VEVRAA and JVA.

If you are a covered veteran, we would like to include you under our Affirmative Action Program. If you would like to be included, please tell us by completing the form on the next page and by providing verification documentation.

Veteran Status

▼ Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

- I am a protected Veteran
- I am a Veteran - but not protected as defined above
- I am not a Veteran

Reasonable Accommodation Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Submit

**INVITATION TO SELF-IDENTIFY FOR:
INDIVIDUALS WITH DISABILITIES
AND DISABLED VETERANS**

INVITATION TO SELF-IDENTIFY FOR INDIVIDUALS WITH DISABILITIES AND DISABLED VETERANS



Note: This voluntary Invitation to Self-Identify may only be extended after a job offer has been made.

The Dallas/Fort Worth International Airport Board (Board) is a government contractor subject to the Rehabilitation Act of 1973 (Rehabilitation Act) and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), which require government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities and disabled veterans as covered by the Acts. If you are an individual with a disability or a disabled veteran covered by the Acts and would like to be considered under the affirmative action program, please tell us. You may inform us of your desire to be identified at any time in the future. This information will assist us in placing you in an appropriate position and in making accommodations for your disability.

The Board's Affirmative Action Plan under the Rehabilitation Act, VEVRAA, and the Jobs for Veterans Act of 2002 (JVA), as amended in 2007, contains a number of elements designed to eliminate stereotyping of individuals with disabilities or disabled veterans (hereinafter collectively referred to as "covered persons") in Board employment practices and to encourage such persons to seek employment with the Board and advancement within the Board organization. Board managers will be advised that their performance will be evaluated, in part, on the success of their affirmative action efforts and will be trained so as to eliminate negative stereotyping and to encourage careful, objective assessment of the experience, qualifications and capabilities of covered persons. The Board will coordinate with recruiting sources to encourage their referral of covered persons for Board positions and to arrange for follow-up and feedback on such efforts. The Board will seek technical assistance from organizations representing or serving covered persons, and will participate in job fairs with or for covered persons. The Board will periodically re-evaluate physical and mental job qualifications that may tend to screen out covered persons. During annual performance reviews, the Board will undertake career counseling for covered persons employed by the Board and will include covered persons in promotional and/or recruitment advertising.

Submission of self-identifying information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and disabled veterans regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the disability might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs (OFCCP) or the Americans with Disabilities Amendments Act (ADAAA), may be informed. The information provided will be used only in ways that are not inconsistent with the Rehabilitation Act and VEVRAA.

If you are an individual with a disability or a disabled veteran, we would like to include you under our affirmative action program. If you would like to be included, please tell us by completing the form on the next page and by providing verification documentation. This information will assist us in placing you in an appropriate position and in making accommodations for your disability.

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please select one of the options below:

- I am a person with a disability (or previously had a disability)
- I am a person without a disability
- I don't wish to answer

Your Name

Today's Date

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

¹Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit

**PROCEDURES FOR FILLING VACANCIES
AND TRAINING OPPORTUNITIES FOR
COVERED PERSONS**

PROCEDURES FOR FILLING JOB VACANCIES AND TRAINING OPPORTUNITIES FOR COVERED PERSONS

The following is a set of procedures that the Dallas/Fort Worth International Airport Board (Board) utilizes to ensure that known qualified applicants or employees with disabilities, disabled veterans, recently separated veterans, Armed Forces service medal veterans, and other protected veterans have been considered for job vacancies:

1. The Board's personnel records for each known covered person shall include:
 - a) The identification of each promotion or other vacancy for which the employee or applicant was considered, and
 - b) The identification of each training program for which the applicant or employee was considered.
2. In each case where a known qualified applicant or employee who is an individual with a disability, disabled veteran, Armed Forces service medal veteran, recently separated veteran, other protected veteran, and has been rejected for employment, promotion or training, a statement of the reasons for that rejection as well as a description of the accommodations considered (for a rejected person with a disability or disabled veteran) is maintained electronically and shall be made available to the applicant or the employee upon request. [Note: The statement of the reason for rejection (if the reason is medically related) and the description of the accommodations shall be considered confidential medical records in accordance with 41 CFR 60-741.23(d) and 41 CFR 60-300.23(d). However, these records shall be available to the applicant or employee upon request.]
3. Where applicants or employees who are disabled persons or disabled veterans are selected for hire, promotion or training and the Board undertakes any accommodation which makes it possible for placement of that person in the job or training, the Board shall make a record containing a description of the accommodation. That record shall be treated as a confidential medical record in accordance with 41 CFR 60-741.23(d) and 41 CFR 60-300.23(d).

EXHIBIT D

LETTER TO RECRUITING SOURCES

Dear Recruitment Source:

The Dallas/Fort Worth International Airport Board is committed to Equal Employment Opportunity and affirmative action in all its employment practices. Since the Airport Board sends its Employment Opportunity Notices to your organization, we want to ensure that you and all interested individuals you serve are aware of our policies and commitment in this regard. The attached Equal Employment Opportunity Policy Statement describes the Board's commitment to affirmative action in all areas of employment.

We appreciate being able to avail ourselves of your services and look forward to continuing our relationship. If you have questions regarding our affirmative action program, please contact David Comeaux, who serves as the EEO Administrator, at 972-973-3610.

Sincerely,

A handwritten signature in black ink that reads "Linda V. Thompson". The signature is written in a cursive style with a light blue rectangular background behind it.

Linda V. Thompson
Executive Vice President of Administration and Diversity

Attachment

