# Desktop Guide

# OFCCP Resources on Section 503

## Background Materials

1. [OFCCP Mission Statement](http://www.dol.gov/ofccp/aboutof.html)
2. [OFCCP Section 503 Fact Sheet](http://www.dol.gov/ofccp/regs/compliance/factsheets/NewRegsFactSheet_QA_508c.pdf)
3. [Section 503 PowerPoint (8-30-2013)](http://www.dol.gov/ofccp/regs/compliance/section503/503_final_rule_presentation_083013.pdf)
4. [Section 503 FAQs](http://www.dol.gov/ofccp/regs/compliance/faqs/503_faq.htm)
5. [Section 503 Crosswalk: Existing vs. Final Rule](http://www.dol.gov/ofccp/regs/compliance/factsheets/Section503_Crosswalk_QA_508c.pdf)
6. [OFCCP Employment Resource Referral Directory (ERRD)](http://www.dol.gov/ofccp/ERRD/errsrvs.htm)
7. [Disability and Veterans Community Resource Directory](http://www.dol-esa.gov/errd/resources.html)
8. [Employment and Disability 30-Second Training Series for Business](https://disability.workforce3one.org/page/tag/1001325234816231319)
9. OFCCP Contacts:

[Regional Office Directory](http://www.dol.gov/ofccp/contacts/regkeyp.htm)

[Nationwide Office Directory](http://www.dol.gov/ofccp/contacts/ofcpkeyp.htm)

## LEAD Center Suggested Action Steps for the Workforce Development System to Help Implement Section 503

1. Establish a lead person at the state level and in each workforce investment area on Section 503.
2. Establish communication with the regional office for OFCCP and identify the lead outreach individual (District Director) for OFCCP.
3. Plan together opportunities for collaboration that support the needs of federal contractors and jobseekers with disabilities. Possibilities include:
   * Special events (i.e., job fairs),
   * Education and training,
   * Annotated resource map of community and state resources, and
   * Development and/or use of a talent acquisition portal (i.e., [Our Ability](http://www.ourability.com/)).
4. At a state and community level, build a Section 503 resource map for federal contractors that streamlines access to helpful public and private resources. The resource map would include, but not be limited to:
   * Services offered by AJCs,
   * Services offered by CILs,
   * Prescreening of job applicants by AJCs,
   * Job accommodation policies and requests,
   * Employment Networks of Ticket to Work program,
   * Business service representatives of VR and AJCs,
   * Community employment service providers, and
   * Community colleges, college and university disability student service offices.
5. Stay informed on data collection requirements for Federal contractors regarding Section 503 by communicating regularly with OFCCP regional and state contacts.
6. Create talent pool of individuals with disabilities who have self-identified and streamline process to make it easier to connect job applicants with federal contractor needs.
7. Document success stories of AJCs prescreening applicants and supporting successful hiring. Disseminate widely with media how the workforce investment system is helping identify talented individuals for federal contractors.
8. Add your organization to the OFCCP Employment Resource Referral Directory by submitting your organization’s name, address and brief description of its goals and activities to the OFCCP National Office at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov) or via fax to (202) 693-1304.