

# EEO Factsheet



April 2022

## *Factsheet: Targeted Disabilities*

This Fact Sheet:

- Describes the MCIEAST 2% goal for employing Individuals with Targeted Disabilities (IWTG)
- Explains the purpose and importance of the SF-256
- Answers FAQs about self-identification of a disability
- Lists instructions on how to update your disability code via MyBiz and MCCS People Soft

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## **The Standard Form 256 & Targeted Disabilities**

The Marine Corps Installations East (MCIEAST) Equal Employment Office (EEO) is dedicated to providing equality of opportunity in the hiring, placement, and advancement of individuals with disabilities (IWD). As a part of this commitment, MCIEAST has set a goal to ensure that at least 2% of our total workforce is comprised of Individuals with Targeted Disabilities (IWTG). During Fiscal Year (FY) 2017, IWTGs made up only 0.58% of the total workforce (Appropriated Fund - AF and Non-Appropriated Fund - NAF).

Special Hiring Authorities applicable to AF candidates/employees provide the command the ability to use **30% or more Disabled Veteran** and **Schedule A (u)** to expeditiously recruit from pools of qualified IWD/IWTG candidates. However, these hiring initiatives alone are not enough to increase the participation rates of IWDs and IWTGs within the total workforce. **With this end, the Command is encouraging all employees from to self-identify /update their disability information, as applicable, to contribute toward the 2% goal.** In February 2018, the Department of the Navy (DON) conducted a "re-categorization" of disability codes that classified "Other Disabilities" as "Targeted Disabilities." As such, the following codes are now grouped as "Targeted Disabilities" in the most current Standard Form (SF) 256 (Self-Identification of Disability):

**Code 15** - Hearing impairment/hard of hearing. This code changed to code 19 on the new form, which is "Deaf or serious difficulty hearing, benefiting from, for example, American Sign Language, CART, hearing aids, a cochlear implant and/or other supports."

**Code 22** - Visual impairments (e.g. tunnel or monocular vision or blind in one eye). This is equivalent to code 20 on the new form, which is "Blind or serious difficulty seeing even when wearing glasses."

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- About 56.7 million people — 19 percent of the population — had a disability in 2010, according to a broad definition of disability, with more than half of them reporting the disability was severe, according to a comprehensive report on this population released today by the U.S. Census Bureau.
- The report shows that 41 percent of those age 21 to 64 with any disability were employed, compared with 79 percent of those with no disability. Along with the lower likelihood of having a job came the higher likelihood of experiencing persistent poverty; that is, continuous poverty over a 24-month period. Among people age 15 to 64 with severe disabilities, 10.8 percent experienced persistent poverty; the same was true for 4.9 percent of those with a non-severe disability and 3.8 percent of those with no disability.

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**Code 26** - Missing extremities (one hand or one foot). This is equivalent to code 31 on the new form, which is "Missing extremities (arm, leg, hand and/or foot)."

**Code 40** - Mobility impairment (e.g. cerebral palsy, multiple sclerosis, muscular dystrophy, congenital hip defects, etc.). Although this code remains the same, it is now defined as "Significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg brace(s) and/or other supports."

**Code 61** - Partial paralysis of one hand, arm, foot, leg, or any part thereof. This code is equivalent to code 60 on the new form, which is "Partial or complete paralysis (any cause)."

**Code 70** - Complete paralysis of one hand. This code is now equivalent to code 60 on the new form, which includes "Partial or complete paralysis (any cause)."

**Code 93** - Significant disfigurement, such as, disfigurements caused by burns, wounds, accidents, or congenital disorders. Although code 93 and its definition remain the same, these conditions are now categorized as Targeted Disabilities.

Accurate self-identification of disability data is essential to the command's ability to measure progress in the hiring, placement and advancement of IWDs and IWTDs. Progress can only be measured through the production of special reports showing, for example:

- The number of employees with disabilities who are hired, promoted, trained, or reassigned over a given time period; and
- The Percentage of employees with disabilities in the work force and in various grades and occupations.

These reports are strictly used for statistical purposes, at the aggregate level, by command/senior management officials to prevent, identify and eliminate barriers impeding full participation of IWDs and IWTDs within the workforce.

Participation in the disability reporting system is entirely voluntary, with the exception of those employees appointed under the Schedule A Excepted Appointing Authority for People with Intellectual Disability, Severe Physical Disability, or Psychiatric Disability (5 CFR 213.3102(u)).



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- About 8.1 million people have difficulty seeing, including 2.0 million who are blind or unable to see.
- About 7.6 million people experience difficulty hearing, including 1.1 million whose difficulty is severe. About 5.6 million use a hearing aid.
- Roughly 30.6 million have difficulty walking or climbing stairs, or use a wheelchair, cane, crutches or walker.
- About 19.9 million people have difficulty lifting and grasping. This includes, for instance, trouble lifting an object like a bag of groceries, or grasping a glass or a pencil.

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## **Targeted Disabilities**

Targeted disabilities are a subset of disabilities identified as severe. This distinction is made on the Standard Form 256 (SF-256) :

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| 02—Developmental Disability        | 90—Intellectual disability          |
| 03—Traumatic Brain Injury          | 91—Significant Psychiatric Disorder |
| 19—Deaf/serious difficulty hearing | 92—Dwarfism                         |
| 20—Blind/serious difficulty seeing | 93—Significant disfigurement        |
| 31—Missing extremities             |                                     |
| 40—Significant mobility impairment |                                     |
| 60—Partial/complete paralysis      |                                     |
| 82—Epilepsy/seizure disorders      |                                     |

Not every targeted disability category is defined in the SF-256. For example, Post Traumatic Stress Disorder (PTSD) is considered to be a “psychiatric disability,” but is not listed in its own category. When self-identifying as having a targeted disability, please select the category that you identify with the most .

## **Standard Form 256 (SF-256)**

The SF-256 is a voluntary form issued by the Office of Personnel Management (OPM) that is intended to gather disability employment information within the federal government. Employees are prompted to complete the SF-256 during the onboarding process. However, MCIEAST encourages employees to update their disability information annually because a person’s disability status can change at any time. Based on anecdotal evidence, some employees with disabilities choose not to self-identify for various reasons, including:



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- About 15.5 million adults have difficulties with one or more instrumental activities of daily living. These activities include doing housework, using the phone and preparing meals. Of these, nearly 12 million require assistance.
- 7.0 million adults reported being frequently depressed or anxious such that it interfered with ordinary activities.
- The uninsured rates for adults 15 to 64 were not statistically different by disability status: 21.0 percent for people with severe disabilities, 21.3 percent for those with non-severe disabilities and 21.9 percent for those with no disability.
- All statistics came from the 2010 Americans with Disabilities report. <https://www.census.gov/newsroom/releases/archives/miscellaneous/cb12-134.html>

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- Not considering themselves as individuals with a disability and therefore do not self-identify;
- Not knowing their respective disability is categorized as “Other” or “Targeted Disabilities”;
- Believing disability information is used for the employment and management decisions affecting those who self-identify;
- Believing disability data is reported on an individual basis;
- Believing disability data is used to identify employees;
- Believing disability data is used to associate employees with specific disabilities;
- Believing disability self-identification leads to lesser opportunities for development, promotions, awards, or recognition.

The good news is that disability information is used to assess IWD and IWTD participation in professional development/training programs and to evaluate the effectiveness of established policies, practices and procedures governing merit promotions, performance and recognition awards.

Despite current misconceptions, we continue to encourage employees to self-identify their respective disability so that this aspect of workforce data is accurately incorporated into the command’s strategic plan.

# Frequently Asked Questions

## Q. Is Post-Traumatic Stress Disorder (PTSD) considered a targeted disability?

A. Yes. PTSD falls into the “psychiatric disability” category on the Standard Form 256 . Please select “psychiatric disability” if you wish to self-identify as having PTSD, and note that disclosure of a psychiatric disability or treatment for same, should not be perceived to jeopardize an individual’s employment.

## Q. What is the current participation rates for Individuals with Disabilities and those with Targeted Disabilities?

A. As of 30 March 2018, IWDs make up 9.85% while IWTDS make up 1.48% of the Total Workforce. These internal calculations take into account the recent re-categorization of disability codes. Although disability codes have been updated in the Defense Civilian Personnel Data System (DCPDS), we urge employees to access MyBIZ+ to self-identify their current disability identification code.

## Q. Is reporting on the SF-256 mandatory?

A. No. Participation in disability reporting is entirely voluntary, with the exception of employees appointed under Schedule A) or for employees who have a reasonable accommodation.

## Q. Why does it matter whether I self-identify on the SF-256?

A. We want to ensure the depiction of our workforce is current and reflects accurate participation rates. By obtaining a truer picture of IWDs and IWTDS within MCIEAST/MCB Camp Lejeune, we can improve our efforts to identify and eliminate barriers to equal employment opportunities for all individuals with disabilities.

## Q. Who sees my identification and what is it used for?

A. The disability identification information is kept strictly confidential, with several security layers of access limited to EEO professionals. MCIEAST /MCB Camp Lejeune utilizes this data for statistical purposes at the aggregate level to produce specialized reports pertaining to the hiring, placement and advancement of IWDs and IWTDS. In the future, MCIEAST/MCB Camp Lejeune hopes to leverage this information in its strategic planning to justify greater allocation of resources for accommodations. However, the data is only as good as what is entered in the SF-256, so employee assistance in updating and maintaining this information current is critical.

## Q. How do I update my disability self-identification?

A. **APF EMPLOYEES:** You can update your disability code via the MyBiz portal. For first time users, please register your CAC-enabled account through <https://compo.dcpds.cpms.osd.mil/>, and follow the prompts for “Register Here.” After registration or for returning MyBiz users, log in at <https://compo.dcpds.cpms.osd.mil/>, and login under “Smart Card Access” or “Non-Smart Card Access.” Select the “HR (MyBiz+Navy)” Path, accept the Privacy Act statement, click on the “Personal” detail page, expand upon the “Disability” section, and update your disability status by selecting the category that pertains to you. Be sure to click “update” to save your changes.

**NAF EMPLOYEES:** You can update your disability code via the MCCS PeopleSoft Human Resource Management System at <https://hrms.usmc-mccs.org/psp/hprd/?cmd=login>. Login with your User ID and password. Click “Personal Details” and then click “Disability” located on the left side of the screen. Click the “Search Icon” on the Disability Code Block. Click the Disability Code that you self-identify with and it will automatically populate in the Disability Code Block. Click “submit” to complete the self-identification of disability process.

## Q. What if I have more than one disability?

A. Due to the structure of the SF-256 created by OPM and MCCS People Soft, you can only choose one disability code. Therefore, you would select the disability or category of disability that you identify with the most.

## SELF-IDENTIFICATION OF DISABILITY

(Please read the Privacy Act information and additional instructions on Page 2)

Name (Last, First, Middle Initial)	Date of Birth (MM/YYYY)	Social Security Number
<p><b>Purpose:</b></p> <p>Each agency in the Executive Branch of the Federal government has established programs to facilitate the hiring, placement, and advancement of individuals with disabilities. Self-identification of disability status is essential for effective data collection and analysis of the Federal government's efforts. While self-identification is voluntary, your cooperation in providing accurate information is critical to these efforts. Every precaution is taken to ensure that the information provided by each employee is kept in the strictest confidence.</p>		
<p><b>ENTER CODE HERE</b> → <input style="width: 40px; height: 20px; border: 1px solid black; display: inline-block; vertical-align: middle; margin-left: 10px;" type="text"/></p>		
<p><b>Targeted Disabilities or Serious Health Conditions:</b></p>	<p><b>Other Disabilities or Serious Health Conditions:</b></p>	
<p>02- Developmental Disability, for example, autism spectrum disorder</p> <p>03- Traumatic Brain Injury</p> <p>19- Deaf or serious difficulty hearing, benefiting from, for example, American Sign Language, CART, hearing aids, a cochlear implant and/or other supports</p> <p>20- Blind or serious difficulty seeing even when wearing glasses</p> <p>31- Missing extremities (arm, leg, hand and/or foot)</p> <p>40- Significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg brace(s) and/or other supports</p> <p>60- Partial or complete paralysis (any cause)</p> <p>82- Epilepsy or other seizure disorders</p> <p>90- Intellectual disability</p> <p>91- Significant Psychiatric Disorder, for example, bipolar disorder, schizophrenia, PTSD, or major depression</p> <p>92- Dwarfism</p> <p>93- Significant disfigurement, for example, disfigurements caused by burns, wounds, accidents, or congenital disorders</p>	<p>13- Speech impairment</p> <p>41- Spinal abnormalities, for example, spina bifida or scoliosis</p> <p>44- Non-paralytic orthopedic impairments, for example, chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body</p> <p>51- HIV Positive/AIDS</p> <p>52- Morbid obesity</p> <p>59- Nervous system disorder for example, migraine headaches, Parkinson's disease, or multiple sclerosis</p> <p>80- Cardiovascular or heart disease</p> <p>81- Depression, anxiety disorder, or other psychiatric disorder</p> <p>83- Blood diseases, for example, sickle cell anemia, hemophilia</p> <p>84- Diabetes</p> <p>85- Orthopedic impairments or osteo-arthritis</p> <p>86- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema</p> <p>87- Kidney dysfunction</p> <p>88- Cancer (present or past history)</p> <p>94- Learning disability or attention deficit/hyperactivity disorder (ADD/ADHD)</p> <p>95- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia</p> <p>96- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis</p> <p>97- Liver disease, for example, hepatitis or cirrhosis</p> <p>98- History of alcoholism or history of drug addiction (but not currently using illegal drugs)</p> <p>99- Endocrine disorder, for example, thyroid dysfunction</p>	
<p><b>Other Options:</b></p>		
<p>01- I do not wish to identify my disability or serious health condition.</p> <p>05- I do not have a disability or serious health condition.</p> <p>06- I have a disability or serious health condition, but it is not listed on this form.</p>		

## **Definition**

An individual with a disability: A person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. This definition is provided by the Rehabilitation Act of 1973, as amended (29 U.S.C. 701, et seq.).

## **The Rehabilitation Act of 1973**

The Rehabilitation Act of 1973, as amended (29 U.S.C. 701, et seq.), requires each agency in the Executive Branch of the Federal government to establish programs that will facilitate the hiring, placement, and advancement of individuals with disabilities. One method for determining agency progress in fulfilling these requirements is through the production of reports at certain intervals showing, for example, the number of employees with disabilities who are hired, promoted, trained, or reassigned over a given time period; the percentage of employees with disabilities in the work force and in various grades and occupations; etc. Such reports bring to the attention of agency top management, OPM, and the Congress, the progress or any deficiencies within specific agencies or the Federal government as a whole in the hiring, placement, and advancement of individuals with disabilities.

The disability data collected on employees will be used only in the production of reports such as those previously mentioned and not for any purpose that will affect them individually. The only exception to this rule is that the records may be used for selective placement purposes and selecting special populations for mailing of voluntary personnel research surveys. In addition, every precaution will be taken to ensure that the information provided by each employee is kept in the strictest confidence and is known only to those individuals in the agency Personnel Office, who obtain and record the information for entry into the agency's and OPM's personnel systems. You should also be aware that participation in the disability reporting system is entirely voluntary, with the exception of employees appointed under the Schedule A Excepted Appointing Authority for People with Intellectual Disability, Severe Physical Disability, or Psychiatric Disability (5 CFR 213.3102(u)). Agencies will request that these employees identify their disability status and, if they decline to do so, their correct disability code will be obtained from medical documentation used to support their appointment.

Employees who wish to confirm the disability code carried in their agency's and OPM's personnel systems is consistent with the employees' representation, may ask their Personnel Officer for a printout of the code and definition from their individual records. The code noted in the employees' records in the agencies' system will be identical to that carried in OPM's system.

## **Privacy Act Statement**

Collection of the requested information is authorized by the Rehabilitation Act of 1973, as amended (29 U.S.C. 701, et seq.). Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permits agencies to use the SSN as a means for identifying persons with disabilities in personnel information systems. Your SSN will only be used to ensure that your correct disability code is recorded along with other employee information that your agency and OPM maintain on you. It should be noted, however, that where individuals decline to furnish their SSN, the SSN will be obtained from other records in order to ensure accurate and complete data. Employees appointed under the Schedule A Appointing Authority for People with Intellectual Disability, Severe Physical Disability, or Psychiatric Disability (5 CFR 213.3102(u)) are requested to furnish an accurate disability code, but failure to do so will not affect them. Where employees hired under this authority fail to disclose their disability, the appropriate code will be determined from the employee's existing records or medical documentation submitted upon appointment.

# AF Employees visit the MyBiz Portal:

<https://compo.dcpds.cpms.osd.mil/>

**News and Information**  
Last updated February 02, 2018  
13:00 CDT

The Department of Defense (DoD) civilian workforce holds a unique mission focused posture that can benefit the DoD Expeditionary Civilian Workforce (DoD-EC) program. The talent and experience that DoD civilians have to offer are representative of how our mission success is defined.

The added value for employees who volunteer to deploy include: professional development, opportunity to participate in a diverse workforce of DoD and coalition partners, financial incentives, and ultimately making a difference in the Department of Defense mission. DoD civilians interested in learning more about the DoD-EC may do so using the following link - <https://www.cpms.osd.mil/expeditionary/home.html>.

Thank you for all of your feedback during the first year of MyBiz+! We appreciate the time and effort you took to let us know what was working for you and what needed improvement. Throughout the last year, and looking forward, we will continue to value your input to enhance MyBiz+.

**Component Help Desk Information**

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)

**Smart Card Access**

To access MyBiz+/HR application, select **Smart Card Log In**.

**\*\*Important\*\*** If you received a new Smart Card with no changes to your information (Full Name or EDIPI) select **Smart Card Log In**.

**Smart Card Log In**

**Register** your Smart Card for the **First Time**.  
**Re-register** a newly issued Smart Card (e.g., you had a Name Change).  
**Convert** from a Non-Smart Card User to a Smart Card User.

**Non-Smart Card Access**

To access MyBiz+/HR application, select **Non-Smart Card Access Log In**.

**Non-Smart Card Access Log In**

**Register** as a Non-Smart Card User for the **First Time**.  
**Reset** Password

For access problems, select [Contact List](#) for your Agency's Help Desk.

Privacy Act | Accessibility/Section 508 | Privacy and Security Policy | DCPDS Information

1. Log into the MyBiz Portal with your “Smart Card” or through “Non-Smart Card Access.”

**My Application/Database** [Add Additional Application/Databases](#)

Select the applicable HR MyBiz+ tile to access your Agency's database. If your Agency's tile is not displayed, select the Add Additional Application/Databases link above to complete your MyBiz+/HR application registration.

**Choose your Path**

**HR MyBiz+ Navy**

To protect your personal information, log out of your DCPDS Portal session by selecting the **'Logout'** button.

**Logout**

2. Click on “HR MyBiz+Navy” in center of the screen.



https://cppsemp.dcpds.cpmis.osd.mil/dcpdsportal-reg01/privacyact.js

# Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

**Authorities:** 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O. 9397.

**Principal Purposes:** To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.

**Routine Uses:** None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

**Disclosure:** Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

Accept

[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

3. Click "Accept."

https://cppsemp.dcpds.cpmis.osd.mil/dcpdsportal-reg01/profile.jsf

## MyBiz+

Other DCPDS Applications | Favorites | Customer Support | Help | Logout

Welcome, [Name]

Home

★ Provide Feedback

Manage My Views

### Key Services

Manage Key Services

- MyPerformance
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions
- Update MySupervisor
- Civilian Expeditionary Workforce (CEW)
- Career Brief

### Personnel Action

Personnel Action

on:

ate:

### Insurance

Health Insurance:

Life Insurance:

### Pay

Gross Pay:

Net Pay:

Pay Period End Date:

### Leave

Annual Leave Balance:

Sick Leave Balance:

Annual Leave Forfeit Balance (Use or Lose):

### Professional Development

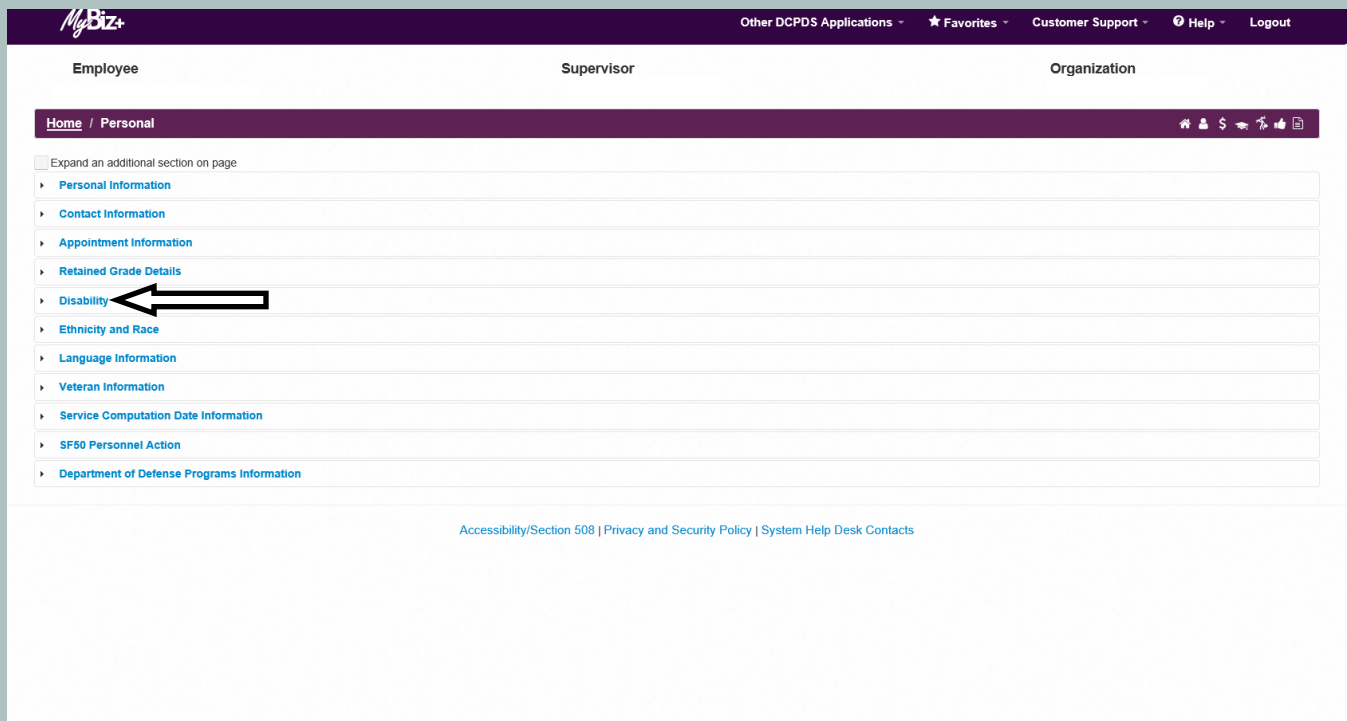
Education:

Training:

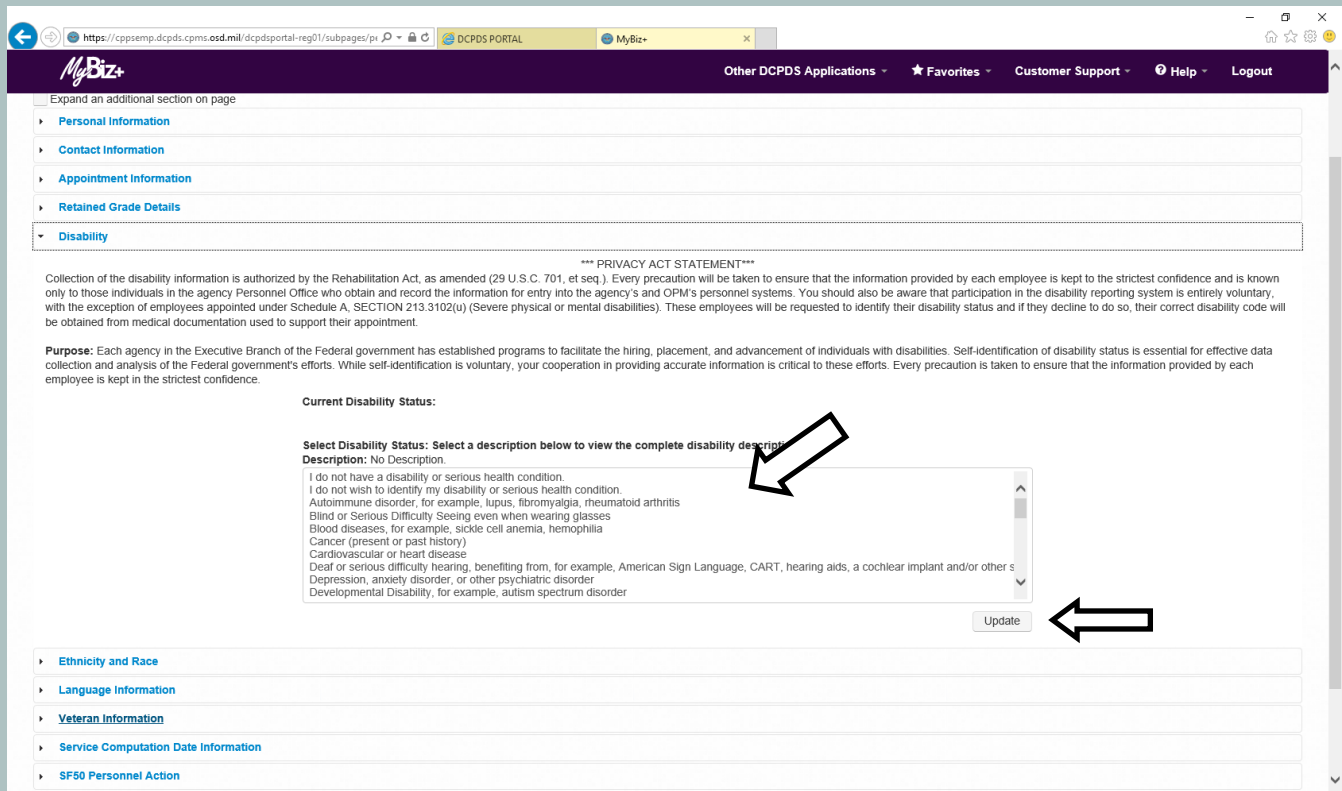
Certification/Licenses:

Personal | Pay, Leave and Benefits | Professional Development | Position | Performance | Reports

4. Click on "Personal."



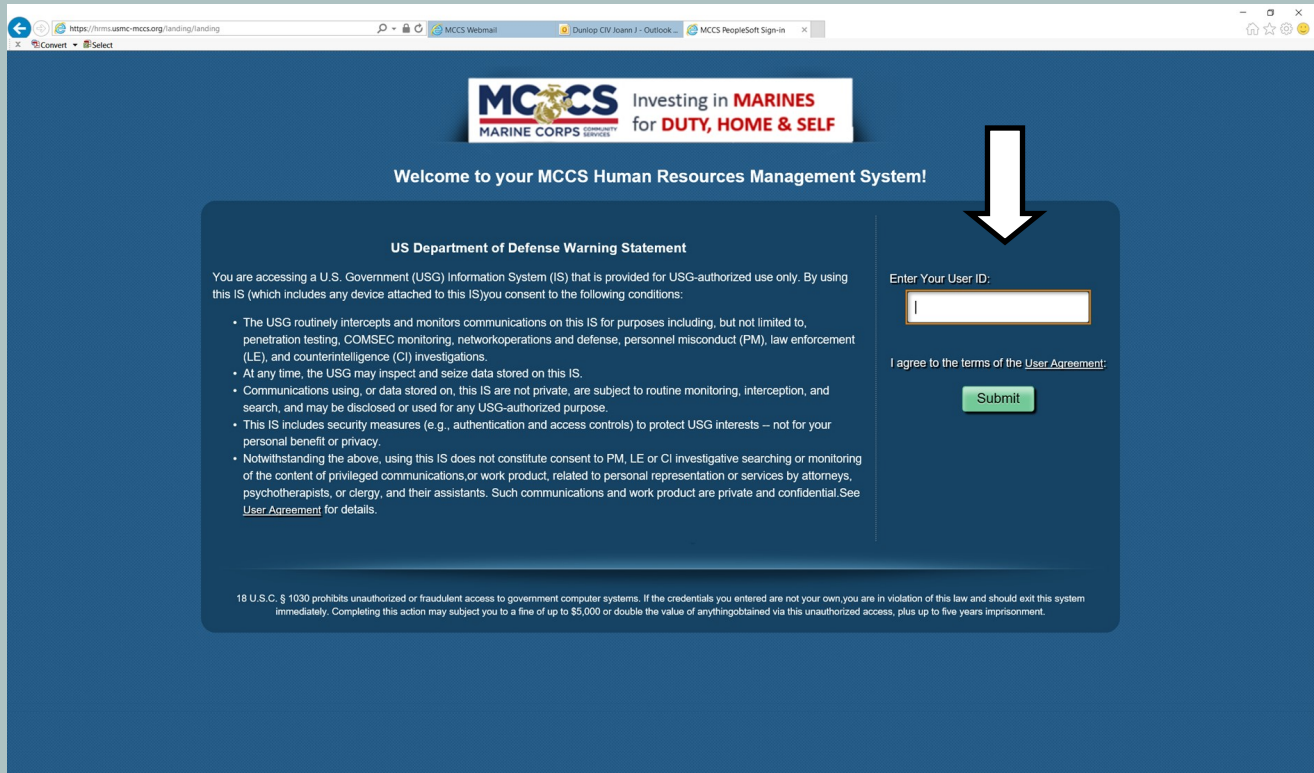
## 5. Click on “Disability.”



## 6. Select the disability you most identify with and click “Update.”

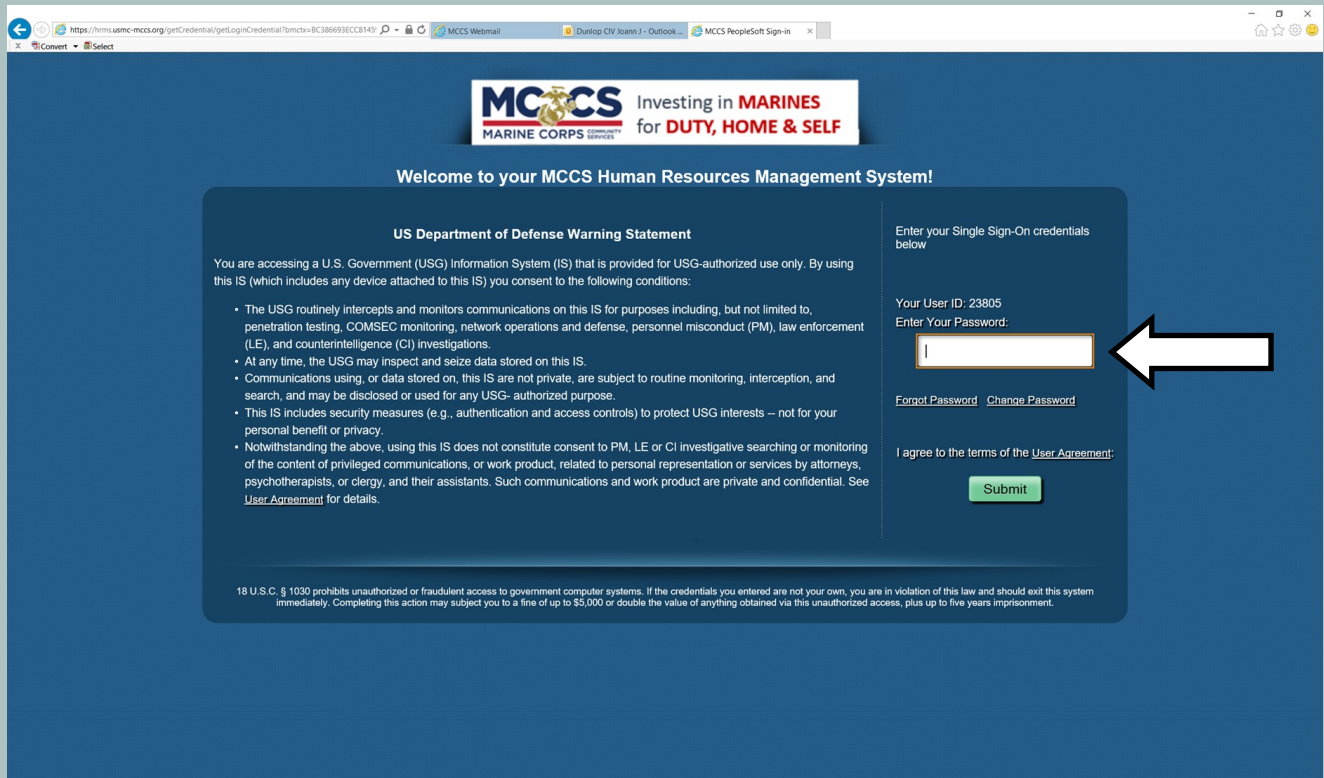
# NAF Employees visit MCCS People Soft:

<https://hrms.usmc-mccs.org/psp/hprd/?cmd=login>



The screenshot shows the MCCS Human Resources Management System login page. At the top, there is a logo for MCCS (Marine Corps Community Services) with the tagline "Investing in MARINES for DUTY, HOME & SELF". Below the logo is a welcome message: "Welcome to your MCCS Human Resources Management System!". A large white arrow points to the "Enter Your User ID:" field, which is currently empty. To the left of the field is a "US Department of Defense Warning Statement" with several bullet points. Below the field is a "Submit" button. At the bottom of the page, there is a disclaimer about unauthorized access to government computer systems.

1. Enter your user ID.

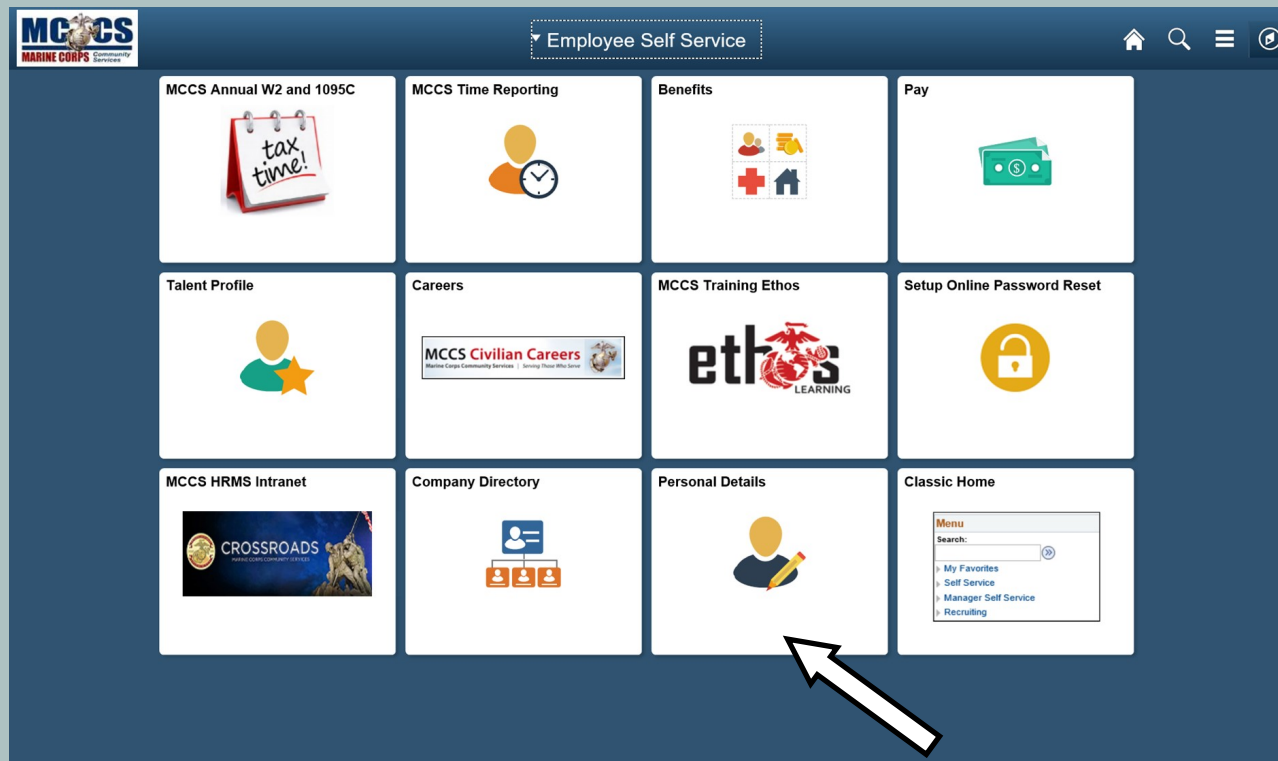


The screenshot shows the MCCS Human Resources Management System login page after the user ID has been entered. The "Enter Your Password:" field is now populated with a password. A large white arrow points to this field. Above the password field, the text "Enter your Single Sign-On credentials below" is displayed. Below the password field are links for "Forgot Password" and "Change Password". To the left of the field is the "US Department of Defense Warning Statement" and the "Submit" button. The user ID "23805" is visible above the password field. At the bottom of the page, there is a disclaimer about unauthorized access to government computer systems.

2. Enter your password.

# NAF Employees visit MCCS People Soft:

<https://hrms.usmc-mccs.org/psp/hprd/?cmd=login>



3. Click on “Personal Details.”

Employee Self Service Personal Details

BEYONCE KNOWLES

Addresses

Contact Details

Name

Ethnic Groups

Emergency Contacts

Additional Information

**Disability**

Military/Family Member Status

Form 500

### 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.<sup>1</sup> 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 a Disability Code Below :**

"DISABILITY CODE" 19 Deal/serious difficult hearing

**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.

<sup>1</sup>Section 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.dhs.gov/ofccp](http://www.dhs.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

4. Click on “Disability” located on left side of screen.

Employee Self Service Personal Details

**BEYONCE KNOWLES**

- Addresses
- Contact Details
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability**
- Military/Family Member Status
- Form 500

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

**Please Select a Disability Code Below :**

\*DISABILITY CODE

**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.)

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5. Click the "Search Icon" on the Disability Code Block.

Cancel Lookup

Search for: DISABILITY CODE

► **Search Criteria**

▼ **Search Results**

35 rows

Handicap Code	01	Description	I do not wish to identify.
Handicap Code	02	Description	Developmental Disability
Handicap Code	03	Description	Traumatic Brain Injury
Handicap Code	05	Description	I do not have a disability.
Handicap Code	06	Description	My disability is not listed.
Handicap Code	13	Description	Speech impairment
Handicap Code	19	Description	Deaf/serious difficult hearing
Handicap Code	20	Description	Blind/serious difficult seeing
Handicap Code	31	Description	Missing extremities
Handicap Code	40	Description	Significant mobility impair
Handicap Code	41	Description	Spinal abnormalities
Handicap Code	44	Description	Nonparalytic orthopedic impair
Handicap Code	51	Description	

6. Click the Disability Code that you self-identify with and it will automatically populate in the Disability Code Block.

Employee Self Service Personal Details

**BEYONCE KNOWLES**

- Addresses
- Contact Details
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability
- Military/Family Member Status
- Form 500

### Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 10/31/2025

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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 a Disability Code Below :**

\*DISABILITY CODE   Deaf/serious difficult hearing

**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.

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8. Click “submit” to complete the self-identification of disability process.