



VOLUNTARY SELF-IDENTIFICATION OF DISABILITY

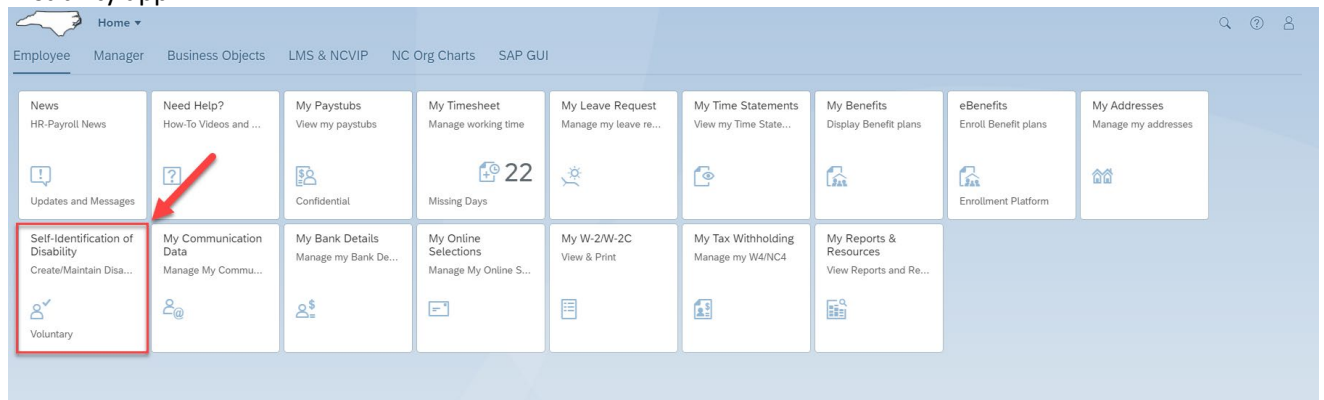
FIO-19 | BUSINESS PROCESS PROCEDURE

FIO

The purpose of this Business Process Procedure is to explain how to create and/or maintain your disability status within the Fiori “Self-Identification of Disability” application.

How to create and/or maintain your “Self-Identification of Disability”

1. Click on the “Self-Identification of Disability” tile to access the Voluntary Self-Identification of Disability app.



2. Review the “Why are you being asked to complete this form” and the “How do you know if you have a disability” sections.

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you 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:*

Autism	Deaf or hard of hearing	Missing limbs or partially missing limbs
Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS	Depression or anxiety	Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
Blind or low vision	Diabetes	Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression
Cancer	Epilepsy	
Cardiovascular or heart disease	Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome	
Celiac disease	Intellectual disability	
Cerebral palsy		

3. Your current selected disability status will default. If you would like to change your disability status, click the appropriate radio button and then click Submit.

✓ Please check one of the boxes below:

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

No, I Don't Have A Disability, Or A History/Record Of Having A Disability

Don't Wish To Answer

4. Once you click submit, you will receive a “Disability response submitted” message. Your disability status can be updated/revised at any time.

✓ Please check one of the boxes below:

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

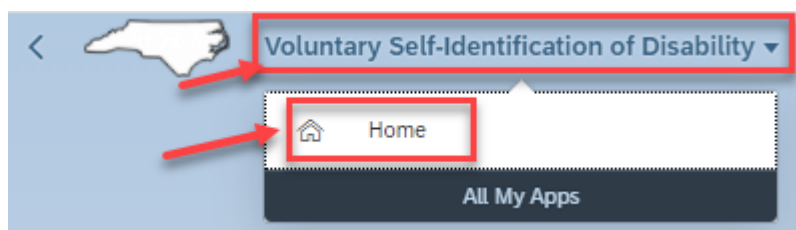
No, I Don't Have A Disability, Or A History/Record Of Having A Disability

I Don't Wish To Answer

Disability response submitted.

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.

5. To go back to the “Homepage” click on “Voluntary Self-Identification of Disability” and click on “Home.”



Change Record

- 02/15/22 – Initial creation – Mayuri Surati
- 02/28/22 – Edits – Mayuri Surati