



Department of Defense
**ANNUAL DISABILITY
EMPLOYMENT STATUS REPORT**

Fiscal Year 2014

The estimated cost of this report or study for the Department of Defense is approximately \$4,550 for the 2015 Fiscal Year. This includes \$4,280 in expenses and \$270 in DoD labor.
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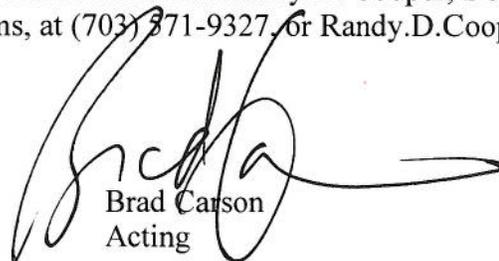
SUBJECT: Department of Defense Annual Disability Employment Status Report for Fiscal Year 2014

Each year, the Office of Diversity Management and Equal Opportunity publishes the Department of Defense Annual Disability Employment Status Report (DADES). The DADES Report provides an overview of Department of Defense (DoD) progress in recruitment, retention, and advancement of individuals with disabilities, including veterans and Service members, within the three Military Departments and the Fourth Estate. This annual update ensures DoD Components are acting to fulfill statutory and executive order requirements under the Rehabilitation Act of 1973, as Amended and Executive Orders 13548, 13163, and 13518.

In 2014, the Department made significant progress in the advancement of individuals with disabilities. DoD Components increased utilization of the Schedule A non-competitive hiring authority and remain on track to fulfill hiring goals set in our Operational Plan under Executive Order 13548. Efforts to increase employment opportunities for individuals with targeted disabilities remained steady. While the Defense Finance and Accounting Service was the only Component to meet the 2 percent participation goal with full-time permanent non-seasonal employees, DoD as a whole improved its participation slightly to 0.76 percent. DoD has not yet reached our two percent Department goal. Attaining this goal remains a high priority for all DoD Components.

DoD continues to demonstrate its commitment to advancing the employment of individuals with disabilities. Although DoD has made significant progress, more work remains to be done. The DoD objective is full compliance with the intent of statutory and executive order requirements so the DoD workforce reflects the diversity of the Nation.

I ask that you disseminate the attached DADES Report and share the progress we have made with your leadership and teams. I encourage your continued commitment and support of the mission to advance individuals with disabilities throughout the DoD workforce. Questions regarding the DADES Report should be directed to Mr. Randy D. Cooper, Department of Defense Director of Disability Programs, at (703) 371-9327, or Randy.D.Cooper3.civ@mail.mil.



Brad Carson
Acting

Attachment:
As stated

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Department of Defense Fiscal Year 2014 Annual Disability Employment Status Report

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DEPARTMENT OF DEFENSE FISCAL YEAR 2014 ANNUAL DISABILITY EMPLOYMENT STATUS REPORT

PURPOSE AND HIGHLIGHTS

Purpose of Report

The purpose of the *Department of Defense Fiscal Year 2014 Annual Disability Employment Status Report* (DADES) is to provide up-to-date metrics on hiring and retention of individuals with disabilities and DoD trends. The report also highlights DoD performance as a whole, as well as the performance of individual DoD Components. This report includes data on DoD progress toward achieving the goals established for the purposes of complying with Section 501 of the Rehabilitation Act of 1973, as Amended (Section 501), President Obama's Executive Order 13548, "Increasing Federal Employment of Individuals with Disabilities" (July 26, 2010) (EO 13548), and President Clinton's Executive Order 13163 "Increasing Opportunity for Individuals with Disabilities To Be Employed in the Federal Government" (July 26, 2000) (EO 13163). This report offers data for DoD leadership to determine if new or modified disability employment strategies are needed to achieve DoD hiring and retention goals. This report also offers DoD Component personnel the opportunity to compare their progress in key areas to the progress made by other DoD Components and DoD as a whole, and then adopt best, promising, and emerging practices used by other DoD Components, other federal agencies, and the private sector.

The Department of Defense (DoD) needs talented workers to meet new challenges and missions in the 21st Century. Currently, there is an underutilized community of talented individuals who want to work, and specifically want to work for DoD. This underutilized community consists of qualified individuals with disabilities, including qualified individuals with targeted disabilities (IWTD). DoD is committed to implementing the direction given by EO 13548 and serving as a Federal leader in the employment of individuals with disabilities.

To ensure that DoD's commitment to hiring, retaining, and advancing qualified individuals with disabilities is fully honored, DoD leadership has developed an Affirmative Action Program Plan in accordance with Section 501. The plan was also adopted in accordance with EO 13548, which includes numerical goals for employment of individuals with disabilities. In addition, the Director of Disability Programs in the Office of Diversity Management and Equal Opportunity (ODMEO) provides oversight and strategic guidance for DoD on matters pertaining to the employment of individuals with disabilities. Further, the education and training programs offered by the Defense Equal Opportunity Management Institute (DEOMI) include a course on promising and emerging practices regarding the recruitment, hiring, retention, and advancement of individuals with disabilities. This course is open to Disability Program Managers, supervisors, HR professionals, Equal Opportunity and Reasonable Accommodation Specialists, Selective Placement Program Coordinators, Special Program Placement Officers, and other DoD Component employees.

DoD's Affirmative Action Plan and Operational Plan are aligned with the current DoD Civilian Human Capital Strategic Plan, specifically Goal 2, Ensure mission readiness of the workforce and Objective 2.1,

Develop a comprehensive strategic workforce plan to shape a diverse, balanced, and capable civilian workforce that can effectively support the warfighter. Having a mission ready workforce means that DoD expects a highly capable workforce characterized by agility, flexibility, diversity, and seamless integration with the total force.

A key component of DoD's Affirmative Action Plan and Operational Plan is the establishment of measurable goals for the hiring and retention of qualified individuals with disabilities, including IWTD. EO 13548 includes the requirement that agencies set specific hiring goals for individuals with disabilities and IWTD. "Targeted disability" is a category of significant disabilities defined by the U.S. Equal Employment Opportunity Commission (EEOC). A second key component of DoD's Affirmative Action Plan and Operational Plan is the adoption of accountability mechanisms regarding the hiring and retention of individuals with disabilities. One accountability mechanism adopted by DoD is the preparation of an annual disability employment status report.

Highlights

In 1987 DoD established a goal that 2 percent of the DoD civilian workforce should consist of IWTD. This 2 percent participation rate for IWTD was instituted well before the EEOC called upon Federal agencies to set such goals. The goal remains in place and is widely considered a key indicator that employees with disabilities have increased confidence in an agency's efforts to foster an inclusive environment. DoD's Fiscal Year 2011-2015 Operational Plan for implementing EO 13548 established or reaffirmed several DoD statistical goals:

- DoD's Operational Plan reaffirmed the longstanding DoD goal that 2 percent of the DoD civilian workforce should consist of IWTD. In FY 2014, DoD's overall participation rate for IWTD remained steady at 0.76 percent. This is the second consecutive year that this participation rate has increased or remained steady, after declining every year since FY 1993 (page 9).
- DoD's Operational Plan calls for the hiring of 9,250 IWTD from FY 2011 through FY 2015. During the first four years of the Operational Plan, DoD has hired 1,251 IWTD, 687 of who were hired as full-time permanent non-seasonal employees (page 10).
- EO 13163 and EO 13548 set a Federal-wide hiring goal of 100,000 individuals with disabilities (either targeted or non-targeted) by July 26, 2015. Based on this goal, DoD's Operational Plan set a target of hiring 36,000 individuals with disabilities between FY 2011 and FY 2015. To meet this goal, an additional 9,223 individuals with disabilities would need to be hired as full-time permanent non-seasonal employees in FY 2015 (page 16).
- In response to EO 13548's call for Federal agencies to increase utilization of the Schedule A, 5 CFR 213.3102(u) non-competitive hiring authority for individuals with disabilities, DoD's Operational Plan established a goal that 2 percent of hiring actions each year will be via Schedule A. In FY 2014, although several individual DoD Components met this goal, 0.72 percent of new hires were appointed to full-time permanent non-seasonal positions under Schedule A. This was down from 0.84 percent in FY 2013 (page 18).
- DoD's overall hiring rate for IWTD remains a challenge to attaining the 2 percent participation goal. Currently, the hiring rate (percentage of new hires who have targeted disabilities) is lower

than the participation rate (percentage of the overall workforce who have targeted disabilities). If this continues to be the case, as new hires replace individuals currently in the civilian workforce, DoD will move away from the 2 percent goal (page 10).

- DoD's hiring rate for IWTD in FY 2014 was 0.30 percent. This was down from 0.39 percent in FY 2013 and down from 0.44 percent in FY 2012 (page 10).
- DoD's participation rate for IWTD remaining steady at 0.76% despite a decline in the hiring rate. This is explained by the retention rate. As DoD's overall civilian workforce shrank from 631,931 in FY 2013 to 624,059 in FY 2014, the IWTD population shrank at a lower rate (1.06%) than the overall DoD workforce (1.25%).
- DoD's hiring rate for individuals indicating a disability on Office of Personnel Management (OPM) Standard Form 256 (SF-256), "Self-Identification of Disability" (see Appendix, SF-256) dropped from 5.46 percent in FY 2013 (1,622 hires) to 4.20 percent in FY 2014 (1,520 hires) (page 12).
- DoD demonstrated continued strength in hiring veterans with disabilities. In FY 2014, veterans with a disability rating of 30 percent or greater represented 11.35 percent of DoD employees. This was up from 10.58 percent at the end of FY 2013 (page 14).
- DoD's hiring rate for veterans with a 30 percent or greater disability rating in FY 2014 was 14.63 percent. This is up from 12.92 percent in FY 2013 (page 14).
- DoD's participation rate and hiring rate in the "All Individuals with Disabilities, Including Veterans with a 30 Percent or Greater Disability Rating" category both increased slightly in FY 2014 (page 15).

BACKGROUND AND POLICY CONTEXT

The commitment by agency officials to ensure that DoD serves as model employer regarding the recruitment, hiring, retention, and advancement of qualified individuals with disabilities is consistent with, and implements, key Federal policies included in our nation's civil rights laws and EOs. A brief summary of these laws and EOs is set out below.

Section 501

Section 501 requires Federal agencies to take proactive steps to provide equal opportunity to qualified individuals with disabilities in all aspects of Federal employment, with special focus on qualified IWTD. Toward that end, each agency must develop and maintain an Affirmative Action Program Plan for the hiring, placement, and advancement of individuals with disabilities that, among other things, provides effective and meaningful employment opportunities and sets out the ways in which an agency will meet the needs of its employees with disabilities.

Section 501 outlines several requirements. First, agencies may not discriminate against qualified individuals with disabilities. Section 501 incorporates by reference the nondiscrimination requirements of Title I of the Americans with Disabilities Act (ADA).

But non-discrimination alone is not enough. Section 501 also requires Federal agencies to take proactive steps to ensure equal employment opportunity (EEO) for individuals with disabilities, with special attention to IWTD. This means DoD must attempt to prevent discrimination before it occurs and must establish systems to monitor its own compliance with the Act. Federal agencies must regularly evaluate their employment practices to identify barriers to equality of opportunity for individuals with disabilities. Where there are such barriers, Federal agencies must eliminate them. With these proactive steps, Federal agencies will ensure that individuals with disabilities have full access to employment opportunities and achieve to their fullest potential. Proactive steps include adopting:

- Agency-wide culture embracing disability as a part of diversity and inclusion.
- Personnel practices (including the use of excepted service hiring authorities), qualification standards and job descriptions that facilitate, not impede, the hiring, retention, and advancement of qualified individuals with disabilities, including veterans with disabilities.
- Reasonable accommodation procedures that ensure provisioning of the appropriate accommodation in a timely manner.
- Accessible information and communication technology policies and practices, including making Internet and Intranet and online systems accessible.
- Concerted recruitment strategies focused on candidates with disabilities.
- Communication of agency policies and practices internally and externally.
- Systems for evaluating program effectiveness; identifying and eliminating barriers; conducting effective analyses; and preparing demonstrated accomplishments, reports, and plan updates for timely submission.

The EEOC has adjudicatory responsibilities in the Federal EEO complaints process and oversight responsibility for federal programs required by Section 501. On August 25, 2003, EEOC issued Management Directive 715, which requires agencies to take appropriate steps to ensure that all employment decisions are free from discrimination. It also sets forth the standards by which EEOC will review the sufficiency of agency Section 501 Affirmative Action Programs, including periodic agency self-assessments and the removal of barriers to free and open workplace competition.

The agency self-assessment includes conducting an internal review and analysis of the effects of all current and proposed policies, practices, procedures, and conditions that directly or indirectly relate to the employment of individuals with disabilities, including IWTD. The term “employment” refers to the full range of employment decisions, including, but not limited to, hiring, advancement, retention, and other general terms, conditions and privileges of employment. The term “conditions” is intended to refer to the full range of environmental circumstances within an agency, including the physical layout and design of the structure in which the agency is located. In this regard, agencies must be mindful of their obligation to ensure that their physical structures and facilities comply with the requirements of the Architectural Barriers Act (42 U.S.C. § 4151 et seq.) and relevant titles of the ADA.

The self-assessment required by this directive is an ongoing obligation that agencies must undertake at least annually. Each agency must collect and evaluate information and data necessary to make an informed assessment about the extent to which the agency is meeting its responsibility to provide employment opportunities for qualified applicants and employees with disabilities, especially IWTD.

A snapshot of the numerical representation and distribution of applicants and employees with disabilities can alert an agency to possible barriers that may impede employment opportunities for this group. The self-assessment must encompass the full spectrum of employment within the agency and must include, but not be limited to, an evaluation of the following with respect to the agency's status at the end of each fiscal year:

- Total workforce distribution of employees with disabilities for both the permanent and temporary personnel.
- Representation and distribution of employees with disabilities, by grade, in both the permanent and temporary workforce.
- Permanent and temporary workforce participation of employees with disabilities in major occupational groups by grade.
- Representation of individuals with disabilities among applicants for permanent and temporary employment.
- Distribution of employees with disabilities among those who received promotions, training opportunities, and performance incentives.
- Representation of employees with disabilities among those who were voluntarily and involuntarily separated.

Section 504 of the Rehabilitation Act of 1973, as Amended (Section 504)

Section 504 requires that no otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency. With respect to employment, the requirements of Title I of the ADA are incorporated by reference.

Section 508 of the Rehabilitation Act of 1973, as Amended (Section 508)

Section 508 requires Federal departments or agencies to develop, procure, maintain, or use electronic or information technology that is accessible to and usable by individuals with disabilities, unless doing so would impose an undue burden on the department or agency. Section 508 ensures that federal employees with disabilities have access to, and use of, the information and data needed to do their jobs, which reduces barriers to professional success and upward mobility. The law also ensures that members of the public with disabilities have the ability to access government information and services.

Section 508 requires the Access Board to publish standards setting forth a definition of electronic and information technology and technical and functional performance criteria for such technology. The Access Board is required to periodically review and, as appropriate, amend the standards to reflect technological advances in electronic and information technology. The Access Board is in the process of updating and modernizing the Electronic and Information Technology Standards. Through the proposed updates, the Access Board is addressing new technology and seeks to standardize, to the extent possible, its criteria with other guidelines in order to improve accessibility and facilitate compliance. In particular, the Access Board is seeking to align its Section 508 standards with the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 (December 11, 2008).

Section 508 uses the procurement process to ensure that electronic or information technology acquired by the Federal Government is accessible to and usable by individuals with disabilities. The law establishes an administrative process under which individuals with disabilities can file a complaint alleging that a Federal agency has not complied with the standards.

Affirmative Action for Veterans with Disabilities

Most Federal agencies and departments are required to have an Affirmative Action Program for the recruitment, employment, and advancement of veterans with disabilities. The law (5 CFR Part 720, Subpart C) requires agencies to develop annual Disabled Veterans Affirmative Action Program (DVAAP) Plans. Each year, agencies must submit DVAAP accomplishment reports to the Office of Personnel Management (OPM). The accomplishment reports must describe agency efforts to promote employment and job advancement opportunities for veterans with disabilities, as well as certain veterans of the Vietnam era and of the post-Vietnam era, who are qualified for such employment and advancement. As part of their submission package, each agency must include a signed statement certifying that the agency has an up-to-date DVAAP Plan.

More specifically, DVAAP Plans must, at a minimum, contain:

- A statement of the agency's policy with regard to the employment and advancement of veterans with disabilities, especially those who are 30 percent or more disabled.
- The name and title of the official assigned overall responsibility for development and implementation of the Action Plan.
- An assessment of the current status of the employment of veterans with disabilities within the agency, with emphasis on those veterans who are 30 percent or more disabled.
- A description of recruiting methods which will be used to seek out disabled veteran applicants, including steps to be taken to recruit veterans who are 30 percent or more disabled.
- A description of how the agency will provide or improve internal advancement opportunities for veterans with disabilities.

- A description of how the agency will inform its Operating Components and Field Installations, on a regular basis, of their responsibilities for employing and advancing veterans with disabilities.
- A description of how the agency will monitor, review, and evaluate its planned efforts, including implementation at Operating Component and Field Installation levels during the period covered by the plan.

By December 1 of each year, agencies must submit an annual accomplishment report on their DVAAP to the Office of Personnel Management, covering the previous Fiscal Year. Agency annual accomplishment reports must describe:

- Methods used to recruit and employ veterans with disabilities, especially those who are 30 percent or more disabled.
- Methods used to provide or improve internal advancement opportunities for veterans with disabilities.
- A description of how the activities of major Operating Components and Field Installations were monitored, reviewed, and evaluated.
- An explanation of the agency's progress in implementing its Affirmative Action Plan during the Fiscal Year. Where progress has not been shown, the report will identify barriers, along with specific plans for overcoming them.

Executive Orders (EOs)

Over the years, several Presidents have issued EOs designed to increase the employment of qualified individuals with disabilities in the Federal Government.

EO 13548 *Increasing Federal Employment of Individuals with Disabilities* (July 26, 2010)

This EO directs Federal agencies to undertake a number of specific actions to increase Federal employment of individuals with disabilities. First, the Federal Government must become "a model for the employment of individuals with disabilities." Executive departments and agencies must improve their efforts to employ workers with disabilities through increased recruitment, hiring, and retention of these individuals. Executive Order 13548 includes President Obama's commitment to increase the number of individuals with disabilities in the Federal workforce by 100,000 over five years (by July 26, 2015), including specific goals for hiring IWTB. A five-year commitment to increase the number of individuals with disabilities in the Federal Government was initially set out in EO 13163, "*Increasing the Opportunity for Individuals with Disabilities to Be Employed in the Federal Workforce*" issued by President Clinton in 2000.

Second, each Federal agency must develop an agency-specific plan for promoting employment opportunities for individuals with disabilities. Each agency must develop the plan in consultation with

and, as appropriate, subject to approval by the Director of the Office of Personnel Management and the Director of the Office of Management and Budget. The plan must, consistent with law, include performance targets and numerical goals for employment of individuals with disabilities and IWTD sub-goals.

Third, each agency must designate a senior-level agency official to be accountable for enhancing employment opportunities for individuals with disabilities and IWTD, within the agency, consistent with law, and also for meeting the goals of this order. This official, among other things, shall be accountable for developing and implementing the agency's plan creating recruitment and training programs for employment of individuals with disabilities and IWTD, and coordinating employment counseling to help match the career interests of individuals with disabilities to skills sought by the agency.

Fourth, in implementing their plans, agencies, to the extent permitted by law, must increase utilization of the Federal Schedule A excepted service hiring authority for persons with disabilities and increase participation of individuals with disabilities in internships, fellowships, and training and mentoring programs.

Executive Order 13518, *Employment of Veterans in the Federal Government* (November 9, 2009)

This EO enhances recruitment and promotes employment opportunities for veterans within the Executive Branch, consistent with merit system principles and veterans' preferences prescribed by law. The Executive Order also states the Federal Government will help lead by example in promoting veterans' employment. Designated agencies must participate in a Veterans Employment Initiative. Under the Initiative, each participating agency shall, to the extent permitted by law, develop an agency-specific Operational Plan for promoting employment opportunities for veterans, consistent with the Federal Veterans Recruitment and Employment Strategic Plan, merit system principles, the agency's Strategic Human Capital Plan, and other applicable workforce planning strategies and initiatives. This plan must provide for mandatory annual training to agency Human Resources Personnel and Hiring Managers concerning veterans' employment, including training on veterans' preferences and special authorities for the hiring of veterans.

Executive Order 13163, *Increasing the Opportunity for Individuals With Disabilities To Be Employed in the Federal Government* (July 26, 2000)

This EO calls for Federal agencies to increase employment opportunities for individuals with disabilities employed at all levels and occupations in the Federal Government. It focuses attention on the need to hire and advance qualified individuals with disabilities within the Federal Government, and also requires each Federal agency to have a plan as to how it will increase the opportunities for individuals to be hired in the agency. EO 13548 specifically recommitted the Federal Government to compliance with EO 13163, including its call for the addition of 100,000 employees with disabilities to the federal workforce within five years.

SUMMARY OF FY 2014 DoD DISABILITY EMPLOYMENT DATA

This section of the report includes DoD employment data for FY 2014 regarding individuals with disabilities, including IWTD and veterans with disabilities. Specifically, this section includes employment data for DoD as a whole and specific DoD Components regarding:

- Individuals with Targeted Disabilities
- Individuals with Reportable Disabilities
- Veterans with a 30 Percent or Greater Disability Rating
- All Individuals with Disabilities, Including Veterans with a 30 Percent or Greater Disability Rating
- Accessions via Schedule A Excepted Hiring Authority

Individuals with Targeted Disabilities (IWTD)

In 1987, DoD established a 2 percent participation rate goal for the employment of individuals with targeted disabilities within the DoD civilian workforce. This goal was re-emphasized in DoD’s Fiscal Year 2011-2015 Operational Plan for implementing EO 13548, “Increasing Federal Employment of Individuals with Disabilities” (July 26, 2010).

This category includes nine disabilities listed as targeted disabilities on OPM Standard Form 256 (SF-256), “Self-Identification of Disability” (see Appendix, SF-256)

QTR	DoD Total Strength	DoD Targeted Strength	DoD Targeted Percentage
FY12 Q4	647,095	4,789	0.740%
FY13 Q4	631,931	4,821	0.763%
FY14 Q1	626,035	4,747	0.758%
FY14 Q2	619,491	4,687	0.757%
FY14 Q3	622,491	4,776	0.767%
FY14 Q4	624,059	4,770	0.764%

- **Strength** (Charts A-1, A-2): 0.76% for DoD as a whole at the end of FY14. This is slightly down from 0.77% at the end of FY14 Q3, but the same 0.76% as at the end of FY13. This is the second consecutive year DoD has remained steady in the participation rate or shown a year-to-year increase since FY 1993 (Charts A-3, A-4).

Comparisons between the end of FY14 Q3 and FY14 Q4:

- Army: unchanged at 0.63%
- Navy: unchanged at 0.70%
- Air Force: down from 0.73% to 0.72%
- Fourth Estate (All DoD Components that are not in a Military Department or Combatant Command): unchanged at 1.28%
- Among individual Fourth Estate Components, the Defense Finance and Accounting Service (DFAS) went up from 2.29% to 2.30%. The next-highest Components are the Defense Logistics Agency (DLA) (1.73%, up from 1.70%) and the Defense Prisoner of War / Missing Personnel Office (DPMO) (1.59%, up from 1.56%).

Year-to-year comparisons (between end of FY13 Q4 and end of FY14 Q4):

- Army: down from 0.64% to 0.63%
- Navy: down from 0.72% to 0.70%
- Air Force: up from 0.70% to 0.72%
- Fourth Estate: up from 1.26% to 1.28%

- Among individual Fourth Estate Components, the greatest percentage increases were shown by DFAS, up from 2.10% to 2.30%; DPMO, up from 1.41% to 1.59%; and Washington Headquarters Services (WHS) up from 0.91% to 1.03%.

DoD’s Operational Plan for implementing EO 13548 calls for the hiring of 9,250 IWTD from FY11 through FY15. In the July 25, 2012 “Report on the Employment of Individuals with Disabilities in the Federal Executive Branch,” OPM presented data relating to full-time permanent non-seasonal employees. However, neither the EOs nor the Operational Plan specifies that employment category. Therefore, accessions of both full-time permanent non-seasonal employees and all employees are reported below:

Fiscal Year	Total DoD Accessions (FT Perm NS)	DoD Targeted Disability Accessions (FT Perm NS)	DoD Targeted Disability Accessions Percentage (FT Perm NS)
FY11 (Total)	63,194	289	0.46%
FY12 (Total)	39,949	175	0.44%
FY13 (Total)	29,732	116	0.39%
FY14 (Total)	36,159	107	0.30%
Total to Date	169,034	687	0.41%

- **Accessions (Full-time Permanent Non-Seasonal only)** (Chart A-5): In FY14, IWTD represented 0.30% of new hires (107 hires). This is down from 0.39% (116 hires) in FY13 and down from 0.44% in FY12 (289 hires).

To reach DoD’s goal of hiring 9,250 IWTD, an additional 8,563 IWTD would need to be hired in FY15.

Comparisons between FY13 (entire year) and FY14 (entire year):

- Army: down from 0.26% to 0.19%
- Navy: down from 0.32% to 0.26%
- Air Force: down from 0.51% to 0.28%
- Fourth Estate: up from 0.55% to 0.59%
 - The Defense Media Activity (DMA) had the highest percentage of new hires with targeted disabilities among Fourth Estate Components in FY14 at 2.50% (1 hire), followed by the Missile Defense Agency (MDA) (1.27%, 1 hire), the DoD Office of Inspector General (OIG) (1.25%, 1 hire), and DLA (1.15%, 14 hires).

Fiscal Year	Total DoD Accessions (All Employees)	DoD Targeted Disability Accessions (All Employees)	DoD Targeted Disability Accessions Percentage (All Employees)
FY11 (Total)	94,955	502	0.53%
FY12 (Total)	65,858	333	0.51%
FY13 (Total)	43,791	180	0.41%
FY14 (Total)	54,524	236	0.43%
Total to Date	259,128	1,251	0.48%

Accessions (All Employees): In FY14, IWTD represented 0.43% of new hires (236 hires). This is up from 0.41% (180 hires) in FY13 and down from 0.51% in FY12 (333 hires).

To reach DoD's goal of hiring 9,250 IWTD, if the benchmark is not restricted to full-time permanent non-seasonal employees, an additional 7,999 IWTD would need to be hired in FY15.

Comparisons between FY13 (entire year) and FY14 (entire year):

- Army: unchanged at 0.29%
- Navy: down from 0.34% to 0.29%
- Air Force: down from 0.50% to 0.38%
- Fourth Estate: up from 0.55% to 0.83%
 - The Defense Advanced Research Projects Agency (DARPA) had the highest percentage of new hires with targeted disabilities among Fourth Estate Components in FY14 at 4.55% (1 hire), followed by DMA (4.26%, 1 hire), and the Defense Threat Reduction Agency (DTRA) (3.33%, 1 hire).

Individuals with Reportable Disabilities

Reportable disabilities, along with veterans with a 30 percent or greater disability rating, comprise the overall measure used by OPM to evaluate progress in employment of individuals with disabilities (see section “All Individuals with Disabilities, Including Veterans with a 30 percent or Greater Disability Rating” below.)

The reportable disability category includes all “Yes” responses voluntarily submitted by employees on SF-256. “Yes” responses are defined as the two-digit codes corresponding to any of the 9 disabilities listed under “Targeted/Severe” or any of the 21 disabilities listed under “Other Disabilities.” The response “I have a disability, but it is not listed on this form” (Code 06) is also considered a “Yes” response. “No” responses are defined as “I do not have a disability” (Code 05) and “I do not wish to identify my disability status” (Code 01).

- **Strength** (Charts B-1, B-2): 9.49% of DoD employees (59,244 individuals) had reportable disabilities as of FY14 Q4. This is down from 9.52% at FY14 Q3 and up from 9.31% at the end of FY13.

Comparisons between FY14 Q3 and FY14 Q4:

- Army: up from 8.48% to 8.50%
- Navy: down from 8.21% to 8.15%
- Air Force: down from 12.02% to 11.88%
- Fourth Estate: up from 10.87% to 10.97%
 - DFAS led all DoD Components at 18.23%, down from 18.28%. The next-highest Components are DLA (13.20%, up from 12.93%) and the Defense Human Resources Activity (DHRA) (11.61%, down from 11.80%).

Year-to-year comparisons (between end of FY13 Q4 and end of FY14 Q4):

- Army: down from 8.55% to 8.50%
 - Navy: down from 8.39% to 8.15%
 - Air Force: up from 10.95% to 11.88%
 - Fourth Estate: up from 10.58% to 10.97%
 - Among individual Fourth Estate Components, the greatest percentage increases were shown by DFAS, which went from 16.25% to 18.23%, the Defense Health Agency (DHA) (from 6.94% to 7.91%), and DMA (9.75% to 10.65%).
- **Accessions** (Chart B-3): In FY14, reportable disabilities represented 4.20% of new hires (1,520 hires). This is down from 5.46% (1,622 hires) in FY13.

Comparisons between FY13 (entire year) and FY14 (entire year):

- Army: down from 3.51% to 3.46%
- Navy: down from 7.01% to 3.24%
- Air Force: down from 4.31% to 3.60%
- Fourth Estate: up from 7.62% to 8.24%
 - DLA had the highest percentage of new hires with reportable disabilities among Fourth Estate Components in FY14, at 14.92% (181 hires). The next-highest Components are DHA (11.92%, 116 hires) and the Defense Commissary Agency (DeCA) (10.58%, 20 hires).

Veterans with a 30% or Greater Disability Rating

Veterans with a 30% or greater disability rating, along with reportable disabilities, comprise the overall measure used by OPM to evaluate progress in employment of individuals with disabilities (see section “All Individuals with Disabilities, Including Veterans with a 30 percent or Greater Disability Rating” below.)

- **Strength** (Charts C-1, C-2): 11.35% of DoD employees (70,830 individuals) were veterans in this category as of FY14 Q4. This is up from 11.18% at FY14 Q3, and up from 10.58% at the end of FY13.

Comparisons between FY14 Q3 and FY14 Q4:

- Army: up from 13.98% to 14.19%
- Navy: up from 9.21% to 9.41%
- Air Force: up from 10.64% to 10.68%
- Fourth Estate: up from 9.49% to 9.79%
 - The Office of the Chairman of the Joint Chiefs of Staff (JCS), DMA, DPMO, and the Defense Security Service (DSS) lead all Fourth Estate Components with 20.66% (194 individuals), 19.55% (112 individuals), 15.87% (10 individuals), and 15.37% (132 individuals), respectively.

Year-to-year comparisons (between end of FY13 Q4 and end of FY14 Q4):

- Army: up from 13.17% to 14.19%
 - Navy: up from 8.58% to 9.41%
 - Air Force: up from 10.31% to 10.68%
 - Fourth Estate: up from 8.84% to 9.79%
 - Among individual Fourth Estate Components, the greatest percentage increases were shown by DPMO, which went from 11.27% to 15.87%; DHA which went up from 7.16% to 10.96%; the JCS which went up from 18.46% to 20.66%; and DMA which went up from 17.36% to 19.55%.
- **Accessions** (Chart C-3): In FY14 (Q1 through Q4), 14.63% of new hires (5,289 hires) were veterans with a 30% or greater disability rating. This is up from 12.92% (3,841 hires) in FY13.

Comparisons between FY13 (entire year) and FY14 (entire year):

- Army: up from 13.30% to 14.84%
- Navy: up from 11.95% to 14.23%
- Air Force: down from 12.73% to 12.37%

- Fourth Estate: up from 14.01% to 17.79%
 - DMA had the highest percentage among Fourth Estate Components in FY14, at 37.50% (15 hires), followed by the National Defense University (NDU) at 28.57% (4 hires), and DHA at 26.52% (258 hires).

All Individuals with Disabilities, Including Veterans with a 30 Percent or Greater Disability Rating

EO 13163, “Increasing the Opportunity for Individuals with Disabilities to be Employed in the Federal Government,” and EO 13548, “Increasing Federal Employment of Individuals with Disabilities,” require Federal agencies to collectively hire 100,000 individuals with disabilities within five years beginning July 26, 2010.

In response to the Executive Order, DoD established a hiring goal of 36,000 individuals with disabilities between FY11 and FY15. This specific goal was established based on the size of DoD’s workforce as a percentage of the Federal Government as a whole.

In July 2012, OPM announced agencies may count veterans with a disability rating of 30 percent or greater toward their hiring goals. However, since a disability rating of 30 percent or greater does not necessarily equate to having a targeted disability, this category of veterans can only be counted in the general individuals with disabilities category.

In the July 25, 2012 “Report on the Employment of Individuals with Disabilities in the Federal Executive Branch,” OPM used the statistic “All Disability Including 30% or more Disabled Veterans” to measure progress toward the goal to hire 100,000 individuals with disabilities. This number includes both those who have reported a disability on the SF-256 and veterans with a 30 percent or greater disability rating.

QTR	DoD Total Strength	DoD “All Disability” Strength	DoD “All Disability” Percentage
FY12 Q4	647,095	99,338	15.35%
FY13 Q4	631,931	107,295	16.98%
FY14 Q1	626,035	107,095	17.11%
FY14 Q2	619,491	107,324	17.32%
FY14 Q3	622,491	109,768	17.63%
FY14 Q4	624,059	110,842	17.76%

- **Strength** (Charts D-1, D-2): 17.76% of DoD employees (110,842 individuals) were in this category as of FY14 Q4. This is up from 16.98% for DoD as a whole (107,295 individuals) at the end of FY13.

Comparisons between FY14 Q3 and FY14 Q4:

- Army: up from 19.24% to 19.43%
- Navy: up from 15.03% to 15.15%
- Air Force: down from 18.90% to 18.85%
- Fourth Estate: up from 17.35% to 17.65%
 - JCS, DMA, and DFAS lead all Fourth Estate Components with 23.90% (229 individuals), 23.86% (136 individuals), and 22.29% (2,405 individuals), respectively.

Year-to-year comparisons (between end of FY13 Q4 and end of FY14 Q4):

- Army: up from 18.59% to 19.43%
- Navy: up from 14.62% to 15.15%
- Air Force: up from 17.87% to 18.85%
- Fourth Estate: up from 16.62% to 17.65%
 - Among individual Fourth Estate Components, the greatest percentage increases were shown by DHA (from 12.45% to 16.26%), DPMO (from 19.72% to 22.22%), and DMA (from 23.14% to 25.31%).

DoD’s Operational Plan for implementing EO 13548 calls for 36,000 hires from FY11 through FY15. OPM’s July 25, 2012 report presents data relating to full-time permanent non-seasonal employees. However, neither the EOs nor the Operational Plan specify that employment category. Therefore, accessions of both full-time permanent non-seasonal employees and all employees are reported below.

Fiscal Year	Total DoD Accessions (FT Perm NS)	DoD “All Disability” Accessions (FT Perm NS)	DoD “All Disability” Accessions Percentage (FT Perm NS)
FY11 (Total)	63,194	9,574	15.15%
FY12 (Total)	39,949	6,131	15.35%
FY13 (Total)	29,732	4,892	16.45%
FY14 (Total)	36,159	6,180	17.09%
Total to Date	169,034	26,777	15.84%

- **Accessions (Full-time Permanent Non-Seasonal Only)** (Chart D-3): In FY14, 17.09% of new hires (6,180 hires) were veterans with a 30% or greater disability rating or individuals who identified a disability on the SF-256. This is up from 16.45% in FY13.

To reach DoD’s goal of hiring 36,000 individuals with disabilities, an additional 9,223 individuals with disabilities would need to be hired in FY15

Comparisons between FY13 (entire year) and FY14 (entire year):

- Army: up from 15.58% to 16.96%
- Navy: up from 16.55% to 16.19%
- Air Force: down from 15.64% to 14.75%
- Fourth Estate: up from 18.69% to 21.98%
 - DMA had the highest percentage among Fourth Estate Components, at 42.50% (17 hires), followed by DHA at 31.04% (302 hires), NDU at 28.57% (4 hires), and DLA at 28.44% (345 hires).

Fiscal Year	Total DoD Accessions (All Employees)	DoD “All Disability” Accessions (All Employees)	DoD “All Disability” Accessions Percentage (All Employees)
FY11 (Total)	94,955	13,861	14.60%
FY12 (Total)	65,858	9,327	14.16%
FY13 (Total)	43,791	7,107	16.23%
FY14 (Total)	54,424	8,934	16.42%
Total to Date	259,028	39,229	15.14%

- **Accessions (All Employees):** In FY14, 16.42% of new hires (8,934 hires) were veterans with a 30% or greater disability rating or individuals who identified a disability on the SF-256. This is up from 16.23% in FY13.

With 39,229 hires since FY11, if the benchmark is not restricted to full-time permanent non-seasonal employees, DoD’s five-year hiring goal was reached in FY14.

Comparisons between FY13 (entire year) and FY14 (entire year):

- Army: up from 15.75% to 16.46%
- Navy: down from 16.75% to 15.43%
- Air Force: down from 17.82% to 15.53%
- Fourth Estate: up from 15.02% to 18.16%
 - DMA had the highest percentage among Fourth Estate Components at 46.81% (22 hires), followed by DLA at 30.81% (440 hires), and DHA at 30.60% (325 hires).

Accessions via Schedule A

In response to EO 13548, DoD established a goal that 2 percent of hiring actions each year will be via Schedule A, 5 CFR 213.3102(u), a non-competitive appointing authority for individuals with disabilities.

OPM's July 25, 2012 report presents data relating to full-time permanent non-seasonal employees. However, the DoD Operational Plan does not specify that employment category. Therefore, accessions of both full-time permanent non-seasonal employees and all employees are reported below.

- **Accessions (Full-time Permanent Non-Seasonal Only)** (Chart E-1): In FY14, 0.72% of new hires (259 individuals) were appointed to full-time permanent non-seasonal positions under the Schedule A hiring authority. This is down from 0.84% in FY13 (249 individuals).

Comparisons between FY13 (entire year) and FY14 (entire year):

- Army: down from 0.29% to 0.20%
- Navy: up from 0.96% to 1.07%
- Air Force: down from 1.44% to 0.74%
- Fourth Estate: up from 0.79% to 0.97%
 - Three DoD Components met the 2% goal in FY14: DeCA at 3.17% (6 individuals), DLA at 2.80% (34 individuals), and DMA at 2.50% (1 individual).

- **Accessions (All Employees)** (Chart E-2): In FY14, 0.91% of new hires (494 individuals) were appointed under the Schedule A hiring authority. This is up from 0.79% in FY13 (348 individuals).

Comparisons between FY13 (entire year) and FY14 (entire year):

- Army: up from 0.37% to 0.46%
- Navy: up from 0.87% to 1.10%
- Air Force: down from 1.43% to 0.95%
- Fourth Estate: up from 0.73% to 1.27%
 - Five DoD Components met the 2% goal in FY14: DTRA at 36.67% (11 individuals), DMA at 6.38% (3 individuals), the Defense Contract Audit Agency at 2.71% (17 individuals), DLA at 2.38% (34 individuals), and WHS at 2.23% (8 individuals).
 - Note that DTRA only made 30 total hires in FY14, 11 of which were non-permanent Schedule A hires under the Workforce Recruitment Program for Students and Recent Graduates with Disabilities (WRP). This accounts for DTRA's unusually high percentage in this category, and its lower percentages in categories that are limited to full-time permanent non-seasonal hires.

Appendix: Notes on the FY14 Status Report Data

Statistics represent full-time permanent non-seasonal employees, except where otherwise noted. All statistics on accessions and new hires include transfers.

Statistics presented in this report do not include the National Guard Bureau (NGB). Note that this may cause discrepancies when comparing Department of Defense (DoD) disability employment statistics from this report to statistics from other data sources. For example, the Office of Personnel Management (OPM) does include NGB as part of DoD in its Report on the Employment of Individuals with Disabilities in the Federal Executive Branch for Fiscal Year 2013 (November 2014). As a result, OPM's "DoD-Combined" value for total civilian strength at the end of Fiscal Year (FY) 2013 was 675,286 approximately 43,000 individuals more than the value of 631,931 presented in this report. The inclusion or exclusion of NGB personnel also affects various percentage statistics. For example, at the end of FY13, OPM reports DoD's overall targeted disability participation rate as 0.72 percent, compared to 0.76 percent in this report.

The exclusion of NGB data from overall DoD disability employment statistics has been a longstanding DoD practice. This is based on the fact that National Guard technicians, although nominally civilian employees, are required to become and remain members of the National Guard as a condition of their civilian employment. This requires meeting the same physical and psychiatric standards required of active-duty military personnel – standards which would automatically disqualify the vast majority of individuals with disabilities from these positions. As such, the inclusion of NGB data as part of DoD's total tends to paint a misleading picture of the DoD civilian workforce.

Totals do not include the Army and Air Force Exchange Service (AAFES) or the non-appropriated fund employees of other DoD Components. AAFES data on targeted disability and reportable disability strength is, however, available for comparison purposes.

Data for all appropriated fund Components is provided by the Defense Civilian Personnel Advisory Service. Data for AAFES is provided by the Defense Manpower Data Center.

OPM Standard Form 256 (SF-256), "Self-Identification of Disability" is also attached. Data captured from the SF-256 is used to compile disability demographics for Federal agencies. This data is then used government-wide to help Federal agencies determine success rates for meeting disability hiring goals.

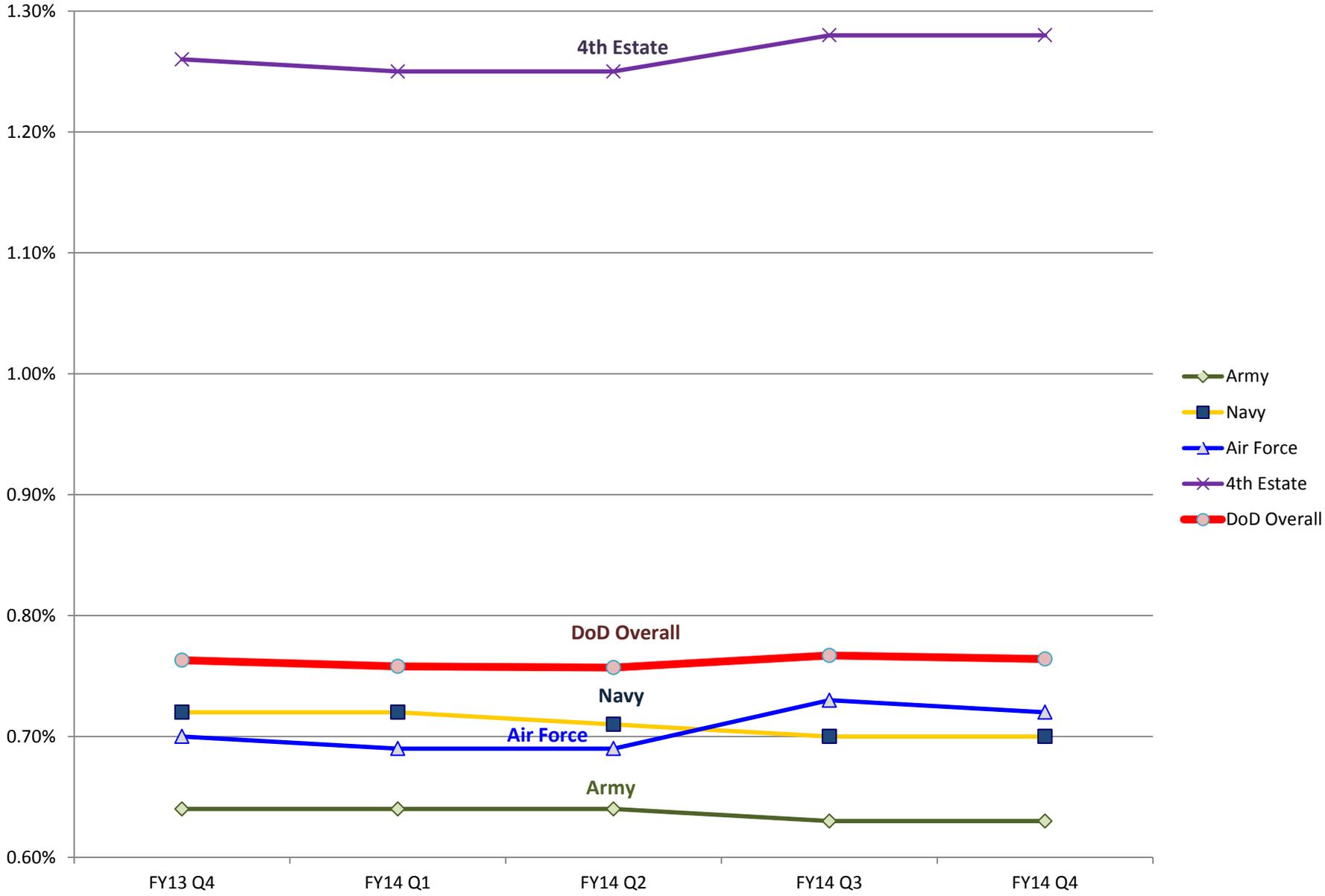
Appendix: Charts

Some of the following charts use color coding for three categories of DoD Components: Military Departments, Mid-Size Components, and Small Components. Mid-Size Components are defined as Fourth Estate Components which have more than 10,000 employees. All other Fourth Estate Components are defined as Small Components.

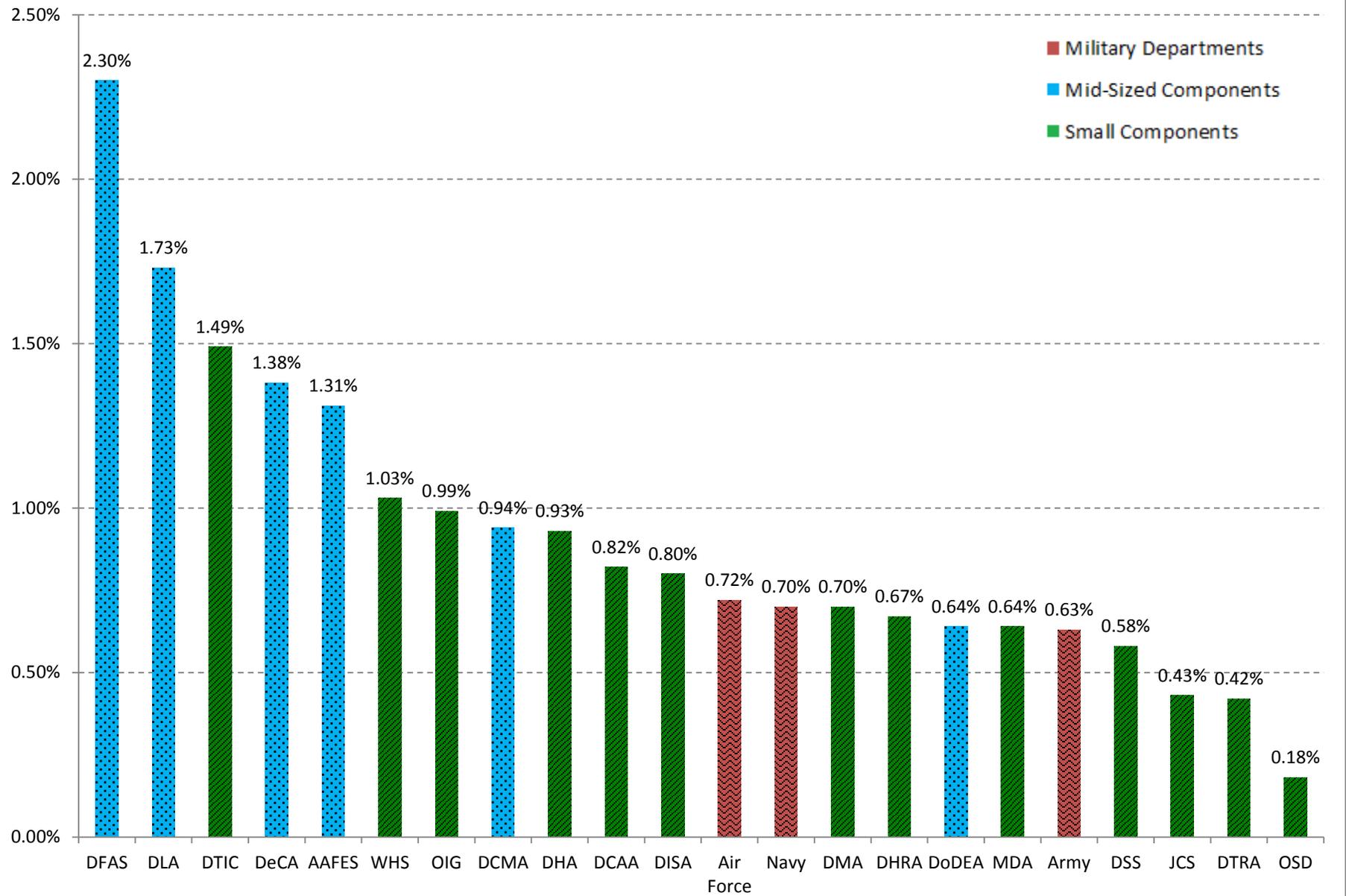
Data for AAFES could not be provided for all categories, but is presented when available.

These charts represent data for full-time permanent non-seasonal employees, except where otherwise noted.

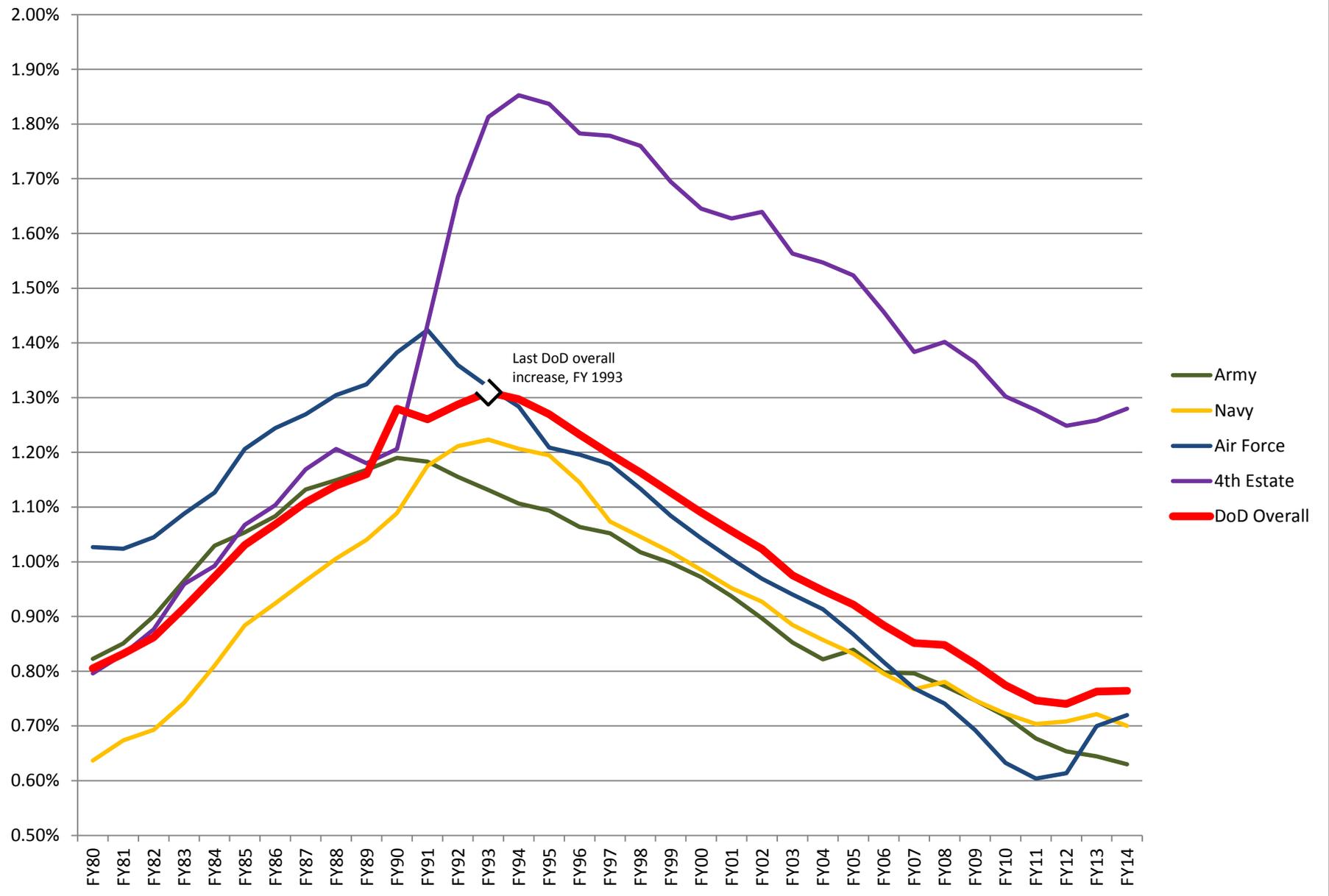
IWTD Strength: Percentage by Quarter



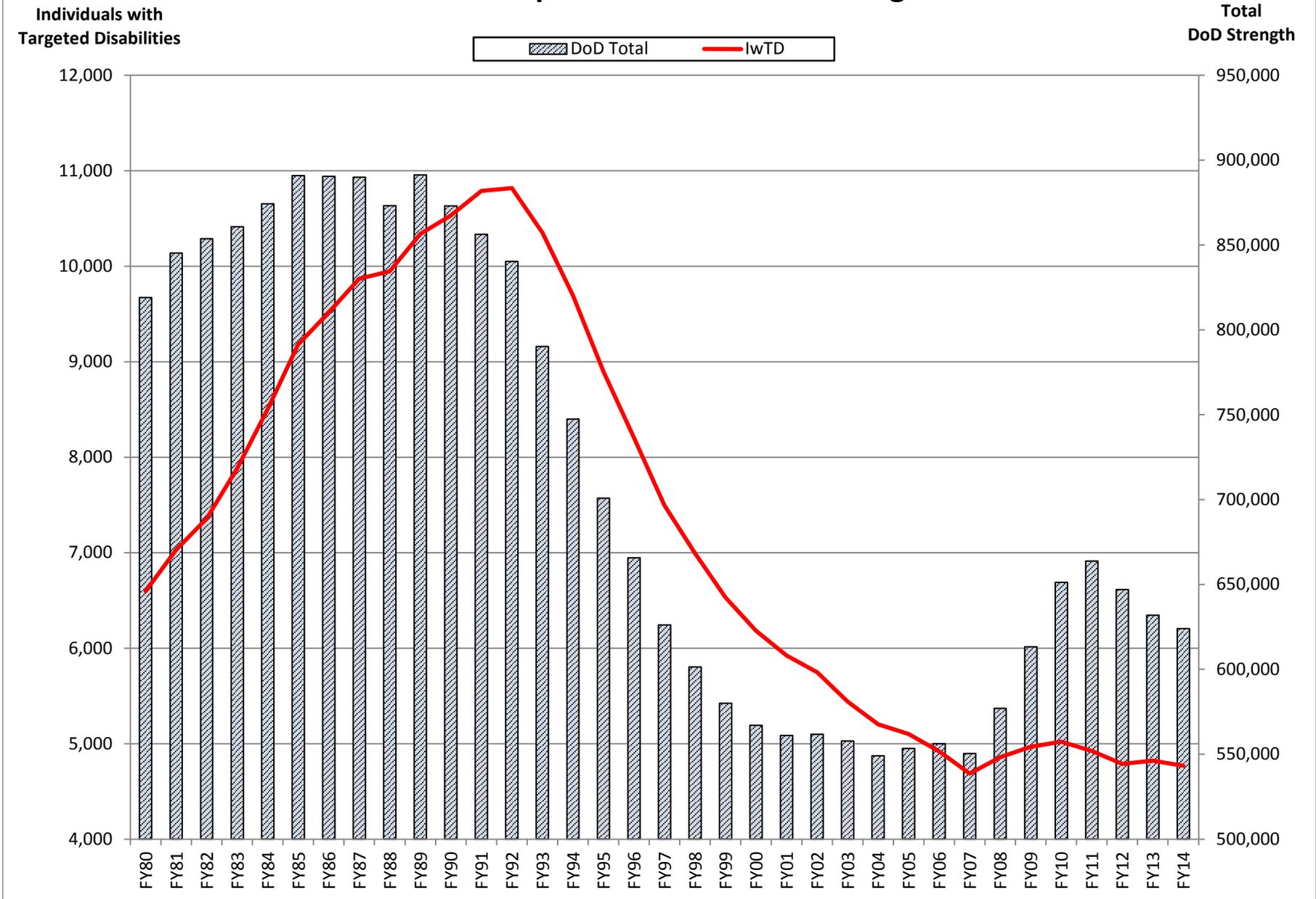
IWTD Strength Percentage, FY14 Q4



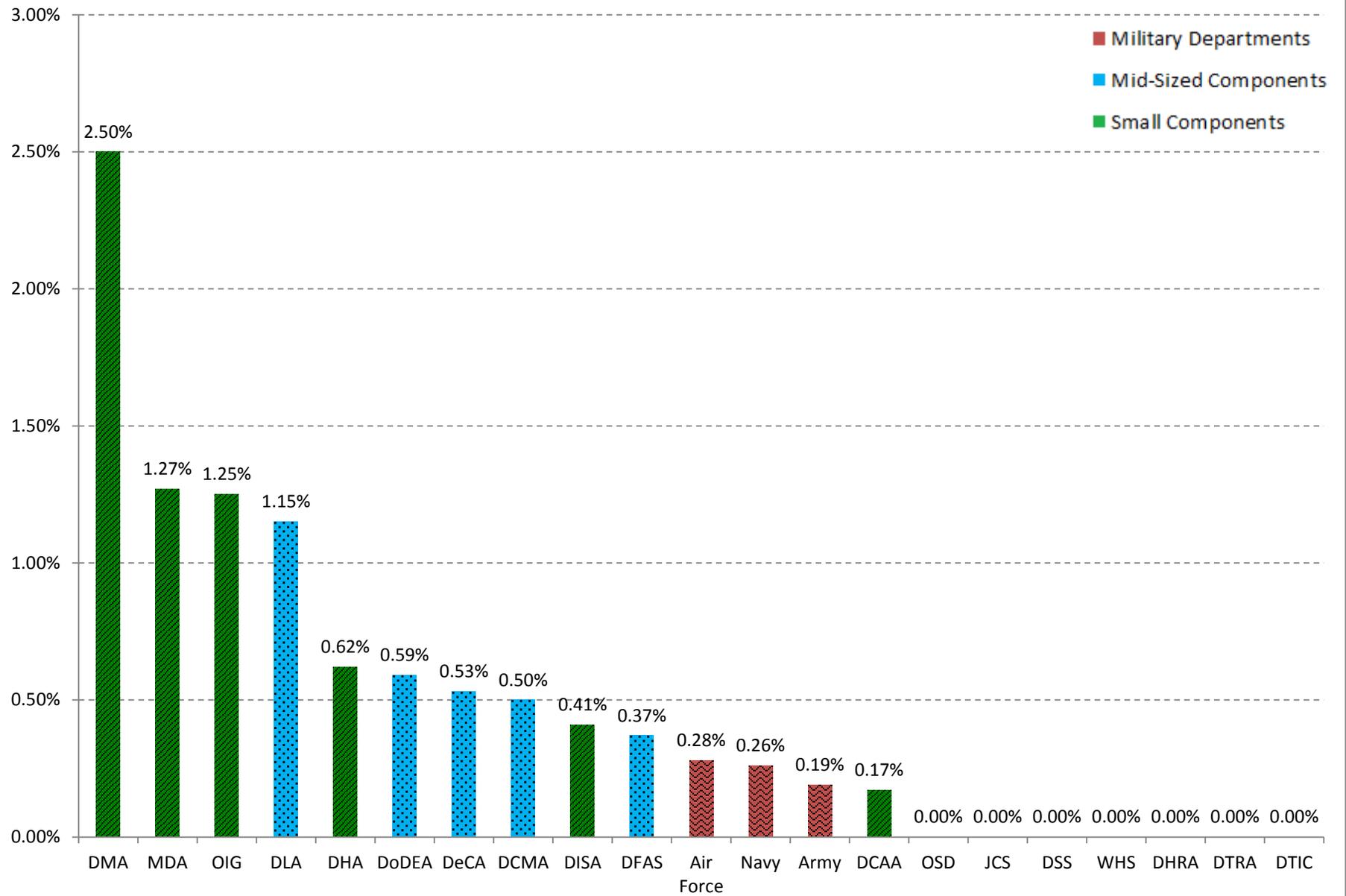
IWTD Strength Percentage, FY 1980 - FY 2014



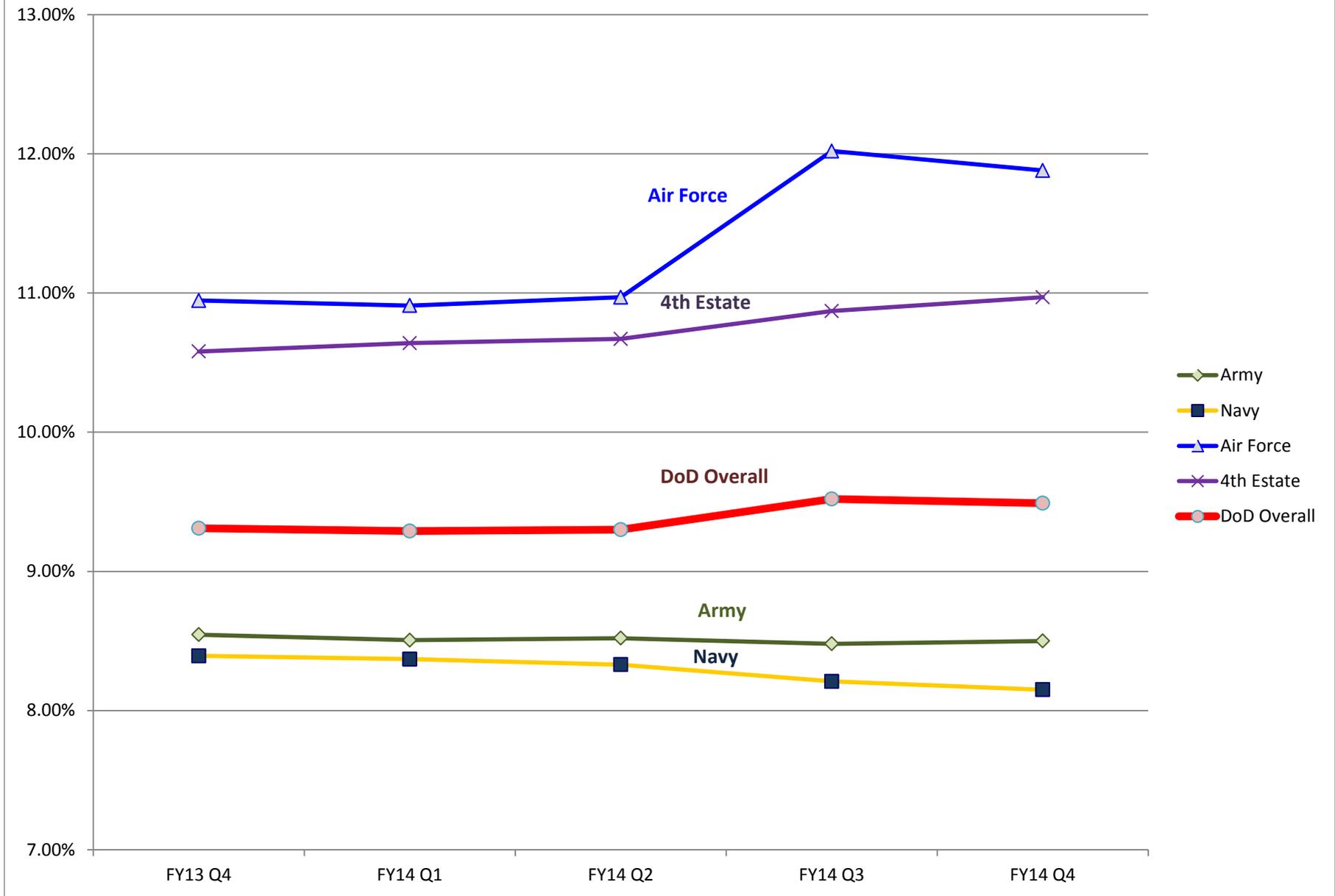
IWTD Compared to Total DoD Strength



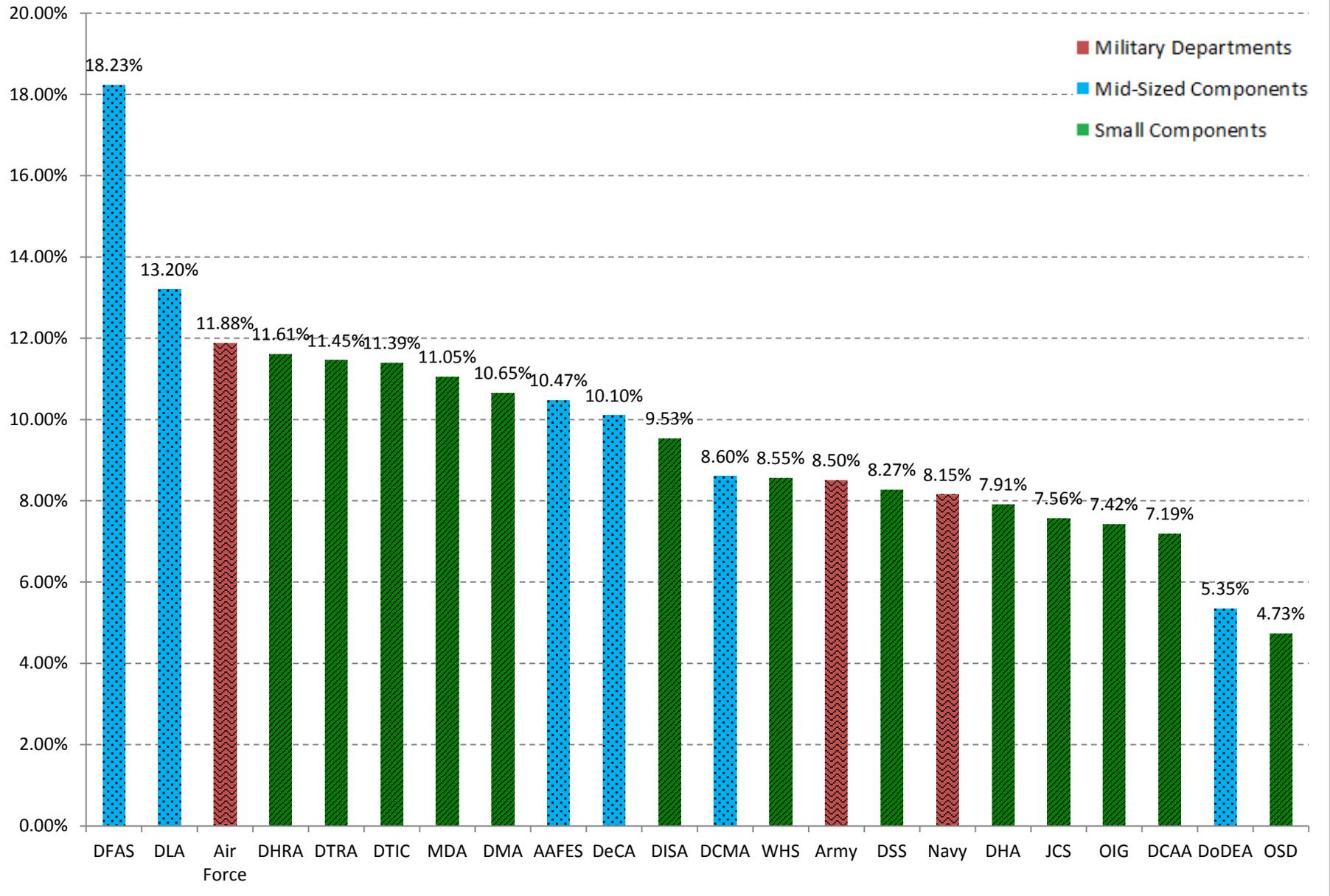
IWTD Accession Percentage, FY14



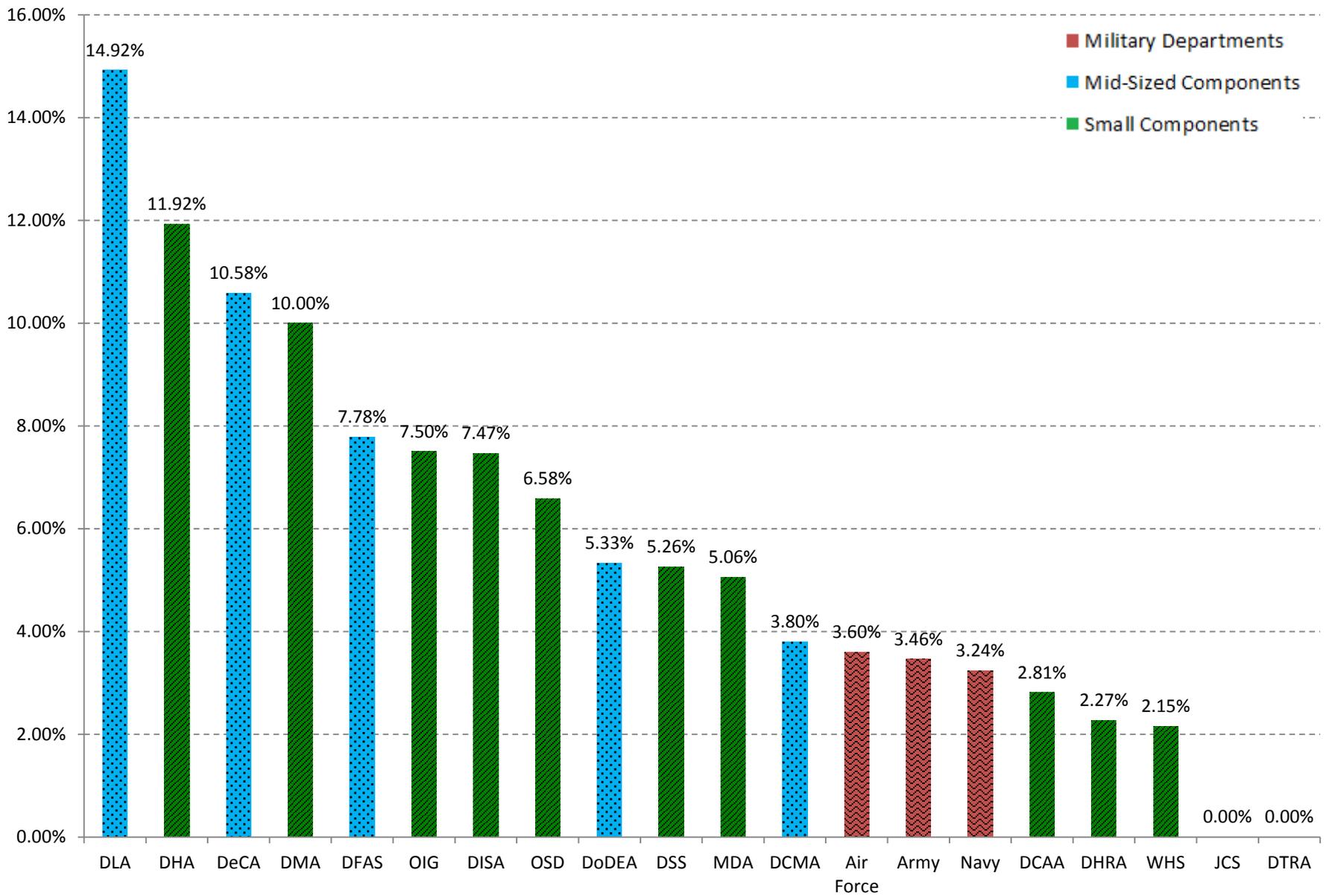
Reportable Disability Strength: Percentage by Quarter



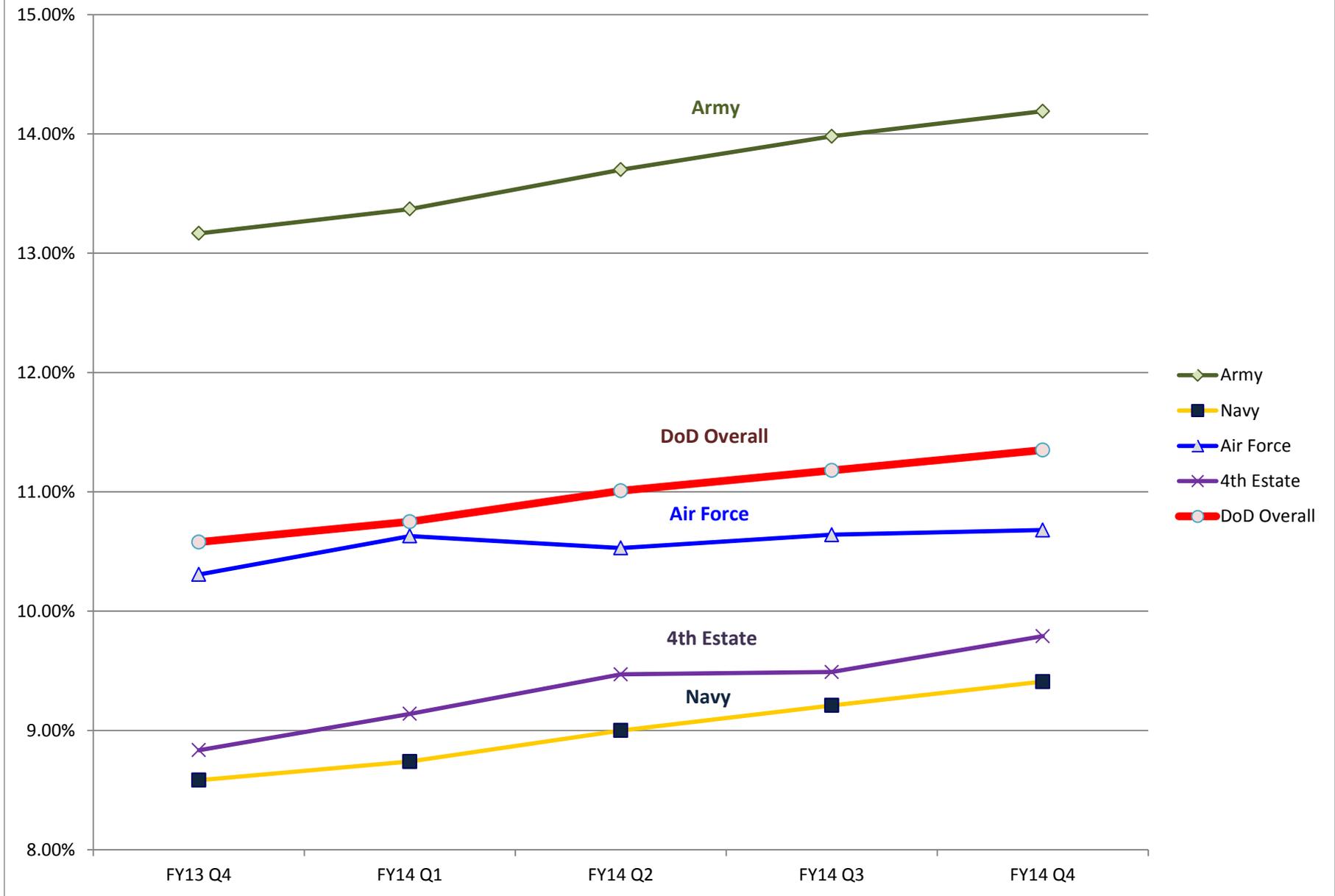
Reportable Disability Strength Percentage, FY14 Q4



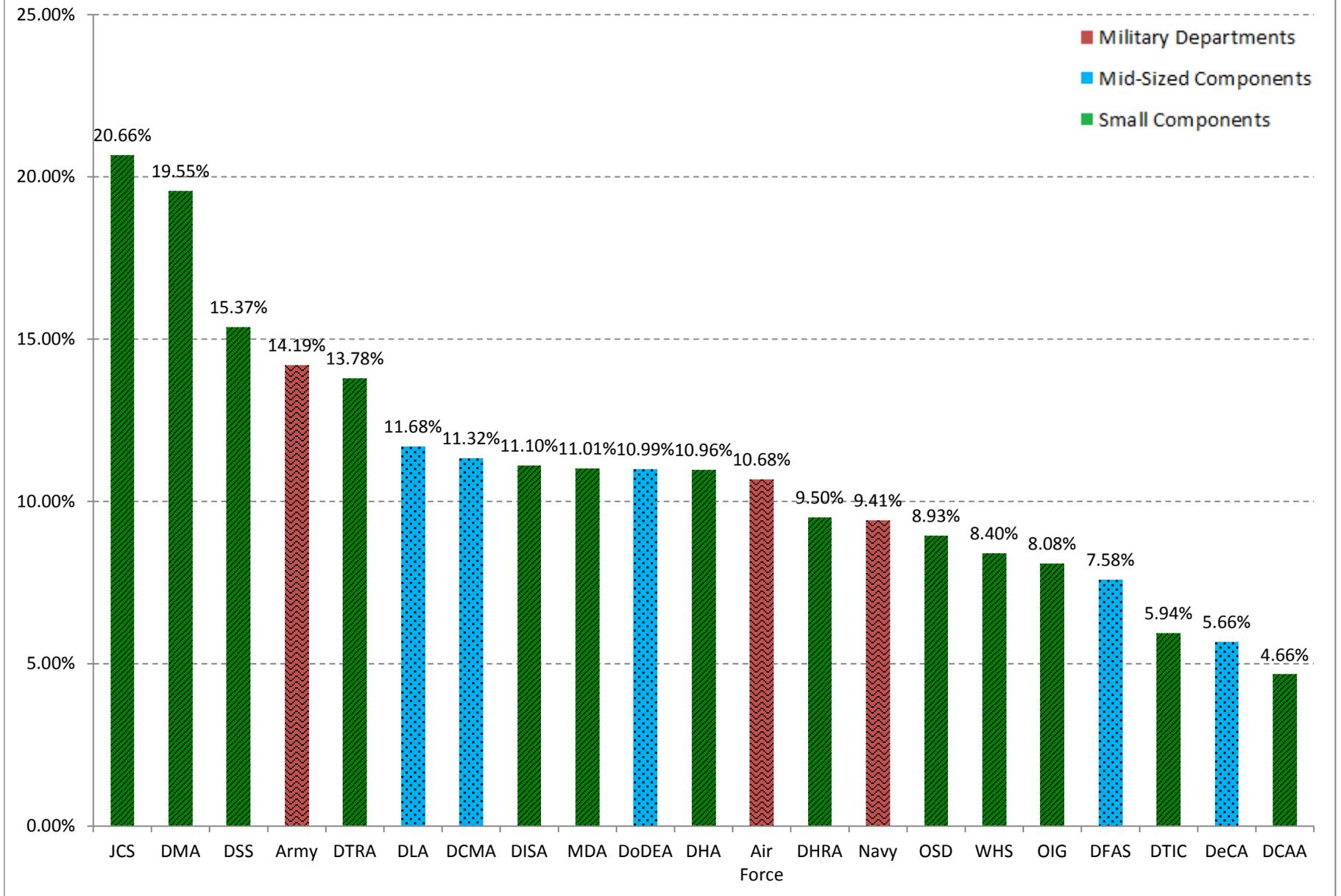
Reportable Disability Accession Percentage, FY14



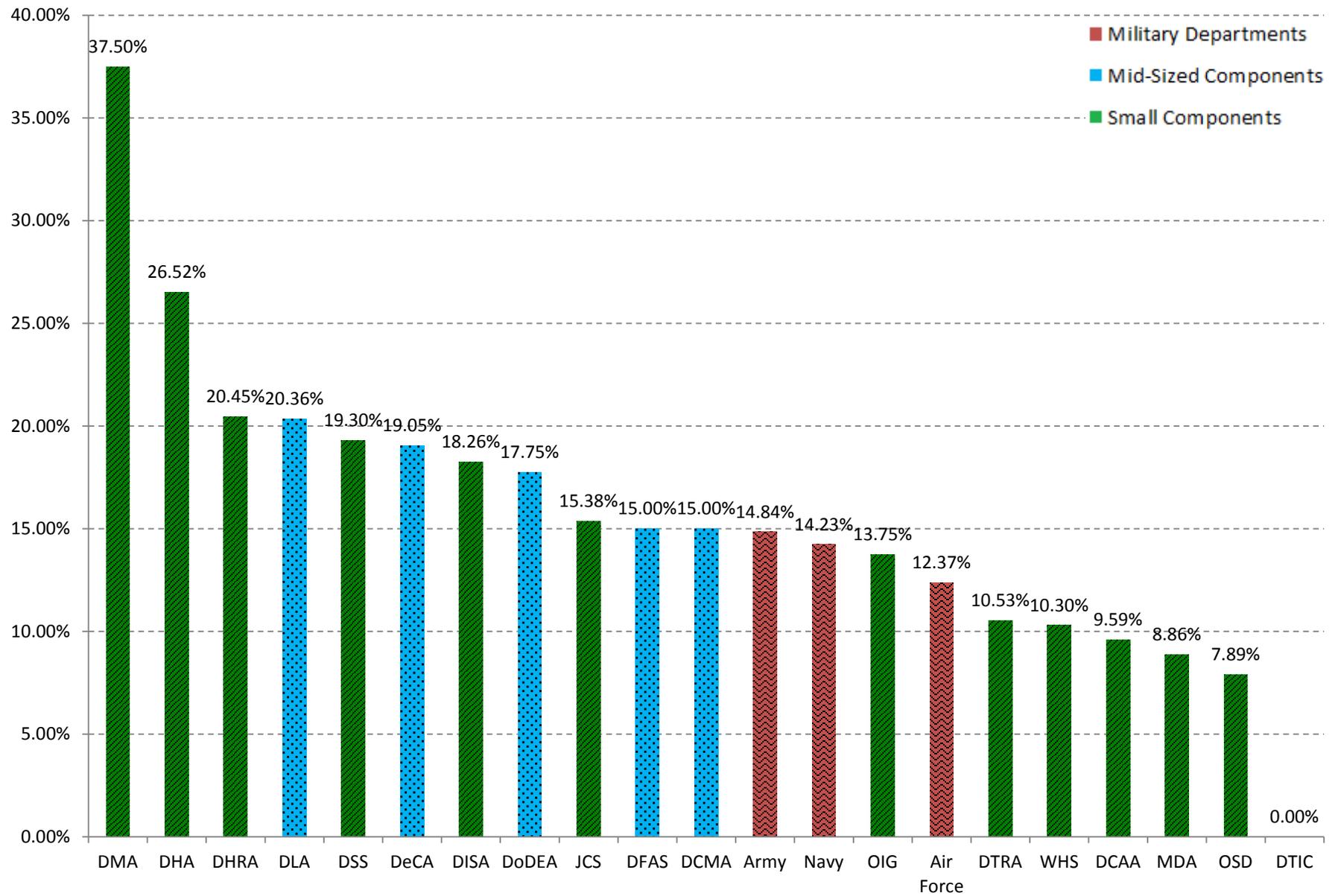
Veterans with $\geq 30\%$ Disability Strength: Percentage by Quarter



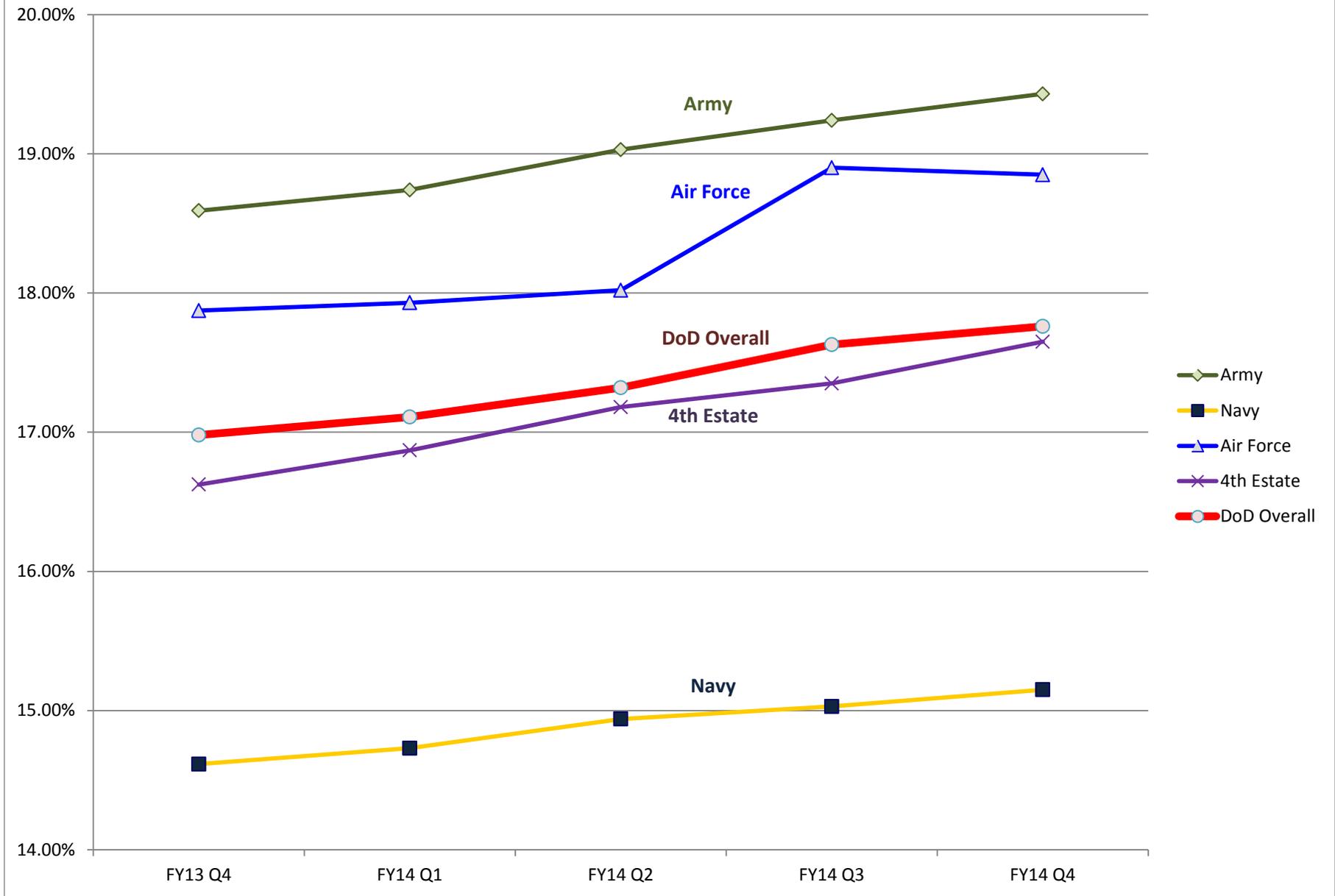
Veterans with $\geq 30\%$ Disability Strength Percentage, FY14 Q4



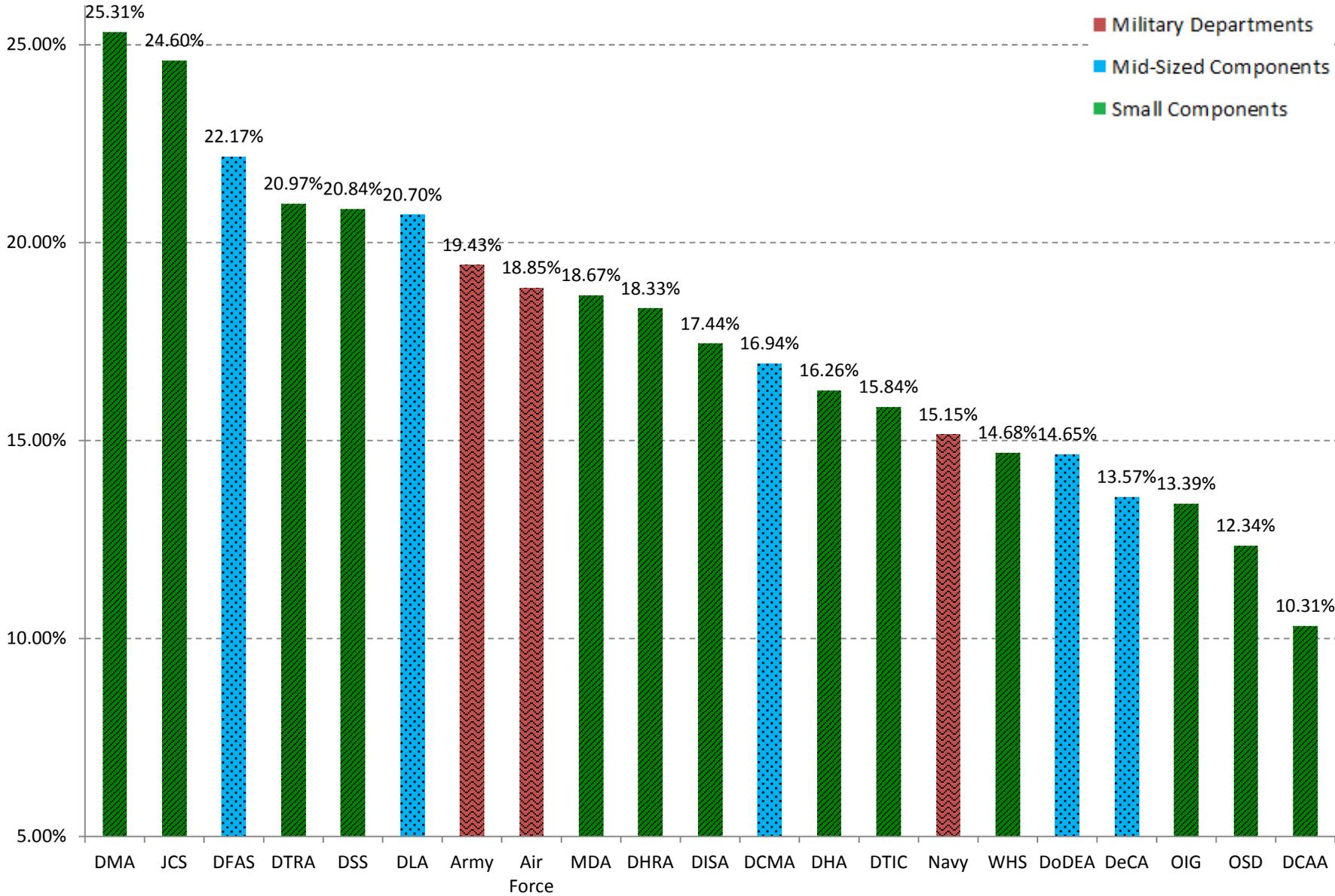
Veterans with $\geq 30\%$ Disability Accession Percentage, FY14



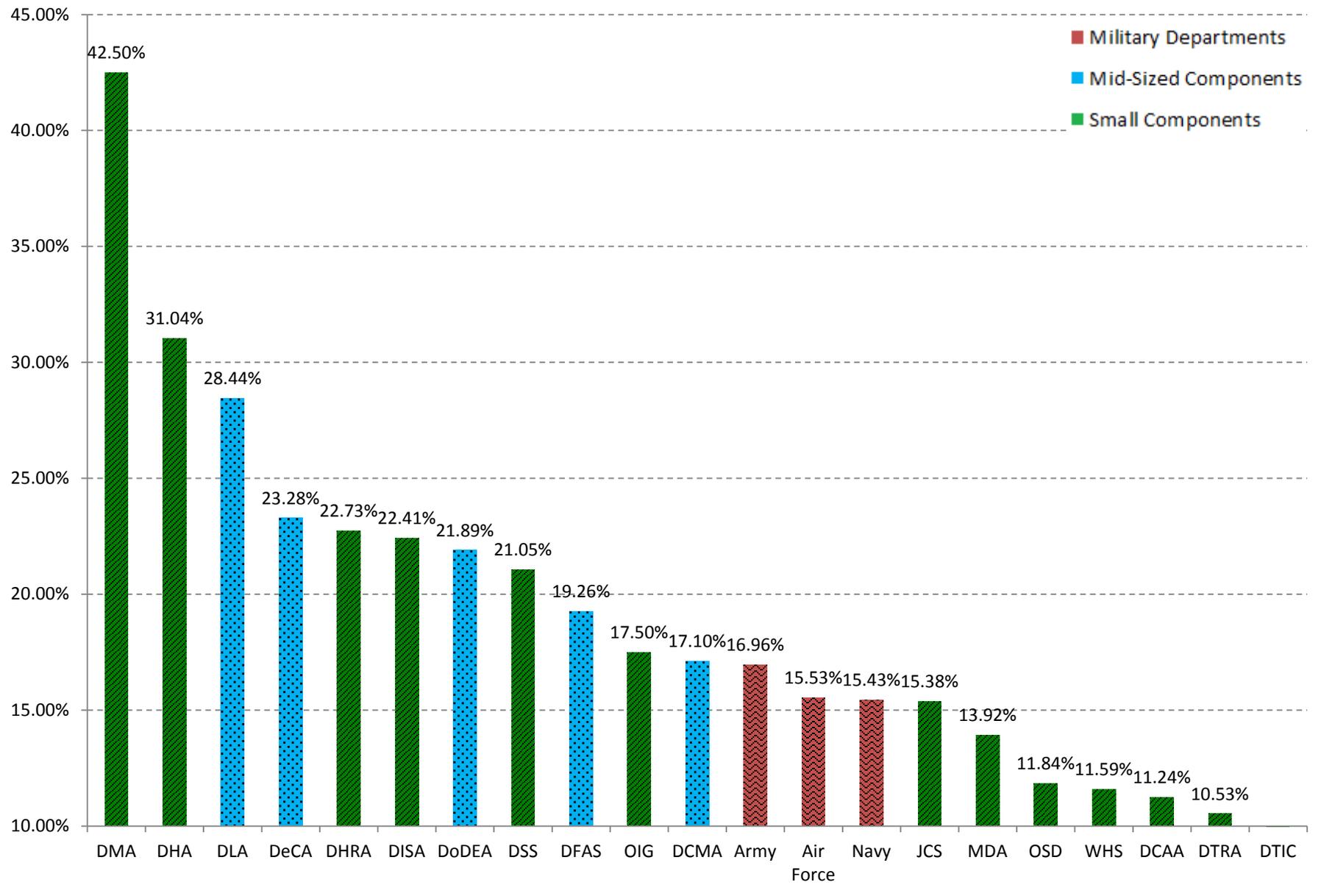
"All Disability" Strength: Percentage by Quarter



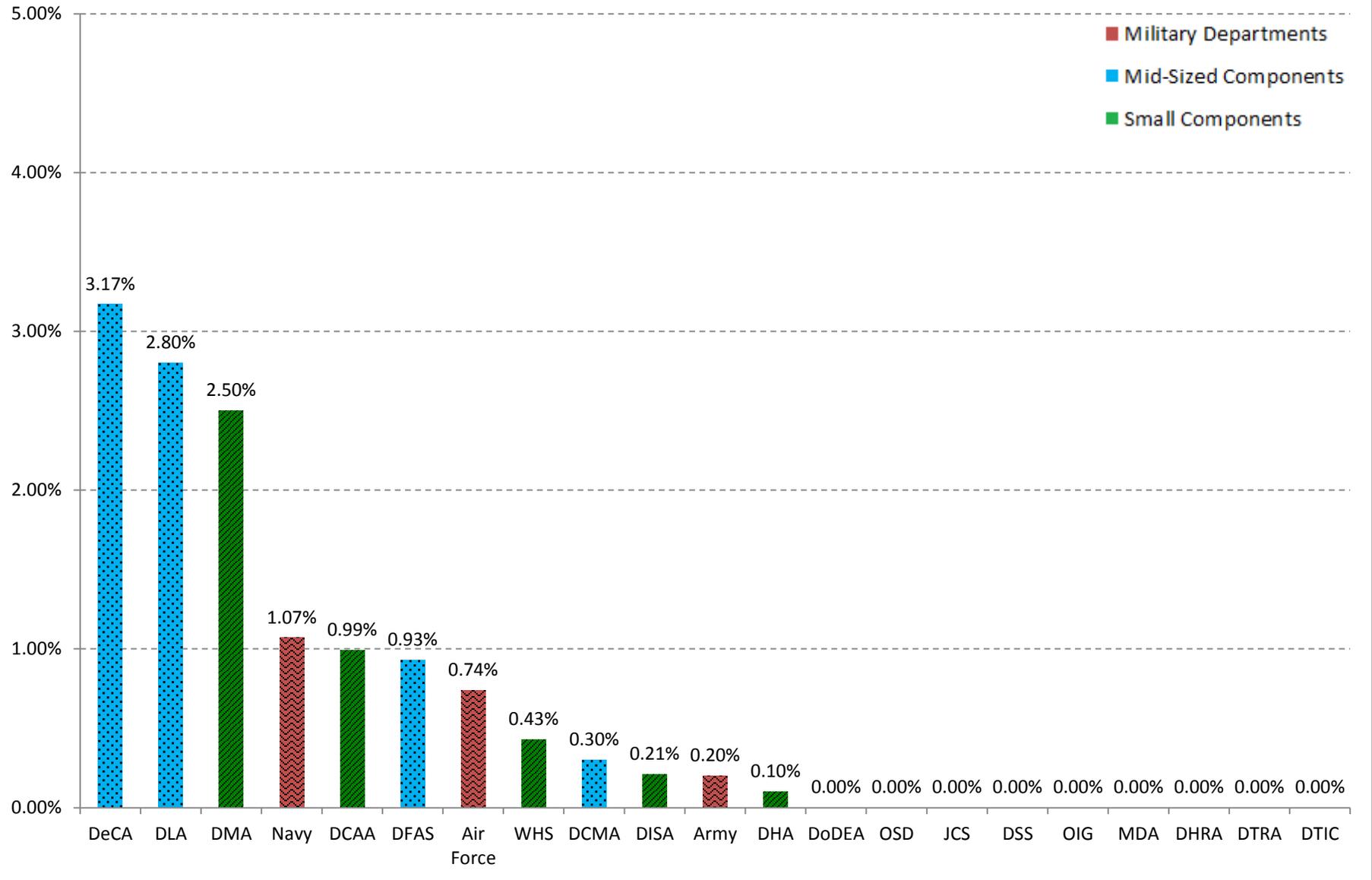
"All Disability" Strength Percentage, FY14 Q4



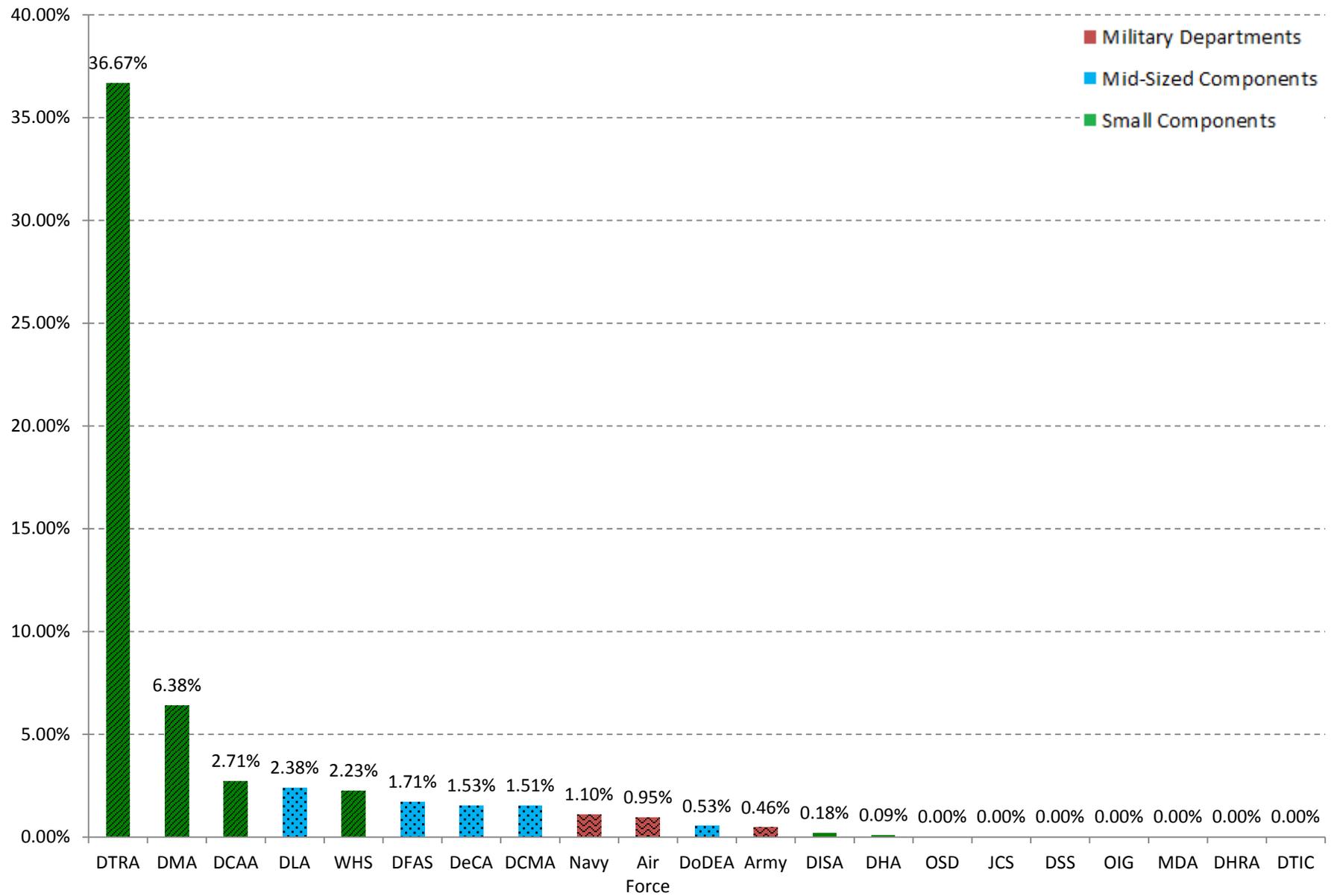
"All Disability" Accession Percentage, FY14



Schedule A Disability Accession Percentage (Full-Time Permanent Non-Seasonal), FY14



Schedule A Disability Accession Percentage (All Employees), FY14



Appendix: SF-256

The following two pages contain OPM Standard Form 256 (SF-256), "Self-Identification of Disability."

SELF-IDENTIFICATION OF DISABILITY

(see instructions and Privacy Act information on reverse)

Last Name, First Name, and MI	Date of Birth (mm/yy)	Social Security Number	ENTER CODE HERE _____ > <input type="text"/>
<p>Definition: An Individual with a disability: A person who (1) has a physical impairment or mental impairment (psychiatric disability) that substantially limits one or more of such person's major life activities; (2) has a record of such 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.).</p>		<p>Purpose: Self-identification of disability status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.</p>	
<p>Part I. Targeted/Severe Disabilities</p> <p>Hearing 18 - Total deafness in both ears (with or without understandable speech)</p> <p>Vision 21 - Blind (inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception)</p> <p>Missing Extremities 30 - Missing extremities (missing one arm or leg, both hands or arms, both feet or legs, one hand or arm and one foot or leg, one hand or arm and both feet or legs, both hands or arms and one foot or leg, or both hands or arms and both feet or legs)</p> <p>Partial Paralysis 69 - Partial paralysis (because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including both hands; any part of both arms or legs; one side of the body, including one arm and one leg; and/or three or more major body parts)</p> <p>Complete Paralysis 79 - Because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including both hands; one or both arms or legs; the lower half of the body; one side of the body, including one arm and one leg; and/or three or more major body parts</p> <p>Other Impairments 82 - Epilepsy 90 - Severe intellectual disability 91 - Psychiatric disability 92 - Dwarfism</p>		<p>Part II. Other Disabilities</p> <p>Hearing Conditions 15 - Hearing impairment/hard of hearing</p> <p>Vision Conditions 22 - Visual impairments (e.g., tunnel or monocular vision or blind in one eye)</p> <p>Physical Conditions 26 - Missing extremities (one hand or one foot) 40 - Mobility impairment (e.g., cerebral palsy, multiple sclerosis, muscular dystrophy, congenital hip defects, etc.) 41 - Spinal abnormalities (e.g., spina bifida, scoliosis) 44 - Non-paralytic orthopedic impairments: chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body 51 - HIV Positive/AIDS 52 - Morbid obesity 61 - Partial paralysis of one hand, arm, foot, leg, or any part thereof 70 - Complete paralysis of one hand 80 - Cardiovascular/heart disease with or without restriction or limitation on activity; a history of heart problems w/complete recovery 83 - Blood diseases (e.g., sickle cell anemia, hemophilia) 84 - Diabetes 86 - Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.) 87 - Kidney dysfunction (e.g., required dialysis) 88 - Cancer (present or past history) 93 - Disfigurement of face, hands, or feet (such as those caused by burns or gunshot wounds) and noticeable gross facial birthmarks 95 - Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia, etc.) 98 - History of alcoholism</p> <p>Speech/Language/Learning Conditions 13 - Speech impairment - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy 94 - Learning disability - a disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) (e.g., dyslexia, ADD/ADHD)</p> <p>Other Options 01 - I do not wish to identify my disability status. (Please read the notes on the next page.) (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.) 05 - I do not have a disability. 06 - I have a disability, but it is not listed on this form.</p>	

The Rehabilitation Act of 1973

The Rehabilitation Act, 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. The best means of determining agency progress in this respect is through the production of reports at certain intervals showing such things as 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 workforce and in various grades and occupations; etc. Such reports bring to the attention of agency top management, the U.S. Office of Personnel Management (OPM), and the Congress deficiencies within specific agencies or the Federal Government as a whole in the hiring, placement, and advancement of individuals with disabilities and, therefore, are the essential first step in improving these conditions and consequently meeting the requirements of the Rehabilitation Act.

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 to 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 Schedule A, SECTION 213.3102(u) (Severe physical or mental disabilities)**. These employees will be requested to 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 will be given every opportunity to ensure that the disability code carried in their agency's and OPM's personnel systems is accurate and is kept current. They may exercise this opportunity by asking their Personnel Officer to see a printout of the code and definition from their records. The code carried on employees in the agency's system will be identical to that carried in OPM's system.

Your cooperation and assistance in establishing and maintaining an accurate and up-to-date disability report system is sincerely appreciated.

Privacy Act Statement

Collection of the requested information is authorized by the Rehabilitation Act, 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 the 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. Furnishing your SSN or any other data requested for this collection effort is voluntary and failure to do so will have no effect 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 Schedule A, Section 213.3102 (u) (Severe physical or mental disabilities) are requested to furnish an accurate disability code, but failure to do so will not affect them. Where employees hired under one of these appointing authorities fail to disclose their disability(ies), however, the appropriate code will be determined from the employee's existing records or medical documentation physically submitted upon appointment.

*Prepared by: Randy D. Cooper
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Office of Diversity Management and Equal Opportunity
Office of the Under Secretary of Defense for Personnel and Readiness*

