

# DON OEEEO FACTSHEET

## Updating Your Disability Status

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### A Model Employer of Individuals with Disabilities

The Department of the Navy (DON) is dedicated to providing equal opportunity in the hiring, placement, and advancement of Individuals with Disabilities (IWD) and Individuals with Targeted Disabilities (IWTD). As a part of this commitment, the DON has set a goal to ensure that at least 12 percent of our total workforce is comprised of IWD and 2 percent of IWTD. For Fiscal Year (FY) 2017, however, data from employee self-identification of disabilities revealed that IWD only make up 8.44 percent and IWTD only make up 0.65 percent of the workforce. In conjunction with affirmative hiring, the DON must also ensure that its current workforce data is accurate; therefore, **the DON is encouraging employees to voluntarily self-identify as an IWD or IWTD in an effort toward achieving the respective participation goals.**

### Data Confidentiality

Disability statuses are kept strictly confidential. Access is limited only to HR and EEO professionals, and is protected under the Privacy Act of 1974. The DON uses the data for statistical purposes at the aggregate level to produce specialized reports pertaining to the hiring, placement and advancement of IWD and IWTD. In the future, the DON hopes to leverage this information in its strategic planning to justify greater allocation of resources for accommodations. However, the data relies on inputs entered via Self Service PeopleSoft or the Standard Form 256 (SF-256), so employee assistance in updating the information is critical.

### How to Update Your Disability Status?

You can update your disability status in one of two ways:

1. **Self Service PeopleSoft** For first time users, please register your Employee ID through <https://hrms.usmc-mccs.org> and click submit. Enter your first Time Password (MCCS and the last six digits of your SSN) and click first time login. Create and save a password. Set up eight security questions and you will receive confirmation that your registration has been successfully completed and may sign in. If you have already registered you may enter your Employee ID and your password to login. After registration for first time users, or for returning Self Service PeopleSoft users, log in at <https://hrms.usmc-mccs.org> to update your Voluntary Self-Identification of Disability

- Click on the Personal Details tab on the Dashboard.
- Click the blue tab on the left side of the page, you will then see a categories list open on the left. Click on the disability category, and the page will display.
- Once the page opens click the magnifying glass to select one of the disability statuses by choosing the category that pertains to you. To assist in your selection, scroll through the list and read the "Description" to view the complete disability status description with examples.
- Click the green submit button to save the changes.

2. **The Standard Form 256 (SF-256).** The SF-256 is a voluntary form issued by the Office of Personnel Management (OPM) used to gather disability employment information within the federal government. If you do not have easy access to a computer, you can update your disability status by filling out a hard copy of the SF-256, and then returning the completed form to your servicing Human Resources Office (HRO).

### Disability Program

This Fact Sheet:

Describes the DON's goals for employing Individuals with Disabilities (IWD) and Individuals with Targeted Disabilities (IWTD)

Explains the purpose and importance of updating your disability status

Lists instructions on how to update your disability status via Self Service PeopleSoft and the Standard Form 256 (SF-256)

Answers FAQs about self-identification of a disability

Defines "targeted disabilities"

"ENSURING EQUAL  
EMPLOYMENT OPPORTUNITIES  
ACROSS THE  
DEPARTMENT OF THE NAVY

## Frequently Asked Questions (FAQs)

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

A. No. Participation in disability reporting is entirely voluntary.

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

A. We want to ensure that the depiction of our workforce is an accurate representation. By obtaining a truer picture of IWD and IWTD representation within the DON, we can enhance our existing efforts to identify and eliminate barriers to equal employment opportunities for IWD and IWTD.

### Q. What is a Targeted Disability?

A. Targeted Disabilities are a subset of disabilities that are identified as particularly severe. This distinction of "Targeted Disabilities or Serious Health Conditions" is made on the SF-256 through 12 categories below:

- ❖ Developmental Disability, for example, autism spectrum disorder
- ❖ Traumatic Brain Injury
- ❖ Deaf or serious difficulty hearing, benefiting from, for example, American Sign Language, CART, hearing aids, a cochlear implant and/or other supports
- ❖ Blind or serious difficulty seeing even when wearing glasses
- ❖ Missing extremities (arm, leg, hand and/or foot)
- ❖ Significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- ❖ Partial or complete paralysis (any cause)
- ❖ Epilepsy or other seizure disorders
- ❖ Intellectual disability
- ❖ Significant Psychiatric Disorder, for example, bipolar disorder, schizophrenia, PTSD, or major depression
- ❖ Dwarfism
- ❖ Significant disfigurement, for example, disfigurements caused by burns, wounds, accidents, or congenital disorders

### Q. How is the October 2016 SF-256 different from previous versions of the form?

A. The latest issuance of the SF-256, dated October 2016, brings significant disability status and coding changes, expanding upon the types of disabilities included in the list of "Targeted Disabilities or Serious Health Conditions" and "Other Disabilities or Serious Health Conditions." For instance, "**Developmental Disability, for example, autism spectrum disorder**" and "**Traumatic Brain Injury**" are new disability statuses that are categorized as "Targeted Disabilities or Serious Health Conditions" on the October 2016 SF-256. In addition, "**Nervous System Disorder for example, migraine headaches, Parkinson's disease, or multiple sclerosis**" and "**Depression, anxiety disorder, or other psychiatric disorder**" are new disability statuses that are categorized as "Other Disabilities or Serious Health Conditions" on the October 2016 SF-256. As these disability statuses did not previously exist, there may be DON employees who have one of these health conditions who did not find the disability status with which they most identify and therefore did not self-identify as having a disability.

Some disabilities previously categorized as "Other Disabilities" have been merged with their associated "Targeted Disabilities" to generate more inclusive "Targeted Disabilities" categories, to include hearing and visual impairments, missing extremities, paralysis, and mobility impairments. Finally, the October SF-256 has greater examples of disabilities or health conditions that fall under a general disability category; for example, Post-Traumatic Stress Disorder (PTSD) is provided as an example of "Significant Psychiatric Disorder."

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

A. Due to the structure of the SF-256 created by OPM, you can only choose one disability code. Therefore, you would select the disability or health condition with which you most identify.

### Where to Find Additional Information

For more information, please contact your local EEO Office or the DON Office of EEO at [donoeeo.fct@navy.mil](mailto:donoeeo.fct@navy.mil).