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 IWD Champions Council has set a goal to ensure that at least 14 percent of the DON civilian workforce is comprised of IWD, and 3 percent of IWTD, which exceed the affirmative employment numerical goals established in federal regulation. For Fiscal Year (FY) 2019, data from employee self-identification of disabilities revealed that IWD make up 10.67 percent and IWTD make up 1.95 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 Marine Corps 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 Marine Corps 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 NAF Marine Corps 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 MARINE CORPS

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 Marine Corps, we can enhance our existing efforts to identify and eliminate barriers to equal employment opportunities for IWD and IWTD. In addition, having current disability data can assist in better understanding how to allocate resources to disability-related programs, such as for reasonable accommodations and maximizing accessibility for IWD. Most importantly, increased self-identification of a disability can help foster a greater culture of inclusion in your work environments, which can positively affect job satisfaction, commitment, and productivity.
An individual's disability status can change at any time. Taking a moment to verify and update your disability status is crucial in enhancing the DON's affirmative employment efforts for IWD.

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. I want to verify and update my disability status, but I do not have computer access during the workday, nor do I have access to PeopleSoft Self Service. Where can I find a copy of the SF-256 for my completion?
A. Your servicing HRO or EEO Office can provide hard-copy versions of the SF-256 upon request. If you have access to a computer outside of the workplace, you can complete a fillable version of the SF-256 from the OPM website at this path: SF-256 (https://www.opm.gov/forms/pdf_fill/sf256.pdf). Please be sure to provide the completed form to your servicing HRO so that they can ensure timely processing while maintaining the confidentiality of your personal information.

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. If you have a disability but do not identify with any of the targeted or other disabilities or serious health conditions listed on the SF-256, then you would select code "06 – I have a disability or serious health condition, but it is not listed on this form."

Where to Find Additional Information
For more information, please contact your local EEO Office