



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

MEMORANDUM FOR ALL DEPARTMENT OF THE NAVY EMPLOYEES

APR 24 2018

SUBJECT: Verification of Workforce Personal Information

The valuable contributions of individuals with disabilities are essential to the worldwide success of the Department of the Navy's (DON) mission. As a model employer, the DON is committed to increasing the hiring, retention and advancement of qualified individuals with disabilities, and utilizes several mechanisms to assure ample employment opportunities.

Self-identification of a disability provides the DON with statistical information that aids in measuring affirmative employment efforts. Data collected from voluntary self-identification plays a critical role in promoting equal opportunities in three ways. First, accurate data is vital in allocating resources to support affirmative employment of individuals with disabilities and providing reasonable accommodations. Commands that are unable to report the number of employees with disabilities may not receive sufficient funding to execute required disability programs. Secondly, the DON relies on workforce data to identify barriers to employment and advancement. This information is used by Equal Employment Opportunity (EEO) offices to uncover institutional deficiencies that prevent equal participation of individuals with disabilities. Thirdly, as more employees self-identify, DON can realize the significant impact that individuals with disabilities have in the workplace, leading to a culture shift that fully embraces inclusion.

In October 2016, the Office of Personnel Management (OPM) issued a revised Standard Form 256, Self-Identification of a Disability Form, which changed the codes that federal agencies use to capture workforce data. As a result of this update, many disability codes in the Defense Civilian Personnel Data System (DCPDS) have been modified. I strongly encourage everyone to verify and update their disability status using the DCPDS MyBiz+ self-service portal at <https://compo.dcpds.cpms.osd.mil/> or by filling out a hard-copy of the SF-256.

The DON is committed to safeguarding its employees' personally identifiable information (PII); therefore, all information relating to disability status is strictly confidential and is used only in aggregate form for statistical analyses. Your self-identification will go a long way toward ensuring sufficient resources, effectively eliminating barriers to employment, and promoting a culture of inclusivity for all employees.

Please take a quick moment to verify and update your disability status by June 29, 2018. While doing so, I also ask that you verify the rest of your personal information. You may contact Meena Farzanfar, DON Disability Program Manager at meena.farzanfar@navy.mil, or your command's EEO office for more information.

A handwritten signature in blue ink that reads "Paige Hinkle-Bowles".

Paige Hinkle-Bowles
Deputy Assistant Secretary of the Navy
(Civilian Human Resources)

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Attachments:

The Office of Equal Employment Opportunity's FactSheet, "Updating Your Disability Status"
The Office of Personnel Management's Standard Form 256, Self-Identification of a Disability

Distribution:

Echelon 1 and 2 Commands

cc:

Chief of Naval Operations

Command Master Chief

Directors, Civilian Human Resources (DCHRs)

Human Resource Directors (HRDs)

Command Deputy Equal Employment Opportunity Officers (CDEEOOs)

Deputy Equal Employment Opportunity Officers (DEEOOs)

Office of Civilian Human Resources (OCHR) Principals

Disability Program Managers

OCHR Operations Center Directors