DON EEO FACTSHEET

The Standard Form 256 & Targeted Disabilities
Issued: January 2016

This Fact Sheet:

- Describes the DON's 2% goal for employing Individuals with Targeted Disabilities (IWTD)

- Defines "targeted disabilities" relative to the Standard Form 256 (SF-256)

- Explains the purpose and importance of the SF-256

- Answers FAQs about self-identification of a disability

- Lists instructions on how to update your disability code via MyBiz

- Provides resources for obtaining additional information pertaining to the SF-256 and targeted disabilities

DEPARTMENT OF THE NAVY CIVILIAN CAREERS

Where Purpose and Patriotism Unite

DON and Targeted Disabilities

The Department of the Navy (DON) is dedicated to providing equality of opportunity in the hiring, placement, and advancement of individuals with disabilities (IWD). As a part of this commitment, the DON has set a goal to ensure that at least 2% of our total workforce is comprised of Individuals with Targeted Disabilities (IWTD). For Fiscal Year (FY) 2015, however, IWTDs only made up 0.62% of the workforce. The DON has the capability to utilize special hiring authorities such as **Schedule A(u)** and **30% or more Disabled Veteran** to expeditiously recruit from these pools of qualified candidates. Implementing IWD and IWTD hiring initiatives alone are not enough to increase the participation rate; **therefore, DON EEO is encouraging employees to self-identify as an IWD or IWTD to add to our efforts toward achieving this 2% goal.**

Targeted Disabilities

Targeted disabilities are a subset of disabilities that are identified to be severe. This distinction of targeted disabilities is made on the Standard Form 256 (SF-256) through the nine categories below:

- Hearing
- Vision
- Missing Extremities
- Partial Paralysis
- Complete Paralysis
- Epilepsy
- Severe Intellectual Disability
- Psychiatric Disability
- Dwarfism

Not every targeted disability category is defined in the SF-256. For example, Post-Traumatic Stress Disorder (PTSD) is considered to be a "psychiatric disability," but is not listed on the form. When self-identifying as having a targeted disability, please select the category with which you most identify.

Standard Form 256 (SF-256)

The SF-256 is a voluntary form issued by the Office of Personnel Management (OPM) that is intended to gather disability employment information within the federal government. Agencies use this collected statistical information for internal reports on hiring, placement, and advancement of IWD and IWTD, and **not for any other purpose**. Employees are prompted to complete the SF-256 during the onboarding process; however, the DON encourages employees to update their disability annually via the MyBiz portal because a person's disability status can change at any time. Based on anecdotal evidence, many DON employees with disabilities choose not to self-identify on the SF-256 for various reasons, including:

- Employees may not consider themselves as an individual with a disability and therefore do not self-identify;
- Employees may fear that their disability status will negatively impact their employment; or
- Employees may not know where their disability falls under the SF-256 disability or targeted disability categories.

Despite these reasons, we continue to encourage employees to self-identify as having a disability so that this aspect of workforce data is accurately incorporated into DON strategic planning efforts.

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Q. Is Post-Traumatic Stress Disorder (PTSD) considered a targeted disability?

A. Yes. PTSD falls into the "psychiatric disability" category on the Standard Form 256 (SF-256). Please select "psychiatric disability" if you wish to self-identify as having PTSD, and note that disclosure of a psychiatric disability, or treatment for same, should not be perceived to jeopardize an individual's employment.

Q. How many people in the U.S. have disabilities?

A. As of 2010, approximately 56.7 million people —18.7% of the overall population— are living with disabilities in the United States (U.S. Census Bureau). The pool of IWD and IWTD within the U.S. is an often untapped resource to be considered when enhancing our recruitment efforts, and we should utilize it to the fullest extent possible.

Q. Is reporting on the SF-256 mandatory?

A. No. Participation in disability reporting is entirely voluntary, with the exception of employees appointed under Schedule A(u).

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 the IWD and IWTD within the DON, we can enhance our existing efforts to identify and eliminate barriers to equal employment opportunities for IWD and IWTD.

Q. Who sees my identification and what is it used for?

A. The disability identification information is kept strictly confidential, with several security layers of access limited to EEO professionals. The DON applies this data, which is used solely 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 is only as good as what is entered in the SF-256, so employee assistance in updating the information is critical.

Q. How do I update my disability self-identification?

A. You can update your disability code via the MyBiz portal. For first time users, please register your CAC-enabled account through https://compo.dcpds.cpms.osd.mil/, and follow the prompts for "Register Here." After registration or for returning MyBiz users, log in at https://compo.dcpds.cpms.osd.mil/, and under "Smart Card Access," log in with your CAC (non-email certificate). Select the "HR (MyBiz+Navy)" Path, click on the "Personal" detail page, expand upon the "Disability" section, and update your disability status by selecting the category that pertains to you. Be sure to click "update" to save your changes.

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 category of disability with which you most identify.

Additional Information

Additional information on the DON's disability program can be found on the DON Human Resources internal portal: https://portal.secnav.navy.mil/orgs/MRA/DONHR/EEO/Pages/disability.aspx. If you still need assistance, please contact your local EEO Office, or the DON Office of EEO at: donoeeo.fct@navy.mil.

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