

Voluntary Self-Identification of Employee Disability Status

- Send date: Sept. 2022
- Sender: Assistant Administrator, Office of the Chief Human Capital Officer / Associate Administrator, Office of Diversity and Equal Opportunity
- Audience: Employees
- What is this? Brief description: Annual notice
- Subject: Voluntary Self-Identification of Employee Disability Status

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Hello NASA employees,

Self-identification of disabilities allows employees to bring their whole selves to work and is essential for a workplace that is truly inclusive. Please take a moment to visit your [Employee Express](#) account to review your disability status codes and make any updates. Log into [Employee Express](#) and click on “Disability Update” to verify or update your status. You can also update other information such as level of education, race, and ethnicity. Once you make changes, save your selections, and the system will update to reflect your latest choices. This information is important because it helps us:

- Create accessible workplaces, processes, spaces, and opportunities; helps the identify gaps in recruiting, hiring, retention, and promotion of people with disabilities; aids in determining future diversity efforts and building budgets for various disability-related activities, including reasonable accommodation; and assists NASA in providing the right support for people who need it.
- Provide accurate aggregated employee demographic data to the U.S. Office of Personnel Management (OPM) and the Equal Employment Opportunity Commission (EEOC) and measure our progress toward reaching federal workforce representation goals for individuals with disabilities.
- Support presidential executive orders related to diversity and inclusion in the workforce. The enhancement of our NASA workforce disability data is also a specific focus of NASA’s new [DEIA Strategic Plan](#), in alignment to the strategic goals for data, inclusion, and accessibility.

Understandably, you may be hesitant to identify your disability status. However, you can be assured that all personally identifiable information, including disability status, is protected by the Privacy Act of 1974. Also, your specific information can only be accessed by NASA officials with a “need to know,” such as staff in the NASA Office of the Chief Human Capital Officer. The Office of Diversity and Equal Opportunity ~~only~~ has access to only aggregated employee demographical information.

You can find this request also on the [ODEO OneNASA](#) site. For questions regarding NASA’s Disability Program, contact your Center Disability Program Manager or Rebecca Doroshenk, ODEO, at 202-358-0038 or rebecca.d.doroshenk@nasa.gov.

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