The University of Virginia is an equal employment opportunity/affirmative action employer. Additionally, as a government contractor, the University is subject to the Vietnam Era Readjustment Assistance Act of 1974, Section 503 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Our commitment to equal opportunity requires that we work to eliminate barriers that may exist for our employees with disabilities. We also have an affirmative responsibility to employ and advance in employment individuals with disabilities and/or protected veterans. Your participation is essential to our efforts.

We ask for your assistance in meeting our commitment by voluntarily providing the information requested below. **This request is being sent to all employees. If you do not have a disability and/or you are not a protected veteran, no response is necessary.** Please provide information in Section A on any impairment you might have that qualifies as a disability under the ADAAA. Also, please see Section B on how to review and update your information regarding veteran status.

This information will assist the University in complying with reporting requirements under federal law. **Your response will be kept confidential.** Responding to this request does not serve as a request for a disability accommodation. To request an accommodation, please follow the Procedures for Employees with Disabilities to Request Workplace Accommodations at: [http://www.virginia.edu/eop/requestforaccommodation.html](http://www.virginia.edu/eop/requestforaccommodation.html).

**Providing this information is voluntary and is confidential.** Neither providing nor refusing to provide it will subject you to adverse treatment. This information will not be used in a manner inconsistent with the law.

**Section A: Disability Identification**

**Definition:** Under the ADAAA, a person has a disability if he/she 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such impairment; or 3) is regarded as having such an impairment.


Step-by-step instructions for this process are available at: [http://www.hr.virginia.edu/online/veteranselfservice/toc0.html](http://www.hr.virginia.edu/online/veteranselfservice/toc0.html).

For additional assistance on updating your information on-line, you may contact the HR Service Center at (434) 982-0123.

**To update through return of this form, please check all that apply:**

1. Using the definition above, do you have a disability? □ Yes □ No
   (If yes, please select all that apply.)
   - [ ] 520 Alcoholism
   - [ ] 610 Allergies
   - [ ] 400 Amputation of at least one upper and one lower limb
   - [ ] 410 Amputation of one or two upper limbs
   - [ ] 420 Amputation of one or two lower limbs
   - [ ] 430 Amputation of other and unspecified parts
   - [ ] 100 Blindness, both eyes
   - [ ] 110 Blindness, both eyes (some correction)
   - [ ] 120 Blindness, one eye
   - [ ] 140 Other Visual Impairment
   - [ ] 640 Cardiac, circulatory and respiratory
   - [ ] 200 Deafness, unable to talk
   - [ ] 210 Deafness, able to talk
   - [ ] 220 Other Hearing impairment
   - [ ] 650 Digestive and uro-genital
   - [ ] 620 Diseases of the blood
   - [ ] 521 Drug addiction
   - [ ] 630 Epilepsy
   - [ ] 300 Impairment involving three or more (major) limbs
   - [ ] 310 Impairment involving one upper, one lower limb
   - [ ] 320 Impairment involving one or two upper limbs
   - [ ] 330 Impairment involving one or two lower limbs
   - [ ] 340 Other and ill-defined impairments
   - [ ] 600 Malignancies
   - [ ] 500 Other mental, psychoneurotic and personality disorders
   - [ ] 530 Mental retardation – mild
   - [ ] 532 Mental retardation – moderate
   - [ ] 534 Mental retardation – severe
   - [ ] 660 Speech impairment
   - [ ] 700 Multiple disabilities
   - [ ] 701 Not Clearly Defined
   - [ ] 670 Other

Please return this form to:
University ADA Coordinator, Washington Hall/Hotel B-East Range
PO Box 400219 Charlottesville, Virginia 22904
Phone: (434) 924-3200 Fax: (434) 924-1313 Email: mm6b@virginia.edu
Section B: Veteran Status

You may check and update your information on-line through Integrated System Self-Service under Personal Information at:

Step-by-step instructions for this process are available at: http://www.hr.virginia.edu/online/veteranselfservice/toc0.html.

For additional assistance in updating your veteran status information on-line, you may contact the HR Service Center at (434) 982-0123.

To update through return of this form, please check all that apply:

☐ **Disabled veteran**: A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or a person who was discharged or released from active duty because of a service-connected disability.

☐ **Armed Forces Service Medal Veteran**: A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp. p159).

☐ **Recently Separated Veteran**: A veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

☐ **Recently Separated Veteran**: A veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

☐ **Special Disabled Veteran**: (i) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) A person who was discharged or released from active duty because of a service-connected disability.

☐ **Veteran of the Vietnam-Era**: A person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

☐ **Other Protected Veterans**: A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized. The information required to make this determination is available at http://www.opm.gov/veterans/html/vgmedal2.htm