

Checklist for Compliance with Section 503

**OF THE REHABILITATION ACT OF 1973, AS AMENDED
SUBPART C, AFFIRMATIVE ACTION PROGRAM**

CULTURE & LEADERSHIP



NOTE: Disability:IN does not provide legal advice. Accordingly, any information provided herein does not represent legal advice and may not be acted or relied upon as such.

Purpose of Section 503:

The purpose of Section 503 rule is to set forth the standards for compliance with section 503 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 793), which prohibits discrimination against individuals with disabilities and requires Government contractors and subcontractors to take affirmative action to employ and advance in employment qualified individuals with disabilities. [60.741.1]

Definition of Disability from Section 503:

The term disability means, with respect to an individual:

- (i) A physical or mental impairment that substantially limits one or more major life activities of such individual;
- (ii) A record of such an impairment; or
- (iii) Being regarded as having such an impairment.

General purpose of Section 503's Subpart C, Affirmative Action Program:

An affirmative action program is a management tool designed to ensure equal employment opportunity and foster employment opportunities for individuals with disabilities. An affirmative action program institutionalizes the contractor's commitment to equality in every aspect of employment and is more than a paperwork exercise. An affirmative action program is dynamic in nature and includes measurable objectives, quantitative analyses, and internal auditing and reporting systems that measure the contractor's progress toward achieving equal employment opportunity for individuals with disabilities.

Applicability of Section 503 Regulation in General and Subpart C, Affirmative Action Program Requirements in Particular:

The Section 503 rule applies to all government contracts and subcontracts in excess of \$10,000 for the purchase, sale or use of personal property or nonpersonal services (including construction). [60-741.1(b)] §

The requirements of Subpart C of the Section 503 rule pertaining to the affirmative action program requirements apply to every government contractor that has 50 or more employees and a federal contract of \$50,000 or more. [60-741.40(b)]

Checklist for Compliance with Section 503 Subpart C, Affirmative Action Program:

The following Section 503 Subpart C, Affirmative Action Program Checklist is organized to assist federal contractors with 50 or more employees and a contract of \$50,000 or more to benchmark their current activities against Section 503, Subpart C Affirmative Action Program requirements. By comparing their current activities against the regulatory requirements, federal contractors can develop an Affirmative Action Program that ensures equal employment opportunity and fosters employment opportunities for individuals with disabilities.

The checklist is organized by the Subpart C, Affirmative Action Program section numbers. The questions are derived from the associated regulatory language.



**Checklist for Compliance with Section 503 of the Rehabilitation Act of 1973,
As Amended Subpart C, Affirmative Action Program**

REGULATION SECTION	REGULATION TITLE	COMPLIANCE QUESTIONS	COMPLIANCE RESPONSES
§ 60-741.40(b)	Applicability of the affirmative action program.	<p>A. Is your organization developing and maintaining an affirmative action program at each establishment within 120 days of the commencement of a federal contract?</p> <p>B. Does your affirmative action program set forth your policies and procedures in accordance with Section 503, Subpart C?</p> <p>C. Is your affirmative action program for Section 503, Subpart C integrated into or kept separate from other affirmative action programs?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>C. <input type="checkbox"/> Integrated <input type="checkbox"/> Separated</p>
§ 60-741.40(b)	Applicability of the affirmative action program.	<p>A. Does your organization's designated official review and update the affirmative action program on an annual basis?</p>	<p>A. <input type="checkbox"/> YES, date of next review: DD/MM/YY <input type="checkbox"/> NO</p>
§ 60-741.40(c)	Submission of program to OFCCP.	<p>A. Is your organization prepared to submit the affirmative action program to OFFCP within 30 days of written request?</p> <p>B. Is your organization prepared to provide the affirmative action program promptly to OFCCP upon an on-site visit?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.41	Availability of affirmative action program.	<p>A. Does your organization make your affirmative action program (absent data metrics) available to employees or applicants for inspection upon request?</p> <p>B. Does your organization post at each establishment the location and hours during which the program may be obtained?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.42(a)	Invitation to Self-Identify: Pre-Offer.	<p>A. Does your organization invite each applicant at the pre-offer stage (i.e., when the applicant applies or is considered for employment) to self-identify as an individual with a disability?</p> <p>B. Is the invitation to self-identify included with the application materials, but separate from the application?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

§ 60-741.42(a)	Invitation to Self-Identify: Pre-Offer.	A. Does your organization invite each applicant at the pre-offer stage to self-identify as an individual with a disability using the language and manner as prescribed by the OFCCP Director and published on the OFCCP website?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.42(b)	Invitation to Self-Identify: Pre-Offer.	A. Does your organization invite each applicant at the post-offer stage (i.e., after an offer has been made but before the applicant begins his or her duties) to self-identify as an individual with a disability?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.42(b)	Invitation to Self-Identify Post-Offer	A. Does your organization invite each applicant at the post-offer stage to self-identify as an individual with a disability using the language and manner as prescribed by the OFCCP Director and published on the OFCCP website?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.42(c)	Invitation to Self-Identify: Employees.	<p>A. Does your organization invite each of your employees to voluntarily inform that he or she is an individual with a disability as defined in § 60-741.2(g)(1)(i) or (ii)?</p> <p>B. Does your organization invite each of your employees in the first year of employment to voluntarily inform that he or she is an individual with a disability and at five year intervals, thereafter, using the language and manner prescribed by the OFCCP Director and published on the OFCCP Web site?</p> <p>C. Does your organization at least once during the intervening years between these invitations, remind your employees that they may voluntarily update their disability status?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>C. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.42(d)	Invitation to Self-Identify: Coerce	A. Has your organization implemented actions to ensure that individuals are not compelled or coerced to self-identify as an individual with a disability?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.42(e)	Invitation to Self-Identify: Confidentiality	<p>A. Does your organization keep all of the information on self-identification confidential?</p> <p>B. Does your organization maintain self-identification records in a separate data analysis file rather than in the medical files of individual employees?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

		<p>C. Does your organization recognize that it must provide self-identification information to OFCCP upon request?</p> <p>D. Does your organization recognize that the self-identification information may be used only in accordance with the section 503 rule?</p>	<p>C. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>D. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.42(f)	Invitation to Self-Identify: Obligation Based on Known Disability	A. Does your organization take affirmative action with respect to those applicants or employees of whose disability you already have knowledge?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.42(g)	Invitation to Self-Identify: Liability for Discrimination	A. Does your organization understand that nothing in this section shall relieve your organization from liability for discrimination in violation of section 503 or this part?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.43	Affirmative action policy.	A. Does your organization's affirmative action policy include prohibitions against discrimination because of physical or mental disability?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
		B. Does your organization's affirmative action policy include taking affirmative action to employ and advance qualified individuals with disabilities at all levels of employment, including the executive level, and applicable to all employment activities?	B. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(a)	Required contents of affirmative action programs – Policy Statement	A. Does your organization have a disability-related equal opportunity (EO) policy statement included in your affirmative action program?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
		B. Does your disability-related EO policy statement include that your organization will recruit, hire, train, and promote persons in all job titles and ensure that all other personnel actions are administered without regard to disability and ensure that all employment decisions are based only on valid job requirements?	B. <input type="checkbox"/> YES <input type="checkbox"/> NO
		C. Does your disability-related EO policy statement indicate the support of your organization's top U.S. Executive (e.g., the Chief Executive Officer or the President of the United States Division of a foreign company) for your affirmative action program?	C. <input type="checkbox"/> YES <input type="checkbox"/> NO
		D. Does your disability related EO policy statement provide for an audit and reporting system?	D. <input type="checkbox"/> YES <input type="checkbox"/> NO

		<p>E. Does your disability related EO policy statement assign overall responsibility to one of your organization's officials for the implementation of affirmative action activities and does this official's identity appear on all internal and external communications regarding the company's affirmative action program?</p> <p>F. Is the disability related EO policy statement posted on company bulletin boards?</p> <p>G. Are applicants and employees with disabilities provided the notice in a form that is accessible and understandable to the individual with a disability, e.g., Braille or large print, posting the notice at a lower height for a person using a wheelchair?</p>	<p>E. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>F. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>G. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.44(a)	Policy Statement	A. Does your disability-related EO policy statement state that employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they engaged in filing a complaint?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(a)	Policy Statement	A. Does your disability-related EO policy statement state that employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they engaged in assisting or participating in an investigation, compliance evaluation or other activity related to the administration of section 503 or any other federal, state, or local law requiring equal opportunity for individual with disabilities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(a)	Policy Statement	A. Does your disability-related EO policy statement state that employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they engaged in opposing any act or practice made unlawful by section 503 or its implementing regulations in this part, or any other Federal, State or local law requiring equal opportunity for individuals with disabilities	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(a)	Policy Statement	A. Does your disability-related EO policy statement state that employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they engaged in exercising any other right protected by section 503 or its implementing regulations?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO

<p>§ 60-741.44 (b)</p>	<p>Review of personnel processes.</p>	<p>A. Does your organization ensure that its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees with known disabilities for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available?</p> <p>B. Does your organization ensure that its personnel processes do not stereotype individuals with disabilities in a manner which limits their access to all jobs for which they are qualified?</p> <p>C. Does your organization ensure that applicants and employees with disabilities have equal access to your personnel processes, including those implemented through information and communication technologies?</p> <p>D. Does your organization provide necessary reasonable accommodation to ensure applicants and employees with disabilities receive equal opportunity in the operation of personnel processes?</p> <p>E. Does your organization make your information and communication technologies accessible, even absent a specific request for reasonable accommodation? [Encouraged but not required by the section 503 rule]</p> <p>F. Does your organization periodically review such processes and make any necessary modifications to ensure that these obligations are carried out?</p> <p>G. Does your organization include in any affirmative action programs a description of the review and any necessary modifications to personnel processes or development of new processes required under this part?</p> <p>H. Does your organization design procedures that facilitate a review of the implementation of this requirement by your organization and the Government?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>C. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>D. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>E. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>F. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>G. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>H. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>§ 60-741.44(c)</p>	<p>Physical and mental qualifications.</p>	<p>A. Does your organization provide and adhere to in its affirmative action program a schedule for the review of all physical and mental job qualification standards to ensure that, to the extent qualification standards tend to screen out qualified individuals with disabilities, they are job-related for the position in question and are consistent with business necessity?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

§ 60-741.44(c)	Physical and mental qualifications.	<p>A. Does your organization ensure that the physical or mental qualification standards it uses are consistent with business necessity and related to the specific job or jobs in the selection of applicants or employees for employment or other change in employment status such as promotion, demotion or training?</p> <p>B. Does your organization understand that it has the burden to demonstrate that it has complied with the requirements in the preceding question?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.44(c)	Physical and mental qualifications.	<p>A. Does your organization understand that it may use as a defense to an allegation of a violation of paragraph (c)(2) that an individual poses a direct threat to the health or safety of the individual or others in the workplace (See§ 60-741.2(e) defining direct threat).</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.44(d)	Reasonable accommodation to physical and mental limitations.	<p>A. As a matter of nondiscrimination, does your organization make reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability unless you can demonstrate that the accommodation would impose an undue hardship on the operation of your business?</p> <p>B. As a matter of affirmative action, if an employee with a known disability is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, does your organization confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability?</p> <p>C. If the employee responds affirmatively, does your organization confidentially inquire whether the employee is in need of a reasonable accommodation?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>C. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.44(d)	Reasonable accommodation to physical and mental limitations.	<p>A. Does your organization have written reasonable accommodation procedures? (They are not required but are considered a best practice.)</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.44(e)	Harassment.	<p>A. Has your organization <u>developed</u> procedures to ensure that its employees are not harassed on the basis of disability?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
		<p>B. Has your organization <u>implemented</u> procedures to ensure that its employees are not harassed on the basis of disability?</p>	<p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

<p>§ 60-741.44(f)</p>	<p>External dissemination of policy, outreach and positive recruitment.</p>	<p>A. Does your organization undertake appropriate outreach and positive recruitment activities such as those listed below that are reasonably designed to effectively recruit qualified individuals with disabilities?</p> <p>B. Does your organization send written notification of company policy related to its affirmative action efforts to all subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.</p> <p>Examples of Practices:</p> <p>A. Has your organization enlisted the assistance and support of local, state and national organizations in recruiting and developing on the job training opportunities for individuals with disabilities to fulfill your commitment to provide equal employment opportunity for individuals with disabilities?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>§ 60-741.44(f)</p>	<p>External dissemination of policy, outreach and positive recruitment.</p>	<p>Examples of Practices (continued)</p> <p>Has your organization enlisted the assistance and support in your area of:</p> <p>A. State Vocational Rehabilitation Agency?</p> <p>B. State mental health agency?</p> <p>C. State developmental disability agency?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>C. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>§ 60-741.44(f)</p>	<p>External dissemination of policy, outreach and positive recruitment.</p>	<p>Examples of Practices (continued)</p> <p>Has your organization enlisted the assistance and support in your area of:</p> <p>A. Employment One-Stop Career Center (One-Stop) or American Job Center?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>§ 60-741.44(f)</p>	<p>External dissemination of policy, outreach and positive recruitment.</p>	<p>Examples of Practices (continued)</p> <p>Has your organization enlisted the assistance and support in your area of:</p> <p>A. The Department of Veterans Affairs Regional Office?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>§ 60-741.44(f)</p>	<p>External dissemination of policy, outreach and positive recruitment.</p>	<p>Examples of Practices (continued)</p> <p>Has your organization enlisted the assistance and support in your area:</p> <p>A. Employer Assistance and Resource Network (EARN)?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>§ 60-741.44(f)</p>	<p>External dissemination of policy, outreach and positive recruitment.</p>	<p>Examples of Practices (continued)</p> <p>Has your organization enlisted the assistance and support in your area of:</p> <p>A. Local Employment Network Organizations?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

§ 60-741.44(f)	External dissemination of policy, outreach and positive recruitment.	<p>Examples of Practices (continued)</p> <p>Has your organization enlisted the assistance and support in your area of:</p> <p>A. Local disability groups or organizations?</p> <p>B. Centers for Independent Living (CIL)?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.44(f)	External dissemination of policy, outreach and positive recruitment.	<p>Examples of Practices (continued)</p> <p>Has your organization enlisted the assistance and support in your area of:</p> <p>A. Placement or career offices of educational institutions that specialize in the placement of individuals with disabilities?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.44(f)	External dissemination of policy, outreach and positive recruitment.	<p>Examples of Practices (continued)</p> <p>Has your organization enlisted the assistance and support in your area of:</p> <p>A. Private recruitment sources, such as professional organizations or employment placement services that specialize in the placement of individuals with disabilities?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.44(f)	External dissemination of policy, outreach and positive recruitment.	<p>Examples of Practices (continued)</p> <p>A. Has your organization held (or planning to hold) formal briefing sessions, preferably on company premises, with representatives from recruiting sources?</p> <p>B. Do the formal briefing sessions your organization has organized (or is planning to organize) for representatives from recruiting sources include:</p> <ul style="list-style-type: none"> • B1 Facility tours, • B2 Clear and concise explanations of current and future job openings, position descriptions, and worker specifications, • B3 Explanations of the company's selection process, and • B4 Recruiting literature? <p>C. Is your organization's official in charge of your affirmative action program in attendance (or planning to be in attendance) at briefing sessions for recruiting sources?</p> <p>D. Is your organization developing (or planning to develop) formal arrangements with recruiting sources for:</p> <ul style="list-style-type: none"> • D1 referral of applicants, • D2 follow up with sources, and • D3 feedback on disposition of applicants? 	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B1. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B2. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B3. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B4. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>C. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>D1. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>D2. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>D3. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

§ 60-741.44(f)	External dissemination of policy, outreach & positive recruit.	Examples of Practices (continued) A. Do your organization's recruitment efforts at all educational institutions incorporate special efforts to reach students who are individuals with disabilities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(f)	External dissemination of policy, outreach and positive recruitment.	Examples of Practices (continued) A. Is your organization making an effort to participate in work-study programs for students, trainees, or interns with disabilities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(f)	External dissemination of policy, outreach and positive recruitment.	Examples of Practices (continued) A. Are individuals with disabilities made available for participation in career days, youth motivation programs, and related activities in their communities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(f)	External dissemination of policy, outreach and positive recruitment.	Examples of Practices (continued) A. Does your organization take any other positive steps it deems necessary to attract individuals with disabilities not currently in the work force who have requisite skills and can be recruited through affirmative action measures?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(f)	External dissemination of policy, outreach and positive recruitment.	Examples of Practices (continued) A. When making hiring decisions, does your organization consider applicants who are known to have disabilities for all available positions for which they may be qualified when the position(s) applied for is unavailable?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(f)	External dissemination of policy, outreach and positive recruitment.	A. Does your organization on an annual basis review the outreach and recruitment efforts it has taken over the previous 12 months to evaluate their effectiveness in identifying and recruiting qualified individuals with disabilities? B. Does your organization document each evaluation, including at a minimum, the criteria it used to evaluate the effectiveness of each effort and the contractor's conclusion as to whether each effort was effective? C. Does your organization collect the two previous questions' data on the effectiveness of each of its outreach and recruitment efforts for the current year and the two most recent previous years? D. In light of these regulations, does your organization reasonably conclude that its outreach efforts are effective?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO B. <input type="checkbox"/> YES <input type="checkbox"/> NO C. <input type="checkbox"/> YES <input type="checkbox"/> NO D. <input type="checkbox"/> YES <input type="checkbox"/> NO

		E. If your organization concludes that the totality of its efforts were not effective in identifying and recruiting qualified individuals with disabilities, does it identify and implement alternative efforts as listed in 60-741.44 (f)(1) or (f)(2) of the regulation in order to fulfill its obligations?	E. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(f)	External dissemination of policy, outreach and positive recruitment.	A. Does your organization adhere to the recordkeeping obligation of the affirmative action program by documenting all activities it undertakes to comply with the obligations of this section? B. Does your organization retain these documents for a period of three (3) years?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO B. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(g)	Internal dissemination of policy.	A. Does your organization internally communicate its affirmative action obligation to create a strong outreach program to employ and advance in employment individuals with disabilities? B. Are activities to create a strong outreach program to employ and advance in employment individuals with disabilities supported by executive, management, supervisory and other employees?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO B. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(g)	Internal dissemination of policy.	A. Is the obligation to create a strong outreach program to employ and advance in employment individuals with disabilities included in your policy manual? B. If no, have you made the policy available to your employees by other means?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO B. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(g)	Internal dissemination of policy.	A. If your company is party to a collective bargaining agreement, have you notified union officials and/or employee representatives of your obligation to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities and requested their cooperation?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(g)	Internal dissemination of policy.	A. Have you informed all employees and prospective employees of your commitment to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities? (This practice and the remainder of the practices described below under internal dissemination of policy are encouraged but not required.) B. Are you periodically scheduling special meetings with all employees to inform them of your commitment to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO B. <input type="checkbox"/> YES <input type="checkbox"/> NO

		C. Have you explained individual employees' responsibilities to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities?	C. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(g)	Internal dissemination of policy.	A. Have you publicized your commitment to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities in your company newspaper, magazine, annual report and other media?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(g)	Internal dissemination of policy.	A. Have you conducted special meetings with executive, management, and supervisory personnel to explain the intent of your commitment to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities and individuals' responsibility for effective implementation making clear the chief executive officer's support for the affirmative action policy?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(g)	Internal dissemination of policy.	A. Have you discussed your commitment to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities in both employee orientation and management training programs?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(g)	Internal dissemination of policy.	A. Are you including articles on accomplishments of individuals with disabilities in company publications?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(g)	Internal dissemination of policy.	A. When employees are featured in employee handbooks or similar publications for employees, is your organization including individuals with disabilities? B. Are all of these procedures and activities to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities designed to foster understanding, acceptance and support among your organization's executive, management, supervisory, and other employees and to encourage such persons to take the necessary actions to aid your organization in meeting this obligation?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO B. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(h)	Audit and Reporting System.	A. Has your organization designed and implemented an audit and reporting system to measure the effectiveness of your affirmative action program to employ and advance in employment qualified individuals with disabilities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO

§ 60-741.44(h)	Audit and Reporting System.	A. Does your audit and reporting system measure the effectiveness of your affirmative action program?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(h)	Audit and Reporting System.	A. Does your organization's audit and reporting system indicate any need for remedial action by measuring the effectiveness of your affirmative action program to employ and advance in employment qualified individuals with disabilities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(h)	Audit and Reporting System.	A. Does your organization's audit and reporting system determine the degree to which your objectives have been attained by measuring the effectiveness of your affirmative action program to employ and advance in employment qualified individuals with disabilities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(h)	Audit and Reporting System.	A. Does your organization's audit and reporting system determine whether known individuals with disabilities have had the opportunity to participate in all company sponsored educational, training, recreational, and social activities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(h)	Audit and Reporting System.	A. Does your organization's audit and reporting system measure your compliance with the affirmative action program's specific obligations to employ and advance in employment qualified individuals with disabilities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(h)	Audit and Reporting System.	<p>Does your organization's audit and reporting system document the actions taken to comply with the obligations of the following and retain these documents as employment records subject to the recordkeeping requirements of § 60-741.80:</p> <p>A. Documentation of actions taken to measure the effectiveness of your affirmative action program to employ and advance in employment qualified individuals with disabilities?</p> <p>B. Documentation of actions taken to remediate deficiencies of your affirmative action program to employ and advance in employment qualified individuals with disabilities?</p> <p>C. Documentation of actions taken to determine the degree to which your objectives have been attained in employing and advancing in employment qualified individuals with disabilities?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>C. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

		<p>D. Documentation of actions taken to ensure individuals with disabilities have had the opportunity to participate in all of your organization's sponsored educational, training, recreational, and social activities?</p> <p>E. Documentation of actions taken to measure your organization's compliance with the affirmative action program's specific obligations?</p>	<p>D. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>E. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.44(h)	Audit and Reporting System.	A. Does your organization undertake necessary action to bring the affirmative action program into compliance when it is found to be deficient?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(i)	Responsibility for implementation.	<p>A. Has your organization assigned an official of your organization to be responsible for implementation of your affirmative action activities to employ and advance in employment qualified individuals with disabilities?</p> <p>B. Does the assigned official's identity appear on all internal and external communications regarding the company's affirmative action program to employ and advance in employment qualified individuals with disabilities?</p> <p>C. Has this official been given necessary senior management support and staff to manage the implementation of this program to employ and advance in employment qualified individuals with disabilities?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>C. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.44(j)	Training.	A. Has your organization trained all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure implementation of the commitments in the contractor's affirmative action program to employ and advance in employment qualified individuals with disabilities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(k)	Data Collection Analysis.	A. Does your organization document the number of applicants who self-identified as individuals with disabilities pursuant to § 60-741.42(a), or who are otherwise known to be individuals with disabilities, pertaining to applicants and hires on an annual basis and maintain these data for a period of (3) years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(k)	Data Collection Analysis.	A. Does your organization document the total number of job openings and total number of jobs filled pertaining to applicants and hires on an annual basis and maintain these data for a period of (3) years?	<input type="checkbox"/> YES <input type="checkbox"/> NO

§ 60-741.44(k)	Data Collection Analysis.	A. Does your organization document the total number of applicants for all jobs on an annual basis and maintain these data for a period of (3) years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(k)	Data Collection Analysis.	A. Does your organization document the number of applicants with disabilities for all jobs on an annual basis and maintain these data for a period of (3) years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.44(k)	Data Collection Analysis.	A. Does your organization document the total number of applicants hired for all jobs on an annual basis and maintain these data for a period of (3) years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.45(a)	Goal.	<p><i>If AAP Job Groups Apply:</i></p> <p>A. Does your organization have a 7% utilization goal for each job group in the contractor's workforce?</p> <p><i>If AAP Job Groups Do Not Apply:</i></p> <p>A. Does your organization have a 7% utilization goal across your entire workforce?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.45(d)	Utilization analysis.	<p><i>If AAP Job Groups Apply:</i></p> <p>A. Is your organization using the same job groups established for utilization analysis under Executive Order 11246, either in accordance with 41 CFR 60-2.12, or in accordance with 41 CFR part 60-4, as appropriate?</p> <p><i>If AAP Job Groups Do Not Apply:</i></p> <p>NOTE: This does not apply to companies with 100 or fewer employees. You may respond 'N/A'</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> N/A</p>
§ 60-741.45(d)	Utilization analysis.	<p>A. Is your organization annually evaluating its utilization of individuals with disabilities in each job group?</p> <p>A. <i>For those contractors with 100 or fewer employees, is your organization annually evaluating its utilization of individuals with disabilities in your entire workforce (permitted instead of using job categories)?</i></p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.45(e)	Identification of problem areas.	A. When the percentage of individuals with disabilities in one or more job groups, or in your organization's entire workforce, is less than the utilization goal, does your organization take steps to determine whether and where impediments to equal employment opportunity exist?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO

		<p>B. When making this determination, does your organization assess its:</p> <p>B1. Personnel processes?</p> <p>B2. The effectiveness of its outreach and recruitment efforts?</p> <p>B3. The results of its affirmative action program audit?</p> <p>B4. Any other areas that might affect the success of the affirmative action program?</p>	<p>B1. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B2. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B3. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B4. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.45(f)	Action-oriented programs.	<p>A. When the organization identifies problem areas, does it develop and execute action-oriented programs designed to correct any identified problem areas?</p> <p>B. Do these action-oriented programs developed and executed by your organization include alternatives or additional efforts from among those listed in 60-741.44f(1) and f(2) pertaining to outreach and positive recruitment and/or other actions designed to correct the identified problem areas and attain the established goal?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
§ 60-741.45(h)	Action-oriented programs.	A. Is your organization taking steps to ensure that the utilization goal is not used as a quota or ceiling that limits or restricts the employment of individuals with disabilities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.46(a)	Voluntary affirmative action programs for employees with disabilities.	A. Does your organization recognize that it is permissible to develop and implement voluntary training and employment programs for people with disabilities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO
§ 60-741.46(a)	Voluntary affirmative action programs for employees with disabilities.	<p>A. Does your organization have a voluntary affirmative action program for employees with disabilities?</p> <p>B. If so, are the name, title and official responsible for the program included in the contractor's written affirmative action program?</p> <p>C. If so, does your organization include an annual report describing your voluntary affirmative action program and the outcomes achieved in your affirmative action program?</p>	<p>A. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>C. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>

§ 60-741.46(a)	Voluntary affirmative action programs for employees with disabilities.	A. If your organization has a voluntary affirmative action program for employees with disabilities, are you using disability-related information from the applicant and/or employee self-identification request required by § 60-741.42 to identify individuals with disabilities who are eligible to benefit from a voluntary affirmative action program for employees with disabilities?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
§ 60-741.46(b)	Voluntary affirmative action programs for employees with disabilities.	A. If your organization has a voluntary affirmative action program for employees with disabilities, have you ensured that it is not segregating, limiting or restricting the employment opportunities of any individual with a disability?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
§ 60-741.46(c)	Voluntary affirmative action programs for employees with disabilities.	A. If your organization has a voluntary affirmative action program for employees with disabilities, has it taken steps to ensure that employees with disabilities who participate in such programs are not discriminated against with respect to any term, condition or benefit of employment, including but not limited to employment acts such as compensation, promotion, and termination, that are listed in § 60-741.20.	A. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
§ 60-741.46(d)	Voluntary affirmative action programs for employees with disabilities.	A. If your organization has voluntary training and development programs for employees with disabilities, it understands that these voluntary training and development programs should not result in discrimination against other groups and do not relieve a contractor from liability for discrimination under this act, Executive Order 11246, or the VEVRAA?	A. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
§ 60-741.47	Sheltered workshops.	A. If your organization has contracts with sheltered workshops, it understands that contracts with sheltered workshops do not constitute affirmative action in lieu of employment and advancement of qualified individuals with disabilities in the contractor's own workforce? B. If your organization has contracts with sheltered workshops, it understands that these contracts can be included in the affirmative action program if the sheltered workshop trains employees for the contractor and the contractor is obligated to hire trainees at full compensation when such trainees become "qualified individuals with disabilities?"	A. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A B. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A