

DATE: May 23, 2003

TO: ALL LBNL EMPLOYEES

SUBJECT: Employee Information for Individuals with a Disability, Special Disabled Veterans, Vietnam-era Veterans, and Recently Separated Veterans

As a federal government contractor, LBNL is required to take affirmative action to hire and promote individuals with a disability, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other qualified veterans who served on active duty during the war or in a campaign or expedition for which a badge has been authorized.

In order to fulfill this requirement, we invite all employees to self-identify if they fall into any of these categories. This information is voluntary and declining to provide it will not subject any employee to adverse employment action. On the attached survey sheet, we have provided an "I choose not to self identify" option, which you may use if you wish.

If you wish to identify yourself in any of the categories defined in the survey sheet, please go to the link at <http://selfservice.lbl.gov> and complete the survey on-line through employee self service, or you may complete a hard copy of the survey and return it to Human Resources, Mailstop 937-0600.

The information supplied shall be kept confidential. Supervisors, however, may be advised of disability-related problems that disabled employees encounter on the job. If a disabling condition requires special treatment, appropriate first aid and safety personnel may be notified. The information may also be made available to government official investigating LBNL's compliance with federal affirmative action regulations, and to LBNL's administration on a need-to-know basis.

I urge your cooperation in supplying the information requested by Friday, June 13, 2003. If you have any questions, please contact Harry Reed at extension 4130.

Charles V. Shank
Director

Level 1
Attachments