



Natural Resources Conservation Service
State Office
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July 30, 2003

OKLAHOMA BULLETIN NO. OK360-3-18

SUBJECT: Standard Form 256, Self-Identification of Handicap

Purpose: To update Personnel Records

Expiration Date: September 30, 2003

ACTION REQUESTED BY: September 1, 2003

Self-identification of handicap status is essential for effective data collection and analysis. Standard Form 256, "Self-Identification of Handicap" is used to collect data on employees who have identified themselves with a physical or mental impairment which substantially limits one or more major life activities. The information employees provide is used for statistical purposes only in the production of reports by Human Resources and will be maintained in the strictest of confidence.

Employees are asked to complete Standard Form 256, "Self-Identification of Handicap" by clicking on the attachment below, fill the form out electronically, and return it through email to Kay.Mayes@ok.usda.gov. . If preferred, the form can be printed, filled out, and returned through regular mail to: Human Resources, Kay Mayes, Personnel Assistant, and labeled, "To Be Opened By Addressee Only".

/s/

M. DARREL DOMINICK
State Conservationist

Attachment

DIST: AE