

**Affirmative Action Plan for  
Individuals with Disabilities and Protected Veterans**



**2023 Plan Year**

**Dallas Fort Worth International Airport Board**

**October 1, 2022 to September 30, 2023**

**Affirmative Action Plan**

**for**

**Individuals with Disabilities and  
for Protected Veterans**

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for  
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**PLAN YEAR**

**2023**

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## **I. Policy Statement**

### **41 CFR 60-741.44(a) and 41 CFR 60-300.44(a)**

It is the policy of Dallas Fort Worth International Airport (“DFW”) to seek and employ qualified personnel at all locations and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, demotion, transfer, layoff and termination of employment. To achieve this, DFW will take affirmative action to employ and advance in employment individuals with disabilities and also disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans and Armed Forces service medal veterans (collectively, “protected veterans”) and will administer all personnel actions without regard to disability or protected veteran status and base all such decisions on valid job requirements. DFW will ensure that applicants and employees are informed of the contents of its Equal Employment Opportunity Policy Statement (the “EEO Policy”) (Exhibit 1) by posting it on DFW bulletin boards in employee break rooms, on DFW’s intranet and on DFW’s external internet website. These postings will be done in a manner that is accessible and understandable to individuals with disabilities, including disabled veterans.

This affirmative action program is supported by the DFW Board of Directors (the “Board”) and the DFW Chief Executive Officer (“CEO”). The Board and the CEO assign responsibility for implementation of the affirmative action program to the EEO Administrator. DFW maintains an audit and reporting system to determine overall compliance with these equal employment opportunity mandates and to respond to complaints filed with the DFW Human Resources Department by applicants or employees.

Applicants and employees are subjected to harassment, intimidation, threats or coercion or discrimination for engaging in the following activities:

- Filing a complaint;
- Assisting or participating in an investigation, compliance evaluation, hearing or any other activity related to the administration of section 503 of the Rehabilitation Act, as amended (“section 503”) or the Vietnam Era Veterans Readjustment and Assistance Act, as amended (“VEVRAA”), or any other Federal, State or local law requiring equal employment opportunity for individuals with disabilities or protected veterans;
- Opposing any act or practice made unlawful by section 503 or VEVRAA or their implementing regulations or any other Federal, State or local law requiring equal employment opportunity for individuals with disabilities or protected veterans; or
- Exercising any other right protected by section 503 or VEVRAA or their implementing regulations.

## **II. Review of Personnel Processes**

### **41 CFR 60-741.44(b) and 41 CFR 60300.44(b)**

DFW reviews its employment practices to ensure that personnel processes provide for careful, thorough and systematic consideration of the job qualifications of applicants and employees who are individuals with known disabilities or protected veterans, for job vacancies filled by hiring, promotion or transfer and for all training opportunities.

DFW also ensures that its personnel processes do not stereotype individuals with disabilities or protected veterans in a manner that limits their access to jobs for which they are qualified.

DFW reviews and makes modifications to its personnel processes as necessary to ensure compliance with applicable requirements. The following procedures facilitate these reviews:

- DFW offers applicants, those offered jobs and incumbent employees the opportunity to self-identify as individuals with disabilities or as protected veterans. These self-identification forms are available for review by the U.S. Department of Labor and by DFW officials for use in investigations and internal compliance activities.
- In each case where an applicant or employee with a known disability or a protected veteran is rejected for employment or promotion, DFW maintains records identifying the reason for the rejection as well as a description of any accommodations considered if the inability to perform the essential functions of the job due to a disability was the reason for rejection. To the extent that this information relates to the individual's medical condition or history, it shall be maintained on separate forms and in separate medical files and treated as a confidential medical record, as required by 41 CFR 60-741.23(d) and 41 CFR 60-300.23(d).
- DFW keeps records that contain a description of any accommodation which made it possible to place an individual with a disability or protected veteran on the job. To the extent that this information relates to the individual's medical condition or history, it shall be maintained on separate forms and in separate medical files and treated as a confidential medical record, as required by 41 CFR 60-741.23(d) and 41 CFR 60-300.23(d).

### **III. Review of Physical and Mental Qualifications 41 CFR 60-741.44(c) and 41 CFR 60-300.44(c)**

DFW has reviewed the physical and mental qualifications of its jobs. None have requirements that screen out disabled individuals, including disabled veterans, unless the requirement is job-related and consistent with business necessity. DFW periodically reviews its jobs for requirements that screen out disabled individuals, including disabled veterans. DFW also reviews the physical and mental qualifications of a job whenever the job specifications for that job are revised, or when a new job is created.

For those jobs which require a post-offer, pre-placement physical examination, all entering employees in the same job category are subject to the same examination, regardless of disability. To the extent physical examination criteria may screen out conditional new hires or employees with disabilities, the criteria are carefully reviewed to ensure they are job-related and consistent with business necessity. DFW understands that it has no obligation to hire, as a reasonable accommodation, an individual with disability whose accommodation poses an undue hardship to DFW or where the individual with a disability poses a direct threat to the health or safety of the individual or others in the workplace.

Information obtained about an applicant's or employee's medical condition or history shall be collected and maintained on separate forms and in separate medical files. These files shall be kept confidential except that

- Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the applicant or employee and necessary accommodations;
- First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
- Government officials engaged in enforcing the laws administered by OFFCP or enforcing the Americans With Disabilities Act, as amended, shall be provided with relevant information on request.

**IV. Reasonable Accommodation to Physical and Mental Limitations  
41 CFR 60-741.44(d) and 41 CFR 60-300.44(d)**

DFW offers reasonable accommodation to the known physical and mental limitations of an otherwise qualified individual with a disability unless it can demonstrate that the accommodation will impose an undue hardship on the operation of its business or where the individual with a disability poses a direct threat to the health or safety of the individual or others in the workplace.

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, DFW shall confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, DFW shall confidentially inquire whether the employee is in need of a reasonable accommodation. This does not mean that unsatisfactory performance will be allowed to continue. The purpose of a reasonable accommodation is to enable the employee to perform the job in accordance with standards established by DFW for all employees in the same or a similar position.

Employees may also contact the Risk Management department at any time to request an accommodation.

**V. Harassment  
CFR 60-741.44(e) and CFR 60-300.44(e)**

DFW prohibits harassment of employees on account of their status as individuals with disabilities or protected veterans. Any employee who believes he or she has been harassed in violation of this policy is urged to bring the matter to the immediate attention of his or her supervisor or the Human Resources Consultant or DFW Ethics Line at 1-866-366-1723.

**VI. External Dissemination of Policy, Outreach and Positive Recruitment  
CFR 60-741.44(f) and CFR 60-300.44(f)**

DFW shall undertake appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit qualified individuals with disabilities and protected veterans. Following are some of the efforts taken by DFW to disseminate our policy externally and to attract qualified individuals with disabilities and protected veterans:

- DFW sends written notification of its policy related to affirmative action efforts to all subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.
- DFW enlists the assistance and support of recruiting sources that are capable of referring qualified individuals with disabilities and protected veterans for employment with DFW, including but not limited to the Texas Workforce Commission and national and local veterans' service organizations.
- As required by applicable regulations, DFW lists employment opportunities (except executive and top management positions, those we expect to fill internally and those expected to last three days or less) with the Texas Workforce Commission.
- DFW includes images of individuals with disabilities and protected veterans in consumer, promotional, diversity and recruitment marketing materials.
- DFW conducts briefing sessions with representatives from recruiting resources who are in a position to refer individuals with disabilities and protected veterans. The briefing sessions

include airport tours, descriptions of existing and future job openings, and explanation of DFW's selection process.

- DFW evaluates the possibility of participating in work study programs with rehabilitation facilities and schools which specialize in training or educating individuals with disabilities and protected veterans.
- DFW participates in job fairs which focus on individuals with disabilities and protected veterans.
- Newspaper advertisements and other recruiting communications include a statement that DFW is an equal employment opportunity employer, or words to that effect.

## **VII. Internal Dissemination of Policy 41 CFR 60-741.44(g) and 41 CFR 60-300.44(g)**

DFW recognizes that a strong outreach program is ineffective without adequate internal support from supervisory and administrative personnel and other employees. To ensure employee cooperation and participation in DFW's efforts, with respect to individuals with disabilities and protected veterans, DFW has developed the following internal procedures to communicate its obligation to engage in these affirmative action efforts. These procedures are designed to foster understanding, acceptance and support among DFW's executive management, supervisory, and other employees and to encourage necessary actions to aid DFW in meeting its obligations.

- DFW's EEO Policy is posted in DFW's and the Board's Policies and Procedures manuals
- DFW's EEO Policy Statement is posted on DFW's bulletin boards in employee break rooms, on DFW's intranet and on DFW's external internet website.
- DFW's EEO Policy and its affirmative action plans are discussed in new employee orientation and in management training programs.
- DFW's EEO Policy and its affirmative action plans are discussed during special meetings with executive, management and supervisory personnel. At these meetings, the intent of the policy and affirmative action program and individual responsibility for implementation of the policy and program is explained. Further, DFW's CEO conveys his support for the policy and the affirmative action program.
- DFW's EEO Policy and its affirmative action plans are discussed during employee meetings.
- The Invitation to Self-Identify as an individual with a disability or as a protected veteran is posted at the DFW Board internet. Employees may complete and submit the online form at any time.
- DFW's affirmative action plans are available for inspection by employees in the Human Resources Department, intranet, and internet website.
- Newsletters published by the DFW Board and discrete departments include articles on the accomplishments of individuals with disabilities and protected veterans.

## **VIII. Audit and Reporting System 41 CFR 60-741.44(h) and 41 CFR 60-300.44(h)**

An important element in effectively implementing our EEO Policy and affirmative action program is an adequate internal audit and reporting system. Through the development of this system, we can measure the effectiveness of policy and affirmative action program. Toward this purpose, we have developed a system that:

- Measures the effectiveness of the DFW affirmative action program;
- Indicates any need for remedial action;
- Determines the degree to which objectives have been attained;



- Determines whether known individuals with disabilities and protected veterans have the opportunity to participate in all DFW sponsored educational, training, recreational and social activities;
- Measures DFW's compliance with the affirmative action program's specific obligations; and
- Documents the actions taken to comply with this audit and reporting system obligation and retains these documents and required in the recordkeeping subsections of implementing regulations for both section 503 and VEVRAA.

**IX. Responsibility for Implementation**  
**41 CFR 60-741.44(i) and 41 CFR 60-300-44(i)**

David Comeaux is the EEO Administrator and has the full support of the Board and executive management to implement, monitor, and administer the affirmative action program. The EEO Administrator is identified on all external and internal communications regarding the affirmative action program.

**X. Training of Personnel Involved in Selection**  
**41 CFR 60-741.44(j) and 41 CFR 60-300.44(j)**

All personnel involved in the recruitment, screening, selection, promotion, disciplinary and related activities are trained to ensure that all facets of the DFW affirmative action program s are implemented.

**XI. Data Collection Analysis**  
**41 CFR 60-741.44(k) and 41 CFR 60-300.44(k)**

DFW collects data regarding the number of job openings, jobs filled, applicants for jobs, applicants hired who self-identify as individuals with disabilities, applicants hired who self-identify as protected veterans and cumulative applicants hired.

**EQUAL EMPLOYMENT OPPORTUNITY  
POLICY STATEMENT**

**DALLAS FORT WORTH INTERNATIONAL AIRPORT  
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

1. It is the policy of the Dallas Fort Worth International Airport Board (Board) that no job applicant or employee shall be discriminated against on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation gender identity, or protected activity.
2. Managers shall ensure that all personnel programs and actions including, but not limited to, hiring, promotion, transfer, corrective action, termination of employment, layoffs, returns from layoffs, leaves of absence, compensation, benefits, Board-sponsored training, educational tuition assistance, and social and recreational programs shall be administered without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation gender identity, or protected activity.
3. Managers shall base employment decisions on the principles of equal employment opportunity and with the intent to further the Board's commitment to diversity and equal employment. At no time will any employee, or applicant for employment, who exercises his/her rights under the Board's Equal Employment Opportunity policy be subject to corrective action or have his/her opportunities for employment adversely affected for doing so.
4. Managers shall take affirmative action to ensure that qualified veterans and persons with a disability are introduced into the workforce, are encouraged to aspire for promotion, and that applicants from such groups are carefully and thoroughly considered as promotional opportunities arise.
5. The Board invites any employee or any applicant for employment to review the Board's written Affirmative Action Plan. This plan is available for inspection upon request between the hours of 8:30 a.m. to 5:00 p.m., Monday through Friday, in the Human Resources Department. Any questions should be directed to the Vice President of Human Resources, Assistant Vice President of Workforce Diversity, Equity & Inclusion, the employee's supervisor, or a Human Resources representative.
6. Applicants and employees are invited to self-identify as outlined in the invitation attached to the Board's written Affirmative Action Plan.
7. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities:
  - a) Filing a complaint under federal or state law or Board policy;
  - b) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to any federal, state or local law requiring equal opportunity for individuals with disabilities or veterans;
  - c) Opposing any act or practice made unlawful by any federal, state, or local law requiring equal opportunity for individuals with disabilities or veterans; or
  - d) Exercising any other right protected by federal or state law.

**Conclusion**

The Board is committed to equal employment opportunity for all employees and employment applicants. In all employment transactions, it is the intention of the Board to use every good faith effort to accomplish the objectives of its Equal Employment Opportunity policy as embodied in the Affirmative Action Plan.

A handwritten signature in black ink, appearing to read "Sean Donohue". The signature is fluid and cursive, with the first name "Sean" written in a larger, more prominent script than the last name "Donohue".

Sean Donohue  
Chief Executive Officer

**INVITATION TO SELF-IDENTIFY FOR  
PROTECTED VETERANS**



## **INVITATION TO SELF-IDENTIFY FOR PROTECTED VETERANS**

***Note: This voluntary Invitation to Self-Identify may be extended at any time.***

The Dallas Fort Worth International Airport Board (Board) is a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) and the Jobs for Veterans Act of 2002 (JVA), as amended in 2007, which requires government contractors to take affirmative action to employ and advance in employment Armed Forces service medal veterans, recently separated veterans, and other protected veterans as covered by the Act. If you are a covered veteran and would like to be considered under the affirmative action program, please let us know. You may inform us of your desire to be identified at any time in the future.

The Board's Affirmative Action Plan contains a number of elements designed to eliminate stereotyping of covered veterans in Board employment practices and to encourage such persons to seek employment with the Board and advancement within the Board organization. Board managers will be advised that their performance will be evaluated, in part, on the success of their affirmative action efforts and will be trained so as to eliminate negative stereotyping and to encourage careful, objective assessment of the experience, qualifications and capabilities of covered veterans. The Board will coordinate with recruiting sources to encourage their referral of covered veterans for Board positions and to arrange for follow-up and feedback on such efforts. The Board will seek technical assistance from organizations representing or serving covered veterans, and will participate in job fairs with or for covered veterans. The Board will periodically re-evaluate physical and mental job qualifications that may tend to screen out covered veterans. During annual performance reviews, the Board will undertake career counseling for covered veterans employed by the Board and will include covered veterans in promotional and/or recruitment advertising.

Submission of self-identifying information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be kept confidential and used only in ways that are not inconsistent with VEVRAA and JVA.

If you are a covered veteran, we would like to include you under our Affirmative Action Program. If you would like to be included, please tell us by completing the form on the next page and by providing verification documentation.

## Veteran Status

### Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - 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.
- A "recently separated veteran" means any 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.
- An "active duty wartime or campaign badge veteran" means 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 under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means 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.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

### Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I am a protected Veteran

I am a Veteran - but not protected as defined above

I am not a Veteran

Military Discharge Date

### Reasonable Accommodation Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

**Submit**

**INVITATION TO SELF-IDENTIFY FOR:  
INDIVIDUALS WITH DISABILITIES  
AND DISABLED VETERANS**





## **INVITATION TO SELF-IDENTIFY FOR INDIVIDUALS WITH DISABILITIES AND DISABLED VETERANS**

***Note: This voluntary Invitation to Self-Identify may only be extended after a job offer has been made.***

The Dallas Fort Worth International Airport Board (Board) is a government contractor subject to the Rehabilitation Act of 1973 (Rehabilitation Act) and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), which require government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities and disabled veterans as covered by the Acts. If you are an individual with a disability or a disabled veteran covered by the Acts and would like to be considered under the affirmative action program, please tell us. You may inform us of your desire to be identified at any time in the future. This information will assist us in placing you in an appropriate position and in making accommodations for your disability.

The Board's Affirmative Action Plan under the Rehabilitation Act, VEVRAA, and the Jobs for Veterans Act of 2002 (JVA), as amended in 2007, contains a number of elements designed to eliminate stereotyping of individuals with disabilities or disabled veterans (hereinafter collectively referred to as "covered persons") in Board employment practices and to encourage such persons to seek employment with the Board and advancement within the Board organization. Board managers will be advised that their performance will be evaluated, in part, on the success of their affirmative action efforts and will be trained so as to eliminate negative stereotyping and to encourage careful, objective assessment of the experience, qualifications and capabilities of covered persons. The Board will coordinate with recruiting sources to encourage their referral of covered persons for Board positions and to arrange for follow-up and feedback on such efforts. The Board will seek technical assistance from organizations representing or serving covered persons, and will participate in job fairs with or for covered persons. The Board will periodically re-evaluate physical and mental job qualifications that may tend to screen out covered persons. During annual performance reviews, the Board will undertake career counseling for covered persons employed by the Board and will include covered persons in promotional and/or recruitment advertising.

Submission of self-identifying information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and disabled veterans regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the disability might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs (OFCCP) or the Americans with Disabilities Amendments Act (ADAAA), may be informed. The information provided will be used only in ways that are not inconsistent with the Rehabilitation Act and VEVRAA.

If you are an individual with a disability or a disabled veteran, we would like to include you under our affirmative action program. If you would like to be included, please tell us by completing the form on the next page and by providing verification documentation. This information will assist us in placing you in an appropriate position and in making accommodations for your disability.

## Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 5/31/2023

### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>i</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition, for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

Please select one of the options below:

- I am a person with a disability (or previously had a disability)
- I am a person without a disability
- I don't wish to answer

Your Name

Today's Date

### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

<sup>i</sup>Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit

**PROCEDURES FOR FILLING VACANCIES  
AND TRAINING OPPORTUNITIES FOR  
COVERED PERSONS**

## **PROCEDURES FOR FILLING JOB VACANCIES AND TRAINING OPPORTUNITIES FOR COVERED PERSONS**

The following is a set of procedures that the Dallas Fort Worth International Airport Board (Board) utilizes to ensure that known qualified applicants or employees with disabilities, disabled veterans, recently separated veterans, Armed Forces service medal veterans, and other protected veterans have been considered for job vacancies:

1. The Board's personnel records for each known covered person shall include:
  - a) The identification of each promotion or other vacancy for which the employee or applicant was considered, and
  - b) The identification of each training program for which the applicant or employee was considered.
2. In each case where a known qualified applicant or employee who is an individual with a disability, disabled veteran, Armed Forces service medal veteran, recently separated veteran, other protected veteran, and has been rejected for employment, promotion or training, a statement of the reasons for that rejection as well as a description of the accommodations considered (for a rejected person with a disability or disabled veteran) is maintained electronically and shall be made available to the applicant or the employee upon request. [Note: The statement of the reason for rejection (if the reason is medically related) and the description of the accommodations shall be considered confidential medical records in accordance with 41 CFR 60-741.23(d) and 41 CFR 60-300.23(d). However, these records shall be available to the applicant or employee upon request.]
3. Where applicants or employees who are disabled persons or disabled veterans are selected for hire, promotion or training and the Board undertakes any accommodation which makes it possible for placement of that person in the job or training, the Board shall make a record containing a description of the accommodation. That record shall be treated as a confidential medical record in accordance with 41 CFR 60-741.23(d) and 41 CFR 60-300.23(d).