



AMERICAN UNIVERSITY  
WASHINGTON, DC

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September 17, 2010

**TO:** All Faculty and Staff

**FROM:** Deadré Johnson, Human Resources

**SUBJECT:** Affirmative Action Program for Veterans and Individuals with Disabilities

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American University is committed to attracting and retaining a diverse faculty and staff and to complying with affirmative action requirements resulting from our status as a contractor with the government. As part of these requirements, we provide the federal government with annual regulatory reports on the demographics of our employees. We ask that you assist us in preparing the University's Affirmative Action Program by taking a moment to read this memorandum and by returning the attached *Invitation to Self Identify* to Human Resources by **September 27, 2010** for this reporting period. Please note that self-identification under this program is voluntary and confidential. You only need to return the attached form if you wish to self identify a veteran status or a disability and have not done so before. You may return the form in an envelope marked confidential to the attention of Affirmative Action Policy Analyst.

American University complies with Section 503 of the Rehabilitation Act of 1973 ("Rehab Act") which requires government contractors to take affirmative action to hire and advance in employment qualified individuals with a disability. In addition, American University complies with the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA) which requires government contractors to take affirmative action to hire and advance in employment qualified disabled veterans, other protected veterans, armed forces service medal veterans, and recently separated veterans. If you are a veteran and/or have a disability and would like to be considered under the University's Affirmative Action Program you may inform us at any time.

Information regarding disabilities assists us in making appropriate position assignments and reasonable accommodations. Submission of this information is voluntary. If you do not provide it, you will not be subject to any adverse treatment. Information about individuals is confidential, with the following exceptions: 1) supervisors and managers may be informed about restrictions on the work duties of disabled individuals and any necessary accommodations, 2) first aid personnel may be informed if the condition requires emergency treatment, and 3) government officials engaged in enforcement of the two laws described above may be informed. The information provided will be used only in ways that are consistent with either the Rehab Act or the VEVRA Act.