



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

October 3, 2022

Memorandum

To: All DOI Employees

From: Jennifer Ackerman
Director, Office of Human Capital

Alesia Pierre-Louis
Director, Office of Diversity, Inclusion and Civil Rights

Subject: Invitation to Celebrate National Disability Employment Awareness Month and Self-Identify in Employee Express

This October marks the 77th observance of National Disability Employment Awareness Month (NDEAM), which celebrates America's workers with disabilities and reminds employers of the importance of inclusive hiring practices. In honor of the vital role people with disabilities play in a diverse and inclusive American workforce, the 2022 National Disability Employment Awareness Month theme is "Disability: Part of the Equity Equation."

The Department of the Interior is deeply committed to upholding and advancing diversity, equity, inclusion and accessibility (DEIA) and ensuring its workforce is representative of the country that it serves. Interior's [DEIA Strategic Plan](#) identifies the lack of workforce demographic data – including race, gender, and disability status – as a barrier to increasing the diversity of our workforce. Having accurate demographic data will provide a comprehensive picture of the workforce, guide Department leaders where to allocate additional resources, and help hiring managers incorporate strategic DEIA activities in their workforce planning efforts.

Employees can help advance DEIA efforts in the Department by self-identifying their disability, race, and ethnicity information in Employee Express. Your input is voluntary and confidential. DOI has implemented measures to protect the Personally Identifiable Information (PII) of all employees, and this information is not shared with supervisors, managers, or other individuals.

Participation only takes a few minutes! To update your disability, race, and ethnicity information:

1. Log into [Employee Express](#) with your PIV card.
2. Under the Payroll / Personnel section, select "Disability Update" and "Ethnicity and Race Indicator."
3. Select the option(s) that applies to you.
4. Click "Save."

Thank you in advance for your support in making DOI a more diverse and inclusive workplace.