



October 10, 2025

Electronic Submission via Regulations.gov

Ashley Romanias
Director
U.S. Department of Labor
Office of Federal Contract Compliance Programs
200 Constitution Avenue NW
Room C-3325
Washington, D.C. 20210

Re: National Industry Liaison Group's Comment on OFCCP's Proposed Revision of Information Collection Request: Section 503 of the Rehabilitation Act of 1974, as Amended (OMB Control No. 1250-0005)

Dear Director Romanias:

The National Industry Liaison Group ("NILG") welcomes the opportunity to comment on the U.S. Department of Labor, Office of Federal Contract Compliance Programs' Information Collection Request pursuant to Section 503 of the Rehabilitation Act (Section 503).

By way of background, the NILG was created over thirty years ago as a forum for the Office of Federal Contract Compliance Programs ("OFCCP" or "Agency") and federal contractors to work together towards equality in the workplace for all employees. Over time, the NILG has expanded its partnerships to include the Office of Disability Employment Policy and VETS, both agencies with the Department of Labor, and the Equal Employment Opportunity Commission.

Throughout the country, local Industry Liaison Groups ("ILGs") have formed to further this unique partnership of public and private sector cooperation to proactively advance workplace equal employment opportunity. The NILG Board is comprised of elected members representing the local ILGs from across the country. Over the years, the NILG and the local ILGs, which are comprised of thousands of small, mid-size, and large employers across the country, have reached out to the OFCCP and other agencies, such as the U.S. Equal Employment Opportunity Commission, with mutual goals of fostering a non-discriminatory workplace. Therefore, in response to the proposed regulatory changes, the NILG seeks to present the views of well over sixty local ILGs and their members.

NILG Supports Retaining the Section 503 Voluntary Self-Identification Process

OFCCP recently issued an Information Collection Request (ICR) ¹ seeking public input on the burden associated with the collection of voluntary disability self-identification data from applicants at the pre-offer and post-offer stages of the hiring process. This ICR follows OFCCP's proposed amendments to the regulations implementing Section 503 of the Rehabilitation Act of 1973 (Section 503).² As stated in our response to the NPRM, the NILG supports continuing to require contractors to invite applicants and new hires to voluntarily identify as an individual with disability.

The Section 503 self-identification requirement is a voluntary process by which federal contractors invite applicants and employees to disclose whether they have a disability. Contractors provide a standardized, voluntary form to all applicants at both the pre-offer and post-offer stages of the hiring process. This information, which is kept confidential and separate from all other personnel records, is used to evaluate the effectiveness of the contractor's recruiting efforts and identify whether the contractor's selection processes present any barriers to employment for individuals with disabilities. Given the usefulness of the data collected, NILG appreciates the opportunity to respond to the questions OFCCP posed in the ICR.

(1) Evaluate whether the collection of information is necessary for the proper performance of the functions of the Agency, including whether the information has practical utility.

Section 503 self-identification procedures have significant practical utility for federal contractors. The most obvious benefit is the fact that the self-identification data is necessary for contractors to effectively comply with their obligations under Section 503, as well as the Americans with Disabilities Act (ADA) and applicable state disability discrimination laws.

The less obvious benefits include:

- Federal contractors' compliance with the proactive outreach and non-discrimination obligations of Section 503 demonstrates contractors' commitment to promoting the success of all employees, including those with a disability, thereby solidifying their reputation as employers of choice.

¹ <https://www.regulations.gov/document/OFCCP-2025-0067-0001>

² [Proposed Modifications to the Regulations Implementing Section 503 of the Rehabilitation Act of 1974, as Amended \(Docket No. OFCCP-2025-0003/RIN 1250-AA18\)](#)

- The voluntary self-identification data, collected at the applicant stage and again after hire, provides information necessary for contractors to evaluate the effectiveness of their efforts to recruit qualified individuals with disabilities. Through this assessment, contractors are able to reallocate their limited resources to more productive efforts.
 - Using the self-identification data, contractors are able to identify whether the selection process presents any barriers to employment for qualified individuals with disabilities.
 - Self-identification data provides contractors with a sense of how many employees may need an accommodation. With this information, contractors can make more informed budgeting decisions.
- (2) **Evaluate the accuracy of OFCCP's estimate of the burden related to the information collection, including the validity of the methodology and assumptions used in the estimate.**

The vast majority of contractors collect self-identification data electronically from applicants and employees using their applicant tracking and HR information systems. The estimated administrative burden on contractors for managing the entire self-identification process for applicants and employees is approximately 1 to 1.5 hours. This estimate is considered reasonable.

- (3) **Suggest methods to enhance the quality, utility, and clarity of the information to be collected.**

The NILG supports the continued use of a standard Section 503 data collection form. Currently, all contractors, regardless of size or industry, are required to use the same Voluntary Self-Identification of Disability Form (OMB Control No. 1250-0005) to collect disability information from applicants and employee. Having a standard voluntary self-identification form streamlines the process for contractors and promotes uniformity across contractors' multiple locations.

However, the NILG does have two suggested amendments to the data collection form to enhance its utility for both contractors and applicants/employees:

(i) Revise the Self-Identification Form to allow contractors to include information on how applicants can request a reasonable accommodation at any point during the selection process. Currently, that information is provided on contractor's job site. Applicants may not focus on it if they do not need assistance to apply but may need assistance during the selection process.

(ii) As drafted, the introductory language on the Self-Identification form is technical and legalistic. Applicants and employees may be more inclined to self-identify if the introduction was written more plainly and with a welcoming tone. For example:

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Our business is committed to providing equal opportunity for everyone, including individuals with disabilities. Because our company is a federal contractor, we have a responsibility to ensure that qualified individuals with disabilities have equal access to employment opportunities and advancement. As part of that commitment, we invite applicants and employees to confidentially share whether they have a disability. This information helps us ensure that our workplace is accessible and inclusive for everyone.

Completing this form is voluntary, and your response is confidential. No one involved in hiring or employment decisions will see your answers, and your choice to complete (or not complete) the form will not affect you in any way.

To learn more about this form or the law, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) at www.dol.gov/ofccp.

- (4) **Minimize the burden of the information collection on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.**

Electronic submission of the self-identification data is a standard practice for most contractors. Both pre-offer and post-offer data collection, as well as periodic self-identification by current employees is completed electronically.

We thank the OFCCP in advance for its consideration of our comments. If the OFCCP should wish to discuss these comments, please contact Consuela Pinto, NILG Counsel at cpinto@pintobrown.com

Respectfully submitted,



Julie O'Hara-Harvey
Chair, National Industry Liaison Group