

### Affirmative Action Program Form – Self Identification Disabled, Protected Veterans, Race/Ethnicity and Gender

**Note: This form is to be used only after an offer of employment has been extended, or at the request of current on-roll employees. For applicant Affirmative Action self-identification use Sandia’s external website via the application process (<http://www.sandia.gov>). Employees may also self-identify disability and veteran status using the EEO on line self-service application.**

Sandia’s policy prohibits discrimination against any individual on the basis of race, gender, color, religion, national origin, ancestry, age, marital or family status, pregnancy, sexual orientation or gender identity, genetic information, serious medical condition, physical or mental disability, or protected veteran status. Sandia’s policy of Equal Employment Opportunity (EEO) for all of its employees and applicants includes the commitment to full compliance with Title VII of the Civil Rights Act of 1964 and other applicable EEO laws and regulations. As a government contractor Sandia is required to take affirmative action to employ and advance in employment qualified women, minorities, protected veterans, and individuals with a disability. Sandia is firmly committed to the concept and practice of equal employment and affirmative action in all aspects of employment. Affirmative actions are the actions, policies, and procedures designed to achieve equal employment opportunity. The affirmative action obligation requires (1) thorough, systematic efforts to prevent discrimination from occurring or to detect it and eliminate it as promptly as possible; and (2) proactive recruitment and outreach measures.

If you believe you have been discriminated against, you may notify Sandia’s EEO office, the Equal Employment Opportunity Commission, the Department of Labor Office of Federal Contract Compliance Programs, or other appropriate state or government agencies.

The information provided will be kept confidential and used only in accordance with federal regulations. Providing self-id details is voluntary and refusal to provide information will not subject you to any adverse treatment. You may inform us of your desire to self-identify under Sandia’s Affirmative Action Program (AAP) at this time and/or at any time in the future.

Gender	Race/Ethnicity Data (you may mark only one box)		
<input type="checkbox"/> Female  <input type="checkbox"/> Male	<input type="checkbox"/> Hispanic or Latino  <input type="checkbox"/> White (Not Hispanic or Latino)  <input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino)	<input type="checkbox"/> Black or African American (not Hispanic or Latino)  <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)  <input type="checkbox"/> Asian (not Hispanic or Latino)  <input type="checkbox"/> Two or More Races (not Hispanic or Latino)	<input type="checkbox"/> I do not wish to identify Race/Ethnic data * (Should you choose not to self-identify, a member of the Human Resources department will make a visual identification as per OFCCP regulations and mandatory federal reporting requirements.)

\_\_\_\_\_  
Name: Last, First MI

\_\_\_\_\_  
Today’s Date

**Race/Ethnicity Definitions** (race and ethnic designations used for federal recordkeeping and reporting requirements do not denote scientific definitions of anthropological origins):

**Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

**White (Not Hispanic or Latino):** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**American Indian or Alaska Native (Not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment

**Black or African American (Not Hispanic or Latino):** a person having origins in any of the black racial groups of Africa

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**Asian (Not Hispanic or Latino):** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

**Two or More Races (Not Hispanic or Latino):** all persons who identify with more than one of the above five races

**On-roll employees – Return to HR Records, MS 1497 (NM) or MS 9904 (CA)**

**Pre-sign in New Hires – Return as directed by Staffing**