

**TO: ALL EMPLOYEES OR APPLICANTS WITH DISABILITIES,
SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA
AND OTHER VETERANS**

FROM: ITT Aerospace Controls

ITT Aerospace Controls is a Federal contractor subject to various Civil Rights Acts, Executive Order 11246, Section 503 of the Rehabilitation Act of 1973 (Section 503), and The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). Executive Order 11246 prohibits job discrimination by employers holding Federal contracts or subcontracts and requires government contractors to take affirmative action to employ and advance in employment qualified females and minorities. Section 503 prohibits job discrimination because of disability and requires government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities, who, with or without reasonable accommodation, can perform the essential functions of a job. VEVRAA requires government contractors to take affirmative action to employ and advance in employment special disabled veterans and veterans of the Vietnam era covered by the act.

If you are a female or a member of a minority group or if you have a disability or are a special disabled veteran or veteran of the Vietnam era and would like to participate in our affirmative action program, please contact, Ed Hernandez, our affirmative action representative, at Human Resources. Our affirmative action program contains policies and procedures that assure compliance with our Executive Order 11246, Section 503 and VEVRAA obligations. You may inform us of your decision to benefit under the affirmative action program now or at any time in the future. Whether you choose to identify yourself is voluntary on your part.

This company is also subject to the Americans with Disabilities Act (ADA). Consistent with the ADA, it is this company's policy to provide reasonable accommodations to any applicant or employee with a disability who needs such an accommodation to complete the job application process or to perform the job in question. If you need such an accommodation, you may request it at any time by contacting Ed Hernandez, at Human Resources or your supervisor.

Making a request for an accommodation will not subject you to any adverse treatment. Disclosure of your status as a female, a member of a minority group, an individual with a disability, a special disabled veteran, or a veteran of the Vietnam era is voluntary. Choosing not to provide it will not subject you to any adverse treatment. Information you submit concerning your disability 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 special disabled veterans, and regarding necessary accommodation, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing Section 503, VEVRAA, or the Americans with Disabilities Act, may be informed. The information provided will be used only in ways that are not inconsistent with Section 503 of the Rehabilitation Act, VEVRAA, and the ADA.

Definition of a Vietnam Era Veteran

A person who served more than 180 days of active military, navy or air service, (A) The period beginning on February 28, 1961, and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period, or (B) any part of which was during the period of August 5, 1964 through May 7, 1975, and who (1) was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty because of a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.

Definition of a Special Disabled Veteran

(A) A veteran 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 Veterans Administration for a disability (1) rated at 30 percent or more, or (2) rated at 10 or 20 percent in the case of a veteran who has been determined under section 3106 of Title 38, U.S.C., to have a serious employment handicap, or

(B) A person who was discharged or released from active duty because of a service-connected disability.

Definition of Other Veteran

(A) A veteran who served on active duty during a war or in a campaign or expedition, and

(B) A campaign badge has been authorized.

SELF IDENTIFICATION ENROLLMENT FORM

Revised 7/2007

**BEFORE DECIDING TO COMPLETE THIS FORM, PLEASE REVIEW
THE INFORMATION BELOW**

Any employee or applicant may identify himself or herself as a female, a member of a minority group, a person with a disability, a special disabled veteran or a veteran of the Vietnam era for purposes of the company's affirmative action plans.

Disclosure of your status as a female, a member of a minority group, an individual with a disability, a special disabled veteran or a veteran of the Vietnam era is voluntary. Choosing not to provide your status will not subject you to any adverse treatment. Additionally, any information you submit concerning your disability 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 regarding necessary accommodation, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing laws administered by OFCCP or the Americans with Disabilities Act, may be informed. The information provided will be used only in ways that are not inconsistent with Title VII of the Civil Rights Act of 1964, Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, The Vietnam Era Veterans' Readjustment Assistance Act of 1974 or the Americans with Disabilities Act.

Definitions

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.

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 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.

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 maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above six races.

Individual with a Disability - Any person who: (i) Has a physical or mental impairment which substantially limits one or more of such person's major life activities; (ii) Has a record of such impairment; or (iii) Is regarded as having such impairment.

Vietnam Era Veteran - A person who served more than 180 days of active military, navy or air service, (A) The period beginning on February 28, 1961, and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period, or (B) any part of which was during the period of August 5, 1964 through May 7, 1975, and who in (A) or (B) above: (1) was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty because of a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.

Special Disabled Veteran - (A) A veteran 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 Veterans Administration for a disability (1) rated at 30 percent or more, or (2) rated at 10 or 20 percent in the case of a veteran who has been determined under section 3106 of Title 38, U.S.C., to have a serious employment handicap, or (B) A person who was discharged or released from active duty because of a service-connected disability.

Other Veteran - (A) A veteran who served on active duty during a war or in a campaign or expedition, and (B) A campaign badge has been authorized.

I would like to be included in this company's affirmative action programs for females and minorities, and/or Qualified Individuals With Disabilities, and/or Special Disabled Veterans, Veterans of the Vietnam era or Other Veterans.

Gender		Race and Ethnic Identification	Individual with a Disability	Vietnam Era Veteran
Male	Female			
_____	_____	Hispanic or Latino	Yes _____	Yes _____
_____	_____	White	No _____	No _____
_____	_____	Black	Special Disabled Veteran	Other Veteran
_____	_____	Native Hawaiian or Other Pacific Islander		
_____	_____	Asian	Yes _____	Yes _____
_____	_____	American Indian or Alaska Native	No _____	No _____
_____	_____	Two or More Races (Not Hispanic or Latino)		

Name: _____

Signature: _____

Date: _____