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THE GUIDE TO PERSONNEL DATA STANDARDS

HANDICAP

Definition: The physical or mental impairment which substantially limits one or more major life activities; the record of such impairment; or the perception of such impairment by others.

Responsible Organization: Office of Personnel Management, Division for Strategic Human Resources Policy.

Applicability: Mandatory (Central Personnel Data File).

Cross-Reference: None.

Format: NN

Note:

In the case of multiple impairments, the code should indicate the impairment that results in the most substantial limitation.

Select
• No Handicap/Handicap Not Identified
• Speech Impairments
• Hearing Impairments
• Vision Impairments
• Missing Extremities
• Nonparalytic Orthopedic Impairments
• Partial Paralysis
• Complete Paralysis
• Other Impairments

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HANDICAP

<u>Code</u>	<u>Name/Explanation</u>
	NO HANDICAP/HANDICAP NOT IDENTIFIED
01	Handicap not identified. Individual does not wish to have handicap status officially recorded outside his/her medical records or the individual, in the agency's judgment, has misidentified himself/herself.
04	No Handicap. No handicap of the types listed in the codes below. Use only for employees whose accession was prior to October 1, 1987.
05	No Handicap.
06	Handicap not listed.

SPEECH IMPAIRMENTS

13	Severe speech malfunctions or inability to speak, hearing is normal. Examples: defects of articulation (unclear speech sounds); stuttering; aphasia (impaired language function); laryngectomy (removal of the "voice-box").
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HEARING IMPAIRMENTS

15	Hard of Hearing. Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid.
16	Total deafness in both ears, with understandable speech.
17	Total deafness in both ears, and unable to speak clearly.

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<u>Code</u>	<u>Name/Explanation</u>
VISION IMPAIRMENTS	
22	Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision. Restriction of the visual field to the extent that mobility is affected-- "Tunnel vision."
23	Inability to read ordinary size print, not correctable by glasses. Can read oversized print or uses assisting devices such as glass or projector modifier.
24	Blind in one eye.
25	Blind in both eyes. No usable vision, but may have some light perception.
MISSING EXTREMITIES	
27	One hand.
28	One arm.
29	One foot.
32	One leg.
33	Both hands or arms.
34	Both feet or legs.
35	One hand or arm and one foot or leg.
36	One hand or arm and both feet or legs.
37	Both hands or arms and one foot or legs.
38	Both hands or arms and both feet or legs.

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HANDICAP**Code****Name/Explanation**

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS

Because of chronic pain, stiffness or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.

44	One or both hands.
45	One or both feet.
46	One or both arms.
47	One or both legs.
48	Hip or pelvis.
49	Back.
57	Any combination of two or more parts of the body.

PARTIAL PARALYSIS

Because of a brain nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.

61	One hand.
62	One arm, any part.
63	One leg, any part.
64	Both hands.
65	Both legs, any part.
66	Both arms, any part.
67	One side of body, including one arm and one leg.
68	Three or more major parts of the body (arms and legs).

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<u>Code</u>	<u>Name/Explanation</u>
	COMPLETE PARALYSIS
	Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including arms, legs and/or trunk.
70	One hand.
71	Both Hands
72	One Arm.
73	Both arms.
74	One leg.
75	Both legs.
76	Lower half of body including legs.
77	One side of body, including one arm and one leg.
78	Three or more major members of the body (arms and legs).

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<u>Code</u>	<u>Name/Explanation</u>
	OTHER IMPAIRMENTS
80	Heart disease with no restriction or limitation of activity. History of heart problems with complete recovery.
81	Heart disease with restriction or limitation of activity.
82	Convulsive disorder. Example: epilepsy.
83	Blood diseases. Example: sickle cell anemia, leukemia, hemophilia.
84	Diabetes.
86	Pulmonary or respiratory disorders.
87	Kidney dysfunction. Example: if dialysis (use of an artificial kidney machine) is required.
88	Cancer with complete recovery. A history of cancer with complete recovery.
89	Cancer. Undergoing surgical and/or medical treatment.
90	Mental retardation. A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A.
91	Mental or emotional illness. A history of treatment for mental or emotional problems.
92	Severe distortion of limbs and/or spine. Examples: dwarfism, kyphosis (severe distortion of back).
93	Disfigurement of face, hands, or feet. Examples: distortion of features on skin, such as those caused by burns, gunshot, injuries, and birth defects (gross facial birth marks, club feet, etc).
94	Learning disability. A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written), e.g., dyslexia.