**Affirmative Action: Post-Offer Invitation to Self-Identify as a Veteran (VEVRAA)**

As a government contractor subject to the Vietnam Era Veterans’ Readjustment Assistance Act (VEVRAA) of 1974, [Company Name] is required to submit a report to the U.S. Department of Labor each year identifying the number of protected veterans who were newly hired, as well as the number of protected veterans who were employed. If you believe you belong to any of the categories of protected veterans listed below, please indicate so by checking the appropriate box.

Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are consistent with the VEVRAA, as amended.

**Print Name:**

**Print Job Title:**

I belong to the following classifications of protected veterans (choose all that apply):

* **Disabled Veteran**

A “disabled veteran” is one of the following:

* A veteran of the U.S. military, ground, naval or air service 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 Secretary of Veterans Affairs; or
* A person who was discharged or released from active duty because of a service-connected disability.
* **Recently Separated Veteran**

A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service.

* **Active Wartime or Campaign Badge Veteran**

An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

* **Armed Forces Service Medal Veteran**

An “Armed Forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

* **I am a protected veteran, but I choose not to self-identify the classifications to which I belong.**
* **I am NOT a protected veteran.**

If you are a disabled veteran, please indicate whether there are accommodations we could provide that would enable you to perform the essential functions of your job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed about the restrictions on the work or duties of disabled veterans and about necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

[Insert a brief provision summarizing the relevant portion of the company’s affirmative action program here.]

**Signature:**

**Date:**