



## **VOLUNTARY and CONFIDENTIAL Invitation to Self-Identify to Protected Veterans and Qualified Individuals with Disabilities** (Prior to offer)

1. Engineering Solutions, Inc. (ESI) is a Government contractor subject to both the Vietnam Era Veterans' Readjustment Assistance (VEVRAA) Act of 1974, as amended, and Section 503 of the Rehabilitation Act of 1973, as amended, which require Government contractors to take affirmative action to employ and advance in employment disabled veterans, recently separated veterans, other protected veterans, Armed Forces Service medal veterans, veterans of the Vietnam era and qualified individuals with disabilities.
2. If you are a disabled veteran, recently separated veteran, other protected veteran, Armed Forces Service medal veteran, veteran of the Vietnam era or a qualified individual with a disability, per the definitions on the second page of this invitation, we would like to include you in our affirmative action program. If you would like to be included under the affirmative action program, please inform HR via the attached voluntary and confidential self identification form.
3. You may inform us of your desire to benefit under the program at this time and/or at any time in the future via the attached form.
4. 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 not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended and section 503 of the Rehabilitation Act.
5. The information you submit will be kept confidential, except that
  - (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans and individuals with disabilities, and regarding 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 OFCCP, or enforcing the Americans with Disabilities Act, may be informed.
6. ESI has a policy of Affirmative Action to ensure that all employees, as well as applicants for employment, are treated fairly, with dignity and personal respect. It is the policy of ESI not to discriminate against any employee or applicant for employment because she or he is an individual with a disability, a disabled veteran, recently separated veterans, other protected veterans, Armed Forces Service medal veterans, or veterans of the Vietnam era.
7. If you are a disabled veteran or an individual with a disability ESI would like to include you in our affirmative action program. It would assist us if you tell us about
  - (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind.

This Voluntary and Confidential Invitation to Self Identify (prior to offer) is in accordance with 41 CFR 60-250.42 (a)(1) and 41 CFR 60-250.42 (a)(2) and 41 CFR 60-250.42 (b) as well as Proposed 41 CFR60-300.42 (a)(1) and Proposed 41 CFR60-300.42(a)(2) and Proposed 41 CFR60-300.42(b)



## Definitions

- **Disabled Veteran** refers to (1) 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 Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.
    - Per the Jobs for Veterans Act of 2002, OFCCP's Proposed Rule 41 CFR Part 60-300 dated January 20, 2006. This category is broader than the VEVRAA category of "special disabled veterans."
  - **Recently Separated Veteran** refers to any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty.
    - Per ESA final rule dated 12/31/2005 amending 41 CFR-250 and VEVRAA byVBHCIA.
    - Per the Jobs for Veterans Act of 2002, OFCCP's Proposed Rule 41 CFR Part 60-300 dated January 20, 2006: this category offers expanded coverage from one year period to three year period after discharge or release from active duty.
  - **Other Protected Veteran** refers to a person who served on active duty 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.
    - Per ESA final rule dated 12/31/2005 amending 41 CFR-250 by VEOA granting Other Protected Veterans VEVRAA status
  - **Armed Forces service medal Veteran** refers to any veteran who, while serving on active duty in Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
    - Per the Jobs for Veterans Act of 2002, OFCCP's Proposed Rule 41 CFR Part 60-300 dated January 20, 2006.
  - **Veteran of the Vietnam** era refers to a person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975 or between August 5, 1964, and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.
  - **Individual with a Disability** refers to a person who is covered by Section 503 of the Rehabilitation Act of 1973, as amended.
- NOTE:** As a result of the Jobs for Veterans Act of 2002, OFCCP's Proposed Rule 41 CFR Part 60-300 dated January 20, 2006 proposes elimination of the protected category of Veteran of the Vietnam Eras as defined under VEVRAA. However many Vietnam era veterans may remain covered in another category. Before selecting Veteran of the Vietnam Era please ensure you do not qualify as one of the continuing protected categories listed above. If selecting Veteran of the Vietnam Era as a veteran's protected class, the veteran's coverage may end per the above cited proposed legislation.