AFFIRMATIVE ACTION PROGRAM
FOR WORKERS WITH DISABILITIES
AND FOR COVERED VETERANS

For the Period
July 1, 2013 to June 30, 2014

President Name & Title: Lilian Negrón-Colón, Ph.D. President

EEO Off. Name & Title: Elaine Núñez Human Resources Director
UNIVERSIDAD CENTRAL DE BAYAMÓN

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I. INSPECTION OF THIS AAP

41 CFR 60-250.41, 41 CFR 60-300.41, 41 CFR 60-741.41

The full Affirmative Action Program for Disabled Workers, and Qualified Veterans with Disabilities, Vietnam Era Veterans, and veterans who served active duty in a war or other military expedition for which a campaign badge has been authorized shall be available for inspection by any applicant or employee upon request in the Human Resources Department of UNIVERSIDAD CENTRAL DE BAYAMÓN during normal business hours. This information is posted on bulletin boards in common areas accessible to both applicants and employees.

II. PERSONS COVERED BY THIS AFFIRMATIVE ACTION PROGRAM

41 CFR 60-250.2, 41 CFR 60-300.2, 41 CFR 60-741.2

Some Important Definitions

**Individual with a disability** means any person who:

- Has a physical or mental impairment which substantially limits one or more of such person’s major life activities;
- Has a record of such impairment; or
- Is regarded as having such an impairment.

**Substantially limits** means:

- Unable to perform a major life activity that the average person in the general population can perform;
- Significantly restricted as to the condition, manner, or duration under which an individual can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity; or
- Significantly restricted in the ability to perform either a class of jobs or a broad range of jobs in various classes as compared to the average person having comparable training, skills, and abilities. The inability to perform a single, particular job does not constitute a substantial limitation in the major life activity of working.
Major life activities means:

Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Qualified individual with a disability means:

- An individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

- EXCEPT, the terms individual with a disability and qualified individual with a disability do not include individuals currently engaging in the illegal use of drugs, when the employer acts on the basis of such use. These terms also do not include an individual who is an alcoholic whose current use of alcohol prevents such individual from performing the essential functions of the employment position such individual holds or desires or whose employment, by reason of such current alcohol abuse, would constitute a direct threat to property or to the health or safety of the individual or others.

Disabled veteran means:

A person entitled to disability compensation under laws administered by the Department of Veterans Affairs for disability rated at 30 per cent or more, or a disability rated at 10 or 20 percent in the case of a veteran who has been determined under 38 USC 3106 to have a serious employment handicap; or a person who was discharged or released from active duty because of a service-connected disability.

Qualified special disabled veteran means:

A special disabled veteran who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

Veteran of the Vietnam Era means:

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; or was discharged or released there from active duty for a service-connected disability if any part of such active duty was
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.

Other eligible veterans means:

A person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

In this AAP, we refer to Vietnam era veterans, special disabled veterans and other eligible veterans as covered veterans.

III. INVITATION TO SELF-IDENTIFY

41 CFR 60-250.42, 41 CFR 60-300.42, 41 CFR 60-741.42

After making an offer of employment to a job applicant and before the applicant begins his or her employment duties, UNIVERSIDAD CENTRAL DE BAYAMÓN will invite the applicant to inform it whether the applicant believes that he or she might be covered by the Rehabilitation Act or Vietnam Veterans Readjustment Assistance Act and wishes to benefit under the AAP.

UNIVERSIDAD CENTRAL DE BAYAMÓN will not make a pre-employment invitation to self-identify to disabled individuals or special disabled veterans.

The form of the invitation is as prescribed by the regulations: it indicates that identification may be made now or at any time in the future, and it summarizes the relevant portions of the acts and of UNIVERSIDAD CENTRAL DE BAYAMÓN's AAP. The invitation states that the information is voluntary and will be kept confidential and will be used in a manner consistent with law.

UNIVERSIDAD CENTRAL DE BAYAMÓN will maintain a separate file on persons who have self-identified and will provide that file to the OFCCP upon request.
IV. POLICY STATEMENT

41 CFR 60-250.44 (a), 41 CFR 60-300.44 (a), 41 CFR 60-741.44 (a)

It is the policy of UNIVERSIDAD CENTRAL DE BAYAMÓN to seek and employ qualified personnel at its locations and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination. To achieve this, UNIVERSIDAD CENTRAL DE BAYAMÓN will take affirmative action to employ and advance in employment qualified individuals with disabilities, and covered veterans and will administer all personnel actions without regard to disability and base all such decisions on valid job requirements.

UNIVERSIDAD CENTRAL DE BAYAMÓN will ensure that applicants and employees with disabilities are informed of the contents of its policy statement. Employees and applicants will not be subject to unlawful harassment.

V. REVIEW OF PERSONNEL PROCESSES PROPER CONSIDERATION OF QUALIFICATIONS

41 CFR 60-250.44 (b), 41 CFR 60-300.44 (b), 41 CFR 60-741.44 (b)

UNIVERSIDAD CENTRAL DE BAYAMÓN will review its employment procedures at least annually to ensure careful, thorough, and systematic consideration of the job qualifications of applicants and employees with known disabilities and covered veterans for job vacancies filled both by hiring or promoting, and for all training opportunities.

UNIVERSIDAD CENTRAL DE BAYAMÓN ensures that its personnel processes do not stereotype disabled persons in a manner, which limits their access to all jobs for which they are qualified.

UNIVERSIDAD CENTRAL DE BAYAMÓN periodically reviews such processes and makes any necessary modifications to ensure that these obligations are carried out. A description of the review and any necessary modifications to personnel processes or development of new processes will be included in any affirmative action programs required under this part.
VI. REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

41 CFR 60-250.44 (c), 41 CFR 60-300.44 (c), 41 CFR 60-741.44 (c)

UNIVERSIDAD CENTRAL DE BAYAMÓN believes none of our job descriptions have requirements that tend to screen out qualified disabled individuals unless they are job related and consistent with business necessity.

Nevertheless, UNIVERSIDAD CENTRAL DE BAYAMÓN will review physical and mental qualifications of any job whenever the position description for that job is revised.

UNIVERSIDAD CENTRAL DE BAYAMÓN does not administer pre-placement physical examinations.

Information obtained about any applicant or employee’s medical condition or history shall be collected and maintained on separate forms and in separate medical files.

These files will be treated as confidential except for:

(i) Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the applicant or employee and necessary accommodations;

(ii) First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and

(iii) Government officials engaged in enforcing the laws administered by OFCCP or enforcing the Americans with Disabilities Act shall be provided relevant information on request.

Information obtained regarding the medical history or condition of any applicant or employee shall not be used for any purpose inconsistent with the law.
VII. REASONABLE ACCOMMODATIONS TO PHYSICAL
        AND MENTAL LIMITATIONS

        41 CFR 60-250.44 (d), 41 CFR 60-300.44 (d), 41 CFR 60-741.44 (d)

UNIVERSIDAD CENTRAL DE BAYAMÓN will make reasonable accommodation to
the known physical and mental limitations of an otherwise qualified individual unless
it can demonstrate that the accommodation would impose an undue hardship on the
operation of its business.

If an employee with a known disability is having significant difficulty performing his
or her job and it is reasonable to conclude that the performance problem may be
related to the known disability, such employee’s supervisor will confidentially notify
the employee of the performance problem and inquire whether the problem is
related to the employee’s disability. If the employee responds affirmatively, the
contractor shall confidentially inquire whether the employee is in need of a
reasonable accommodation. This does not mean that poor performance will be
tolerated; a reasonable accommodation is that which will permit the employee to
perform the job in accordance with those standards established by the supervisor
for all employees in the same or similar position.

VIII. HARASSMENT

        41 CFR 60-250.44 (e), 41 CFR 60-300.44 (e), 41 CFR 60-741.44 (e)

UNIVERSIDAD CENTRAL DE BAYAMÓN prohibits harassment of its employees on
account of disability. Any employee who believes himself or herself to have been
harassed in violation of this policy is urged to bring this to the attention of the
supervisor or to Elaine Núñez, Human Resources Director, and EEO Officer.

Any supervisor who witnesses such harassment or is otherwise informed of a
violation of this policy is directed to bring this to the immediate attention of Elaine
Núñez, Human Resources Director. Failure of a supervisor with such knowledge to
promptly advise the EEO Officer can be grounds for discipline up to and including
discharge.

The investigation of any such complaint shall be carried out promptly and shall
involve only those persons with a need to know.

Any employee guilty of harassment of another employee on account of disability is
subject to discipline up to and including discharge, depending on the severity of the
offense.
IX. EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT

41 CFR 60-250.44 (f), 41 CFR 60-300.44 (f), 41 CFR 60-741.44 (f)

UNIVERSIDAD CENTRAL DE BAYAMÓN will disseminate this Affirmative Action Policy externally in the following ways:

1. UNIVERSIDAD CENTRAL DE BAYAMÓN enlists the assistance and support of recruiting sources that are capable of referring qualified individuals with disabilities, and covered veterans for employment opportunities with the Company.

Specifically, UNIVERSIDAD CENTRAL DE BAYAMÓN will send a copy of its policy to the following organizations:

Oficina de Veteranos  
Condominio Medical Center Plaza  
Suite LC 8A 9-10, Urb. La Riviera  
Río Piedras PR 00921  
Fax: 749-4416

Mrs. Rina Crespo  
Subdirectora de Recursos Humanos  
Depto. del Trabajo  
P.O. Box 195540  
San Juan, PR 00919-5540  
E-mail - rcrespo@dtrh.pr.gov  
Fax -787-754-5865

Lcda. Aida Figueroa  
Consejera en Rehabilitación  
SER de Puerto Rico  
PO Box 360325  
San Juan PR 00936-0325  
Fax: 787-772-7462

Mrs. Marta N. Meléndez De Jesús  
Analista de Recursos Humanos  
Univ. Sagrado Corazón  
C/Rosales Esq. San Antonio 26 1/2  
Santurce, PR 00936  
E-mail- orh@sagrado.edu

Mrs. María Rivera Vélez  
Directora Recursos Humanos  
Universidad Central del Caribe  
P.O. Box 60327  
Bayamón, PR 00960-6032  
Tel- 787-841-2000 fax- 787-842-4697  
E-mail - maria.rivera@uccaribe.edu

Mrs. Marta N. Meléndez De Jesús  
Analista de Recursos Humanos  
Univ. Sagrado Corazón  
C/Rosales Esq. San Antonio 26 1/2  
Santurce, PR 00936  
E-mail- orh@sagrado.edu

National Guard  
Oficina de Recursos Humanos  
Fax -787-721-6809

Casa Protegida Julia de Burgos  
Oficina De Recursos Humanos  
Apartado 362433  
San Juan, PR 00936  
Fax-787-725-8580  
E-mail – escapa@casajulia.org

Sr. Iván Díaz  
Procurador  
OPI  
Fax 787-724-0670  
E-mail – oppi@oppigobierno.pr
2. As required by these regulations, UNIVERSIDAD CENTRAL DE BAYAMÓN lists all employment opportunities except executive management, and those opportunities that we expect to fill from within our own organization, with the state employment office where the position is located.

3. When we have vacancies for which we expect to recruit externally, we notify the sources listed in item 1. We request that they refer applicants in accordance with our standard procedures.

4. Newspaper advertisements and other recruiting communications carry the tag line, Equal Opportunity Employer, M/F/D/V.
X. INTERNAL DISSEMINATION OF POLICY

41 CFR 60-250.44 (g), 41 CFR 60-300.44 (g), 41 CFR 60-741.44 (g)

UNIVERSIDAD CENTRAL DE BAYAMÓN will disseminate this Affirmative Action Policy internally in the following ways:

1. UNIVERSIDAD CENTRAL DE BAYAMÓN’s EEO/AA Policy is posted in the Reception area and in bulletin boards located in common and production areas where it is readily accessible to all staff members.

2. UNIVERSIDAD CENTRAL DE BAYAMÓN will inform all employees of its commitment to engage in affirmative action to increase employment opportunities for qualified individuals with disabilities, and qualified covered veterans. This may include scheduling meetings with management employees or all employees to discuss policy and to explain individual responsibilities or by circulating a memo.

3. UNIVERSIDAD CENTRAL DE BAYAMÓN Policy and the existence of the Affirmative Action Program will be discussed in new employee orientation meetings and in management training programs.

4. The Affirmative Action Program for Disabled Workers and for Covered Veterans is available for inspection upon request by any employee or applicant during normal business hours in the Human Resources Department.
XI. AUDIT AND REPORTING SYSTEM

41 CFR 60-251.44 (h), 41 CFR 60-300.44 (h), 41 CFR 60-741.44 (h)

UNIVERSIDAD CENTRAL DE BAYAMÓN has designed and implemented an audit and reporting system that:

(i) measures the effectiveness of our program;

(ii) indicates any need for remedial action;

(iii) assists us in determining the degree to which our objectives have been obtained;

(iv) assists us in determining whether individuals with known disabilities have had the opportunity to participate in all UNIVERSIDAD CENTRAL DE BAYAMÓN-sponsored educational, training, recreational, and social activities; and

(v) measures our compliance with specific obligations.

These are the responsibility of the EEO Officer.

Where problems are identified UNIVERSIDAD CENTRAL DE BAYAMÓN will undertake the necessary action to bring the program into compliance.

UNIVERSIDAD CENTRAL DE BAYAMÓN retains all records relating to employment decisions, such as advertisements and postings, applications and resumes, interview notes, tests and test results, requests for accommodation, etc. for a period of two years from the date the record was made or the date of the selection decision, whichever occurs first.
XII. RESPONSIBILITY FOR IMPLEMENTATION

41 CFR 60-250.44 (i), 41 CFR 60-300.44 (i), 41 CFR 60-741.44 (i)

UNIVERSIDAD CENTRAL DE BAYAMÓN's Company's President has overall responsibility for the Program and Elaine Núñez, Human Resources Director is designated as the EEO Officer and is responsible for implementing, monitoring, and administering the Program. Implementation of this program has the support of top management. Among other things, the EEO Officer will:

1. Develop policy statements, affirmative action programs, and internal and external communication techniques, including discussions with managers, supervisors, and employees to ensure that UNIVERSIDAD CENTRAL DE BAYAMÓN policy is being followed.

2. Identify problem areas in the implementation of the affirmative action programs in conjunction with line management and develop solutions.

3. Serve as liaison between the contractor and enforcement agencies.

4. Serve as liaison between the contractor and organizations by and for disabled workers, and covered veterans.

5. Keep management informed of the latest developments in the affirmative action area.

6. Arrange for career counseling as requested by known disabled workers and covered veterans.

7. Advise supervisors that their work performance will include the prevention of harassment of employees placed through affirmative action efforts.

XIII. TRAINING OF PERSONNEL INVOLVED IN SELECTION

41 CFR 60-250.44 (j), 41 CFR 60-300.44 (j), 41 CFR 60-741.44 (j)

All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes shall be trained to ensure that the commitments in UNIVERSIDAD CENTRAL DE BAYAMÓN's Affirmative Action Program are carried out.
XIV. OTHER COMPLIANCE REQUIREMENTS

As required by applicable regulations, UNIVERSIDAD CENTRAL DE BAYAMÓN:

Will include the equal opportunity clause in each of our covered contracts and purchase orders, either in totality or by incorporation by reference. 41 CFR 60-741.5, -250.5, -300.5

Will post in conspicuous places, available to applicants and employees, notices in the form prescribed by the Department of Labor which state UNIVERSIDAD CENTRAL DE BAYAMÓN's obligation under the law to refrain from discrimination and to engage in affirmative action with respect to individuals with disabilities, and covered veterans. UNIVERSIDAD CENTRAL DE BAYAMÓN will ensure that applicants or employees who are specially disabled veterans are informed of the contents of the notice. 41 CFR 60-741.5, 41 CFR -250.5, 41 CFR -300.5

Will not deny a qualified individual with a disability equal access to insurance or subject such individual to different terms or conditions of insurance based on disability alone, if the disability does not pose increased risks. 41 CFR 60-741.25, CFR -250.25, 41 CFR -300.25
¿Por qué se le está pidiendo que complete este formulario?

Debido a que nosotros hacemos negocios con el gobierno, tenemos que acercarnos, contratar y proporcionar igualdad de oportunidades a personas calificadas con discapacidad. Para ayudarnos a medir que tan bien lo estamos haciendo, le estamos pidiendo que nos diga si usted tiene alguna discapacidad o si alguna vez tuvo alguna discapacidad. Completar este formulario es voluntario, pero esperamos que usted elija hacerlo. Si usted está solicitando un empleo, cualquier respuesta que usted proporcione se mantendrá confidencial y no será utilizada en su contra de ninguna manera.

Si usted ya trabaja para nosotros, su respuesta no será utilizada en su contra de ninguna manera. Debido a que una persona puede convertirse en discapacitada en cualquier momento, estamos obligados a solicitar a todos nuestros empleados que actualicen su información cada cinco años. Usted puede voluntariamente identificar que tiene alguna discapacidad en este formulario sin temor a ningún castigo porque no identificó que tenía alguna discapacidad antes.

¿Cómo puedo saber si tengo una discapacidad?

Se considera que usted tiene una discapacidad si usted tiene un impedimento físico o mental o una condición médica que limite sustancialmente alguna actividad importante de la vida, o si usted tiene un historial o registro de tal impedimento, o condición médica.

Las discapacidades incluyen, pero no se limitan a:

- Ceguera       - Autismo
- Sordera       - Parálisis cerebral
- Cáncer        - VIH/SIDA
- Diabetes      - Esquizofrenia
- Epilepsia     - Distrofia muscular
- Trastorno de estrés postraumático (TEPT)
- Trastorno obsessivo-compulsivo
- Deficiencias que requieren el uso de una silla de ruedas
- Discapacidad intelectual (antes llamado retraso mental)

Favor marcar una de las casillas siguientes:

☐ SÍ, TENGO UNA DISCAPACIDAD (o he tenido una discapacidad)

☐ NO, NO TENGO NINGUNA DISCAPACIDAD

☐ NO DESEO CONTESTAR

Su Nombre

Fecha del día de Hoy
La ley federal requiere que los empleadores proporcione ajustes razonables a personas calificadas con discapacidades. Favor díganos si usted necesita algún ajuste razonable para solicitar un empleo o para desempeñar su trabajo. Ejemplos de ajustes razonables incluyen hacer un cambio en el proceso de aplicación o los procedimientos de trabajo, proporcionar los documentos en un formato alternativo, el uso de un intérprete de lenguaje de signos, o el uso de equipo especializado.

1 Sección 503 de la Ley de Rehabilitación de 1973, y sus modificatorias. Para obtener más información acerca de este formulario o sobre las obligaciones de igualdad en el empleo de contratistas federales, visite la página web de la Oficina de Programas de Cumplimiento de Contratos Federales (OFCCP, por sus siglas en inglés) del Departamento de Trabajo de los EE.UU. www.dol.gov/ofccp.

DECLARACIÓN PÚBLICA OBLIGATORIA: De acuerdo con la Ley de Reducción de Trámites de 1995 ninguna persona está obligada a responder a una solicitud de información a menos que la misma muestre un número de control OMB válido. Esta encuesta debe tomar alrededor de 5 minutos para ser completada.
Auto-Identificación Voluntaria de Discapacidad

¿Por qué se le está pidiendo que complete este formulario?

Debido a que nosotros hacemos negocios con el gobierno, tenemos que acercarnos, contratar y proporcionar igualdad de oportunidades a personas calificadas con discapacidad. Para ayudarnos a medir que tan bien lo estamos haciendo, le estamos pidiendo que nos diga si usted tiene alguna discapacidad o si alguna vez tuvo alguna discapacidad. Completar este formulario es voluntario, pero esperamos que usted elija hacerlo. Si usted está solicitando un empleo, cualquier respuesta que usted proporcione se mantendrá confidencial y no será utilizada en su contra de ninguna manera.

Si usted ya trabaja para nosotros, su respuesta no será utilizada en su contra de ninguna manera. Debido a que una persona puede convertirse en discapacitada en cualquier momento, estamos obligados a solicitar a todos nuestros empleados que actualicen su información cada cinco años. Usted puede voluntariamente identificar que tiene alguna discapacidad en este formulario sin temor a ningún castigo porque no identificó que tenía alguna discapacidad antes.

¿Cómo puedo saber si tengo una discapacidad?

Se considera que usted tiene una discapacidad si usted tiene un impedimento físico o mental o una condición médica que limita sustancialmente alguna actividad importante de la vida, o si usted tiene un historial o registro de tal impedimento, o condición médica.

Las discapacidades incluyen, pero no se limitan a:

- Ceguera
- Sordera
- Cáncer
- Diabetes
- Epilepsia
- Autismo
- Parálisis cerebral
- VIH/SIDA
- Esquizofrenia
- Distrofia muscular
- Trastorno bipolar
- Depresión aguda
- Esclerosis múltiple (EM)
- Ausencia de extremidades o Ausencia parcial de extremidades
- Trastorno de estrés postraumático (TEPT)
- Trastorno obsesivo-compulsivo
- Deficiencias que requieren el uso de una silla de ruedas
- Discapacidad intelectual (antes llamado retraso mental)

Favor marcar una de las casillas siguientes:

☐ SÍ, TENGO UNA DISCAPACIDAD (o he tenido una discapacidad)

☐ NO, NO TENGO NINGUNA DISCAPACIDAD

☐ NO DESEO CONTESTAR

_________________________  ___________________________
Su Nombre                  Fecha del día de Hoy
La ley federal requiere que los empleadores proporcioneon ajustes razonables a personas calificadas con discapacidades. Favor díganos si usted necesita algún ajuste razonable para solicitar un empleo o para desempeñar su trabajo. Ejemplos de ajustes razonables incluyen hacer un cambio en el proceso de aplicación o los procedimientos de trabajo, proporcionar los documentos en un formato alternativo, el uso de un intérprete de lenguaje de signos, o el uso de equipo especializado.

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DECLARACIÓN PÚBLICA OBLIGATORIA: De acuerdo con la Ley de Reducción de Trámites de 1995 ninguna persona está obligada a responder a una solicitud de información a menos que la misma muestre un número de control OMB válido. Esta encuesta debe tomar alrededor de 5 minutos para ser completada.
1. This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- 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.
- 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.
- 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.
- 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 United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor’s Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

2. [THE FOLLOWING TEXT SHOULD BE USED WHEN EXTENDING THE PRE-OFFER INVITATION AS REQUIRED BY 41 CFR 60-300.42(a). THE DEFINITIONS OF THE SEPARATE CLASSIFICATIONS OF PROTECTED VETERANS SET FORTH IN PARAGRAPH 1 MUST ACCOMPANY THIS SELF-IDENTIFICATION REQUEST.] If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

[ ] I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE

[ ] I AM NOT A PROTECTED VETERAN
As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below.

I BELONG TO THE FOLLOWING CLASSIFICATIONS OF PROTECTED VETERANS (CHOOSE ALL THAT APPLY):

[ ] DISABLED VETERAN
[ ] RECENTLY SEPARATED VETERAN
[ ] ACTIVE WARTIME OR CAMPAIGN BADGE VETERAN
[ ] ARMED FORCES SERVICE MEDAL VETERAN

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 it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the 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.

3. 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.

4. 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 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 the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

5. [The contractor should here insert a brief provision summarizing the relevant portion of its affirmative action program.]
---- VEVRAA ------

Inclusion of the equal opportunity clause in the contract.

It is not necessary to include the equal opportunity clause verbatim in the contract. The clause shall be made a part of the contract by citation to 41 CFR 60-300.5(a) and inclusion of the following language, in bold text, after the citation:

“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.”

---- SECTION 503 ------

Inclusion of the equal opportunity clause in the contract.

It is not necessary to include the equal opportunity clause verbatim in the contract. The clause shall be made a part of the contract by citation to 41 CFR 60-741.5(a) and inclusion of the following language, in bold text, after the citation:

“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.”