

Notice and Invitation to Protected Veterans and Individuals with Disabilities

**To: All Employees
Applicants Receiving Offers of Employment**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified protected veterans and individuals with disabilities. To help us measure how well we are doing, we are asking you to tell us if you belong to one or more of the veteran categories below and/or are an individual with a disability. Providing this information is voluntary.

If you would like to self-identify as either a protected veteran and/or as an individual with a disability, please contact the Human Resources Department. You can update your veteran and/or disability status now, or at any future time.

If you have a disability, 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.

Any information you provide will be used only in accordance with the requirements of the Acts. Such information will be kept confidential except for: (1) supervisors and managers may be informed regarding restrictions on work or duties, and regarding necessary accommodations; (2) 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 (3) Government officials engaged in enforcing relevant laws may be informed.

The written *Affirmative Action Program for Protected Veterans* and *Affirmative Action Program for Individuals with Disabilities* may be inspected during normal business hours by contacting the Human Resources Department.

Definitions

Disabled veteran means: (1) 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 (2) a person who was discharged or released from active duty because of a service-connected disability.

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.

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 laws administered by the Department of Defense.

Armed Forces service medal veteran means any 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 (61 FR 1209).

For the purposes of self-identification, an **individual with a disability** means any person who has a physical or mental impairment which substantially limits one or more major life activity, or has a record of such impairment.

In general, **major life activities** include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working.