



# Veterans

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Effective March 24, 2014 Federal contractors and sub-contractors were required to solicit voluntary self-identification of protected veteran status, track the results of outreach efforts set benchmarks for hiring protected veterans.

## When do I need to offer the self identification forms?

**§60-300.42 Invitation to self-identify** indicates the offer is to be made at two times.

(a) Pre-offer. The contractor shall invite applicants to inform the contractor whether the applicant believes that he or she is a protected veteran who may be covered by the Act. This invitation may be included in the application materials for the position, but in any circumstance shall be provided to applicants prior to making an offer of employment to a job applicant.

(b) Post-offer. In addition to the invitation in paragraph (a) of this section, the contractor shall invite applicants to inform the contractor whether the applicant believes that he or she belongs to one or more of the specific categories of protected veteran for which the contractor is required to report pursuant to 41 CFR part 61-300. Such an invitation shall be made at any time after the offer of employment but before the applicant begins his or her job duties.

## Which veterans are considered protected under these rules?

### Disabled Veterans

- 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 Veterans

- 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 Duty Wartime or Campaign Badge Veterans

- 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 Veterans

\*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.

## What is the recordkeeping obligation?

Per §60-300.44 (4) Recordkeeping obligation: The contractor shall document all activities it undertakes to comply with the obligations of this section, and retain these documents for a period of three (3) years.