

Invitation to Self-Identify for Protected Veterans [42 CFR 60-300.42]

Document Number: HR-304.002

Northern Plains Laboratory is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, (VEVRAA) which requires Government contractors to take affirmative action to employ and advance veterans in employment. VEVRAA prohibits discrimination and requires affirmative action in all personnel practices regarding protected veterans. The status covers disabled veterans, and other veterans who served during a war, or in a campaign or expedition for which a campaign badge has been authorized.

DEFINITIONS:

Disabled Veteran:

- 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 a 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 1-800-4-USA-DOL.

Armed Forces Service Medal Veteran: any veteran who, while serving on active duty in the armed forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 CFR 1209).

Invitation to Self-Identify for Protected Veterans [42 CFR 60-300.42]

Document Number: HR-304.002

Recently Separated Veteran: 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: veteran 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.

INVITATION TO VETERANS

If you are a disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, or Armed Forces service medal veteran, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us by notifying the Internal Support Coordinator at 701-530-5758 or the Administrative Director at 701-530-5724.

If you are a disabled veteran, please assist us by telling us about:

- a. 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 you can be considered for any positions of that kind
- b. accommodations which we could make that enable you to perform the job properly and safely (including special equipment, changes in the physical layout of the job, elimination of certain job related duties, provisions of personal assistance, and other accommodations). This information will assist us in placing you in an appropriate position and in making accommodations for your disability.

POLICY:

1. You may inform us of your desire to benefit under this program at this time and/or at any time in the future. This information will assist in placing you in an appropriate position.

All applicants are invited to voluntarily inform NPL whether they are a protected veteran before an offer of employment is made in compliance with 41 CFR 60-300.42(a).

The Voluntary Self-identification form pre job offer is distributed as an addendum to the employment application.

Invitation to Self-Identify for Protected Veterans [42 CFR 60-300.42]

Document Number: HR-304.002

The Voluntary Self-identification form post job offer is distributed during the new employee orientation session and is in compliance with 41 CFR 60-300.42(b). In addition, this form is available in the administrative area for employees to complete at any time.

NPL invited all current employees to voluntarily self-identify in July 2014, and will do so every 5 years thereafter. In addition, at least once within the 5 year time frame, employees will be reminded that they may voluntarily update their disability status at any time.

In addition, the voluntary self-id form for protected veterans is available in the administrative area for employees to complete at any time.

NPL stores all self-identification responses in a separate file created for this purpose.

2. Submission of this information is voluntary and you will not be subject to any adverse treatment. The information will be used in ways consistent with the Vietnam Era Veterans' Readjustment Act of 1974, as amended.
3. 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 OFCCP, or enforcing the Americans with Disabilities Act, as amended, may be informed.
4. A written copy of this Affirmative Action Program is available for inspection by any employee or applicant for employment, during normal business hours, in the Administrative Area. Interested persons should contact the Internal Support Coordinator at 701-530-5758 for assistance.
5. If you are a disabled veteran, it would assist us if you tell us about 1) any special methods, skills and procedures that 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 position of that kind, and 2) any accommodations that we could make that would enable you to perform the job including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations. This information will assist us in placing you in an appropriate position and making accommodations for your disability.

Invitation to Self-Identify for Protected Veterans [42 CFR 60-300.42]

Document Number: HR-304.002

6. Any applicant or employee that feels they have been subject to harassment, intimidation, threats or discrimination should contact the Internal Support Coordinator at 701-530-5758. An alternate route of reporting such claims would be to contact the Laboratory Administrative Director at 701-530-5724 or the Medical Director at 701-530-6683.