



# Invitation to Self Identify

American University collects and reports statistics on gender, race, and employees who identify as a protected veteran as part of its regular affirmative action reporting.

## EMPLOYEE INFORMATION

Name \_\_\_\_\_

AU ID \_\_\_\_\_

Position Title \_\_\_\_\_

I am a  Full Time Employee

Department \_\_\_\_\_

Part Time Employee

## AFFIRMATIVE ACTION REPORTING

The information that is identified here will be used for Federal reporting purposes only. Please note that the categories of race are based on Federal guidelines for affirmative action reporting.

### Gender

Female

Male

**Ethnic Origin:** Are you Hispanic/Latino?

Yes

No

### Race

American Indian or Alaskan Native

Asian

White

Black or African American

Native Hawaiian or Pacific Islander

## PROTECTED VETERAN STATUS

As a Government contractor subject to VEVRAA, American University is 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. "Protected veteran" categories are identified in 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. Definitions of each classification of veteran are found on the reverse side of this form. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box(es) 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

See reverse side for definitions of veteran categories and additional information.



# Definitions of Protected Veterans

## **DISABLED VETERAN**

A “disabled veteran” is one of the following: (a) a veteran of the U.S. military, ground, naval, or air force 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 Veteran Affairs; or (b) a person who is discharged or released from active duty because of a service-connected disability.

## **RECENTLY SEPARATED VETERAN**

“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 VETERAN**

“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 VETERAN**

“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.

## **IMPORTANT NOTE**

If you are a disabled veteran, it would assist the university if you will provide information as to whether there are any accommodations we can make that will enable you to perform the essential functions of the job. Please contact Employee Relations at x2607 if you need to request an accommodation.

The submission of this form 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 VEVRAA, as amended.

The information you submit will be kept confidential, expect 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.

American University abides by the requirements of 41 C.F.R. 60-300.5(a). This regulation requires affirmative action by covered contractors to employ and advance in employment qualified protected veterans.

Thank you for your service.