

VOLUNTARY & CONFIDENTIAL
INVITATION TO SELF-IDENTIFY AS A DISABLED INDIVIDUAL OR COVERED VETERAN
(To be distributed to each new or transfer employee, after a job offer is made)

It is the policy of MU, as a government contractor, to provide equal opportunity to any employee or applicant for employment, regardless of whether he or she is an individual with a disability or a covered veteran. MU will also take affirmative action to employ, and to advance in employment, individuals with qualified disabilities and covered veterans, as respectively noted in section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. Please see below for regulatory language.

If you are an individual with a disability or are a special disabled veteran, veteran of the Vietnam era, disabled veteran, recently separated veteran, other protected 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. You may inform us of your desire to benefit under the program at this time or at any time in the future. This information will assist with your employment and in making accommodations for your disability, if needed.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be kept confidential and used only in ways that are consistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or Section 503 of the Rehabilitation Act, as amended. See below for details.

You do not need to complete this form if you do not want to identify a disability or your veteran status.

Name:	Emplid:
Phone #:	Department:
*Disability:	
Accommodation requested, if any:	

***An individual with a disability** means any person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

PLEASE CHECK ALL THAT APPLY:

- A **"veteran of the Vietnam era"** means a veteran of the U.S. military, ground, naval, or air service, any part of whose service was during the period August 5, 1964 through May 7, 1975, who (1) served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge, or (2) was discharged or released from active duty because of a service-connected disability. "Vietnam era veteran" also includes any veteran of the U.S. military, ground, naval, or air service who served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.
- A **"disabled veteran"** means a veteran who served on active duty in the U.S. military ground, naval, or air service who: (1) is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to disability compensation) under laws administered by the Secretary of Veterans Affairs, or (2) was discharged or released from active duty because of a service-connected disability.
- A **"recently separated veteran,"** means any veteran who served on active duty during the three-year period beginning on the date of such veteran's discharge or release from active duty. Discharge Date: _____
- An **"other protected veteran"** means any other 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.
- 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 (61 Fed. Reg. 1209).

If you need additional information or assistance, please contact either of the following:

Human Resource Services (MU), 573-882-4256 V (Relay Missouri: 1-800-RELAY MO [735-2966]);
umchrs@missouri.edu

Noel English, Manager, MU Equity Office, 573-882-9069; englishno@missouri.edu

Employees should submit this form to MU Human Resource Services, 1095 Virginia Avenue, Room 101, Columbia, MO 65211.

HRS USE ONLY	
Date of Contact:	
HRP:	Date Imaged:

Regulatory Language

CFR Part 60-741.42

1. This employer is a Government contractor subject to section 503 of the Rehabilitation Act of 1973, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities. If you have a disability and would like to be considered under the affirmative action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. This information will assist us in placing you in an appropriate position and in making accommodations for your disability. [The contractor should here insert a brief provision summarizing the relevant portion of its affirmative action program.] Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit about your disability will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by OFCCP or the Americans with Disabilities Act, may be informed. The information provided will be used only in ways that are not inconsistent with section 503 of the Rehabilitation Act.

2. If you are an individual with a disability, we would like to include you under the affirmative action program. It would assist us if you tell us about (i) 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 that you will be considered for any positions of that kind, and (ii) the accommodations which we could make which would enable you to perform the job properly and safely, 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.

CFR Part 60-741.42

1. This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans.

2. [The following text should be used when extending an invitation to veterans of the Vietnam era, recently separated veterans, and other protected veterans only.] If you are a veteran of the Vietnam era, recently separated veteran, or other protected 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. The term "veteran of the Vietnam era" refers to 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. The term also refers to a person who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed 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. The term "recently separated veteran" refers to any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty. The term "other protected veteran" refers to a person who served on active duty 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.