# INVITATION TO SELF-IDENTIFY FOR PROTECTED VETERANS

CDS 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 statute covers disabled veterans, Armed Forces service medal veterans, recently separated veterans, and other veterans who served during a war, or in a campaign or expedition for which a campaign badge has been authorized.

If you are a 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 qualify as a disabled veteran, recently separated veteran, other protected veteran or Armed Forces service medal veteran and would like to be included under the affirmative action program, please let us know.

You may inform us of your desire to benefit under our affirmative action program at this time or at any time in the future.

Submission of this information 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 the VEVRAA, as amended.

The information that you submit will be kept confidential, except that:

* + Supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations;
	+ 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
	+ Government officials engaged in enforcing laws administered by OFCCP, or enforcing the Americans with Disabilities Act, as amended, may be informed.

CDS will take affirmative steps to employ qualified Vietnam era, special disabled, recently separated, and other protected veterans. We will take Affirmative Action to ensure that all employment practices are free of discrimination against certain veterans who served on active duty and special disabled veterans. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selective layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. A complete written copy of our affirmative action plan is available for review by any employee or applicant for employment, during normal business hours in our Human Resources Department. Interested persons should contact the Chief Operations Officer for assistance.

If you are a disabled veteran it would assist us if you tell us about:

* + 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 positions of that kind, and
	+ 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 in making accommodations for your disability.