



THE METROPOLITAN DISTRICT

AFFIRMATIVE ACTION PLAN

**FOR VETERANS AND
INDIVIDUALS
WITH DISABILITIES**

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SECTION A

PREFACE

The Metropolitan District is committed to the concept and practice of equal opportunity and affirmative action. In the preparation of this Affirmative Action Plan, The District has been guided by Section 503 of the Rehabilitation Act of 1973 (as amended) (29 U.S.C. Section 793) and implementation of the Office of Federal Contract Compliance Programs (OFCCP) regulations (41 C.F.R. Part 60-741 and Part 60-250), and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (as amended) (38 U.S.C. Sections 4211 and 4212). Nothing contained in this Affirmative Action Plan or its supporting data should be construed as an admission by The District, in whole or in part, that it has contravened any federal, state, or local employment practice laws.

In developing and implementing this Affirmative Action Plan, The District has been guided by its established policy of providing equal employment opportunity. Nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this Affirmative Action Plan has been developed with strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

The District firmly believes in the wide distribution of its affirmative action policies and equal opportunity practices and makes this Affirmative Action Plan available to employees and applicants upon request.

All monitoring system reports as required by federal regulations and laws are completed as required.

POLICY STATEMENT FOR VETERANS AND INDIVIDUALS WITH DISABILITIES
41 C.F.R. 60-741.44(a), - 250.1

It is the policy of The Metropolitan District not to discriminate on the basis of a physical or mental disability or an individual's status as a special disabled veteran, a veteran of the Vietnam Era, other protected veteran, or recently separated veterans ("Covered Veterans") with regard to recruitment, advertising, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. The District does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities and Covered Veterans without discrimination based upon their physical or mental disability, or veteran status, in all employment practices as follows:

The Diversity Officer, Doris Poma will manage The District's Affirmative Action Plan for individuals with disabilities and Covered Veterans.

Employment decisions at The District are based only on job-related criteria. All personnel actions or programs that affect qualified individuals with disabilities or Covered Veterans, such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based upon the individual's physical or mental disability or his or her status as a veteran.

The District makes, and will continue to make, reasonable accommodations to promote the employment of qualified individuals with disabilities and special disabled veterans, unless such accommodations would impose an undue hardship on The District's business.

The Affirmative Action Plan includes an audit and reporting system, which, among other things, measures the effectiveness of the Affirmative Action Plan. All managers and supervisors will take an active part in The District's Affirmative Action Plan to ensure that all qualified employees and prospective employees who have disabilities or are Covered Veterans are considered and treated in a non-discriminatory manner with respect to all employment decisions.

The Diversity Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action for individuals with disabilities and Covered Veterans.

In accordance with public law, The District's plan of affirmative action for individuals with disabilities and Covered Veterans is available for inspection in the Human Resources Department during regular business hours upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, as amended or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

Charles P. Sheehan
Chief Executive Officer

Date

SECTION C

RESPONSIBILITY FOR IMPLEMENTATION 41 C.F.R. 60-741.44(i); 41 C.F.R. 60-250.44(i)

Affirmative Action for individuals with disabilities and Covered Veterans is the responsibility of managers and supervisors at The District. The District's Diversity Officer, Doris Poma is responsible for the implementation and monitoring of this Affirmative Action Plan. The Diversity Officer has the support and staff to manage the implementation of this Plan. In carrying out this responsibility, the Diversity Officer and designated staff will:

1. Oversee regular discussions with managers and supervisors to ensure that The District's policies are being followed.
2. Advise managers and supervisors that their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria, and that The District is obligated to prevent harassment of employees placed through affirmative action efforts.
3. Identify, in conjunction with line management, known employees with disabilities and Covered Veterans and any problem areas in implementing the Affirmative Action Plan, and develop solutions, including possible modes of accommodation.
4. Design and implement internal audit and reporting systems that will measure the effectiveness of The District's plan, indicate the need for remedial action, determine the degree to which The District's objectives have been attained, determine whether known employees with disabilities and Covered Veterans have had the opportunity to participate in all District-sponsored educational, training, recreational, and social activities, and ensure that each District location is in compliance with applicable laws and regulations.
5. Serve as liaison between The District and enforcement agencies and between The District and organizations of and for veterans and persons with disabilities.
6. Encourage active involvement by District representatives in the community service programs of local organizations of and for individuals with disabilities and Covered Veterans.
7. Keep management informed of the latest developments in the entire affirmative action area.
8. Arrange for career counseling for known employees with disabilities and Covered Veterans, where appropriate.

SECTION D

REQUEST FOR SELF-IDENTIFICATION

41 C.F.R. 60-741.42, 41 C.F.R. 60-250.42

Following an offer of employment but prior to an individual beginning his or her employment responsibilities, The District invites job applicants who are individuals with disabilities or Covered Veterans and believe themselves covered by the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, to identify themselves in order to receive the benefits of affirmative action (see Exhibit 2). If an individual identifies himself or herself as an individual with a disability or a special disabled veteran, The District seeks the advice of the individual concerning any necessary accommodations to allow the individual to perform his or her job.

SECTION E

REVIEW OF PERSONNEL PROCESSES 41 C.F.R. 60-741.44(b); 41 C.F.R. 60-250.44(b)

The District continues to review its personnel procedures to determine whether they ensure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Covered Veterans for job vacancies, promotions, and/or educational or training opportunities. This ongoing review ensures that the personnel processes facilitate the implementation of The District's affirmative action objectives.

Vacancies are advertised and applications are accepted from any interested person. The District's employment application includes a full non-discrimination statement to inform applicants of The District's policy of equal employment.

The disability or veteran status of any otherwise qualified individual who applies for any vacancy, promotion, transfer, or training opportunity will not be a factor in employment decisions. The District periodically reviews physical and mental job qualifications to ensure that they do not screen out individuals with disabilities or Covered Veterans for reasons that are not job-related, not consistent with business necessity, and not consistent with the safe performance of the essential functions of the job. Thus, individuals with disabilities and Covered Veterans who meet job qualifications will be considered on an equal basis with all other applicants. Moreover, The District considers military experience only to the extent that it increases the veteran's qualification for the job. The District ensures that its personnel processes do not stereotype individuals with disabilities or Covered Veterans.

Consistent with the regulations, The District has instituted the following procedures:

1. The personnel records of each known covered individual will include (1) the identification of each promotion for which the person was considered, and (2) the identification of each training program for which the person was considered.
2. In each case where a covered individual is rejected for employment, training, or promotion, a statement of the reasons will be appended to the file.
3. When applicants or employees are selected for hire, promotion, or training and The District undertakes any accommodation that makes it possible to place a covered individual in the job, The District will keep a record of the accommodation in a confidential medical file.
4. When applicants or employees are selected for hire, promotion, or training and The District undertakes any accommodation that makes it possible to place a covered individual in the job, The District will keep a record of the

accommodation in a confidential medical file.

This information will be quickly retrievable for review by government officials and The District's personnel officials for use in investigations and compliance activities.

SECTION F

REVIEW OF PHYSICAL AND MENTAL JOB REQUIREMENTS 41 C.F.R. 60-741.44(c), 41 C.F.R. 60-250.44(c)

The District reviews physical and mental job qualification requirements when job qualification requirements are established or revised to ensure that qualification requirements do not screen out qualified individuals with disabilities or qualified Covered Veterans for reasons that are not job-related, not consistent with business necessity and are not consistent with the safe performance of the essential functions of the job.

To the extent that any physical or mental job qualification measurements tend to screen out qualified individuals with disabilities or qualified special disabled veterans in the selection of employees or applicants for employment or in other change in employment events such as promotions or training, The District will ensure that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

SECTION G

ACCOMMODATIONS

41 C.F.R. 60-741.44(d), 41 C.F.R. 60-250.44(d)

The District has made and will continue to make reasonable accommodations, that do not impose undue hardships on its business, for the known physical and mental limitations of otherwise qualified employees and job applicants.

Among the specific accommodations for individuals with disabilities and special disabled veterans that have been implemented are the following:

1. A personal leave policy that enables eligible employees to accumulate paid time off to be used for medical appointments, personal illness, or any other reason.
2. A medical leave of absence is available to any employee who provides documentation of a disability.
3. If necessary, The District will take steps to provide reasonable accommodations to facilitate access to work areas by employees or applicants who are qualified individuals with disabilities or Covered Veterans.
4. If necessary to accommodate a disability, The District will attempt to redesign jobs to eliminate non-essential functions unless the redesign creates an undue hardship.
5. Handicapped parking for individuals with disabilities or special disabled veterans is available at the various sites of the Commission.

If an individual has a disability, or acquires a disability, or is a special disabled veteran, he or she is encouraged to tell The District about any possible accommodations, training and/or procedures that would qualify him or her for positions that he or she might not otherwise be able to perform. These individuals may contact the Diversity Officer to discuss accommodations that would enable him or her to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties related to the job, provision of personal assistance services, and/or other accommodations.

When an employee is an individual with a disability or a special disabled veteran having significant difficulty performing his or her job and The District reasonably concludes that the performance issues may be related to the known disability, The District will notify the employee of the performance problem and confidentially inquire whether this is related to the employee's disability. If the employee indicates that his or her disability is impacting his or her performance, The District will engage in confidential discussions with the employee regarding reasonable accommodations to improve performance.

SECTION H

COMPENSATION

41 C.F.R. 60-741.21(I); 41 C.F.R. 60-250.21(I)

In offering employment or promotions, The District does not reduce the amount of compensation offered to individuals with disabilities or Covered Veterans because of any disability income, pension, or other benefit that the employee receives from another source.

SECTION I

OUTREACH, RECRUITMENT AND EXTERNAL DISSEMINATION OF POLICY 41 C.F.R. 60-741.44(f), 41 C.F.R. 60-250.44(f)

The District has reviewed its employment practices to determine whether personnel programs provide the required affirmative action for employment and advancement of qualified individuals with disabilities and qualified Covered Veterans.

While The District believes that there are no deficiencies in its current employment practices with respect to these covered employees, it has planned the following outreach, recruitment, and external dissemination programs to augment its existing affirmative efforts:

1. All executives, managers and supervisors of The District will be encouraged to assist in the effort to disseminate The District's policy of affirmative action to individuals outside The District.
2. Recruiting sources will be requested to actively recruit and refer qualified individuals with disabilities and qualified Covered Veterans for all positions.
3. The District will enlist the assistance and support of local recruiting sources, social service agencies and organizations especially knowledgeable about the availability of individuals with disabilities and Covered Veterans.

These sources will be informed of The District's Affirmative Action Plan and will be asked to refer qualified individuals with disabilities and qualified Covered Veterans for employment consideration, including those not currently in the workforce who have requisite skills.

4. The District will incorporate the affirmative action clause for individuals with disabilities in purchase orders, leases, and contracts covered by the Rehabilitation Act of 1973, as amended, and its implementing regulations. The affirmative action clause for Covered Veterans will be incorporated in purchase orders, leases, and contracts covered by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and its implementing regulations.
5. The District will notify local organizations, community agencies, secondary schools, and colleges known to specialize in assisting individuals with disabilities and Covered Veterans about The District's policy of affirmative action and request their advice, assistance and referrals of potential employees.

6. The District will make reasonable accommodations for qualified individuals with disabilities and qualified special disabled veterans.
7. The District will take positive steps to attract qualified individuals with disabilities and Covered Veterans not currently in the work force who have requisite skills.
8. The District will review the employment records of its employees with disabilities and Covered Veterans as part of an ongoing career development program, to determine the availability of promotable, qualified individuals with disabilities and to determine whether present and potential skills are being fully utilized or developed.
9. The District will send written notification of The District's Affirmative Action Plan policy to all contractors, subcontractors, vendors, and suppliers.
10. The District is an Equal Opportunity Employer and the following language will be used on all external vacancy advertisements " The MDC **seeks** to enhance the diversity of its workforce. People of color, women, veterans and persons with disabilities are **strongly encouraged** to apply. EOE/AA/M/F/D/V"

SECTION J

INTERNAL DISSEMINATION OF POLICY 41 C.F.R. 60-741.44(g); 41 C.F.R. 60-250.44(g)

The District recognizes that, however strong its outreach program, internal support from managers and supervisors is necessary to ensure maximum effectiveness of its Affirmative Action Plan for individuals with disabilities and Covered Veterans. Accordingly, The District will utilize the following procedures to maximize the internal implementation and dissemination of its policy:

1. The District will invite employees who are individuals with disabilities or Covered Veterans to participate on Affirmative Action Program Committees.
2. The District will communicate to employees its obligation to take affirmative action to employ qualified individuals with disabilities and qualified Covered Veterans and will encourage employee referral of covered applicants.
3. The policy on affirmative action for veterans and individuals with disabilities is posted on the District's bulletin boards. The posting includes a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.
4. Meetings with executive management and supervisory personnel will be conducted at least annually to explain The District's policy of affirmative action and to impart to these personnel their responsibility in making the Affirmative Action Plan a success.
5. The District's policy of affirmative action is disseminated to successful candidates once the job offer has been extended.

SECTION K

DEVELOPMENT AND EXECUTION OF AFFIRMATIVE ACTION PROGRAMS

In addition to the affirmative action programs previously mentioned, The District is developing and /or executing the following programs:

1. The District will continue to review all physical or mental job qualifications.
2. The District will continue to review and evaluate its entire personnel selection process, including training and promotion, to ascertain whether the process permits the stereotyping of individuals with disabilities or Covered Veterans in a manner that limits their access to jobs for which they are qualified.
3. All personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes will be trained on affirmative action for individuals with disabilities and Covered Veterans.
4. If The District holds briefing sessions for recruitment sources, representatives from agencies that specialize in assisting individuals with disabilities and Covered Veterans will be included. Formal arrangements will be made for the referral of job applicants, for follow-up, and for feedback on the disposition of applicants referred.
5. The District will provide opportunities for employees with disabilities and Covered Veterans to discuss any performance problems and any need for accommodation with their supervisors or the Human Resources Department.
6. As The District makes employees available for participation in community activities, employees who are individuals with disabilities or Covered Veterans will be encouraged to participate.
7. When The District conducts recruiting efforts at various schools, special efforts will be made to reach students with disabilities and Covered Veterans.

SECTION L

INTERNAL REVIEW PROCEDURE

The District has an internal review procedure whereby individuals with disabilities and Covered Veteran employees can raise any issues or claims that may arise during the course of their employment. General communications procedures encourage any and all employees, including those with disabilities or who are Covered Veterans, to discuss such issues or claims. All matters brought to the attention of the Diversity Officer will be formally and confidentially addressed. Information provided to the Diversity Officer will be kept confidential as far as practicable and in accordance with all applicable laws.

SECTION M

MONITORING AND REPORTING SYSTEM

41 C.F.R. 60-741.44(h); 41 C.F.R. 60-250.44(h)

It is the responsibility of The District's Diversity Officer to monitor all employment and personnel practices to ensure compliance with applicable regulations and adherence to The District's Policy Statement, to report specific problems to the appropriate management personnel, and to measure the effectiveness of The District's Affirmative Action Plan.

The District's audit and reporting system is designed to:

1. Identify any need for remedial action;
2. Determine the degree to which The District's objectives are being attained;
3. Determine whether individuals with known disabilities or Covered Veterans have had full opportunity to participate in all District sponsored educational, training, recreational and social activities;
4. Measure The District's compliance with the Affirmative Action Plan's specific objectives.

To ensure that the audit system is effective, all records concerning applicants with disabilities or Covered Veterans will be kept for two years, and all personnel actions involving these employees will be maintained as a part of their personnel files.

Special reports summarizing affirmative action efforts to assist covered employees, descriptions of any formal complaints, etc., will be provided to the members of executive management upon request.

SECTION N

HARASSMENT

41 C.F.R. 60-741.44(e); 41 C.F.R. 60-250.44(e)

The District has developed and implemented procedures to ensure that employees who are individuals with disabilities or Covered Veterans are not harassed because of their disability or veteran status.

A copy of the Equal Employment Opportunity Policy that forbids harassment against individuals based on protected characteristics is included in Section P, Exhibits.

SECTION O

TRAINING

41 C.F.R. 60-741.44(j); 41 C.F.R. 60-250.44(j)

The District trains all personnel involved in recruitment, screening, selection, promotion, disciplinary, and related processes to ensure that the objectives of The District's Affirmative Action Plan are implemented.

SECTION P

EXHIBITS

Exhibit 1 – Definitions

Exhibit 2 – Post-Offer/Pre-Employment Invitation for Individuals with Disabilities and Covered Veterans

Exhibit 3 - Harassment Policy

EXHIBIT 1

DEFINITIONS

"SPECIAL DISABLED VETERAN" means a veteran of the U.S. military (ground, naval or air service) who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for disability rated at 30 percent or more, or rated at 10 to 20 percent in the case of a veteran determined under 38 U.S.C. 3106 to have a serious employment handicap, or a person whose discharge or release from active duty was for a service-connected disability.

"QUALIFIED SPECIAL DISABLED VETERAN" means a special disabled veteran as defined above who satisfies the requisite skill, experience, education, and other job-related requirements of a particular job and is capable of performing the essential functions with or without reasonable accommodations made for his or her disability.

"VETERAN OF THE VIETNAM ERA" means a person who (1) served on active duty in the U.S. military (ground, naval or air service) for a period of more than 180 days, in the Republic of Vietnam between February 28, 1961 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (2) served on active duty in the U.S. military (ground, naval, or air service) for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (3) was discharged or released from active duty in the U.S. military (ground, naval or air service) 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 in another place between August 5, 1964 and May 7, 1975.

"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, other than special disabled veterans or veterans of the Vietnam era.

"RECENTLY SEPARATED VETERAN" means any veteran during the one-year period beginning on the date of the veteran's discharge or release from active duty.

"COVERED VETERANS" means special disabled veterans, veterans of the Vietnam Era; other protected veterans, and recently separated veterans.

"INDIVIDUAL WITH A DISABILITY" means a person who (1) has a physical or mental impairment that substantially limits one or more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

For the purposes of this Plan, an individual with a disability is "substantially limited" if he or she is unable to perform a major life activity that the average person in the general population can perform, or is significantly restricted as to the condition, manner, or duration under which a person can perform a particular major life activity as compared to the condition, manner, or duration under which the average person could perform that same activity.

"A QUALIFIED INDIVIDUAL WITH A DISABILITY" means an individual with a disability as defined above who meets the requisite skill, experience, education, and other job-related requirements for a particular job and is capable of performing that job, with or without reasonable accommodation for his or her disability.

POST OFFER/PRE-EMPLOYMENT FORM

**AFFIRMATIVE ACTION PROGRAM
WORKERS WITH DISABILITIES, VIETNAM ERA VETERANS,
VETERANS WITH DISABILITIES,
OTHER PROTECTED VETERANS,
AND RECENTLY SEPARATED VETERANS**

As a government contractor, the District is subject to the Rehabilitation Act of 1973 (Section 503), and Section 402 of the Vietnam Era Veterans' Readjustment Act of 1974 (VEVRAA), which require government contractors to take affirmative action to employ and advance in employment, qualified persons with disabilities, qualified Vietnam veterans, and other qualified eligible veterans covered by VEVRAA, as defined below. If you are a qualified person with a disability or a veteran covered by VEVRAA, we invite you to participate in our affirmative action program. If you would like to be included in the affirmative action program, please tell us. You may inform us of your desire to benefit under this program at this time and/or at any time in the future. The District's Affirmative Action program describes The District's commitment to undertaking affirmative action to recruit, place and advance in employment covered veterans and qualified individuals with disabilities. The affirmative action program is available to all employees for review during regular business hours. Submission of this information is voluntary and your decision not to provide it will not affect the consideration you are being given for employment or subject you to any adverse treatment. The information you provide will be kept confidential as far as practicable and in accordance with the law and will be used to assist in providing reasonable accommodation and for statistical reporting as required by government agencies.

In particular, the following may have access to the information you provide: (1) supervisors and managers may be informed regarding restrictions on the work or duties of disabled persons, and regarding necessary accommodations, (2) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (3) government officials engaged in enforcing the Americans with Disabilities Act or laws administered by the Office of Federal Contract Compliance Programs, may be informed. The information shall not be used in a manner inconsistent with VEVRAA or Section 503.

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

(1) Any special skills and procedures that would 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.

(2) Any accommodations that 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.

I voluntarily identify myself as:

An Individual with a Disability - An "individual with a disability" is defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

A Special Disabled Veteran - A "special disabled veteran" is defined to be a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (1) rated at 30 percent or more, (2) rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 to have a serious employment disability, or (3) a person who was discharged or released from active duty because of a service-oriented disability.

A Veteran of the Vietnam Era - A "veteran of the Vietnam Era" is defined as a person who (1) served on active duty for a period of more than 180 days during the Vietnam Era and who was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed during the Vietnam Era. The "Vietnam Era" is defined as (1) any active duty occurring between August 5, 1964 and May 7, 1975 or, (2) any active duty part of which occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975.

Other Protected Veteran - "Other protected veteran" is defined as a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Recently Separated Veteran- "Recently separated veteran" is defined as any veteran during the one-year period beginning on the date of the veteran's discharge or release from active duty.

Please provide your date of discharge or release from active duty:_____

A complete list of qualifying military engagements is available online at
<http://www.opm.gov/veterans/html/vgmedal2.htm>.

Signature _____

Print Name _____

Employee No. _____