

EXHIBIT 1

INVITATION TO SELF-IDENTIFY

PROTECTED VETERANS

Pre-Offer Form

The University is a government contractor subject to 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). These statutes require government contractors to take affirmative action to employ and advance in employment qualified disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and Armed Forces service medal veterans. These terms have the following meaning:

- "Disabled veteran": a veteran 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 veteran who was discharged or released from active duty because of a service-connected disability
- "Recently separated veteran": 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": 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": a person 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

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment 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 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate line below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to that law.

I identify as one or more of the classifications of protected veterans listed above.

I am not a protected veteran

If you have any questions about these matters, please contact the Department of Human Resources.

EXHIBIT 1

INVITATION TO SELF-IDENTIFY

PROTECTED VETERANS

Post-Offer /Present Employee Form

The University is a government contractor subject to 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). These statutes require government contractors to take affirmative action to employ and advance in employment qualified disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and Armed Forces service medal veterans. These terms have the following meaning:

- "Disabled veteran": a veteran 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 veteran who was discharged or released from active duty because of a service-connected disability
- "Recently separated veteran": 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": 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": a person 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

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As a Government contractor subject to VEVRAA, we are 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. If you believe you belong to any of the categories listed above, please so indicate by checking the appropriate line below.

With respect to the following classifications of protected veterans, I am (mark all that apply):

- A disabled veteran
- A recently separated veteran
- An active wartime or campaign badge veteran
- An armed Forces service medal veteran
- Not a protected veteran

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If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of your job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations.

Submission of this information is voluntary, and your refusal to provide it will not subject you to any adverse treatment by the University. The information provided will be used only in ways that are not inconsistent with the VEBRAA.

Information obtained in response to this request will be kept confidential, except that (a) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (b) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (c) government officials investigating compliance with equal opportunity laws may be informed.

The University's affirmative action program is intended to make clear the University's commitment to treat protected veterans in a nondiscriminatory way in all employment-related matters. It also sets forth certain affirmative steps the University has committed to take to attract and retain protected veterans in its workforce. The program includes prohibitions on retaliation against an employee for exercising his/her lawful rights relating to veteran status. It further includes a variety of means of internal and external communication methods for making these commitments known and for expressing its interest in recruiting qualified individuals who fall in a protected veteran category. The effectiveness of the program is monitored and assessed through collection and review of pertinent data and other measures. A written copy of this Affirmative Action Plan is available for your review in the Department of Human Resources (256 824-6545) during regular business hours and may also be accessed online at <http://www.uah.edu/hr/resources/aa-eeo> .

If you have any questions about these matters, please contact the Department of Human Resources.