

## Recruitment and Referral Resources for Companies

Companies doing business with the Federal government can use national, state and local referral sources to recruit veterans. Some examples of referral sources include:

- **HireVetsFirst** Developed by VETS, this is a comprehensive career website for hiring veterans.  
[www.hirevetsfirst.dol.gov](http://www.hirevetsfirst.dol.gov)
- **VetSuccess** Administered by the Department of Veterans Affairs, this resource focuses on the employment of disabled veterans.  
[www.vetsuccess.gov](http://www.vetsuccess.gov)
- **One-Stop Career Centers or state and local workforce agencies** These resources have veteran representatives that can help employers find qualified applicants. A complete listing of state centers, including Puerto Rico, Guam and the U.S. Virgin Islands is online at [www.servicelocator.org](http://www.servicelocator.org). To find your nearest center visit: [www.servicelocator.org](http://www.servicelocator.org).
- **National Resource Directory** This website connects veterans and their families to a variety of organizations that have assistance programs specifically for veterans.  
[www.nationalresourcedirectory.gov](http://www.nationalresourcedirectory.gov)



## For more information

Contact OFCCP for more information about its enforcement program, issues related to federal contractors' Equal Employment Opportunity and affirmative action obligations, and how to file a complaint.



Visit OFCCP's website at  
[www.dol.gov/ofccp](http://www.dol.gov/ofccp)  
Call OFCCP's toll free Help Desk at:  
**1-800-397-6251**

Contact an OFCCP office in your local area, the office listing is available online at  
[www.dol.gov/ofccp/contacts/ofnation2.htm](http://www.dol.gov/ofccp/contacts/ofnation2.htm)

Please note that this brochure provides general information, it is not intended to substitute for the actual law and regulations regarding the program described herein.



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U.S. DEPARTMENT OF LABOR  
**OFFICE OF FEDERAL CONTRACT  
COMPLIANCE PROGRAMS**

## Protecting the Rights of America's Veterans

**THE VIETNAM ERA VETERANS'  
READJUSTMENT ASSISTANCE ACT**  
(SECTION 4212)



## What is the Law?

The Vietnam Era Veterans' Readjustment Assistance Act (also known as Section 4212) prohibits employment discrimination and requires affirmative action in all employment practices for covered veterans.

## Who is Protected by this Law?

Section 4212 applies to the following groups of veterans:

- Disabled Veterans;
- Recently Separated Veterans;
- Armed Forces Service Medal Veterans; and
- Other Covered Veterans.<sup>1</sup>

## What do I do if I Believe I'm Being Discriminated Against?

You may file a discrimination complaint by completing the online form available at <http://www.dol.gov/ofccp> or the hardcopy form available at all OFCCP offices. You may submit the form online through OFCCP's website, in person at the OFCCP office nearest you, or by mailing it to the OFCCP regional office nearest you. You may also file a complaint with the Veterans' Employment and Training Service (VETS) at DOL.

## Does this Law apply to all Companies?

No, this law only applies to companies doing business with the Federal government with a federal contract(s) or subcontract(s) valued at \$100,000 or more.

<sup>1</sup> A veteran who served on active duty in the U.S. military during a war, or in a campaign or expedition for which a campaign badge was authorized.

## What are the Company's Obligations?

Companies with federal contracts and subcontracts covered by Section 4212 cannot discriminate based on a person's status as a protected veteran. These companies must also take affirmative action to hire and promote qualified veterans. For example, Section 4212 requires companies to take actions that include:

- Engaging in recruitment outreach;
- Listing appropriate job opportunities with the local One-Stop Career Center; and
- Developing an affirmative action program (AAP).

A sample AAP is online at: [www.dol.gov/ofccp/regs/compliance/pdf/sampleaap.pdf](http://www.dol.gov/ofccp/regs/compliance/pdf/sampleaap.pdf)



## Reporting Requirements

Federal contractors and subcontractors are required to report annually the number of employees in their workforces, by job category and hiring location as well as the number of new hires who are qualified covered veterans. This requirement is administered by the Veterans Employment and Training Services (VETS) at the Department of Labor and reporting is done on forms VETS-100 or VETS-100A. For more information visit VETS website at:

[www.dol.gov/vets/programs/fcp/main.htm](http://www.dol.gov/vets/programs/fcp/main.htm)

## How can Companies Recruit Veterans?

Companies doing business with the Federal government may use a variety of ongoing methods to recruit veterans.

Some examples of good practices include:

- Entering into a partnership with a local veterans' service organization;
- Establishing a relationship with the state and local workforce agency or One-Stop Career Center to help with the posting of employment opportunities and the referral of veterans to such job opportunities;
- Engaging in recruitment activities with local educational institutions to reach students who are covered veterans;
- Participating in veteran job fairs sponsored by state workforce agencies; and
- Publishing the EEO policy in newsletters, policy manuals, annual report, and other company publications.

