

**HIRE Vets Medallion Program Demonstration  
Electronic Application Forms  
Calendar Year 2018**

In Calendar Year (CY) 2018, VETS will engage in a limited demonstration of the HIRE Vets Medallion Program voluntary recognition program, before initiation of the first HIRE Vets Medallion Award cycle. The CY 2018 program demonstration will collect the same information as that approved for the HIRE Vets Medallion Program Final Rule (OMB Control No. 1293-0015). The only differences between the application forms for the HIRE Vets Medallion Program Final Rule and the CY 2018 HIRE Vets Medallion Program Demonstration are that fields associated with application fee payment will not be used (VETS will not collect application fees as part of the demonstration program), and statements on the application forms referring to the “2019 HIRE Vets Application” will instead read “2018 HIRE Vets Application.” In addition, the CY 2018 HIRE Vets Medallion Program Demonstration will limit the number of applicants. VETS intends to inform applicants up front that a fee is not required for the CY 2018 HIRE Vets Medallion Program Demonstration.



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Small Employer, Platinum Medallion

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Please note that this form includes accompanying instructions for the Small Employer Platinum Award that explain how to fill out this form. These instructions include important information, such as definitions and rules, for determining whether an employer has met the medallion criteria. You must read the instructions for the Small Employer Platinum Award prior to completing and submitting the application.

You can view some information from the instructions while completing the application by hovering your cursor over the information icon (indicated by a lowercase letter "i" in a circle) that appears next to certain items.

OMB Burden Statement: Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Obligation to respond is required to obtain or retain benefits under the Honoring Investments in Recruiting and Employing American Military Veterans Act. The 5.25 hour public reporting burden for this collection of information, which is to apply for an award showcasing excellence in hiring and retaining veterans, includes time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection, including suggestions for reducing burden, to the U.S. Department of Labor, Veterans' Employment and Training Service, Room S-1212, 200 Constitution Avenue, NW, Washington, DC 20210.

If you need assistance please see our FAQ page.

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# 2018 HIRE Vets Application

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**Employer Identity**

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**Item 1: Employer Name (\*Required)**

Enter the exact employer name assigned the Employer Identification Number (EIN) listed in item 2.

**Item 2: Enter the employer EIN** ⓘ

Do not enter your SSN on this line.

**Item 3: Data Universal Number System (DUNS) Number**

Enter the DUNS number if one exists.

**Item 4: Employer Doing Business As (DBA) Name**

If the employer utilizes a DBA, enter it here.

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**Item 1: Employer Name (\*Required)**

Enter the exact employer name assigned the Employer Identification Number (EIN) listed in item 2.

**Item 2: Enter the employer EIN** ⓘ

Do not enter your SSN on this line.

The employer must enter its EIN unless the employer uses an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705 to furnish the IRS Forms W-2 to its employees. If you are an employer that falls under one of these exceptions, you may leave this field blank. Otherwise, an EIN is required.

**Item 3: Data Universal Number S**

Enter the DUNS number if one exists.

**Item 4: Employer Doing Business As (DBA) Name**



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### Item 1: Employer Name (\*Required)

**Employer Name is required**

Enter the exact employer name assigned the Employer Identification Number (EIN) listed in item 2.

### Item 2: Enter the employer EIN ⓘ

**EIN must be a 9 digit number.**

Do not enter your SSN on this line.

### Item 3: Data Universal Number System (DUNS) Number

**DUNS must be a 9 digit number.**

Enter the DUNS number if one exists.

### Item 4: Employer Doing Business As (DBA) Name

If the employer utilizes a DBA, enter it here.

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### Item 5: Employer Street Address (\*Required)

Enter the official address (number, street, room or suite number, of the employer's principal office or place of business) for the employer listed in Item 1.

### Item 6: Employer City or Town (\*Required)

Enter the city or town.

### Item 7: Employer State or Province (\*Required) ⓘ

Enter the state or province.

### Item 8: Employer Zip Code or Postal Code (\*Required)

Enter the zip code or postal code.

### Item 9: Country (\*Required)

Select the country.

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Employer Identity

**Employer Address**


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**Item 5:** Employer Street Address (\*Required)

Enter the official address (number, street, room or suite number, of the employer's principal office or place of business) for the employer Item 1.

**Item 6:** Employer City or Town (\*Required)

Enter the city or town.

**Item 7:** Employer State or Province (\*Required) 

Enter the state or province.

**Item 8:** Employer Zip Code or Postal Code (\*Required)

For Employers in the United States, select your State from the list provided. For all other countries and territories, first select your country from the list in Item 9 and then enter the name of your Province (or equivalent).

**Item 9:** Country (\*Required)

Select the country.

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### Item 5: Employer Street Address (\*Required)

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Enter the official address (number, street, room or suite number, of the employer's principal office or place of business) for the employer listed in Item 1.

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**City or Town is required**

Enter the city or town.

### Item 7: Employer State or Province (\*Required)

**State or Province is required**

Enter the state or province.

### Item 8: Employer Zip Code or Postal Code (\*Required)

**Zip Code or Postal Code is required**

Enter the zip code or postal code.

### Item 9: Country (\*Required)

**Country is required**

Select the country.

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**Item 10: Employer Size:** Did you have 50 or less employees as of December 31 of the year prior to the year in which you are submitting the application? Example, if applying for the 2019 award, you must have had 50 or less employees on December 31, 2018. If the answer to this question is "no" you are submitting the wrong form.

For the purposes of this item, "employees" includes both veteran and non-veteran employees, as well as permanent full-time and permanent part-time employees. "Employees" does not include temporary workers. For additional information about the definition of employee, temporary worker, and veteran please see the instructions. **(\*Required)**

Yes

**Item 11: Medallion Level:** Are you applying for the Platinum level? **(\*Required)**

Yes

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**Item 10:** Employer Size: Did you have 50 or less employees as of December 31 of the year prior to the year in which you are submitting the application? Example, if applying for the 2019 award, you must have had 50 or less employees on December 31, 2018. If the answer to this question is "no" you are submitting the wrong form.

For the purposes of this item, "employees" includes both veteran and non-veteran employees, as well as permanent full-time and permanent part-time employees. "Employees" does not include temporary workers. For additional information about the definition of employee, temporary worker, and veteran please see the instructions. **(\*Required)** ⓘ

Yes

*Employee means any individual for whom the employer furnishes an IRS Form W-2, excluding temporary workers.*

**Item 11:**

Yes

*Employer means any person, institution, organization, or other entity that pays salary or wages for work performed or that has control over employee opportunities, except for the Federal Government or any State or foreign government. For the purposes of this regulation, VETS will recognize employers based on the Employer Identification Number, as described in 26 CFR 301.7701-12, used to furnish an IRS Form W-2 to an employee. However, in the case of an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705, the employer shall be the common law employer, client, or customer, respectively, instead of the entity that furnishes the IRS Form W-2. Consequently, in the case where an employer uses an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705, the common law employer is the proper applicant for the award regardless of what EIN is on employees' IRS Forms W-2.*

*Temporary Worker means any worker hired with the intention that the worker be retained for less than one year and who is actually retained for less than one year.*

*Veteran has the meaning given such term under 38 U.S.C. 101. VETS recognizes that most employers determine which employees are veterans according to the employee's self-identification. VETS does not expect employer-applicants to change these practices in order to guarantee that every employee who self-identifies as a veteran meets the definition of veteran at 38 U.S.C. 101.*

### Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion

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**Item 10:** Employer Size: Did you have 50 or less employees as of December 31 of the year prior to the year in which you are submitting the application? Example, if applying for the 2019 award, you must have had 50 or less employees on December 31, 2018. If the answer to this question is "no" you are submitting the wrong form.

For the purposes of this item, "employees" includes both veteran and non-veteran employees, as well as permanent full-time and permanent part-time employees. "Employees" does not include temporary workers. For additional information about the definition of employee, temporary worker, and veteran please see the instructions. **(\*Required)** ⓘ

Yes

ⓘ Size acknowledgement is required

**Item 11:** Medallion Level: Are you applying for the Platinum level? **(\*Required)**

Yes

ⓘ Award Level acknowledgement is required

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Washington DC 20210  
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Small Employer, Platinum Medallion

Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the small employer platinum award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (\*Required)

HIRING: 10% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding year was... Item 12 divided by item 13. Item 14 must not be less than 10% for the applicant to qualify for the Small Employer Platinum Award.

OR

RETENTION: 85% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was... Item 16 divided by Item 15. Item 17 must not be less than 85% for the applicant to qualify for the Small Employer Platinum Award.

AND

VETERAN EMPLOYEE PERCENTAGE: 10% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is... Item 18 divided by Item 19. Item 20 must not be less than 10% for the applicant to qualify for the Small Employer Platinum Award.

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2019 HIRE VETS APPLICATION

Small Employer, Platinum Medallion

Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the small employer platinum award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (\*Required)

HIRING: 10% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year. Example, if applying for the 2019 award, enter the number of veterans hired in 2018.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding year was... Item 12 divided by item 13. Item 14 must not be less than 10% for the applicant to qualify for the Small Employer Platinum Award.

OR

RETENTION: 85% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the award year. Example, if applying for the 2019 award, enter the number of veterans hired in 2018.

Item 16: Enter the number of veterans hired in the CY preceding the award year who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017.

Employee means any individual for whom the employer furnishes an IRS Form W-2, excluding temporary workers.

Employer means any person, institution, organization, or other entity that pays salary or wages for work performed or that has control over employee opportunities, except for the Federal Government or any State or foreign government. For the purposes of this regulation, VETS will recognize employers based on the Employer Identification Number, as described in 26 CFR 301.7701-12, used to furnish an IRS Form W-2 to an employee. However, in the case of an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705, the employer shall be the common law employer, client, or customer, respectively, instead of the entity that furnishes the IRS Form W-2. Consequently, in the case where an employer uses an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705, the common law employer is the proper applicant for the award regardless of what EIN is on employees' IRS Forms W-2.

Temporary Worker means any worker hired with the intention that the worker be retained for less than one year and who is actually retained for less than one year.

Veteran has the meaning given such term under 38 U.S.C. 101. VETS recognizes that most employers determine which employees are veterans according to the employee's self-identification. VETS does not expect employer-applicants to change these practices in order to guarantee that every employee who self-identifies as a veteran meets the definition of veteran at 38 U.S.C. 101.



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Criteria

! Sorry, there was a problem. You will find more details highlighted below.

! An applicant must satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements.

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the small employer platinum award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (\*Required)

HIRING: 10% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding year was... Item 12 divided by item 13. Item 14 must not be less than 10% for the applicant to qualify for the Small Employer Platinum Award.

0%

OR

RETENTION: 85% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was... Item 16 divided by Item 15. Item 17 must not be less than 85% for the applicant to qualify for the Small Employer Platinum Award.

0%

AND

VETERAN EMPLOYEE PERCENTAGE: 10% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is... Item 18 divided by Item 19. Item 20 must not be less than 10% for the applicant to qualify for the Small Employer Platinum Award.

0%

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Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the small employer platinum award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (\*Required)

HIRING: 10% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

1

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

49

Item 14: The veteran hiring percentage in the preceding year was...

Veteran hiring percentage in the preceding CY does not meet the minimum threshold for this award

2.04%

Item 12 divided by item 13. Item 14 must not be less than 10% for the applicant to qualify for the Small Employer Platinum Award.

OR

RETENTION: 85% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

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0%

AND

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0%

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Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the small employer platinum award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (\*Required)

HIRING: 10% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

20

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

2

Item 14: The veteran hiring percentage in the preceding year was... Veteran hiring percentage in the preceding CY cannot exceed 100%. Item 12 divided by item 13. Item 14 must not be less than 10% for the applicant to qualify for the Small Employer Platinum Award.

1000.00%

OR

RETENTION: 85% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

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0%

AND

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0%

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2018 HIRE Vets Application

Small Employer, Platinum Medallion

Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the small employer platinum award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (\*Required)

HIRING: 10% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Input field for Item 12

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Input field for Item 13

Item 14: The veteran hiring percentage in the preceding year was... Item 12 divided by item 13. Item 14 must not be less than 10% for the applicant to qualify for the Small Employer Platinum Award.

0%

OR

RETENTION: 85% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

49

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

2

Item 17: The percentage of veterans retained for 12 months was... Percentage of veterans retained for 12 months does not meet the minimum threshold for this award. Item 16 divided by Item 15. Item 17 must not be less than 85% for the applicant to qualify for the Small Employer Platinum Award.

4.08%

AND

VETERAN EMPLOYEE PERCENTAGE: 10% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

1

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

49

Item 20: The proportion of veteran employees is... Proportion of veterans does not meet the minimum threshold for this award. Item 18 divided by Item 19. Item 20 must not be less than 10% for the applicant to qualify for the Small Employer Platinum Award.

2.04%

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2018 HIRE Vets Application

Small Employer, Platinum Medallion

Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the small employer platinum award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (\*Required)

HIRING: 10% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding year was... Item 12 divided by item 13. Item 14 must not be less than 10% for the applicant to qualify for the Small Employer Platinum Award.

0%

OR

RETENTION: 85% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

1

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

2

Item 17: The percentage of veterans retained for 12 months was... Percentage of veterans retained for 12 Months cannot exceed 100%. Item 16 divided by Item 15. Item 17 must not be less than 85% for the applicant to qualify for the Small Employer Platinum Award.

200.00%

AND

VETERAN EMPLOYEE PERCENTAGE: 10% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

10

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

2

Item 20: The proportion of veteran employees is... Proportion of veteran employees cannot exceed 100%. Item 18 divided by Item 19. Item 20 must not be less than 10% for the applicant to qualify for the Small Employer Platinum Award.

500.00%

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**Item 17:** The percentage of veterans retained for 12 months was...

**!** Percentage of veterans retained for 12 months does not meet the minimum threshold for this award

8.33 %

Item 16 divided by Item 15. Item 17 must not be less than 75% for the applicant to qualify for the Small Employer Gold Award.

AND

## VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

**Item 18:** Enter the total number of veterans employed on December 31st of the preceding CY.

**!** Total number of veterans employed on December 31st of the preceding CY is required

Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

**Item 19:** Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY.

**!** Total number of employees (including veterans) with the employer on December 31st of the preceding CY is required

Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

**Item 20:** The proportion of veteran employees is...

**!** Proportion of veteran employees does not meet the minimum threshold for this award

0 %

Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Small Employer Gold Award.

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2018 HIRE Vets Application

Small Employer, Platinum Medallion

Employer Programs Community

In order to qualify for the Small Platinum Award, an applicant must satisfy TWO of the following five criteria (Items 21-25). Only fill out TWO of the items. (\*Required)

Item 21: Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring. See Item 21 in the instructions for additional guidance about employee veteran organization or resource group criterion requirements.

Text input field for Item 21

(1,000 character limit)

Item 22: Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment. See Item 22 in the instructions for additional guidance about leadership program criterion requirements.

Text input field for Item 22

(1,000 character limit)

Item 23: Briefly describe the human resources veterans' initiative you have established. See Item 23 in the instructions for additional guidance about human resources veterans' initiative requirements.

Text input field for Item 23

(1,000 character limit)

Item 24: Briefly describe how the employer provides each of its employees serving on active duty in the United States National Guard or Reserve with compensation sufficient, in combination with the employee's active duty pay, to achieve a combined level of income commensurate with the employee's salary prior to undertaking active duty. See Item 24 in the instructions for additional guidance about pay differential criterion requirements.

Text input field for Item 24

(1,000 character limit)

Item 25: Briefly describe the employer's tuition assistance program to support veteran employees' attendance in post-secondary education during the term of their employment. See Item 25 in the instructions for additional guidance about tuition assistance criterion requirements.

Text input field for Item 25

(1,000 character limit)

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# 2018 HIRE Vets Application

Small Employer, Platinum Medallion

**Employer Programs** Community


In order to qualify for the Small Platinum Award, an applicant must satisfy TWO of the following five criteria (Items 21-25). Only fill out TWO of the items. **(\*Required)**

**Item 21:** Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring. See Item 21 in the instructions for additional guidance about employee veteran organization or resource group criterion requirements. 

(1,000 character limit)

To satisfy this criterion, the employer's Organization/Resource Group must:

- assist new veteran employees with integration, including coaching and mentoring;
- be a distinct organization or group (although admirable, an employer would not satisfy this criterion if the employer provided coaching and mentoring to veteran employees but did so without having established an organization or group);
- still be in existence as of December 31 of the year prior to the calendar year in which the employer applies for the award. For example, if an employer applies for an award in 2020, the organization or group must still be in existence on December 31, 2019.


**Item 22:** Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment. See Item 22 in the instructions for additional guidance about leadership program criterion requirements. 

**E. Review and Attestation**


**Questions?**

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

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**Item 21:** Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring. See Item 21 in the instructions for additional guidance about employee veteran organization or resource group criterion requirements. 

*(1,000 character limit)*


**Item 22:** Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment. See Item 22 in the instructions for additional guidance about leadership program criterion requirements. 

*(1,000 character limit)*

To satisfy this criterion, the employer's Leadership Program must:

- enhance the leadership skills of veteran employees during their employment.
- still be in existence as of December 31 of the year prior to the calendar year in which the employer applies for the award. For example, if an employer applies for an award in 2020, the leadership program must still be in existence on December 31, 2019.

A leadership program does not need to be exclusively for veterans so long as veteran employees may participate in the leadership program.

**Item 23:** Briefly describe the human resources veterans' initiative you have established. See Item 23 in the instructions for additional guidance about human resources veterans' initiative requirements. 

(1,000 character limit)

**Item 23:** Briefly describe the human resources veterans' initiative you have established. See Item 23 in the instructions for additional guidance about human resources veterans' initiative requirements. ⓘ

(1,000 character limit)

**Item 24:** Briefly describe how the employer provides each of its employees serving in the National Guard or Reserve with compensation sufficient, in combination with the employer's contribution, to ensure the employee's income commensurate with the employee's salary prior to undertaking active duty. See Item 24 in the instructions for additional guidance about pay differential criterion requirements. ⓘ

(1,000 character limit)

**Item 25:** Briefly describe the employer's tuition assistance program to support veteran employees' attendance in post-secondary

To satisfy this criterion, the employer's human resources veterans' initiative must:

- provide support in all three of the following areas: hiring, training, and retention;
- still be in existence as of December 31 of the year prior to the calendar year in which the employer applies for the award. For example, if an employer applies for an award in 2020, the initiative must be in existence on December 31, 2019.

*Human Resources Veterans' Initiative:* means an initiative through which an employer provides support for hiring, training, and retention of veteran employees.

This definition does not require that this support be provided by employees of the applicant. An applicant can satisfy this criterion by contracting out or partnering with a third-party that provides this support so long as the support provided otherwise meets this definition. For example, an employer may work with an American Job Center that is part of the nationwide workforce development system, as defined in section 3(67) of the Workforce Innovation and Opportunity Act, in satisfying this criterion.

(1,000 character limit)

**Item 24:** Briefly describe how the employer provides each of its employees serving on active duty in the United States National Guard or Reserve with compensation sufficient, in combination with the employee's active duty pay, to achieve a combined level of income commensurate with the employee's salary prior to undertaking active duty. See Item 24 in the instructions for additional guidance about pay differential criterion requirements. ⓘ

(1,000 character limit)

**Item 25:** Briefly describe the employer's tuition assistance or education during the term of their employment. See Item 25 in the instructions for additional guidance about pay differential criterion requirements. ⓘ

(1,000 character limit)

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To satisfy this criterion, employers must:

- provide each of its employees serving on active duty in the United States National Guard or Reserve with compensation sufficient, in combination with the employee's active duty pay, to achieve a combined level of income commensurate with the employee's salary prior to undertaking active duty;
- provide the differential for as long as the employee is on active duty;
- ensure that this pay differential is still in existence as of December 31 of the year prior to the calendar year in which the employer applies for the award. For example, if an employer applies for an award in 2020, the pay differential must still be in existence on December 31, 2019.

Active Duty means active duty as defined in 10 U.S.C. 101(d)(1).

Salary means an employee's base pay. This means that employers need not provide overtime, shift differential, bonuses, tips, commissions, vacation and holiday pay, retirement and other related benefits, stock options, etc., as part of their pay differential to qualify for the award. Additionally, the method for calculating salary can be determined by the employer so long as that determination is reasonable and applied consistently across all employees.



**Item 25:** Briefly describe the employer's tuition assistance program to support veteran employees' attendance in post-secondary education during the term of their employment. See Item 25 in the instructions for additional guidance about tuition assistance criterion requirements. ⓘ

(1,000 character limit)

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To satisfy this criterion, employers must:

- have a tuition assistance program to support veteran employees' attendance in post-secondary education during the term of their employment;
- ensure that the tuition assistance program is still in existence as of December 31 of the year prior to the calendar year in which the employer applies for the award. For example, if an employer applies for an award in 2020, the tuition assistance program must still be in existence on December 31, 2019.

*Post-secondary education* means post-secondary level education or training courses that would be acceptable for credit toward at least one of the following: associate's or bachelor's degree or higher; any other recognized post-secondary credential, or an apprenticeship.



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# 2018 HIRE Vets Application

Small Employer, Platinum Medallion

## Employer Programs Community

**1** An applicant must satisfy TWO of the following criteria: Items 21-25

In order to qualify for the Small Platinum Award, an applicant must satisfy TWO of the following five criteria (Items 21-25). Only fill out TWO of the items. **(\*Required)**

**Item 21:** Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring. See Item 21 in the instructions for additional guidance about employee veteran organization or resource group criterion requirements. **1**

(1,000 character limit)

**Item 22:** Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment. See Item 22 in the instructions for additional guidance about leadership program criterion requirements. **1**

(1,000 character limit)

**Item 23:** Briefly describe the human resources veterans' initiative you have established. See Item 23 in the instructions for additional guidance about human resources veterans' initiative requirements. **1**

(1,000 character limit)

**Item 24:** Briefly describe how the employer provides each of its employees serving on active duty in the United States National Guard or Reserve with compensation sufficient, in combination with the employee's active duty pay, to achieve a combined level of income commensurate with the employee's salary prior to undertaking active duty. See Item 24 in the instructions for additional guidance about pay differential criterion requirements. **1**

(1,000 character limit)

**Item 25:** Briefly describe the employer's tuition assistance program to support veteran employees' attendance in post-secondary education during the term of their employment. See Item 25 in the instructions for additional guidance about tuition assistance criterion requirements. **1**

(1,000 character limit)

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# 2018 HIRE Vets Application

Small Employer, Platinum Medallion

Employer Programs

**Community**

**Item 26 OPTIONAL:** Briefly describe any employer efforts to support the veteran and military community that fall outside of the criteria but may serve as models of support for veterans and their families. This may include efforts such as veteran/military spouse recruitment and employment. This will not factor into whether an employer receives an award.

(1,000 character limit)

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# 2018 HIRE Vets Application

Small Employer, Platinum Medallion

## Labor Law Violations

**Item 27:** As further explained in Item 27 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true. **(\*Required)** ⓘ

I Agree

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# 2018 HIRE Vets Application

Small Employer, Platinum Medallion

## Labor Law Violations

**Item 27:** As further explained in Item 27 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true. **(\*Required)**

I Agree

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Employers cannot receive a HIRE Vets Medallion Award if they have any of the labor law violations identified in 20 CFR § 1011.120. The applicable language at 20 CFR § 1011.120 reads as follows:

(a) Any employer with an adverse labor law decision, stipulated agreement, contract debarment, or contract termination, as defined in paragraphs (b) through (e) of this section, pursuant to either of the following labor laws, as amended, will not be eligible to receive an award:

1. Uniformed Services Employment and Reemployment Rights Act (USERRA);
2. Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA);

(b) For purposes of this application, an adverse labor law decision means any of the following, issued in the calendar year prior to year in which applications are solicited or the calendar year in which applications are solicited up until the issuance of the award, in which a violation of any of the laws in paragraph (a) of this section is found:

1. a civil or criminal judgment;
2. a final administrative merits determination of an administrative adjudicative board or commission; or
3. a decision of an administrative law judge or other administrative judge that is not appealed and that becomes the final agency action.

(c) For purposes of this application, a stipulated agreement means any agreement (including a settlement agreement, conciliation agreement, consent decree, or other similar document) to which the employer is a party, entered into in the calendar year prior to year in which applications are solicited or the calendar year in which applications are solicited up until the issuance of the award, that contains an admission that the employer violated either of the laws cited in paragraph (a) of this section.

(d) For purposes of this application, a contract debarment means any order or voluntary agreement, pursuant to the laws listed in paragraph (a) of this section, that debars the employer from receiving any future Federal contract. Employers shall be ineligible for an award for the duration of time that the contract debarment is in effect.

(e) For purposes of this application, a contract termination means any order or voluntary agreement, pursuant to the laws listed in paragraph (a) of this section, that terminates an existing Federal contract prior to its completion. Employers shall be ineligible for the award if this termination occurred in the calendar year prior to year in which applications are solicited or the calendar year in which applications are solicited up until the issuance of the award.

To receive a HIRE Vets Medallion Award, the employer must not have any violations identified in the above regulatory text during the time periods identified in the regulation.

Additionally, per 20 CFR § 1011.120(f), if VETS has credible information that a significant violation of one of the laws cited in paragraph (a) of § 1011.120 may have occurred that could lead to an employer being disqualified pursuant to any of paragraphs (b) through (e) of § 1011.120, VETS may delay issuing an award.



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# 2018 HIRE Vets Application

Small Employer, Platinum Medallion

## Labor Law Violations

**Item 27:** As further explained in Item 27 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true. **(\*Required)**

I Agree

**Labor Law Violation Agreement is required**

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# 2018 HIRE Vets Application

Small Employer: Platinum Mediation

## Review and Attestation

### Review

Please review the information below to ensure it is accurate.

#### A. Employer Information

- Item 1: Employer Name
- Item 2: Employer EIN
- Item 3: Data Universal Number System (DUNS) Number
- Item 4: Employer Doing Business As (DBA) Name
- Item 5: Employer Street Address
- Item 6: Employer City or Town
- Item 7: Employer State or Province
- Item 8: Employer Zip Code or Postal Code
- Item 9: Country
- Item 10: Employer Size
- Item 11: Medallion Level

#### B. Veteran Employee Criteria

- Item 12: Number of veterans hired in the preceding calendar year (CY)
- Item 13: Number of employees (including veterans) hired in the preceding CY
- Item 14: Veteran hiring percentage in the preceding year
- Item 15: Number of veterans hired in the CY preceding the preceding year
- Item 16: Number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months
- Item 17: Percentage of veterans retained for 12 months
- Item 18: Number of veterans employed on December 31st of the preceding CY
- Item 19: Number of employees (including veterans) with the company on December 31st
- Item 20: Proportion of veteran employees

#### C. Integration Assistance Criteria

- Item 21: Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring.
- Item 22: Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment.
- Item 23: Briefly describe the human resources veterans' initiative you have established.
- Item 24: Briefly describe how the employer provides each of its employees serving on active duty in the United States National Guard or Reserve with compensation sufficient, in combination with the employee's active duty pay, to achieve a combined level of income commensurate with the employee's salary prior to undertaking active duty.
- Item 25: Briefly describe the employer's tuition assistance program to support veteran employees' attendance in post-secondary education during the term of their employment.
- Item 26: Briefly describe any employer efforts to support the veteran and military community that fall outside of the criteria but may serve as models of support for veterans and their families. This may include efforts such as veteran/military spouse recruitment and employment.

#### D. Labor Law Violations

- Item 27: As further explained in Item 27 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true.

### Attestation Information

For items 28-29, provide information for the person attesting to Item 32.

Item 28: Name (\*Required)

Item 29: Title (\*Required)

Item 30: Contact Email Address (\*Required)

Item 31: Contact Phone Number (\*Required)

Item 32: Attestation (\*Required)

I declare under penalty of perjury under the laws of the United States of America that:

1. I am the Chief Executive Officer or the Chief Human Relations Officer of this employer submitting this application (hereinafter the Employer), or an equivalent official (someone with equivalent responsibilities and duties, such as the owner of a small firm) of the Employer;

2. The Employer has met all necessary award criteria;

3. I have read and reviewed this application and the information contained therein is true and accurate; and

4. I understand that to knowingly furnish false information in the preparation of this form and any supplement thereto or to aid, abet, or counsel another to do so is a violation of federal law under 18 U.S.C. 1001.

Entering your name in Item 28 above and then clicking on the "I Agree" button below constitutes your signing the above attestation under penalty of perjury.

I Agree

Disclaimer: Information submitted as part of this publication may be made available to the public. Applicants should not include any proprietary or confidential business information or personally identifiable information (PII) in this summary. In the event that an applicant submits proprietary or confidential business information or PII, DOL is not liable for making this information public. The submission of the application constitutes a waiver of the applicant's objection to the posting of any proprietary or confidential business information contained in the application. Additionally, the applicant is responsible for obtaining all authorizations from relevant parties for publishing all PII contained within the application. In the event the application contains proprietary or confidential business information or PII, the applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

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Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

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OMB No. 1293-0015  
5-18 Expires

# 2018 HIRE Vets Application

Smart Employer, Platinum Medallion

## Review and Attestation

### Review

Please review the information below to ensure it is accurate.

#### A. Employer Information

- Item 1:** Employer Name \*Required field
- Item 2:** Employer EIN
- Item 3:** Data Universal Number System (DUNS) Number
- Item 4:** Employer Doing Business As (DBA) Name
- Item 5:** Employer Street Address \*Required field
- Item 6:** Employer City or Town \*Required field
- Item 7:** Employer State or Province \*Required field
- Item 8:** Employer Zip Code or Postal Code \*Required field
- Item 9:** Country \*Required field
- Item 10:** Employer Size \*Required field
- Item 11:** Medallion Level \*Required field

#### B. Veteran Employee Criteria

- Item 12:** Number of veterans hired in the preceding calendar year (CY)
- Item 13:** Number of employees (including veterans) hired in the preceding CY
- Item 14:** Veteran hiring percentage in the preceding year
- Item 15:** Number of veterans hired in the CY preceding the preceding year
- Item 16:** Number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months
- Item 17:** Percentage of veterans retained for 12 months
- Item 18:** Number of veterans employed on December 31st of the preceding CY
- Item 19:** Number of employees (including veterans) with the company on December 31st
- Item 20:** Proportion of veteran employees

#### C. Integration Assistance Criteria

- Item 21:** Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring.
- Item 22:** Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment.
- Item 23:** Briefly describe the human resources veterans' initiative you have established.
- Item 24:** Briefly describe how the employer provides each of its employees serving on active duty in the United States National Guard or Reserve with compensation sufficient, in combination with the employee's active duty pay, to achieve a combined level of income commensurate with the employee's salary prior to undertaking active duty.
- Item 25:** Briefly describe the employer's tuition assistance program to support veteran employees' attendance in post-secondary education during the term of their employment.
- Item 26:** Briefly describe any employer efforts to support the veteran and military community that fall outside of the criteria but may serve as models of support for veterans and their families. This may include efforts such as veteran/military spouse recruitment and employment.

#### D. Labor Law Violations

- Item 27:** As further explained in Item 27 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true. \*Required field

### Attestation Information

For Items 28-29, provide information for the person attesting to Item 32

**Item 28:** Name \*Required

**Attestation Name is required**

**Item 29:** Title \*Required

**Attestation Title is required**

**Item 30:** Contact Email Address \*Required

**Attestation Email is required**

**Item 31:** Contact Phone Number \*Required

**Attestation Phone is required**

**Item 32:** Attestation \*Required

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I Agree  
 Attestation Acknowledgment is required

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