

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 at the end of this document prior to completing and submitting the application.

**SECTION A: EMPLOYER INFORMATION****Item 1** Employer Name

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.

**Item 5** Employer Street Address  
Enter the official address (number, street, and room or suite number, as applicable, of the employer's principal office or place of business) for the employer listed in Item 1.

**Item 6** Employer City or Town  
Enter the city or town.

**Item 7** Employer State or Province  
Enter the State or province.

**Item 8** Employer ZIP Code or Postal Code  
Enter the ZIP code or postal code.

**Item 9** Country  
Enter the country name. Please do not abbreviate the country name.

**Item 10** Employer Size: Did you have 50 or fewer employees as of December 31 of 2018 (the year prior to the year in which you are submitting the application)? 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 definitions of employee, temporary worker, and veteran, please see the instructions.

Yes:

**Item 11** Medallion Level: Are you applying for the platinum level? Yes:

**SECTION B: VETERAN EMPLOYEE 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.

**HIRING: 10% Requirement**

**Item 12** Enter the number of veterans hired in 2018 (the preceding calendar year (CY)).

**Item 13** Enter the total number of employees (including veterans) hired in 2018 (the preceding CY).

**Item 14** The veteran hiring percentage in 2018 (the preceding CY) was.....

Item 12 divided by Item 13. Item 14 must be not 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 2017 (the CY preceding the preceding CY).

**Item 16** Enter the number of veterans hired in 2017 (the CY preceding the preceding CY) who remained with the employer for at least 12 months.

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

Item 16 divided by Item 15. Item 17 must be not 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 31 of 2018 (the preceding CY).

**Item 19** Enter the total number of employees (including veterans) with the company on December 31 of 2018 (the preceding CY).

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

Item 18 divided by Item 19. Item 20 must be not less than 10% for the applicant to qualify for the Small Employer Platinum Award.

**SECTION C: INTEGRATION ASSISTANCE CRITERIA**

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

**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)*

**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 criterion requirements.

*(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 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)*

**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)*

**SECTION 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.

I agree

**SECTION E: ATTESTATION INFORMATION** For Items 28-29, provide information for the person attesting to Item 32.

**Item 28** First and Last Name:

**Item 29** Title:

**Item 30** Contact Email Address:

**Item 31** Contact Phone Number:

**Item 32** Attestation: 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

**Item 33** Application Fee Payment: The application fee is posted at <https://www.hirevets.gov>. By selecting the "I understand" button below, you acknowledge understanding that your application will not be processed until the application fee payment is received, and that your application will not be processed if the fee is received after the end of the application period. The application fee is to be paid via Pay.Gov.

I understand

**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.

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 5.75 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.

## Instructions

The following instructions are designed to assist in properly applying for the HIRE Vets Medallion Award. Before an application is submitted, please ensure that:

- All information as submitted on the application form is correct.
- Every required element of the application form has been filled out.
- You have read and complied with these instructions.

For questions on completing this form, please contact [hirevets.application@dol.gov](mailto:hirevets.application@dol.gov). Please note that the regulations governing the HIRE Vets Medallion Program can be found at 20 CFR part 1011.

## Definitions

The following are key definitions that apply for the purpose of the HIRE Vets Medallion Program. Please use these definitions when filling out the application for the Small Employer Platinum Award.

*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.

## Items

This section provides additional information on certain items on the application.

### SECTION A: EMPLOYER INFORMATION

**Item 1** – Explanation contained on form.

**Item 2** – 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.

**Items 3-11** – Explanation contained on form.

## **SECTION B: VETERAN EMPLOYEE CRITERIA**

**Items 12-20** – Explanation contained on form.

## **SECTION C: INTEGRATION ASSISTANCE CRITERIA**

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

**Item 21** – 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 2018 (the year prior to the calendar year in which the employer applies for the award).

**Item 22** – 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 2018 (the year prior to the calendar year in which the employer applies for the award).

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

**Item 23** – 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 2018 (the year prior to the calendar year in which the employer applies for the award).

*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.

**Item 24** – 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 2018 (the year prior to the calendar year in which the employer applies for the award).

*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** – 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 2018 (the year prior to the calendar year in which the employer applies for the award).

*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.

**Item 26** – Explanation contained on form.

#### **SECTION D: LABOR LAW VIOLATIONS**

**Item 27** – 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.

## **SECTION E: ATTESTATION INFORMATION**

**Items 28-33** – Explanation contained on form.

### **Disclaimer**

Please note that, in addition to the guidance in this document, all HIRE Vets Medallion Awards and applications are also subject to the HIRE Vets Medallion Program regulations at 20 CFR part 1011 and the HIRE Vets Act. To the extent that anything in these instructions contradicts the regulations or Act, the regulations and Act govern.