



VETS-4212 Checklist

Federal contractor veteran reporting: coverage test, protected veteran data, the August-September window, and a named certifying official.

WHAT THIS HELPS YOU DO

Use this checklist to determine whether your federal contracts trigger VETS-4212 reporting, assemble protected veteran employment and hiring data, and file within the annual window with a named certifying official.

WHEN TO USE THIS DOCUMENT

- When signing or renewing any federal contract or subcontract of \$150,000+
- Each summer, before the August 1 - September 30 filing window
- When bidding on federal work that asks for reporting compliance history
- After acquisitions that bring federal contracts into the company
- When veteran self-identification data has never been collected

WHAT THIS DOCUMENT HELPS PREVENT

- Lost eligibility for future federal contracts from missed filings
- Scrambling for twelve months of hiring data in late September
- Veteran status data that was never collected at application or hire
- Confusion between VETS-4212 and EEO-1 obligations — they're separate
- Certification by whoever happened to have the login

Faulkner HR Solutions focuses on the system behind the people problem. This tool is designed to help employers slow down the decision, identify the risk, and create proof before the issue becomes a claim, complaint, turnover event, or credibility problem.

BEFORE YOU START: READINESS CHECKLIST

Gather the following before working through this document. Incomplete inputs are one of the most common reasons employer decisions fail under later scrutiny.

Have it	Input	Notes / location
☐	Employee name and role	
☐	Date of incident, request, or separation	



Have it	Input	Notes / location
☐	Supervisor involved	
☐	Policy or handbook section that applies	
☐	Prior documentation on file	
☐	Pay records, if applicable	
☐	Relevant emails, texts, notes, or complaints	
☐	Decision-maker name	
☐	Deadline, if applicable	



VETS-4212 READINESS CHECKLIST

VETS-4212 is annual, window-bound, and data-hungry: it wants both a snapshot of current protected veteran employment and a full year of new-hire data. Start before the window opens.

Part 1 — Coverage Test

Yes?	Coverage question	Details
☐	Do we hold a federal contract or subcontract of \$150,000 or more?	
☐	Entered into or modified after the current threshold took effect?	
☐	Are we a subcontractor under someone else's covered prime contract?	
☐	If any yes: VETS-4212 filing is required this year	

Part 2 — Protected Veteran Categories

Employees and new hires are reported if they fall into any protected category. Self-identification is the data source.

Data ready	Category	Notes
☐	Disabled veterans	
☐	Recently separated veterans (within 3 years of discharge)	
☐	Active duty wartime or campaign badge veterans	
☐	Armed Forces service medal veterans	
☐	Self-ID invitation offered pre-offer, post-offer, and to current employees	

Part 3 — Data Assembly

Done	Data step	Source / notes
☐	Snapshot: protected veteran employees by EEO-1 job category (one payroll period from July or August)	
☐	New hires: total hires and protected veteran hires for the 12 months preceding the snapshot	
☐	Maximum and minimum employee counts during the 12-month period	
☐	Multi-establishment: separate data per hiring location as required	
☐	Counts reconciled with payroll and ATS records	

**Part 4 — Filing Record**

Filing window: August 1 - September 30 (calendar it)	
Certifying official (name and title)	
Portal account holder and credential location	
Date filed and confirmation number	
Copy stored at	

Part 5 — Related Obligations Check

Confirmed	Related obligation	Owner
☐	Jobs listed with the state workforce agency (ESDS) as VEVRAA requires	
☐	EEO-1 filed separately if thresholds met — VETS-4212 does not satisfy it	
☐	VEVRAA affirmative action program in place if contract size requires	
☐	Veteran self-ID forms in the application flow going forward	

Role	Name / signature	Date
Data prepared by		
Certifying official		

STOP AND REVIEW BEFORE ACTING

If any statement below is true, pause. Get the decision reviewed by HR, counsel, or Faulkner HR Solutions before you act.

- ☐ A federal contract was signed months ago and no one has evaluated reporting obligations.
- ☐ Veteran status has never been asked at hire, making new-hire data unreconstructable.
- ☐ The filing window closes this month and data assembly hasn't started.
- ☐ A prime contractor just asked for your VETS-4212 confirmation and there isn't one.
- ☐ Job openings are not being listed with the state workforce agency.



MINIMUM DOCUMENTATION STANDARD

Before this file is closed, the employer should be able to answer every question below and point to where the proof lives.

Question	Your answer / where the proof is stored
What happened?	
When did it happen?	
Who observed or reported it?	
What policy, standard, deadline, or expectation applies?	
What decision was made?	
Who had authority to make the decision?	
What alternatives were considered?	
What risk was reviewed?	
What follow-up is required?	
Where is the proof stored?	

COMMON MISTAKES

1. Assuming VETS-4212 only applies to defense contractors — the \$150,000 threshold catches ordinary vendors.
2. Trying to reconstruct a year of veteran hiring data in September without self-ID records.
3. Confusing VETS-4212 with the EEO-1 — filing one does not satisfy the other.
4. Forgetting subcontractor coverage under someone else's prime contract.
5. Missing the mandatory job listing requirement that runs alongside the report.
6. Leaving 'certifying official' undefined until the portal demands a name.

WHAT TO DO NEXT

If covered, add veteran self-identification to the application and onboarding flow today — the report is annual, and next year's data is being created now. Calendar the August window, name the certifying official, and file. Keep the confirmation with your federal contract records.

Before you terminate, deduct, discipline, classify, or respond, get the decision reviewed.

Call 210.446.8730 or email thomas@faulknerhrsolutions.info.



Before you process payroll, terminate, classify, deduct, or respond to a claim, get the decision reviewed.

Need help applying this to a real workplace decision?

Faulkner HR Solutions helps Texas employers, nonprofits, municipalities, and growing businesses fix the people systems behind recurring workplace problems.

If this document raised a risk flag, do not guess your way through the next step.

Call: 210.446.8730

Email: thomas@faulknerhrsolutions.info

Website: faulknerhrsolutions.info

DISCLAIMER

This resource is provided for general employer education and planning purposes. It is not legal advice and does not create an attorney-client relationship. Employment laws, agency guidance, and local requirements may change. Employers should review the facts of each situation before acting and consult appropriate HR or legal counsel when needed.