



VETERAN-OWNED BUSINESS LETTER & LOGO PRE-QUALIFICATION GUIDE

Texas Veterans Commission
Veteran-Owned Business
Letter & Logo for marketing
purposes only



OVERVIEW

The Veteran-Owned Business (VOB) Letter and Logo is a TVC business verification program for all honorably discharged veteran-owned business owners who wish to display their business as veteran-owned to all customers.

The VOB program was created during the lapse between Senate Bill 1049 and Senate Bill 938. A period of time in which the State of Texas did not have active legislation for Veteran-Owned Businesses.

ELIGIBILITY

One must meet all four eligibility criteria to **qualify** for the Veteran-Owned Business Logo through the TVC VEP.

1. Proof of an **Honorable or General Under Honorable discharged** from active military service, from any branch of the United States Military, National Guard, or Reserves
2. Maintains a minimum of **51% veteran ownership**
3. Maintains a minimum of **51% veteran management control**
4. **Actively operates in Texas**

38 U.S. Code 101 (18) - The term "discharge or release" includes:

- A. Retirement from the active military, naval, or air service, and
- B. The satisfactory completion of the period of active military, naval or air service for which a person was obligated at the time of entry into such service in the case of a person who, due to enlistment or reenlistment, was not awarded a discharge or release from such period of service at the time of such completion thereof and who, at such time, would otherwise have been eligible for the award of a discharge or release under conditions other than dishonorable.



REQUIRED DOCUMENTATION

Be prepared to share the following documentation as proof of veteran ownership and Honorable or General Under Honorable discharge:

Entity Documents:

- Texas Secretary of State (SOS) Certificate of Filing with the filing number, **or**
- County DBA document, **and**
- Ownership Agreement **or** Form 05-904

Discharge Documents:

- DD-214 - Member 4 or Service Copy 2, **or**
- NGB22, **or**
- VA Benefits Letter showing dates of service, and discharge type

Examples in Appendix A

Non-matching names require legal proof of name change

Examples of Legal documentation showing name change:

- Marriage Certificate
- Divorce Decree
- Court Documentation

Industry:

The VEP asks for the industry of your new business for statistical reasons. We are interested in the areas of business veteran business owners choose to enter. Please pick from the top 20 general industries below. We do not need the actual number, only the general category.

*Please see list on page 4

Submitting a request:

Visit the Texas Veterans Commission, Veteran Entrepreneur Page, <https://www.tvc.texas.gov/entrepreneurs/> **or** [click here](#). Submit your request by completing the three-part questionnaire. The main reason for contact is **Texas Veteran-Owned Business Logo**. A business consultant will reach out directly, requesting the above-required documents to process your request.



NAICS

GENERAL INDUSTRY LIST

1. Accommodation and Food Service
2. Administrative and Support **or** Waste Management and Remediation Services
3. Agriculture
4. Arts Entertainment and Recreation
5. Construction
6. Educational Services
7. Finance and Insurance
8. Health Care and Social Assistance
9. Information
10. Management of Companies and Enterprises
11. Manufacturing
12. Mining
13. Other Services except for Public Administration
14. Professional Scientific and Technical Services
15. Public Administration
16. Real Estate Rental and Leasing
17. Retail Trade
18. Transportation and Warehousing
19. Utilities
20. Wholesale Trade



DETERMINING VETERAN STATUS

*This process verifies that each individual submitting documents to the Texas Veterans Commission (TVC) in accordance with Section 171.0005(b) of the Texas Code is an Honorably Discharged Veteran of the United States Military. In determining veteran status, we refer to the following:

Texas Code Sec. 434.022(2) "veteran" means a person who has served in the Army, Navy, Air Force, Coast Guard, or Marine Corps of the United States; or (2) the Texas National Guard as defined by Section 431.001.(4) "Texas National Guard" means the Texas Army National Guard and the Texas Air National Guard.

38 U.S. Code 101-(2) "veteran" means a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

13CFR 125.11 further states, "A reservist or member of the National Guard called to Federal active duty or disabled from a disease or injury incurred or aggravated in line of duty or while in training status also qualify as a veteran."



APPENDIX A

Acceptable Document Examples

DD 214 Service Copy 2

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)		
23. TYPE OF SEPARATION RELEASED FROM ACTIVE DUTY FOR TRAINING	24. CHARACTER OF SERVICE (Include upgrades) HONORABLE	
25. SEPARATION AUTHORITY MARCORSEPMAN 1005	26. SEPARATION CODE MBK2	27. REENTRY CODE N/A
28. NARRATIVE REASON FOR SEPARATION COMPLETION OF REQUIRED ACTIVE SERVICE		
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) NONE		30. MEMBER REQUESTS COPY 4 (Initials) TP

DD FORM 214, AUG 2009 PREVIOUS EDITION IS OBSOLETE. **SERVICE - 2**
Adobe Designer 8.0

DD 214 Member 4

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)		
23. TYPE OF SEPARATION RELEASE FROM ACTIVE DUTY	24. CHARACTER OF SERVICE (Include upgrades) HONORABLE	
25. SEPARATION AUTHORITY AR 635-200, CHAP 4	26. SEPARATION CODE MBK	27. REENTRY CODE 1
28. NARRATIVE REASON FOR SEPARATION COMPLETION OF REQUIRED ACTIVE SERVICE		
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) NONE		30. MEMBER REQUESTS COPY 4 (Initials) DAO

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GENERATED BY TRANSPROC

NGB 22

23. AUTHORITY AND REASON AFI 36-3212, Paragraph CHAPTER 8: PHYSICAL DISABILITY-PERMANENT-RETIREMENT-PDRL, SPD: SEJ		
24. CHARACTER OF SERVICE HONORABLE	25. TYPE OF CERTIFICATE USED NGB Form 438	26. REENLISTMENT ELIGIBILITY 6P
27. <input checked="" type="checkbox"/> REQUEST <input type="checkbox"/> DECLINE COPIES OF MY NGB FORM 22 INITIALS <u>Not Present</u>		

NGB FORM 22 EF (Replaces NGB Form 22 dated 1Feb 83, which is obsolete) **INDIVIDUAL COPY IF REQUESTED-2**
1 NOV 96



APPENDIX A

Acceptable Document Examples

NA Form 13038

Benefit Summary Letter

United States of America

Certification of Military Service

This certifies that

CHARLES WALTON
2133344

was a member of the
from
to
Service was terminated by
Last Grade, Rank, or Rating
Active Service Dates

United States Navy
February 5, 1919
February 3, 1923
Honorable Discharge
SIC
Same as above

Given at St. Louis, Missouri, on
November 24, 1992

National Personnel Records Center
(Military Personnel Records)
National Archives and Records Administration

THE ARCHIVIST OF THE UNITED STATES IS THE PHYSICAL CUSTODIAN OF THIS PERSON'S MILITARY RECORD.
(This Certification of Military Service is issued in the absence of a copy of the actual Report of Separation, or its equivalent. This document serves as verification of military service and may be used for any official purpose. Not valid without official seal.)

NA FORM 13038 (REV. 10-88)

DEPARTMENT OF VETERANS AFFAIRS

May 16, 2023

Any Veteran
23102 Anywhere St
Anywhere, TX 77777

In Reply Refer
to xxx-xx-0000
27eBenefits

Dear Mr. Veteran:

This letter certifies that Megan Marie Tamez was discharged from the U.S. Armed Forces having served during the following period(s):

Branch of Service	Entered Active Duty	Discharged	Character of Service
Army	February 7, 2001	May 31, 2006	Honorable

(You may have additional periods of service not listed above.)

How You Can Contact Us

- If you need general information about benefits and eligibility, please visit us at <https://www.ebenefits.va.gov> or <http://www.va.gov>
- Call us at 1-800-827-1000. If you use a Telecommunications Device for the Deaf (TDD), the number is 1-800-829-4633.
- Ask a question on the Internet at <https://www.va.gov/contact-us>.

Sincerely Yours,
Regional Office Director

Service Verification Letter

Military Information

Your most recent, verified periods of service (up to three) include:

Branch of Service	Character of Service	Entered Active Duty	Released/Discharged
Army	Honorable	February 07, 2001	May 31, 2006

(There may be additional periods of service not listed above.)

VA Benefit Information

You have one or more service-connected disabilities:	Yes
Your combined service-connected evaluation is:	80%
Your current monthly award amount is:	\$2292.15
The effective date of the last change to your current award was:	December 01, 2022
You are considered to be totally and permanently disabled due solely to your service-connected disabilities:	No