

**The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4425**

**Code: Technical Letter 2000-01
Affirmative Action**

Date: August 14, 2000
To: Affirmative Action Directors
From: Karen Henderson-Winge *KHW*
Director
Diversity Programs
Subject: **2000 Federal Contractor Veterans' Employment Report (VETS-100)**

In accordance with federal regulations information must be collected on employees in regard to veteran and disabled status yearly. As you may recall, federal legislation recently introduced changes to VETS-100 reporting by requiring that contractors/subcontractors report the number of "other eligible veterans" and the minimum/maximum number of individuals employed during the period covered by the report. **Please note that the reporting of these new items is still optional for the VETS-100 Report due this year.** However, campuses will need to track this information for future reporting periods.

Enclosed you will find the following documents from the United States Department of Labor for the Federal Contractor Veteran's Employment Report: Letter to VETS-100 Users; the VETS-100 Reporting form; Instructions For Completing The Vets-100 Form; Criteria Identifying Other Eligible Veterans; and VETS-100 Frequently Asked Questions.

The VETS-100 reporting cycle is the 12-month period beginning July 1 and ending August 31, with a report filing deadline of **September 30. Please complete the enclosed VETS-100 report and return the original to Karen Henderson-Winge at the Chancellor's Office no later than September 23, 2000.** We apologize for the short turn around, but this timing reflects the date we received the material from the federal government.

If you have additional questions, please call me at (562) 951-4427 or e-mail, khwinge@calstate.edu. You may also direct questions to: the VETS-100 web site at <http://vets100.cudenver.edu/>, VETS 100 e-mail at helpdesk@vets.100.com, or the VETS-100 help line at (703) 461-2460.

KHW:ea

Enclosures

Distribution: Presidents (w/o enclosures)

July 21, 2000

Dear Federal Contractor/Subcontractor:

This letter and enclosed material provide information about your 2000 VETS-100 Report. As indicated in the information provided to support the 1999 VETS-100 reporting cycle, federal legislation has introduced changes that affect VETS-100 reporting. The Veterans Employment Opportunities Act (VEOA), Public Law 105-339, added new reporting requirements for the VETS-100 Report. The new reporting requirements are: (1) **Other Veterans**, which means veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized and, (2) the maximum number and minimum number of employees of the contractor or subcontractor during the period covered by the report. Since the Department of Labor's Regulations are currently under revision to reflect these changes, and since some companies may incur an undue reporting burden if required to report these items for 2000, **the reporting of these items is optional for the VETS-100 Report that is due September 30, 2000.**

Any federal contractor or subcontractor receiving an award of \$25,000 or more is required to submit a VETS-100 Report. The legislation imposes sanctions on contractors and subcontractors that are required to submit a VETS-100 Report but fail to do so. Federal agencies now are prohibited from awarding contracts or disbursing funds to federal contractors or subcontractors that are required to report but have not done so. To minimize the reporting burden, the Department of Labor has made available several reporting options. Organizations submitting VETS-100 Reports for 2000 now can choose from among:

- \$ Direct entry of information on the VETS-100 web-site;
- \$ Submission of an electronic file on a diskette; and
- \$ Submission of the VETS-100 Report in hard copy form.

The web site is appropriate for single establishments and for other organizations that prepare and submit a relatively small number of forms. Some organizations have submitted a relatively large number of forms and have done so by distributing the forms for completion at dispersed locations. These organizations also may find that direct entry of information on the web site from the dispersed locations offers significant advantages. The address for the web site for 2000 is <http://vets100.cudenver.edu>. A set of tips to assist web filers is included as the last page of the enclosure addressing the criteria identifying Other Veterans. If you have further questions about web filing, please e-mail to web@vets100.com.

Organizations that submit a relatively large number of computer generated forms and organizations that previously submitted an electronic file are likely to find that electronic filing via diskette is most suitable. For the 2001 reporting cycle, it is likely that revised regulations will require organizations submitting computer output for ten or more locations to submit that output in the form of an electronic file rather than in hard copy printout form. If you would like to receive detailed instructions and file specifications for submitting an electronic file on a diskette, please e-mail to diskfile@vets100.com.

Enclosed with this letter is a copy of the 2000 VETS-100 Report form. (The new items that will be required for the 2001 reporting cycle but are optional for the 2000 reporting cycle appear lightly shaded.) The form now includes space to identify the type of contractor and the type of form. Specific instructions for these two items are provided on the reverse of the form. Also, for the twelve month reporting period, only the ending date is required. Your company number appears on the enclosed pre-identified form. If you are a first time filer, and have not been assigned a company number, you must obtain a company number in order to file. You can obtain a company number by sending an e-mail to newcompany@vets100.com, or by calling the telephone help line, listed below.

For 2000, reporting on the Other Veterans group still is optional. Veterans qualify for inclusion in this new category based upon their participation in specific military campaigns and expeditions. Enclosed is a listing of the qualifying military events that establish the criteria for identifying Other Veterans. For the 2001 reporting cycle, it is expected that reporting on the Other Veterans group will be mandatory.

The VETS-100 Report is part of the Federal Contractor Program (FCP). This program maintains a homepage at <http://www.dol.gov/dol/vets/public/programs/fact/vet97-5.htm>. SIC code information can be obtained at <http://www.ecrc.camp.org/sic.html> or 1-800-991-3272. If you don't know your DUNS number, it can be obtained by calling 1-800-333-0505 and mentioning that you're a federal contractor/subcontractor. If you are a prime contractor, please provide all the enclosed information to your subcontractors (except for your pre-identified form). If you would like to receive all the documents in this packet in electronic form, please e-mail to documents@vets100.com or call 703-461-2460.

Please submit all VETS-100 Reports for 2000, no later than September 30, 2000, to:

U.S. Department of Labor
Veterans Employment and Training Service
VETS-100 Reporting
6101 Stevenson Avenue
Alexandria, VA 22304-3540

If you have questions, please contact us by e-mail, if at all possible. This will speed our ability to respond to you. Our general e-mail address is helpdesk@vets100.com. When contacting us by e-mail, please include your **company name**, your **company number** (if known), and your **telephone number**. You also may contact our telephone help line at 703-461-2460. If you do so, please leave the information listed above.

Sincerely,

Norm Lance
Program Manager

Enclosures: VETS-100 Report and Instructions
Criteria Identifying Other Veterans/Tips for Web Filers

FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100

OMB NO:1293-0005
Expires 01-30-2001

Persons are not required to respond to this collection of information unless it displays a valid OMB number

RETURN COMPLETED REPORT TO:
U.S. DEPARTMENT OF LABOR
VETERANS' EMPLOYMENT AND TRAINING SERVICE
VETS-100 REPORTING
6101 STEVENSON AVE
ALEXANDRIA, VA 22304

TYPE OF CONTRACTOR (Check one or both as applicable)	TYPE OF FORM (Check only one)
<input type="checkbox"/> Prime Contractor	<input type="checkbox"/> Single Establishment
<input type="checkbox"/> Subcontractor	<input type="checkbox"/> Multiple Establishment-Headquarters
	<input type="checkbox"/> Multiple Establishment-Hiring Location
	<input type="checkbox"/> Multiple Establishment-State Consolidated (specify number of locations) _____(MSC)

COMPANY IDENTIFICATION INFORMATION (Omit if items preprinted above)

COMPANY No: V734040	TWELVE MONTH PERIOD ENDING	2	0	0	0
		M	M	D	D
NAME OF PARENT COMPANY:	ADDRESS (NUMBER AND STREET):				
CITY:	COUNTY:	STATE:	ZIP CODE:		

NAME OF HIRING LOCATION:	ADDRESS (NUMBER AND STREET):				
CITY:	COUNTY:	STATE:	ZIP CODE:		

SIC:						DUNS						EMPLOYER I.D. No. (IRS TAX No.)							

INFORMATION ON VETERANS

REPORT ALL REGULAR FULL-TIME OR PART-TIME EMPLOYEES AND NEW HIRES WHO ARE VETERANS, AS DEFINED ON REVERSE. DATA ON NUMBER OF EMPLOYEES ARE TO BE ENTERED IN COLUMN L, M, AND N. DATA ON NEW HIRES ARE TO BE ENTERED IN COLUMNS O, P, Q, AND R. ENTRIES IN COLUMNS O THROUGH R, LINES 1 THROUGH 9, AND COLUMNS L, M, AND N, LINE 10 (GRAY SHADED AREAS) ARE OPTIONAL. **ENTRIES IN COLUMN N, LINES 1-9; COLUMN Q, LINE 10 AND THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES (AREAS SHADED LIGHT GRAY) ARE OPTIONAL FOR 2000 ONLY AND WILL BE REQUIRED FOR THE 2001 REPORTING CYCLE.** DETAILED INSTRUCTIONS ARE FOUND ON THE REVERSE OF THIS FORM.

JOB CATEGORIES	NUMBER OF EMPLOYEES			NEW HIRES (PREVIOUS 12 MONTHS)			TOTAL NEW HIRES, BOTH VETERANS AND NON-VETERANS (R)
	SPECIAL DISABLED VETERANS (L)	VIETNAM ERA VETERANS (M)	OTHER VETERANS (N)	SPECIAL DISABLED VETERANS (O)	VIETNAM ERA VETERANS (P)	OTHER VETERANS (Q)	
OFFICIALS AND MANAGERS 1							
PROFESSIONALS 2							
TECHNICIANS 3							
SALES WORKERS 4							
OFFICE AND CLERICAL 5							
CRAFT WORKERS (SKILLED) 6							
OPERATIVE (SEMI-SKILLED) 7							
LABORERS							
SERVICE WORKERS 9							
TOTAL 10							

Report the total maximum and minimum number of regular employees on board during the period covered by this report.

Maximum Number	Minimum Number

FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT (VETS-100)

WHO MUST FILE

The Vets-100 report is to be completed by all nonexempt federal contractors and subcontractors with contracts or subcontracts for the furnishing of supplies and services or the use of real or personal property for \$25,000 or more. Services include but are not limited to the following services: Utility, construction, transportation, research, insurance, and fund depository, irrespective of whether the government is the purchaser or seller. The existence of \$25,000 or more in federal contracts or subcontracts during a given calendar year establishes the requirement to file a VETS-100 Report during the following calendar year.

WHEN TO FILE

This annual report must be filed no later than September 30. Mail to the address pre-printed on the front of the form.

LEGAL BASIS FOR REPORTING REQUIREMENTS

Title 38, United States Code, Section 4212(d) and PL 105-339, require that federal contractors report at least annually the numbers of: 1) special disabled veterans, 2) veterans of the Vietnam era, and 3) other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized who are in their workforce. Reporting is required by hiring location and includes both the number employed and the number of new hires, within the three categories listed above. The number of veterans employed within these categories is to be broken out by job category and maximum and minimum total employment is to be reported as well.

HOW TO SUBMIT THE VETS-100 REPORTS

Single-establishment employers must file one completed form. All multi-establishment employers, i.e., those doing business at more than one hiring location, must file (A) one form covering the principal or headquarters office; (B) a separate form for each hiring location employing 50 or more persons; and (C) EITHER, (i) a separate form for each hiring location employing fewer than 50 persons, OR (ii) consolidated reports that cover hiring locations within one State that have fewer than 50 employees. Each state consolidated report must also list the name and address of the hiring locations covered by the report. Company consolidated reports such as those required by EEO-1 reporting procedures are NOT required for the VETS-100 report. Completed reports for the headquarters location and all other hiring locations for each company should be mailed in one package to the address indicated on the front of the form.

RECORD KEEPING

Employers must keep copies of the completed annual VETS-100 report submitted to DOL for a period of two years.

HOW TO PREPARE THE FORMS

As VETS only sends one copy of the VETS-100 Reporting form to each headquarters location, multi-establishment employers submitting hard copy reports should produce facsimile copies of the headquarters form for reporting data on each location.

Type of Contractor Indicate the type of contractual relationship (prime contractor or subcontractor) that the organization has with the Federal Government. If the organization serves as both a prime contractor and a subcontractor on various federal contracts, check both boxes.

Type of Form If a reporting organization submits only one VETS-100 Report form for a single location, check the Single Establishment box. If the reporting organization submits more than one form, only one form should be checked as Multiple Establishment-Headquarters. The remaining forms should be checked as either Multiple Establishment-Hiring Location or Multiple Establishment-State Consolidated. For state consolidated forms, the number of hiring locations included in that report should be entered in the space provided. For each form, only one box should be checked within this block.

COMPANY IDENTIFICATION INFORMATION

Company Number Do not change the Company Number that is printed on the form. If there are any questions regarding your Company Number, please call the VETS-100 staff at (703) 461-2460 or e-mail HELPDESK@VETS100.COM.

Twelve Month Period Ending Enter the end date for the twelve month reporting period used as the basis for filing the VETS-100 Report. To determine this period, select a date in the current year between July 1 and August 31 that represents the end of a payroll period. That payroll period will be the basis for reporting Number of Employees, as described below. Then the twelve month period preceding the end date of that payroll period will be your twelve month period covered. This period is the basis for reporting New Hires, as described below. Any federal contractor or subcontractor who has written approval from the Equal Employment Opportunity Commission to use December 31 as the ending date for the EEO-1 Report may also use that date as the ending date for the payroll period selected for the VETS-100 Report.

Name and Address for Single Establishment Employers COMPLETE the identifying information under the Parent Company name and address section. LEAVE BLANK all of the identifying information for the Hiring Location.

Name and Address for Multi Establishment Employers For parent company headquarters location, COMPLETE the name and address for the parent company headquarters, LEAVE BLANK the name and address of the Hiring Location. For hiring locations of a parent company, COMPLETE the name and address for the Parent Company location, COMPLETE the name and address for the Hiring Location.

SIC Code, DUNS Number, and Employer ID Number Single Establishment and Multi Establishment Employers should COMPLETE the SIC Code, DUNS Number, and Employer ID Number as described below.

SIC Code Enter the four (4) digit SIC Code applicable to the hiring location for which the report is filed. If there is not a separate SIC Code for the hiring location, enter the SIC Code for the parent company.

Dun and Bradstreet I.D. Number (DUNS) If the company or any of its establishments has a Dun and Bradstreet Identification Number, please enter the nine (9) digit number in the space provided. If there is a specific DUNS Number applicable to the hiring location for which the report is filed, enter that DUNS Number. Otherwise, enter the DUNS number for the parent company.

Employer I.D. Number (EIN) Enter the nine (9) digit numbers assigned by the I.R.S. to the contractor. If there is a specific EIN applicable to the hiring location for which the report is filed, enter that EIN. Otherwise, enter the EIN for the parent company.

INFORMATION ON VETERANS

Number of Employees Select any payroll period ending between July 1 and August 31 of the current year. Provide all data for regular full-time and part-time employees who were special disabled veterans, Vietnam-era veterans, or other veterans employed as of the ending date of the selected payroll period. Do not include employees specifically excluded as indicated in 41 CFR 61-250.2(b)(2). Employees must be counted by veteran status for each of the nine occupational categories (Lines 1-9) in columns L and M. Blank spaces will be considered zeros.

New Hires Report the number of regular full-time and part-time employees by veteran status who were hired (both veterans and non-veterans) and who were included in the payroll for the first time during the 12-month period ending between July 1 through August 31 of the current year. The totals in columns O, P and R (Line 10) are required. Enter all applicable numbers, including zeros.

Maximum/Minimum Employees Report the maximum and minimum number of regular employees on board during the period covered as indicated by PL 105-339.

DEFINITIONS:

'Hiring location' means an establishment as defined at 41 CFR 61.250.2(b).

'Special Disabled Veteran' means (A) a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (i) rated at 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 3106 of Title 38, U.S.C. to have a serious employment handicap or (B) a person who was discharged or released from active duty because of a service-connected disability.

'Veteran of the Vietnam era' means a person who: (A) served in the military, ground, naval or air service of the United States on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or (B) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases.

Other Veterans means veterans who served in the military, ground, naval or air service of the United States on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. To identify the campaigns or expeditions that meet this criterion, contact the Office of Personnel Management (OPM) and ask for the OPM VETS Guide, Appendix A. A local OPM telephone number may be found in the telephone book under Federal Government or consult Directory Assistance for your area code for the nearest OPM location. For those with Internet access, the information required to make this determination is also available at <http://www.opm.gov/veterans/html/vgmeda2.htm>.

Public reporting burden for this collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data source, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to the Department of Labor, Office of Information Management, Room N-1301, 200 Constitution Avenue, NW, Washington D.C. 20210. All completed VETS-100 Reports should be sent to the address indicated on the front of the form.

Criteria Identifying Other Veterans

Prior to the enactment of the Veterans Employment Opportunities Act of 1998 (Public Law 105-339), the affirmative action obligations of federal contractors and subcontractors regarding veterans, and the VETS-100 reporting requirement, applied to two groups of veterans - Special Disabled Veterans and Veterans of the Vietnam Era. The criteria identifying these two groups are provided in the instructions on the reverse of the VETS-100 Report Form. The recent legislation identifies a third category of veterans, identified in general terms as **Other Veterans**, who are entitled to affirmative action in employment and who are to be included in the VETS-100 Reports submitted by federal contractors and subcontractors.

The inclusion of veterans from this group is optional for this year's (2000) VETS-100 Report but is expected to be mandatory for next year's (2001) VETS-100 Report.

The category of Other Veterans includes those who served in a **war** and those who served in a campaign or on an expedition for which a campaign badge has been awarded. The criteria for identifying Other Veterans is subject to change, as periods of service end and new campaign badges are added. For that reason, the instructions on the reverse of the VETS-100 Form identify a web site maintained by the Office of Personnel Management (OPM) that is updated to reflect any changes that take place. A replica of that listing (as updated on April 5, 2000), is provided below for the convenience of federal contractors and subcontractors. In applying the information maintained by OPM to determine Other Veterans status for VETS-100 reporting, it is important to bear in mind that OPM's primary intent in maintaining this information is to establish eligibility for veterans' preference in federal employment, which differs somewhat from contractors' affirmative action responsibilities toward veterans. If there are further questions regarding the Other Veterans category, federal contractors and subcontractors can e-mail to othervets@vets100.com and can call (703) 461-2460.

U.S. Office of Personnel Management
Appendix A: Wars,
Campaigns and Expeditions
of the Armed Forces Since
WW II Which Qualify for
Veterans' Preference

War Service Creditable for Veterans' Preference. In the absence of statutory definition for "war" and "campaign or expedition," OPM considers to be "wars" only those armed conflicts for which a declaration of war was issued by Congress. The title 38, U.S.C., definition of "period of war," which is used in determining benefits administered by the Department of Veterans Affairs, includes the Vietnam Era and other armed conflicts. That title 38 definition is **NOT** applicable for civil service purposes.

Thus the last "war" for which active duty is qualifying for veterans' preference is World War II. The inclusive dates for World War II service are December 7, 1941, through April 28, 1952.

Non-combat operations that are not qualifying for veterans' preference. Many medals are awarded for non-combat operations. These medals are not a basis for preference and include the following:

- The Medal of Merit for meritorious service in World War II.
- The Medal of Freedom for meritorious achievements or meritorious service to the United States on or after December 7, 1941, in the war against an enemy outside the continental limits of the United States.
- The Antarctica Service Medal for participating in a scientific, direct support, or exploratory operation on the Antarctic Continent.
- The National Defense Service Medal for honorable service between June 27, 1950 and July 27, 1954 or January 1, 1961 and August 14, 1974; or for the period between August 2, 1990, and November 30, 1995.

- The Armed Forces Service Medal for participation in a United States military operation deemed to be a significant activity for which there was no threat of encounter of foreign armed opposition or imminent threat of hostile action.
- The Armed Forces Reserve Medal for 10 years of honorable service in a Reserve component; or active duty service in a Reserve component on or after August 1, 1990; or volunteer service for active duty on or after August 1, 1990.

Military Operations Since 1937 for Which a Campaign or Expeditionary Medal Has Been Awarded, Except for Operations Occurring During a Declared War

Military personnel receive many awards and decorations. To help agencies make decisions concerning entitlement to veterans' preference and other benefits, the following list identifies those awards that are campaign and expeditionary medals. Any Armed Forces expeditionary Medal, whether listed here or not, is qualifying for veterans' preference. The Department of Defense, not OPM, determines who is entitled to receive a medal, and under what circumstances. The list below is derived from DoD 1348.33-M, Manual of Military Decorations and Awards.

DD 214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for veterans' preference. *(Note that this documentation requirement refers to eligibility for veterans' preference in federal employment but not to the determination of Other Veterans status for VETS-100 reporting.)*

Campaigns and Expeditions Which Qualify For Veterans' Preference

<i>Campaign or Expedition</i>	<i>Inclusive dates</i>
Armed Forces Expeditionary Medal (AFEM) A veteran's DD Form 214 showing the award of any Armed Forces Expeditionary Medal is acceptable proof. The DD form 214 does not have to show the name of the theater or country of service for which that medal was awarded.	
Berlin	August 14, 1961, to June 1, 1963
Bosnia (Operations Joint Endeavor, Joint Guard, and Joint Forge)	November 20, 1995 to December 20, 1996; December 20, 1996 to present; June 21, 1998 to present
Cambodia	March 29, 1973, to August 15, 1973
Cambodia Evacuation (Operation Eagle Pull)	April 11 - 13, 1975
Congo	July 14, 1960, to September 1, 1962, and November 23, to 27, 1964
Cuba	October 24, 1962, to June 1, 1963
Dominican Republic	April 28, 1965, to September 21, 1966
El Salvador	January 1, 1981, to February 1, 1992
Grenada (Operation Urgent Fury)	October 23, 1983, to November 21, 1983
Haiti (Operation Uphold Democracy)	September 16, 1994, to March 31, 1995
Iraq (Operation Northern Watch)	January 1, 1997 to present
Korea	October 1, 1966, to June 30, 1974
Laos	April 19, 1961, to October 7, 1962
Lebanon	July 1, 1958, to November 1, 1958, and June 1, 1983, to December 1, 1987
Mayaguez Operation	May 15, 1975
Operations in the Libyan Area (Operation Eldorado Canyon)	April 12 - 17, 1986
Panama (Operation Just Cause)	December 20, 1989, to January 31, 1990
Persian Gulf Operation (Operation Earnest Will)	July 24, 1987, to August 1, 1990
Persian Gulf Operation (Operation Southern Watch)	December 1, 1995, to present
Persian Gulf Operation (Operation Vigilant Sentinel)	December 1, 1995 to February 1, 1997

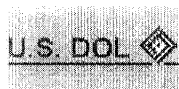
<i>Campaign or Expedition</i>	<i>Inclusive dates</i>
Persian Gulf Operation (Operation Desert Thunder)	November 11, 1998 to December 22, 1998
Persian Gulf Operation (Operation Desert Fox)	December 16, 1998 to December 22, 1998
Persian Gulf Intercept Operation	December 1, 1995, to present
Quemoy and Matsu Islands	August 23, 1958, to June 1, 1963
Somalia (Operation Restore Hope)	December 5, 1992, to March 31, 1995
Taiwan Straits	August 23, 1958, to January 1, 1959
Thailand	May 16, 1962, to August 10, 1962
Vietnam Evacuation (Operation Frequent Wind)	April 29, 1975, to April 30, 1975
Vietnam (including Thailand)	July 1, 1958, to July 3, 1965

Navy expeditionary Medal and Marine Corps Medal for these Operations:

<i>Campaign or Expedition</i>	<i>Inclusive dates</i>
Cuba	January 3, 1961 to October 23, 1962
Indian Ocean/Iran	November 21, 1979, to October 20, 1981
Iranian/Yemen/Indian Ocean	December 8, 1978 to June 6, 1979
Lebanon	August 20, 1982 to May 31, 1983
Liberia (Operation Sharp Edge)	August 5, 1990 to February 21, 1991
Libyan Area	January 20, 1986 to June 27, 1986
Panama	April 1, 1980 to December 19, 1986 and February 1, 1990 to June 13, 1990
Persian Gulf	February 1, 1987 to July 23, 1987
Rwanda (Operation Distant runner)	April 7 - 18, 1994
Thailand	May 16 - August 10, 1962

Other Campaign and Service Medals Qualifying for Preference:

<i>Campaign or Expedition</i>	<i>Inclusive dates</i>
Army Occupation of Austria	May 9, 1945 to July 27, 1955
Army Occupation of Berlin	May 9, 1945 to October 2, 1990
Army Occupation of Germany (exclusive of Berlin)	May 9, 1945 to May 5, 1955
Army Occupation of Japan	September 3, 1945 to April 27, 1952
Chinese Service Medal (Extended)	September 2, 1945 to April 1, 1957
Korean Service	June 27, 1950 to July 27, 1954
Navy Occupation of Austria	May 8, 1945 to October 25, 1955
Navy Occupation of Trieste	May 8, 1945 to October 25, 1954
Southwest Asia Service Medal (SWASM) (Operations Desert Shield and Desert Storm)	August 2, 1990 to November 30, 1995
Units of the Sixth Fleet (Navy)	May 9, 1945 to October 25, 1955
Vietnam Service Medal (VSM)	July 4, 1965 to March 28, 1973



The Federal Contractor Program

C:\PROGRAM FILES\SOFTQUAD\HOTMETAL PRO 4\gifs\scan0000.htm

FREQUENTLY ASKED QUESTIONS ABOUT THE FEDERAL CONTRACTOR PROGRAM

The Federal Contractor Program requires that any contractor who receives a contract from the Federal Government in the amount of \$25,000 or more, or any subcontractor who receive a contract from such a covered contractor in the amount of \$25,000 or more must file a VETS-100 Report on an annual basis and must take affirmative action to hire and promote qualified special disabled, veterans of the Vietnam-era and any veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. The following are frequently asked questions regarding the two components of the Federal Contractor Program -- the Federal Contractor Job Listing Program and the VETS-100 Reporting Requirement.

A. FEDERAL CONTRACTOR JOB LISTING PROGRAM

A-1. What are the requirements of the Federal Contractor Job Listing Program?

A-2. As a federal contractor, what is my responsibility towards my subcontractors?

A-3. How do I list job openings with a Job Service local office?

A-4. How do I list job openings through America's Job Bank?

A-5. Am I required to have an affirmative action plan?

A-6. What happens if I don't meet the Federal Contractor Job Listing requirements?

B. VETS-100 REPORTING REQUIREMENT

B-1. Who must file a VETS-100 Report?

B-2. When is the VETS-100 Report due?

B-3. What is the period covered in the VETS-100 Report?

B-4. How do I obtain the form and instructions?

B-5. What is an "SIC" code?

B-6. What is the DUNS number and why is it being requested?

B-7. What is the EIN number and why is it being requested?

B-8. What is meant by "hiring location?"

B-9. What is meant by "number of employees?"

B-10. What is meant by "new hires?"

B-11. What is the definition of a "Vietnam-era" veteran?

B-12. What is the definition of a "special disabled" veteran?

B-13. What is the definition of "other" veteran?

B-14. What is the "state consolidated report?"

B-15. Can I file electronically?

B-16. My company has no Vietnam era veterans or special disabled veterans or I have hired no new employees during the reporting period. What do I do?

B-17. What happens if I don't submit a VETS-100 Report?

A. FEDERAL CONTRACTOR JOB LISTING PROGRAM

<http://www.dol.gov/dol/vets/public/contractor/main.htm>

A-1. What are the requirements of the Federal Contractor Job Listing Program?

Contractors and subcontractors are required to immediately list all employment openings with the nearest State Job Service office (also known as State Employment Service) and Workforce Development Offices (in some States) except for executive or top management jobs, positions filled from within the organization, and jobs lasting 3 days or less. This includes agreements to lease workers from "Temp Agencies." The job-listing requirement may also be satisfied by posting the job on America's Job Bank through the Internet. Qualified special disabled, veterans of the Vietnam-era and any veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized are given priority by the Job Service for referral to the federal contractor and subcontractor job openings. The priority referral does not obligate an employer to hire any Job Service referrals.

A-2. As a federal contractor, what is my responsibility towards my subcontractors?

It is the responsibility of federal contractors who utilize subcontractors to communicate both the job listing requirement and the VETS-100 reporting requirement to all subcontractors who are awarded subcontracts totaling \$25,000 or more. It is the responsibility of Federal contractors to notify their subcontractors of their EEO responsibilities with regards to veterans.

A-3. How do I list job openings with a Job Service local office or Workforce Development Office?

To list job openings with a local office, contractors and subcontractors must contact the local office of the State Job Service in their area. The Veterans' Representatives [State Job Service] in the State Job Service local office can help explain the requirements of the Federal Contractor Program. To locate the State Job Service or Workforce Development local office nearest you, please contact your state's Director for Veterans' Employment and Training (DVET). A directory of State DVET offices can be located at the following web site:

<http://www.dol.gov/dol/vets/public/aboutvets/contacts/main.htm>

A-4. How do I list job openings through America's Job Bank?

Federal contractors and subcontractors may enter individual job openings on America's Job Bank directly over the Internet. Information entered in this way will be sent directly to the appropriate State Job Service local office. America's Job Bank and instructions on entering job openings is located at the following web address:

<http://www.ajb.dni.us>

A-5. Am I required to have an affirmative action plan?

Federal contractors and subcontractors must have *written* affirmative action plans or policies, if they have 50 employees and \$50,000 or more in federal contract funds. They must be able to show they have followed the plans and that they have not discriminated against veterans or other covered groups. They also must show that they have actively recruited special disabled, veterans of the Vietnam-era and any veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, and that they have disseminated all information regarding promotion activities within their organization.

A-6. What happens if I don't meet the Federal Contractor Job Listing requirements?

That information will be provided to the Office of Federal Contract Compliance Programs (OFCCP). OFCCP is a federal agency within the Department of Labor responsible for compliance and enforcement of the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), as well as compliance and enforcement of other requirements mandated for federal contractors and sub-contractors. OFCCP will normally enter into a conciliation agreement with the contractor to resolve this major violation.

B. VETS-100 REPORTING REQUIREMENT

B-1. Who must file a VETS-100 Report?

Any contractor who receives a contract from the Federal Government in the amount of \$25,000 or more, or any subcontractor who receives a contract from such a covered contractor in the amount of \$25,000 or more, must file a VETS-100 Report on an annual basis. The \$25,000 can be aggregated for purchase orders or government Bills of Laden. If these requirements are met you are required to complete and submit the VETS-100 report.

B-2. When is the VETS-100 Report due?

The VETS-100 Report is due to the Department of Labor by September 30 each year.

B-3. What is the period covered in the VETS-100 Report?

The VETS-100 Report requires employers to select a payroll period to report the number of veteran employees and the number of new hires. For the "Number of Employees" pick any pay period during the third quarter of the reporting year, (July through September). For "New Hires" use the 12 month period prior to the pay period used to report Number of Employees. Companies having written approval from the Equal Employment Opportunity Commission (EEOC) to use the year end (December 31) date to file the EEO-1 Report may continue to use that date to file the VETS-100 Report.

B-4. How do I obtain the form and instructions?

If your company is part of the VETS-100 database, you will receive a report form and instructions for filing the form in July. If you do not receive the form or have misplaced it, or are a new federal contractor please email us at "vets100@dyncorp.com" or call (703) 461-2460. When requesting

<http://www.dol.gov/dol/vets/public/contractor/main.htm>

forms, please provide the parent company name, address, contact person, telephone number and e-mail address (if available).

B-5. What is an "SIC" code?

The Standard Industrial Classification (SIC) code is an industry wide number used to identify a specific type of business. If your company receives an EEO-1 form, the number is usually included on the form. If you do not know the SIC code that applies to your organization, the web pages noted below will give you the appropriate SIC code. Enter key words when prompted at either page to search for SIC codes. Should you encounter any difficulty determining your firm's SIC code, you can also request assistance from the nearest local Job Service or Workforce Development Office of the State Employment Service.

<http://www.osha.gov/oshstats/sicser.html>

B-6. What is the DUNS number and why is it being requested?

The DUNS number is the Dun and Bradstreet Universal Numbering System number assigned by Dun and Bradstreet. It has become the standard for all U.S. Federal government electronic commerce transactions. Submission of this number will assist VETS in maintaining a more accurate database of current federal contractors and subcontractors, and will assist VETS to eliminate from the database employers who are no longer required to submit a form from the database. A DUNS number can be requested free of charge by calling Dun and Bradstreet at 1-800-333-0505. Further information about the DUNS number can be found at the following web site:

<http://www.dnb.com/>

B-7. What is the EIN number and why is it being requested?

The EIN number is the Employer Identification Number assigned by the Internal Revenue Service. Submission of this number will assist the Veterans' Employment and Training Service (VETS) in linking its database of federal contractors with America's Job Bank (AJB) because the EIN is used as the identification number by companies that list openings on AJB.

B-8. What is meant by "Hiring Location"?

Hiring location as defined by 41 CFR 61-250.2 (b) (1) refers to a single, physical location of a company that conducts business and is a relatively permanent establishment. For example, if Contractor A has its headquarters in City X and two other hiring locations in Cities Y and Z, the company is required to fill out a VETS-100 Report for its headquarters in City X and two separate VETS-100 Reports for the locations in City Y and City Z. For locations involving construction and similar types of physically dispersed industrial activities, however, it is not necessary to list separately each individual site, project, field, line, etc., unless it is treated by the contractor as a separate legal entity with a separate Employer Identification Number. The specific definition of hiring location, according to the regulations, can be found at the following web site:

http://www.dol.gov/dol/vets/public/regs/cfr/41cfr/toc_Chapt61/61_250.2.htm

B-9. What is meant by "Number of Employees?"

The number of employees as defined by 41 CFR 61-250.2 (b) (2) is the number of permanent full-time and part-time employees who were special disabled, veterans of the Vietnam-era and any veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, employed as of the ending date of the selected payroll period. "Employees" shall not include those persons hired on a casual basis for a specified time such as seasonal and temporary workers, or employees obtained through hiring halls or agents.

The specific definition of employee, according to the regulations can be found at the following web site:

http://www.dol.gov/dol/vets/public/regs/cfr/41cfr/toc_Chapt61/61_250.2.htm

Contractors must now include the maximum and the minimum number of employees during the period covered by the report.

B-10. What is meant by "New Hires?"

A "new hire" is anyone hired as a permanent employee during your reporting period even if they are not with you now. The "permanent" can be permanent full-time or permanent part-time.

B-11. What is the definition of a "Vietnam-Era" Veteran?

Veteran of the Vietnam-era means a person who:

(1) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (I) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (II) between August 5, 1964 and May 7, 1975 in all other cases; or

(2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed: (I) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (II) between August 5, 1964, and May 7, 1975, in all other cases.

B-12. What is the definition of a "Special Disabled" Veteran?

Special disabled veteran means:

(1) a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (I) rated at 30 percent or more, or (ii) rated at 10 or 20 percent if it has been determined that the individual has a serious employment disability; or

<http://www.dol.gov/dol/vets/public/contractor/main.htm>

(2) a veteran who was discharged or released from active duty because of a service-connected disability.

B-13. What is the definition of "other" veteran?

Other veteran is specified as a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. A complete list of campaigns can be viewed at:

<http://www2.dol.gov/dol/vets/public/programs/programs/preference/medalawa.htm>

B-14. What is the "State Consolidated Report?"

The State Consolidated Report is an option for companies that have a number of small locations in a state. All multi-establishment employers must file (1) a report covering the principal or headquarters office (2) a separate report for each hiring location employing 50 or more persons, and (3) either, (i) a separate report for each hiring location employing fewer than 50 persons, or (ii) consolidated reports, by State, combining all hiring locations within one State that have fewer than 50 employees each. Each consolidated report also must list the name and address of the hiring locations covered by the report.

B-15. Can I file electronically?

Yes, anyone may choose to file electronically. Beginning with the 1999, VETS-100 Report electronic filing will be strongly encouraged. Detailed instructions on electronic filing will be mailed to employers.

B-16. My company has no covered veterans, nor have I hired any new employees during the reporting period. What do I do?

Fill in the period covered, put zeroes in the columns, and return the form to the address indicated.

B-17. What if I don't submit a VETS-100 Report?

That information will be provided to the Office of Federal Contract Compliance Programs (OFCCP). OFCCP is a federal agency within the Department of Labor that is responsible for compliance and enforcement of the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), as well as compliance and enforcement of other requirements mandated for federal contractors. In addition certain Federal agencies have statutory language that does not allow Federal Contracting Officer to award or modify Federal contracts unless the current VETS-100 report has been submitted.

Prohibitions have been added on contracting with entities which do not meet veterans' employment reporting requirements. Funds may not be obligated, or expended

[funds appropriated] if the contractor has not submitted a report for the preceding year.

The Secretary of Labor will make available in a database a list of contractors who have submitted VETS-100 forms. Limitations will be placed on the use of appropriated funds for contracts with entities who fail to meet reporting requirements. OFCCP will normally enter into a conciliation agreement with the contractor to resolve this major violation.

---DISCLAIMER---



[DOL Home Page](#)



[VETS Home Page](#)



[Top of Document](#)