


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

Code: Technical Letter 2001-02  
Affirmative Action

**Date:** August 24, 2001  
**To:** Directors of Equal Employment Opportunity  
**From:** Karen Henderson-Winge   
Manager  
Employee Relations  
**Subject:** 2001 Federal Contractor Veterans' Employment Report (VETS-100)

In accordance with federal regulations, information regarding covered veteran status must be collected yearly on employees of the California State University system. As you may recall, federal legislation recently introduced changes to VETS-100 reporting by requiring that federal contractors/ subcontractors report the number of "other eligible veterans" and the minimum/ maximum number of individuals employed during the period covered by the report. The reporting of these items is still optional for the 2001 cycle, however, it is expected that this information will be required as of 2002.

Enclosed you will find the following documents to assist you in completing the 2001 VETS-100 report: an introductory letter to federal contractors/subcontractors from the United States Department of Labor; the VETS-100 Reporting Form and instructions; and Criteria Identifying Other Eligible Veterans, Companies Owned by Veterans, and Newly Separated Veterans.

As the VETS-100 Office sends only one copy of the VETS-100 Reporting Form to the headquarters location of multi-establishment employers, each CSU campus must complete and return the enclosed facsimile VETS-100 report in hardcopy format to the Chancellor's Office. The Chancellor's Office will then forward the campus VETS-100 reports as a group to the VETS-100 Office.

The final filing deadline for the VETS-100 Report is **September 30, 2001**. **Therefore, please complete the enclosed VETS-100 report and return the original to Karen Henderson-Winge at the Chancellor's Office no later than September 22, 2001.** We apologize for the short turn around, but this timing reflects the date we received the material from the federal government.

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Distribution: CSU Presidents (w/o enclosures)  
Human Resources Directors (w/o enclosures)

**TECHNICAL letter 2001-02  
HR/Affirmative Action**

If you have additional questions, please contact Karen Henderson-Winge at (562) 951-4427 or e-mail, [khwinge@calstate.edu](mailto: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](mailto:helpdesk@vets.100.com), or the VETS-100 help line at (703) 461-2460.

KHW:KP

Enclosures

**U.S. Department of Labor**

Office of the Assistant Secretary for  
Veterans' Employment and Training  
Washington, D.C. 20210



July 20, 2001

Dear Federal Contractor/Subcontractor:

Any Federal contractor or subcontractor receiving a Federal contract of \$25,000 or more is required to submit an annual VETS-100 Report on employment of veterans. This letter and enclosed material provide information about your 2001 reporting requirements. Legislation requires that the U.S. Department of Labor (USDOL) Veterans' Employment and Training Service (VETS) collect and compile this data on targeted veterans' employed by Federal contractors. The Office of Federal Contractor Compliance Programs (OFCCP) verifies submission of the VETS-100 Report during their Federal contractor compliance review process. In addition, all Federal Contracting Officers are prohibited from awarding contracts or disbursing funds to Federal contractors or subcontractors that have not submitted a current VETS-100 Report.

To minimize the reporting burden, the Department of Labor has made available several reporting options:

- 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 usually is appropriate for single establishments and for other organizations that prepare and submit a relatively small number of forms. Organizations that submit a relatively large number of forms by distributing the forms for completion at dispersed locations 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 2001 is <http://vets100.cudenver.edu>. A set of tips to assist web filers is available at the web site. If you have further questions about web filing, please e-mail to [web@vets100.com](mailto: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 2002 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. However, for the 2001 reporting cycle, this method of filing still is optional. 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](mailto:diskfile@vets100.com).

Enclosed with this letter is your personalized 2001 VETS-100 Report form, which includes your assigned VETS-100 company number. If you have not previously been assigned a company number, you must obtain an identification number before submitting your report. To obtain this number please e-mail your request to [newcompany@vets100.com](mailto:newcompany@vets100.com), or call 703-461-2460. The form also requests SIC Code, DUNS Number, and Employer Identification Number (EIN). SIC Code information is available by calling 1-800-991-3272 or at <http://www.ecrc.camp.org/sic.html>. The DUNS Number can be obtained by calling 1-800-333-0505 and identifying your organization as a Federal contractor/subcontractor.

For the 1999 and 2000 reporting cycles, you received information about the new reporting requirements introduced by Public Law 105-339 regarding: (1) Other Eligible Veterans, defined as 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 and minimum number of employees during the period covered by the report.

- Reporting of these items was optional. These items appear lightly shaded because it is expected that they will be required for the 2002 reporting cycle but they continue to be optional for the 2001 reporting cycle.
- Veterans qualify for inclusion in this category based upon their participation in specific military campaigns and expeditions. You can obtain an up-to-date listing of the qualifying military events that establish the criteria for identifying Other Eligible Veterans at <http://www.opm.gov/veterans/html/vgmedal2.htm>. A recent version of this listing is enclosed for your convenience. In addition, the fourth page of this enclosure provides web site links to veteran owned companies as resource information.

More recently, Public Law 106-419 has added a new veterans employment emphasis of Recently Separated Veterans, defined as "...any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty". This category is intended to be designated by VETS as "Newly Separated Veterans" and is not required for the 2001 reporting cycle. Additional information about this category is included on the fourth page of the enclosure mentioned above.


The VETS-100 Report is part of the Federal Contractor Program (FCP). This program maintains a homepage at <http://vets100.cudenver.edu>. If you are a prime contractor with subcontractors, 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](mailto:documents@vets100.com) or call the help line listed below.

Please submit all VETS-100 Reports for 2001, no later than September 30, 2001, to:

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

If you have any questions, please contact us via e-mail at [helpdesk@vets100.com](mailto:helpdesk@vets100.com). You also may contact our help line at 703-461-2460. When requesting information, to ensure a prompt reply, please include your company name, your company number, contact name, and telephone number.

Sincerely,



LYNNE M. McGRAIL  
Program Manager

Enclosures: VETS-100 Reporting Form and Instructions  
Criteria Identifying Other Eligible Veterans, Companies Owned by Veterans, and Newly Separated Veterans



# 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, and 2) veterans of the Vietnam era. The following requirements for reporting annually are optional until Final Rule is published: 1) other eligible 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, and 2) maximum and minimum number of employees. Reporting is required by hiring location and includes both the number employed and the number of new hires, within the two categories listed above. The number of veterans employed within these categories is to be broken out by job category.

## 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](mailto: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 permanent full-time and part-time employees who were special disabled veterans, Vietnam-era veterans, or other eligible 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. The information in column N, lines 1-9 is expected to be required for the 2002 reporting cycle but this information is optional for 2001. Blank spaces will be considered zeros.

New Hires Report the number of permanent 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. The information in column Q, line 10 is also expected to be required for the 2002 reporting cycle but this information is optional for 2001. Enter all applicable numbers, including zeros.

Maximum/Minimum Employees Report the maximum and minimum number of permanent 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 Eligible 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 also is available at <http://www.opm.gov/veterans/html/vgmedal2.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 Eligible 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 Eligible 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 (2001) VETS-100 Report but is expected to be mandatory for next year's (2002) VETS-100 Report.**

The category of Other Eligible 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 Eligible 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 Eligible 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 Eligible Veterans category, Federal contractors and subcontractors can e-mail to [othervets@vets100.com](mailto:othervets@vets100.com) or call (703) 461-2460.

### U.S. Office of Personnel Management

#### ***Appendix A: Wars, Campaigns and Expeditions of the Armed Forces Since WWII 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>
<b>Armed Forces Expeditionary Medal (AFEM)</b> 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

<i>Campaign or Expedition</i>	<i>Inclusive dates</i>
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
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

Page updated 5 April 2000

## Sources of Information on Companies Owned by Veterans

The U.S. Small Business Administration maintains a web site at <http://pro-net.sba.gov> that identifies veteran owned small businesses nationwide. Federal contractors can use this site to search for small businesses owned by veterans. In addition, any veteran owned small business can register its company profile on the site. The state of California encourages contracting with companies owned by disabled veterans and maintains a web site at <http://www.pd.dgs.ca.gov>. Information about the program can be accessed by clicking on the "DVBE Program" button. A search for specific companies can be initiated by clicking on the "Related Web Site" listed on that page as "DVBE Certified Firm Inquiry".

## Information About the "Newly Separated Veterans" Target Group

Consistent with Public Law (P.L.) 106-419, the Veterans Benefits and Health Care Improvement Act of 2000, we are providing you with the following for informational purposes:

Recently Separated Veterans is added for veterans employment emphasis under Federal contracts as a target group defined as "...any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty." Therefore, in order to meet the resulting data collection requirement it is VETS intent to publish a Notice of Proposed Rulemaking during 2001 in order to implement this new requirement followed by approval of Final Regulations in 2002. It is also the intent of VETS to include the category as "Newly Separated Veterans" for reporting purposes during the 2002 VETS-100 reporting cycle. A sample format of the lower portion of the VETS-100 Report is provided below for informational purposes and may change pending the publication of the Final Rule.

### SAMPLE FORMAT

REPORT ALL PERMANENT 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, R AND S. ENTRIES IN COLUMNS O THROUGH S, LINES 1 THROUGH 9, AND COLUMNS L, M, AND N, LINE 10 (GRAY SHADED AREAS) ARE OPTIONAL. 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 (S)
	SPECIAL DISABLED VETERANS (L)	VIETNAM ERA VETERANS (M)	OTHER ELIGIBLE VETERANS (N)	NEWLY SEPARATED VETERANS (O)	SPECIAL DISABLED VETERANS (P)	VIETNAM ERA VETERANS (Q)	OTHER ELIGIBLE VETERANS (R)	
OFFICIALS AND MANAGERS 1								
PROFESSIONALS 2								
TECHNICIANS 3								
SALES WORKERS 4								
OFFICE AND CLERICAL 5								
CRAFT WORKERS (SKILLED) 6								
OPERATIVE (SEMI-SKILLED) 7								
LABORERS (UNSKILLED) 8								
SERVICE WORKERS 9								
TOTAL 10								

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

Maximum Number	Minimum Number