


The California State University
Office of the Chancellor
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Date: October 8, 2002 **Code:** TECHNICAL LETTER
HR/EEO 2002-02

To: Equal Employment Opportunity Directors

From: George Tejadilla 
Manager, EEO & Employee Relations
Human Resources

Subject: 2002 Federal Contractor Veteran's Employment Report (VETS-100)

Federal law requires all federal contractors to submit an annual VETS-100 report to the U.S. Department of Labor by way of the Veterans' Employment and Training Service (VETS). The report is due September 30, 2002. However, in light of some new reporting requirements, including the option to file said report via the internet, contractors needing more time are authorized a **one-month extension** through **November 1, 2002**.

These additional reporting requirements necessitate the need to revise our internal procedures to more efficiently process these reports. Our practice had been to direct each campus to submit an original report to the Chancellor's Office ("CO"). The CO then would forward the originals as one package to the VETS-100 office. **Effective immediately**, each campus is now directed to file its VETS-100 report directly with VETS via the Internet, but forward on e-mail or a hard copy to our office.

Please follow the filing instructions as explained on the VETS web site located at: <http://vets100.cudenver.edu/>. There you will find the VETS home page with links to FAQs, forms, and other comprehensive background and detailed information to help you fulfill the reporting requirement. When you "log-in," use CSU's "company number" as **V734040** and begin with the section entitled "Name of Hiring Location." Also, note that your new common NAICS code is **611310** replacing your SIC number.

You are urged to take advantage of the new VETS feature of filing your report on-line via the Internet. You will find the process to be "user-friendly" as promoted by VETS. Make sure to "save" a copy for your records. Further, **please e-mail a copy to the CO at gtejadilla@calstate.edu**. Alternatively, you can print out a hard copy of the Vets-100 report as filed, and **fax** a copy to our office at Systemwide HR. Remember that the deadline, for the 2002 reporting cycle, is November 1, 2002.

Distribution:

CSU Presidents

If you have any questions or comments, please contact me at (562) 951-4427 or e-mail at gtejadilla@calstate.edu. You may also direct questions to the VETS-100 web site referenced above, or e-mail at helpdesk@vets100.com or call the VETS-100 help line at (703) 461-2460.

GT:ea