


The California State University
Office of the Chancellor
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Date: October 7, 2003 **Code:** TECHNICAL LETTER
HR/EEO 2003-02

To: Equal Employment Opportunity Directors

From: Ellen Bui 
Manager, EEO & Employee Relations
Human Resources

Subject: 2003 Federal Contractor Veteran's Employment Report (VETS-100)

Federal law requires all federal contractors to submit the VETS-100 reports annually on September 30. This year, since the reports were sent in mid-September, contractors are authorized a **one-month extension** through **October 31, 2003** to ensure adequate preparation time.

Presently, CSU still has not received our Vets 100 from the VETS. However, in the interest of time, campuses are hereby instructed to begin filing your Vets 100 as soon as possible instead of waiting for the form to be received by the Chancellor's Office.

This year, the reporting requirement is substantially the same as it was last year. The New Hires section continues to be optional. However, there are two changes to note. First, contractors are requested to include the name, phone number and email address of the person responsible for filing the VETS-100 report. Second, the VETS-100 reporting office has a new address and phone number: VETS-100 Reporting Office, 4200 Forbes Blvd., Ste. 202, Lanham, MD 20706. Phone: 301.306.6752.

Although the threshold amount for coverage has been increased from \$25,000 to \$100,000 and the "newly separated veterans" category has been redefined to include those veterans who were hired during the three-year period following their discharge or release from active duty, neither of these two changes takes effect in this year's report; rather, they will take effect next year.

Pursuant to HR/EEO 2002-02, each campus should continue to electronically file its VETS-100 report directly with VETS and forward an email or a hard copy to the Chancellor's Office. Please follow the filing instructions as explained on the VETS web site located at: <http://vets100.cudenver.edu>. When you "log-in," use CSU's "company number" as **V734040** and begin with the section entitled "Name of Hiring Location." Also, note that the common NAICS code **611310** replaces your SIC number.

Distribution:

CSU Presidents

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

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