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Code: TECHNICAL LETTER
HR/EEO 2004-01

Date: August 18, 2004
To: Equal Employment Opportunity Directors
From: Ellen Bui 
Manager, EEO & Employee Relations
Human Resources
Subject: 2004 Federal Contractor Veterans' Employment Report (VETS-100)

Federal law requires federal contractors to annually submit the VETS-100 report by September 30th. As required, the report is due **September 30, 2004**.

This year's VETS-100 form looks the same as it did last year. Clearly, changes that the Department of Labor had expected to be incorporated in this year's VETS-100 form, such as a new definition for the term "newly separated veterans," have not been made. Thus, there are no changes in the reporting requirements this year.

Each campus should continue to electronically file its VETS-100 report directly with the Department of Labor, Veterans' Employment and Training Service (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 is **611310**.

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 office by calling the helpline at 301.306.6752 or e-mailing at helpdesk@VETS100.com.

EB:ea

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