


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4425

Date: August 7, 2006

Code: TECHNICAL LETTER
HR/EEO 2006-01

To: Equal Employment Opportunity Directors

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

Subject: 2006 Federal Contractor Veterans' Employment Report (VETS-100)

Federal law requires all federal contractors to annually submit the VETS-100 report by September 30th. This year, September 30th falls on a Saturday but the Department of Labor, Veterans' Employment and Training Service (VETS), has not specified in writing that the due date would be moved to the next business day. Thus, campuses should continue to file their VETS-100 report on or before **September 30, 2006** and forward an electronic or a hard copy to the Chancellor's Office.

This year's VETS-100 form looks the same as it did last year. There are no changes in the reporting requirements because once again the VETS has not yet published final regulations to implement the legislative changes introduced by the Jobs for Veterans Act (2003).

You can access this year's form by going to the website <http://www.vets100.com/>. Next, click on the link "Click here to file your 2006 VETS-100 Report." At the next screen, enter **V734040** as CSU's "company number" then click on the button "Login." The 2006 VETS-100 form will then appear for you to complete on screen. Note, the form that displays on screen contains the Chancellor's Office's address and the employer identification number **94-6001347**. The employer identification number is correct and should not be changed; however, each campus should type its own address in the box where the Chancellor's Office's address appears. The common NAICS code is **611310**.

The definitions of terms used in the form as well as instructions on how to complete the form may be accessed by clicking on the "2006 VETS-100 Reporting Form Downloadable PDF" link. For an overview of the steps to file the form electronically, click on "Tips for Completing the Web-Based Reporting Form."

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.

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