



Date: August 2, 2007

Code: TECHNICAL LETTER  
HR/EEO 2007-01

To: Equal Employment Opportunity Directors

From: Ellen Bui   
Manager, EEO, Campus Relations & Dispute Resolution  
Human Resources

Subject: 2007 Federal Contractor Veterans' Employment Report (VETS-100)

Federal law requires all federal contractors to annually submit the VETS-100 report by September 30<sup>th</sup>. This year, September 30<sup>th</sup> falls on a Sunday, but the Department of Labor, Veterans' Employment and Training Service (VETS), did not move the deadline to the next business day. Thus, campuses should plan to file their VETS-100 report on or before **September 30, 2007**. Once you have filed your report with the VETS, please forward an electronic or a hard copy of the report 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 "File your 2007 VETS-100 Report online." At the next screen, enter **V734040** as CSU's "company number" then click on the button "Login." At the next screen, you can pull up the 2007 VETS-100 form by clicking on the name of your campus. If your campus's name is not listed, you should click on "New Company" and follow the instructions. All campuses share the same employer identification number, which is **94-6001347**, and the same **NAICS** code, which is **611310**. Aside from these common identification numbers, each campus is to fill in the form with its own particular information.

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 "2007 VETS-100 Reporting Form (PDF)" link. For an overview of the steps to file the form electronically, click on "Tips for Completing the Web-Based Form."

If you have any questions or comments, please contact me at (562) 951-4427 or e-mail at [ebui@calstate.edu](mailto: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](mailto:helpdesk@VETS100.com). This Technical Letter is also available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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