

Date: September 4, 2009

Code: Technical Letter
HR/EEO 2009-02

To: Equal Employment Opportunity Directors

Supersedes: HR/EEO 2009-01
Reference: HR 2008-12

From: Bruce Gibson 
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Subject: Revised Instructions for Filing the 2009 Federal Contractor Veterans' Employment Report (VETS-100A)

Overview

Audience: Equal Employment Opportunity Directors and campus designees responsible for filing the VETS-100A report.

Action Items: Follow these revised instructions to file VETS-100A report with the Veterans Employment & Training Services by September 30, 2009. Forward a copy of the submitted form to the Chancellor's Office.

Affected Employee Groups/Units: Covered veterans

Summary

This HR Letter provides campuses with revised instructions on how to file the VETS-100A report. These revised instructions supersede the instructions previously given in HR/EEO 2009-01. Campuses must file the VETS-100A report with the Veterans Employment & Training Services ("VETS") by September 30, 2009.

The Vietnam-Era Veterans Readjustment Assistance Act of 1974 was revised in 2007 and 2008 with the result that, starting this year, CSU campuses shall file the VETS-100A report instead of the VETS-100 report. Campuses must submit the VETS-100A report directly to the Veterans Employment & Training Services ("VETS") on or before Wednesday September 30, 2009. You may file the form online. This Technical Letter instructs you how to do so. Once you have filed your report with the VETS, please forward a copy of the report to the Chancellor's Office, 401 Golden Shore, 4th Floor, Attn: Ellen Bui, Sr. Mgr., EEO, ebui@calstate.edu.

In preparation for filing the VETS-100A, you should obtain a copy of the form to familiarize yourself with the format, terminology, and definitions of terms. A copy is available for downloading at

Distribution:

Chancellor
Presidents
Human Resources Directors

<https://vets100.vets.dol.gov/VETS-100a.pdf> and in HR 2008-12, Attachment B. Please note the form displays veteran categories and job categories which were not used in previous years. These changes were introduced through regulatory changes in 2007 and 2008 and they were discussed in detail in HR 2008-12.

To file online, go to <https://vets100.vets.dol.gov/>. Once at this webpage, click on the link "File your VETS-100/100A Report." At the next screen, click on the link "1. My company has already registered for the 2009 cycle (on or after August 1, 2009). Log In." At the next screen, you will be prompted to enter an email address and a password. All twenty-four locations (the twenty-three campuses and the Chancellor's Office) use the same email address and password. You will soon receive the email address and password in an email from Ellen Bui. Once you enter the common email address and password, click on "login." At the next screen, click on "File Vets 100A report." The VETS-100A form will appear with the Chancellor's Office information appearing as the Parent Company. In the field "Org Type," choose "Prime Contractor." In the field "Form Type," choose "Multiple Establishment-Hiring Location," if you are at a campus. Choose "Multiple Establishment-Headquarters" if you are filing for the Chancellor's Office location. Next, enter the appropriate date in the field "Period Ending." If you are at a campus, proceed to provide the campus information where it says "Name of Hiring Location." If you are filing for the Chancellor's Office location, leave the fields that request the name of the hiring location and the street address blank. Where the form requests the NAICS number, all locations shall type in the same number: **611310**. Next, enter your campus's EIN (the IRS tax number) and DUNS numbers, if available. If your campus does not have a DUNS number, leave the "DUNS" field blank. If your campus does not have an EIN number, type in **94-6001347**. Proceed to fill in the rest of the form with your location's employment data. Once you have filled out the form, click the "Submit" button. Your report has been submitted when you see the dialog box that reads "Completed record has been inserted into the database."

If you have any questions or comments, please contact Ellen Bui, (562) 951-4427, ebui@calstate.edu. You may also direct questions to the VETS office by calling the helpline at (301) 586-1580 or e-mailing at HelpDesk@VETS100.com. This document is also available on the Human Resources Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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