Date: February 14, 1997

To: Affirmative Action Directors/
    DEP Coordinators

From: Karen Henderson-Winge
      Director
      Diversity Programs

Subject: 1997 Federal Contractor Veterans’ Employment Report (VETS-100)

In accordance with federal regulations, information must be collected on employees in
regard to veteran and disabled status. Each campus must report the number of
“special disabled” and Vietnam era veterans by job categories, the total number of
new employees hired during the previous 12 months and the number of “special
disabled” and Vietnam era veterans hired during that time. The VETS-100 report is to
cover a 12-month period with the ending date between January and March 31 of the
year the report is due. The report must be filed by MARCH 31 of the reporting
year.

Enclosed you will find the reporting documents from the United States Department of
Labor for the 1997 Federal Contractor Veteran’s Employment Report (VETS-100
Report). Please complete the report and return the original to the United States
Department of Labor and submit a copy to the Chancellor’s Office. We apologize for
the short turn around, but this timing reflects the date we received the material from
the federal government.

If you have additional questions, please call me at (562) 985-2659 or Jane Jones at
(562) 985-2665.

KHW:jj
Enclosures