

## **WHO MUST FILE**

This VETS-100A Report is to be completed by each federal contractor or subcontractor with a contract or subcontract entered into or modified on or after December 1, 2003, in the amount of \$100,000 or more with any department or agency of the United States for the procurement of personal property and non-personal services (including construction). Entering into a covered federal contract or subcontract during a given calendar year establishes the requirement to file a VETS-100A Report during the following calendar year. A VETS-100 Report is to be completed by each federal contractor or subcontractor with a contract or subcontract of \$25,000 or more entered into before December 1, 2003 with any department or agency of the United States for the procurement of personal property and non-personal services (including construction) and which did not become subject to 41 CFR part 61-300 through contract modification.

## **WHEN/WHERE TO FILE**

This annual report must be filed no later than September 30. Mail to the address pre-printed on the front of the form.

## **LEGAL BASIS FOR REQUIREMENTS**

Title 38, United States Code, Section 4212(d), as amended by the Jobs for Veterans Act (PL 107-288) enacted in 2002, requires federal contractors covered under the Act's affirmative action provisions in Section 4212(a) to report at least annually the numbers of employees in the workforce by job category and hiring location, and the number of such employees, by job category and hiring location, who are qualified covered veterans. Federal contractors must report the total number of new hires during the period covered by the report and the number of such employees who are qualified covered veterans. Additionally, federal contractors must report on the maximum and minimum number of employees during the period covered by the report. The Department of Labor has promulgated regulations to implement the requirements of 38 U.S.C. 4212, as amended by the Jobs for Veterans Act. The regulations at 41 CFR Part 61-300 require the submission of this VETS-100A Report to comply with the requirements of 38 U.S.C. 4212(d), as amended.

## **HOW TO SUBMIT THE VETS-100A REPORT**

Single-establishment employers must file one completed VETS-100A Report. All multi-establishment employers, i.e., those doing business at more than one hiring location, must file (A) one VETS-100A Report covering the principal or headquarters office: (B) a separate VETS-100A Report for each hiring location employing 50 or more persons: and (C) EITHER, (i) a separate VETS-100A Report for each hiring location employing fewer than 50 persons, OR (ii) consolidated reports that cover hiring locations within one State that have fewer than 50 employees. Each state consolidated report must also list the name and address of the hiring locations covered by the report. Company consolidated reports such as those required by EEO-1 reporting procedures are NOT required