

## Instructions For Electronic Submission of VETS-100 Reports For 2007

If you file your 2007 VETS-100 report electronically, please follow the file format and record layout requirements below. Failure to do so is likely to result in your submission being returned for correction. Please note that, as a result of changes in reporting requirements, the VETS-100 form has been updated with additional fields as specified within the cover letter your company received. Many federal contractors and subcontractors rely upon software especially developed for human resources applications to produce their VETS-100 Reports. In the past, these software packages produced hard copy VETS-100 Reports for submission to the Department of Labor. Some time ago, the Department of Labor made contact with a number of human resource software vendors that were identified from trade publications. These vendors were encouraged to make the required modifications to these software packages to enable them to produce electronic files in the format specified below. If your organization uses a purchased software package and you have received no information regarding an upgrade that includes this function, you may want to inquire with your software vendor about the availability of such an upgrade.

### General Requirements

- Your file should consist of one record for a) the headquarters location and b) one record for each hiring location, with all applicable fields completed.
- Please use ALL CAPS in your alphabetical fields.
- All files should be submitted on a 3 ½" high-density diskette.
- When reporting on state consolidated locations, send a hard copy of the listing of locations covered by each state consolidated record. This list can also be e-mailed to <mailto:HelpDesk@vets100.com>. Please make sure to include your **company number** on your listing of state consolidated locations.
- When mailing your disk, please make sure to enclose the pre-identified VETS-100 form that is enclosed in this packet (the blank form with no additional entries will identify your disk).
- If there are questions or problems that these instructions do not address, please email <mailto:HelpDesk@vets100.com> or call the VETS-100 Help Desk at 301-306-6752.

### File Format Requirements

VETS-100 file format options include the submission of:

- **ASCII comma delimited text (.txt) file**
- **ASCII comma delimited text (.txt) file converted from an MS Excel Spreadsheet (.csv) file**

**Note: We no longer accept fixed field text (.txt) files**

*The disk you submit should only contain one file (a .txt file).* All records should be in one text file. Do not make each record a separate text file. Do not include extraneous files, such as Word or WordPerfect documents, on the disk. Send a hard copy letterhead correspondence if you have comments to make.

- ***If you submit an ASCII comma delimited text (.txt) file***

This file format shows each field separated (delimited) from the next by a comma. The file, when double-clicked on the desktop, will most likely try to open in WordPad, revealing horizontal row(s) of records if your layout is correct. WordPad is a default Windows text editor supplied with many versions of Windows. If you do not have it, try a word processor. This is one way to check your submission before sending it.

- ***If you submit an ASCII comma delimited text (.txt) file converted from an MS Excel Spreadsheet (.csv) file***

Based upon past experience, those who create an electronic file from a spreadsheet application, such as Microsoft Excel, will need to follow specific steps in order to create an electronic file that conforms to the format specifications provided here. These instructions assume that the spreadsheet file is complete and only needs to be converted to an ASCII comma delimited text file.

### **Instructions For Electronic Submission of VETS-100 Reports For 2007**

**To convert your file from a spreadsheet (.csv) to a text file (.txt), follow these steps.**

1. With the program and your workbook/document open, select the “File” menu, and then select “Save As”.
2. In the “Save As Type” drop list, scroll down to and select the file type. If available, select “CSV (Comma delimited) (\*.csv)”.
3. Then type a name for your file, such as “VETS-100” and save it to a location on your hard drive. Close the program.
4. Open WordPad. For most systems, this can be found under “Start Menu”, “Programs”, and “Accessories”.
5. From within WordPad, select the “File” menu, then select “Open”, then locate your (.csv) file on your hard drive and open it. Once open, it should show horizontal rows of comma-delimited fields.
6. Select the “File” menu, then select “Save As” from the available choices.
7. In the “Save As Type” drop list (you may be prompted for a “Save As” type instead), select “Text Document”, type a name for your file, such as “VETS-100.txt” and save it to a location on your hard drive. *It is advisable to keep a copy of what you send us.*
8. Close WordPad, copy your text (.txt) file to a floppy disk, and submit that version. Do **not** send the (.csv) file.

#### **Note: We no longer accept fixed field text (.txt) files**

This file format should be created using the specifications provided on page 3 of these instructions (or Page 4 if using the 2001 layout). Each record will still follow the same instructions as mentioned on page 1 in the “**General Requirements**”. Fixed Field files can also be double checked using WordPad and following the instructions mentioned above. Please pay special attention to the size of each individual field. **We request that you only enter “0” when it represents a real value (such as the Total for Column P). Use blanks instead of “0” to fill field size requirements.** Only the first of the “**Record Requirements**” listed below is likely to apply if you are submitting a fixed field file. If you have any questions regarding this please contact the VETS-100 helpdesk via phone or e-mail.

#### **Record Requirements**

- ***For both Fixed Field and Comma Delimited files, do not use hyphens in the fields for the NAICS, DUNS, or EIN data items.***

Ex: 203334444 ***Correct***

Ex: 20-333-4444 ***Incorrect***

- ***All records should be horizontal, not vertical, with each entire record on one line.***

Ex: A502024,08171999,Acme Inc.,123 Main St., etc ***Correct***

- ***Do not use commas within text fields.***

For example, do **not** separate the street address and suite with a comma.

Ex: ,6101 Stevenson Suite 600,Alexandria, **Correct**  
 Ex: ,6101 Stevenson, Suite 600,Alexandria, **Incorrect**

• **No padding is required.**

For example, if the City field is only 10 characters, you should **not** pad the field with 10 blank spaces afterwards to satisfy the 20 character field size.

Ex: ,Alexandria,VA, **Correct**  
 Ex: ,Alexandria ,VA, **Unnecessary**

Likewise, for the data fields (L1 through S10 or R10), if you only have 2 digits in a given field, you do **not** need 6 zeros to the left to satisfy the 8 character field size. You may also omit all zeros completely, provided you have inserted a comma for that field.

Ex: ,12,0,8,0,123,0,,,1,2,,,2,0 **Acceptable**  
 Ex: ,00000012,00000000,00000008,0,00000123,0, **Unnecessary**

• **Common Layout Errors**

The most common layout errors are: wrong number of commas resulting in misallocated data, including an additional comma within the street address; vertical records; header/footer or comments in file; no Company Number in file; and insufficient data. Most submissions with these errors must be returned for correction.

This table is a listing of the fields for your electronic submission. Please note, these field specifications correspond to the 2003 version of the VETS-100 form. The item that appears below in **BOLD AND ALL CAPS (Q10)** will be **optional** for the 2007 reporting cycle, but is expected to be **mandatory** for the 2008 reporting cycle. The items that appear below in regular fonts will remain mandatory. The items that appear in *italics and lightly shaded* will remain optional. The number of characters specified in the Size Column establishes the length of each field for **Fixed Field submissions only**. Numbered footnotes are explained below and asterisks are explained on page 4.

**Note: We no longer accept fixed field text (.txt) files**

| #  | Field Name         | Type             | Size | #  | Field Name | Type             | Size |
|----|--------------------|------------------|------|----|------------|------------------|------|
| 1  | CompanyNo*         | Text             | 20   | 52 | S4         | Number (Integer) | 8    |
| 2  | EndingPeriod       | Text (MMDDYYYY)  | 8    | 53 | L5         | Number (Integer) | 8    |
| 3  | ContractorType1    | Text             | 1    | 54 | M5         | Number (Integer) | 8    |
| 4  | FormType2          | Text             | 3    | 55 | N5         | Number (Integer) | 8    |
| 5  | MSCNumber3         | Number (Integer) | 8    | 56 | O5         | Number (Integer) | 8    |
| 6  | ParentCompany      | Text             | 40   | 57 | P5         | Number (Integer) | 8    |
| 7  | Street             | Text             | 40   | 58 | Q5         | Number (Integer) | 8    |
| 8  | City               | Text             | 20   | 59 | R5         | Number (Integer) | 8    |
| 9  | Country            | Text             | 20   | 60 | S5         | Number (Integer) | 8    |
| 10 | State              | Text             | 2    | 61 | L6         | Number (Integer) | 8    |
| 11 | Zipcode            | Text             | 10   | 62 | M6         | Number (Integer) | 8    |
| 12 | HiringLocationNo** | Text             | 20   | 63 | N6         | Number (Integer) | 8    |
| 13 | HLName***          | Text             | 40   | 64 | O6         | Number (Integer) | 8    |
| 14 | HLStreet***        | Text             | 40   | 65 | P6         | Number (Integer) | 8    |
| 15 | HLCity***          | Text             | 20   | 66 | Q6         | Number (Integer) | 8    |
| 16 | HLCountry***       | Text             | 20   | 67 | R6         | Number (Integer) | 8    |
| 17 | HLState***         | Text             | 2    | 68 | S6         | Number (Integer) | 8    |
| 18 | HLZipcode***       | Text             | 10   | 69 | L7         | Number (Integer) | 8    |
| 19 | NAICSNumber        | Text             | 10   | 70 | M7         | Number (Integer) | 8    |
| 20 | DUNSNumber         | Text             | 20   | 71 | N7         | Number (Integer) | 8    |
| 21 | EIN                | Text             | 20   | 72 | O7         | Number (Integer) | 8    |

|    |    |                  |   |     |           |                  |   |
|----|----|------------------|---|-----|-----------|------------------|---|
| 22 | L1 | Number (Integer) | 8 | 73  | P7        | Number (Integer) | 8 |
| 23 | M1 | Number (Integer) | 8 | 74  | Q7        | Number (Integer) | 8 |
| 24 | N1 | Number (Integer) | 8 | 75  | R7        | Number (Integer) | 8 |
| 25 | O1 | Number (Integer) | 8 | 76  | S7        | Number (Integer) | 8 |
| 26 | P1 | Number (Integer) | 8 | 77  | L8        | Number (Integer) | 8 |
| 27 | Q1 | Number (Integer) | 8 | 78  | M8        | Number (Integer) | 8 |
| 28 | R1 | Number (Integer) | 8 | 79  | N8        | Number (Integer) | 8 |
| 29 | S1 | Number (Integer) | 8 | 80  | O8        | Number (Integer) | 8 |
| 30 | L2 | Number (Integer) | 8 | 81  | P8        | Number (Integer) | 8 |
| 31 | M2 | Number (Integer) | 8 | 82  | Q8        | Number (Integer) | 8 |
| 32 | N2 | Number (Integer) | 8 | 83  | R8        | Number (Integer) | 8 |
| 33 | O2 | Number (Integer) | 8 | 84  | S8        | Number (Integer) | 8 |
| 34 | P2 | Number (Integer) | 8 | 85  | L9        | Number (Integer) | 8 |
| 35 | Q2 | Number (Integer) | 8 | 86  | M9        | Number (Integer) | 8 |
| 36 | R2 | Number (Integer) | 8 | 87  | N9        | Number (Integer) | 8 |
| 37 | S2 | Number (Integer) | 8 | 88  | O9        | Number (Integer) | 8 |
| 38 | L3 | Number (Integer) | 8 | 89  | P9        | Number (Integer) | 8 |
| 39 | M3 | Number (Integer) | 8 | 90  | Q9        | Number (Integer) | 8 |
| 40 | N3 | Number (Integer) | 8 | 91  | R9        | Number (Integer) | 8 |
| 41 | O3 | Number (Integer) | 8 | 92  | S9        | Number (Integer) | 8 |
| 42 | P3 | Number (Integer) | 8 | 93  | L10       | Number (Integer) | 8 |
| 43 | Q3 | Number (Integer) | 8 | 94  | M10       | Number (Integer) | 8 |
| 44 | R3 | Number (Integer) | 8 | 95  | N10       | Number (Integer) | 8 |
| 45 | S3 | Number (Integer) | 8 | 96  | O10       | Number (Integer) | 8 |
| 46 | L4 | Number (Integer) | 8 | 97  | P10       | Number (Integer) | 8 |
| 47 | M4 | Number (Integer) | 8 | 98  | Q10       | NUMBER (INTEGER) | 8 |
| 48 | N4 | Number (Integer) | 8 | 99  | R10       | Number (Integer) | 8 |
| 49 | O4 | Number (Integer) | 8 | 100 | S10       | Number (Integer) | 8 |
| 50 | P4 | Number (Integer) | 8 | 101 | MaxNumber | Number (Integer) | 8 |
| 51 | Q4 | Number (Integer) | 8 | 102 | MinNumber | Number (Integer) | 8 |
| 52 | R4 | Number (Integer) | 8 | 103 |           |                  |   |

- As indicated on the form, please use “P” for “Prime Contractor”, “S” for “Subcontractor, or “B” for “Both”. The field size is set for one letter.
- As indicated on the form, please use “S” for “Single Establishment”, “MHQ” for “Multiple Establishment Headquarters”, “MHL” for “Multiple Establishment-Hiring Location”, or “MSC” for “Multiple Establishment-State Consolidated”. If the Form Type is a State Consolidated, specify the number of locations in field #5, “MSCNumber”.
- This field is only required when the type of form submitted is a “Multiple Establishment-State Consolidated” (“MSC”) report, and is where the number of locations covered by that report should be specified in your submission.

This table is a listing of the fields for your electronic submission. Please note, these field specifications are exactly the same as those in effect for 1999 through 2002. To minimize the reporting burden, **these same specifications also may be used for the current (2007) reporting cycle. For the upcoming (2008) reporting cycle, the field specifications provided on page 3 are expected to be REQUIRED.** The items that appear below in regular fonts will remain mandatory. The items that appear in *italics and lightly shaded* will remain optional. The number of characters specified in the Size Column establishes the length of each field for **Fixed Field submissions only**. Fields with asterisks are explained below and numbered footnotes are explained on page 3.

| # | Field Name      | Type             | Size | #  | Field Name | Type             | Size |
|---|-----------------|------------------|------|----|------------|------------------|------|
| 1 | CompanyNo*      | Text             | 20   | 48 | Q4         | Number (Integer) | 8    |
| 2 | EndingPeriod    | Text (MMDDYYYY)  | 8    | 49 | R4         | Number (Integer) | 8    |
| 3 | ContractorType1 | Text             | 1    | 50 | L5         | Number (Integer) | 8    |
| 4 | FormType2       | Text             | 3    | 51 | M5         | Number (Integer) | 8    |
| 5 | MSCNumber3      | Number (Integer) | 8    | 52 | N5         | Number (Integer) | 8    |

|    |                    |                  |    |    |           |                  |   |
|----|--------------------|------------------|----|----|-----------|------------------|---|
| 6  | ParentCompany      | Text             | 40 | 53 | O5        | Number (Integer) | 8 |
| 7  | Street             | Text             | 40 | 54 | P5        | Number (Integer) | 8 |
| 8  | City               | Text             | 20 | 55 | Q5        | Number (Integer) | 8 |
| 9  | County             | Text             | 20 | 56 | R5        | Number (Integer) | 8 |
| 10 | State              | Text             | 2  | 57 | L6        | Number (Integer) | 8 |
| 11 | Zipcode            | Text             | 10 | 58 | M6        | Number (Integer) | 8 |
| 12 | HiringLocationNo** | Text             | 20 | 59 | N6        | Number (Integer) | 8 |
| 13 | HLName***          | Text             | 40 | 60 | O6        | Number (Integer) | 8 |
| 14 | HLStreet***        | Text             | 40 | 61 | P6        | Number (Integer) | 8 |
| 15 | HLCity***          | Text             | 20 | 62 | Q6        | Number (Integer) | 8 |
| 16 | HLCounty***        | Text             | 20 | 63 | R6        | Number (Integer) | 8 |
| 17 | HLState***         | Text             | 2  | 64 | L7        | Number (Integer) | 8 |
| 18 | HLZipcode***       | Text             | 10 | 65 | M7        | Number (Integer) | 8 |
| 19 | NAICSNumber        | Text             | 10 | 66 | N7        | Number (Integer) | 8 |
| 20 | DUNSNumber         | Text             | 20 | 67 | O7        | Number (Integer) | 8 |
| 21 | EIN                | Text             | 20 | 68 | P7        | Number (Integer) | 8 |
| 22 | L1                 | Number (Integer) | 8  | 69 | Q7        | Number (Integer) | 8 |
| 23 | M1                 | Number (Integer) | 8  | 70 | R7        | Number (Integer) | 8 |
| 24 | N1                 | Number (Integer) | 8  | 71 | L8        | Number (Integer) | 8 |
| 25 | O1                 | Number (Integer) | 8  | 72 | M8        | Number (Integer) | 8 |
| 26 | P1                 | Number (Integer) | 8  | 73 | N8        | Number (Integer) | 8 |
| 27 | Q1                 | Number (Integer) | 8  | 74 | O8        | Number (Integer) | 8 |
| 28 | R1                 | Number (Integer) | 8  | 75 | P8        | Number (Integer) | 8 |
| 29 | L2                 | Number (Integer) | 8  | 76 | Q8        | Number (Integer) | 8 |
| 30 | M2                 | Number (Integer) | 8  | 77 | R8        | Number (Integer) | 8 |
| 31 | N2                 | Number (Integer) | 8  | 78 | L9        | Number (Integer) | 8 |
| 32 | O2                 | Number (Integer) | 8  | 79 | M9        | Number (Integer) | 8 |
| 33 | P2                 | Number (Integer) | 8  | 80 | N9        | Number (Integer) | 8 |
| 34 | Q2                 | Number (Integer) | 8  | 81 | O9        | Number (Integer) | 8 |
| 35 | R2                 | Number (Integer) | 8  | 82 | P9        | Number (Integer) | 8 |
| 36 | L3                 | Number (Integer) | 8  | 83 | Q9        | Number (Integer) | 8 |
| 37 | M3                 | Number (Integer) | 8  | 84 | R9        | Number (Integer) | 8 |
| 38 | N3                 | Number (Integer) | 8  | 85 | L10       | Number (Integer) | 8 |
| 39 | O3                 | Number (Integer) | 8  | 86 | M10       | Number (Integer) | 8 |
| 40 | P3                 | Number (Integer) | 8  | 87 | N10       | Number (Integer) | 8 |
| 41 | Q3                 | Number (Integer) | 8  | 88 | O10       | Number (Integer) | 8 |
| 42 | R3                 | Number (Integer) | 8  | 89 | P10       | Number (Integer) | 8 |
| 43 | L4                 | Number (Integer) | 8  | 90 | Q10       | Number (Integer) | 8 |
| 44 | M4                 | Number (Integer) | 8  | 91 | R10       | Number (Integer) | 8 |
| 45 | N4                 | Number (Integer) | 8  | 92 | MaxNumber | Number (Integer) | 8 |
| 46 | O4                 | Number (Integer) | 8  | 93 | MinNumber | Number (Integer) | 8 |
| 47 | P4                 | Number (Integer) | 8  |    |           |                  |   |

**Comments Regarding Fields (Applicable to Both Versions)**

\* Company number is assigned by VETS-100 staff. If you are a federal contractor or subcontractor and you do not know your company number or have not yet been assigned one, email [HelpDesk@vets100.com](mailto:HelpDesk@vets100.com) or call (301) 306-6752 to obtain this information.

\*\* Hiring Location Number does not appear on the VETS-100 form. Rather, this field is intended for electronic reporting and represents free space provided for the use of reporting federal contractors and subcontractors. Use of this field is not required. The intent is to provide space for the entry of whatever unique identifier is used by the reporting federal contractor or subcontractor to distinguish the individual hiring locations that are included under the same Company Number.

\*\*\* For the VETS-100 Report filed for the headquarters office location, these six fields are to be left blank.