(2019.03.27.01)

Instructions for Electronic Submission 2019 VETS-4212 Reports

Batch File Format Requirements

Use this checklist to ensure that your VETS-4212 report meets the 2019 requirements for electronic submission.

1. All applicable fields are completed for these records
   - Once record for headquarters
   - One record for each hiring location
2. Only CAPITAL LETTERS are used in alphabetical fields
3. The file is saved in ASCII comma-separated values (.csv) format
   - Contains plain-text data with each field sparated (delimited) from the next by a comma
   - Has a filename with .csv extension (such as: VETS-4212.csv)
     (NOTE: DOL no longer accepts fixed field text (.txt) files)
4. Is contained within one .csv file
   - Do not create a separate text file for each record
   - Do not submit unneeded files, such as Microsoft Word or WordPerfect documents. If you have comments to include with your submission, send a separate printed correspondence (hard copy) on company letterhead.
   - Do not include the description row (as shown, highlighted and BOLD below).

#	A	B	C	D	E
1	**Company No**	**Ending Period**	**Contractor Type**	**Form Type**	**MSC Number**
2	T123456	08/31/2019	S	MHQ	0
3	T123456	08/31/2019	S	MHL	0
4	T123456	08/31/2019	S	MSC	3

What is an ASCII Comma Separated Values (.csv) File?

An ASCII text file is a small, simple document that can be created by a text editor such as Microsoft Notepad or exported from a spreadsheet application such as Microsoft Excel.

(NOTE: ASCII (American Standard Code for Information Interchange) refers to "plain-text" which includes the 128 characters (numbers, upper and lower-case letters, and symbols) that are most likely found on your keyboard.)

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Exporting from a Microsoft Excel Spreadsheet

Follow these steps to export your Excel spreadsheet data (.xls or xlsx) as a text file (.csv)

1. With your workbook open in Excel, select the "File" menu, and then select "Save As."
2. In the "Save as type" drop down list, select the "CSV (Comma separated values)(*.csv)." file type.
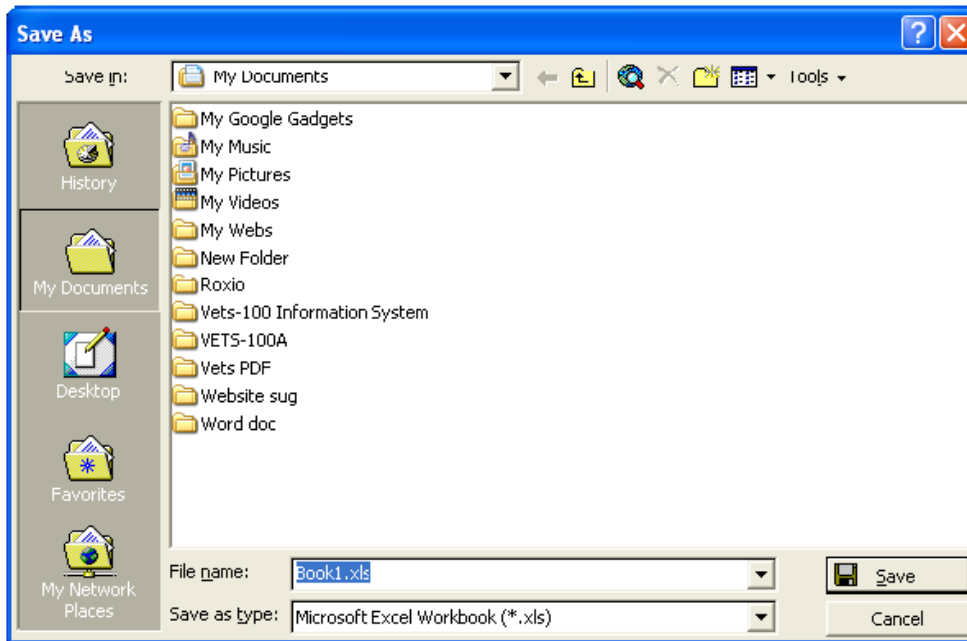
3. Enter a name for your file and save it to your hard drive.
4. Close Microsoft Excel
5. Open Microsoft Notepad
    (NOTE: For most systems, Notepad can be found under Start Menu → Programs → Accessories.)
6. Within Notepad select the "File" menu, and then select "Open."
7. Locate the (.csv) file on your hard drive and open it. Once opened, you will see horizontal rows of comma-separated value fields.
8. Close Notepad if asked to save select "No."

(NOTE: Similar steps are used to export from a non-Microsoft Excel spreadsheet (such as Lotus 1-2-3, or OpenOffice Calc. If you have questions exporting from your non-Excel spreadsheet, you can email vets4212-customersupport@dol.gov or call the VETS-4212 Service Center at (866)237-0275.)

Record Requirements

Special characters allowed within fields

The only non-alpha-numeric characters allowed are as follows:

*   Company Name – dash (-), period (.), parenthesis (()), ampersand (&), and apostrophe (')
*   Street Address – apostrophe ('), dash (-), and period (.)

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Don't use hyphens within fields

Do not use hyphens in the field for the NAICS, DUNS, EIN, or ZIPCODE

Example: 203334444   Correct

                        20-333-4444   Incorrect

Don't Use Commas within Fields

Since commas are used to separate data fields, they cannot be used within fields.

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

Example: 6101 STEVENSON SUITE 600 ALEXANDRIA   Correct

                        6101 STEVENSONS, SUITE 600, ALEXANDRIA   Incorrect

Only one record per line

All records must be horizontal, not vertical, with each entire record on a single line

Example: T502024,08/17/2019,ACME INC,123 MAIN ST   Correct

No padding is required

For example, if the value in the city field is only 10 characters, do not pad the field with 10 blank spaces to fill the 20-character field size.

Example: ,12,0,8,123,0,0,1,2,0   Correct

                        ,0000012,0000000,0000008,0000123,0   Incorrect

NOTE: The exception for EIN, DUNS, NAICS, and ZIPCODE. These fields must be 9 digits for both EIN and DUNS, 6 digits for NAICS, and 5 or 9 digits for ZIPCODE. If they don't fit the required length they need to be padded with leading zero(s).

Common layout errors

The most common layout errors are:

a.   Wrong number of commas resulting in misallocated data, including an additional comma within the street address.
b.   Vertical records
c.   Header footer or comments in file.
d.   Insufficient data.

Most submissions with these errors are returned for correction.

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Additional data requirements

1. Use only "P" for Prime Contractor, "S" for Subcontractor, or "B" for Both. The field will only allow one letter.
2. Use "S" for Single Establishment, "MHQ" for Multiple Establishment Headquarters, "MHL" for Multiple Establishment Hiring Location, or "MSC" for Multiple Establishment State-Consolidated. NOTE: For "MHQ" or "S" reports there should not be any hiring location information. For "MHL" or "MSC" the hiring location information is required. The "MSC" hiring location should be the primary, max employees, or first one listed in alphabetical order.
3. If the form type is a state consolidated form specify the number of locations in field #4, "MSC Number".

A list of the fields for a VETS-4212 electronic submission

Field No.	Field Name	Type	Size
1	Company No	Text	7
2	Type of Reporting Organization	Text	1
3	Type of Form	Text	3
4	Number of MSC Locations	Text	8
5	Twelve Month Ending Period	Text (MM/DD/YYYY)	10
6	Name of Parent Company	Text	100
7	Address (Number and Street)	Text	100
8	Second street address	Text	100
9	City	Text	50
10	County	Text	50
11	State	Text	2

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Field No.	Field Name	Type	Size
12	Zip code	Text	9
13	Name of Company Contact	Text	100
14	Telephone for Contact	Text	20
15	Email	Text	100
16	Name of Hiring Location	Text	100
17	HL Address (Number and Street)	Text	100
18	HL Second Address	Text	100
19	HL City	Text	50
20	HL County	Text	50
21	HL State	Text	2
22	HL Zip code	Text	9
23	NAICS	Text	6
24	DUNS	Text	9
25	Employer ID	Text	9
26	Protected Veterans employees – Executive/Senior Level Officials and Managers (A1.1)	Number (Integer)	8
27	Protected Veterans employees – First/Mid-Level Officials and Managers (A1.2)	Number (Integer)	8
28	Protected Veterans employees - Professionals (A2)	Number (Integer)	8

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Field No.	Field Name	Type	Size
29	Protected Veterans employees - Technicians (A3)	Number (Integer)	8
30	Protected Veterans employees – Sales Workers (A4)	Number (Integer)	8
31	Protected Veterans employees – Administrative Support Workers (A5)	Number (Integer)	8
32	Protected Veterans employees – Craft Workers (A6)	Number (Integer)	8
33	Protected Veterans employees - Operatives (A7)	Number (Integer)	8
34	Protected Veterans employees - Laborers/Helpers (A8)	Number (Integer)	8
35	Protected Veterans employees – Service Workers (A9)	Number (Integer)	8
36	Protected Veterans employees – Total (A10)	Number (Integer)	8
37	Total Employees, Both Veterans and Non-Veterans - Executive/Senior Level Officials and Managers (B1.1)	Number (Integer)	8
38	Total Employees, Both Veterans and Non-Veterans – First/Mid-Level Officials and Managers (B1.2)	Number (Integer)	8
39	Total Employees, Both Veterans and Non-Veterans - Professionals (B2)	Number (Integer)	8
40	Total Employees, Both Veterans and Non-Veterans – Technicians (B3)	Number (Integer)	8
41	Total Employees, Both Veterans and Non-Veterans - Sales Workers (B4)	Number (Integer)	8
42	Total Employees, Both Veterans and Non-Veterans – Administrative Support Workers (B5)	Number (Integer)	8
43	Total Employees, Both Veterans and Non-Veterans – Craft Workers (B6)	Number (Integer)	8
44	Total Employees, Both Veterans and Non- Veterans – Operatives (B7)	Number (Integer)	8
45	Total Employees, Both Veterans and Non- Veterans – Laborers/Helpers (B8)	Number (Integer)	8

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Field No.	Field Name	Type	Size
46	Total Employees, Both Veterans and Non- Veterans – Service Workers (B9)	Number (Integer)	8
47	Total Employees, Both Veterans and Non- Veterans – Total (B10)	Number (Integer)	8
48	Protected Veterans new hires – Executive/Senior Level Officials and Managers (C1.1)	Number (Integer)	8
49	Protected Veterans new hires – First/Mid-Level Officials and Managers (C1.2)	Number (Integer)	8
50	Protected Veterans new hires – Professionals (C2)	Number (Integer)	8
51	Protected Veterans new hires – Technicians (C3)	Number (Integer)	8
52	Protected Veterans new hires - Sales Workers (C4)	Number (Integer)	8
53	Protected Veterans new hires – Administrative Support Workers (C5)	Number (Integer)	8
54	Protected Veterans new hires - Craft Workers (C6)	Number (Integer)	8
55	Protected Veterans new hires - Operatives (C7)	Number (Integer)	8
56	Protected Veterans new hires - Laborers/Helpers (C8)	Number (Integer)	8
57	Protected Veterans new hires – Service Workers (C9)	Number (Integer)	8
58	Protected Veterans new hires - Total (C10)	Number (Integer)	8
59	Total New Hires, Both Veterans and Non-Veterans – Executive/Senior Level Officials and Managers (D1.1)	Number (Integer)	8
60	Total New Hires, Both Veterans and Non-Veterans – First/Mid-Level Officials and Managers (D1.2)	Number (Integer)	8
61	Total New Hires, Both Veterans and Non-Veterans – Professionals (D2)	Number (Integer)	8
62	Total New Hires, Both Veterans and Non- Veterans – Technicians (D3)	Number (Integer)	8

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Field No.	Field Name	Type	Size
63	Total New Hires, Both Veterans and Non- Veterans – Sales Workers (D4)	Number (Integer)	8
64	Total New Hires, Both Veterans and Non-Veterans – Administrative Support Workers (D5)	Number (Integer)	8
65	Total New Hires, Both Veterans and Non-Veterans – Craft Workers (D6)	Number (Integer)	8
66	Total New Hires, Both Veterans and Non-Veterans – Operatives (D7)	Number (Integer)	8
67	Total New Hires, Both Veterans and Non-Veterans – Laborers/Helpers (D8)	Number (Integer)	8
68	Total New Hires, Both Veterans and Non-Veterans – Service Workers (D9)	Number (Integer)	8
69	Total New Hires, Both Veterans and Non-Veterans – Total (D10)	Number (Integer)	8
70	Maximum Number	Number (Integer)	8
71	Minimum Number	Number (Integer)	8

Submitting the VETS-4212 report

Your 2019 VETS-4212 report and/or your report for all state consolidated locations may be electronically submitted in one of two ways:

1. Upload the file from your computer
2. Submit the form on electronic media
    a. DVD
    b. CD

(NOTE: Many federal contractors and subcontractors produce VETS-4212 reports using software specifically developed for HR departments. Many of these vendors have modified their products to publish electronic files in the required format. If your organization uses this type of software, you may want to inquire with your vendor about the product's ability to produce the VETS-4212 file in the correct format.

If you have questions about electronic submissions, please email vets4212-customersupport@dol.gov or call the VETS-4212 Service Center at (866)237-0275.