

Instructions for Electronic Submission of VETS-100A Reports for 2014



File Format Requirements

Use this checklist to ensure that your VETS-100A report meets the 2014 requirements for electronic submission.

1. All applicable fields are completed for these records
 - One record for headquarters
 - One record for each hiring location
2. Only CAPITAL LETTERS are used in the alphabetical fields
3. The file is saved in ASCII comma-delimited text (.txt) format
 - Contains plain-text data with each field separated (delimited) from the next by a comma
 - Has a filename with a .txt extension (such as: VETS-100A.txt)

(NOTE: DOL no longer accepts fixed field text (.txt) files)
4. Is contained within one .txt 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	08/31/2014	S	MHQ	0
3	T123456	08/31/2014	S	MHL	0
4	T123456	08/31/2014	S	MSC	3

What is an ASCII Comma Delimited Text (.txt) File?

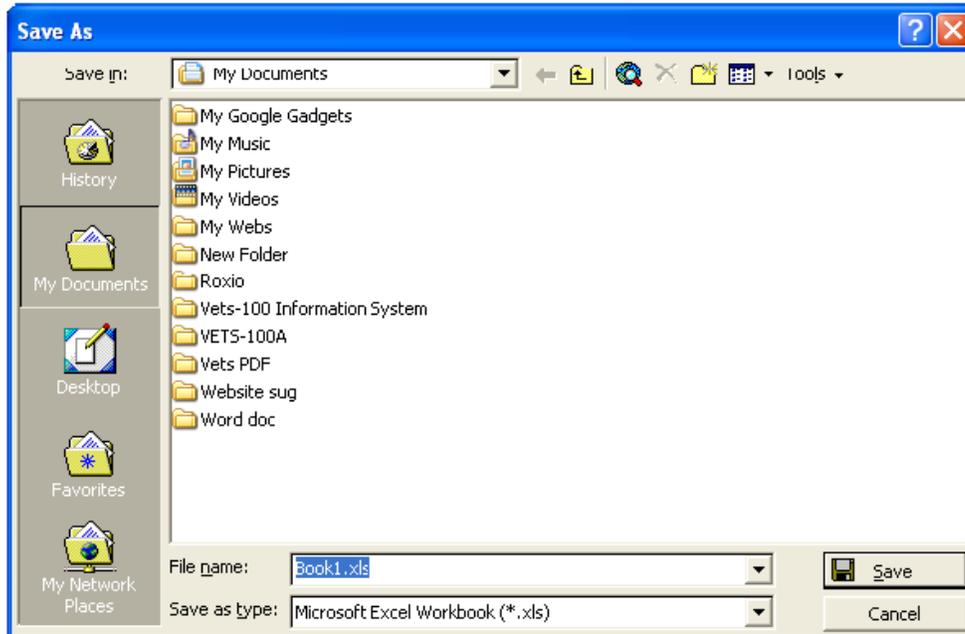
An ASCII text file is a small, simple document that can be created by a text editor such as Microsoft Notepad or exported from a spreadsheet application such as Microsoft Excel.

(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 computer keyboard.)

Exporting from a Microsoft Excel Spreadsheet

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

1. With your workbook open in Excel, select the “File” menu, and then select “Save As.”
2. In the “Save as type” dropdown list, select the “CSV (Comma delimited) (*.csv).” file type.



3. Enter a name for your file and save it to your hard drive.
4. Close Excel
5. Open NotePad

(NOTE: For most systems, NotePad can be found under **Start Menu--> Programs--> Accessories.**)
6. Within NotePad, select the “File” menu, then select “Open.”
7. Locate the (.csv) file on your hard drive and open it. Once opened, you will see horizontal rows of comma-delimited fields.
8. Select the “File” menu, select “Save As”
9. In the “Save As Type” dropdown list, select “Text Document.”
10. Give your file a unique name and save it on your hard drive.

(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 VETS100-customer support@dol.gov or call the VETS-100A Service Center at (866) 237-0275.)

Record Requirements

Don't Use "0" as a Spacer

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.

Don't Use Hyphens Within Fields

Do not use hyphens in the field for the NAICS, DUNS or EIN data items.

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 STEVENSON, SUITE 600, ALEXANDRIA *Incorrect*

One Record per Line

All records must be horizontal, not vertical, with each entire record on one line.

Example: T502024,08171999,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: ,12,0,8,0,123,,1,2,0 *Correct*

,00000012,0000000,0000008,0,00000123,0, *Incorrect*

Comma 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) and insufficient data. Most submissions with these errors are returned for correction.

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”.
3. If the form type is a state consolidated form, specify the number of locations in field #5, “MSC Number”

A List of the Fields for a VETS-100A Electronic Submission

Field No.	Field Name	Type	Size	Field No.	Field Name	Type	Size
1	Company No	Text	7	11	State	Text	2
2	Type of Reporting Organization	Text	1	12	Zip code	Text	10
3	Type of Form	Text	3	13	Name of Company Contact	Text	100
4	Number of MSC Locations	Text	8	14	Telephone for Contact	Text	20
5	Twelve Month Ending Period	Text (MM/DD/YYYY)	8	15	Email	Text	100
6	Name of Parent Company	Text	100	16	Name of Hiring Location	Text	100
7	Address (Number and Street)	Text	100	17	HL Address (Number and Street)	Text	100
8	Second street address	Text	100	18	HL Second Address	Text	100
9	City	Text	50	19	HL City	Text	50
10	County	Text	50	20	HL County	Text	50

21	HL State	Text	2	34	Disabled Veterans employees - Laborers/Helpers (L9)	Number (Integer)	8
22	HL Zip code	Text	10	35	Disabled Veterans employees - Service Workers (L10)	Number (Integer)	8
23	NAICS	Text	6	36	Disabled Veterans employees - Total (L11)	Number (Integer)	8
24	DUNS	Text	9	37	Other Protected Veterans employees - Executive/Senior Level Officials and Managers (M1)	Number (Integer)	8
25	Employer ID	Text	9	38	Other Protected Veterans employees - First/Mid Level Officials and Managers (M2)	Number (Integer)	8
26	Disabled Veterans employees - Executive/Senior Level Officials and Managers (L1)	Number (Integer)	8	39	Other Protected Veterans employees - Professionals (M3)	Number (Integer)	8
27	Disabled Veterans employees - First/Mid Level Officials and Managers (L2)	Number (Integer)	8	40	Other Protected Veterans employees - Technicians (M4)	Number (Integer)	8
28	Disabled Veterans employees - Professionals (L3)	Number (Integer)	8	41	Other Protected Veterans employees - Sales Workers (M5)	Number (Integer)	8
29	Disabled Veterans employees - Technicians (L4)	Number (Integer)	8	42	Other Protected Veterans employees - Administrative Support Workers (M6)	Number (Integer)	8
30	Disabled Veterans employees - Sales Workers (L5)	Number (Integer)	8	43	Other Protected Veterans employees - Craft Workers (M7)	Number (Integer)	8
31	Disabled Veterans employees - Administrative Support Workers (L6)	Number (Integer)	8	44	Other Protected Veterans employees - Operatives (M8)	Number (Integer)	8
32	Disabled Veterans employees - Craft Workers (L7)	Number (Integer)	8	45	Other Protected Veterans employees - Laborers/Helpers (M9)	Number (Integer)	8
33	Disabled Veterans employees - Operatives (L8)	Number (Integer)	8	46	Other Protected Veterans employees - Service Workers (M10)	Number (Integer)	8

47	Other Protected Veterans employees - Total (M11)	Number (Integer)	8	58	Armed Forces Service Medal Veterans employees - Total (N11)	Number (Integer)	8
48	Armed Forces Service Medal Veterans employees - Executive/Senior Level Officials and Managers (N1)	Number (Integer)	8	59	Recently Separated Veterans employees - Executive/Senior Level Officials and Managers (O1)	Number (Integer)	8
49	Armed Forces Service Medal Veterans employees - First/Mid Level Officials and Managers (N2)	Number (Integer)	8	60	Recently Separated Veterans employees - First/Mid Level Officials and Managers (O2)	Number (Integer)	8
50	Armed Forces Service Medal Veterans employees - Professionals (N3)	Number (Integer)	8	61	Recently Separated Veterans employees - Professionals (O3)	Number (Integer)	8
51	Armed Forces Service Medal Veterans employees - Technicians (N4)	Number (Integer)	8	62	Recently Separated Veterans employees - Technicians (O4)	Number (Integer)	8
52	Armed Forces Service Medal Veterans employees - Sales Workers (N5)	Number (Integer)	8	63	Recently Separated Veterans employees - Sales Workers (O5)	Number (Integer)	8
53	Armed Forces Service Medal Veterans employees - Administrative Support Workers (N6)	Number (Integer)	8	64	Recently Separated Veterans employees - Administrative Support Workers (O6)	Number (Integer)	8
54	Armed Forces Service Medal Veterans employees - Craft Workers (N7)	Number (Integer)	8	65	Recently Separated Veterans employees - Craft Workers (O7)	Number (Integer)	8
55	Armed Forces Service Medal Veterans employees - Operatives (N8)	Number (Integer)	8	66	Recently Separated Veterans employees - Operatives (O8)	Number (Integer)	8
56	Armed Forces Service Medal Veterans employees - Laborers/Helpers (N9)	Number (Integer)	8	67	Recently Separated Veterans employees - Laborers/Helpers (O9)	Number (Integer)	8
57	Armed Forces Service Medal Veterans employees - Service Workers (N10)	Number (Integer)	8	68	Recently Separated Veterans employees - Service Workers (O10)	Number (Integer)	8

69	Recently Separated Veterans employees - Total (O11)	Number (Integer)	8	80	Total Employees, Both Veterans and Non-Veterans - Total (P11)	Number (Integer)	8
70	Total Employees, Both Veterans and Non-Veterans - Executive/Senior Level Officials and Managers (P1)	Number (Integer)	8	81	Disabled Veterans new hires - Executive/Senior Level Officials and Managers (Q1)	Number (Integer)	8
71	Total Employees, Both Veterans and Non-Veterans - First/Mid Level Officials and Managers (P2)	Number (Integer)	8	82	Disabled Veterans new hires - First/Mid Level Officials and Managers (Q2)	Number (Integer)	8
72	Total Employees, Both Veterans and Non-Veterans - Professionals (P3)	Number (Integer)	8	83	Disabled Veterans new hires - Professionals (Q3)	Number (Integer)	8
73	Total Employees, Both Veterans and Non-Veterans - Technicians (P4)	Number (Integer)	8	84	Disabled Veterans new hires - Technicians (Q4)	Number (Integer)	8
74	Total Employees, Both Veterans and Non-Veterans - Sales Workers (P5)	Number (Integer)	8	85	Disabled Veterans new hires - Sales Workers (Q5)	Number (Integer)	8
75	Total Employees, Both Veterans and Non-Veterans - Administrative Support Workers (P6)	Number (Integer)	8	86	Disabled Veterans new hires - Administrative Support Workers (Q6)	Number (Integer)	8
76	Total Employees, Both Veterans and Non-Veterans - Craft Workers (P7)	Number (Integer)	8	87	Disabled Veterans new hires - Craft Workers (Q7)	Number (Integer)	8
77	Total Employees, Both Veterans and Non-Veterans - Operatives (P8)	Number (Integer)	8	88	Disabled Veterans new hires - Operatives (Q8)	Number (Integer)	8
78	Total Employees, Both Veterans and Non-Veterans - Laborers/Helpers (P9)	Number (Integer)	8	89	Disabled Veterans new hires - Laborers/Helpers (Q9)	Number (Integer)	8
79	Total Employees, Both Veterans and Non-Veterans - Service Workers (P10)	Number (Integer)	8	90	Disabled Veterans new hires - Service Workers (Q10)	Number (Integer)	8

91	Disabled Veterans new hires - Total (Q11)	Number (Integer)	8	103	Armed Forces Service Medal Veterans new hires - Executive/Senior Level Officials and Managers (S1)	Number (Integer)	8
92	Other Protected Veterans new hires - Executive/Senior Level Officials and Managers (R1)	Number (Integer)	8	104	Armed Forces Service Medal Veterans new hires - First/Mid Level Officials and Managers (S2)	Number (Integer)	8
93	Other Protected Veterans new hires - First/Mid Level Officials and Managers (R2)	Number (Integer)	8	105	Armed Forces Service Medal Veterans new hires - Professionals (S3)	Number (Integer)	8
94	Other Protected Veterans new hires - Professionals (R3)	Number (Integer)	8	106	Armed Forces Service Medal Veterans new hires - Technicians (S4)	Number (Integer)	8
95	Other Protected Veterans new hires - Technicians (R4)	Number (Integer)	8	107	Armed Forces Service Medal Veterans new hires - Sales Workers (S5)	Number (Integer)	8
96	Other Protected Veterans new hires - Sales Workers (R5)	Number (Integer)	8	108	Armed Forces Service Medal Veterans new hires - Administrative Support Workers (S6)	Number (Integer)	8
97	Other Protected Veterans new hires - Administrative Support Workers (R6)	Number (Integer)	8	119	Armed Forces Service Medal Veterans new hires - Craft Workers (S7)	Number (Integer)	8
98	Other Protected Veterans new hires - Craft Workers (R7)	Number (Integer)	8	110	Armed Forces Service Medal Veterans new hires - Operatives (S8)	Number (Integer)	8
99	Other Protected Veterans new hires - Operatives (R8)	Number (Integer)	8	111	Armed Forces Service Medal Veterans new hires - Laborers/Helpers (S9)	Number (Integer)	8
100	Other Protected Veterans new hires - Laborers/Helpers (R9)	Number (Integer)	8	112	Armed Forces Service Medal Veterans new hires - Service Workers (S10)	Number (Integer)	8
101	Other Protected Veterans new hires - Service Workers (R10)	Number (Integer)	8	113	Armed Forces Service Medal Veterans new hires - Total (S11)	Number (Integer)	8
102	Other Protected Veterans new hires - Total (R11)	Number (Integer)	8	114	Recently Separated Veterans new hires - Executive/Senior Level Officials and Managers (T1)	Number (Integer)	8

115	Recently Separated Veterans new hires - First/Mid Level Officials and Managers (T2)	Number (Integer)	8	126	Total New Hires, Both Veterans and Non-Veterans - First/Mid Level Officials and Managers (U2)	Number (Integer)	8
116	Recently Separated Veterans new hires - Professionals (T3)	Number (Integer)	8	127	Total New Hires, Both Veterans and Non-Veterans - Professionals (U3)	Number (Integer)	8
117	Recently Separated Veterans new hires - Technicians (T4)	Number (Integer)	8	128	Total New Hires, Both Veterans and Non-Veterans - Technicians (U4)	Number (Integer)	8
118	Recently Separated Veterans new hires - Sales Workers (T5)	Number (Integer)	8	129	Total New Hires, Both Veterans and Non-Veterans - Sales Workers (U5)	Number (Integer)	8
119	Recently Separated Veterans new hires - Administrative Support Workers (T6)	Number (Integer)	8	130	Total New Hires, Both Veterans and Non-Veterans - Administrative Support Workers (U6)	Number (Integer)	8
120	Recently Separated Veterans new hires - Craft Workers (T7)	Number (Integer)	8	131	Total New Hires, Both Veterans and Non-Veterans - Craft Workers (U7)	Number (Integer)	8
121	Recently Separated Veterans new hires - Operatives (T8)	Number (Integer)	8	132	Total New Hires, Both Veterans and Non-Veterans - Operatives (U8)	Number (Integer)	8
122	Recently Separated Veterans new hires - Laborers/Helpers (T9)	Number (Integer)	8	133	Total New Hires, Both Veterans and Non-Veterans - Laborers/Helpers (U9)	Number (Integer)	8
123	Recently Separated Veterans new hires - Service Workers (T10)	Number (Integer)	8	134	Total New Hires, Both Veterans and Non-Veterans - Service Workers (U10)	Number (Integer)	8
124	Recently Separated Veterans new hires - Total (T11)	Number (Integer)	8	135	Total New Hires, Both Veterans and Non-Veterans - Total (U11)	Number (Integer)	8
125	Total New Hires, Both Veterans and Non-Veterans - Executive/Senior Level Officials and Managers (U1)	Number (Integer)	8	136	Maximum Number	Number (Integer)	8

137	Minimum Number	Number (Integer)	8				
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Submitting the VETS-100A Report

Your 2014 VETS-100A 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
 - When mailing media, identify your disk by including a blank, printed copy of your pre-identified VETS-100A form.
 - Submit on one of the two acceptable forms of electronic media:
 - DVD
 - CD

(NOTE: Many federal contractors and subcontractors produce VETS-100A 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-100A file in the correct format.

If you have questions about electronic submission, please email VETS100-customersupport@dol.gov or call the VETS-100A Service Center at (866) 237-0275.