



**DEPARTMENT OF VETERANS AFFAIRS**  
**Deputy Assistant Secretary for Acquisition and Logistics**  
**Washington, DC 20420**

**IL 001AL-09-10**  
**August 7, 2009**

**OFFICE OF ACQUISITION AND LOGISTICS INFORMATION LETTER**

- TO:** Under Secretaries for Health, Benefits, and Memorial Affairs; Assistant Secretary for Management; Director, Office of Construction and Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Acquisition and Logistics Center, VA Austin Information Technology Center, Records Management Center, VBA Benefits Delivery Centers, VA Health Administration Center; Executive Director and Chief Operating Officer, VA National Acquisition Center; VA Health Revenue Center; VA Health Eligibility Center and Chief Information Officer
- ATTN:** Heads of the Contracting Activities and Department of Veterans Affairs Contracting Officers (CO)
- SUBJ:** Requirements for Veterans' Employment Reporting by Federal Contractors

**I. Purpose**

The purpose of this information letter is to reinforce to COs the responsibilities and requirements for Veterans' Employment Reporting by federal contractors. COs shall verify Federal contractors comply with reporting requirements for eligible contracts as prescribed in Federal Acquisition Regulation Subsection 22.1302(b).

**II. Background**

- A. In an effort to promote employment opportunities for America's Veterans, Congress passed the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Public Law 93-508.
- B. Title 38 U.S.C. § 4212(d) requires Federal contractors to submit annual reports (e.g., Veterans' Employment and Training System (VETS)-100 Report) to the Department of Labor's (DOL) Veterans' Employment Reporting database. COs are required to query this database prior to awarding certain contracts (see section III).

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- C. These reporting requirements apply to contactors and subcontractors who receive Federal contracts whose total value is greater than \$25,000 on or before December 1, 2003, and greater than \$100,000 after December 1, 2003.

### **III. Policy**

- A. VA COs shall not award or modify a contract for personal property or non-personal services (including construction) without confirming the contractor has filed a current annual VETS-100 report. The exceptions are contracts or subcontracts:
1. For commercial items;
  2. Where total value is below \$100,000;
  3. That are waived by the Secretary of Labor; or
  4. Awarded to state or local governments or foreign organizations where the workers are recruited from outside of the U.S.
- B. COs should use one of the following options to verify that a proposed contractor is current with its submission of the VETS-100 report, and document the contract file with the query results.
1. Query the DOL's VETS-100 database at <http://www.vets100.com/Vets100Search.htm> using the validation code "Vets."
  2. If the contractor is not listed in the database, seek confirmation by contacting the VETS-100 reporting systems via email at: [verify@vets100.com](mailto:verify@vets100.com).

### **IV. Point of Contact**

Questions regarding this Information Letter should be directed to Acquisition Policy (001AL-P1) at (202) 461-0627.

/s/Maurice C. Stewart  
Associate Deputy Assistant Secretary for  
Acquisition and Logistics Programs and Policy