

**SAMPLE SCHEDULING LETTER AND ITEMIZED LISTING  
FROM OFCCP**

OMB No: 1215-0072  
Expires 6/30/2003

VIA CERTIFIED MAIL  
(NUMBER)  
RETURN RECEIPT REQUESTED

(Date)

(Name of CEO)  
(Title of CEO)  
(Establishment Name)  
(Street Address)  
(City, State and Zip Code)

Dear (Name of Contractor Official):

The U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) has selected your establishment, located at \_\_\_\_\_ for a compliance review under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, and the implementing regulations at 41 CFR Chapter 60. In addition, the review will include an examination of your establishment's compliance with the Federal Contractor Veterans' Employment Report (VETS 100) requirements (38 U.S.C. 4212(d)) and the Employment Eligibility Verification (I-9) Report requirements of the Immigration Reform and Control Act of 1986.

OFCCP will conduct the compliance review as described in the regulations at 41 CFR 60-1.20(a)(1) and 60-250.60(a)(1), which outlines the three possible phases of the process. These phases may include a desk audit, an onsite review, and an off-site analysis.

For the desk audit, please submit the following information (1) a copy of your Executive Order Affirmative Action Program (AAP) prepared in accordance with the requirements of 41 CFR 60-1.40 and 60-2.1 through 2.17\*; (2) a copy of your Section 503/38 U.S.C. 4212 AAP(s) prepared in accordance with the requirements of, respectively, 41 CFR Parts 60-741 and 60-250; and (3) the support data specified in the enclosed Itemized Listing.

OFCCP will treat the information you submit in response to this letter as sensitive and confidential to the maximum extent permitted under the Freedom of Information Act.

The findings OFCCP makes during the desk audit generally will determine whether an onsite review will be necessary, and if so, whether the onsite review will focus on one or two issues, or several issues. If an onsite review is necessary, we will notify you.

You should note that 41 CFR 60-2.2 authorizes the initiation of enforcement proceedings if materials you submit for desk audit do not represent a reasonable effort\* to meet the requirements of the regulations.

Please submit your AAP's and the support data specified in the enclosed Itemized Listing as soon as possible, but no later than 30 days from the date of your receipt of this letter.

## **ITEMIZED LISTING**

Note 1: The Executive Order AAP submission must demonstrate a reasonable effort to comply with 41 CFR Part 60-2. To do so, at a minimum, you must submit the following elements.

Note 2: Both the AAP and support data are essential to conduct the desk audit phase of the compliance review. If any of the following information is computerized, you may submit it in electronic format.

### **Executive Order AAP:**

1. An Organizational Profile prepared in accordance with 41 CFR 60-2.11(a).
2. The formation of job groups (covering all jobs) consistent with criteria given in 41 CFR 60-2.12
3. For each job group, a statement of the percentage of minority and female incumbents, as described in 41 CFR 60-2.13
4. For each job group, a determination of minority and female availability that considers the factors given in 41 CFR 60-2.14(1) and (2)
5. For each job group, the comparison of incumbency to availability, as explained in 41 CFR 60-2.15
6. Placement goals for each job group in which the percentage of minorities or women employed is less than would be reasonably expected given their availability, consistent with 41 CFR 60-2.16

### **Support Data:**

7. A copy of your Employee Information Report EEO-1 (Standard Form 100 Rev., See 41 CFR 60-1.7) for the last three years.
8. A copy of your collective bargaining agreement(s), if applicable. Please also include any other information you have already prepared that would assist us in understanding your employee mobility (promotion, etc.) system(s).
9. Information on your affirmative action goals for the preceding AAP year and, where applicable (see below), of progress on your goals for the current AAP year. See 41 CFR 60-1.12(c), -2.1(c) and -2.16.

For the preceding AAP year, this report shall include information that reflects:

- (a) job group representation at the start of the AAP year, (i.e., total incumbents, total minority and total female incumbents)
- (b) the percentage placement rates (% goals) established for minorities/women at the start of the AAP year; and
- (c) the actual number of placements (hires plus promotions) made during the AAP year into each job group with goals (i.e., total placements, total minority and total female placements). For goals not attained, describe the specific good faith efforts made to achieve them.

If you are six months or more into your AAP year on the date you receive this listing, please also submit information which reflects progress on goals established in your current AAP, and describe your implementation of action-oriented programs designed to achieve them (see 41 CFR 60-2.17(c)).

10. Data on your employment activity (applicants, hires, promotions and terminations) for the preceding AAP year and, if you are six months or more into your current AAP year when you receive this listing, for the current AAP year. This data shall be presented either by job group (as defined in your AAP) or by job title (see 41 CFR 60-3.4 and 3.15).

- a. Applicants/Hires: The regulations at 41 CFR 60- 2.17(b) and (d) require an analysis of your selection process, including whether it eliminates a significantly higher percentage of minorities or women than non-minorities or men.

For each job group or job title, this analysis shall consist of the total number of applicants and the total number of hires, as well as the number of minority groups and the number of female applicants and hires.

However, if some of your job groups or titles (most commonly, entry level) are filled from the same applicant pool, you may consolidate your applicant data (but not hiring data) for those job groups or titles.

For example, where applicants expressly apply for or would qualify for a broad spectrum of jobs (such as “Production,” “Office,” etc.), which include several job groups, you may consolidate the applicant data.

- b. Promotions: The regulations at 41 CFR 60-2.17(b) and (d) require an analysis of your promotion practices to determine if upward mobility of minority or female employees is occurring

at a lesser rate (compared to workforce mix) than non-minority or male employees.

For each job group or job title, this analysis must consist of the total number of promotions, as well as the number of minority group and the number of female promotions.

Please note that:

(1) If you present promotions by job group, indicate how your company defines promotions and the basis on which the data were compiled (e.g., promotions to the job group, from and/or within the job group, etc.), or

(2) if you present promotions by job title, include the department and job group from which the person(s) was promoted.

- c. Terminations: The regulations at 41 CFR 60-2.17(b) and (d) require an evaluation of the degree to which nondiscrimination policy is carried out with respect to employee terminations.

For each job group or job title, this analysis must consist of the total number of employee terminations, as well as the number of minority groups and the number of female terminations.

Please note that if you present terminations by job title, include the department and job group from which the person(s) terminated.

- 11. Please provide annualized compensation data (wages, salaries, commissions, and bonuses) by salary range, rate, grade or level showing total number of employees\*\* by race and gender and total compensation by race and gender. Present these data in a manner that is most consistent with your compensation system. If the information is maintained in electronic format, please submit in that format. See 41 CFR 60-1.4(a)(1). You may also include any other information you have already prepared that would assist us in understanding your compensation system(s).

\*\*For this purpose, the method used to determine employee totals by the contractor should be the same as that used to determine employee totals in the workforce analysis for the AAP.