

Report	Who Must File	Data Needed	Reports Prepared	Due Date	Submission:
AAP(s)	Any contractor or sub-contractor with ≥ 50 employees, with Federal Government contract in $\geq \$50,000^*$	Roster/plan date as chosen by contractor; Includes all new hires, applicant, promotions, transfers & terminations for 12 months prior to roster/plan date.	<p>Narratives</p> <ul style="list-style-type: none"> • Minorities & Women • Individuals with Disabilities (IWD) • Protected Veterans* <p>Analyses</p> <ul style="list-style-type: none"> • Organizational Profile • Job Group Analysis • Availability • Incumbency vs. Estimated Availability • Placement Goals • Goal Attainment • Data Collection Analysis for IWD & Veterans* • IWD Utilization Goals • Veteran Benchmarks for Hiring Analysis* • Compensation Export & Summaries • Impact Ratio Analyses <p>Separate plans must be prepared for each establishment with ≥ 50 employees. Employees at a location with < 50 employees may be included in a larger AAP.</p>	Annually, ASAP after Roster date. If selected for Agency audit, contractor has 30 days from receipt of Scheduling letter to provide AAP/update plan, as applicable.	Office of Contract Compliance Programs (OFCCP) Submitted electronically, if Agency requests a compliance review.
EEO-1	Private employer with: <ul style="list-style-type: none"> • ≥ 100 employees; <u>or</u> • ≥ 50 employees and Federal Government contract $\geq \\$50,000$ 	Roster data as of the end of a payroll period July 1 –Sept. 30; For employees in 50 States & DC	Data are broken down by EEO Category, gender and race. Separate reports must be submitted for each establishment with 50 or more employees as well as a headquarters report and a company consolidated report.	September 30 each year	Equal Employment Opportunity Commission (EEOC) Submitted via the Internet
VETS-4212	Any contractor or sub-contractor with Federal Government contract in the amount $\geq \$100,000$	Roster data as of the end of a payroll period, July 1 – August 31; Includes new hires & terminations for the 12 months prior to roster pull date.	<p>Roster data are broken down by EEO Category and protected Veteran status.</p> <ul style="list-style-type: none"> • Total number of new hires & total number of new hires who identified as protected Veterans • Minimum & maximum number of persons employed, during the reporting period (calculated from new hire & termination data) <p>Separate reports must be submitted for each establishment with ≥ 50 employees, as well as a separate headquarters report. Establishments with < 50 employees each may be grouped in a consolidated report by State.</p>	September 30 each year	Veterans Employment and Training Service (VETS) Submitted via the Internet

*Threshold is $\geq \$150,000$ for Protected Veterans AAP.