

U.S. Department of Labor

Office of Federal Contract
Compliance Programs
200 Constitution Avenue, N.W.
Washington, D.C. 20210



November 2009

Chief Executive Officer
Federal Contractor Establishment
123 Main
Anytown, USA 12345

Dear Federal Contractor:

The Office of Federal Contract Compliance Programs (OFCCP) of the Department of Labor is sending this letter to you as a courtesy to advise you that at least two of your establishments have been identified for possible scheduling of a compliance evaluation during this scheduling cycle. This letter is intended to facilitate your complete, accurate and timely production of materials and information should your company receive a scheduling letter and be selected for an evaluation. It is not required by law. As you know, as a condition of receiving a federal contract, employers have an ongoing duty to develop, implement and maintain an affirmative action program annually and to maintain any personnel or employment records that they make or keep, generally for two years, regardless of whether they are subject to an evaluation. In order to facilitate communication within your organization, please transmit this letter to the appropriate Human Resource Department at your company.

The establishments on the enclosed list were selected through OFCCP's Federal Contractor Selection System (FCSS). The FCSS is an administratively neutral selection system that identifies Federal contractor establishments for evaluation through multiple information sources and analytical procedures, including the use of EEO-1 Reports; development of threshold requirements, such as establishment size; random sampling; analysis of external Federal contract databases to better establish jurisdictional coverage; and the use of a mathematical model that ranks Federal contractor establishments based on an indicator of potential workplace discrimination. Establishments on the FCSS are released to OFCCP field offices for scheduling one name at a time in a pre-determined specific order.

The enclosed list is not all-inclusive; therefore, it is possible that other establishments within your company will be selected for a compliance evaluation during this scheduling cycle. For example, company establishments that are not clearly associated with your parent organization through currently available EEO-1 Reports, such as those that have been acquired through recent mergers, are not included in this list. In addition, the enclosed list does not include any establishment of your company that has been selected for evaluation because of a contract award notice, a directed review, as a result of conciliation agreement monitoring or an individual complaint, or as part of the agency's Corporate Management Compliance Evaluation (CMCE), Functional Affirmative Action Program (FAAP), or American Recovery and Reinvestment Act of 2009 (ARRA) initiatives. Finally, there will be no limit on the number of new compliance evaluations of your company's facilities that OFCCP will conduct during a fiscal year. OFCCP will also schedule compliance evaluations as a result of the agency's CMCE or FAAP initiatives,

contract award notices, directed reviews, conciliation agreement monitoring, or credible reports of an alleged violation of a law or regulation, including complaints.

I encourage you to take advantage of OFCCP's Compliance Assistance which can be found at its Internet website <http://www.dol.gov/ofccp/index.htm> which hosts a wealth of technical assistance materials, including information about OFCCP's regulations, policy directives, and answers to frequently asked questions. The website also has information about free compliance assistance seminars in your area. Please take advantage of these services as they will enable a smooth, timely and efficient completion of evaluations.

If you have any other questions about the compliance evaluation process or would like individualized compliance assistance, please contact the nearest OFCCP regional office. You can find a list of OFCCP regional offices at <http://www.dol.gov/ofccp/contacs/ofcpkeyp.htm>. Our regional offices will be happy to provide compliance assistance at the corporate level for establishments covered by this letter and any other facilities you may wish to include.

Sincerely,

PATRICIA A. SHIU
Director
Office of Federal Contract Compliance Programs

Enclosure

**ESTABLISHMENTS IDENTIFIED FOR POTENTIAL SCHEDULING
Fall 2009**

Federal Contractor Headquarters
123 Main
Anytown, USA 12345

Establishment EEO-1#

Establishment
