



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
Washington, D.C. 20507

Office of Research,
Information and Planning

July 2007

Memorandum

To : Single-establishment Private Employers
From : EEO-1 Joint Reporting Committee
Subject : Computer Printed EEO-1 Reports – ***Required Format*** (Rev. 3/2007)

This is the latest revision of the EEOC-approved specifications to be used by single-establishment companies to file the Employer Information Report EEO-1 as a computer printout.

Submission of the EEO-1 report as a computer printout is a Special Reporting Procedure (SPR) as provided for in Section 709(c), Title VII of the Civil Rights Act of 1964, as amended.

Approval Process

Prior to final implementation, employers must submit a test printout in the specified format **must** be submitted for our review and written approval. **A test computer printout in a PDF format may be emailed to e1.techassistance@eoc.gov or faxed to the EEO-1 Coordinator at 202.663.7185. Please direct all questions concerning EEO-1 computer printouts to the EEO-1 Joint Reporting Committee at 866.286.6440 (toll-free) or the email address cited above.**

Basic Requirements for Computer Printouts

1. The original and one (1) copy of the report must be submitted.
2. The font or point size may not be less than nine (9) points.
3. The preferred paper size is 8 ½" x 11". Larger, not smaller paper is acceptable.

EEO-1 reports submitted as computer printouts must be formatted exactly as in the attached layout – No Exceptions. All designated data fields must be displayed and identified. All variations will be unacceptable.

Layout Explanatory Notes

1. Questions Requiring a 'Yes' or 'No' Answer

All questions requiring a 'Yes' or 'No' answer must be indicated as 'Y' for Yes, or 'N' for No.

2. Company/Unit Numbers

The Company Number (CO=XXXXXX-X) and Unit Number (U=XXXXXX-X) previously assigned by the EEOC to the headquarters establishment (Type 3 report), establishments employing 50 or more employees (Type 4 reports) and establishments employing fewer than 50 employees (Type 8 reports) must be indicated on each report in their designated fields.

Layout Explanatory Notes (cont'd)

To assist you with correct Unit Number assignments, print a copy of your company's Unit Listing at <http://www.eeoc.gov/eeo1survey>. EEO-1 computer printouts with missing or incorrect Unit Numbers will be returned for correction. The Unit Number field will be blank for establishments reported for the first time in the current year's EEO-1 survey. The report type for all such reports must be indicated as 'ESTABLISHMENT REPORT-TYPE 9'.

3. **Section B-Company Identification**

The parent company name and address must be indicated in item no. 1 on each page of the report. The **official** name and **valid** address of the reporting establishment **must** be indicated in item no. 2.a. **Do NOT** indicate the city of the reporting establishment as the establishment name.

4. **Section C-Test for Filing Requirement**

Questions 1, 2 and 3 must be answered on each report. Indicate the DUNS Number, if the company has one, on each report.

5. **Section-Establishment Information**

A brief, but precise description in words of the major business activity must be indicated. The description must indicate whether the business activity involves manufacturing, retail trade, wholesale trade, services, etc.

Attachment

