

**The following checklist is a tool to ensure an accurate and customized Affirmative Action Program and to assist you in meeting Government requirements for Equal Employment Opportunity.**

**Required Narratives for the Executive Order 11246 Program**

- ✓ Equal Opportunity Policy
- ✓ Designation of Program Responsibility
- ✓ Action-Oriented Programs To Achieve Goals and Objectives
- ✓ Internal Audit and Reporting Systems

**Required Statistics and Filings for the Executive Order 11246 Program**

- Workforce personnel data by Department or Organizational Unit, Reporting Relationship, at the start of the AAP Year.
- Applicant Flow data for the prior 12 months of the AAP.
- Hire data for the prior 12 months of the AAP.
- Promotion data for the prior 12 months of the AAP.
- Termination data for the prior 12 months of the AAP.
- Transfer data for the prior 12 months of the AAP.
- File EEO-1 Report, annually (9/30/xx).
- EO Vendor/Subcontractor Notification.
- EO Clause - Purchase Orders, Leases, Contracts.
- Right to Work Forms (1-9's)

**Executive Order 11246 Program Analyses**

- Workforce Analysis by Reporting Relationship
- Job Group Analysis by Reporting Relationship
- Availability Analysis (2-Factor Analysis).
- Incumbency to Availability Analysis
- Establishing Placement Rate Goals.
- Analysis of Prior Year AAP Goals
- Identification of Problem Areas.
- Organizational Analysis - JAAR Analysis.
- Impact Ratio Analysis of Personnel Activities.
  - Compensation Analysis (upon request).

**Individuals With Disabilities Program Requirements**

- Developed AAP.
- Equal Employment Policy
- Review of Personnel Processes
- Physical and Mental Qualifications
- Reasonable Accommodations Procedures
- Harassment Policy
- External Dissemination of Policy, Outreach and Positive Recruitment
- Internal Dissemination of Policy
- Audit and Reporting Systems
- Recordkeeping
- Responsibility for Implementing the AAP
- Training for Personnel
- Availability of the Affirmative Action Program
- Invitation to Self-Identify

**Veteran Requirements**

- Developed AAP.
- Statement of Policy
- Review of Personnel Processes
- Physical and Mental Qualifications
- Reasonable Accommodation to Physical and Mental Limitations
- Harassment Policy
- External Dissemination of Policy, Outreach and Positive Recruitment
- Internal Dissemination of Policy
- Audit and Reporting Systems
- Responsibility for Implementation
- Training for Personnel
- Recordkeeping and Access to Records
- Availability of the Affirmative Action Plan
- File VETS-100 Form, Annually (9/30/xx)

**Federal Posting Requirements**

- “Industrial Welfare Commission Orders Regulating Wages, Hours, and Working Conditions.”
- “Pay Day Notice.”
- “Safety and Health Protection on the Job.”
- “Discrimination in Employment is Prohibited by Law.”
- “Notice to Employees of Unemployment Insurance and Disability.”
- “Notice of Compensatory Carrier.”
- A notice must be posted on pertinent provisions of Title VII and information pertinent to the filing of complaint.
- Posted Policy on a drug-free workforce.
- Family and Medical Leave Act.
- (California) Harassment.

**Equal Employment Opportunity  
Coordinator’s Checklist  
*Gerst AAP, Inc.***