

MEMORANDUM

DATE : June 2003

To : Multi-Establishment Private Employers

FROM : EEO-1 Joint Reporting Committee

SUBJECT : Computer Printed EEO-1 Reports - The Required Format (Rev. 6/2003) - An EEO-1 Special Reporting Procedure

This is the latest revision of the EEOC-approved specifications to be used by multi-establishment companies to file Employer Information Report EEO-1 as a computer printout instead of using Standard Form 100 (sample copy attached).

Submission of the EEO-1 report as a computer printout is a Special Reporting Procedure (SRP) as provided for in Section 709(c), Title VII of the Civil Rights Act of 1964, as amended. **Under those provisions, a company must have written Commission approval to use this format prior to final implementation.** Submission of Report EEO-1 as a computer printout is strictly optional and not required of any company.

APPROVAL PROCESS

A letter requesting permission to use this SRP with attached test printouts of the headquarters location and at least two (2) establishments in the specified format must be submitted to the following address for review and written verification of acceptability:

The EEO-1 Coordinator	Telephones:	1-866-286-6440 / (202) 663-7184 (TTY)
EEO-1 Joint Reporting Committee	Fax :	(202) 663-7184
PRINTSRP		
PO Box 19100		
Washington DC 20036-9100		

Please direct all questions concerning computer generated reports to the above address or telephone numbers.

BASIC REQUIREMENTS FOR 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 8½" x 11". However larger (not smaller) paper will be accepted.
4. **There may be only one (1) report per page and on only one (1) side of the page.**
5. Your report pages must be sequentially numbered from one, "1".
6. **The Consolidated Report MUST be prepared on an actual EEO-1 form (Standard Form 100).**
7. The annual, approved, computer printed EEO-1 report for all multi-establishment companies **MUST** include: (a) only one (1) **HEADQUARTERS REPORT - Type 3**, and (b) one (1) or more **ESTABLISHMENT REPORTS - Type 4** and/or **SPECIAL REPORTS - Type 5**. **SPECIAL REPORTS** may only be submitted if your company has a previously approved SRP in writing from the EEOC.
8. The **ESTABLISHMENT LIST** (listing of locations employing fewer than 50 persons), as specified in the EEO-1 instruction booklet, may be computer generated or submitted on company stationery.

Computer printed EEO-1 reports must be formatted EXACTLY as in the attached layout. ALL designated data fields must be displayed and identified. Any deviations will be unacceptable.

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