



# Equal Employment Opportunity Program (EEOP)

Report Builder  
User Guide

## Table of Contents

- Introduction..... 1
  - Purpose..... 1
  - Process Overview ..... 1
  - EEOP Service Desk ..... 1
- 1. Log In to Access the EEOP Report Builder ..... 2
  - 1.1 Homepage Login..... 2
  - 1.2 DIAMD Login..... 3
- 2. Organization Profile ..... 4
  - 2.1 Authorized Users ..... 4
  - 2.2 Organization Profile..... 5
- 3. Prepare a Verification Form ..... 6
  - 3.1 Verification of EEO Reporting Requirements Status ..... 6
  - 3.2 Determination of EEO Reporting Requirements ..... 7
  - 3.3 Large Subrecipients Awards..... 8
    - Subrecipient with UEI ..... 9
    - Subrecipient without UEI..... 10
    - Delete Subrecipient ..... 11
  - 3.4 Compliance with EEOP Requirements ..... 12
    - Non-Exempt Verification ..... 12
    - Exempt Verification ..... 14
  - 3.5 Profile Verification..... 16
- 4. Prepare a Utilization Report ..... 17
  - 4.1 Reporting History..... 17
  - 4.2 Prepare the Utilization Report..... 18
    - Section 1 of 7: EEO Policy Statement..... 18
    - Section 2a of 7: Total Number of Employees of Known Race, National Origin, and Sex ..... 20
    - Section 2b of 7: Building Sworn Officers Rank Chart ..... 20
    - Section 2c of 7: Sworn Officers Rank Chart..... 22
    - Section 2d of 7: Workforce Analysis Chart..... 23
    - Section 3a of 7: Relevant Labor Market..... 23
    - Section 3b of 7: Relevant Labor Market Statistics ..... 24
    - Section 4a of 7: Utilization Analysis Chart: Subtraction ..... 24
    - Section 4b of 7: Utilization Analysis Chart: Statistically Significant Underutilizations. 26
    - Section 5 of 7: Narrative Interpretation Data ..... 26
    - Section 6 of 7: Objectives and Steps ..... 28
    - Section 7a of 7: Dissemination Strategy: Internal..... 30
    - Section 7b of 7: Dissemination Strategy: External ..... 30
- 5. EEO Utilization Report ..... 31



## List of Figures

Figure 1: Homepage Login .....	2
Figure 2: DIAMD Sign-On .....	2
Figure 3: EEOP Application.....	3
Figure 4: Authorized Users.....	4
Figure 5: Organization Profile .....	5
Figure 6: Verifications/Reports Tab .....	5
Figure 7: Verification Form Status .....	6
Figure 8: Determination of EEO Reporting Requirements Module .....	7
Figure 9: Large Subrecipient Awards Module .....	8
Figure 10: Subrecipient with UEI.....	9
Figure 11: Subrecipient with UEI Profile .....	9
Figure 12: Subrecipient without UEI .....	10
Figure 13: Subrecipient without UEI Profile.....	10
Figure 14: Delete Subrecipient.....	11
Figure 15: Non-Exempt - E-Sign Verification Form .....	12
Figure 16: Non-exempt – E-Signed Verification Form .....	13
Figure 17: Non-Exempt – Submit Verification Form .....	13
Figure 18: Non-Exempt - Email Notification .....	13
Figure 19: Exempt – E-Sign Verification .....	14
Figure 20: Exempt – E-Signed Verification Form .....	14
Figure 21: Exempt – Submit Verification Form .....	15
Figure 22: Exempt - Email Notification .....	15
Figure 23: Profile Verification Module.....	16
Figure 24: Reporting History Module.....	17
Figure 25: Checklist Module.....	18
Figure 26: EEO Policy Statement Module .....	18
Figure 27: Upload EEO Policy Statement .....	19
Figure 28: Documentation Upload.....	19
Figure 29: Employee Classification .....	20
Figure 30: Sworn Officers Rank Chart Module.....	20
Figure 31: Sworn Officers Rank Title .....	21
Figure 32: Next Step Button.....	21
Figure 33: Sworn Officers Rank Chart Module.....	22
Figure 34: Law Enforcement Chart Module .....	22
Figure 35: Workforce Analysis Chart Module .....	23
Figure 36: Relevant Labor Market.....	23
Figure 37: Relevant Labor Market Statistics .....	24
Figure 38: Utilization Analysis Chart: Subtraction Module .....	25
Figure 39: Utilization Analysis Chart: Statistically Significant Underutilizations.....	26
Figure 40: Narrative Interpretation of Data Module .....	26
Figure 41: Uploaded Documents .....	27
Figure 42: Objective .....	28
Figure 43: Add Objective.....	28
Figure 44: Add Step.....	28
Figure 45: Add Objective Step.....	29
Figure 46: View/Edit Objective .....	29



Figure 47: Internal Dissemination Strategy Module ..... 30  
Figure 48: External Dissemination Strategy Module ..... 30  
Figure 49: EEO Utilization Report Module ..... 31  
Figure 50: EEO Utilization Report Pop-up ..... 31  
Figure 51: Review and Print EEO Utilization Report ..... 32  
Figure 52: EEO Utilization Report Submission Notification ..... 32



## Introduction

The Equal Employment Opportunity Program (EEOP) Report Builder is designed to assist the Department of Justice (DOJ) funding recipients meet the requirements to continue to receive financial assistance. Compliance with various Federal civil rights standards and reporting is a condition of accepting Federal financial assistance. Failure to meet these requirements could result in the loss of current or future funding, or both.

There is no requirement to use the EEOP Report Builder.

## Purpose

This user guide provides step-by-step instructions on how to navigate the EEOP Report Builder to create your organization's account, complete the Verification Form, and if necessary, complete the Utilization Report.

## Process Overview

- ❖ Before accessing the EEOP Report Builder, confirm whether your organization has an existing account.

Following the confirmation or creation of an account, this user guide will guide you through the following steps:

- ❖ Accessing the EEOP Report Builder.
- ❖ Creating an Organization Profile.
- ❖ Preparing and submitting a Verification Form.
- ❖ Preparing and submitting a Utilization Report, if required.

## EEOP Service Desk

If you require programmatic assistance with your submission, you may contact the Office for Civil Rights (OCR) at 202-598-6458 and leave a detailed message or by email at [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov).

If you have IT related problems with your submission, you may contact the EEOP Service Desk at 202-307-0627 and leave a detailed message or by email at [EEOPITSupport@usdoj.gov](mailto:EEOPITSupport@usdoj.gov).

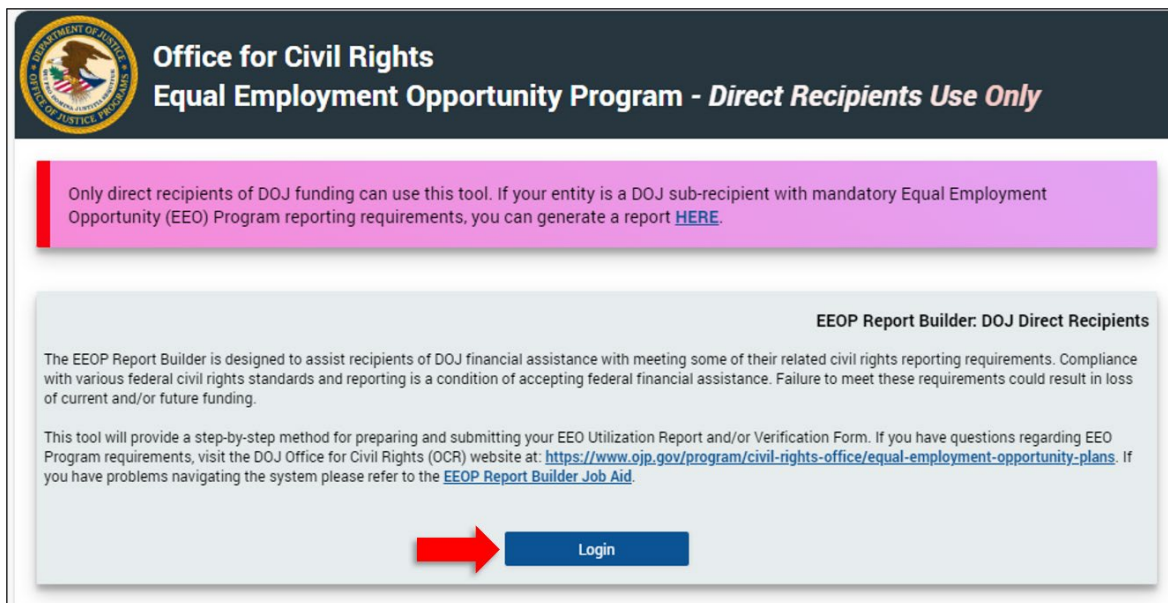


## 1. Log In to Access the EEOP Report Builder

The Digital Identity & Access Management Directory (DIAMD) system provides a centralized and highly secure identity governance and access management platform supporting the DOJ users. If you have not created an account in DIAMD, you have the option to enroll. Refer to the DIAMD [Frequently Asked Questions \(FAQ\)](#)

### 1.1 Homepage Login

Navigate to the OCR EEOP homepage to access the [EEOP Report Builder](#) and select **Login** (Figure 1).



**Figure 1: Homepage Login**

1. If you *do not* have an active session in DIAMD, the authentication screen will appear. Enter your email address and password to authenticate and select **Sign In** (Figure 2). The system will direct you to the Organization Profile module.

**Figure 2: DIAMD Sign-On**

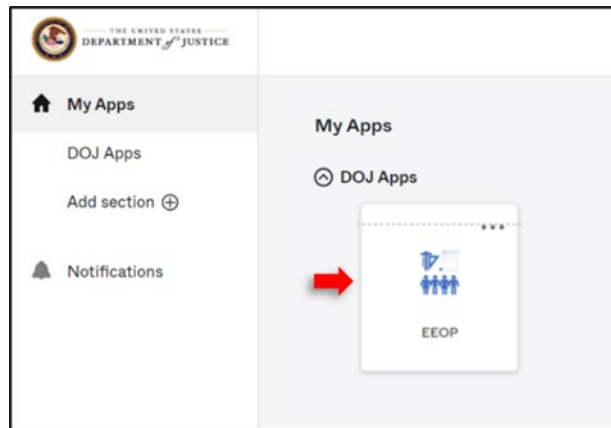


2. If you have an active session in DIAMD, the system will direct you to the Organization Profile Module.

## 1.2 DIAMD Login

Navigate to [DIAMD](#) to access the EEOP Report Builder.

1. If you *do not* have an active session in DIAMD, the authentication screen will appear. Enter your email address and password to authenticate and select **Sign In** (Figure 2).
2. Select the **EEOP** tile to access the EEOP Report Builder (Figure 3). The system will direct you to the Organization Profile module.



**Figure 3: EEOP Application**

3. If you have an active session in DIAMD, select the **EEOP** tile to access the EEOP Report Builder (Figure 3). The system will direct you to the Organization Profile module.



## 2. Organization Profile

### 2.1 Authorized Users

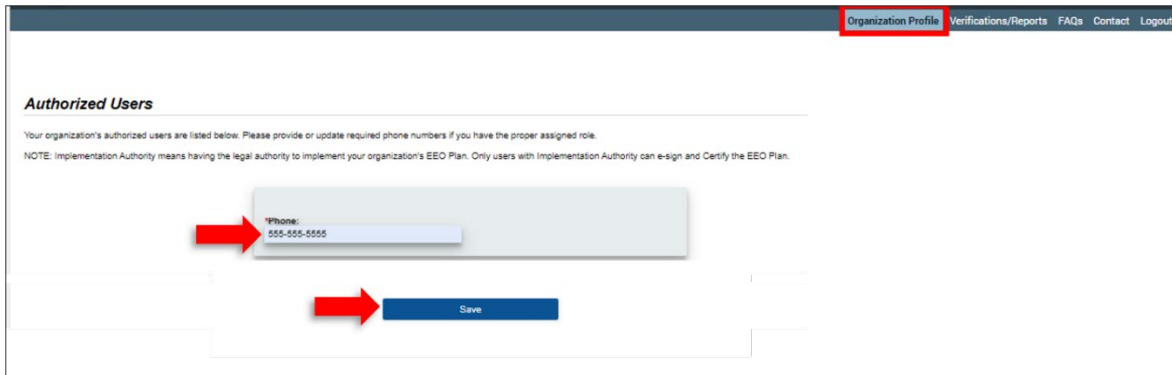
Under the Organization Profile tab, you will find a list of Authorized Users (Figure 4).

**NOTE:** Reporting requirements are determined when the Verification Form is submitted.

**Non-Exempt.** If your organization *is* required to submit a Utilization Report, the end-user with Implementation Authority, User, and Entity Administrator can E-Sign and Submit the Verification Form.

**Exempt.** If your organization *is not* required to submit a Utilization Report, *only* the end-user with Implementation Authority can E-Sign and Submit the Verification Form.

1. Enter your phone number in the required field (marked with an asterisk) and select **Save** (Figure 4).



**Figure 4: Authorized Users**





## 2.2 Organization Profile

The Organization Profile will be pre-populated with the information provided in the System for Award Management (SAM). Any changes to the Organization Profile must be submitted via [SAM.gov](http://SAM.gov).

1. Click the drop-down button to select an **Organizational Category** and **Organizational Type** and select **Save** or **Save and Work on Forms/Reports** (Figure 5).

The screenshot shows the 'Organization Profile' form. It contains several text input fields: Organization Name, Unique Entity Identifier (UEI), Doing Business As (DBA), Contact Person Name, Street, Contact Person Title, City, Contact Person Email, State/Territory, Contact Person Phone, and Zip Code. Two dropdown menus are highlighted with red boxes: 'Organizational Category' and 'Organizational Type'. At the bottom, two buttons are highlighted with red boxes and arrows: 'Save' and 'Save and Work on Forms/Reports'.

Figure 5: Organization Profile

2. Click the **Verifications/Reports** tab on the top right to continue to the next module (Figure 6).



Figure 6: Verifications/Reports Tab



### 3. Prepare a Verification Form

The Verification Form is the process in which recipients acknowledge the reporting requirements.

#### 3.1 Verification of EEO Reporting Requirements Status

The Verification of EEO Requirements Status module lists any previously submitted forms (Figure 7).

1. To review a completed form, select **View Verification Form** or **Download Verification Form**.
2. To create a new form, select **Prepare Verification Form**.
3. If you have completed a Verification Form and need to Prepare a Utilization Report, select **Work on Utilization Report**.

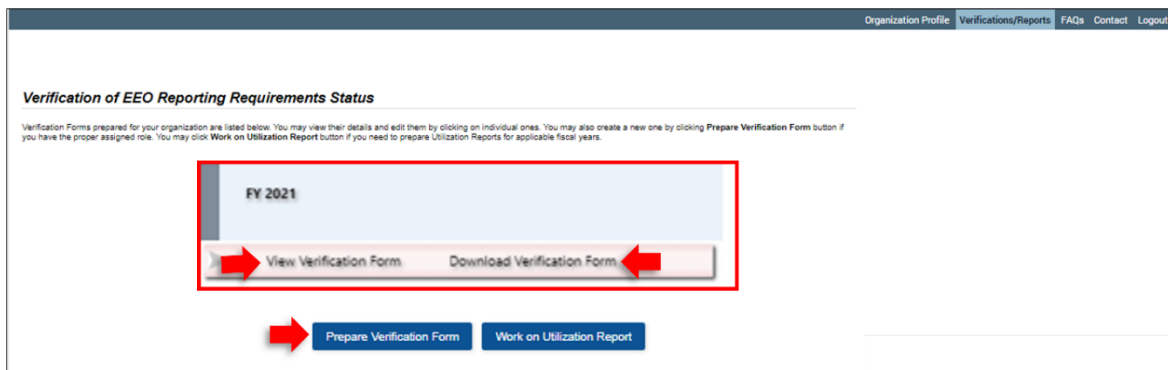


Figure 7: Verification Form Status



### 3.2 Determination of EEO Reporting Requirements

The system will display the Determination of EEO Reporting Requirements module (Figure 8). The data collected in this section will be used to determine the type of Verification Form that is required.

1. Click on the drop-down button to select the **Number of Employees, Award Fiscal Year** for which you are certifying, **Single Largest Grant Amount, Filed Utilization Report Last Year**, and **Have Subrecipients Subawarded More than \$500,000** fields.
2. Select **Save and Continue**.

Organization Profile Verifications/Reports FAQs Contact Logout

#### Determination of EEO Reporting Requirements

Please provide details of your Verification Form requested below if you have the proper assigned role.

*Number of Employees Less Than 50	*Award Fiscal Year Please choose Award Fiscal Year
*Single Largest Grant Amount Please choose Single Largest Grant Amount	*Filed Utilization Report Last Year Please choose Filed Utilization Report Last Year
*Have Subrecipients Subawarded More Than \$500,000 Please choose Have Subrecipients Subawarded More Than \$500,000	

Save and Continue

Continue

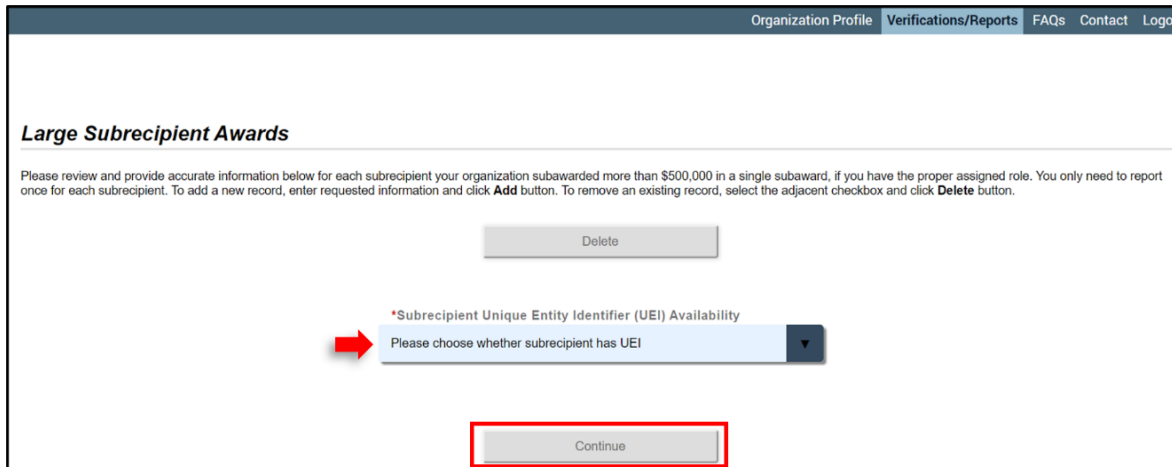
**Figure 8: Determination of EEO Reporting Requirements Module**



### 3.3 Large Subrecipients Awards

Review the displayed information in the Large Subrecipients Awards module and provide information for each subrecipient your organization sub-awarded more than \$500,000 in a single subaward (Figure 9).

1. Click on the drop-down button in the **Subrecipient Unique Entity Identifier (UEI) Availability** to choose whether the subrecipient has a UEI.
2. Select **Continue**.



The screenshot shows the 'Large Subrecipient Awards' module interface. At the top, there is a navigation bar with links for 'Organization Profile', 'Verifications/Reports', 'FAQs', 'Contact', and 'Logo'. Below the navigation bar, the title 'Large Subrecipient Awards' is displayed. A paragraph of instructions follows: 'Please review and provide accurate information below for each subrecipient your organization subawarded more than \$500,000 in a single subaward, if you have the proper assigned role. You only need to report once for each subrecipient. To add a new record, enter requested information and click **Add** button. To remove an existing record, select the adjacent checkbox and click **Delete** button.' Below this text, there is a 'Delete' button. A red arrow points to a dropdown menu labeled '\*Subrecipient Unique Entity Identifier (UEI) Availability' with the text 'Please choose whether subrecipient has UEI'. Below the dropdown menu, there is a 'Continue' button highlighted with a red rectangle.

**Figure 9: Large Subrecipient Awards Module**



### Subrecipient with UEI

If the subrecipient has a UEI, you will be prompted to enter the UEI and Single Largest Grant Amount (Figure 10).

1. Click on the dropdown button in the Subrecipient UEI Availability and select **Yes**.
2. Enter the subrecipient **UEI** and **Single Largest Sub-Grant Amount** and select **Add**.

Please review and provide accurate information below for each subrecipient your organization subawarded more than \$500,000 in a single subaward, if you have the proper assigned role. You only need to report once for each subrecipient. To add a new record, enter requested information and click **Add** button. To remove an existing record, select the adjacent checkbox and click **Delete** button.

Delete

\*Subrecipient Unique Entity Identifier (UEI) Availability  
Yes

\*Unique Entity Identifier (UEI)

\*Single Largest Grant Amount

Add

Continue

**Figure 10: Subrecipient with UEI**

3. The subrecipient profile will be displayed, select **Continue** (Figure 11).

Please review and provide accurate information below for each subrecipient your organization subawarded more than \$500,000 in a single subaward, if you have the proper assigned role. You only need to report once for each subrecipient. To add a new record, enter requested information and click **Add** button. To remove an existing record, select the adjacent checkbox and click **Delete** button.

**Subrecipient Name:**  
**Single Largest Grant:**  
**Contact Email:**  
**Address:**

**UEI:**  
**Contact Name:**  
**Contact Phone:**

Delete

\*Subrecipient Unique Entity Identifier (UEI) Availability  
Please choose whether subrecipient has UEI

Continue

**Figure 11: Subrecipient with UEI Profile**

The system will direct you to the Compliance with EEO Requirements module, see 3.4 in this document.



### Subrecipient without UEI

If the subrecipient does *not* have a UEI, you will be prompted to provide information about the subrecipient (Figure 12).

1. Click on the dropdown button in the Subrecipient UEI Availability and select **No**.
2. Enter the **Subrecipient Name**, **Single Largest Grant Amount**, **Contact Name**, **Contact Email**, **Contact Phone**, **Contact Street**, **City**, **Zip Code**, and **State/Territory** and select **Add**.

The screenshot shows a form titled "Subrecipient Unique Entity Identifier (UEI) Availability" with a dropdown menu set to "No". Below this are several input fields:
 

- \*Subrecipient Name: Unity House of Joy
- \*Single Largest Grant Amount: 500001
- \*Contact Name: John Doe
- \*Contact Email: jondoe@uhoj.org
- Contact Phone: 123-485-6789
- \*Street: 123 Haven Street
- \*City: Springdale
- \*Zip Code: 20850-8574
- \*State/Territory: Please choose State

 At the bottom, there is a blue "Add" button with a red arrow pointing to it, and a "Continue" button below it. A "Delete" button is at the top center.

**Figure 12: Subrecipient without UEI**

4. The subrecipient profile will be displayed, select **Continue**.

The screenshot shows a subrecipient profile card with a checked checkbox icon on the left. The card contains:
 

- Subrecipient Name:** [Redacted]
- Single Largest Grant:** [Redacted]
- Contact Email:** [Redacted]
- Address:** [Redacted]
- UEI:** [Redacted]
- Contact Name:** [Redacted]
- Contact Phone:** [Redacted]

 Below the card is a "Delete" button. Underneath is a dropdown menu for "Subrecipient Unique Entity Identifier (UEI) Availability" set to "Please choose whether subrecipient has UEI". At the bottom, there is a blue "Continue" button with a red arrow pointing to it.

**Figure 13: Subrecipient without UEI Profile**

The system will direct you to the Compliance with EEO Requirements module, see 3.4 in this document.



## Delete Subrecipient

To remove an existing subrecipient, click on the **adjacent checkbox** next to the subrecipient profile you want to delete. A checkmark will appear, select **Delete** (Figure 14).

Please review and provide accurate information below for each subrecipient your organization subawarded more than \$500,000 in a single subaward, if you have the proper assigned role. You only need to report once for each subrecipient. To add a new record, enter requested information and click **Add** button. To remove an existing record, select the adjacent checkbox and click **Delete** button.

<input checked="" type="checkbox"/>	<b>Subrecipient Name:</b> Single Largest Grant: Contact Email: Address:	<b>UEI:</b> Contact Name: Contact Phone:
-------------------------------------	--	--

←

\*Subrecipient Unique Entity Identifier (UEI) Availability  
 Please choose whether subrecipient has UEI

**Figure 14: Delete Subrecipient**



### 3.4 Compliance with EEOP Requirements

#### Non-Exempt Verification

If your organization is *not* exempt from submitting a Utilization Report, you will be required to electronically sign the Verification Form. Prior to submission, a notice will alert you of the requirement to submit a Utilization Report. By clicking on “Submit Verification Report”, you agree to the requirement (Figure 15).

1. Review the ‘**Acknowledgement of EEO Program Data Collection, Maintenance and Submission Requirements**’ and select **E-Sign Verification Form**.

**Compliance with Equal Employment Opportunity Program (EEOP) Requirements**

[Read Instructions](#)


<b>Organization Name:</b> COUNTY OF BEAVER	<b>UEI:</b> PWAKYHGMYYJ3
<b>Address:</b> P.O. BOX 392 BEAVER UT 84713-0392	<b>Category   Type:</b> Government Law Enforcement   Special Jurisdiction Law Enforcement
<b>Contact Name:</b> Tom Doe	<b>Contact Title:</b>
<b>Contact Email:</b> tom.doe@usdoj.gov	<b>Contact Phone:</b>
<b>Number of Employees:</b> 150 or More	<b>Single Largest Grant:</b> \$500,000 or More
<b>Subrecipient Award Greater Than \$500,000:</b> Yes	<b>Filed Utilization Report Last Year:</b> No

**Acknowledgement of EEO Program Data Collection, Maintenance and Submission Requirements**

I, \_\_\_\_\_ (authorized official) acknowledge that \_\_\_\_\_ (organization) has an obligation to develop and submit an EEO Program Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for \_\_\_\_\_ (fiscal year). I understand the regulatory obligations under 28 C.F.R. Section 42.301-308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Program Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, \_\_\_\_\_ (organization) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEO Program regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEO Program may allow the OCR to draw an adverse inference based on the data's absence.

By clicking E-Sign Verification Form below, I am signifying that I have the authority to legally sign a verification form for my organization. My verification form will not be submitted until I click Submit Verification Form.



I understand my organization still have the obligation to submit a Utilization Report after having submitted this Verification Form. The system will redirect to Utilization Report module after I clicked Submit Verification Form below.

**Figure 15: Non-Exempt - E-Sign Verification Form**





- 2. The blue box will turn orange to indicate the form has been electronically signed (Figure 16).

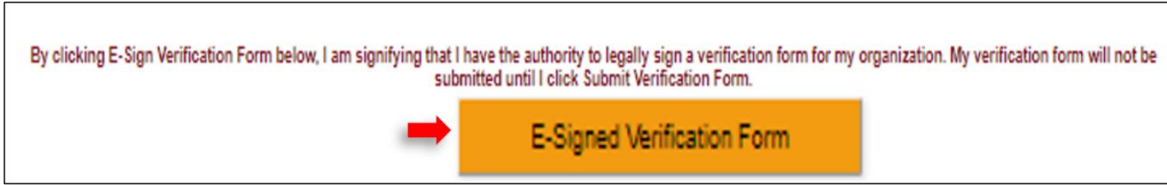


Figure 16: Non-exempt – E-Signed Verification Form

**YOU ARE NOT DONE  
YOU MUST SUBMIT THE VERIFICATION FORM**

- 3. Click on **Submit Verification Form** to acknowledge the requirement to submit a Utilization Report (Figure 17).

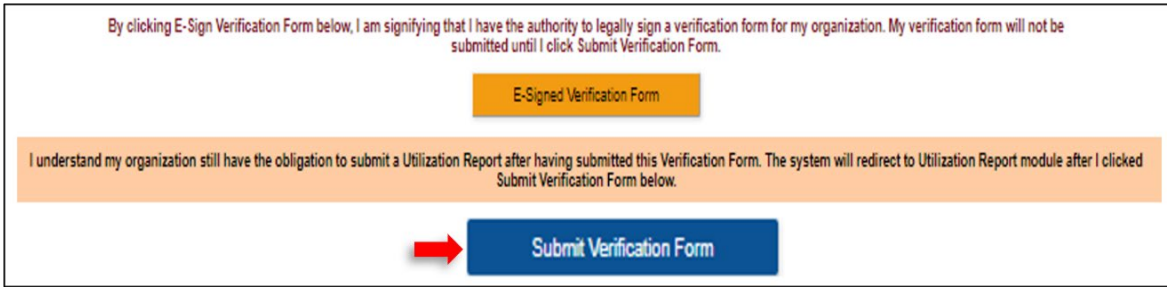


Figure 17: Non-Exempt – Submit Verification Form

- 4. Once the Verification Form is submitted, the system will generate an email and send it to your email address. The email notification will confirm that your organization is **required to submit a Utilization Report** (Figure 18). **Your organization must maintain a written EEO Plan and has additional reporting requirements.** The system will then redirect you to the Profile Verification module.

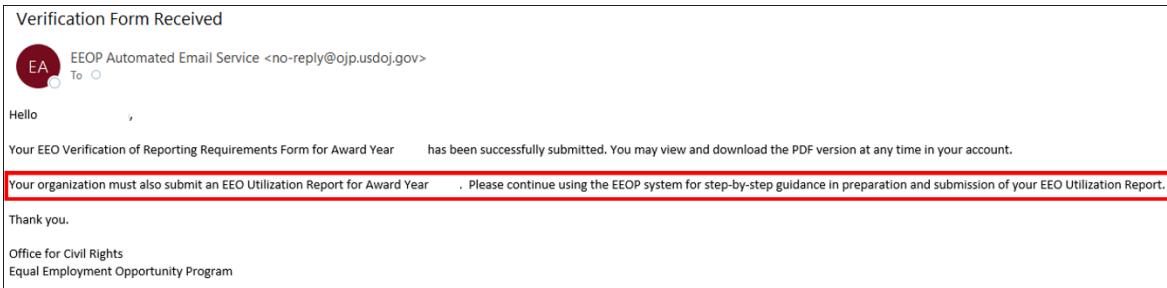


Figure 18: Non-Exempt - Email Notification



### Exempt Verification

If your organization *is* exempt from submitting a Utilization Report, only the person with Implementation Authority will be able to electronically sign and submit the Verification Form (Figure 19).

1. Review the **“Declaration Claiming Exemption from the EEO Program Utilization Report Submission Requirement”** and select **E-Sign Verification Form**.

**Compliance with Equal Employment Opportunity Program (EEO) Requirements**

[Read Instructions](#)

Organization Name: COUNTY OF BEAVER	UEI: PWAKYHGMYYJ3
Address: P.O. BOX 392 BEAVER UT 84713-0392	Category   Type: Government Law Enforcement   Special Jurisdiction Law Enforcement
Contact Name: Tom Doe	Contact Title:
Contact Email: tom.doe@usdq.gov	Contact Phone:
Number of Employees: 150 or More	Single Largest Grant: \$500,000 or More
Subrecipient Award Greater Than \$500,000: Yes	Filed Utilization Report Last Year: Yes

**Declaration Claiming Exemption from the EEO Program Utilization Report Submission Requirement**

The following boxes apply:

<input type="checkbox"/> Not-for-Profit Organization	<input type="checkbox"/> Tribe or Tribal Government
<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Health Care or Hospital Facility
<input type="checkbox"/> Less Than 50 Employees	<input type="checkbox"/> Receiving Award(s) Less Than \$25,000
<input checked="" type="checkbox"/> Filed Utilization Report Last Year	

I, \_\_\_\_\_ (authorized official) verify that \_\_\_\_\_ (organization) is not required to prepare an EEO Program Utilization Report during \_\_\_\_\_ (fiscal year) for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.302. I further verify that \_\_\_\_\_ (organization) will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

By clicking E-Sign Verification Form below, I am signifying that I have the authority to legally sign a verification form for my organization. My verification form will not be submitted until I click Submit Verification Form.

➔
E-Sign Verification Form

**Figure 19: Exempt – E-Sign Verification**

2. The blue box will turn orange to indicate the form has been electronically signed (Figure 20).

By clicking E-Sign Verification Form below, I am signifying that I have the authority to legally sign a verification form for my organization. My verification form will not be submitted until I click Submit Verification Form.

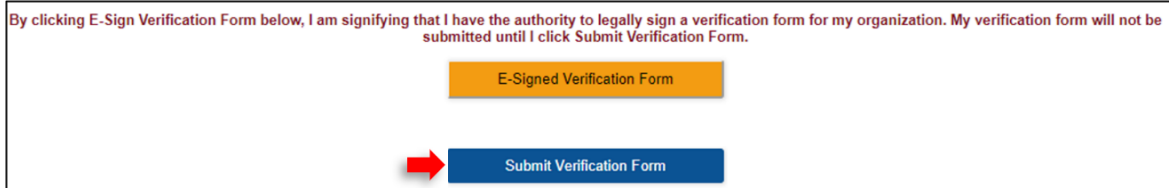
➔
E-Signed Verification Form

**Figure 20: Exempt – E-Signed Verification Form**



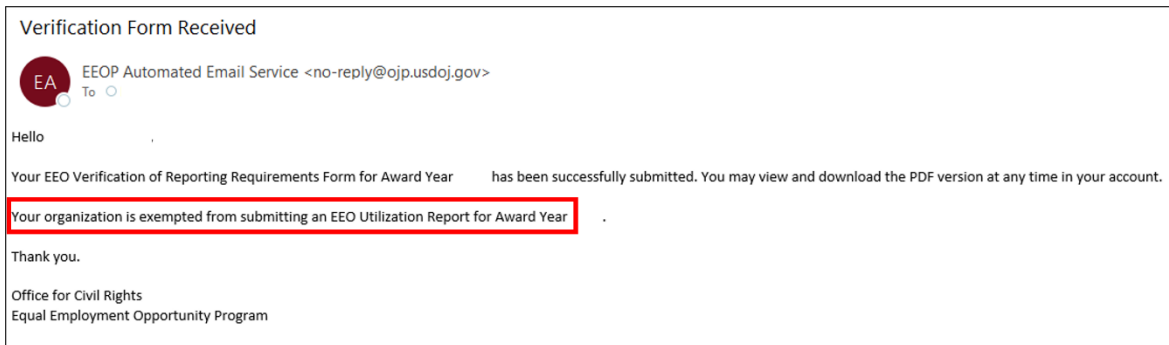
**YOU ARE NOT DONE  
YOU MUST SUBMIT THE VERIFICATION FORM**

3. Select **Submit Verification Form** (Figure 21).



**Figure 21: Exempt – Submit Verification Form**

4. Once the Verification Form is submitted, the system will generate an email and send it to your email address. The email notification will confirm that your organization is exempt from submitting a Utilization Report (Figure 22).



**Figure 22: Exempt - Email Notification**

The system will redirect you to the Verification of EEO Reporting Requirements Status. You may choose to view or download your submitted form or exit the system by clicking **Logout** located on the top right.



### 3.5 Profile Verification

The system will direct you to verify your user and organization information prior to beginning the preparation of the EEO Utilization Report for the listed organization (Figure 23).

1. If the information displayed on the screen is correct, select **Accept**. The system will direct you to the Reporting History module.
2. If the information displayed on the screen is *not* correct, select **Not Accept**. The system will redirect you to Verification of EEO Reporting Requirements Status module.

**Profile Verification**

---

**Please verify that the information below is correct:**

<p><b>User Information</b></p> <p>Name:</p> <p>Title:</p> <p>Email:</p> <p>Phone:</p>	<p><b>Organization Information</b></p> <p>Name:</p> <p>Address:</p> <p>City:</p> <p>State:</p> <p>Zip:</p>
---	--

I verify that the above User and Organization Information is correct and I am authorized to prepare the EEO Utilization Report for the listed organization.

The Equal Employment Opportunity (EEO) Program system was designed to assist DOJ grantees meet the civil rights regulatory requirements of 28 C.F.R. Section 42.301-.308. You are not required to use this system to prepare your EEO Program related Utilization Report. However, be aware that failure to use this system does not remove or change your organization's requirement to prepare a written EEO plan, maintain related records and submit portions of the plan (including a Utilization Report) to OCR. For more information on the EEO Program requirement see OCR's [website](#)

Accept

Not Accept

**Figure 23: Profile Verification Module**



## 4. Prepare a Utilization Report

The following sections will guide you through the process of preparing and submitting a Utilization Report.

Note: To navigate the sections of the Utilization Report, select the <<Go Back or Next Page>> on the top right of the screen. The system does not support the BACK arrow, to return to a previous page select the <<Go Back button only.

### 4.1 Reporting History

The system will display the Reporting History Module. The Fiscal Year column displays previous and current reports. The Available Action column allows you to click on the link to act for the individual report listed (Figure 24).

1. To begin preparing your Utilization Report, select **Click to start Utilization Report** under the Available Action column. The system will direct you to Prepare the Utilization Report.
2. To edit an existing report, select **Edit**.

The screenshot shows the 'Reporting History' module. At the top right, there are buttons for 'FAQ' and '<< Go Back'. Below this is a section for '2023 Utilization Report Signing History' with a table containing columns for Date, Name, Title, Email, and Phone. The main part of the screenshot is a table titled 'Utilization Report History' with the following structure:

Fiscal Year	Available Action
2023	Create Reports Edit Existing Reports View Completed/Locked Reports Click to start Utilization Report (indicated by a red arrow)
2022-locked 05/04/2023	View

At the bottom, there is a link for further guidance: <https://www.eop.gov/program/civil-rights-office/equal-employment-opportunity-program-ecop-faqs>

Figure 24: Reporting History Module



## 4.2 Prepare the Utilization Report

The system will display the EEO Utilization Report Seven Sections: Checklist module (Figure 25)

**Note:** If you are a returning user and have completed any of the sections, the completed sections will be checked. You can return to any completed checked section by clicking on it.

1. Select **Next Step>>** to continue to the next module.

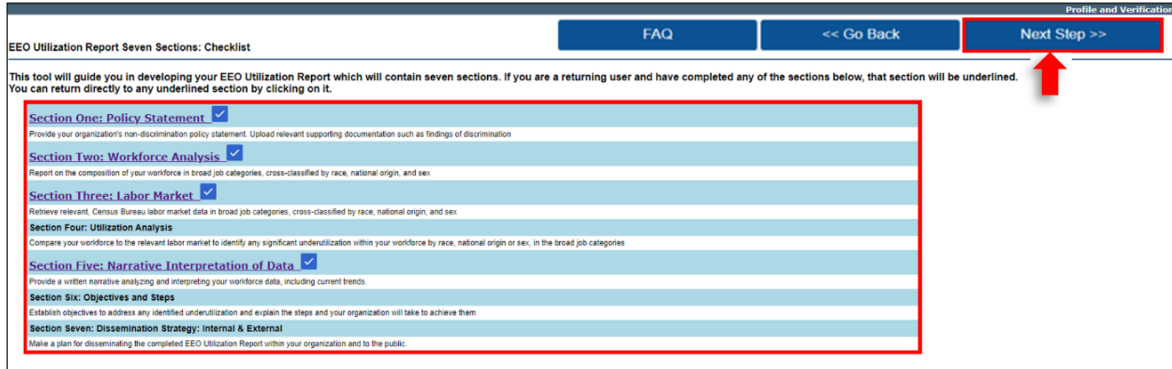


Figure 25: Checklist Module

### Seven Sections:

#### Section 1 of 7: EEO Policy Statement

1. Enter your organization policy statement in the text box (Figure 26).

**NOTE:** If your text exceeds 2,000 characters, you may upload your policy as an attachment (see “How to upload Supporting Documentation”).

2. Select **Next Step>>** to continue to the next module.

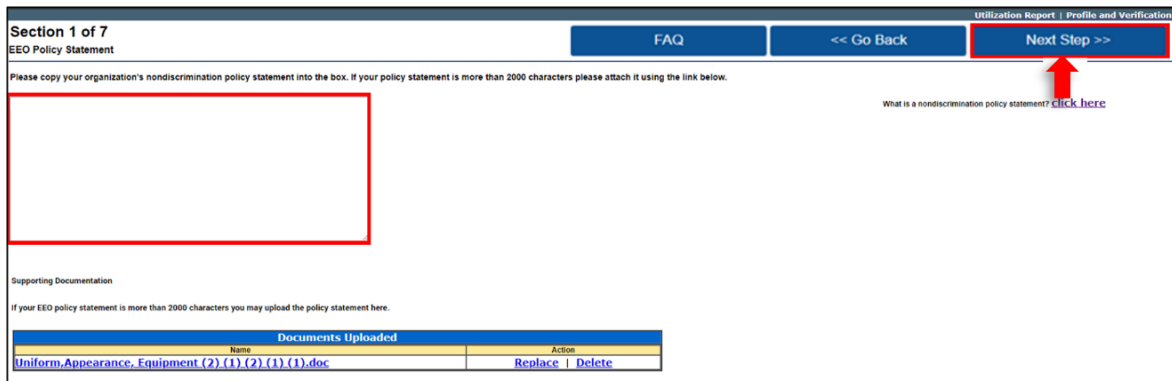


Figure 26: EEO Policy Statement Module



## How to upload Supporting Documentation

1. Select the **Click Here** link to be directed to the “Documentation Upload” page (Figure 27).

**Section 1 of 7**  
EEO Policy Statement

Please copy your organization's nondiscrimination policy statement into the box. If your policy statement is more than 2000 characters please attach it using the link below.

Supporting Documentation

If your EEO policy statement is more than 2000 characters you may upload the policy statement here.

[click here](#) to upload document(s).

**Figure 27: Upload EEO Policy Statement**

2. Select the **Choose File** button then click **Upload** to attach your document (Figure 28).

**Documentation Upload**

Please click the Browse button to select your document and then click the Upload button to upload the document. Click the Cancel button to return to the previous page.

Select Document :

**Figure 28: Documentation Upload**



### Section 2a of 7: Total Number of Employees of Known Race, National Origin, and Sex

This module requires information to create a Workforce Analysis Chart that shows the number of employees in your organization, cross-classified by race, national origin, and sex in eight (8) major categories (Figure 29).

1. Enter the **Total number of employees**, and the **Number of employees of unknown race, national origin, or sex**. The **Total number of employees of known race, national origin, or sex** will auto populate.
2. Select **Next Step>>** to continue to the next module.

Figure 29: Employee Classification

### Section 2b of 7: Building Sworn Officers Rank Chart

You will be prompted to Build a Sworn Officer Rank Chart that includes each of your organization’s sworn ranks, from *lowest to highest*, and the number of employees for each rank classified by race, national origin, and sex. **Please use PATROL OFFICERS as the first level, sworn, non-supervisory rank regardless of the actual title your organization uses.**

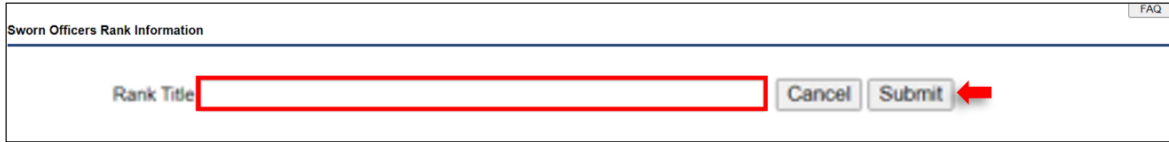
1. Select **Add Law Enforcement Rank** (Figure 30).

Figure 30: Sworn Officers Rank Chart Module



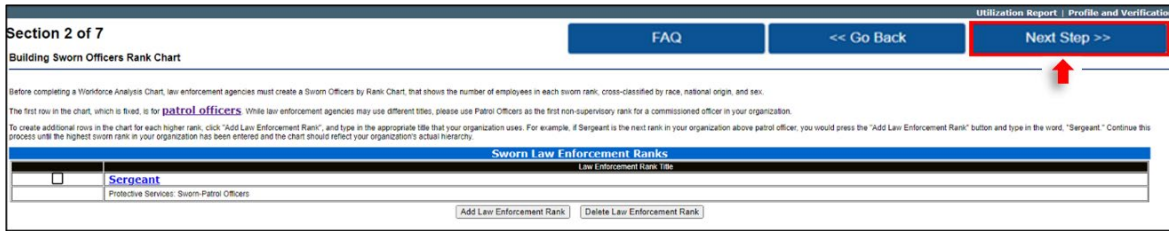


2. In the **Rank Title** text box, enter the sworn officer title and select **Submit** (Figure 31). Continue this process until the highest sworn rank in your organization has been entered and the chart should reflect your organization's actual hierarchy.



**Figure 31: Sworn Officers Rank Title**

3. Select **Next Step>>** to continue to the next module (Figure 32).



**Figure 32: Next Step Button**



### Section 2c of 7: Sworn Officers Rank Chart

The system will display the data entered on the previous page on a chart. The chart is broken down by sex and race or national origin (Figure 33).

1. Enter the number of employees for each job category in the **Total** column, the **number per column category** and select **Next Step>>** to continue to the next module.

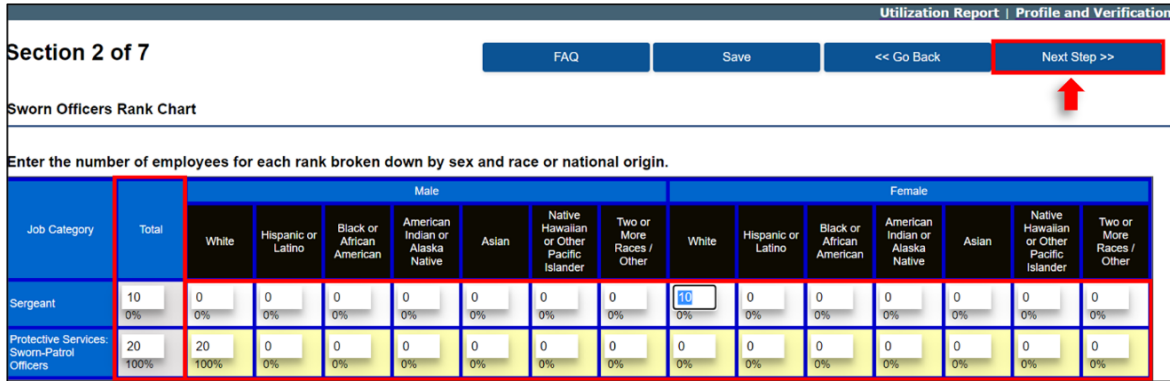


Figure 33: Sworn Officers Rank Chart Module

2. The system will import the information entered in the Workforce Analysis Chart (Figure 34). Review the information on the chart and select **Next Step>>** to continue to the next module.

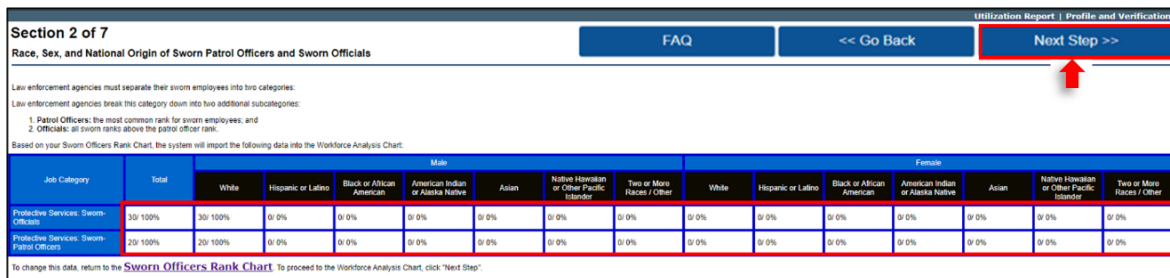


Figure 34: Law Enforcement Chart Module



### Section 2d of 7: Workforce Analysis Chart

In each job category, enter the appropriate information to calculate the number of employees (Figure 35).

1. Enter the total number of employees in each job category in the **Total** column and the number of employees for each category by gender and race or national origin.
2. Select **Calculate %** and select **Next Step>>** to continue to the next module.

**Section 2 of 7** FAQ Save << Go Back **Next Step >>**

**Workforce Analysis Chart**

In each job category row below, enter the number of employees cross-classified by race, national origin, and sex. Make sure the row total reflects the total number of employees for that job category. For help assigning a position to the correct job categories, [click here](#)

The total number of reported employees is: 100  
Once you have entered all of the workforce numbers click here: **Calculate %** If your totals in each row do not add up to 100%, [click here](#)

Job Category	Total	Male							Female									
		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other			
Officials/Administrators	30 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Technicians	20 100%	10 50%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services: Sworn Officers	30 100%	10 33.3%	0 0%	10 33.3%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services: Sworn Patrol Officers	20 100%	10 50%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services: Non-sworn	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Administrative Support	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Skilled Craft	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Service/Maintenance	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
<b>Totals</b>	<b>100%</b>	<b>50/30%</b>	<b>0/0%</b>	<b>10/10%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>50/50%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>	<b>0/0%</b>

Figure 35: Workforce Analysis Chart Module

### Section 3a of 7: Relevant Labor Market

This module involves selecting the relevant labor market to evaluate your organization’s workforce in comparison to your community (Figure 36).

1. Click on the form field to select your **State** and **Relevant Labor Market** and select **Next Step>>** to continue to the next module.

**Section 3 of 7** Utilization Report | Profile and Verification  
FAQ << Go Back **Next Step >>**

Select the Relevant Labor Market

This section involves selecting the relevant labor market so you can evaluate how representative your organization's workforce is of your community. In deciding what community labor statistics to use, you should consider the following:

- Where do you recruit new employees?
- Are there any residential requirements for new employees?
- From where do most of your new employees come?
- Where do most of your current employees live?

Answers to these questions will help determine whether the most relevant labor market statistics are from a state, a county, a number of counties, a city or town, or a metropolitan statistical area (MSA). The availability of Census data for some geographic areas may also limit your options.

Select your State:  
Virginia

Select the relevant labor market below:  
Loudoun County

Figure 36: Relevant Labor Market



### Section 3b of 7: Relevant Labor Market Statistics

The Relevant Labor Market Statistics chart will display the information provided in the previous module (Figure 37). **Note:** Starting from here, your agency “Protective Service - Sworn Officials” and “Protective Service -Sworn Patrol Officers” are combined as one single job category “Protective Service -Sworn”.

1. Review the relevant market statistics that have been loaded for the county selected and select **Next Step>>** to proceed to the next module.

Section 3 of 7 Relevant Labor Market Statistics													FAQ		<< Go Back		Next Step >>	
Review the relevant market statistics that have been loaded for Loudoun County before proceeding to the next step.																		
Job Category	Male							Female										
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other				
Officials and Managers	13,075/43.3%	1,645/4.4%	1,335/4.4%	45/0.1%	2,855/9.9%	4/0%	500/1.7%	8,990/28.8%	852/2.8%	775/2.6%	15/0%	1,495/5%	0/0%	275/0.9%				
Professional	13,635/51.1%	1,250/2.8%	1,400/3.2%	60/0.1%	4,289/9.8%	15/0%	952/1%	15,340/34.9%	1,575/3.6%	1,425/3.2%	80/0.2%	3,565/8.1%	15/0%	350/0.8%				
Technicians	3,520/5.7%	690/7%	720/7.3%	0/0%	430/4.4%	0/0%	65/0.7%	2,855/26.9%	615/6.2%	445/4.5%	0/0%	590/5.7%	0/0%	190/1.9%				
Protective Service - Sworn	1,755/9.2%	210/9%	430/15.2%	0/0%	200/5.7%	10/0.3%	143/4%	335/9.8%	100/2.9%	105/3%	0/0%	95/2.7%	0/0%	15/0.4%				
Protective Service - Non-Sworn	235/0.2%	18/0.2%	35/0.4%	0/0%	20/0.1%	0/0%	20/0.1%	125/19.2%	0/0%	25/3.8%	0/0%	25/3.8%	0/0%	0/0%				
Administrative Support	8,520/23.4%	1,800/5.2%	1,710/4.7%	85/0.2%	1,875/5.2%	0/0%	419/1.1%	12,640/35%	2,795/7.5%	2,890/7.2%	40/0.1%	2,735/7.6%	95/0.3%	890/2.4%				
Skilled Craft	7,180/48.6%	5,410/35.1%	895/6.8%	40/0%	845/4.2%	4/0%	320/2.1%	410/2.7%	26/0.1%	195/1.3%	0/0%	75/0.5%	4/0%	10/0.1%				
Service Maintenance	7,840/22%	8,805/19.2%	2,790/7.8%	40/0.1%	1,555/4.4%	4/0%	490/1.4%	5,830/16.3%	5,830/16.3%	1,719/4.8%	45/0.1%	1,600/4.5%	0/0%	200/0.6%				
<b>Totals</b>	<b>55,780/32%</b>	<b>18,115/10%</b>	<b>9,415/5%</b>	<b>234/0%</b>	<b>11,990/6%</b>	<b>37/0%</b>	<b>2,850/2%</b>	<b>46,225/28%</b>	<b>11,945/7%</b>	<b>7,280/4%</b>	<b>185/0%</b>	<b>10,150/6%</b>	<b>114/0%</b>	<b>1,970/1%</b>				

Figure 37: Relevant Labor Market Statistics

### Section 4a of 7: Utilization Analysis Chart: Subtraction

The Utilization Analysis Chart: Subtraction provides an overview of your reported workforce to the relevant labor market statistics for the area that you selected (Figure 38).

1. Review the Utilization Analysis Chart: Subtraction and select **Next Step>>** to proceed to the next module.



Section 4 of 7 
[FAQ](#)
[Print Chart](#)
[<< Go Back](#)
[Next Stop >>](#)

Utilization Analysis Chart: Subtraction

The fourth section involves reviewing utilization analysis charts. Using simple subtraction, the first utilization analysis chart compares your reported workforce to the relevant labor market statistics for the area that you selected. The negative numbers indicate underutilizations (I.e., where your workforce has comparatively fewer people in each category than similarly qualified people available in your labor market). \*The system calculates workforce utilization to the closest whole number.

Job Category	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
<b>Officials/Administrators</b>														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/100%	0/0%	0/0%	0/0%	0/0%
Florida	471,355/39%	146,635/12.2%	49,430/4.1%	1,250/0.1%	19,665/1.6%	400/0%	11,565/1%	315,090/26.1%	111,160/9.2%	55,470/4.6%	1,180/0.1%	14,210/1.2%	320/0%	8,515/0.8%
Utilization % *	-39%	-12%	-4%	-0%	-2%	-0%	-1%	-26%	-9%	95%	-0%	-1%	-0%	-1%
<b>Professionals</b>														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Florida	435,170/26.6%	134,275/8.2%	62,365/3.8%	1,090/0.1%	41,910/2.6%	300/0%	14,205/0.9%	573,005/35.1%	181,045/11.1%	130,500/8%	1,245/0.1%	40,390/2.5%	715/0%	17,240/1.1%
Utilization % *	-27%	-8%	-4%	-0%	-3%	-0%	-1%	-35%	-11%	-8%	-0%	-2%	-0%	-1%
<b>Technicians</b>														
Your Agency	10/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/50%	0/0%	0/0%	0/0%	0/0%
Florida	150,005/27%	72,155/13%	36,210/6.5%	925/0.2%	6,610/1.5%	195/0%	4,420/0.8%	139,170/25%	75,390/13.6%	54,450/9.8%	560/0.1%	9,010/1.6%	195/0%	4,770/0.9%
Utilization % *	23%	-13%	-7%	-0%	-2%	-0%	-1%	-25%	-14%	40%	-0%	-2%	-0%	-1%
<b>Protective Services: Sworn</b>														
Your Agency	20/25%	0/0%	10/12.5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/25%	0/0%	0/0%	0/0%	0/0%
Florida	92,045/43.9%	34,430/16.4%	32,130/15.3%	185/0.1%	1,700/0.8%	85/0%	2,165/1%	18,350/8.8%	8,370/4%	18,665/8.9%	110/0.1%	430/0.2%	4/0%	805/0.4%
Utilization % *	-19%	-16%	-3%	-0%	-1%	-0%	-1%	-9%	-4%	16%	-0%	-0%	-0%	-0%
<b>Protective Services: Non-sworn</b>														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Florida	5,220/30.1%	2,395/13.8%	1,440/8.3%	150/1%	40/0.2%	0/0%	220/1.3%	3,930/22.7%	1,675/9.7%	1,975/11.4%	25/0.1%	180/1%	35/0.2%	170/1%
Utilization % *	-30%	-14%	-6%	-0%	-0%	0%	-1%	-23%	-10%	-11%	-0%	-1%	-0%	-1%
<b>Administrative Support</b>														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Florida	480,685/20.7%	227,535/9.8%	107,815/4.8%	1,475/0.1%	22,150/1%	525/0%	15,855/0.7%	792,190/34.1%	390,030/16.4%	230,985/10%	2,440/0.1%	31,450/1.4%	780/0%	26,275/1.1%
Utilization % *	-21%	-10%	-5%	-0%	-1%	-0%	-1%	-34%	-16%	-10%	-0%	-1%	-0%	-1%
<b>Skilled Craft</b>														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Florida	336,465/47.7%	232,640/33%	67,365/9.6%	1,760/0.2%	7,390/1%	395/0.1%	8,470/1.2%	19,975/2.8%	19,455/2.8%	7,945/1.1%	140/0%	2,425/0.3%	40/0%	870/0.1%
Utilization % *	-48%	-33%	-10%	-0%	-1%	-0%	-1%	-3%	-3%	-1%	-0%	-0%	-0%	-0%
<b>Service/Maintenance</b>														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Florida	570,530/23.9%	486,495/20.4%	262,955/11%	2,000/0.1%	30,195/1.3%	995/0%	22,095/0.9%	418,315/17.5%	319,460/13.4%	217,490/9.1%	1,605/0.1%	33,955/1.4%	610/0%	18,595/0.8%
Utilization % *	-24%	-20%	-11%	-0%	-1%	-0%	-1%	-18%	-13%	-9%	-0%	-1%	-0%	-1%

Figure 38: Utilization Analysis Chart: Subtraction Module



### Section 4b of 7: Utilization Analysis Chart: Statistically Significant Underutilizations

The Utilization Analysis Chart: Statistically Significant Underutilizations displays each job category where a statistically significant underutilization for a particular group is identified (Figure 39).

1. Review the Utilization Analysis Chart: Statistically Significant Underutilizations and select **Next Step>>** to continue to the next module.

Job Category	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Officials/Administrators	✓	✓						✓						
Technicians								✓						
Protective Services: Sworn	✓	✓						✓	✓					

**Figure 39: Utilization Analysis Chart: Statistically Significant Underutilizations**

### Section 5 of 7: Narrative Interpretation Data

After reviewing the Utilization Analysis Chart, write a narrative that interprets and explains the data.

1. Enter your narrative in the text box. If you are uploading documentation, select the **Click Here** link (Figure 40).

**NOTE:** If your text exceeds 2,000 characters, you may upload documentation (see “How to upload Supporting Documentation” in Section 2 of 7). More than one supporting document can be uploaded to the Narrative of Interpretation page.

**Section 5 of 7**  
Narrative Interpretation of Data

After reviewing the Utilization Analysis Charts, write a narrative that interprets and explains the data. This narrative should identify particular job categories with notable underrepresentations of employees of a particular race and sex, then explain why relatively high percentages of underrepresentation may be occurring. Additionally, factors that inform your organization's workforce profile, such as unique community or organizational situations or demographic shifts since Census tabulation, should be noted and explained. For an example of an interpretive narrative, see the [Sample EEO Utilization Report](#).

Can I attach documents to the online EEO Utilization Report? [Click here](#)

Can I cut and paste text into the online EEO Utilization Report? [Click here](#)

**Supporting Documentation**

Please upload relevant supporting documentation including any findings of discrimination against your organization from the past three (3) years. Additional supporting documentation such as subrecipient information should also be uploaded here.

Documents Uploaded	
Name	Action
Uniform, Appearance, Equipment (2) (1) (2) (1) (1).doc	Replace   Delete

[click here](#) to upload document(s)

**Figure 40: Narrative Interpretation of Data Module**

2. Once complete, you will be redirected to the Narrative Interpretation of Data module. Review the attached documentation in the “Documents Uploaded” box. Select **Next Step>>** to continue to the next module (Figure 41).



Section 5 of 7 Utilization Report | Profile and Verification

Narrative Interpretation of Data FAQ << Go Back Next Step >>

After reviewing the Utilization Analysis Charts, write a narrative that interprets and explains the data. This narrative should identify particular job categories with notable underrepresentations of employees of a particular race and sex, then explain why relatively high percentages of underrepresentation may be occurring. Additionally, factors that reform your organization's workforce profile, such as unique community or organizational situations or demographic shifts since Census tabulation, should be noted and explained. For an example of an interpretive narrative, see the [Sample EEO Utilization Report](#).

Can I attach documents to the online EEO Utilization Report? [Click here](#)  
Can I cut and paste text into the online EEO Utilization Report? [Click here](#)

Supporting Documentation

Please upload relevant supporting documentation including any findings of discrimination against your organization from the past three (3) years. Additional supporting documentation such as subrecipient information should also be uploaded here.

Documents Uploaded	
Name	Action
<a href="#">Uniform Appearance, Equipment (2) (1) (2) (1) (1).doc</a>	<a href="#">Replace</a>   <a href="#">Delete</a>

[click here](#) to upload documents.

Figure 41: Uploaded Documents



## Section 6 of 7: Objectives and Steps

List your planned objectives to address any underutilization identified or to maintain your current utilization. **You must enter at least one objective. Objectives will answer the question: What needs to be done to achieve EEO?**

1. Select **Add Objective** (Figure 42).

**Section 6 of 7**  
Objectives and Steps

FAQ    << Go Back    Next Step >>

In section six, provide your organization's strategy to address any identified underutilization or to maintain current utilization.

- 1 Based on the interpretation of your organization's utilization data, provide specific, measurable objectives. Objectives will answer the question: What needs to be done to achieve EEO?
- 2 Provide the concrete steps your organization will take to meet the objective. Steps answer the question: How will this objective be met? Steps should include the action(s) to be taken, a time frame for completion and identify who within your organization is responsible for the step.

For examples of objectives and steps see the [Sample EEO Utilization Report](#).

To enter objectives click on the "Add Objective" button below. Enter the first objective in the text box.

After entering the objective, you will be required to enter the steps that your organization will take to implement that objective.

For each additional objective, repeat the same process.

To edit, simply click the name of the objective you want to change. A text box will appear with the name of the objective. Edit the text and click submit.

Active Objectives			
<input type="checkbox"/>	Objective 1	<a href="#">View/Update Objective</a>	<a href="#">Add Step</a>
			<a href="#">View/Edit/Delete Step</a>
<input type="checkbox"/>	Step 1		

**Add Objective**    Delete Objective

Figure 42: Objective

2. The system will direct you to enter the objective in the text box. Enter objective and select **Submit** (Figure 43).

**Objectives**

Cancel    Submit

Figure 43: Add Objective

3. After entering the objective, you will be required to enter the steps that your organization will take to implement the listed objective. **Each objective must have at least one step. Steps should include the specific action your organization will take, include a timeframe for completion and identify who is responsible for the step.**
4. Select **Add Step** (Figure 44).

**Section 6 of 7**  
Steps to Achieve Objectives

FAQ    << Go Back    Next Step >>

Objective 1

Steps	
	<a href="#">Delete Step</a>

**Add Step**

Figure 44: Add Step





- 5. Add the Step in the Objective text box and select **Submit** (Figure 45).

Steps to Achieve Objectives

OBJ1

Cancel Submit

Figure 45: Add Objective Step

- 6. To view or edit the step, select **View/Edit Step** (Figure 46). For each additional objective, repeat the same process. Select **Next Step>>** to continue to the next module.

Section 6 of 7  
Objectives and Steps

FAQ << Go Back Next Step >>

In section six, provide your organization's strategy to address any identified underutilization or to maintain current utilization.

- 1 Based on the interpretation of your organization's utilization data, provide specific, measurable objectives. Objectives will answer the question: What needs to be done to achieve EEO?
- 2 Provide the concrete steps your organization will take to meet the objective. Steps answer the question: How will this objective be met? Steps should include the action(s) to be taken, a time frame for completion and identify who within your organization is responsible for the step.

For examples of objectives and steps see the [Sample EEO Utilization Report](#).

To enter objectives click on the "Add Objective" button below. Enter the first objective in the text box.

After entering the objective, you will be required to enter the steps that your organization will take to implement that objective.

For each additional objective, repeat the same process.

To edit, simply click the name of the objective you want to change. A text box will appear with the name of the objective. Edit the text and click submit.

Active Objectives			
Objective	View/Update Objective	Add Step	View/Edit/Delete Step
<input type="checkbox"/> Objective 1			
a. Step 1			

Add Objective Delete Objective

Figure 46: View/Edit Objective



### Section 7a of 7: Dissemination Strategy: Internal

This module requires you to explain how you will disseminate the EEO Utilization Report *within* your organization (Figure 47).

1. Enter your internal dissemination strategy in the text box and select **Next Step >>** to continue to the next module.

The screenshot shows a web interface for 'Section 7 of 7: Dissemination Strategy: Internal'. At the top right, it says 'Utilization Report | Profile and Verification'. The navigation bar contains three buttons: 'FAQ', '<< Go Back', and 'Next Step >>'. A red arrow points to the 'Next Step >>' button. Below the navigation bar, there is a text box for input and a 'click here' link. The text below the text box reads: 'The seventh section of an EEO Utilization Report is a explains how you will disseminate your organization's EEO Utilization Report within your organization and to the general public. Describe how your organization's EEO Utilization Report will be disseminated inside your organization. For examples of internal dissemination, [click here](#)'.

Figure 47: Internal Dissemination Strategy Module

### Section 7b of 7: Dissemination Strategy: External

This module requires you to explain how you will disseminate the EEO Utilization Report *outside* of your organization, including to the general public (Figure 48).

1. Enter your external dissemination strategy in the text box and select **Next Step >>** to continue to the next module.

The screenshot shows a web interface for 'Section 7 of 7: Dissemination Strategy: External'. At the top right, it says 'Utilization Report | Profile and Verification'. The navigation bar contains three buttons: 'FAQ', '<< Go Back', and 'Next Step >>'. A red arrow points to the 'Next Step >>' button. Below the navigation bar, there is a text box for input and a 'click here' link. The text below the text box reads: 'Describe how your organization's EEO Utilization Report will be disseminated outside your organization. For examples of external dissemination of an EEO Utilization Report, [click here](#)'.

Figure 48: External Dissemination Strategy Module



### 5. EEO Utilization Report

The system will display the EEO Utilization Report module. Before you submit your EEO Utilization Report for approval, you must certify it as final (Figure 49).

1. Enter your **Name, Title, Email** address, and **Phone** number.
2. Click on the PDF icon or any uploaded documents in the “Documents Uploaded” box, to review your report and documents prior to submission. When you are ready to certify and submit the report, select **Certify and Submit as Final**.

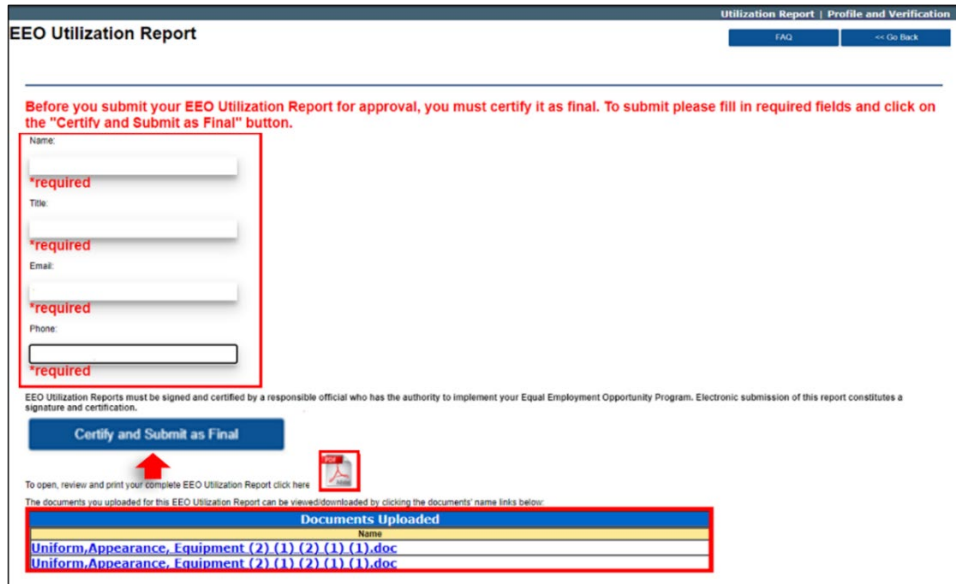


Figure 49: EEO Utilization Report Module

3. A pop-up will appear to certify that you have the proper assigned role to implement the EEOP (Figure 50). Review the information in the pop-up and select **OK** to certify and submit as final.

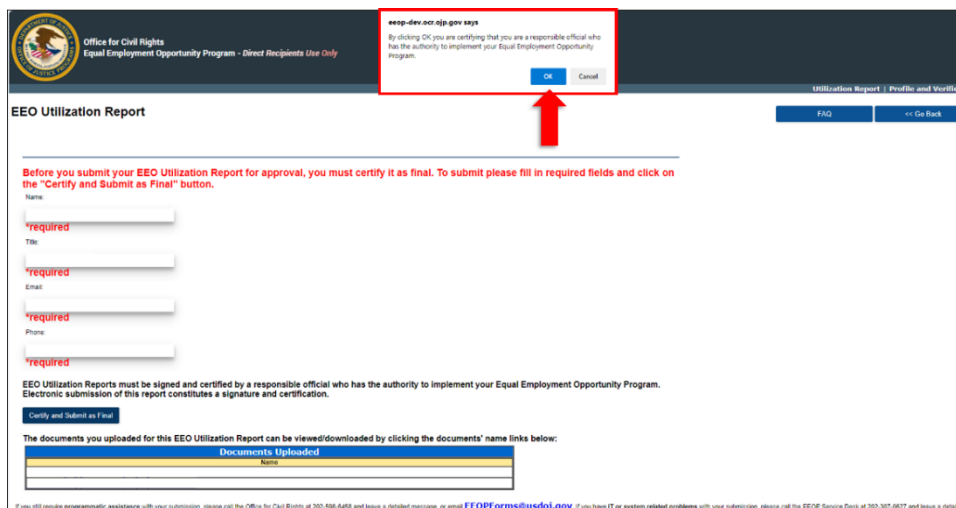
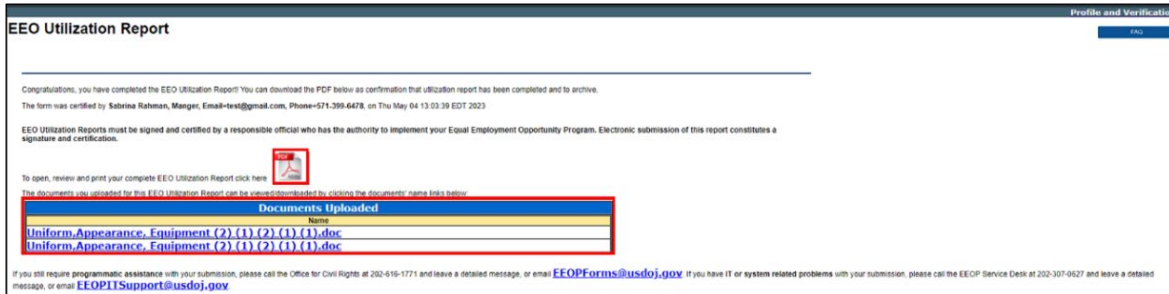


Figure 50: EEO Utilization Report Pop-up

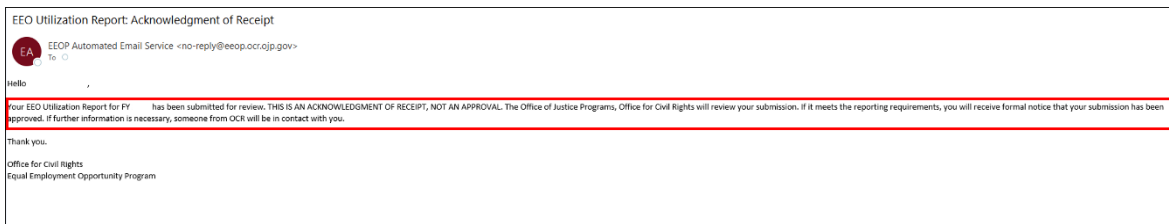


- The system displays a **“Congratulations”** page. You have completed the Utilization Report submission process. OCR will review your report and contact you as needed. Click the PDF icon to open, review, and print your completed EEO Utilization Report. You may also review any uploaded documents by clicking on the document (Figure 51).



**Figure 51: Review and Print EEO Utilization Report**

- Once the Utilization Report is submitted, the system will generate an email and send it to your email address to confirm submission (Figure 52).



**Figure 52: EEO Utilization Report Submission Notification**

As a matter of policy OCR reviews all Utilization Reports from recipients with a single award of greater than \$500,000. Your reporting requirement is not fulfilled until OCR reviews and approves your submission. Utilization Reports from recipients of \$25,000 – \$499,999 are also subject of periodic review. To return to the Organization Profile, select the **Profile and Certification** link in upper right corner.

