



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

DATE

To:

ATTN: DISTRICT SUPERINTENDENT

Login ID: **Password:**

Dear Recipient:

The 2014 EEO-5 Online Filing System is now open. The filing deadline for the 2014 EEO-5 report is **November 30, 2014**. This letter includes important information about the 2014 EEO-5 survey. The Equal Employment Opportunity Commission has developed four convenient methods for filing your report using two options for filling.

EEO-5 ONLINE FILING SYSTEM

The **easiest** method of filing the EEO-5 report for most employers is through the *EEO-5 Online Filing System*. The unique data for each employer is located at <https://egov.eeoc.gov/eeo5>. You can access your report with the Login ID and Password above.

PAPER EEO-5 FORMS

If you decide to file paper reports, you may obtain the forms by following the online operating instructions for the *EEO-5 Online Filing System* and print your reports. (If you do not have Internet access, or choose not to use the EEO-5 online filing application, please fax a written request for paper EEO-5 forms to the EEO-5 Reporting Center at 1-800-_____ (fax), or send an email to EEO5@eeocsurvey.com. You **MUST** provide your District's Login ID.)

When completed, mail the original, signed EEO-5 report to our address below. **Do Not Use Another Address To Avoid Loss Of Your Report Through Mail Transfers.**

DATA FILE TRANSFERS

Employers may upload reports as data files (*ASCII (TEXT) Only – Electronic Transmission Preferable*). **ALL** EEO-5 electronic data file transfers should be transmitted to EEO5@eeocsurvey.com. The format of your data file(s) **MUST** follow the file layout(s) set forth in the EEOC-approved specifications for submission of EEO-5 data as a data file are available at <https://egov.eeoc.gov/eeo5>. You may also save your data file to a compact disk and mail your data file(s) to the address below.

COMPUTER PRINTOUTS

Employers may also submit reports on paper but as computer printouts. However they must follow the EEOC-approved specifications for this alternate reporting format. If you want to use this method, you may print a copy of the computer printout specifications at <https://egov.eeoc.gov/eeo5>. **Test computer printouts must be submitted to the EEO-5 Reporting Center for review and approval *PRIOR* to final implementation.**

EEO-5 SURVEY INFORMATION

Filing the EEO-5 survey report is NOT voluntary, but is required by federal law: Section 709(c), Title VII of the Civil Rights Act of 1964, as amended, and §1602.30 – 1602.38, Title 29, Chapter XIV, Subpart B, Code of Federal Regulations. These legal texts are printed in the EEO-5 instruction booklet. We are prepared to assist you or answer any questions you may have. You can reach us at:

By Mail: **U.S. Equal Employment Opportunity Commission**
 EEO-5 Reporting Center
 XXXXXXXXXXXXXX

Telephone: **1-800- (toll-free)**
Fax: **1-800-**
E-mail: **EEO5@eeocsurvey.com**

Again, the filing deadline for the 2012 EEO-5 report is **November 30, 2014**.

You may download a 'sample' EEO-5 form, instructions, and EEOC-approved specifications for submission of an EEO-5 data file and computer printouts at <https://egov.eeoc.gov/eeo5>.

Concerns regarding the operation of the EEO-5 Reporting Center can be addressed to Lucius Brown, EEO-5 Coordinator at the Equal Employment Opportunity Commission, 202.663.4947 (lucius.brown@eeoc.gov).

Sincerely,

The EEO-5 Reporting Center