ADMIN GUIDE

This document serves as a high-level overview of how to navigate the OFCCP Affirmative Action Program – Verification Interface System as a Program Office User.
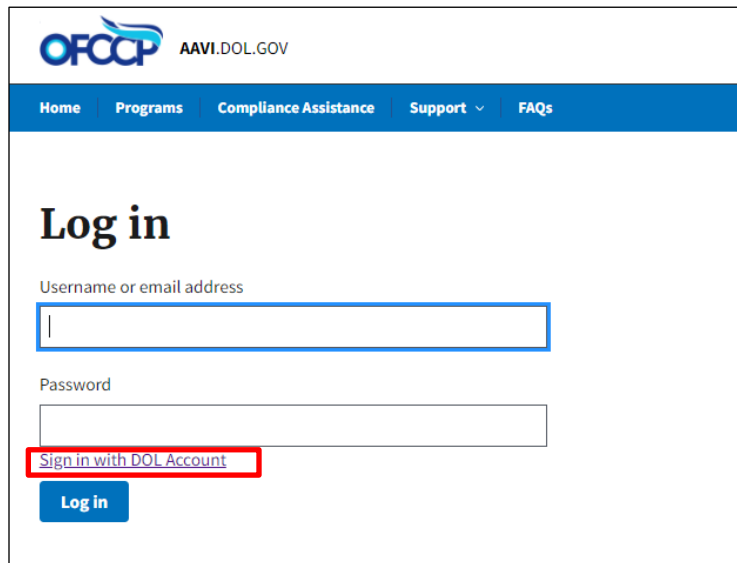
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1   Administrator Account Permissions

1.1 Permissions
An administrator can view all contractor records in the system and has the ability to update and modify any record of interest. The administrator also has permissions to generate and view administrative reports. This manual will cover administrator permissions starting from the landing page.

1.2 Logging In
   a. To login, please follow this link: https://aavi.dol.gov/user/login
   b. If you use a DOL PIV Card, click on "**Sign in with DOL Account**" and the system will sign you using Single Sign-On authentication.

   c. Once authenticated, you will be taken to a Dashboard which gives you access to interact with the different parts of the application.

Please Note: AAP-VI only allows entry to DOL Users who have been added to the associated Active Directory Security Group.

1.3 Adding users to the OFCCP Program Office User Group
To add a user with administrator privileges to the platform, they should first be added to the AD Security Group.

Once a user has been added to the Security Group, they will be able to log in by following the steps detailed in section 1.2 above. Note that a Drupal account associated with the DOL account would have to be created in the backend.

Please note: you have to contact Tier 3 Help Desk to ensure that a user has been added to the Active Directory group.

1.4 Updating existing users to the OFCCP Program Office User Group

To update the list of users in the Security Group which grants users access to the AAP-VI, you have to contact Enterprise Service Desk to ensure that a user is added to the platform.

2 Dashboard

2.1 Overview

The administrator dashboard has the following features:

1. Certify AAPs
   a. This section only displays tiles that allow a user to submit an AAP Certification for their Parent Company and Establishments.

2. Quick Links
   a. This section contains links such as the Rules of Behavior so that the user can easily find and access pertinent information.

3. Left Hand Navigation
   i. **Dashboard** - This is the default page after login, where users can see the tile for AAP Certification.
   ii. **Establishment Records** - Shows all the establishments an admin has access to.
   iii. **Parent Company Records** - Shows the details regarding the Parent Company
   iv. **Reporting** - Has the option to allow users to view when users acknowledge the Rules of Behavior.

3 Records Management

3.1 Adding a Parent Record

To add a Parent Record, click the Parent Company Records link on the left navigation menu which will navigate you to https://aavi.dol.gov/manage/parents Program Office Dashboard: Parent Companies page and click on the "Add New Parent Company" button. (See figure 1)

Figure 1 Adding a Parent Company Record

This page allows you to add a New Parent Company to the AAVI system. (See figure 2)

Figure 2 Form to Add Parent Company Record

- Complete all required fields on the "Create Parent Company" form:
  - Legal Business Name
  - Name (EEOC)
  - Company ID (auto-generated)
  - DUNS Number
  - NAICS Code
  - EIN Number
  - Corporate URL (not a required field)
  - Physical Address
  - If the Physical and mailing address are the same, click the checkbox next to "The Physical and mailing address are the same". If not, complete the mailing address fields.
- Click "Save"

Once you click "Save" the new parent company is created and displayed. (See figure 3)

Figure 3 Sample of New Parent Company Record

3.1.1 Modify a Parent Record

This page allows you to modify Parent Company records already entered into the AAVI system.

To modify a Parent Company:
1. Click on the "Parent Company Records" link on the left navigation menu bar. (See figure 4)
2. On the Program Office Dashboard: Parent Companies page, scroll down and click on the Parent Company name you wish to modify (displayed under the Legal Business Name column) on the table. (See figure 4)

Figure 4 Modifying Parent Company
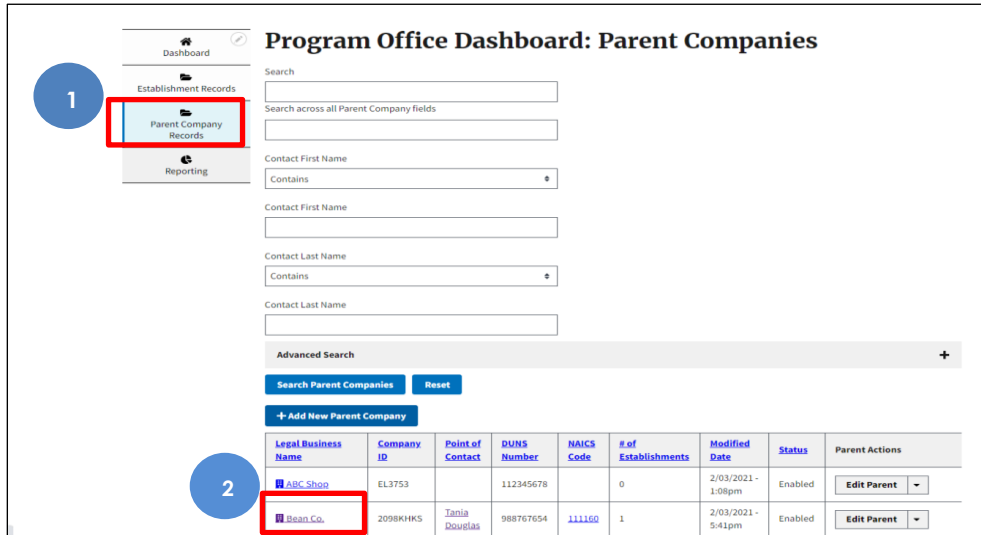
3. Click the "Edit Company" button.

Figure 5 Edit Parent Company Button

4. Make any modifications to the Parent Company record from the form, as needed. (see figure 6)

5. Make a note of the modifications you are making in the "Revision Information" section of the form.
6. Click "Save".

7. After clicking save, a message will be displayed informing you that the parent

company has been updated. The updated parent record will be displayed below the message.

Figure 8 Sample of Modified Parent Company Record

3.2 Add an Establishment

This page allows to you add additional Establishments to a Parent Company.

To add additional establishments:

1. Click the "Parent Company Record" link on the left navigation menu bar
2. On the Program Office Dashboard: Parent Companies page, scroll down and click on the Parent Company name you wish to add an establishment (displayed under the Legal Business Name column) on the table, see figure 9.

Figure 9 Sample of Table on Program Office dashboard: Parent Companies page

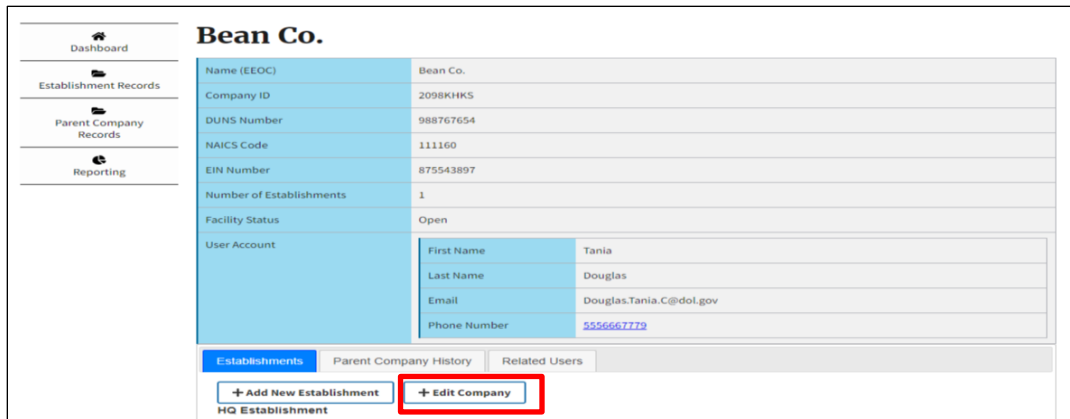| Legal Business Name	Company ID	Point of Contact	DUNS Number	NAICS Code	# of Establishments	Modified Date	Status	Parent Actions
ABC Shop	EL3753		112345678		0	2/03/2021 - 1:08pm	Enabled	Edit Parent ▼
Bean Company	2098KHKS	Tania Douglas	988767675	111160	1	2/03/2021 - 6:20pm	Enabled	Edit Parent ▼
BIN CUP	PM1901		222333667		0	1/25/2021 - 11:00am	Enabled	Edit Parent ▼
BIN CUP	MS1901		222333667		0	1/25/2021 - 11:15am	Enabled	Edit Parent ▼
Booz Allen Hamilton Test Company	3810SXMO	Andrew Pont	123456789	111110	25	12/14/2020 - 2:23pm	Enabled	Edit Parent ▼
BOOZ Allen TEST	4251WPCL		1232344	111211	2	1/26/2021 - 3:50pm	Enabled	Edit Parent ▼
Carter Cookies, Inc.	4965SWLP		6985055	311919	2	1/15/2021 - 7:49am	Enabled	Edit Parent ▼
CIVIL SERVICE EMPLOYEES ASSOC INC	296751		876890987	813930	0	1/06/2021 - 8:24am	Enabled	Edit Parent ▼
CRAIN COMMUNICATIONS INC	299574		765432189	511120	0	1/06/2021 - 7:39am	Enabled	Edit Parent ▼
FIRST BANK LUBBOCK BANCSHARES	A58201		804791747	541330	0	1/04/2021 - 1:12pm	Enabled	Edit Parent ▼
HOSPITAL SISTERS HEALTH SYSTEM	N60221		106207880	622110	1	1/08/2021 - 8:59am	Enabled	Edit Parent ▼

3. Click the "Add New Establishment" button (see figure 10).

Figure 10 Add New Establishment button

Bean Company

Name (EEOC)	Bean Company
Company ID	2098KHKS
DUNS Number	988767675
NAICS Code	111160
EIN Number	875543897
Number of Establishments	1
Facility Status	Open

User Account	First Name	Tania
	Last Name	Douglas
	Email	Douglas.Tania.C@dol.gov
	Phone Number	5556667779

Sidebar: Dashboard | Establishment Records | Parent Company Records | Reporting

Tabs: Establishments | Parent Company History | Related Users

Buttons: + Add New Establishment | + Edit Company

4. Complete the required fields on the "Create Contractor Establishment" form:
   a. Company Name & Headquarter/Company Number field should be greyed out, locked from editing and displaying the Parent Company Name/HDQ Number that you want to add an establishment to.
   b. Establishment Name
   c. DUNS Number
   d. NAICS Code
   e. EIN Number
   f. Employee Headcount
   (See figure 11)

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Figure 11 Sample of form to add an Establishment to a Parent Company

g. Facility Status (Open/Closed)
h. Physical Address
i. If the Physical and mailing address are the same, click the checkbox next to "The Physical and mailing address are the same". If not, complete the mailing address fields.
j. Click "Save"
(See figure 12)

Figure 12 Sample of form to add an Establishment to a Parent Company contioned

k. Once you click save, that establishment record will be displayed on the screen.

Figure 13 New saved establishment record

The Establishment record will also be saved under the Additional Establishment table of

the Parent Company record it is associated with. (Select the Parent Company Record link, then select the parent company you added the establishment record to see this view.) See figure 14

Figure 14 View of an Establishment record saved to an Parent Company

3.2.1 Modify an Establishment
This feature allows you to modify an Establishment record.

To modify an establishment for a particular Parent Company:
1. Click the "Establishment Records" link on the left navigation menu bar
2. Locate the Establishment you wish to modify on the Program Office: Establishment table and click the "Edit" link. (see figure 15)

Figure 15 Sample of Establishment record -How to modify

3. The following fields are displayed on the Establishment record you are editing:
   a. Company Name & Headquarter/Company Number (This field is greyed out and locked from editing)
   b. Establishment/Unit Number (This field is greyed out and locked from editing)
   c. Establishment Name
   d. DUNS Number
   e. NAICS Code (This field is greyed out and locked from editing)
   f. EIN Number
   g. Employee Headcount

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h. Facility Status
i. Physical address
   (See figure 16)

Figure 16 Establishment Record - Edit form view

j. Mailing address
k. Establishment Point of Contact (POC)
   (See figure 17)

Figure 17 Establishment record Edit form view continued

4. To view the modifications before saving the changes click the "Preview" button.
5. Click the back button to return the previous screen.
6. Click the "Save" button.
   (See fgure 18)

Figure 18 Establishment Record – Edit form view continued

7. After clicking "Save" a message will be displayed that the Contractor Establishment has been updated. The modified establishment record will be displayed on the table. (See figure 19)
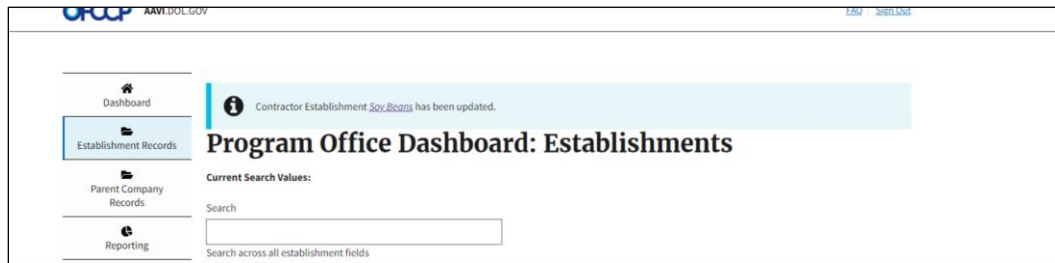
4 Reports

4.1 Overview

The Reporting section is accessible to Program Office users only. This page will provide you access to the canned reports that display data pulled from AAP-VI database.

It is accessed by logging in to the system and clicking on the "Reporting" link on the left navigation menu.

4.2 Exporting/Downloading Reports

1. Once you're logged in, click on "Reporting" from the Left Navigation menu.
2. Select a canned report of choice, for example, the "Rules of Behavior" report.
3. If applicable to the report you select, apply filtering criteria and hit search for the results to be displayed on the page.
4. Click on the "Download" button to download the CSV file.
5. The file will be downloaded and viewable from your hard drive.

5 Advanced Search

5.1 Overview

The Advanced Search section is accessible to the Program Office Users only. This allows users to search for records which match specific values in specific fields. For example: Search for all records whose "EIN" equals "123456789".

It is accessed by logging in to the system and clicking on the "Establishment Records" link on the left navigation menu.

5.2 Operations on Search Results

There are multiple operations that a user can perform on the search results data. Here are some of them below:

5.2.1 Bulk Decertification, Close & Open

Decertification: On the search results, the user can select all or specific records of interest by using the check box next to all records and clicking "Bulk Decertification". This action will result in all records selected which were previously certified becoming "Not Certified".

5.2.2 Bulk Close

Close: On the search results, the user can select all or specific records of interest by using the check box next to all records and clicking "Bulk Close". This action will result in all records selected to be closed. When a facility has been closed it will no longer be certifiable.

5.2.3 Bulk Open

Open: On the search results, the user can select all or specific records of interest by using the check box next to all records and clicking "Open". This action will result in the status of all records selected which were previously "closed" updating to "open" and becoming "certifiable".

5.2.4 Bulk Enable/Disable

Disable: On the search results, the user can select all or specific records of interest by using the check box next to all records and clicking "Disable" or "Enable". This action will result in all records selected which were previously "Disabled" or "Enabled" to change to "Enabled" or "Disabled".

6 Feeds Module

6.1 Overview

All users with access can input EEO1 data into the system so that when a user authorizes their company during first time login, they can pull the data from EEO1. Additionally, if an admin needs its EEO1 data changes before a company does authorization, they can change it with Drupal.

6.2 Importing EEO1 Records

1. On the Drupal Dashboard, hover over the "Content" tab
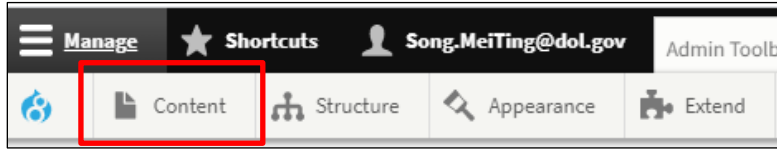
2. Click on "Feeds"
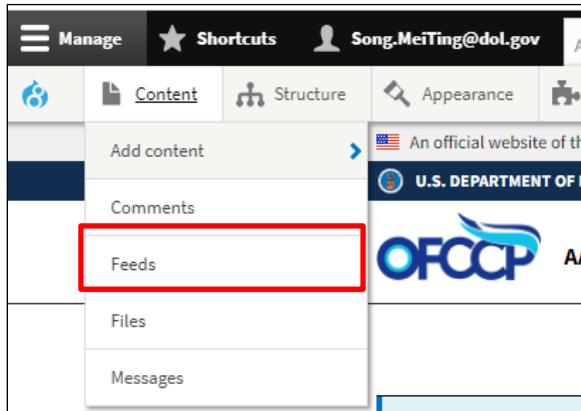
3. Click on "+Add feeds"
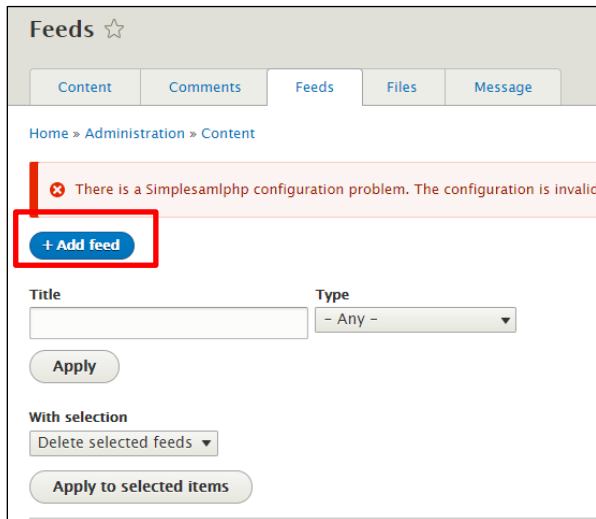
4. Click on "EEO1 Import Feed"

Add feed ☆

Home

❌ There is a Simplesamlphp configuration problem. The co

⊘ **EEO1 Import Feed**

⊘ **NAICS Code Import**

⊘ **Temp Company Import**

5. Name the Import by filling out the Title
6. Under File, choose the file you wish to import from your local system (Ensure that the data follows the template)
7. Check the "No Headers" checkbox
8. Click Save and import

Title *

The title of this feed, always treated as non-markup plain text.

File *

Choose File | No file chosen

Select a file from your local system.

Delimiter

, ▼

The character that delimits fields in the CSV file.

☐ No Headers

Check if the imported CSV file does not start with a header row. If checked, mapping sources must be named '0', '1', '2' etc.

| Import options | ☑ Active |
| Authoring information | |

Save and import ▾

6.3 Modifying EEO1 Records

1. On the Drupal Dashboard, click on "Content"

≡ **Manage** ★ **Shortcuts** 👤 **Song.MeiTing@dol.gov** | Admin Toolb

📄 Content | ⊞ Structure | 🔨 Appearance | 🔌 Extend
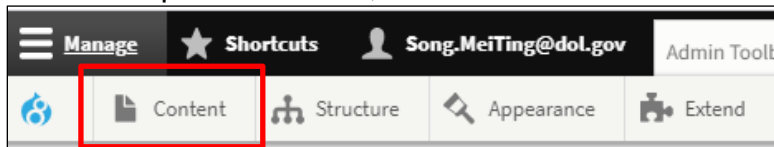
2. Search for the EEO1 Record using the Title, enter the Company Name in the Title search bar

3. Under the Content type dropdown, select "EEO1 data"

4. Click "Filter"

5. Find the Company you would like to make changes too, under Operation click "Edit"

TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
ABC Shipping	EEO1 Data	Anonymous (not verified)	Published	2/02/2021 – 1:37pm	Edit ▾
WHITE OAK MANOR YORK	EEO1 Data	Anonymous (not verified)	Published	2/01/2021 – 1:27pm	Edit ▾

6. Scroll down until you see the field you would like to change, make the change
7. Click the "Save" button

Appendix B: Definitions

Affirmative Action Plan	An Affirmative Action Plan (AAP) is a tool used by management to create equal employment opportunities for all applicants and existing employees. Using quantitative analysis, affirmative action plans compare the composition of a federal contractor's workforce to that of other relevant labor pools.
Affirmative Action Plan Verification Interface	Certification Portal that allows federal contractors to upload their affirmative action plans for review by OFCCP staff, and automatically sends a confirmation of receipt to the submitter. OFCCP staff will access the portal's metadata to conduct analysis, determine noncompliance, and generate reports. The portal will integrate with OFCCP's existing Compliance Management System (CMS) so that affirmative action plans can be used as supporting documentation for compliance evaluations.
Corporate Management Compliance Evaluation (CMCE)	When a scheduling list is developed for compliance evaluations, establishments listed that are headquarters are identified as CMCE.
Establishment / Unit	A corporate branch or establishment unit that reports to a Parent company or Holding Company. An establishment may also be a Company if they do not report to a Parent company or Holding Company.
Establishment ID (a.k.a Unit ID)	Establishment ID or Unit ID is a number issued by the Equal Employment Opportunity Commission (EEOC) and is listed on your EEO-1 report in the upper left hand corner, below the Company ID. This number represents a company or establishment that reports to a Parent company or Holding Company. A Company ID may be used in place of an Establishment ID to represent a Parent company or Holding Company.
Employer Identification Number (EIN)	A nine-digit number that IRS assigns in the following format: XX-XXXXXXX. It is used to identify the tax accounts of employers and certain others who have no employees. Also known as a Federal Tax Identification Number, is used to identify a business entity.
Executive Order 11246	The Executive Order prohibits federal contractors and federally–assisted construction contractors and subcontractors, who do over $10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin.
North American Industry Classification System (NAICS)	A 2- through 6-digit hierarchical classification system, offering five levels of detail. Each digit in the code is part of a series of progressively narrower categories, and the more digits in the code signify greater classification detail. A complete and valid NAICS code contains six digits.
Office of Federal Contract Compliance Programs	OFCCP is responsible for ensuring that employers doing business with the Federal government comply with the laws and regulations requiring non-discrimination. This mission is based on the underlying principle that employment opportunities generated by Federal dollars should be available to all Americans on an equitable and fair basis.
Parent	Corporate Headquarters or Holding Company or a single establishment which has no other lower level companies or branches reporting to it.
Parent ID (a.k.a. Company ID)	Company ID is a number issued by the Equal Employment Opportunity Commission (EEOC) and is listed on your EEO-1 report in the upper left hand corner. This number represents a Parent company, Holding Company or a single establishment which has no other lower level companies reporting to it.
Section 503 of the Rehabilitation Act of 1973	Section 503 prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities (IWDs), and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals. As revised, the regulations strengthen the affirmative action provisions to aid contractors in their efforts to recruit and hire IWDs, and improve job opportunities for individuals with disabilities. The regulations also include changes to the non-discrimination provisions to bring them into compliance with the American's with Disabilities Act (ADA) Amendments Act (ADAAA) of 2008.
System for Award Management (SAM)	The System for Award Management, or SAM, is a Federal Government owned and operated free web site that consolidates the capabilities in Central Contractor Registration (CCR)/FedReg, Online Representations and Certifications Applications (ORCA) and the Excluded Parties List System (EPLS). This system is used by the Federal Government in conducting the acquisition and financial assistance (which includes grants and cooperative agreements) processes.
Vietnam Era Veterans Readjustment Assistance Act	VEVRAA prohibits federal contractors and subcontractors from discriminating in employment against protected veterans, and requires these employers to take affirmative action to recruit, hire, promote, and retain these veterans.