

NOTICE: SAMPLE EEO-1 COMPONENT 1 REPORT

As discussed in the 30-day Notice published in the Federal Register on May 2, 2023, the EEOC created the Office of Enterprise Data and Analytics (OEDA) in May 2018 with the goal of creating a modern data and analytics organization at the agency. Since its creation, OEDA, which administers the agency's EEO data collections, including the EEO-1 Component 1, has worked to modernize the collections and improve the quality of data collected. OEDA has also streamlined functions, such as providing additional self-service options, resource materials, and an online support message center.

As part of its ongoing modernization efforts and in response to feedback from filers in prior collections, OEDA has redesigned the format of the certified report(s) generated by the *EEO-1 Component 1 Online Filing System* (OFS). The report(s), which filers will be able to download and save as a PDF, contain several enhancements to how information provided by filers is displayed. For example, the updated report(s) now have delineated sections and headers that clearly identify the information being displayed and filers' answers to reporting questions such as eligibility and federal contractor status.

Please Note: This is a "sample" EEO-1 Component 1 report generated by the EEOC's *EEO-1 Component 1 Online Filing System* (OFS). Filers are not permitted to submit EEO-1 Component 1 workforce demographic data using this sample. The EEOC requires electronic submission of EEO-1 Component 1 report(s) through the OFS, the agency's web-based data collection application (i.e., portal). The OFS is accessible at www.eeocdata.org/eeo1.

The EEOC will only accept EEO-1 Component 1 report(s) submitted and certified through the OFS. The EEOC will not accept reports submitted via paper or through other non-OFS electronic means (e.g., email, CD-ROM). The EEOC will consider filers submitting reports outside of the OFS to be non-compliant for purposes of their mandatory EEO-1 Component 1 filing obligation.

SAMPLE

SECTION A – TYPE OF REPORT

SECTION B – EMPLOYER IDENTIFICATION

OFS COMPANY ID	EMPLOYER NAME			
ADDRESS	CITY/TOWN	STATE	ZIP CODE	

SECTION C – HEADQUARTERS OR ESTABLISHMENT-LEVEL IDENTIFICATION (if applicable)

HQ/ESTABLISHMENT-LEVEL UNIT ID	HEADQUARTERS OR ESTABLISHMENT-LEVEL NAME			
HEADQUARTERS OR ESTABLISHMENT-LEVEL ADDRESS	CITY/TOWN	STATE	ZIP CODE	

SECTION D – EMPLOYER IDENTIFICATION NUMBER (EIN)

SECTION E – EMPLOYER FILING ELIGIBILITY

YES (Employer Is Eligible to File)
 NO (Employer Is Not Eligible to File)
 EMPLOYER NO LONGER IN BUSINESS

SECTION F – FEDERAL CONTRACTOR DESIGNATION (if applicable)

Unique Entity ID (UEI):

YES (Single-Establishment Employer is Federal Contractor)
 YES (Multi-Establishment Employer is Federal Contractor)
 YES (Headquarters is Federal Contractor)
 YES (Establishment is Federal Contractor)
 YES (One or More Establishments is Federal Contractor)

SECTION G – NAICS INFORMATION

SECTION H – WORKFORCE DEMOGRAPHIC DATA

JOB CATEGORIES	Race/Ethnicity												Row Total			
	Hispanic or Latino		Not Hispanic or Latino													
			Male					Female								
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native	Two or More Races	
Executive/Senior Level Officials and Managers																
First/Mid-Level Officials and Managers																
Professionals																
Technicians																
Sales Workers																
Administrative Support Workers																
Craft Workers																
Operatives																
Laborers and Helpers																
Service Workers																
CURRENT [SPECIFIC YEAR WILL BE INSERTED BY EEOC] REPORTING YEAR TOTAL																
PRIOR [SPECIFIC YEAR TO BE INSERTED BY EEOC] REPORTING YEAR TOTAL																

SECTION I – WORKFORCE SNAPSHOT PERIOD

SECTION J – HEADQUARTERS OR ESTABLISHMENT-LEVEL COMMENTS (optional)

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) [SPECIFIC REPORTING YEAR WILL BE INSERTED BY EEOC] EMPLOYER INFORMATION REPORT (EEO-1 COMPONENT 1)			EEOC Standard Form 100 (SF 100) Revised MM/2023 OMB No. 3046-0049 Expiration: MM/DD/YYYY	
SECTION K – OFFICIAL CERTIFICATION OF SUBMISSION				
EMPLOYER IDENTIFICATION				
OFS COMPANY ID		EMPLOYER NAME		
ADDRESS		CITY/TOWN	STATE	ZIP CODE
CERTIFICATION COMMENTS (optional)				
<p><i>"I certify that the information, including any workforce demographic data, provided in this report is correct and true to the best of my knowledge and was prepared in conformity with the directions set forth in the form and accompanying instructions."</i></p> <p>Knowingly and willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.</p>				
DATE OF CERTIFICATION				
EMPLOYER'S CERTIFYING OFFICIAL				
Name of Employer's Certifying Official	Title of Certifying Official	Email Address of Certifying Official	Telephone Number of Certifying Official	
PRIMARY POINT OF CONTACT (POC) FOR EEO-1 COMPONENT 1 REPORTING				
Name of Primary POC	Title and Employer of Primary POC	Email Address of Primary POC	Telephone Number of Primary POC	