



December 2011

Chief Executive Officer
Federal Contractor Establishment
123 Main
Anytown, USA 12345

Dear Federal Contractor:

The U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) is sending this letter to you as a courtesy to advise you that the listed establishment(s), found in the enclosure of this letter, have been identified for possible scheduling of a supply-and-service compliance evaluation during this scheduling cycle. The listed establishment(s) have been selected for possible scheduling based on your company having a federal contract or subcontract, which satisfies the requisite financial thresholds for establishing OFCCP coverage.

This letter is intended to facilitate your complete, accurate and timely production of materials and information when the listed establishment(s) receive a scheduling letter and are selected for a compliance evaluation by OFCCP. This notification is not required by law. As a condition of receiving a federal contract or subcontract, employers have an ongoing duty to maintain any personnel or employment records that they make or keep, generally for at least two years, regardless of whether they are subject to an evaluation. In addition, federal contractors and subcontractors are required to develop, maintain and update annually a written affirmative action program (AAP) for each of its establishments within 120 days of the commencement of such contract (if the contract is \$50,000 or more and the contractor has 50 or more employees), while the contract remains in effect. See 41 CFR 60-2.1(c) and 60-741.40(b).

Under the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), 38 U.S.C. § 4212 (as amended), contractors with a federal contract of \$100,000 or more, which was entered into or modified on or after December 1, 2003, and the contractor has 50 or more employees is required to develop and maintain annually a written AAP, while the contract remains in effect. See 41 CFR 60-300.40(b). In order to facilitate communication within your organization, please transmit this letter to the appropriate Human Resource Department at your company.

The enclosed list is not all-inclusive; therefore, it is possible that other establishments within your company will be selected for a supply-and-service compliance evaluation during this fiscal year. For example, company establishments that have been acquired through recent mergers and acquisitions by your firm may not be included in this list. In addition, the enclosed list does not

include any establishment of your company that has been selected for an evaluation because of a contract award notice (i.e., pre-award review); monitoring activity during a conciliation agreement; credible reports of an alleged violation of a law or regulation, including complaints filed with the agency; or as part of the agency's Corporate Management Compliance Evaluation (CMCE), Functional Affirmative Action Program (FAAP), or other agency initiative approved by the Director of OFCCP.

I encourage you to take advantage of OFCCP's Compliance Assistance. Technical assistance materials can be found on OFCCP's website at <http://www.dol.gov/ofcp/> under the "Federal Contractor Corner" section, including information about OFCCP's laws and regulations, policy directives, technical assistance guides, and answers to frequently asked questions. The website also has information about compliance assistance seminars hosted by our local OFCCP offices that are available for your firm's representatives to attend free of charge (see the "Attend a local seminar or workshop" link in the "Contact Us" section). Please take advantage of these services as they will enable a smooth, timely and efficient completion of your scheduled compliance evaluations.

If you have any other questions about the compliance evaluation process or would like to receive individualized compliance assistance, please contact your nearest OFCCP regional office for further information. You can find a list of OFCCP's regional offices on our website at <http://www.dol.gov/ofccp/contacts/regkeyp.htm> . Our regional offices also provide compliance assistance at the corporate level for establishments covered by this letter and any other facilities you may wish to include.

Sincerely,

PATRICIA A. SHIU
Director

Enclosure

ESTABLISHMENTS IDENTIFIED FOR POSSIBLE FCSS SCHEDULING

Establishment EE0-1 #

Establishment Name & Address

Establishment EE0-1 #

Establishment Name & Address

Establishment EE0-1 #

Establishment Name & Address