

September 23, 2008

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

Dear Federal Contractor:

The U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) is informing you that at least two of your establishments have been identified for possible scheduling of a compliance evaluation during this scheduling cycle.

The establishments on the enclosed list were selected through OFCCP's Federal Contractor Selection System (FCSS). The FCSS is an administratively neutral selection system that identifies federal contractor establishments for evaluation through multiple information sources and analytical procedures, including the use of EEO-1 Reports; development of threshold requirements, such as establishment size; random sampling; analysis of external Federal contract databases to better establish jurisdictional coverage; and the use of a mathematical model that ranks federal contractor establishments based on an indicator of potential workplace discrimination. Establishments on the FCSS are released to OFCCP field offices for scheduling one name at a time in a pre-determined specific order.

For a variety of reasons, the enclosed list is not all-inclusive; it is possible, therefore, that other establishments of your company have been selected for a compliance evaluation during this scheduling cycle. For example, company establishments which are not clearly associated with your parent organization through currently-available EEO-1 Reports, such as those that have been acquired through recent mergers, are not included in this list. In addition, the enclosed list does not identify whether an establishment of your company has been selected for evaluation because of a contract award notice, a directed review, as a result of conciliation agreement monitoring or an individual complaint, or as part of the agency's Corporate Management Compliance Evaluation (CMCE) or Functional Affirmative Action Plan (FAAP) initiatives.

The FCSS does limit the number of new compliance evaluations identified to 25 new evaluations per parent company during a scheduling cycle (currently, October 2008 through September 2009). The 25-establishment limit does not apply to compliance evaluations scheduled as a result of the agency's CMCE or FAAP initiatives, contract award notices, directed reviews, conciliation agreement monitoring, or credible reports of an alleged violation of a law or regulation, including complaints. If you believe that the scheduling of an establishment exceeds the 25-establishment limit, please notify the office that scheduled the evaluation.

**Please note that this is not a scheduling letter and that you do not need to submit anything to OFCCP at this time.** Establishments that are actually scheduled for evaluation will receive a

scheduling letter as outlined in the Federal Contract Compliance Manual, Section 2B03. Some OFCCP offices may not schedule every establishment identified through FCSS in a given scheduling cycle. If an establishment identified through FCSS is not scheduled during a particular scheduling cycle, it is immediately placed back in the pool for future scheduling cycles.

I would like to take this opportunity to invite you and your staff to take advantage of the compliance assistance OFCCP offers. OFCCP's Internet website at <http://www.dol.gov/esa/ofccp/index.htm> hosts a wealth of technical assistance materials, including information about OFCCP's regulations, policy directives, and answers to frequently asked questions. The website also has information about free compliance assistance seminars in your area.

If you have any other questions about the compliance evaluation process or would like individualized compliance assistance, please contact the nearest OFCCP regional office. You can find a list of OFCCP regional offices at <http://www.dol.gov/esa/ofccp/contacts/ofcpkeyp.htm>. Our regional offices would be happy to provide compliance assistance at the corporate level for establishments covered by this letter and any other facilities you may wish to include.

Finally, in July 2008, OFCCP proudly announced the Good-Faith Initiative for Veterans Employment (G-FIVE) program, which recognizes contractors' best practices and good faith efforts in employing and promoting covered veterans. For more information on the G-FIVE and how one of your establishments can be recognized as a G-FIVE establishment, please visit our website at <http://www.dol.gov/esa/ofccp/regs/compliance/directives/dir282.pdf> and <http://www.dol.gov/esa/ofccp/regs/compliance/faqs/dir282faqs.htm>.

Sincerely,

*/s/ Charles E. James, Sr.*

Charles E. James, Sr.  
Deputy Assistant Secretary for  
Federal Contract Compliance

Enclosure

**ESTABLISHMENTS IDENTIFIED FOR POTENTIAL SCHEDULING**

*Fall 2008*

**Federal Contractor Headquarters**

**123 Main**

**Anytown, USA 12345**

Establishment EEO-1#

Establishment

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