

**U.S. Equal Employment Opportunity Commission**

**State and Local Government Information**

**(EEO-4) Survey**



**Special Reporting Procedures**

**INSTRUCTIONS FOR FILING**

**COMPUTER PRINTOUTS**

## Instructions for EEO-4 Special Reporting Procedures - **COMPUTER PRINTOUTS**

### **MEMORANDUM**

DATE: August 2005

TO: State and Local Governments

FROM: The Program Research and Surveys Division  
Office of Program Operations

SUBJECT: State and Local Government Information (EEO-4) Survey: Instructions for  
Submitting Automated Reports - 1997 Revisions

Submission of the EEO-4 report as a computer printout, on diskette, or on magnetic tape is a Special Reporting Procedure (SRP) as provided for in Section 709( c ) of Title VII of the Civil Rights Act of 1964, as amended. Under those provisions, each government must receive written permission from the Commission before any SRP option may be used. The standard instrument state and local governments must use to file EEO-4 reports is EEOC Form 164, State and Local Government Information (EEO-4). EEOC Form 164 is for all jurisdictions except those located in the State of Hawaii. The form is shown in Attachment A. In order to assist state and local governments in regards to required reporting, EEOC has designed these standardized specifications for computer-assisted EEO-4 reporting. By following these specifications, governments may file EEO-4 reports as computer printouts, on diskette, or on magnetic tape. Data bases already in place may be used to automatically generate EEO-4 reports, once the cycle has been completed to acquire written EEOC approval.

These instructions incorporate the salary changes published in the Federal Register on Friday October 7, 1994 and the reporting changes for jurisdictions with fewer than 1,000 full-time employees published in the Federal Register on December 23, 1996. The salary changes became effective as of the 1995 survey whereas the reporting change is effective as of the 1997 survey. All state and local governments with prior written approval to submit the EEO-4 report as a SRP **MUST** reprogram their report formats where necessary to meet these specifications. Reports which do not meet these specifications will not be accepted, and will be returned.

### **APPROVAL PROCESS**

Permission to use a SRP must be requested in writing. Generally, the approval process consists of: (1) submitting an actual test report in the selected medium to the EEO-4 Coordinator; (2) EEOC review of the test submission for compliance with the specifications; and (3) a written response from EEOC stating whether the test submission was approved. If the test is approved, EEO-4 reports may be submitted using that medium until the Commission announces a change in the filing requirement. If the test submission is not approved, the written response will detail the reasons. The government may then submit a corrected test for EEOC review. The address and telephone number for all submissions is:

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**EEO-4 Coordinator  
SRP  
EEOC - Program Research and Surveys Division  
1801 L Street, NW - 9th Floor  
Washington, DC 20507**

**Telephone: (202) 663-4930**

This address and telephone number may also be used to ask questions about special reporting procedures, or to receive technical assistance in the preparation of the report.

### **APPROVAL SUBMISSION**

Requests for approval to use computer printouts must include an actual printed sample, in the format specified in the Attachment, for at least one activity function. The printed sample must be accompanied by a list of Agencies by Activity Function. The Certification Section must be completed.

### **REQUIREMENTS FOR PRINTOUT TESTS**

The printed format of a report must contain, WITHOUT EXCEPTION, every item in the printer spacing chart in the Attachment, titled "REQUIRED FORMAT FOR COMPUTER PRINTED EEO-4 REPORTS". Other optional inclusions are specified below for each print area.

#### **A. GENERAL**

1. The font size must be no smaller than nine (9) points.
2. The preferred paper size is 8 ½" x 11". However, larger (not smaller) size paper will be accepted.
3. The report must be printed on only one side of the paper.
4. The original of the report must be submitted. All print must be sharp and legible.

#### **B. LIST OF AGENCIES BY ACTIVITY FUNCTION**

The jurisdiction must also submit with its report a list of agencies which are fully supported by its tax base, but which are not included in the report. That list must include the agency name, address, telephone number with area code, and the name or title of a contact person. The list need not be separated by function.

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C. **LINES 1-9:** (All three pages of printout)

**LINE 1:**

Print "REV. EEO-4 1995" and the name of the jurisdiction (edited to 30 characters including embedded spaces).

Print the page number. The first page will be 001. Remaining pages will be numbered in increments of 1.

**LINE 2:** Print "STATE AND LOCAL GOVERNMENT INFORMATION".

**LINE 3:** Print "yyyy EEO-4 REPORT", where "yyyy" is the survey year

**LINES 4 – 7:** (THE COMPLETE ADDRESS)

**Line 4:** Name of Jurisdiction [30 Positions]

**Line 5:** Title of Certifying Official [30 Positions]

**Line 6:** State/PO Box Address [30 Positions]

**Line 7:** City/State Abbreviation/Zip Code [City Name = 20 Positions.]

**Line 7:** The Control Number - this is the 8-position unique identification number assigned to the jurisdiction by the State and Local Reporting Committee. The 8th position of the Control Number may be alphabetic (Special Districts). Positions 1-7 will always be numeric. If you are not sure of your Control Number, the EEO-4 Coordinator will be able to provide it.

**LINE 8:** BLANK LINE

**LINE 9:**

**JURISDICTIONS WITH 15 - 999 FULL-TIME EMPLOYEES**

Do not use "FUNCTION NAME". Instead, the numeric designation of each function reported must be shown, with a blank space between each function number. EXAMPLE: If Jurisdiction ABC has 500 full-time employees and performs functions 1, 2, 3, 4, 13 and 15, LINE 9 would show "FUNCTIONS: 1 2 4 13 15".

In addition, file a separate report for each function which has 100 or more full-time employees. The Function Number and Name must be printed on line 9 for each function reported separately. EXAMPLE: If Function 4 has 150 full-time employees, line 9 will read: "FUNCTION 04: Police Protection."

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### **JURISDICTION WITH 1,000 OR MORE FULL-TIME EMPLOYEES**

THE FUNCTION NUMBER AND NAME must be printed for each function report.

“OPTION FOR ALL GOVERNMENTS: The jurisdiction may use Lines 3-9, positions 110-132 (upper right hand corner after Line 2) for any codes or messages useful to it.

**LINES 13, 14:** etc. (All three pages of printout)

COLUMN HEADINGS: The column headings **MUST** be printed exactly as shown. OPTION: The jurisdiction may add race/ethnic titles to the column headings above the alphabetic column designations. However, the alphabetic column designations must be printed as well.

NOTE: Alphabetic column designations B through K must exactly match the race/ethnic groups shown on the EEO-4 form. Thus, columns B and G will include white, non-Hispanic Origin; columns C and H, black, non-Hispanic Origin; and so forth until column F and K.

STUB ENTRIES: The stub entries must exactly match those in the print format. Salary intervals are required in the stubs for reporting full-time employment. DATA LINE NUMBERS: Line numbers for the data cells of the three matrices must exactly match those on the EEO-4 form. The report **MUST** show job category total lines 65, 74 and 83 on the same page and immediately below the data they summarize. OPTION: *If there are no non-zero entitles for a line, that line may be omitted (except lines 65, 74 and 83).*

**LINES 42-53:** (CERTIFICATION on third page of printout)

The skeletal entries for the certification statement must be printed whether or not the jurisdiction uses a SUMMARY SHEET obtained from the State & Local Reporting Committee web site [www.eeo4.com](http://www.eeo4.com).

### **SUBMISSION OF ACTUAL EEO-4 COMPUTER PRINTOUT REPORT**

Once a jurisdiction has received written permission from EEOC to submit its EEO-4 report as a computer printout, the following must be submitted:

1. The original and one copy of the complete report.
2. A SUMMARY SHEET (EEOC Form 352), if it is used for certification of the entire report. Otherwise, each activity function report must be individually certified.
3. The required lists of agencies.

The written approval is valid until the Commission announces a change in the EEO-4 form or to the reporting requirements.

Attachment:

## **ATTACHMENT**

### **Required Format for Computer-Printed EEO-4 Reports**





