



FACT SHEET

OFS REQUIRED FILING INFORMATION

NOTICE

Employers (i.e., filers) should read the [2024 EEO-1 Component 1 Instruction Booklet](https://www.eeocdata.org/eeo1) (i.e., “*Instruction Booklet*”) prior to and in conjunction with using the below “fact sheet.” Filers must ensure they are complying with the EEOC’s substantive filing requirements detailed in the *Instruction Booklet* and should not refer solely to this “fact sheet” to complete their required 2024 EEO-1 Component 1 filing. The *2024 EEO-1 Component 1 Instruction Booklet* may be accessed at the following link on the EEOC’s dedicated EEO-1 Component 1 website (www.eeocdata.org/eeo1):

[www.eeocdata.org/pdfs/2024 EEO 1 Component 1 Instruction Booklet.pdf](https://www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf).

As part of the EEO-1 Component 1 filing process, in addition to submitting workforce demographic data if required to do so, an employer is required to provide within the *EEO-1 Component 1 Online Filing System (OFS)* certain identifying information on the employer and any establishments being reported. The employer must also complete a set of questions to determine whether it meets the threshold eligibility requirements to submit EEO-1 Component 1 workforce demographic data. Additionally, all employers must indicate whether the employer and/or any headquarters or non-headquarters establishments are federal contractors for purposes of EEO-1 Component 1 reporting.

The information provided by an employer in the sections and sub-sections discussed below will be included in the final certified downloadable employer’s report(s) generated by the *OFS* (i.e., a “Single-Establishment Employer Report” for single-establishment employers and a “Consolidated Report,” “Headquarters Report,” and “Establishment-Level Report(s)” for multi-establishment employers).¹ Please note that all employers may preview and review *uncertified* PDF versions of their reports *prior* to the employer’s official certification of the submission to the EEOC.

¹ Appendix E of the [2024 EEO-1 Component 1 Instruction Booklet](https://www.eeocdata.org/eeo1) (i.e., “*Instruction Booklet*”) contains a “sample” of an EEO-1 Component 1 report(s) 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. The *Instruction Booklet* may be accessed at the following link on the EEOC’s dedicated EEO-1 Component 1 website (www.eeocdata.org/eeo1): [www.eeocdata.org/pdfs/2024 EEO 1 Component 1 Instruction Booklet.pdf](https://www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf).



SECTION A – TYPE OF REPORT

This section denotes the specific “type” of report displayed (i.e., a “Single-Establishment Employer Report,” a “Consolidated Report,” a “Headquarters Report,” or an “Establishment-Level Report”).

Please note that the *OFS* will only generate one PDF report for a single-establishment employer since such an employer is only required to submit a “Single-Establishment Employer Report.” However, depending on the number of non-headquarters establishments for which a multi-establishment employer is reporting, there could be hundreds, or thousands, of reports generated by the *OFS* for the employer. For example, a multi-establishment employer with a headquarters and 500 non-headquarters establishments will have a total of 502 PDF reports generated by the *OFS* (i.e., one “Consolidated Report” PDF report, one “Headquarters Report” PDF report, and 500 “Establishment-Level Report” PDF reports for its non-headquarters establishments).² These reports may be accessed within the *OFS* as individual PDFs or as a single PDF containing all reports.

SECTION B – EMPLOYER IDENTIFICATION

This section contains identifying information about the single-establishment employer or multi-establishment employer, including the employer’s name, address, and “*OFS* Company ID.” For a multi-establishment employer, the “employer name” would be, for example, the name of the parent company or holding company. The “*OFS* Company ID” is a unique, seven-character identification number associated with each employer. It is assigned by the EEOC.

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

This section applies only to a multi-establishment employer and contains identifying information for the multi-establishment employer’s headquarters or a non-headquarters establishment. For a single-establishment employer, this section will be denoted with a “N/A” (not applicable) designation in the PDF version of its “Single-Establishment Employer Report.”

For a multi-establishment employer, this section may contain a “N/A” denoting that this section was “not applicable” depending on the “type” of report associated with the PDF. For example, a multi-establishment employer’s “Consolidated Report” will contain a “N/A” designation in this section since it is not a “Headquarters Report” or an “Establishment-Level Report.” However, the employer’s “Headquarters Report” will contain the headquarters’ name, address, and Headquarters ID in this section. For an “Establishment-Level Report,” this section will contain the name of the specific establishment, along with the establishment’s address and Establishment-Level Unit ID.

² Please note that a multi-establishment employer can download all its reports into a single PDF document as in past reporting cycles.



SECTION D – EMPLOYER IDENTIFICATION NUMBER (EIN)

This section contains the Employer Identification Number (EIN).³ For a single-establishment employer, the employer's EIN for its "Single-Establishment Employer Report" will be populated in this section.

For a multi-establishment employer, the employer's EIN for its headquarters will be populated in this section of the employer's "Headquarters Report."⁴ The EIN associated with a multi-establishment employer's non-headquarters establishment(s) will be populated in this section on each of its "Establishment-Level Report(s)."⁵

SECTION E – EMPLOYER FILING ELIGIBILITY

As part of the EEO-1 Component 1 filing process, employers must answer a series of eligibility questions within the *OFS* to determine if they are legally required to submit workforce demographic data to the EEOC.⁶ The employer's response indicating whether it is eligible, not eligible, or no longer in business will be populated in this section of the employer's EEO-1 Component 1 report(s). The three potential designations in this section include the following:

- ☐ **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)

As part of the EEO-1 Component 1 filing process, single-establishment and multi-establishment employers must identify whether they are a federal contractor⁷ and if so, provide their

³ The Employer Identification Number (EIN) is a unique, nine-digit identifier used to identify business entities in the U.S. It is assigned by the IRS and is needed by all businesses that have employees and certain others with no employees.

⁴ Additionally, for the employer's "Consolidated Report" this section will be populated with the EIN provided for its headquarters.

⁵ For purposes of EEO-1 Component 1 reporting, an EIN *must* be provided for an employer's headquarters and each of its non-headquarters establishments. However, if establishments are located at the same address (including, for example, suite number) *and* have *both* the same NAICS code *and* the same EIN, the establishments *must* be combined into a single "Establishment-Level Report." Such establishments are considered one establishment for purposes of EEO-1 Component 1 reporting.

⁶ The specific eligibility requirements for filing are discussed in detail in the section of the [Instruction Booklet](#) entitled "**WHO MUST FILE.**" Please note that an employer that receives an EEO-1 Component 1 filing notice from the EEOC but believes it is not required to file must access the *OFS* to complete the embedded eligibility screener. If the screener confirms eligibility, the employer must follow the prompts to submit and certify the required workforce demographic data. If the eligibility screener indicates the employer is ineligible to file, the employer must certify that it is ineligible in the *OFS*. Failure to certify ineligibility through the *OFS* will result in future EEO-1 Component 1 filing notices being sent to the employer by the EEOC. Additionally, an employer who receives an EEO-1 Component 1 filing notice from the EEOC but has ceased operations and is no longer in business must also access the *OFS* to complete the eligibility screener. If the eligibility screener indicates the employer is ineligible to file, the employer must certify that its company is ineligible and no longer in business in the *OFS*. Similarly, failure to certify ineligibility through the *OFS* will result in future EEO-1 Component 1 filing notices being sent to the employer by the EEOC. The *Instruction Booklet* may be accessed at the following link on the EEOC's dedicated EEO-1 Component 1 website (www.eeocdata.org/eeo1): www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf.

⁷ Please refer to the section of the [2024 EEO-1 Component 1 Instruction Booklet](#) entitled "**WHO MUST FILE**" for federal contractor eligibility.



associated Unique Entity ID (UEI).⁸ A multi-establishment employer must also identify whether its headquarters or any non-headquarters establishment is a federal contractor and if so, provide the UEI associated with each. Please note that OFCCP considers an employer (e.g., parent, headquarters) to be a federal contractor if any of the employer's establishments are a federal contractor.⁹

This information is populated in "Section F – Federal Contractor Designation (if applicable)" on the employer's EEO-1 Component 1 report(s) generated by the *OFS*. These designations include the following:

- ☐ **YES** (Single-Establishment Employer is Federal Contractor)¹⁰
- ☐ **YES** (Multi-Establishment Employer is Federal Contractor)¹¹
- ☐ **YES** (Headquarters is Federal Contractor)¹²
- ☐ **YES** (Non-Headquarters Establishment is Federal Contractor)¹³
- ☐ **YES** (One or More Non-Headquarters Establishments is Federal Contractor)¹⁴

SECTION G – NAICS INFORMATION

This section contains the NAICS (North American Industry Classification System) code used to identify the primary industry in which the single-establishment or multi-establishment employer operates, including any establishment(s).¹⁵ Each employer and any establishment(s) must have an appropriate NAICS code associated with it. NAICS codes are updated by the Office of Management and Budget (OMB) every five years (i.e., in years that end in 2 or 7). For the

⁸ On April 4, 2022, the federal government stopped using the "DUNS Number" to uniquely identify entities doing business with the federal government (i.e., federal contractors). The "Unique Entity ID" (UEI) is now the official identifier for federal contractors. See <https://www.gsa.gov/about-us/organization/federal-acquisition-service/technology-transformation-services/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>; https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254&sys_kb_id=875189f21bee8d54937fa64ce54bcbaa&spa=1 and <https://sam.gov/content/duns-uei>. Single-establishment and multi-establishment employers *must* provide their "UEIs" instead of a "DUNS Number" for any headquarters and/or establishment(s) which are federal contractors.

⁹ For example, if an employer (i.e., parent company) has 1,000 non-headquarters establishments and of these establishments, only one is a federal contractor, OFCCP considers the entire employer (i.e., parent, headquarters, and all non-headquarters establishments) to be a federal contractor.

¹⁰ If a single-establishment employer indicates that it is a federal contractor, this box will be populated in "Section F" of the PDF version of the employer's "Single-Establishment Employer Report."

¹¹ If a multi-establishment employer indicates that it is a federal contractor, this box will be populated in "Section F" of the employer's "Consolidated Report."

¹² If a multi-establishment employer indicates that its headquarters is a federal contractor, this box will be populated in "Section F" of the employer's "Headquarters Report."

¹³ If a multi-establishment employer indicates that a specific non-headquarters establishment is a federal contractor, this box will be populated in "Section F" of the "Establishment-Level Report" for that establishment.

¹⁴ If a multi-establishment employer indicates that any non-headquarters establishment is a federal contractor, this box will be populated in "Section F" of the employer's "Consolidated Report," "Headquarters Report," and "Establishment-Level Report(s)."

¹⁵ Please note that if an employer operates several industries at one establishment and thus has several NAICS codes associated with that one location, the employer must provide the one NAICS code under which the largest number of employees work. Additionally, for the "Headquarters Report," the multi-establishment employer must provide the one NAICS code under which the largest number of employees work for the multi-establishment employer as a whole (i.e., across all establishments).



2024 EEO-1 Component 1 Report, the 2022 NAICS codes should be used.¹⁶ For additional information on reporting a NAICS code by establishment, please refer to the section of the [Instruction Booklet](#) entitled “**HOW TO REPORT NAICS CODES.**”

SECTION H – WORKFORCE DEMOGRAPHIC DATA

This section contains workforce demographic data by job category and sex and race or ethnicity submitted by eligible single-establishment and multi-establishment employers. The total reported employees within each job category should equal the sum of each employee reported for that job category across all sex and race/ethnicity categories. Additionally, the total number of employees within each sex and race/ethnicity category should equal the sum of that particular category across all job categories. This section will also provide the “current reporting year total” and “prior reporting year total” for each sex and race/ethnicity category across all job categories.

SECTION I – WORKFORCE SNAPSHOT PERIOD

This section contains the dates (i.e., month, day, year) of the “workforce snapshot period”¹⁷ selected by an eligible single-establishment or multi-establishment employer for the reporting of its workforce demographic data (i.e., employee data by job category and sex and race or ethnicity). These dates must be entered into the *OFS* and will populate under the table containing each report’s workforce demographic data. For additional information on reporting an employer’s workforce snapshot period, please refer to the section of the [Instruction Booklet](#) entitled “**WORKFORCE SNAPSHOT PERIOD.**”

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

Employers *may* provide the EEOC with any additional comments regarding its headquarters or any of its non-headquarters establishments. Any comments provided for the employer’s headquarters or any non-headquarters establishment will be populated under this section in the applicable report(s) generated by the *OFS*. If no comments are submitted, the statement “No Comments Provided” will be populated in this section of the PDF(s). Please note this section is not applicable to a multi-establishment employer’s “Consolidated Report,” which will be populated with the statement “Not Applicable.” Employers may also leave additional comments in “Section K” under the “Certification Comments” sub-section. Any comments provided will be populated in “Section K” of a multi-establishment employer’s “Consolidated Report” and in “Section K” of a single-establishment employer’s “Single-Establishment Employer Report.”

¹⁶ To identify the correct NAICS code for each establishment, an employer can search using keywords for its business using the U.S. Census Bureau NAICS Search Tool at www.census.gov/naics.

¹⁷ The “workforce snapshot period” must include all full-time *and* part-time employees who were employed during an employer-selected pay period in the fourth quarter (i.e., October 1 through December 31) of the reporting year (i.e., the “workforce snapshot period”). The workforce snapshot period for the 2024 EEO-1 Component 1 report would be an employer-selected pay period between October 1, 2024 and December 31, 2024.



SECTION K – OFFICIAL CERTIFICATION OF SUBMISSION

For a single-establishment employer, this section will appear in the PDF version of the employer’s “Single-Establishment Employer Report” generated by the *OFS*. For a multi-establishment employer, this section will appear in the PDF version of the employer’s “Consolidated Report” generated by the *OFS*.

Please note that if an employer fails to complete the *final* step to “Certify EEO-1 Component 1 Report(s)” within the *OFS*, the status of the employer’s filing will be considered “incomplete” by the EEOC. Even if the employer has submitted data for each of its required reports, the filing will not be considered complete by the EEOC until the employer certifies its submission in the *OFS*. The deadline to file the 2024 EEO-1 Component 1 report is **11:00 pm ET (i.e., Eastern Time) on Tuesday, June 24, 2025** (i.e., “Published Due Date”). After the **Tuesday, June 24, 2025** deadline passes, *no* additional 2024 EEO-1 Component 1 report(s) will be accepted, and eligible employers will be *out of compliance* with their mandatory 2024 EEO-1 Component 1 filing obligations.

This section contains the following information:

Employer Identification

This section contains identifying information about the single-establishment employer or multi-establishment employer, including the employer’s name, address, and “*OFS* Company ID.” For a multi-establishment employer, the “Employer Name” would be, for example, the name of the parent company or holding company, and the “Address” would be the associated address. The “*OFS* Company ID” is a unique, seven-character identification number associated with each employer. It is assigned by the EEOC.

Certification Comments (optional)

A single-establishment or multi-establishment employer *may* provide the EEOC with any final comments regarding its submission in this sub-section.¹⁸ Any comments provided will be populated in this section. If no comments are submitted, a “No Certification Comments Provided” will be populated in this section.

Certification Statement

The employer’s “Certifying Official” will certify to the following statement in the *OFS*:

“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.”

¹⁸ As discussed in the section of the [2024 EEO-1 Component 1 Instruction Booklet](#) entitled “REPORTING BY SEX,” the EEO-1 Component 1 data collection currently provides only binary options (i.e., male or female) for reporting employee counts by sex, job category, and race or ethnicity.



Below this statement, the EEOC provides written notice to the “Certifying Official” that “[k]nowingly and willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.”

Date of Certification

The *OFS* will automatically generate the month, day, year, and time (e.g., May 2, 2025 9:00 AM) that the submission was certified by the employer in the *OFS*.

Employer’s Certifying Official

The individual serving as the “Certifying Official” *must* be an official (i.e., employee) of the employer. For example, an employer using a third-party human resource organization (e.g., PEO, HRO, ASO) is *not* permitted to have an official (i.e., employee) of the third-party human resource organization certify an employer’s EEO-1 Component 1 report(s). An official of the employer *must* certify the employer’s EEO-1 Component 1 report(s).

This sub-section contains the following information:

- 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

In addition to a “Certifying Official,” employers must also provide a “Primary Point of Contact (POC) for EEO-1 Component 1 Reporting” (i.e., “Primary POC”) for receiving communications from the EEOC regarding the report. Employers may choose the same individual to serve as both the employer’s “Certifying Official” and the “Primary POC.” Alternatively, an employer may provide a different individual to be its “Primary POC.” However, the “Certifying Official” must be an employee of the employer and not, for example, an employee or representative of the employer’s third-party human resource organization (e.g., PEO, ASO, HRO) filing on the employer’s behalf.

This sub-section contains the following information:

- Name of Primary POC
- Title and Employer of Primary POC
- Email Address of Primary POC
- Telephone Number of Primary POC



2024 EEO-1 Component 1 Data Collection

All updates about the 2024 EEO-1 Component 1 data collection, including the *2024 EEO-1 Component 1 Instruction Booklet* and the *2024 EEO-1 Component 1 Data File Upload Specifications*, are available on the EEOC's dedicated EEO-1 Component 1 website at www.eeocdata.org/eeo1.

To further assist filers, the EEOC provides supplementary resource materials (e.g., user's guide; frequently asked questions (FAQs); fact sheets; mini help desk guides) at the opening of each data collection. Access by registered *EEO-1 Component 1 Online Filing System (OFS)* account holders to these supplementary resource materials is available through the dedicated EEO-1 Component 1 data collection website at www.eeocdata.org/eeo1.

The deadline to file the 2024 EEO-1 Component 1 report is **11:00 pm ET (i.e., Eastern Time) on Tuesday, June 24, 2025** (i.e., "Published Due Date"). After the **Tuesday, June 24, 2025** deadline passes, *no* additional 2024 EEO-1 Component 1 report(s) will be accepted, and eligible employers will be *out of compliance* with their mandatory 2024 EEO-1 Component 1 filing obligations.

The EEO-1 Component 1 report is a mandatory annual data collection that requires all private sector employers with 100 or more employees, and federal contractors with 50 or more employees meeting certain criteria, to submit workforce demographic data, including data by job category and sex and race or ethnicity, to the EEOC. The authorities under which EEO-1 Component 1 data are collected include: Section 709(c) of Title VII and Sections 1602.7-1602.14, Chapter XIV, Title 29 of the Code of Federal Regulations (CFR); Exec. Order No. 11246, 30 FR 12319 (Sept. 24, 1965) and 41 CFR 60-1.7(a).