

AFFIRMATIVE ACTION PLAN CHECKLIST

Section One

- _____ EEO/AA Certification Form
- _____ EEO/AA Policy Statement of the Chief Executive Officer [**Chief Executive Officer's Signature**]
- _____ Agency Profile
- _____ Identification and Duties of the Agency EEO/AA Officer
- _____ Internal EEO/AA Organizational Chart/Agency-Wide Organizational Chart
- _____ Methods of Disseminating the Agency's AA Policy/Plan

Section Two

- Internal Workforce Analysis:
 - _____ Workforce Analysis (DHR-9)
 - _____ Workforce Transactions Summary (DHR-10) total for previous fiscal year AAP

Checklist.pdf

- Availability Analysis
 - _____ Availability Percent Worksheet (DHR-5 AAP)
 - _____ Utilization Analysis (DHR-8 AAP)
 - _____ Underutilization Summary by Region (DHR-11)

Section Three

- Numerical and Program Goals
 - _____ Timetables
 - _____ Responsible Persons
 - _____ Monitoring Procedures

Section Four

- _____ Employment Discrimination Complaint Process
- _____ Employment Discrimination Complaint Form (DHR-21)

Section Five

- Disability program:
 - _____ Labor Force Analysis with People with Disabilities (DHR-34 AAP)
 - _____ Numerical Goals, if necessary
 - _____ Reasonable Accommodation Policy [**Chief Executive Officer's Signature**]
 - _____ Accommodation Procedures / Request Forms
 - _____ Physical Barriers
 - Procedural Barrier Narrative
 - _____ Pre-employment Screening
 - _____ Employment Criteria and Job Description Review
 - _____ Employment Testing
 - _____ Identification of ADA Coordinator
 - _____ Emergency Evacuation Procedures

Section Six

- _____ Applicable EEO Laws: Any Federal law that mandates the agency to adhere to additional EEO/AA requirements.

Section Seven

- _____ Hiring Monitor (DHR-19)
- _____ Promotion Monitor (DHR-20)
- _____ Exit Questionnaire (DHR-30)