

Quick Guide To What Must Be Filed Annually

IF you are AND ...	THEN, you must file ...	WITH ...
A covered agency	you employ 1,000 or more employees in permanent FT/PT appointments	FORM 715-01 PARTS A through F and PARTS H through J. Workforce Data Tables 1-14	EEOC, OFO
A covered agency	you employ 500 or more (but fewer than 1,000) employees in permanent FT/PT appointments	FORM 715-01 PARTS A through F and PARTS H and I. Workforce Data Tables 1-7	
A covered agency	you employ 499 or fewer employees in permanent FT/PT appointments.	FORMS 715-01 PARTS A through F. Workforce Data Tables 1-5	
A 2nd level reporting component	you employ 1,000 or more employees in permanent FT/PT appointments	FORM 715-01 PARTS A through F and PARTS H through J. Workforce Data Tables 1-14	Your agency HQ for inclusion in agencywide report. File a copy with EEOC.
	you employ 500 or more (but fewer than 1,000) employees in permanent FT/PT appointments	FORM 715-01 PARTS A through F, and PARTS H and I. Workforce Data Tables 1-7	Your agency HQ for inclusion in agencywide report. Maintain a copy.
A 3rd or 4th level reporting component	you employ 1,000 or more employees in permanent FT/PT appointments	FORM 715-01 PARTS A through F and PARTS H through J.	Your next higher reporting level for inclusion in its report. Maintain a copy.

