

Summary of Equal Employment Opportunity and Affirmative Action Requirements for Federal Contractors

Equal Employment Opportunity – EEO

Annual report due 5/31 each year

Who must file:

- Federal contract or first-tier subcontract worth \$50,000 or more
and
- 50 or more employees
or
- 100 or more employees (including affiliates) – no federal contract required

Affirmative Action Program

Three separate laws require certain employers that do business with the federal government to **implement affirmative action programs:**

- Section 503 of the Rehabilitation Act of 1973 requires **contractors with 50 or more employees and contracts over \$50,000 to take affirmative action with regard to qualified individuals with disabilities.**
- The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended by the Jobs for Veterans Act, requires contractors to take affirmative action to employ and advance in employment veterans with service-connected disabilities, recently separated veterans and other protected veterans. **VEVRAA requires that contractors with 50 or more employees and a contract of \$150,000 or more would need a written affirmative action program.**
- Under Executive Order 11246, federal contractors and subcontractors with 50 or more employees who have entered into at least one contract of \$50,000 or more with the federal government **must prepare and maintain a written program, which must be developed within 120 days from the commencement of the contract and must be updated annually. The program should cover recruitment, hiring and promotion of women and minorities.**



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