



AFFIRMATIVE ACTION INFORMATION

Each city/town is required to submit:

1. The city/town **policy** on affirmative action. If the city/town does not have one, one must be drafted by the human resource officer or individual that has this responsibility.
It must be signed and dated. It does not have to be extensive a brief statement will do.
2. Provide an **EEO4 Form**. This is breakdown by job class of the individuals working for the city/town by race, ethnic group and sex classification.

(Please refer to the following sample form on the next page.)

3. Please upload the completed form and the policy into the OPM PVET grants portal.

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/ Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)