



# A Guide to Compliance Reviews

## WHAT IS A COMPLIANCE REVIEW?



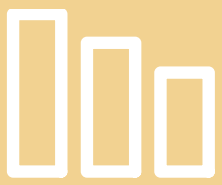
A compliance review, or a scheduling letter, is for a single establishment or function and is scheduled through the Federal Contractor Selection System (FCSS).

## WHAT CAN I EXPECT FROM A COMPLIANCE REVIEW?



Contractors have **30 days** from the date of receipt of the letter to send OFCCP required documentation.

**In addition to your Executive Order 11246, Section 503 and VEVRAA narrative documents, there are 22 items that will need to be prepared and submitted to OFCCP:**



- ✓ AAP Descriptive Reports (Organizational Profile, Job Group Analysis, etc.)
- ✓ Reporting on both 503 & VEVRAA outreach and evaluation of efforts
- ✓ Detailed compensation data
- ✓ Evaluation of prior year information (goals, hires, promotions, terminations)
- ✓ EEO-1 reports and Collective Bargaining Agreements
- ✓ Accommodation policies & documentation of requests
- ✓ Information on policy and qualification reviews



An onsite review is possible if OFCCP deems necessary based on the desk audit review.