



U.S. Equal Employment Opportunity Commission

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2024 EEO-1 Component 1 Data File Upload Specifications



EEO-1 Component 1
Data Collection

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

2024 EEO-1 Component 1 Data Collection
Data File Upload Specifications

2024 EEO-1 Component 1 DATA COLLECTION

**Employer Information Report – Standard Form 100
EEO-1 Component 1 Report**

DATA FILE UPLOAD SPECIFICATIONS

NOTICE

The EEOC requires electronic submission of EEO-1 Component 1 report(s) through a web-based data collection application (i.e., portal) referred to as the *EEO-1 Component 1 Online Filing System (OFS)*. The *OFS* is accessible at www.eeocdata.org/eeo1. Filers **must** submit workforce demographic data electronically in the web-based portal (i.e., *OFS*) through either (1) manual data entry or (2) data file upload. The “manual data entry” option requires directly entering workforce demographic data into the *OFS*. The “data file upload” option requires uploading a data file using the below 2024 EEO-1 Component 1 Data File Upload Specifications.

NOTE FOR FILERS CHOOSING THE “DATA FILE UPLOAD” OPTION

Filers choosing the “data file upload” option should read the newly updated 2024 EEO-1 Component 1 Instruction Booklet prior to and in conjunction with using the below 2024 EEO-1 Component 1 Data File Upload Specifications (i.e., “Data File Upload Specifications”). Filers must ensure they are complying with the EEOC’s substantive filing requirements detailed in the Instruction Booklet and should not refer solely to the “Data File Upload Specifications” to complete their required 2024 EEO-1 Component 1 filing. The 2024 EEO-1 Component 1 Instruction Booklet is available on the EEOC’s dedicated EEO-1 Component 1 website (www.eeocdata.org/eeo1) at the following link: https://www.eeocdata.org/pdfs/2024_EEO_1_Component_1_Instruction_Booklet.pdf.

**2024 EEO-1 Component 1 Data Collection
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**2024 EEO-1 Component 1 Data Collection
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1. INTRODUCTION

The EEOC requires electronic submission of EEO-1 Component 1 report(s) through a web-based data collection application (i.e., portal) referred to as the *EEO-1 Component 1 Online Filing System (OFS)*. The *OFS* is accessible on the EEOC's dedicated EEO-1 Component 1 website at www.eeocdata.org/eeo1.

All individuals responsible for filing an employer's reports will be required to have an individual user account associated with their email address to access the *EEO-1 Component 1 Online Filing System (OFS)*. To create a new account, visit www.eeocdata.org/eeo1/signin and select "Create an Account." New account holders for employers (i.e., companies) that have filed in prior year reporting cycles can link their individual user account to the employer record using the employer's "OFS Company ID" and "Employer PIN," which will be sent to them via email prior to the opening of data collection. Account holders for employers that have never filed before can register a new employer by selecting "Add Employer" on the "My Employer List Screen." Returning *OFS* account holders who created their account during or after the 2019/2020 data collection cycle can sign in using their existing username (i.e., email address) and password. Returning account holders may be required to reset their password when logging in to the *OFS* if the account holder has not accessed the *OFS* in the past 90 days.

Account holders **must** submit the employer's workforce demographic data electronically in the web-based portal (i.e., *OFS*) through either (1) manual data entry or (2) data file upload. The employer's certifying official must then certify the EEO-1 Component 1 report(s) in the *OFS*. The "manual data entry" option requires directly entering workforce demographic data into the EEOC's web-based data collection application referred to as the *EEO-1 Component 1 Online Filing System (OFS)*. The "data file upload" option requires uploading a data file according to the EEOC's 2024 EEO-1 Component 1 *Data File Upload Specifications* provided below. Filers must follow the specifications detailed below to ensure their 2024 EEO-1 Component 1 data file upload is accurately processed by the *OFS*.

As discussed above in the "Notice," filers choosing the "data file upload" option should read the newly updated 2024 EEO-1 Component 1 Instruction Booklet prior to and in conjunction with using the below 2024 EEO-1 Component 1 Data File Upload Specifications (i.e., "Data File Upload Specifications"). Filers must ensure they are complying with the EEOC's substantive filing requirements detailed in the Instruction Booklet and should not refer solely to the "data file upload specifications" to complete their required 2024 EEO-1 Component 1 filing. The 2024 EEO-1 Component 1 Instruction Booklet is available on the EEOC's dedicated EEO-1 Component 1 website (www.eeocdata.org/eeo1) at the following link: [https://www.eeocdata.org/pdfs/2024 EEO 1 Component 1 Instruction Booklet.pdf](https://www.eeocdata.org/pdfs/2024%20EEO%201%20Component%201%20Instruction%20Booklet.pdf).

Also, please note that the EEOC will only accept EEO-1 Component 1 report(s) submitted and certified through the agency's *EEO-1 Component 1 Online Filing System (OFS)*. The EEOC will not accept reports submitted via paper or through other non-*OFS* electronic means (e.g., email, CD-ROM). The EEOC will consider filers submitting reports outside of the *OFS* to be non-compliant for purposes of their mandatory EEO-1 Component 1 filing obligation.

**2024 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

2. SUMMARY OF UPDATES TO DATA FILE UPLOAD SPECIFICATIONS

Significant updates to the data file upload specifications were implemented beginning with the 2022 EEO-1 Component 1 data collection. At that time, the *EEO-1 Component 1 Online Filing System (OFS)* was programmed to accommodate these updates. **As a result, returning filers from years prior to the 2022 EEO-1 Component 1 data collection may need to update how they produce their EEO-1 Component 1 data file to prevent upload errors.**

The updates to the data file specifications include the following:

- ***EEO-1 Component 1 Terminology***
 - “Company ID” is now referred to as “*OFS* Company ID.”
 - “Establishment/Unit ID” is now “HQ/Establishment-Level Unit ID.”
- ***“Consolidated Report” Data Row***

Filers are no longer required to submit a data row representing the “Consolidated Report.”¹ With the discontinuation of the “Type 6” establishment list report, a “Consolidated Report” is now auto-populated and auto-generated with data from a multi-establishment employer’s “Headquarters Report” and “Establishment-Level Report(s)” within the EEOC’s electronic, web-based *EEO-1 Component 1 Online Filing System (OFS)* for all multi-establishment employers.²

Although a “Consolidated Report” is now auto-populated and auto-generated in the *OFS*, a multi-establishment employer is *still* responsible for ensuring that the total employee count in the “Consolidated Report” matches the total number of employees the filer is reporting in its “Headquarters Report” and “Establishment-Level Report(s)” *prior* to certification. An employer must also ensure that it has reported for *all* its establishments.³
- ***Field 2 (Status Code)***

The Status Code is used to indicate the report type for each row. Beginning with the 2022 EEO-1 Component 1 data collection, both Status Code=4 and Status Code=8 will allow multi-establishment employers to submit an “Establishment-Level Report” for an existing establishment. As in prior years, Status Code=9 will allow multi-establishment employers to submit an “Establishment-Level Report” for a new establishment.

¹ While filers may still submit an EEO-1 Component 1 data file upload containing a “Consolidated Report” data row, this row will not be processed by the *OFS*.

² The “Consolidated Report” will be generated by the *EEO-1 Component 1 Online Filing System (OFS)* once the “Headquarters Report” and all “Establishment-Level Report(s)” have been completed by the filer.

³ For example, if an employer has 200 establishments, but only reported data for 150 establishments, the “Consolidated Report” will only reflect the data for establishments submitted by the filer (i.e., 150). It is the responsibility of the employer to ensure that data for each of its establishments has been submitted and that the “Consolidated Report” matches that number.

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- ***Fields 10 – 12 (No Longer Applicable)***

Data entered in these fields will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)* upon data file upload. Please note that the data file must still be structured to include these fields.

- ***Field 13 (Federal Contractor Designation)***

A multi-establishment employer will use Field 13 to identify whether its headquarters or any non-headquarters establishment is a federal contractor. The consolidated report will reflect what the multi-establishment employer selects on the *OFS* Filing Preferences screen.

- ***Field 14 (No Longer Applicable)***

As of April 2022, the federal government no longer uses the Data Universal Numbering System (DUNS) number to identify federal contractors.⁴ As a result, any data in this field will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)*. Please note that the data file must still be structured to include this field.

- ***Field 17 (2022 North American Industry Classification System (NAICS) Code)***

Employers should use 2022 NAICS codes. Please refer to <https://www.census.gov/naics/> to verify NAICS codes prior to submitting the EEO-1 Component 1 data file.

- ***Fields 18 – 21 (No Longer Applicable)***

Data entered in these fields will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)* upon data file upload. Instead, “Certifying Official” information will be entered directly into the *OFS* when certifying the 2024 EEO-1 Component 1 report. Please note that the data file must still be structured to include these fields.

- ***Fields 172 – 186 (Individual Column Totals for Rows 1- 10)***

Filers are no longer required to submit Fields 172 – 186 (*Individual Column Totals for Rows 1- 10*). Instead, the *EEO-1 Component 1 Online Filing System (OFS)* will autogenerate *Individual Column Totals for Rows 1 – 10* using the data provided in Fields 22 – 171.⁵ While filers may still submit an EEO-1 Component 1 data file upload containing data in Fields 172 – 186 (*Individual Column Totals for Rows 1-10*), these fields

⁴ For more information on the federal government’s change to the Unique Entity ID (i.e., UEI), see <https://www.gsa.gov/about-us/organization/federal-acquisition-service/technology-transformation-services/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>, https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254&sys_kb_id=875189f21bee8d54937fa64ce54bcbaa&spa=1, and <https://sam.gov/content/duns-uei>.

⁵ Although a “Consolidated Report” is now auto-generated, a multi-establishment employer is *still* responsible for ensuring that the total employee count in the “Consolidated Report” matches the total number of employees the filer is reporting in its “Headquarters Report” and “Establishment-Level Report(s)” *prior* to certification. An employer must also ensure that it has reported for *all* its establishments. For example, if an employer has 200 establishments, but only reported data for 150 establishments, the “Consolidated Report” will only reflect the data for establishments submitted by the filer (i.e., 150). It is the responsibility of the employer to ensure that data for each of its establishments has been submitted and that the “Consolidated Report” matches that number.

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will not be processed by the *OFS*. Please note that the data file must still be structured to include these fields.

- ***Field 188 (Unique Entity ID (UEI))***

Field 188 contains the Unique Entity ID (UEI) for any headquarters or non-headquarters establishment(s) that is designated as a federal contractor in Field 13 (i.e., Federal Contractor Designation). Please note that Field 188 is only a required field for any headquarters or non-headquarters establishment that is identified as a federal contractor in Field 13 (i.e., Federal Contractor Designation).⁶ Please see the *2024 EEO-1 Component 1 Data Collection Frequently Asked Questions (FAQs)*, available at www.eocdata.org/eeo1/, for important additional details about UEI.

- ***Field 189 (Single Establishment/HQ/Establishment-Level Comments)***

This optional field is now available for submitting comments not otherwise captured in designated fields related to a single-establishment employer establishment (Status Code=1), multi-establishment employer headquarters (Status Code=3), or multi-establishment employer non-headquarters establishment (Status Code=4, Status Code=8, or Status Code=9). Please note that commas are **not** permitted in this section.

⁶ On April 4, 2022, the federal government stopped using the “Data Universal Numbering System” (DUNS) to uniquely identify entities doing business with the federal government (i.e., federal contractors). The “Unique Entity ID” (UEI) created in SAM.gov (i.e., www.sam.gov) is now the official identifier for federal contractors. For more information on the federal government’s transition to the Unique Entity ID (i.e., UEI), see <https://www.gsa.gov/about-us/organization/federal-acquisition-service/technology-transformation-services/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>; https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254&sys_kb_id=875189f21bee8d54937fa64ce54bcbaa&spa=1 and <https://sam.gov/content/duns-uei>. For purposes of the EEO-1 Component 1 data collection, eligible federal contractors will no longer provide the “DUNS Numbers” associated with their headquarters and/or establishment(s) in the *EEO-1 Component 1 Online Filing System (OFS)* or in any data files uploaded to the *OFS*. Beginning with the 2022 EEO-1 Component 1 data collection, employers that are federal contractors must instead provide UEIs.

**2024 EEO-1 Component 1 Data Collection
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3. DATA FILE FORMATTING

A data file containing an employer's workforce demographic data requires specific formatting to be successfully uploaded to the EEOC's *EEO-1 Component 1 Online Filing System (OFS)*. The following sections specify the required data file format for the *OFS*. The "Data File Overview" section explains the method for uploading (i.e., submitting) a data file containing EEO-1 Component 1 workforce demographic data. A breakdown of how the data file should be organized based on the specific EEO-1 Component 1 report (i.e., "Single-Establishment Employer Report"; "Consolidated Report"; "Headquarters Report"; "Establishment-Level Report") is detailed in the "Data File Structure" section. Additionally, common issues and errors encountered by filers when compiling a data file are identified in the "Common Issues and Errors" section.

3.1 Data File Overview

As discussed above, the EEOC requires electronic submission of EEO-1 Component 1 report(s) through a web-based data collection application (i.e., portal) referred to as the *EEO-1 Component 1 Online Filing System (OFS)*. Filers **must** submit workforce demographic data electronically in the web-based portal (i.e., *OFS*) through either (1) manual data entry or (2) data file upload. The "manual data entry" option requires directly entering workforce demographic data into the *OFS*. The "data file upload" option requires uploading a data file, in accordance with the 2024 EEO-1 Component 1 Data File Upload Specifications (i.e., "Data File Upload Specifications"), containing an employer's workforce demographic data to the *OFS* in lieu of the manual data entry option.

The data file must contain a single row of data per establishment (i.e., one data row for the single-establishment employer location or, for multi-establishment employers, one data row for the headquarters location and one data row per non-headquarters establishment location). In other words, a single-establishment employer will have only one row of data and a multi-establishment employer will have only one row of data for its headquarters and one row of data for each non-headquarters establishment. ***Please note that the data file must be either a TXT (plain text) file with 2331 positions per record or a CSV (comma-separated values) file with 189 columns of data.***

Section 4 below provides detailed instructions on the individual data fields, including the TXT position and CSV column of the field, as well as any associated data rules. Section 5 below provides a detailed reference for the "matrix data" fields, which contain the employer's workforce demographic data.

3.2 Data File Structure

This section describes the 2024 EEO-1 Component 1 data file structure, including how each EEO-1 Component 1 report (i.e., data file row) should be indicated using Field 2 (Status Code) of the file. For a detailed description of each data file field (i.e., data file column), see Section 4 below.

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Single-Establishment Employer

The EEOC defines a single-establishment employer as an employer with a single establishment where business is conducted or where services or industrial operations are performed. A single-establishment employer is also referred to as a single-establishment filer for purposes of the EEO-1 Component 1 data collection. A single-establishment employer is required to submit and certify only one EEO-1 Component 1 report (i.e., a “Single-Establishment Employer Report”).

Single-Establishment Employer Report⁷

An employer conducting business or performing services or industrial operations at **only one** establishment is required to submit and certify one EEO-1 Component 1 report. This report is referred to as a “Single-Establishment Employer Report.” The “Single-Establishment Employer Report” must include demographic data for all the employer’s employees categorized by job category and sex and race or ethnicity.

A single-establishment employer choosing the data file upload option will provide all the employer’s data in a single row of the data file. A single-establishment employer must enter a Status Code=1 in Field 2 to indicate a “Single-Establishment Employer Report.” In general, the only data processed by the *OFS* from the data file is the workforce demographic data and remarks from the Remarks field. All other data for a single establishment is manually entered in various screens of the *OFS* - this includes employer name and address, EIN, NAICS, Federal Contractor designation, UEI (if applicable), and workforce snapshot period.

Multi-Establishment Employer

The EEOC defines a multi-establishment employer as an employer with **more than one** establishment where business is conducted or where services or industrial operations are performed. A multi-establishment employer is also referred to as a multi-establishment filer for purposes of the EEO-1 Component 1 data collection. A multi-establishment employer is required to submit and certify a “Headquarters Report” and “Establishment-Level Report(s),” as well as certify an auto-populated and auto-generated “Consolidated Report”.⁸

The data file upload for a multi-establishment employer will consist of multiple rows of data, with each row representing a different EEO-1 Component 1 report (i.e., “Headquarters Report,” “Establishment-Level Report”). Please note that the order of rows (i.e., reports) on the data file does not matter – the *EEO-1 Component 1 Online Filing System (OFS)* will leverage the Status Code in Field 2 to differentiate between reports. Descriptions of each report a multi-establishment employer must file (i.e., “Consolidated Report,” “Headquarters Report,” “Establishment-Level Report(s)”) are provided below.

⁷ The “Single-Establishment Employer Report” was formerly referred to as a “Type 1” single establishment report. Beginning with the 2022 EEO-1 Component 1 data collection, this report is now known as a “Single-Establishment Employer Report.”

⁸ Multi-establishment employers, including, for example, parent corporations and their subsidiary holdings, must report workforce demographic data for all employees at each establishment and subsidiary establishment(s). A multi-establishment employer is not permitted to report its entire workforce on the employer’s “Headquarters Report.” Workforce demographic data for non-headquarters establishments must be reported separately for each establishment on the “Establishment-Level Report(s).”

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Headquarters Report⁹

A multi-establishment employer is required to submit and certify a “Headquarters Report.” The “Headquarters Report” must include demographic data for all the employer’s employees at its headquarters (i.e., main office site), as well as any remote employees who report to the employer’s headquarters, categorized by job category and sex and race or ethnicity.¹⁰

A multi-establishment employer must enter a Status Code=3 in Field 2 to indicate a “Headquarters Report.” Please note that there should be only *one row* in the data file representing the “Headquarters Report” (i.e., with Status Code=3 in Field 2).

See Figure 1 below for an example of how to indicate a “Headquarters Report” on a multi-establishment employer’s 2024 EEO-1 Component 1 data file.

Figure 1. “Headquarters Report” data row on 2024 EEO-1 Component 1 data file.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---------|---|---------|------------------|------------------|---|--------------|---|-------|---|---|---|
| 1 | AB66241 | 3 | AB66241 | TEST CORP 1 | TEST CENTER PARK | | SAN ANTO TX | | 78219 | 1 | 1 | 1 |
| 2 | AB66241 | 4 | HH12341 | TEST CORP 4341 | TEST STREET RD | | LA CROSSE WI | | 54601 | 1 | 1 | 1 |
| 3 | AB66241 | 4 | HH12456 | TEST CORP 17 | TEST CIRCLE | | OMAHA NE | | 68112 | 1 | 1 | 1 |
| 4 | AB66241 | 8 | HH56783 | TEST CORP 432 | TEST LN | | AUSTIN TX | | 78731 | 1 | 1 | 1 |
| 5 | AB66241 | 8 | HH23453 | TEST CORP 12378 | MIDDLE TEST R | | TAUNTON MA | | 02780 | 1 | 1 | 1 |
| 6 | AB66241 | 8 | HH29876 | TEST CORP 12 N | TEST ST | | MANASSA VA | | 20109 | 1 | 1 | 1 |
| 7 | AB66241 | 9 | | TEST CORP 11030 | TEST BLVD | | AUBURN CA | | 95603 | 1 | 1 | 1 |
| 8 | AB66241 | 9 | | TEST CORP 327 S. | TEST DR | | NORTH SPI VT | | 05156 | 1 | 1 | 1 |

Establishment-Level Report¹¹

A multi-establishment employer is required to submit and certify an “Establishment-Level Report” for *each* non-headquarters establishment of the employer regardless of the number of employees at the establishment. The “Establishment-Level Report” must include demographic data for all the employer’s employees at each establishment, as well as any remote employees who report to the establishment, categorized by job category and sex and race or ethnicity.¹²

⁹ The “Headquarters Report” was formerly referred to as a “Type 3” headquarters report. Beginning with the 2022 EEO-1 Component 1 data collection, this report is now known simply as a “Headquarters Report.”

¹⁰ Please note that if an employer’s headquarters is a holding company, or similar type entity, with zero employees, it is still necessary for the employer to file as a multi-establishment employer. The filing requirements for the EEO-1 Component 1 data collection are based on employee counts across all establishments of the employer (i.e., a total of 100 or more employees and 50 or more employees for federal contractors meeting certain criteria). For example, if a holding company has non-headquarters establishments which total 100 or more employees (or 50 or more employees for federal contractors meeting certain criteria), the holding company must file as a multi-establishment employer and submit a “Headquarters Report” for the holding company and “Establishment-Level Report” for each of its establishments.

¹¹ The “Establishment-Level Report” replaces the former “Type 4” and “Type 8” non-headquarters establishment reports and the former “Type 6” establishment list report. Beginning with the 2022 EEO-1 Component 1 data collection, a non-headquarters establishment report is now known simply as an “Establishment-Level Report.”

¹² Please note that if establishments are located at the same address (including, for example, suite number) *and* have *both* the same NAICS code *and* the same EIN, the establishments *must* be combined into a single “Establishment-Level Report.” Such establishments are considered one establishment for purposes of EEO-1 Component 1 reporting.

**2024 EEO-1 Component 1 Data Collection
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Beginning with the 2022 EEO-1 Component 1 data collection, multi-establishment employers will no longer be required to file a separate “type” of establishment report based on the size of an individual non-headquarters establishment (i.e., establishments with 50 or more employees or establishments with fewer than 50 employees).¹³ Rather, in place of the “Type 4” and “Type 8” establishment reports and the former “Type 6” establishment list report, there will be a newly named “Establishment-Level Report.” All multi-establishment employers will use an “Establishment-Level Report” to submit establishment-level employee demographic data for each of their non-headquarters establishment(s) regardless of size.

With this change, a multi-establishment employer will no longer have to take the additional step of counting employees in each establishment to determine whether to file a “Type 4” or “Type 8” establishment report. Multi-establishment employers will still be required to submit a “Headquarters Report” and a “Consolidated Report.” However, all individual “Consolidated Reports” for multi-establishment employers will be auto-populated and auto-generated with data from their “Headquarters Report” and each “Establishment-Level Report” within the *OFS*.¹⁴

Specifications for Existing Non-Headquarters Establishments*

****(Only applicable to prior-year EEO-1 Component 1 filers)***

These specifications are for non-headquarters establishments that have been included in prior-year EEO-1 Component 1 reports and have an existing Establishment-Level Unit ID assigned by the *EEO-1 Component 1 Online Filing System (OFS)*. Filers can download a list of their establishments and corresponding Establishment-Level Unit IDs in the *OFS*.¹⁵

Each existing non-headquarters establishment will be represented by a unique row in the data file. To indicate an existing non-headquarters establishment, enter Status Code=4 or Status Code=8 in the Status Code field (Field 2).¹⁶

¹³ Please note that if during the employer’s selected “workforce snapshot period,” an establishment had zero employees, the employer should not file an “Establishment-Level Report” for that establishment. If the establishment appears in the employer’s list of establishments from the previous reporting cycle, the filer should delete the establishment with zero employees from its list.

¹⁴ Please note that the 2024 EEO-1 Component 1 Data File Upload Specifications allow users to indicate an “Establishment-Level Report” by using a Status Code (Field 2) of either 4 or 8 (i.e., filers can leverage either code to indicate an “Establishment-Level Report” when using the data file upload option to report workforce demographic data). Selecting either Status Code (4 or 8) will have the identical effect of indicating that a report is an “Establishment-Level Report.”

¹⁵ Once logged in to the *EEO-1 Component 1 Online Filing System (OFS)*, filers should select their employer from “My Employer List,” which will take them to the “Employer Dashboard.” On this screen, filers should click “Download Establishments” to view a CSV file listing the most recent employer establishments.

¹⁶ Please note that the 2024 EEO-1 Component 1 Data File Upload Specifications allow users to indicate an “Establishment-Level Report” by using a Status Code (Field 2) of either 4 or 8 (i.e., filers can leverage either code to indicate an “Establishment-Level Report” when using the data file upload option to report workforce demographic data). Selecting either Status Code (4 or 8) will have the identical effect of indicating that a report is an “Establishment-Level Report.”

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See Figure 2 below for an example of how to indicate an existing “Establishment-Level Report” on a multi-establishment employer’s 2024 EEO-1 Component 1 data file.

Figure 2. Existing “Establishment-Level Report” data rows on 2024 EEO-1 Component 1 data file.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---------|---|---------|--------------------------------|-----------|----|---|---|-------|---|---|---|
| 1 | AB66241 | 3 | AB66241 | TEST CORP 1 TEST CENTER PARK | SAN ANTO | TX | | | 78219 | 1 | 1 | 1 |
| 2 | AB66241 | 4 | HH12341 | TEST CORP 4341 TEST STREET RD | LA CROSSE | WI | | | 54601 | 1 | 1 | 1 |
| 3 | AB66241 | 4 | HH12456 | TEST CORP 17 TEST CIRCLE | OMAHA | NE | | | 68112 | 1 | 1 | 1 |
| 4 | AB66241 | 8 | HH56783 | TEST CORP 432 TEST LN | AUSTIN | TX | | | 78731 | 1 | 1 | 1 |
| 5 | AB66241 | 8 | HH23453 | TEST CORP 12378 MIDDLE TEST RE | TAUNTON | MA | | | 02780 | 1 | 1 | 1 |
| 6 | AB66241 | 8 | HH29876 | TEST CORP 12 N TEST ST | MANASSA | VA | | | 20109 | 1 | 1 | 1 |
| 7 | AB66241 | 9 | | TEST CORP 11030 TEST BLVD | AUBURN | CA | | | 95603 | 1 | 1 | 1 |
| 8 | AB66241 | 9 | | TEST CORP 327 S. TEST DR | NORTH SPI | VT | | | 05156 | 1 | 1 | 1 |

Specifications for New Non-Headquarters Establishments*

****(Applicable to both new and prior-year EEO-1 Component 1 filers)***

These specifications are for non-headquarters establishments that have *never been reported* in a prior-year EEO-1 Component 1 report and have never been assigned an Establishment-Level Unit ID. Filers can download a list of their establishments and assigned Establishment-Level Unit IDs in the *EEO-1 Component 1 Online Filing System (OFS)*.¹⁷

Each new non-headquarters establishment will be represented by a unique row in the data file. To indicate a new establishment’s “Establishment-Level Report,” enter Status Code=9 in the Status Code field (Field 2) *and* leave the Establishment-Level Unit ID (Field 3) NULL (i.e., blank). Each data field with this combination of data in Field 2 and Field 3 will represent a new non-headquarters “Establishment-Level Report,” and the *EEO-1 Component 1 Online Filing System (OFS)* will assign an Establishment-Level Unit ID to these establishments upon upload.

See Figure 3 below for an example of how to indicate a new “Establishment-Level Report” on a multi-establishment employer’s 2024 EEO-1 Component 1 data file.

¹⁷ Once logged in to the *EEO-1 Component 1 Online Filing System (OFS)*, filers should select their employer from “My Employer List,” which will take them to the “Employer Dashboard.” On this screen, filers should click “Download Establishments” to view a CSV file listing the most recent employer establishments.

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Figure 3. New “Establishment-Level Report” data rows on 2024 EEO-1 Component 1 data file.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---------|---|---------|------------------|------------------|---|-----------|----|-------|---|---|---|
| 1 | AB66241 | 3 | AB66241 | TEST CORP 1 | TEST CENTER PARK | | SAN ANTO | TX | 78219 | 1 | 1 | 1 |
| 2 | AB66241 | 4 | HH12341 | TEST CORP 4341 | TEST STREET RD | | LA CROSSE | WI | 54601 | 1 | 1 | 1 |
| 3 | AB66241 | 4 | HH12456 | TEST CORP 17 | TEST CIRCLE | | OMAHA | NE | 68112 | 1 | 1 | 1 |
| 4 | AB66241 | 8 | HH56783 | TEST CORP 432 | TEST LN | | AUSTIN | TX | 78731 | 1 | 1 | 1 |
| 5 | AB66241 | 8 | HH23453 | TEST CORP 12378 | MIDDLE TEST R | | TAUNTON | MA | 02780 | 1 | 1 | 1 |
| 6 | AB66241 | 8 | HH29876 | TEST CORP 12 N | TEST ST | | MANASSA | VA | 20109 | 1 | 1 | 1 |
| 7 | AB66241 | 9 | | TEST CORP 11030 | TEST BLVD | | AUBURN | CA | 95603 | 1 | 1 | 1 |
| 8 | AB66241 | 9 | | TEST CORP 327 S. | TEST DR | | NORTH SPI | VT | 05156 | 1 | 1 | 1 |

Consolidated Report¹⁸

A multi-establishment employer is required to submit and certify a “Consolidated Report.” The “Consolidated Report” must include workforce demographic data for all the multi-establishment employer’s employees (i.e., all employees at the employer’s headquarters and all its establishments) categorized by job category and sex and race or ethnicity. In other words, the total number of employees in the “Headquarters Report” **plus** the total number of employees in all the multi-establishment employer’s “Establishment-Level Report(s)” **must** equal the total number of employees in the “Consolidated Report.”

With the discontinuation of the “Type 6” establishment list report in 2022,¹⁹ a “Consolidated Report” is now auto-populated and auto-generated with data from a multi-establishment employer’s “Headquarters Report” and “Establishment-Level Report(s)” within the EEOC’s electronic, web-based *EEO-1 Component 1 Online Filing System (OFS)* for all multi-establishment employers.²⁰

New Data File Upload Specifications: Prior to the 2022 EEO-1 Component 1 data collection, an EEO-1 Component 1 data file required a data row representing the “Consolidated Report” (i.e., Status Code=2 in Field 2), which represented the sum of employees in the “Headquarters Report” (formerly referred to as a “Type 3” headquarters report) and each “Establishment-Level Report” (formerly referred to as a “Type 4” or “Type 8” establishment report). **Beginning with the 2022 EEO-1 Component 1 data collection, filers choosing the data file upload option are no longer required to submit a data row representing the “Consolidated Report.” As discussed above, the EEO-1 Component 1 Online Filing System (OFS) will now auto-populate and auto-**

¹⁸ The “Consolidated Report” was formerly referred to as a “Type 2” consolidated report. Beginning with the 2022 EEO-1 Component 1 data collection, this report is now known simply as a “Consolidated Report.”

¹⁹ The former “Type 6” establishment list report contained the name and address of *each* non-headquarters establishment with fewer than 50 employees, as well as the total number of employees at each establishment. A multi-establishment employer choosing the option to submit a “Type 6” establishment list report, instead of a “Type 8” report, was required to *manually* enter employee demographic data by job category and sex and race or ethnicity into the accompanying “Type 2” consolidated report for every employee of every establishment included on the “Type 6” establishment list report.

²⁰ The “Consolidated Report” will be generated by the *EEO-1 Component 1 Online Filing System (OFS)* once the “Headquarters Report” and all “Establishment-Level Report(s)” have been completed by the filer.

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generate a “Consolidated Report” using the headquarters and establishment-level data contained in an employer’s uploaded data file. While filers will be permitted, if a filer so chooses, to submit a 2024 EEO-1 Component 1 data file containing a “Consolidated Report” data row, this data row will *not* be processed by the OFS.

Although a “Consolidated Report” is now auto-populated and auto-generated in the OFS, a multi-establishment employer is *still* responsible for ensuring that the total employee count in the “Consolidated Report” matches the total number of employees the filer is reporting in its “Headquarters Report” and “Establishment-Level Report(s)” *prior* to certification. An employer must also ensure that it has reported for *all* its establishments. For example, if an employer has 200 establishments, but only reported data for 150 establishments, the “Consolidated Report” will only reflect the data for establishments submitted by the filer (i.e., 150). It is the responsibility of the employer to ensure that data for each of its establishments has been submitted and that the “Consolidated Report” matches that number.

3.3 Switching from a Single-Establishment Employer to a Multi-Establishment Employer (or from a Multi-Establishment Employer to a Single-Establishment Employer)

An employer that has previously filed an EEO-1 Component 1 report as a single-establishment or multi-establishment employer but has switched in the current data collection year (i.e., 2024) must follow the specifications below to properly file their EEO-1 Component 1 report(s). The OFS will ask employers for the number of establishments prior to uploading the 2024 EEO-1 Component 1 data file.

Specifications for Switching from Single-Establishment to Multi-Establishment Employer

Use the below specifications to enter data in Fields 1 – 3 in the instance in which an employer that previously conducted business or performed services or industrial operations at *only one* establishment and now has *more than one* establishment where business is conducted or where services or industrial operations are performed:

- *Field 1 (OFS Company ID)*
Enter the prior single-establishment employer OFS Company ID for all rows of the data file. This does not change if an employer switches from a single-establishment employer to a multi-establishment employer.
- *Field 2 (Status Code)*
 - Headquarters: Set Status Code=3
 - Non-Headquarters Establishment(s): Set Status Code=9

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- *Field 3 (OFS Company ID/Establishment-Level Unit ID)*
 - Headquarters: Use the prior single-establishment employer *OFS* Company ID/Unit ID (the *OFS* Company ID and Unit ID are always the same for the Headquarters)
 - Non-Headquarters Establishment(s): Leave NULL (i.e., blank)

Specifications for Switching from Multi-Establishment to Single-Establishment Employer

Use the below specifications to enter data in Fields 1 – 3:

- *Field 1 (OFS Company ID)*
 - Use the prior multi-establishment employer *OFS* Company ID. This does not change if an employer switches from a multi-establishment employer to a single-establishment employer.
- *Field 2 (Status Code)*
 - Set Status Code=1
- *Field 3 (OFS Company ID/Establishment-Level Unit ID)*
 - This should be the same as the *OFS* Company ID.

3.4 Common Issues and Errors

The following is a list of common issues and errors to avoid when preparing the 2024 EEO-1 Component 1 data file:

- Do **NOT** include a header row denoting field name, as this will cause an error.
- The **ONLY** acceptable file formats are TXT (plain text) with 2331 characters/spaces and CSV (comma-separated values) with 189 columns (and not commas within a column).
 - The name of the file does not matter, but the file **MUST** have the extension of .txt or .csv.
 - View the “*Resources*” page within the *EEO-1 Component 1 Online Filing System (OFS)* for sample TXT and CSV data files.
- If using the **TXT** format:
 - Ensure that extra required TXT positions are filled with blank spaces. For example, the Employer/HQ/Establishment Name field (Field 4) must occupy positions 16-50. If the name does not fill to position 50, include null (i.e., blank) values for the “extra” positions such that the information for the next field (Address Line 1, Field 5) begins in position 51.
- If using the **CSV** format:
 - Ensure that **ALL COMMAS ARE REMOVED** from columns/fields before uploading the data file.
 - It is recommended to start the “Workforce Snapshot Period” field (Field 16) with an apostrophe if viewing in Excel so that the data is not converted into scientific notation. Data in scientific notation will cause the data file upload to fail.

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- An “Error” prevents the data from being saved to the *OFS* and can only be resolved by correcting the data file and re-submitting it. The *OFS* may not display all errors at once due to the order in which requirements are checked. See the 2024 EEO-1 Component 1 Online Filing System (*OFS*) User’s Guide (User’s Guide) available at www.eeocdata.org/eeo1 for additional information.
- A “Warning” will allow the data to be saved to the *OFS* but will flag one or more establishment reports which contain data that do not conform to the Data File Upload Specifications. Warnings may be resolved manually in the *OFS* or by modifying the data file and re-submitting it. See the User’s Guide for additional information.
- You MUST resolve any errors and warning to finish the “Report EEO-1 Component 1 Data” Step of the EEO-1 Component 1 filing process in the *OFS*.

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4. SPECIFICATIONS FOR INDIVIDUAL FIELDS

This section provides the specifications for formatting the individual fields that are required for each row of the 2024 EEO-1 Component 1 data file. After each field is described in the text, it is summarized in a table with the following headings:

| Summary Table Field | Summary Table Field Description |
|---------------------------|---|
| Field # | Position/order of the field within the data file. |
| Field Name | Name of the field. |
| TXT Positions | Column numbers the field occupies if using a TXT (plain text) file. |
| CSV Column | Column letter the field occupies if using a CSV (comma-separated values) file. |
| Length | <i>TXT File:</i> Number of characters <i>required</i> . <i>CSV File:</i> Maximum number of characters <i>allowed</i> . |
| FLD TYP | Type of data permitted in the field: ➤ AN = Alphanumeric ➤ N = Numeric |
| Req'd? | Whether the field is required on the data file: ➤ Y = Yes ➤ N = No |
| Possible Values & Remarks | Description of values to be entered. |

Field 1: *OFS* Company ID

Field 1 is the ***OFS* Company ID**. The ***OFS* Company ID** refers to a unique, alphanumeric, seven-character identifier that corresponds to an employer in the *EEO-1 Component 1 Online Filing System (OFS)*. This should be the same value for every row of the data file. An employer that has previously filed an EEO-1 Component 1 report as a single-establishment or multi-establishment employer but has switched in the current data collection year (i.e., 2024) should follow the specifications in Section 3.3 above when populating this field.

- **Returning Filers:** The ***OFS* Company ID** should match the ***OFS* Company ID** used in previous EEO-1 Component 1 filings and can be found in the employer's annual filing notifications sent via email prior to the opening of data collection.
- **New Filers:** The ***OFS* Company ID** will be assigned after registering an employer in the *EEO-1 Component 1 Online Filing System (OFS)*.

The following is a summary of **Field 1**:

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| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|---------|----------------|---------------|------------|--------|---------|--------|--|
| 1 | OFS Company ID | 1-7 | A | 7 | AN | Y | Assigned by the <i>EEO-1 Component 1 Online Filing System (OFS)</i> . An employer that has previously filed an EEO-1 Component 1 report as a single-establishment or multi-establishment employer but has switched in the current data collection year (i.e., 2024) should follow the specifications in Section 3.3 above when populating this field. |

Field 2: Status Code

Field 2 is the **Status Code**. The **Status Code** is used to indicate the report type for each row. Please note that the 2024 EEO-1 Component 1 Data File Upload Specifications allow multi-establishment employers to submit an “Establishment-Level Report” for an existing establishment by using a **Status Code** (Field 2) of either 4 or 8 (i.e., filers can leverage either code to indicate an “Establishment-Level Report” when using the data file upload option to report workforce demographic data). Selecting either **Status Code** (i.e., Status Code=4 or Status Code=8) will have the identical effect of indicating that a report is an “Establishment-Level Report” for an existing establishment. As with prior EEO-1 Component 1 data collections, a Status Code of 9 (i.e., Status Code=9) allows multi-establishment employers to submit an “Establishment-Level Report” for a new establishment.

An employer that has previously filed an EEO-1 Component 1 report as a single-establishment or multi-establishment employer but has switched in the current data collection year (i.e., 2024) must follow the specifications in Section 3.3 above when populating this field.

Single-Establishment Employers

- **Status Code=1** indicates a Single-Establishment Employer Report. This will be the only row in the file submitted by a single-establishment employer.

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Multi-Establishment Employers

- **Status Code=2** indicates the “Consolidated Report.” Including a row for a Consolidated Report is **no longer required**, and any data provided in this row will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)*. A multi-establishment employer’s “Consolidated Report” will now be auto-populated and auto-generated by the *OFS* based on data entered in the data file rows identified in Field 2 as Status Code=3 (Headquarters), Status Code=4 (Existing Non-Headquarters Establishment), Status Code=8 (Existing Non-Headquarters Establishment), and/or Status Code=9 (New Non-Headquarters Establishment).
- **Status Code=3** indicates the “Headquarters Report.”
- **Status Code=4 or Status Code=8** indicates an existing “Establishment-Level Report” that **has been included** in prior-year EEO-1 Component 1 reports and **has an existing Establishment-Level Unit ID** assigned by the *EEO-1 Component 1 Online Filing System (OFS)*.
 - For the 2024 EEO-1 Component 1 data collection, returning multi-establishment employers that have previously submitted a data file are permitted to use whichever Status Code was used in their prior-year EEO-1 Component 1 data file to indicate an existing “Establishment-Level Report.”
 - Additionally, for the 2024 EEO-1 Component 1 data collection, returning multi-establishment employers that have not previously submitted a data file are permitted to use either Status Code=4 or Status Code=8 to indicate an existing “Establishment-Level Report.”
 - For the 2024 EEO-1 Component 1 data collection, new multi-establishment employers as well as returning multi-establishment employers should use Status Code=9 (see below) to indicate a new “Establishment-Level Report.”
- **Status Code=9** indicates a new “Establishment-Level Report” that **has never been reported** in prior-year EEO-1 Component 1 reports and **has never been assigned** an Establishment-Level Unit ID.

The following is a summary of **Field 2**:

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| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|---------|-------------|---------------|------------|--------|---------|--------|---|
| 2 | Status Code | 8 | B | 1 | N | Y | <p>See Field 2 description above for important details on how this field should be populated.</p> <p>An employer that has previously filed an EEO-1 Component 1 report as a single-establishment or multi-establishment employer but has switched in the current data collection year (i.e., 2024) should follow the specifications in Section 3.3 above when populating this field.</p> <p>1 = “Single-Establishment Employer Report.”</p> <p>2 = “Consolidated Report.” Please note that data in rows identified as Status Code=2 will not be processed by the <i>EEO-1 Component 1 Online Filing System (OFS)</i>. Instead, a “Consolidated Report” will be auto-populated and auto-generated with the Headquarters and Establishment-</p> |

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| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|--------------|------------|---------------|------------|--------|---------|--------|--|
| 2 (cont.) | | | | | | | <p>Level data provided in the data file.²¹</p> <p>3 = “Headquarters Report.” Note that Establishment-Level Unit ID (Field 3) should equal the <i>OFS</i> Company ID.</p> <p>4 or 8 = EXISTING “Establishment-Level Report” (i.e., establishment included in prior EEO-1 Component 1 reports)</p> <p>9 = NEW “Establishment-Level Report” (i.e., first time reporting establishment)</p> |

Field 3: *OFS* Company ID/Establishment-Level Unit ID

Field 3 is the *OFS* Company ID/Establishment-Level Unit ID. An employer that has previously filed an EEO-1 Component 1 report as a single-establishment or multi-establishment employer but has switched in the current data collection year (i.e., 2024) should follow the specification in Section 3.3 above when populating this field.

Single-Establishment Employers

- This field is required and should be set to the *OFS* Company ID (i.e., same value as Field 1).

²¹Although a “Consolidated Report” is now auto-populated and auto-generated in the *OFS*, a multi-establishment employer is *still* responsible for ensuring that the total employee count in the “Consolidated Report” matches the total number of employees the filer is reporting in its “Headquarters Report” and “Establishment-Level Report(s)” *prior* to certification. An employer must also ensure that it has reported for *all* its establishments. For example, if an employer has 200 establishments, but only reported data for 150 establishments, the “Consolidated Report” will only reflect the data for establishments submitted by the filer (i.e., 150). It is the responsibility of the employer to ensure that data for each of its establishments has been submitted and that the “Consolidated Report” matches that number.

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Returning Multi-Establishment Employers²²

- ***Headquarters:*** This field should contain the *OFS* Company ID (i.e., same value as Field 1) for the “Headquarters Report” row of the data file (i.e., Field 2 Status Code=3).
- ***Existing Non-Headquarters Establishments:*** This field is required for all existing non-headquarters establishments. Returning filers can download a list of their establishments and corresponding Establishment-Level Unit IDs by logging in to the *EEO-1 Component 1 Online Filing System (OFS)*. Once logged in, filers can select their employer from the “My Employer List” to access the “Employer Dashboard.” On this screen, filers can click “Download Establishments” to access a CSV file of the most recent listing of employer Establishment-Level Unit IDs.
- ***New Non-Headquarters Establishments:*** If you have indicated that this is a new establishment (i.e., Field 2 Status Code=9), leave this field NULL for all new “Establishment-Level Report” rows on the data file.

New Multi-Establishment Employers

- ***Headquarters:*** This field should be set to the *OFS* Company ID (i.e., same value as Field 1) for the headquarters row of the data file (i.e., Field 2 Status Code=3).
- ***Non-Headquarters Establishments:*** Leave this field NULL for all “Establishment-Level Report” rows on the data file.

The following is a summary of **Field 3**:

²² Any data submitted in Field 3 of the optional Consolidated Report row of the data file (i.e., Field 2 Status Code=2) will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)*.

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| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd ? | Possible Values & Remarks |
|----------------|---|----------------------|-------------------|---------------|----------------|----------------|---|
| 3 | <i>OFS</i> Company ID/Establishment-Level Unit ID | 9-15 | C | 7 | AN | Y* | <p>See Field 3 description above for important details on how this field should be populated.</p> <p>An employer that has previously filed an EEO-1 Component 1 report as a single-establishment or multi-establishment employer but has switched in the current data collection year (i.e., 2024) should follow the specifications in Section 3.3 above when populating this field.</p> |

*Not required and should be left NULL (i.e., blank) in the case of new establishments (Status Code=9).

Field 4: Employer/HQ/Establishment Name

Field 4 is the Single-Establishment Employer Name, Multi-Establishment Employer Headquarters Name, or Multi-Establishment Non-Headquarters Establishment Name.

Single-Establishment Employers

- This field should be set to the Employer Name but is not processed by the *OFS*.

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Multi-Establishment Employers²³

- **Headquarters:** This field should correspond to the Headquarters Name (or Employer Name, if the Headquarters Name is not different) and should be reflected on the “Headquarters Report” row of the data file (i.e., Field 2 Status Code=3).
- **Non-Headquarters Establishments:** This field should correspond to the Establishment Name of each non-headquarters establishment and should be reflected in the corresponding “Establishment-Level Report” row(s) of the data file (i.e., Field 2 Status Code=4, Status Code=8, or Status Code=9).

The following rules apply to this field:

- Must be a minimum of four (4) characters.
- Cannot start with nor contain the following special characters: | , ! # \$ % / () = ? » « @ £ § € { } ; < > _ ^ * + [] \ : “ ~ `
- The following special characters are allowed: & . - '
- Cannot contain only numbers.
- Cannot be the same as the *OFS* Company ID, nor the same as the contents of the Establishment Address Line 1 (Field 5).
- Cannot be “Working from Home,” “Home Office,” “Corporate,” “Headquarters,” or “Remote.”
- **CAN BEGIN** with "The" (Note: there is no need to move "The" to the end of the Employer name).

The following is a summary of **Field 4**:

| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|---------|---------------------------------------|---------------|------------|--------|---------|--------|---|
| 4 | Employer/HQ/ Establishment Name | 16-50 | D | 35 | AN | Y | See Field 4 description above for important details on how this field should be populated. |

Fields 5 – 9: Employer Address or Establishment Address

Fields 5 – 9 contain the Employer Address or Establishment Address.

Single-Establishment Employers

- These fields will not be processed for single-establishment employers, as they will have already been provided earlier in the *OFS*.

²³ As discussed above, any data submitted in Field 4 of the optional “Consolidated Report” row of the data file (i.e., Field 2 Status Code=2) will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)*.

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Multi-Establishment Employers²⁴

- ***Headquarters:*** These fields should correspond to the Headquarters Address and should be reflected on the “Headquarters Report” row of the data file (i.e., Field 2 Status Code=3).
- ***Non-Headquarters Establishments:*** These fields should correspond to the Establishment Address of each non-headquarters establishment and be reflected in the corresponding “Establishment-Level Report” row(s) of the data file (i.e., Field 2 Status Code=4, Status Code=8, or Status Code=9).

The following rules apply to Field 5 (Address Line 1):

- Must be a minimum of five (5) characters.
- Cannot be the same as the Unit Name.
- Address Line 1 must always be populated.
 - If the main Employer has indicated “No Physical Locations” in the “Confirm Employer Information” module in the *OFS* and the establishment also does not have a physical location, enter “No Physical Location” in Address Line 1 and the City, State, and Zip Code fields can remain NULL or blank.
 - If the establishment does have an address, populate the appropriate fields.
 - Refer to the Instruction Booklet for more specific instructions on these fields.
- If the establishment does have an address, Address Line 1 cannot start with nor contain these special characters: | , ! # \$ % () = ? » « @ £ § € { } ; < > _ ^ * + [] \ : “ ~ `
- The following special characters are allowed: & . - ' /
- Cannot contain “PO Box” or “P.O. Box.” The field should include the “physical” address of the establishment. If you need to specify PO BOX, include it in Address Line 2.

The following rules apply to Field 6 (Address Line 2):

- No restrictions apply to this field

The following rules apply to Field 7 (City):

- Can contain only letters and spaces.
- Can be NULL or blank if the establishment does not have a physical location.

The following rules apply to Field 8 (State Abbreviation):

- Only abbreviations for the 50 states and District of Columbia are accepted. Any establishments NOT in the 50 states or District of Columbia should be excluded from the filing.²⁵
- Can be NULL or blank if the establishment does not have a physical location.

The following is a summary of **Fields 5 – 9**:

²⁴ Any data submitted in Fields 5 – 9 of the optional “Consolidated Report” row of the data file (i.e., Field 2 Status Code=2) will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)*.

²⁵ Employers should not include establishments located in Puerto Rico, the Virgin Islands, or other American protectorates.

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| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|---------|--------------------|---------------|------------|--------|---------|--------|---|
| 5 | Address Line 1 | 51-84 | E | 34 | AN | Y | See Fields 5 – 9 descriptions above for important details on how these fields should be populated. |
| 6 | Address Line 2 | 85-109 | F | 25 | AN | N* | |
| 7 | City Name | 110-129 | G | 20 | A | Y* | |
| 8 | State Abbreviation | 130-131 | H | 2 | A | Y* | |
| 9 | Zip Code | 132-136 | I | 5 | N | Y* | |

*For fields that are not required, users must include NULL (i.e., blank) spaces for these positions when using a TXT file. See the above section entitled “Common Issues and Errors” above for additional information.

Fields 10 – 12: NULL

Data entered in **Fields 10 – 12** will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)* upon data file upload. Please note that the data file must still be structured to include these fields.

The following is a summary of **Fields 10 – 12**:

| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|---------|------------|---------------|------------|--------|---------|--------|---|
| 10 | N/A | 137 | J | 1 | N/A | N | Data in Fields 10 – 12 will no longer be processed by the <i>EEO-1 Component 1 Online Filing System (OFS)</i> . However, the data file must still be structured to include these fields. |
| 11 | N/A | 138 | K | 1 | N/A | N | |
| 12 | N/A | 139 | L | 1 | N/A | N | |

Field 13: Federal Contractor Designation

A multi-establishment employer will use **Field 13** to identify whether its headquarters or any non-headquarters establishment is a federal contractor. A multi-establishment employer should respond separately for its "Headquarters Report" (Field 2 Status Code=3) and for each "Establishment-Level Report" (Field 2 Status Code=4, Status Code=8, and/or Status Code=9).

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Single-Establishment Employers

This field will not be processed for single-establishment employers, as it will have already been provided earlier in the *OFS*.

Multi-Establishment Employers²⁶

For multi-establishment employers, each row of the data file must contain either **1 or Y** for “Yes” or **2 or N** for “No” in response to the applicable question.

- **Headquarters:** This field should contain the response to whether a multi-establishment employer’s headquarters is a federal contractor and should appear on the “Headquarters Report” row of the data file (i.e., Field 2 Status Code=3):
- **Non-Headquarters Establishments:** This field should contain the response to whether a non-headquarters establishment(s) is a federal contractor for each non-headquarters establishment and should be reflected within the corresponding “Establishment-Level Report” row(s) of the data file (i.e., Field 2 Status Code=4, Status Code=8, or Status Code=9).
- Any row in the data file where this field is 1 or Y must also include the UEI in Field 188 as described below or be presented with an error that must be resolved before the upload can be completed.

The following is a summary of **Field 13**:

| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req’d? | Possible Values & Remarks |
|---------|--------------------------------|---------------|------------|--------|---------|--------|--|
| 13 | Federal Contractor Designation | 140 | M | 1 | AN | Y* | <p>See Field 13 description above for important details on how this field should be populated.</p> <p>Each row of the data file must contain either 1 or Y for “Yes” or 2 or N for “No” in response to the applicable question.</p> |

*Will not be processed by *OFS* for single-establishment employers.

²⁶ As discussed above, any data submitted in Field 13 of the optional Consolidated Report row of the data file (i.e., Field 2 Status Code=2) will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)*.

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Field 14: NULL

Any data included in **Field 14** will no longer be processed by the *EEO-1 Component 1 Online Filing System (OFS)*. However, the data file must still be structured to include this field.

The following is a summary of **Field 14**:

| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|---------|------------|---------------|------------|--------|---------|--------|---|
| 14 | N/A | 141-149 | N | 9 | N/A | N | Data in Field 14 will no longer be processed by the <i>EEO-1 Component 1 Online Filing System (OFS)</i> . However, the data file must still be structured to include this field. |

Field 15: County Name

Field 15 contains county name associated with the address provided in Fields 5 - 9. While this information can be provided, it will be validated using geocoding after the data collection is completed.

Please note that in some states (e.g., Maryland, Missouri, Nevada, and Virginia), one or more cities are independent of any county organization and thus constitute primary divisions of their states. The Census Bureau refers to these places as "independent cities" and treats them as the equivalents of counties for statistical purposes. The District of Columbia has no primary divisions, and the entire area is considered to be the equivalent of a county.

The following is a summary of **Field 15**:²⁷

| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|---------|-------------|---------------|------------|--------|---------|--------|--|
| 15 | County Name | 150-167 | O | 18 | A | Y* | See Field 15 description above for important details on how this field should be populated. |

*While County Name may be provided, it will be confirmed and possibly updated based on geocoding of the submitted address in Fields 5 – 9 (Employer Address or Unit Address).

²⁷ As discussed above, any data submitted in Field 15 of the optional "Consolidated Report" row of the data file (i.e., Field 2 Status Code=2) will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)*.

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Field 16: Workforce Snapshot Period

Field 16 contains the dates of the workforce snapshot period. The workforce snapshot period for the 2024 EEO-1 Component 1 report would be an employer-selected pay period between October 1, 2024 and December 31, 2024.

In the “Filing Preferences” section of the *OFS*, multi-establishment filers will have an opportunity to indicate whether or not all establishments report based on the same workforce snapshot period. If the response is “Yes”, employers will manually enter the workforce snapshot period into the *OFS*. These dates will be used for all reports, and entries in this field will not be processed by the *OFS*.

IMPORTANT NOTE: If using a CSV file and viewing data in Microsoft Excel, Excel may convert the contents of this field into scientific notation. Please insert an apostrophe at the beginning of the field to avoid processing errors upon data file upload.

The following is a summary of **Field 16**:²⁸

²⁸ Any data submitted in Field 16 of the optional Consolidated Report row of the data file (i.e., Field 2 Status Code=2) will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)*.

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| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|---------|-----------------------------|---------------|------------|--------|---------|--------|--|
| 16 | Dates of Workforce Snapshot | 168-183 | P | 16 | N | Y | <p>See Field 16 description above for important details on how this field should be populated.</p> <p>Format must be MMDDYYYYMM DDYYYY</p> <p>The first MMDDYYYY indicates the start date of the “workforce snapshot period.” The second MMDDYYYY indicates the end date of the “workforce snapshot period.”</p> <p>MM: two-digit month DD: two-digit day YYYY: four-digit year</p> |
| | Period Used | | | | | | |

Field 17: 2022 North American Industry Classification System (NAICS) Code

Field 17 contains the NAICS code. This code is used to identify the primary industry in which a business or an establishment operates. The industry represents the primary goods or services provided to the public and is very specific. Businesses that operate in more than one location may have different industries assigned to their establishments. For example, a coffee company may have establishments for retail distribution of their products, establishments for roasting and processing the coffee beans, as well as establishments associated with warehousing supplies used by other aspects of the business’ operations. In this example, each of these establishments would have a different NAICS code. Please note that if a business operates several industries at one establishment and thus, has several NAICS codes associated with that one location, the employer must provide the one NAICS code under which the largest number of employees work.

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Each establishment must have an appropriate NAICS code associated with it. NAICS codes are updated by the Office of Management and Budget (OMB) every five years (i.e., in years that end in 2 or 7). For the 2024 EEO-1 Component 1 report(s), the 2022 NAICS codes should be used. To identify the correct NAICS code for each establishment, an employer can search using keywords for its business using the U.S. Census Bureau NAICS Search Tool at <https://www.census.gov/naics/>.

IMPORTANT NOTE: The North American Industry Classification System (NAICS) was revised in 2022. Employers should verify their NAICS codes have not changed. Information on changes to 2022 NAICS codes can be found at <https://www.census.gov/naics/>.

Single-Establishment Employers

- This field will not be processed for single-establishment employers, as it will have already been provided earlier in the *OFS*.

Multi-Establishment Employers²⁹

- In the “Filing Preferences” section of the *OFS*, multi-establishment filers will have an opportunity to indicate whether or not all establishments have the same previously-provided NAICS code. If the response is “Yes”, the NAICS code displayed will be used for all reports, and entries in this field will not be processed by the *OFS*.
- ***Headquarters***: This field should correspond to the six-digit NAICS code that describes the primary industry of the headquarters and should be reflected on the “Headquarters Report” row of the data file (i.e., Field 2 Status Code=3).
- ***Non-Headquarters Establishments***: This field should correspond to the six-digit NAICS code that describes the primary industry of each non-headquarters establishment and should be reflected on the corresponding “Establishment-Level Report” row(s) of the data file (i.e., Field 2 Status Code=4, Status Code=8, or Status Code=9).

The following rules apply to this field:

- NAICS codes starting with 92 (public administration) are not allowed. The EEO-1 Component 1 Data Collection is for private sector employers and not for organizations that are classified as public administration. Such “public administration” employers may be required to file the EEO-4 report.

The following is a summary of **Field 17**:

²⁹ As discussed above, any data submitted in Field 17 of the optional Consolidated Report row of the data file (i.e., Field 2 Status Code=2) will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)*.

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| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|---------|------------|---------------|------------|--------|---------|--------|--|
| 17 | NAICS Code | 184-189 | Q | 6 | N | Y* | <p>See Field 17 description above for important details on how this field should be populated.</p> <p>For the 2024 EEO-1 Component 1 report(s), the 2022 NAICS codes should be used. To identify the correct NAICS code for each establishment, an employer can search using keywords for its business using the U.S. Census Bureau NAICS Search Tool at https://www.census.gov/naics/.</p> |

*Will not be processed by *OFS* for single-establishment employers.

Fields 18 – 21: NULL

Any data included in **Fields 18 – 21** will no longer be processed by the *EEO-1 Component 1 Online Filing System (OFS)*. However, **the data file must still be structured to include these fields.**

The following is a summary of **Fields 18 – 21**:

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| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|---------|------------|---------------|------------|--------|---------|--------|---|
| 18 | N/A | 190-224 | R | 35 | N/A | N | Data in Fields 18 – 21 will no longer be processed by the <i>EEO-1 Component 1 Online Filing System (OFS)</i> . However, the data file must still be structured to include these fields. |
| 19 | N/A | 225-259 | S | 35 | N/A | N | |
| 20 | N/A | 260-269 | T | 10 | N/A | N | |
| 21 | N/A | 270-309 | U | 40 | N/A | N | |

Fields 22 – 186: Workforce Demographic Data Matrix

Fields 22 – 186 contain the employer’s workforce demographic data, which corresponds to the rows and columns of the manual data entry grid. The table below provides a summary of how the data from the data entry grid are mapped to fields of the TXT or CSV file. More detailed information about these fields is provided in Section 4: Detailed Matrix Row Reference.

Single-Establishment Employers

- As a reminder, all workforce demographic data should be submitted within the single row of data comprising the TXT or CSV file.

Multi-Establishment Employers³⁰

- ***Headquarters:*** The Headquarters workforce demographic data should be reflected within the “Headquarters Report” row of the data file (i.e., Field 2 Status Code=3).
- ***Non-Headquarters Establishments:*** The workforce demographic data for a non-headquarters establishment must be reflected within the corresponding “Establishment-Level Report” row(s) of the data file (i.e., Field 2 Status Code=4, Status Code=8, or Status Code=9).
- Null values will be processed as zeroes.

Beginning with the 2022 EEO-1 Component 1 data collection, filers are no longer required to submit Fields 36, 51, 66, 81, 96, 111, 126, 141, 156, and 171 (*Individual Row Totals for Each Job Category*), as well as Fields 172-186 (*Individual Column Totals for Rows 1-10*). Instead, the *EEO-1 Component 1 Online Filing System* will now auto-generate these fields using the data

³⁰ As discussed above, any data submitted in Fields 22 – 186 of the optional “Consolidated Report” row of the data file (i.e., Field 2 Status Code=2) will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)*.

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provided elsewhere in the data file.³¹ While filers may still submit an EEO-1 Component 1 data file containing data in Fields 36, 51, 66, 81, 96, 111, 126, 141, 156, and 171 (*Individual Row Totals for Each Job Category*), as well as Fields 172-186 (*Individual Column Totals for Rows 1-10*), these fields will not be processed by *the EEO-1 Component 1 Online Filing System (OFS)*.

The following is a summary of **Fields 22 – 186**:

³¹ It is the responsibility of the employer to ensure that the auto-generated Individual Row and Column Totals are accurate when certifying their EEO-1 Component 1 report.

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| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|-----------|-------------|---------------|------------|--------|---------|--------|---|
| 21 | Matrix Data | 310-1310 | V-GD | 1001 | N | N* | <p>See description above for important details on how these fields should be populated.</p> <p>11 groupings of 15 fields that correspond to the cells within each row of the manual data entry grid. If a field is zero (0), it can be left NULL. A breakdown of the individual data elements of Field 22 is provided in Section 4: Detailed Matrix Row Reference.</p> |
| 22 – 36 | Row 1 | 310-400 | V-AJ | 91 | N | N* | Executive/Senior Level Officials and Managers |
| 37 – 51 | Row 2 | 401-491 | AK-AY | 91 | N | N* | First/Mid-Level Officials and Managers |
| 52 – 66 | Row 3 | 492-582 | AZ-BN | 91 | N | N* | Professionals |
| 67 – 81 | Row 4 | 583-673 | BO-CC | 91 | N | N* | Technicians |
| 82 – 96 | Row 5 | 674-764 | CD-CR | 91 | N | N* | Sales Workers |
| 97 – 111 | Row 6 | 765-855 | CS-DG | 91 | N | N* | Administrative Support Workers |
| 112 – 126 | Row 7 | 856-946 | DH-DV | 91 | N | N* | Craft Workers |
| 127 – 141 | Row 8 | 947-1037 | DW-EK | 91 | N | N* | Operatives |
| 142 – 156 | Row 9 | 1038-1128 | EL-EZ | 91 | N | N* | Laborers and Helpers |
| 157 – 171 | Row 10 | 1129-1219 | FA-FO | 91 | N | N* | Service Workers |
| 172 - 186 | Row 11 | 1220-1310 | FP-GD | 91 | N | N** | Individual Column Totals for Rows 1-10 |

*Null values are accepted and will be processed as zeroes

**Beginning with the 2022 EEO-1 Component 1 data collection, although a data file must be structured to include these fields, filers are no longer required to submit data in Fields 172-186 (Individual Column Totals for Rows 1-10). Instead, the *EEO-1 Component 1 Online Filing System (OFS)* will auto-generate Individual Column Totals for Rows 1-10 using the data provided in Fields 22 – 171. While filers may still submit an EEO-1 Component 1 data file containing data in Fields 172-186 (Individual Column Totals for Rows 1-10), these fields will not be processed by the *EEO-1 Component 1 Online Filing System*.

Field 187: Employer Identification Number (EIN)

Field 187 contains the employer identification number (EIN). The EIN is a unique, nine-digit identifier used to identify business entities in the U.S. It is assigned by the IRS and is needed by all businesses that have employees and certain others with no employees.

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Single-Establishment Employers

- This field will not be processed for single-establishment employers, as it will have already been provided earlier in the *OFS*.

Multi-Establishment Employers³²

- In the “Filing Preferences” section of the *OFS*, multi-establishment filers will have an opportunity to indicate whether or not all establishments have the same previously-provided EIN. If the response is “Yes”, the EIN displayed will be used for all reports, and entries in this field will not be processed by the *OFS*.
- ***Headquarters***: This field should correspond to the EIN associated with the headquarters and should be reflected on the “Headquarters Report” row of the data file (i.e., Field 2 Status Code=3).
- ***Non-Headquarters Establishments***: A non-headquarters establishment’s EIN should be reflected within the corresponding “Establishment-Level Report” row(s) of the data file (i.e., Field 2 Status Code=4, Status Code=8, or Status Code=9).

The following is a summary of **Field 187**:

| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req’d? | Possible Values & Remarks |
|---------|------------|---------------|------------|--------|---------|--------|---|
| 187 | EIN | 1311-1319 | GE | 9 | N | Y* | See Field 187 description above for important details on how this field should be populated. |

*Will not be processed by *OFS* for single-establishment employers.

Field 188: Unique Entity ID (UEI)

For purposes of the EEO-1 Component 1 data collection, eligible federal contractors will no longer provide the “DUNS Numbers” associated with their headquarters and/or establishment(s) in the *EEO-1 Component 1 Online Filing System (OFS)* or in any data files uploaded to the *OFS*. Beginning with the 2022 EEO-1 Component 1 data collection, employers (i.e., single-establishment and multi-establishment employers) that are federal contractors must instead provide UEIs. For example, a multi-establishment employer must provide UEIs for any headquarters and/or establishment(s) which are federal contractors.³³

³² As discussed above, any data submitted in Field 187 of the optional Consolidated Report row of the data file (i.e., Field 2 Status Code=2) will not be processed by the *EEO-1 Component 1 Online Filing System*.

³³ For more information on the federal government’s change to the Unique Entity ID (i.e., UEI), see <https://www.gsa.gov/about-us/organization/federal-acquisition-service/technology-transformation-services/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>, https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254&sys_kb_id=875189f21bee8d54937fa64ce54bcbbaa&spa=1, and <https://sam.gov/content/duns-uei>.

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Field 188 contains the UEI assigned by SAM.gov. It will not be processed for single-establishment employers. For multi-establishment employers, it is required for each row of the data file in which Field 13 is marked “Yes” (Field 13=1 or Field 13=Y). This field should be left NULL for rows in which Field 13 is marked “No” (Field 13=2 or Field 13=N). Please see *2024 EEO-1 Component 1 Data Collection Frequently Asked Questions (FAQs)*, available at www.eeocdata.org/eeol/, for important additional details about UEI.

Single-Establishment Filers

- This field will not be processed for single-establishment employers, as it will have already been provided earlier in the *OFS*.

Multi-Establishment Filers³⁴

- **Headquarters:** If applicable, this field should correspond to the UEI associated with the headquarters and should be reflected on the Headquarters Report row of the data file (i.e., Field 2 Status Code=3).
- **Non-Headquarters Establishments:** If applicable, an establishment’s UEI should be reflected within the corresponding Establishment Report row(s) of the data file (i.e., Field 2 Status Code=4, Status Code=8, or Status Code=9).

IMPORTANT NOTE: If a multi-establishment filer headquarters or non-headquarters establishment is a federal contractor but does not have a UEI, or is unsure of which UEI to use, enter the following language in this field: UNAVAILABLE.

The following is a summary of **Field 188**:

| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req’d? | Possible Values & Remarks |
|---------|------------|---------------|------------|--------|---------|--------|---|
| 188 | UEI | 1320-1331 | GF | 12 | AN | Y* | See Field 188 description above for important details on how this field should be populated. |

* This field will not be processed by *OFS* for single-establishment employers. It is required for multi-establishment employer data file rows in which Field 13=1 or Field 13=Y. For multi-establishment filers, this field should be left NULL (i.e., blank) for rows in which Field 13=2 or Field 13=N. If a headquarters or non-headquarters establishment is a federal contractor but does not have a UEI, or is unsure of which UEI to use, enter the following language in this field: UNAVAILABLE. Please see *2024 EEO-1 Component 1 Data Collection Frequently Asked Questions (FAQs)*, available at www.eeocdata.org/eeol/, for important additional details about UEI.

³⁴ As discussed above, any data submitted in Field 188 of the optional “Consolidated Report” row of the data file (i.e., Field 2 Status Code=2) will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)*.

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Field 189: Employer/HQ/Establishment Comments

Field 189 contains space for comments associated with the employer or any of its associated establishments.

Single-Establishment Employers

- If applicable, this field should correspond to the comments associated with the employer.
- Text entered in this field will populate "Certification Comments" in Section K of the EEO-1 Component 1 form.

Multi-Establishment Employers³⁵

- ***Headquarters:*** If applicable, this field should correspond to the comments associated with the headquarters and should be reflected on the Headquarters Report row of the data file (i.e., Field 2 Status Code=3).
- ***Non-Headquarters Establishments:*** If applicable, comments associated with a non-headquarters establishment should be reflected within the corresponding "Establishment-Level Report" row(s) of the data file (i.e., Field 2 Status Code=4, Status Code=8, or Status Code=9).
- Text entered in this field will populate "Headquarters or Establishment-Level Comments" in Section J of the EEO-1 Component 1 report.

IMPORTANT NOTE: Commas are not permitted in this field and will cause a data file upload error.

The following is a summary of **Field 189**:

| Field # | Field Name | TXT Positions | CSV Column | Length | FLD TYP | Req'd? | Possible Values & Remarks |
|----------------|--|----------------------|-------------------|---------------|----------------|---------------|--|
| 189 | Single Establishment/ HQ/Establishment-Level Comments | 1332-2331 | GG | 1000 | AN | N | See Field 189 description above for important details on how this field should be populated. Commas are not permitted in this field. |

³⁵ As discussed above, any data submitted in Field 189 of the optional Consolidated Report row of the data file (i.e., Field 2 Status Code=2) will not be processed by the *EEO-1 Component 1 Online Filing System (OFS)*.

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5. DETAILED MATRIX ROW REFERENCE

The following table describes the workforce demographic data by job category and by sex and race or ethnicity collected by the EEO-1 Component 1 and the specifications for each row and column in the data file.

Administrative Support Workers (Row 6), Page 43
Craft Workers (Row 7), Page 44
Executive/Senior Level Officials and Managers (Row 1), Page 39
First/Mid-Level Officials and Managers (Row 2), Page 40
Individual Column Totals for Rows 1-10, Page 48
Laborers and Helpers (Row 9), Page 46
Operatives (Row 8), Page 45
Professionals (Row 3), Page 41
Sales Workers (Row 5), Page 42
Service Workers (Row 10), Page 47
Technicians (Row 4), Page 42

| Executive/Senior Level Officials and Managers (Row 1) | | | | | | | |
|--|----------------|---|----------------------|-------------------|---------------|----------------|--------------|
| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
| HISPM1 | 22 | Hispanic or Latino Males | 310-315 | V | 6 | N | N* |
| HISPF1 | 23 | Hispanic or Latino Females | 316-321 | W | 6 | N | N* |
| WHM1 | 24 | White Males | 322-327 | X | 6 | N | N* |
| BLKM1 | 25 | Black or African American Males | 328-333 | Y | 6 | N | N* |
| NHOPIM1 | 26 | Native Hawaiian or Other Pacific Islander Males | 334-339 | Z | 6 | N | N* |
| ASIANM1 | 27 | Asian Males | 340-345 | AA | 6 | N | N* |
| AIANM1 | 28 | American Indian or Alaska Native Males | 346-351 | AB | 6 | N | N* |
| TOMRM1 | 29 | Two or More Races Males | 352-357 | AC | 6 | N | N* |
| WHF1 | 30 | White Females | 358-363 | AD | 6 | N | N* |
| BLKF1 | 31 | Black or African American Females | 364-369 | AE | 6 | N | N* |

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| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
|---|----------------|---|----------------------|-------------------|---------------|----------------|--------------|
| NHOPIF1 | 32 | Native Hawaiian or Other Pacific Islander Females | 370-375 | AF | 6 | N | N* |
| ASIANF1 | 33 | Asian Females | 376-381 | AG | 6 | N | N* |
| AIANF1 | 34 | American Indian or Alaska Native Females | 382-387 | AH | 6 | N | N* |
| TOMRF1 | 35 | Two or More Races Females | 388-393 | AI | 6 | N | N* |
| TOTAL1 | 36 | Total Males and Females for Row 1 | 394-400 | AJ | 7 | N | N** |
| First/Mid-Level Officials and Managers (Row 2) | | | | | | | |
| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
| HISPM1_2 | 37 | Hispanic or Latino Males | 401-406 | AK | 6 | N | N* |
| HISPF1_2 | 38 | Hispanic or Latino Females | 407-412 | AL | 6 | N | N* |
| WHM1_2 | 39 | White Males | 413-418 | AM | 6 | N | N* |
| BLKM1_2 | 40 | Black or African American Males | 419-424 | AN | 6 | N | N* |
| NHOPIM1_2 | 41 | Native Hawaiian or Other Pacific Islander Males | 425-430 | AO | 6 | N | N* |
| ASIANM1_2 | 42 | Asian Males | 431-436 | AP | 6 | N | N* |
| AIANM1_2 | 43 | American Indian or Alaska Native Males | 437-442 | AQ | 6 | N | N* |
| TOMRM1_2 | 44 | Two or More Races Males | 443-448 | AR | 6 | N | N* |
| WHF1_2 | 45 | White Females | 449-454 | AS | 6 | N | N* |
| BLKF1_2 | 46 | Black or African American Females | 455-460 | AT | 6 | N | N* |
| NHOPIF1_2 | 47 | Native Hawaiian or Other Pacific Islander Females | 461-466 | AU | 6 | N | N* |
| ASIANF1_2 | 48 | Asian Females | 467-472 | AV | 6 | N | N* |

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| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
|------------------------------|----------------|---|----------------------|-------------------|---------------|----------------|--------------|
| AIANF1_2 | 49 | American Indian or Alaska Native Females | 473-478 | AW | 6 | N | N* |
| TOMRF1_2 | 50 | Two or More Races Females | 479-484 | AX | 6 | N | N* |
| TOTAL1_2 | 51 | Total Males and Females for Row 2 | 485-491 | AY | 7 | N | N** |
| Professionals (Row 3) | | | | | | | |
| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
| HISPM2 | 52 | Hispanic or Latino Males | 492-497 | AZ | 6 | N | N* |
| HISPF2 | 53 | Hispanic or Latino Females | 498-503 | BA | 6 | N | N* |
| WHM2 | 54 | White Males | 504-509 | BB | 6 | N | N* |
| BLKM2 | 55 | Black or African American Males | 510-515 | BC | 6 | N | N* |
| NHOPIM2 | 56 | Native Hawaiian or Other Pacific Islander Males | 516-521 | BD | 6 | N | N* |
| ASIANM2 | 57 | Asian Males | 522-527 | BE | 6 | N | N* |
| AIANM2 | 58 | American Indian or Alaska Native Males | 528-533 | BF | 6 | N | N* |
| TOMRM2 | 59 | Two or More Races Males | 534-539 | BG | 6 | N | N* |
| WHF2 | 60 | White Females | 540-545 | BH | 6 | N | N* |
| BLKF2 | 61 | Black or African American Females | 546-551 | BI | 6 | N | N* |
| NHOPIF2 | 62 | Native Hawaiian or Other Pacific Islander Females | 552-557 | BJ | 6 | N | N* |
| ASIANF2 | 63 | Asian Females | 558-563 | BK | 6 | N | N* |
| AIANF2 | 64 | American Indian or Alaska Native Females | 564-569 | BL | 6 | N | N* |
| TOMRF2 | 65 | Two or More Races Females | 570-575 | BM | 6 | N | N* |

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| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
|------------------------------|----------------|---|----------------------|-------------------|---------------|----------------|--------------|
| TOTAL2 | 66 | Total Males and Females for Row 3 | 576-582 | BN | 7 | N | N** |
| Technicians (Row 4) | | | | | | | |
| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
| HISPM3 | 67 | Hispanic or Latino Males | 583-588 | BO | 6 | N | N* |
| HISPF3 | 68 | Hispanic or Latino Females | 589-594 | BP | 6 | N | N* |
| WHM3 | 69 | White Males | 595-600 | BQ | 6 | N | N* |
| BLKM3 | 70 | Black or African American Males | 601-606 | BR | 6 | N | N* |
| NHOPIM3 | 71 | Native Hawaiian or Other Pacific Islander Males | 607-612 | BS | 6 | N | N* |
| ASIANM3 | 72 | Asian Males | 613-618 | BT | 6 | N | N* |
| AIANM3 | 73 | American Indian or Alaska Native Males | 619-624 | BU | 6 | N | N* |
| TOMRM3 | 74 | Two or More Races Males | 625-630 | BV | 6 | N | N* |
| WHF3 | 75 | White Females | 631-636 | BW | 6 | N | N* |
| BLKF3 | 76 | Black or African American Females | 637-642 | BX | 6 | N | N* |
| NHOPIF3 | 77 | Native Hawaiian or Other Pacific Islander Females | 643-648 | BY | 6 | N | N* |
| ASIANF3 | 78 | Asian Females | 649-654 | BZ | 6 | N | N* |
| AIANF3 | 79 | American Indian or Alaska Native Females | 655-660 | CA | 6 | N | N* |
| TOMRF3 | 80 | Two or More Races Females | 661-666 | CB | 6 | N | N* |
| TOTAL3 | 81 | Total Males and Females for Row 4 | 667-673 | CC | 7 | N | N** |
| Sales Workers (Row 5) | | | | | | | |
| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |

**2024 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
|---|----------------|---|----------------------|-------------------|---------------|----------------|--------------|
| HISPM4 | 82 | Hispanic or Latino Males | 674-679 | CD | 6 | N | N* |
| HISPF4 | 83 | Hispanic or Latino Females | 680-685 | CE | 6 | N | N* |
| WHM4 | 84 | White Males | 686-691 | CF | 6 | N | N* |
| BLKM4 | 85 | Black or African American Males | 692-697 | CG | 6 | N | N* |
| NHOPIM4 | 86 | Native Hawaiian or Other Pacific Islander Males | 698-703 | CH | 6 | N | N* |
| ASIANM4 | 87 | Asian Males | 704-709 | CI | 6 | N | N* |
| AIANM4 | 88 | American Indian or Alaska Native Males | 710-715 | CJ | 6 | N | N* |
| TOMRM4 | 89 | Two or More Races Males | 716-721 | CK | 6 | N | N* |
| WHF4 | 90 | White Females | 722-727 | CL | 6 | N | N* |
| BLKF4 | 91 | Black or African American Females | 728-733 | CM | 6 | N | N* |
| NHOPIF4 | 92 | Native Hawaiian or Other Pacific Islander Females | 734-739 | CN | 6 | N | N* |
| ASIANF4 | 93 | Asian Females | 740-745 | CO | 6 | N | N* |
| AIANF4 | 94 | American Indian or Alaska Native Females | 746-751 | CP | 6 | N | N* |
| TOMRF4 | 95 | Two or More Races Females | 752-757 | CQ | 6 | N | N* |
| TOTAL4 | 96 | Total Males and Females for Row 5 | 758-764 | CR | 7 | N | N** |
| Administrative Support Workers (Row 6) | | | | | | | |
| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
| HISPM5 | 97 | Hispanic or Latino Males | 765-770 | CS | 6 | N | N* |
| HISPF5 | 98 | Hispanic or Latino Females | 771-776 | CT | 6 | N | N* |
| WHM5 | 99 | White Males | 777-782 | CU | 6 | N | N* |

**2024 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
|------------------------------|----------------|---|----------------------|-------------------|---------------|----------------|--------------|
| BLKM5 | 100 | Black or African American Males | 783-788 | CV | 6 | N | N* |
| NHOPIM5 | 101 | Native Hawaiian or Other Pacific Islander Males | 789-794 | CW | 6 | N | N* |
| ASIANM5 | 102 | Asian Males | 795-800 | CX | 6 | N | N* |
| AIANM5 | 103 | American Indian or Alaska Native Males | 801-806 | CY | 6 | N | N* |
| TOMRM5 | 104 | Two or More Races Males | 807-812 | CZ | 6 | N | N* |
| WHF5 | 105 | White Females | 813-818 | DA | 6 | N | N* |
| BLKF5 | 106 | Black or African American Females | 819-824 | DB | 6 | N | N* |
| NHOPIF5 | 107 | Native Hawaiian or Other Pacific Islander Females | 825-830 | DC | 6 | N | N* |
| ASIANF5 | 108 | Asian Females | 831-836 | DD | 6 | N | N* |
| AIANF5 | 109 | American Indian or Alaska Native Females | 837-842 | DE | 6 | N | N* |
| TOMRF5 | 110 | Two or More Races Females | 843-848 | DF | 6 | N | N* |
| TOTAL5 | 111 | Total Males and Females for Row 6 | 849-855 | DG | 7 | N | N** |
| Craft Workers (Row 7) | | | | | | | |
| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
| HISPM6 | 112 | Hispanic or Latino Males | 856-861 | DH | 6 | N | N* |
| HISPF6 | 113 | Hispanic or Latino Females | 862-867 | DI | 6 | N | N* |
| WHM6 | 114 | White Males | 868-873 | DJ | 6 | N | N* |
| BLKM6 | 115 | Black or African American Males | 874-879 | DK | 6 | N | N* |
| NHOPIM6 | 116 | Native Hawaiian or Other Pacific Islander Males | 880-885 | DL | 6 | N | N* |
| ASIANM6 | 117 | Asian Males | 886-891 | DM | 6 | N | N* |

**2024 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
|---------------------------|----------------|---|----------------------|-------------------|---------------|----------------|--------------|
| AIANM6 | 118 | American Indian or Alaska Native Males | 892-897 | DN | 6 | N | N* |
| TOMRM6 | 119 | Two or More Races Males | 898-903 | DO | 6 | N | N* |
| WHF6 | 120 | White Females | 904-909 | DP | 6 | N | N* |
| BLKF6 | 121 | Black or African American Females | 910-915 | DQ | 6 | N | N* |
| NHOPIF6 | 122 | Native Hawaiian or Other Pacific Islander Females | 916-921 | DR | 6 | N | N* |
| ASIANF6 | 123 | Asian Females | 922-927 | DS | 6 | N | N* |
| AIANF6 | 124 | American Indian or Alaska Native Females | 928-933 | DT | 6 | N | N* |
| TOMRF6 | 125 | Two or More Races Females | 934-939 | DU | 6 | N | N* |
| TOTAL6 | 126 | Total Males and Females for Row 7 | 940-946 | DV | 7 | N | N** |
| Operatives (Row 8) | | | | | | | |
| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
| HISPM7 | 127 | Hispanic or Latino Males | 947-952 | DW | 6 | N | N* |
| HISPF7 | 128 | Hispanic or Latino Females | 953-958 | DX | 6 | N | N* |
| WHM7 | 129 | White Males | 959-964 | DY | 6 | N | N* |
| BLKM7 | 130 | Black or African American Males | 965-970 | DZ | 6 | N | N* |
| NHOPIM7 | 131 | Native Hawaiian or Other Pacific Islander Males | 971-976 | EA | 6 | N | N* |
| ASIANM7 | 132 | Asian Males | 977-982 | EB | 6 | N | N* |
| AIANM7 | 133 | American Indian or Alaska Native Males | 983-988 | EC | 6 | N | N* |
| TOMRM7 | 134 | Two or More Races Males | 989-994 | ED | 6 | N | N* |
| WHF7 | 135 | White Females | 995-1000 | EE | 6 | N | N* |

**2024 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
|-------------------------------------|----------------|---|----------------------|-------------------|---------------|----------------|--------------|
| BLKF7 | 136 | Black or African American Females | 1001-1006 | EF | 6 | N | N* |
| NHOPIF7 | 137 | Native Hawaiian or Other Pacific Islander Females | 1007-1012 | EG | 6 | N | N* |
| ASIANF7 | 138 | Asian Females | 1013-1018 | EH | 6 | N | N* |
| AIANF7 | 139 | American Indian or Alaska Native Females | 1019-1024 | EI | 6 | N | N* |
| TOMRF7 | 140 | Two or More Races Females | 1025-1030 | EJ | 6 | N | N* |
| TOTAL7 | 141 | Total Males and Females for Row 8 | 1031-1037 | EK | 7 | N | N** |
| Laborers and Helpers (Row 9) | | | | | | | |
| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
| HISPM8 | 142 | Hispanic or Latino Males | 1038-1043 | EL | 6 | N | N* |
| HISPF8 | 143 | Hispanic or Latino Females | 1044-1049 | EM | 6 | N | N* |
| WHM8 | 144 | White Males | 1050-1055 | EN | 6 | N | N* |
| BLKM8 | 145 | Black or African American Males | 1056-1061 | EO | 6 | N | N* |
| NHOPIM8 | 146 | Native Hawaiian or Other Pacific Islander Males | 1062-1067 | EP | 6 | N | N* |
| ASIANM8 | 147 | Asian Males | 1068-1073 | EQ | 6 | N | N* |
| AIANM8 | 148 | American Indian or Alaska Native Males | 1074-1079 | ER | 6 | N | N* |
| TOMRM8 | 149 | Two or More Races Males | 1080-1085 | ES | 6 | N | N* |
| WHF8 | 150 | White Females | 1086-1091 | ET | 6 | N | N* |
| BLKF8 | 151 | Black or African American Females | 1092-1097 | EU | 6 | N | N* |

**2024 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
|---------------------------------|----------------|---|----------------------|-------------------|---------------|----------------|--------------|
| NHOPIF8 | 152 | Native Hawaiian or Other Pacific Islander Females | 1098-1103 | EV | 6 | N | N* |
| ASIANF8 | 153 | Asian Females | 1104-1109 | EW | 6 | N | N* |
| AIANF8 | 154 | American Indian or Alaska Native Females | 1110-1115 | EX | 6 | N | N* |
| TOMRF8 | 155 | Two or More Races Females | 1116-1121 | EY | 6 | N | N* |
| TOTAL8 | 156 | Total Males and Females for Row 9 | 1122-1128 | EZ | 7 | N | N** |
| Service Workers (Row 10) | | | | | | | |
| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
| HISPM9 | 157 | Hispanic or Latino Males | 1129-1134 | FA | 6 | N | N* |
| HISPF9 | 158 | Hispanic or Latino Females | 1135-1140 | FB | 6 | N | N* |
| WHM9 | 159 | White Males | 1141-1146 | FC | 6 | N | N* |
| BLKM9 | 160 | Black or African American Males | 1147-1152 | FD | 6 | N | N* |
| NHOPIM9 | 161 | Native Hawaiian or Other Pacific Islander Males | 1153-1158 | FE | 6 | N | N* |
| ASIANM9 | 162 | Asian Males | 1159-1164 | FF | 6 | N | N* |
| AIANM9 | 163 | American Indian or Alaska Native Males | 1165-1170 | FG | 6 | N | N* |
| TOMRM9 | 164 | Two or More Races Males | 1171-1176 | FH | 6 | N | N* |
| WHF9 | 165 | White Females | 1177-1182 | FI | 6 | N | N* |
| BLKF9 | 166 | Black or African American Females | 1183-1188 | FJ | 6 | N | N* |
| NHOPIF9 | 167 | Native Hawaiian or Other Pacific Islander Females | 1189-1194 | FK | 6 | N | N* |

**2024 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
|---|----------------|---|----------------------|-------------------|---------------|----------------|--------------|
| ASIANF9 | 168 | Asian Females | 1195-1200 | FL | 6 | N | N* |
| AIANF9 | 169 | American Indian or Alaska Native Females | 1201-1206 | FM | 6 | N | N* |
| TOMRF9 | 170 | Two or More Races Females | 1207-1212 | FN | 6 | N | N* |
| TOTAL9 | 171 | Total Males and Females for Row 10 | 1213-1219 | FO | 7 | N | N** |
| Individual Column Totals for Rows 1-10 | | | | | | | |
| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
| HISPM10 | 172 | Hispanic or Latino Males | 1220-1225 | FP | 6 | N | N** |
| HISPF10 | 173 | Hispanic or Latino Females | 1226-1231 | FQ | 6 | N | N** |
| WHM10 | 174 | White Males | 1232-1237 | FR | 6 | N | N** |
| BLKM10 | 175 | Black or African American Males | 1238-1243 | FS | 6 | N | N** |
| NHOPIM10 | 176 | Native Hawaiian or Other Pacific Islander Males | 1244-1249 | FT | 6 | N | N** |
| ASIANM10 | 177 | Asian Males | 1250-1255 | FU | 6 | N | N** |
| AIANM10 | 178 | American Indian or Alaska Native Males | 1256-1261 | FV | 6 | N | N** |
| TOMRM10 | 179 | Two or More Races Males | 1262-1267 | FW | 6 | N | N** |
| WHF10 | 180 | White Females | 1268-1273 | FX | 6 | N | N** |
| BLKF10 | 181 | Black or African American Females | 1274-1279 | FY | 6 | N | N** |
| NHOPIF10 | 182 | Native Hawaiian or Other Pacific Islander Females | 1280-1285 | FZ | 6 | N | N** |
| ASIANF10 | 183 | Asian Females | 1286-1291 | GA | 6 | N | N** |

**2024 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

| Short Name | Field # | Field Description | TXT Positions | CSV Column | Length | FLD TYP | Req'd |
|----------------|---------|---|---------------|------------|--------|---------|-------|
| AIANF10 | 184 | American Indian or Alaska Native Females | 1292-1297 | GB | 6 | N | N** |
| TOMRF10 | 185 | Two or More Races Females | 1298-1303 | GC | 6 | N | N** |
| TOTAL10 | 186 | Total Males and Females for Row 11 | 1304-1310 | GD | 7 | N | N** |

*Null values are accepted and will be processed as zeroes

**Beginning with the 2022 EEO-1 Component 1 data collection, although a data file must be structured to include these fields, filers are no longer required to submit data in Fields 172-186 (Individual Column Totals for Rows 1-10). Instead, the *EEO-1 Component 1 Online Filing System (OFS)* will auto-generate Individual Column Totals for Rows 1-10 using the data provided in Fields 22 – 171. While filers may still submit an EEO-1 Component 1 data file containing data in Fields 172-186 (Individual Column Totals for Rows 1-10), these fields will not be processed by the *EEO-1 Component 1 Online Filing System*.