



Q. What is an Affirmative Action Plan?

A. An affirmative Action Plan is a management tool designed to ensure equal employment opportunity. It is a written document containing information and analyses of your workforce. A central premise underlying affirmative action is that, over time, absent discrimination, an agency's workforce will generally reflect the gender, racial, and ethnic profile of the labor pools from which the agency recruits and selects.

Q. Why must I prepare an Affirmative Action Plan?

A. Under Executive Order 11246, state agencies must prepare and maintain an Affirmative Action Plan. It is a requirement at the federal level by the Office of Federal Contract Compliance Programs (OFCCP). The Affirmative Action Plan must be kept by the agency and must be produced in case of an audit by the OFCCP.

All state departments and agencies are also required by Civil Service Rule 3.1(r) to establish and implement, in accordance with established policy, an affirmative action program to assure equal employment opportunity in the Classified Service of State government.

Q. When must I complete my Affirmative Action Plan?

A. The Affirmative Action Plan must be completed once the previous Plan Year has expired. When the previous Plan has expired, agencies have 60 days to complete a new Plan. Each agency sets its own Data Year and Plan Year.

Q. Who should I contact when I have minor questions regarding the OFCCP guidelines?

A. For minor questions related to submitting the Plan to State Civil Service, you should contact your Agency Relationship Manager at State Civil Service.

Q. Who should I contact when I have major questions regarding the OFCCP guidelines?

A. For major questions related to analysis, calculations, and determining availability, you should contact the OFCCP at the New Orleans District Office:

New Orleans District Office
US Dept. of Labor
OFCCP
600 South Maestri Place
Room 805
New Orleans, LA 70130
Phone: (504) 589-6575

Q. Where can I find Guideline for Preparing my Affirmative Action Plan?

A. [OFCCP Code of Federal Regulations, Title 41, Part 60-2](#)
[LA State Civil Service Guidelines for Preparing an Affirmative Action Plan](#)