AFFIRMATIVE ACTION PROGRAM VERIFICATION INTERFACE (AAP-VI)

FEDERAL CONTRACTOR USER GUIDE

Release 0.2 (v2)

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1   INTRODUCTION

The purpose of this document is to provide high-level information to **Federal Contractors** who submit **Affirmative Action Programs (AAPs)** to the Department of Labor (DOL) / Office of Federal Contractor Compliance Programs (OFCCP) via the **Affirmative Action Program Verification Interface (AAP-VI)**.

2   PURPOSE & SCOPE

The U.S Department of Labor's (DOL) Office of Federal Contract Compliance Programs (OFCCP) protects workers, promotes diversity and enforces the law. OFCCP has authority under three laws: Executive Order 11246, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended; and Section 503 of the Rehabilitation Act of 1973, as amended. OFCCP holds companies doing business with the federal government responsible for complying with the legal requirement to practice non-discrimination on basis of race, color, sex, sexual orientation, gender identity, religion, national origin, disability, or status as a protected veteran.

Federal contractors are also required to take affirmative action to provide equal employment opportunity. Federal contractors which meet specific jurisdictional thresholds are required to develop a written Affirmative Action Program under each of OFCCP's laws.

Currently, federal contractors submit their AAPs via mail or email. The AAP-VI system will be the primary source for entering, tracking and submitting your Affirmative Action Programs for review by OFCCP. AAP-VI will provide federal contractors a system to submit their Programs in a more efficient manner and provide visibility and reporting capabilities of the data submitted by the Programs.

3 LOGIN TO AAP-VI

Federal Contractors must login to the AAP-VI system and setup their **Company Profile** (Parent and/or Establishments) before they can Submit an AAP Certification for your Parent Company, an Establishment, or multiple Establishments.

To access the AAP-VI system, login:

1. **Open your web browser and enter the following in the address bar: https://aavi.dol.gov.**
2. **The AAP-VI Home page is displayed.**
3. **A Login.gov account is required to access AAP-VI. The Sign-In link will take you to a [Login.gov](#) sign in page. Select the Create an Account option and follow the prompts to get started.**
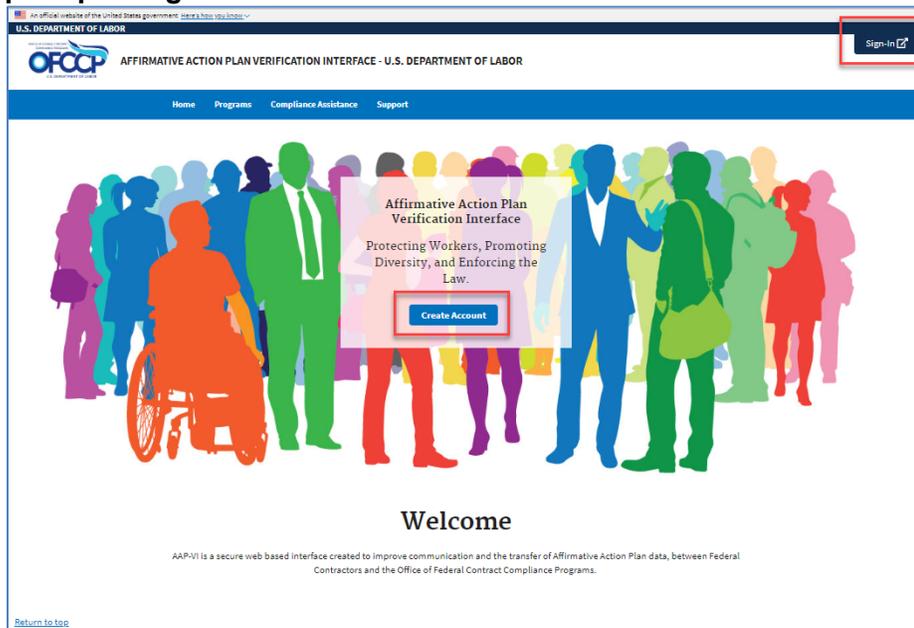
Figure 1: Sample of the AAP-VI Home page

4. **After clicking the "Create an Account" button, enter your email address, select the appropriate language preference, and select submit.**
5. **You will receive a Login.gov email confirmation with a link. After clicking the link, you will be directed to the password creation page.**
6. **After creating a password, choose your authentication method and click continue.**
7. **After confirming your 2-Factor authentication, you will be directed to the Login.gov account dashboard. You will be returned to aavi.dol.gov to continue the sign in process. (For more information on go to the Help Center on the home page)**

Figure 2: Sample of Login.gov Create an Account page

3.1 IDENTIFIERS KNOWN

Once you have created your login account via login.gov, you must enter information pertaining to your company that allows the system to authenticate you as a new user.

8. **The "Welcome to AAP-VI" page will be displayed. Click "Get Started" to begin.**
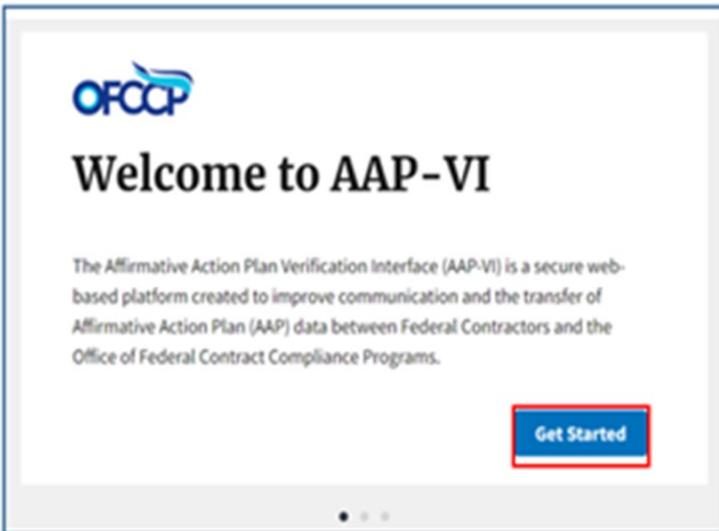
Figure 3: Sample of the Welcome Screen page

9. **The next page will display the Rules of Behavior. Once you have read all the rules, check the acknowledgement box and click "Continue".**

Figure 4: Sample of the "Rules of Behavior" page
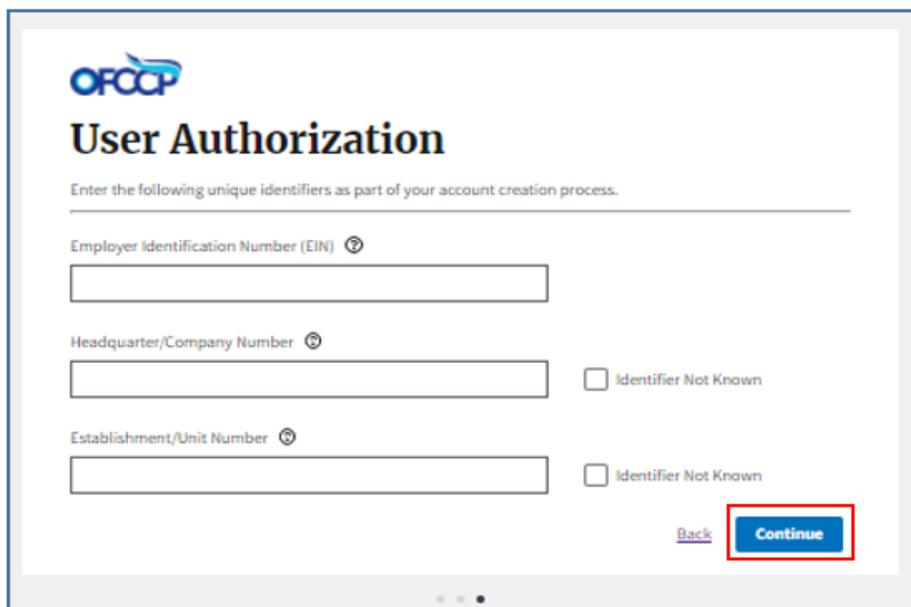
Figure 5: Sample of the "User Authorization" page

3. You will be directed to the User Authorization screen to enter your company's Employer Identification Number (EIN), Headquarter/Company Number, and Establishment/Unit Number. Note: EIN is a required field.

4. **After entering the required information, you will be directed to the Create Parent Company page. Be sure to confirm the information entered on the "User Authorization" page is prepopulated. Enter the up-to-date parent company info, including the mailing and physical address at the bottom of the page. Click "Save" to confirm your information.**

Figure 6: Sample of Create Parent Company page

5. **After you click "Save", you will be brought to the My Company Page with your company information displayed.**

Note: Once the Company Profile is established, when logging back in, you will be taken directly to your dashboard.
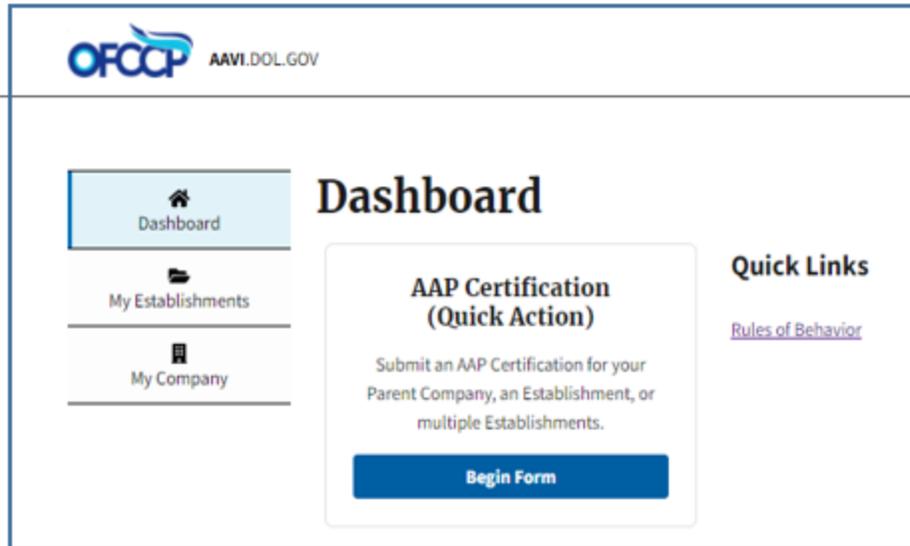
Figure 7: Sample of the Contractor Dashboard page

3.2   IDENTIFIERS UNKNOWN

If you do not know your Federal Contractor Authentication Identifiers, i.e. the Headquarter/Company Number, and Establishment/Unit Number, you may add your company as a new Parent Company to AAP-VI after the "Welcome Screen" and "Rules of Behavior". You will still need your EIN to continue since it's a required field.

1.   After entering the EIN, select the "Identifiers Not Known" boxes and click continue.

2.   The Create Parent Company screen is displayed to allow you to create a new organization in AAP-VI.

3.   Enter the required Parent Company information.

Figure 8: Sample of the Create New Parent Company page

> 4. Select the Save button to save the information.

3.3 LOGIN: RETURNING USER WITH EXISTING LOGIN.GOV ACCOUNT

If you are an **existing user** and already have a Login.gov account, from the AAP-VI Home Page:

1. Select the Sign In button.
   a. The Login.Gov login window is displayed.
2. Enter your Business Email Address and password.
3. Select the Log In button.
4. Your login information is verified.
5. Enter the information/code for the second-step of your 2-factor authentication.
6. Select the Submit button.

7. **You are re-routed back to the AAP-VI site and brought to your dashboard.**

Note: If any login issues are encountered, contact us online at
https://ofccpcontractor.dol.gov/s/ofccp-intake-form or call Toll-Free Help Line: 1-800-397-6251 (TTY
1-877-889-5627) *for assistance.*
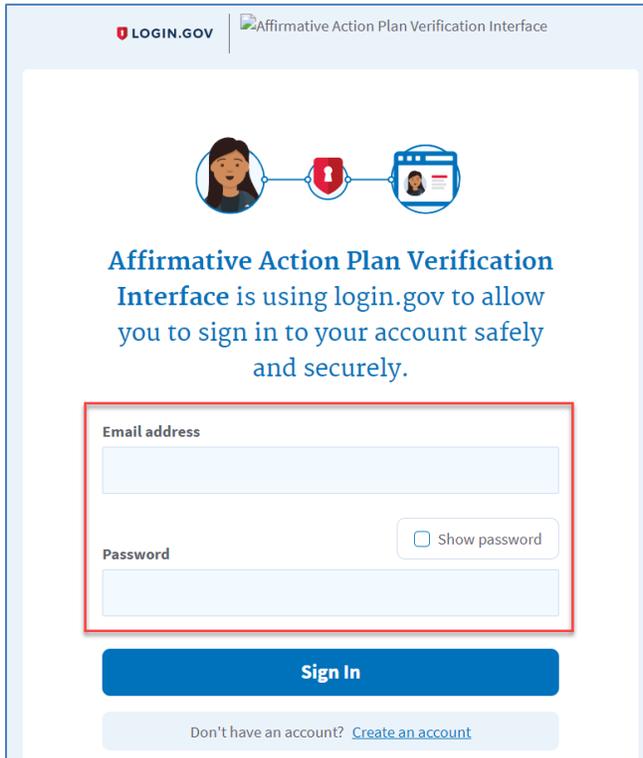
**Figure 9: Sample of the Login.gov page**
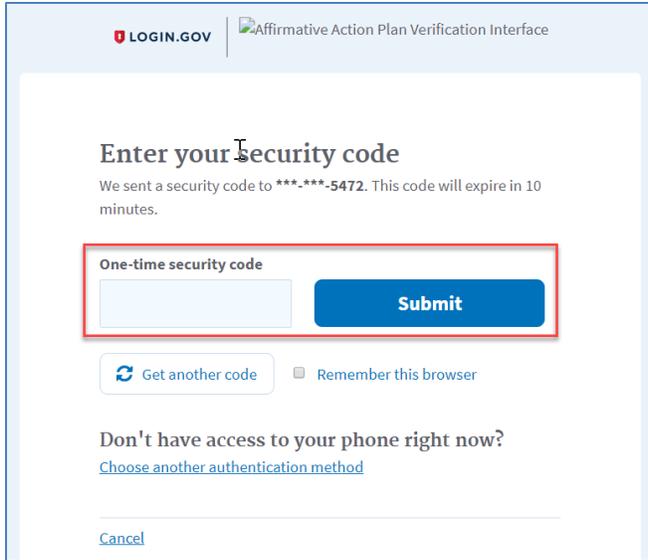
Figure 10: Sample of the Login.gov second-step Enter Code page

3.4 SIGN OUT

To logout of the AAP-VI system while signed in:

1. **Select the Sign out link on the top right-hand side of the page.**

Figure 11: Sample of the Log Out link

4 CONTRACTOR DASHBOARD

The landing page for retuning users is the **Contractor Dashboard**. From the dashboard, you can perform a number of actions including, but not limited to, submitting an AAP Certification for your Parent Company, an Establishment, or multiple Establishments, reading the Rules of Behavior, viewing your establishments, viewing your company profile, reviewing the FAQ page, and logging out.
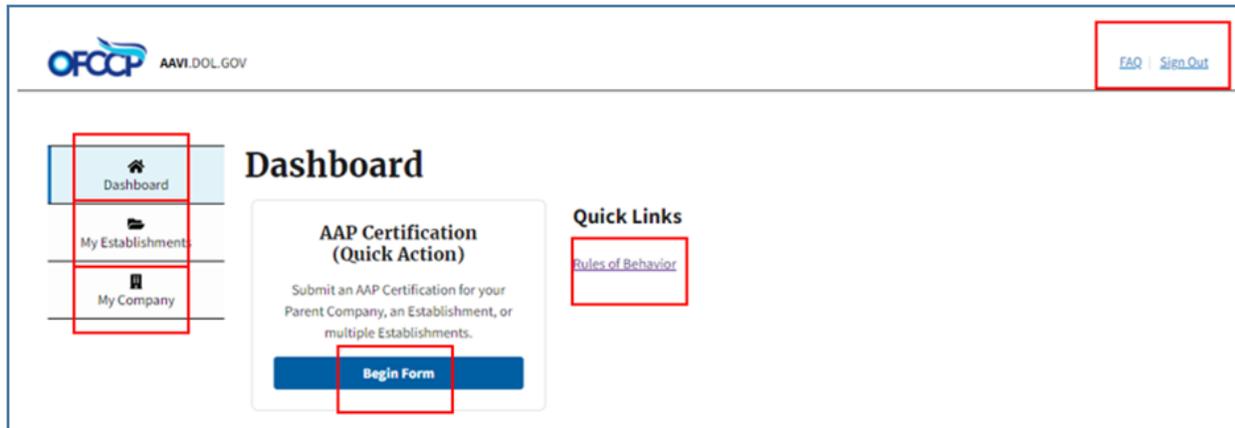

Figure 12: Sample of the Contractor Dashboard (landing page)

4.1 DASHBOARD: LEFT NAVIGATION

At the top of the dashboard in the Page Header there are two (2) tabs that are shortcuts to the following activities:

- **FAQs**
- **Sign Out**

Below the dashboard title, you will see the **AAP Certification (Quick Action)** feature. This is where you will begin AAP certification. To the right of the **AAP Certification (Quick Action)** feature, the **Quick Links** are displayed, which includes the **Rules of Behavior.**

There are 3 main icons on the Left Navigation:

1. **Dashboard: You can navigate to the dashboard from any page by selecting the Dashboard icon.**
2. **My Establishments: You will be directed to your Establishment Records, which includes the establishment's name, ID, and Parent Company.**
3. **My Company: Your company information will be displayed.**

4.2 MY ESTABLISHMENTS

The **My Establishments** page will list all current establishment records submitted by your company. The establishments will be listed by Name, ID, Parent Company, Point of Contact, and Actions.

- **If you are a Parent Company, you also have access to edit the profile information under the Actions category.**
- **If you are an Establishment, you do not have edit access.**

The option to Bulk Decertification is available under the **Action Dropdown.** Select the establishments that need decertification and click **Apply to selected items.**

Figure 13: Sample of the Establishment Records

4.3   MY COMPANY

The **My Company** icon will direct you to your company's profile with information such as Company ID, DUNS, and other important identifiers.
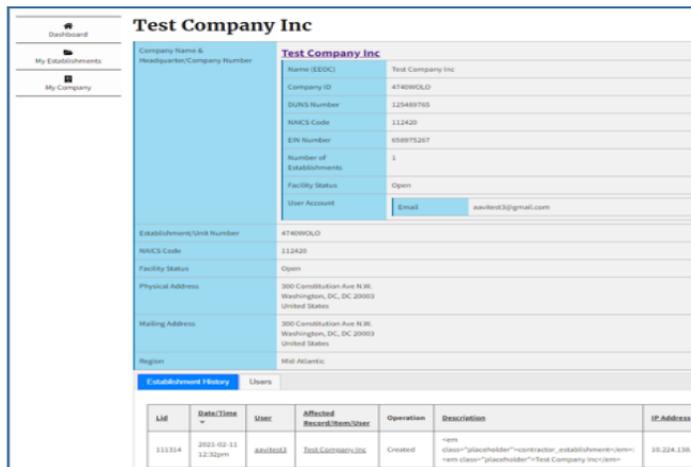

Figure 14: Sample of Company Profile

To add a new Establishment:

1. **Select the Add New Establishment button at the top-left of the grid.**
   a. **The Create Contractor Establishment page is displayed.**
   b. **The related Parent information (if known) is auto-populated.**
2. **Enter the required Establishment information.**
3. **Once you have completed the information, select the Save button to save the information you updated.**
   a. **You are returned to your dashboard.**
   b. **A Confirmation Message is displayed at the top of the page.**
   c. **The Establishment that was just created is added to the Establishment Summary grid.**

To edit company info:

4. **Click Edit Company**
5. **Enter new information in the profile and click Save to be brought back to the My Company page.**

Figure 15: Sample of the Add New Establishment button

4.3.1   Establishment Grid: Establishment Company Profile

From the **Establishment Summary grid** on the Dashboard, you can select an Establishment and view that Establishment's Company Profile information, as well as the AAP's associated with that Establishment. When selecting the POC Profile, the system defaults to the **View** action.

To view the **Establishment Company Profile** and see a list of that Establishment's AAP Submissions, in the Establishment grid:

1. **Navigate to the Establishment you want to review in the grid.**
2. **Select the Establishment Name link under the Establishment Name column.**
   a. **A read-only view of the Establishment Company Profile page is displayed.**

Figure 16: Sample of the Establishment Name

At the top of the **Establishment Company Profile** page, you can select buttons to:

1. **View the Profile: (default): View the list of AAP Submissions**
2. **Edit the Profile: Allows you to edit the Establishment Company Profile.**

Figure 17: Sample of the top of the Establishment Company Profile page

While on the **Establishment Company Profile** page, you can also scroll to the bottom of the page to review:

- **Establishments**
- **Parent Company History**
- **Related Users**

Figure 18: Sample of the bottom of the Establishment Company Profile page

4.3.2   Establishment Company Profile: Edit button

From the **Establishment Company Profile** page, you can edit the Profile information associated with the Establishment.

1. **If needed, navigate to the <u>top</u> of the Profile page.**
2. **Select the Edit button.**
   a.   **The Edit Establishment page is displayed.**
3. **Edit the information as necessary.**
4. **Once you have completed the edit, select the Save button to save the information you updated.**
   a.   **A Confirmation Message is displayed.**

Figure 19: Sample of the Edit option on the Establishment Company Profile page

4.4 DASHBOARD: ACCESS FAQS

The FAQ link allows you to review the list of Frequently Asked Questions (FAQs). The FAQ link is at the upper right side of the dashboard.

To review the FAQ's:

1. **Select the FAQs link in the page header at the top of the page.**
   a. **The Frequently Asked Questions page is displayed.**
2. **Navigate to the topic or question you would like to review.**
3. **Select the plus sign (+) to expand the topic.**

*Note: You can also access the FAQ page by selecting the link in the footer.*
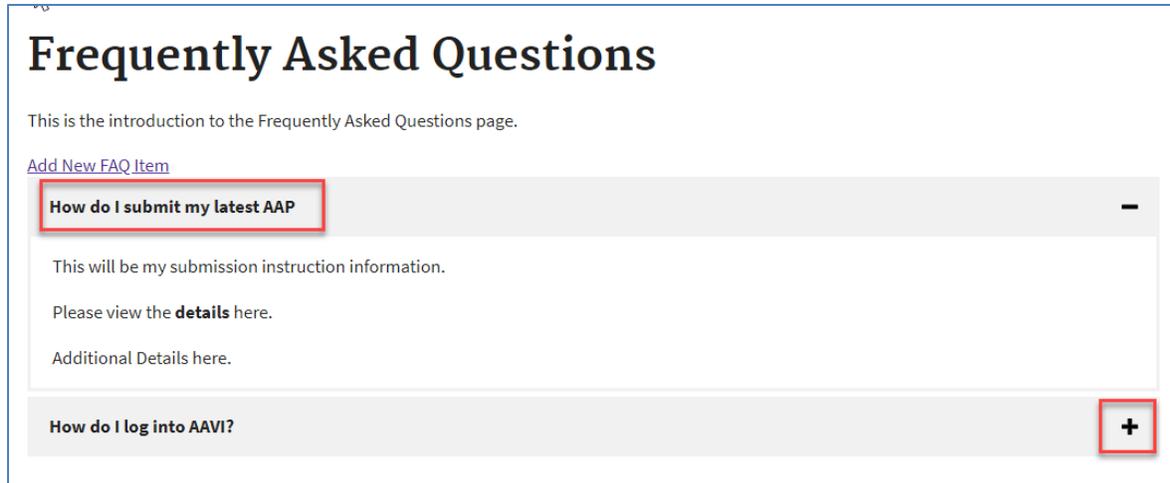
Figure 20: Sample of the Frequently Asked Questions page

5   CERTIFY AAP

The **Submit AAP Certification** page is where you will begin the certification process for your AAP. The page will display after logging in with your contractor Login.gov account.
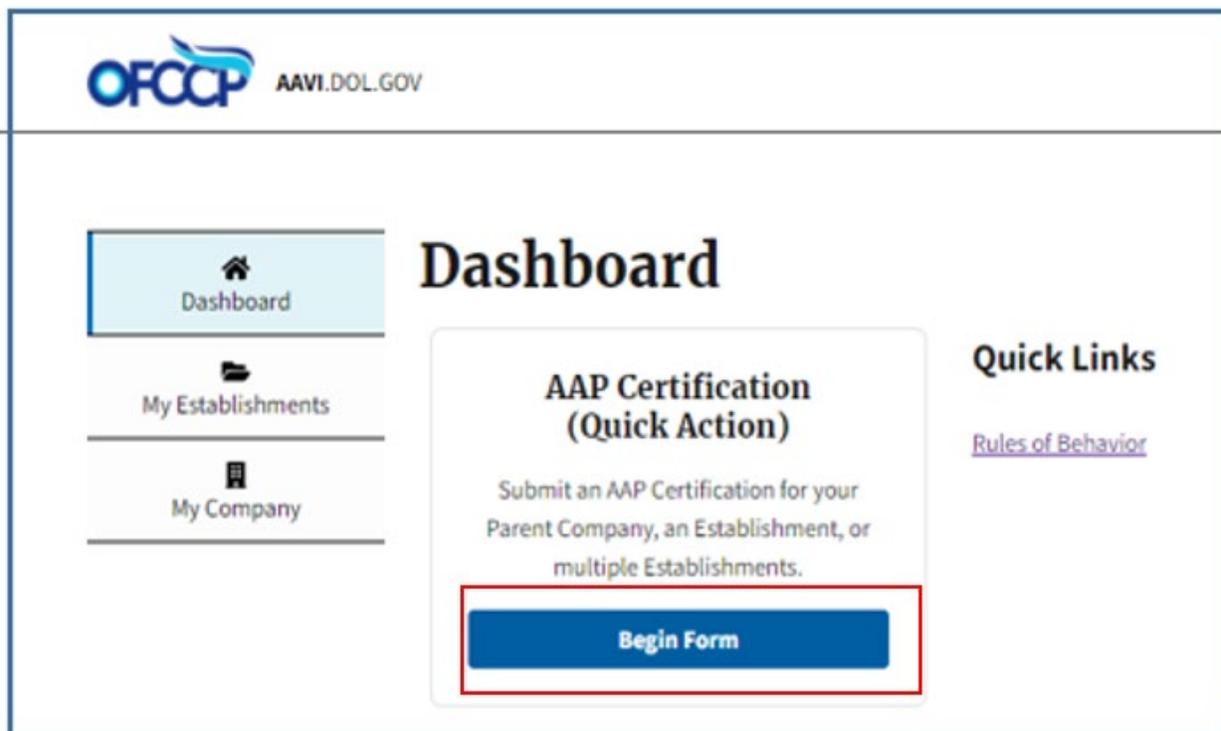

Figure 21: Sample of Submit an AAP Certification Page

5.1 AAP: SAM QUESTIONS & DECLARATION PAGE

The System for Award Management (SAM) is used by federal contractors interested in doing business with the Federal Government.

1. **Navigate to the SAM Question tab.**
2. **Select the checkbox pertaining to the correct SAM statement that best describes your AAP requirements.**
   - **It has developed and maintained affirmative action programs at each establishment, as applicable. See 41 CFR Chapter 60.**
   - **It has been party to a qualifying federal contract or subcontract for 120 days or more and has not developed and maintained applicable affirmative action programs at each establishment, as applicable. See 41 CFR Chapter 60.**
   - **It became a covered federal contractor or subcontractor within the past 120 days and therefore has not yet developed applicable affirmative action programs. See 41 CFR Chapter 60.**
3. **Affirm that the information you are submitting is true and accurate by selecting the checkbox for the Declaration Statement.**
4. **Once you have completed this component, select the Continue button to go to Step 2.**

Figure 22: Sample of the SAM Question and Declaration page

5.2 ESTABLISHMENTS SELECTION

The next step will be to select your existing establishment. A list of establishments pending certification will be displayed.

1. **Check the box of the establishment requiring certification on the left side of the table.**
2. **Check the box next to Establishment Name to select all establishments listed if needed.**
3. **Once the establishment(s) requiring certification are selected, click the Submit Certification button.**
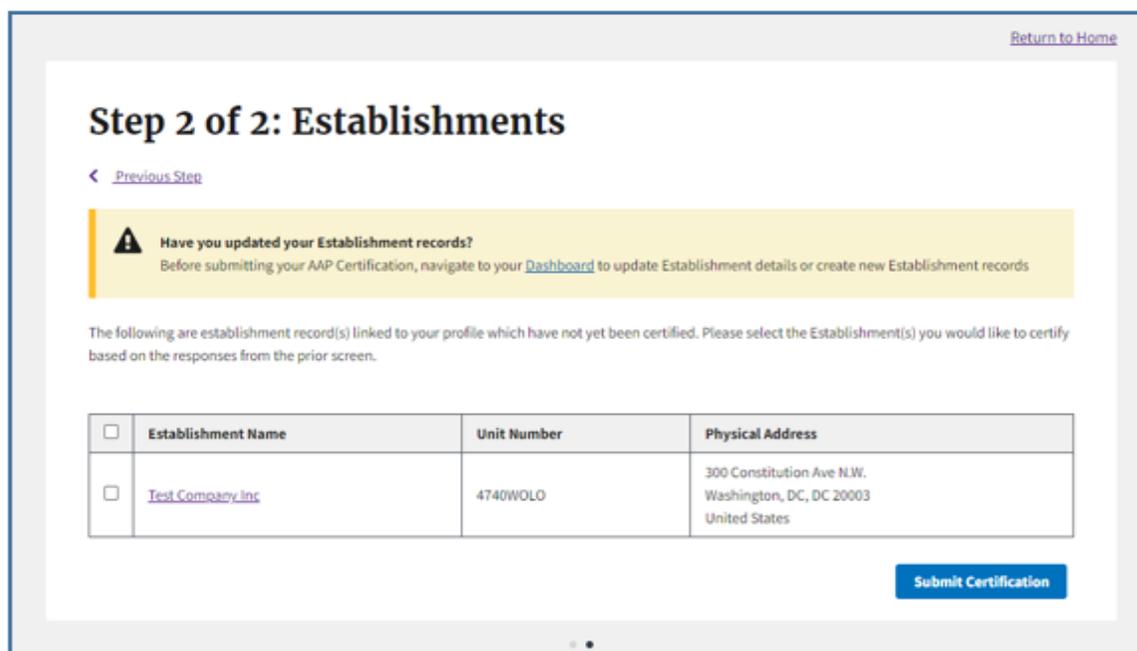
Figure 23: Sample of the Establishments page

5.3 SUBMIT CERTIFICATION

The next page will ask confirmation of certification and list the selected establishments. Click **Execute Action** to certify or **Cancel** to be redirected to a link that will take you back to the Dashboard.
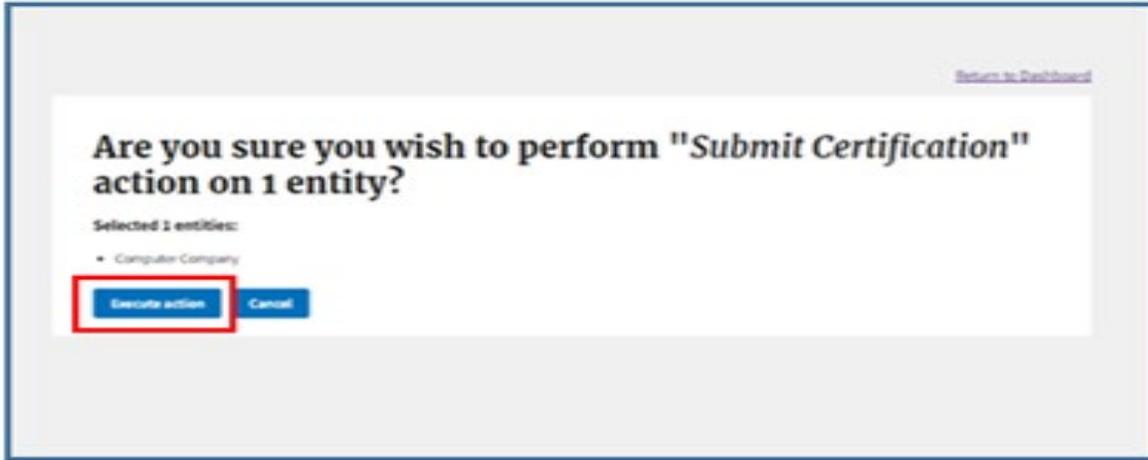
Figure 24: Sample of Submit Certification page

APPENDIX A: ACRONYMS

AAP	Affirmative Action Program
AAP-VI	Affirmative Action Program Verification Interface
ADA	American's with Disabilities Act
ADAAA	American's with Disabilities Act Amendments Act
CCR	Central Contractor Registration
CMCE	Corporate Management Compliance Evaluation
CSV	Comma-Separated Values
DUNS	Data Universal Number System (a.k.a. DUNS Number)
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EIN	Employer Identification Number
EPLS	Excluded Parties List System
NAICS	North American Industry Classification System
OFCCP	Office of Federal Contract Compliance Programs
ORCA	Online Representations and Certifications Applications
PIV	Personal Identity Verification (PIV) / Access Control
SAM	System for Award Management
VEVRAA	Vietnam Era Veterans Readjustment Assistance Act

APPENDIX B: DEFINITIONS

Affirmative Action Program	An Affirmative Action Program (AAP) is a tool used by management to create equal employment opportunities for all applicants and existing employees. Using quantitative analysis, affirmative action Programs compare the composition of a federal contractor's workforce to that of other relevant labor pools.
Affirmative Action Program Verification Interface	Certification Portal that allows federal contractors to upload their affirmative action Programs for review by OFCCP staff, and automatically sends a confirmation of receipt to the submitter. OFCCP staff will access the portal's metadata to conduct analysis, determine noncompliance, and generate reports. The portal will integrate with OFCCP's existing Compliance Management System (CMS) so that affirmative action Programs can be used as supporting documentation for compliance evaluations.
Corporate Management Compliance Evaluation (CMCE)	When a scheduling list is developed for compliance evaluations, establishments listed that are headquarters are identified as CMCE.
Establishment / Unit	A corporate branch or establishment unit that reports to a Parent company or Holding Company. An establishment may also be a Company if they do not report to a Parent company or Holding Company.
Establishment ID (a.k.a Unit ID)	Establishment ID or Unit ID is a number issued by the Equal Employment Opportunity Commission (EEOC) and is listed on your EEO-1 report in the upper left hand corner, below the Company ID. This number represents a company or establishment that reports to a Parent company or Holding Company. A Company ID may be used in place of an Establishment ID to represent a Parent company or Holding Company.
Employer Identification Number (EIN)	A nine-digit number that IRS assigns in the following format: XX-XXXXXXX. It is used to identify the tax accounts of employers and certain others who have no employees. Also known as a Federal Tax Identification Number, is used to identify a business entity.
Executive Order 11246	The Executive Order prohibits federal contractors and federally–assisted construction contractors and subcontractors, who do over $10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin.

North American Industry Classification System (NAICS)	A 2- through 6-digit hierarchical classification system, offering five levels of detail. Each digit in the code is part of a series of progressively narrower categories, and the more digits in the code signify greater classification detail. A complete and valid NAICS code contains six digits.
Office of Federal Contract Compliance Programs	OFCCP is responsible for ensuring that employers doing business with the Federal government comply with the laws and regulations requiring non-discrimination. This mission is based on the underlying principle that employment opportunities generated by Federal dollars should be available to all Americans on an equitable and fair basis.
Parent	Corporate Headquarters or Holding Company or a single establishment which has no other lower level companies or branches reporting to it.
Parent ID (a.k.a. Company ID)	Company ID is a number issued by the Equal Employment Opportunity Commission (EEOC) and is listed on your EEO-1 report in the upper left hand corner. This number represents a Parent company, Holding Company or a single establishment which has no other lower level companies reporting to it.
Section 503 of the Rehabilitation Act of 1973	Section 503 prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities (IWDs), and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals. As revised, the regulations strengthen the affirmative action provisions to aid contractors in their efforts to recruit and hire IWDs, and improve job opportunities for individuals with disabilities. The regulations also include changes to the non-discrimination provisions to bring them into compliance with the American's with Disabilities Act (ADA) Amendments Act (ADAAA) of 2008.
System for Award Management (SAM)	The System for Award Management, or SAM, is a Federal Government owned and operated free web site that consolidates the capabilities in Central Contractor Registration (CCR)/FedReg, Online Representations and Certifications Applications (ORCA) and the Excluded Parties List System (EPLS). This system is used by the Federal Government in conducting the acquisition and financial assistance (which includes grants and cooperative agreements) processes.
Vietnam Era Veterans Readjustment Assistance Act	VEVRAA prohibits federal contractors and subcontractors from discriminating in employment against protected veterans, and requires these employers to take affirmative action to recruit, hire, promote, and retain these veterans.