

SAMPLE LETTER TO SUBCONTRACTORS, VENDORS, AND SUPPLIERS
(RECOMMENDED PRIOR TO MARCH 24, 2014; REQUIRED AS OF THE FIRST DAY OF THE NEXT AAP CYCLE AFTER MARCH 24, 2014; INCLUDES CHANGES REQUIRED AFTER ENTERING INTO OR MODIFYING A COVERED CONTRACT ON OR AFTER APRIL 8, 2015)

Dear _____:

As a Federal Government contractor [Glenn Barlett Consulting Services, LLC] annually notifies its subcontractors, vendors, and suppliers of its intentions in the area of equal employment opportunity.

The policy of [Glenn Barlett Consulting Services, LLC] is not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran, or citizenship status. This includes support of a policy of equal employment opportunity in recruitment, hiring, placement, promotion, transfer, training, compensation, layoff, termination, and physical facilities.

Should the value of your federal subcontracts or orders exceed \$10,000, you are subject to the regulations implementing Executive Order 11246 and Section 503 of the Rehabilitation Act of 1973. Should the value of a single federal subcontract or order exceed \$50,000, and should you employ 50 or more employees, these regulations require you to develop written affirmative action programs.

Should the value of any of your federal subcontracts or orders exceed \$100,000, you are subject to the regulations implementing the Vietnam Era Veterans' Readjustment Assistance Act of 1974. Should the value of a single federal subcontract or order exceed \$100,000, and should you employ 50 or more employees, you are required to develop a written affirmative action program.

All first-tier federal subcontractors who have 50 or more employees and have a subcontract or purchase order amounting to \$50,000 or more are also required to file annually a Standard Form 100 (Equal Employment Opportunity Employer Information Report EEO-1).

The aforementioned regulations require us to request that you take appropriate action in this regard.

**SAMPLE LETTER TO LABOR ORGANIZATIONS, UNION OFFICIALS,
AND/OR EMPLOYEE REPRESENTATIVES**

(REQUIRED AS OF MARCH 24, 2014 FOR LABOR ORGANIZATIONS;
REQUIRED AS OF THE FIRST DAY OF THE NEXT AAP CYCLE AFTER
MARCH 24, 2014 FOR UNION OFFICIALS AND/OR EMPLOYEE
REPRESENTATIVES; INCLUDES CHANGES REQUIRED AFTER ENTERING
INTO OR MODIFYING A COVERED CONTRACT ON OR AFTER APRIL 8,
2015)

Dear _____:

As a Federal Government contractor [Glenn Barlett Consulting Services, LLC] annually notifies its labor organizations, union officials, and/or employee representatives of its intentions in the area of equal employment opportunity.

The policy of [Glenn Barlett Consulting Services, LLC] is not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran, or citizenship status. This includes support of a policy of equal employment opportunity in recruitment, hiring, placement, promotion, transfer, training, compensation, layoff, termination, and physical facilities.

We want to be certain that you are aware of our policy. We will continue to request your cooperation.

SAMPLE LETTER TO RECRUITING SOURCES

(RECOMMENDED OUTREACH; INCLUDES CHANGES REQUIRED AFTER ENTERING INTO OR MODIFYING A COVERED CONTRACT ON OR AFTER APRIL 8, 2015)

Dear _____ :

As a Federal Government contractor [Glenn Barlett Consulting Services, LLC] annually notifies each potential source of employees of its intentions in the area of equal employment opportunity.

[Glenn Barlett Consulting Services, LLC] is an equal opportunity employer. When we have a position opening, it is our policy to hire the best qualified applicant for the position, without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. It is also our policy to provide employment opportunities to qualified persons with a disability and protected veterans.

We want to be certain that you are aware of our policy and when positions for our staff become available and are listed with your organization, that you can and will refer to us minority group applicants, veterans, and members of both sexes, regardless of religion, sexual orientation, gender identity, national origin, or disability.

We would appreciate having your written assurance that you will refer applicants to us on this basis. You may indicate your assurance by signing the enclosed copy of this letter, and returning it to us in the envelope provided.

Thank you for your cooperation.

SAMPLE LETTER TO COMMUNITY ORGANIZATIONS

(RECOMMENDED OUTREACH; INCLUDES CHANGES REQUIRED AFTER ENTERING INTO OR MODIFYING A COVERED CONTRACT ON OR AFTER APRIL 8, 2015)

Dear _____:

It is our practice to annually contact community organizations who have in the past provided employment applicants to us, or who are active community organizations interested in the advancement of equal employment opportunity. We wish to reaffirm the commitment of our organization to a policy of equal employment opportunity.

The policy of [Glenn Barlett Consulting Services, LLC] is not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran, or citizenship status. This includes support of a policy of equal employment opportunity in recruitment, hiring, placement, promotion, transfer, training, compensation, layoff, termination, and physical facilities.

Although we are not currently accepting employment applications, at such time as we do, we will continue to invite the support of your organization in referring qualified applicants for employment.