



U.S. Equal Employment Opportunity Commission

EEOC Headquarters
131 M Street, NE
Washington, DC 20507

2023 EEO-1 Component 1 Data File Upload Specifications



EEO-1 Component 1
Data Collection

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications

2023 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 2023 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 2023 EEO-1 Component 1 Instruction Booklet prior to and in conjunction with using the below 2023 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 2023 EEO-1 Component 1 filing. The 2023 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/2023_EEO_1_Component_1_Instruction_Booklet.pdf.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Table of Contents

1. INTRODUCTION.....	4
2. SUMMARY OF UPDATES TO DATA FILE UPLOAD SPECIFICATIONS	5
3. DATA FILE FORMATTING	8
3.1 Data File Overview	8
3.2 Data File Structure.....	8
Single-Establishment Employer	9
Multi-Establishment Employer.....	9
3.3 Switching from a Single-Establishment Employer to a Multi-Establishment Employer (or from a Multi-Establishment Employer to a Single-Establishment Employer).....	14
3.4 Common Issues and Errors.....	15
4. SPECIFICATIONS FOR INDIVIDUAL FIELDS	17
Field 1: <i>OFS</i> Company ID.....	17
Field 2: Status Code.....	18
Field 3: <i>OFS</i> Company ID/Establishment-Level Unit ID	21
Field 4: Employer/HQ/Establishment Name.....	23
Fields 5 – 9: Employer Address or Establishment Address	24
Fields 10 – 12: NULL.....	26
Field 13: Federal Contractor Designation	26
Field 14: NULL	28
Field 15: County Name.....	28
Field 16: Workforce Snapshot Period	29
Field 17: 2022 North American Industry Classification System (NAICS) Code.....	30
Fields 18 – 21: NULL.....	32
Fields 22 – 186: Workforce Demographic Data Matrix.....	33
Field 187: Employer Identification Number (EIN)	35
Field 188: Unique Entity ID (UEI).....	36
Field 189: Employer/HQ/Establishment Comments	38
5. DETAILED MATRIX ROW REFERENCE	40

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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 postal mail 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 2023 EEO-1 Component 1 *Data File Upload Specifications* provided below. Filers must follow the specifications detailed below to ensure their 2023 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 2023 EEO-1 Component 1 Instruction Booklet prior to and in conjunction with using the below 2023 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 2023 EEO-1 Component 1 filing. The 2023 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/2023_EEO_1_Component_1_Instruction_Booklet.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.

2023 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.

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

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.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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 2023 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 – ⁶186 (*Individual Column Totals for Rows 1-10*), these fields will not be processed by the *OFS*. Please note that the data file must still be structured to include 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.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

- ***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).⁷ Please see the *2023 EEO-1 Component 1 FAQs*, available at www.eocdata.org/eo1/, 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).⁸ Please note that commas are *not* permitted in this section.

⁷ 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.

⁸ As discussed in the section of the 2023 EEO-1 Component 1 Instruction Booklet entitled “REPORTING BY SEX,” the EEO-1 Component 1 data collection currently provides only binary options (i.e., male or female) for reporting employee counts by sex, job category, and race or ethnicity. However, employers may *voluntarily* choose to report employee demographic data for non-binary employees – that is, employees who do not identify as exclusively male or female – by sex (i.e., non-binary), job category and race or ethnicity in the “comments” section of the report(s). Employers that voluntarily choose to report non-binary employees in the “comments” section of the report(s) should not assign such employees to the male or female categories or any other categories (i.e., job category and race or ethnicity) within the report(s). For additional information on the voluntary reporting of non-binary employees, please refer to the section of the Instruction Booklet entitled “REPORTING BY SEX.”

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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 2023 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 2023 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.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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 Report⁹

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”.¹⁰

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.

⁹ 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.”

¹⁰ 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).”

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Headquarters Report¹¹

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.¹²

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 2023 EEO-1 Component 1 data file.

Figure 1. “Headquarters Report” data row on 2023 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 SP VT		05156	1	1	1

Establishment-Level Report¹³

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.¹⁴

¹¹ 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.”

¹² 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.

¹³ 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.”

¹⁴ 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.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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).¹⁵ 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*.¹⁶

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*.¹⁷

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).¹⁸

See Figure 2 below for an example of how to indicate an existing “Establishment-Level Report” on a multi-establishment employer’s 2023 EEO-1 Component 1 data file.

¹⁵ 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.

¹⁶ Please note that the 2023 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.”

¹⁷ Once logged in to the *EEO-1 Component 1 Online Filing System (OFS)*, filers should select their employer from “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.

¹⁸ Please note that the 2023 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.”

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Figure 2. Existing “Establishment-Level Report” data rows on 2023 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)*.¹⁹

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 2023 EEO-1 Component 1 data file.

¹⁹ Once logged in to the *EEO-1 Component 1 Online Filing System (OFS)*, filers should select their employer from “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.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Figure 3. New “Establishment-Level Report” data rows on 2023 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 SPIVT		05156	1	1	1

*Consolidated Report*²⁰

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 2022,²¹ 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.²²

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-generate a “Consolidated Report” using the headquarters and establishment-level data**

²⁰ 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.”

²¹ 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.

²² 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.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

contained in an employer’s uploaded data file. While filers will be permitted, if a filer so chooses, to submit a 2023 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.²³

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., 2023) 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 2023 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.

²³ As discussed in the section of the 2023 EEO-1 Component 1 Instruction Booklet entitled “REPORTING BY SEX,” the EEO-1 Component 1 data collection currently provides only binary options (i.e., male or female) for reporting employee counts by sex, job category, and race or ethnicity. However, employers may *voluntarily* choose to report employee demographic data for non-binary employees – that is, employees who do not identify as exclusively male or female – by sex (i.e., non-binary), job category and race or ethnicity in the “comments” section of the report(s). Employers that voluntarily choose to report non-binary employees in the “comments” section of the report(s) should not assign such employees to the male or female categories or any other categories (i.e., job category and race or ethnicity) within the report(s). For additional information on the voluntary reporting of non-binary employees, please refer to the section of the 2023 EEO-1 Component 1 Instruction Booklet entitled “REPORTING BY SEX.”

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

- *Field 2 (Status Code)*
 - Headquarters: Set Status Code=3
 - Non-Headquarters Establishment(s): Set Status Code=9
- *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 2023 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.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

- 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.
- 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 2023 EEO-1 Component 1 Online Filing System (*OFS*) User’s Guide (User’s Guide) available at www.eocdata.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*.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

4. SPECIFICATIONS FOR INDIVIDUAL FIELDS

This section provides the specifications for formatting the individual fields that are required for each row of the 2023 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	TXT File: Number of characters <i>required</i> . CSV File: Maximum number of characters <i>allowed</i> .
FLD TYP	Type of data permitted in the field: <ul style="list-style-type: none"> ➤ AN = Alphanumeric ➤ N = Numeric
Req'd?	Whether the field is required on the data file: <ul style="list-style-type: none"> ➤ 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., 2023) 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 advance notification letter that will be sent to the employer via U.S. mail about one week prior to the opening of the 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**:

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Field #	Field Name	TXT Positions	CSV Column	Length	FLD TYP	Req'd?	Possible Values & Remarks
1	<i>OFS</i> 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., 2023) 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 2023 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., 2023) 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.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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 2023 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 2023 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 2023 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**:

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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., 2023) 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>

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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.²⁴</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., 2023) 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).

²⁴Although 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.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Returning Multi-Establishment Employers²⁵

- ***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 “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**:

²⁵ 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)*.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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., 2023) 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*.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Multi-Establishment Employers²⁶

- **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*.

²⁶ 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)*.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Multi-Establishment Employers²⁷

- ***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):

- Cannot start with a number or contain only numbers.
- 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.²⁸
- Can be NULL or blank if the establishment does not have a physical location.

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

²⁷ 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)*.

²⁸ Employers should not include establishments located in Puerto Rico, the Virgin Islands, or other American protectorates.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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).

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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

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.

²⁹ 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*.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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**:³⁰

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).

³⁰ 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)*.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Field 16: Workforce Snapshot Period

Field 16 contains the dates of the workforce snapshot period. The workforce snapshot period for the 2023 EEO-1 Component 1 report would be an employer-selected pay period between October 1, 2023 and December 31, 2023.

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**:³¹

³¹ 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)*.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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 2023 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 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 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**:

³² 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)*.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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 2023 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**:

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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 Employers³³

- **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 provided

³³ 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)*.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

elsewhere in the data file.³⁴ 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**:

³⁴ 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.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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*	See description above for important details on how these fields should be populated. 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.
22 – 36	<i>Row 1</i>	<i>310-400</i>	<i>V-AJ</i>	<i>91</i>	<i>N</i>	<i>N*</i>	<i>Executive/Senior Level Officials and Managers</i>
37 – 51	<i>Row 2</i>	<i>401-491</i>	<i>AK-AY</i>	<i>91</i>	<i>N</i>	<i>N*</i>	<i>First/Mid-Level Officials and Managers</i>
52 – 66	<i>Row 3</i>	<i>492-582</i>	<i>AZ-BN</i>	<i>91</i>	<i>N</i>	<i>N*</i>	<i>Professionals</i>
67 – 81	<i>Row 4</i>	<i>583-673</i>	<i>BO-CC</i>	<i>91</i>	<i>N</i>	<i>N*</i>	<i>Technicians</i>
82 – 96	<i>Row 5</i>	<i>674-764</i>	<i>CD-CR</i>	<i>91</i>	<i>N</i>	<i>N*</i>	<i>Sales Workers</i>
97 – 111	<i>Row 6</i>	<i>765-855</i>	<i>CS-DG</i>	<i>91</i>	<i>N</i>	<i>N*</i>	<i>Administrative Support Workers</i>
112 – 126	<i>Row 7</i>	<i>856-946</i>	<i>DH-DV</i>	<i>91</i>	<i>N</i>	<i>N*</i>	<i>Craft Workers</i>
127 – 141	<i>Row 8</i>	<i>947-1037</i>	<i>DW-EK</i>	<i>91</i>	<i>N</i>	<i>N*</i>	<i>Operatives</i>
142 – 156	<i>Row 9</i>	<i>1038-1128</i>	<i>EL-EZ</i>	<i>91</i>	<i>N</i>	<i>N*</i>	<i>Laborers and Helpers</i>
157 – 171	<i>Row 10</i>	<i>1129-1219</i>	<i>FA-FO</i>	<i>91</i>	<i>N</i>	<i>N*</i>	<i>Service Workers</i>
172 - 186	<i>Row 11</i>	<i>1220-1310</i>	<i>FP-GD</i>	<i>91</i>	<i>N</i>	<i>N**</i>	<i>Individual Column Totals for Rows 1-10</i>

*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.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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 Employers³⁵

- 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.³⁶

³⁵ 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*.

³⁶ 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>.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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 *2023 EEO-1 Component 1 FAQs*, available at www.eeocdata.org/eo1/, 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 Filers³⁷

- ***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 *2023 EEO-1 Component 1 FAQs*, available at www.eeocdata.org/eo1/, for important additional details about UEI.

³⁷ 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)*.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Field 189: Employer/HQ/Establishment Comments

Field 189 contains space for comments associated with the employer or any of its associated establishments (e.g., to voluntarily report the employee demographic data of non-binary employees).³⁸

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 Employers³⁹

- ***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**:

³⁸As discussed in the section of the 2023 EEO-1 Component 1 Instruction Booklet entitled "REPORTING BY SEX," the EEO-1 Component 1 data collection currently provides only binary options (i.e., male or female) for reporting employee counts by sex, job category, and race or ethnicity. However, employers may *voluntarily* choose to report employee demographic data for non-binary employees – that is, employees who do not identify as exclusively male or female – by sex (i.e., non-binary), job category and race or ethnicity in the "comments" section of the report(s). Employers that voluntarily choose to report non-binary employees in the "comments" section of the report(s) should not assign such employees to the male or female categories or any other categories (i.e., job category and race or ethnicity) within the report(s). For additional information on the voluntary reporting of non-binary employees, please refer to the section of the Instruction Booklet entitled "REPORTING BY SEX."

³⁹As 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)*.

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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	<p>See Field 189 description above for important details on how this field should be populated.</p> <p>Commas are not permitted in this field.</p>

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

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.

Short Name	Field #	Field Description	TXT Positions	CSV Column	Length	FLD TYP	Req'd
Executive/Senior Level Officials and Managers (Row 1)							
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*
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)							
HISPM1_2	37	Hispanic or Latino Males	401-406	AK	6	N	N*

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Short Name	Field #	Field Description	TXT Positions	CSV Column	Length	FLD TYP	Req'd
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*
NHOPI1_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*
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)							
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*
NHOPI2	56	Native Hawaiian or Other Pacific Islander Males	516-521	BD	6	N	N*

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Short Name	Field #	Field Description	TXT Positions	CSV Column	Length	FLD TYP	Req'd
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*
TOTAL2	66	Total Males and Females for Row 3	576-582	BN	7	N	N**
Technicians (Row 4)							
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*

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Short Name	Field #	Field Description	TXT Positions	CSV Column	Length	FLD TYP	Req'd
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)							
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*

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Short Name	Field #	Field Description	TXT Positions	CSV Column	Length	FLD TYP	Req'd
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)							
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*
BLKM5	100	Black or African American Males	783-788	CV	6	N	N*
NHOPI5	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**

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Short Name	Field #	Field Description	TXT Positions	CSV Column	Length	FLD TYP	Req'd
Craft Workers (Row 7)							
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*
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)							
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*

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Short Name	Field #	Field Description	TXT Positions	CSV Column	Length	FLD TYP	Req'd
NHOPI7	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*
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)							
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*

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Short Name	Field #	Field Description	TXT Positions	CSV Column	Length	FLD TYP	Req'd
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*
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)							
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*

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Short Name	Field #	Field Description	TXT Positions	CSV Column	Length	FLD TYP	Req'd
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*
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							
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**

**2023 EEO-1 Component 1 Data Collection
Data File Upload Specifications**

Short Name	Field #	Field Description	TXT Positions	CSV Column	Length	FLD TYP	Req'd
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**
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*.