



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Guidelines for Preparing Affirmative Action Plans
Cover Sheet for Non-Primary AAP

**EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION PLAN
FOR
DEPARTMENT OF ANIMAL PRESERVATION/
OFFICE OF CRAWFISH PRESERVATION
P.O. Box 12345
Baton Rouge, LA 70800**

DATA YEAR: April 1, 2000 – March 31, 2001

AAP YEAR: April 1, 2001 – March 31, 2002

PLAN COMPLETED BY: _____
Jane Q. Public, HR Analyst 1 (225) 555-1234

EEO COORDINATOR: _____
John R. Smith, HR Director 2 (225) 555-4567

APPOINTING AUTHORITY: Dr. Lonnie L. Smith, Secretary

I have read this Affirmative Action Plan and will ensure that all necessary and appropriate steps are taken to ensure that this agency does provide equal employment opportunity to all employees and applicants.

Appointing Authority's Signature

ALL PERSONNEL AREAS IN THE DEPARTMENT:
125 Office of Crawfish Preservation
126 Office of Kingfish Preservation