



**STATECIVILSERVICE**

**JOB AIDS AND RESOURCES**

*Guidelines for Preparing Affirmative Action Plans*

Cover Sheet for Primary AAP

**EQUAL EMPLOYMENT OPPORTUNITY/  
AFFIRMATIVE ACTION PLAN  
FOR  
DEPARTMENT OF ANIMAL 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:  
122 Dept of Animal Preservation/Secretary's Office  
123 Office of Black Bear Preservation  
124 Office of Nutria Preservation  
125 Office of Crawfish Preservation  
126 Office of Kingfish Preservation

INCLUDED IN:  
This Plan  
It's Own Plan  
It's Own Plan  
It's Own Plan  
Crawfish Preservation