



State of New Jersey

CHRIS CHRISTIE
Governor
KIM GUADAGNO
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
CONTRACT COMPLIANCE & AUDIT UNIT
EEO MONITORING PROGRAM
P.O. BOX 236
TRENTON, NJ 08625-0236
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CCAU@treas.state.nj.gov

Ford M. Scudder
State Treasurer

December 12, 2016

Dear Public Agency/Business Administrator,

This is a reminder that every public agency is required by law to designate a Public Agency Compliance Officer (P.A.C.O.) and **must return the enclosed completed form no later than January 10th of each year** in accordance with N.J.A.C. 17:27-3.2.

The individual designated to serve as the Public Agency Compliance Officer will be the point of contact for all matters concerning implementation and administration of the legal requirements of the Equal Employment Opportunity Monitoring Program. The P.A.C.O. is also responsible for administering contracting procedures pertaining to equal employment regarding both the Public Agency and its service providers. The P.A.C.O. must have the authority to recommend changes to effectively support the implementation of the statute and regulations.

Each year, all Public Agencies are required to submit the name, title, address, telephone, fax, and email address of the P.A.C.O. designated by the Public Agency to the Division of Purchase and Property, Contract Compliance and Audit Unit, EEO Monitoring Program. Also, if there are any changes to the designated P.A.C.O. during the year, the Public Agency must provide an updated P.A.C.O. form.

If the public agency fails to submit the required information to the Division by January 10th of each year, the Division may refer the public agency to the Attorney General's Office for further action pursuant to N.J.S.A. 10:5-36.

As a one-time courtesy, we have enclosed the Designation of Public Agency Compliance Officer (P.A.C.O.) form that is to be completed and submitted via email to **CCAU@treas.state.nj.gov** or mailed to the address above. For future reference, the form is available at:
http://www.state.nj.us/treasury/contract_compliance/forms.shtml.

If you have any questions, please feel free to contact us at (609) 292-5473.

Thank you.

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE & PROPERTY
CONTRACT COMPLIANCE AUDIT UNIT
EEO MONITORING PROGRAM

Print Form

Submit by Email

Designation Of Public Agency Compliance Officer (P.A.C.O)

The designated Public Agency Compliance Officer (P.A.C.O.) is:

Public Agency: _____

Telephone: _____

Name: _____

Fax: _____

Title: _____

Email: _____

Business Address: _____

Current Highest Elected or Appointed Official: _____

No Person currently serving as the P.A.C.O.

The P.A.C.O will be appointed at the next Board/Council meeting. A copy of the resolution designating the appointee will be sent to the Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program.

Additional technical assistance is required.

Public Agency Official Signature: _____

Please mail or fax form to: